George Dyson
Town Clerk

☏ (01273) 585493
✉ TownClerk@peacehaventowncouncil.gov.uk

Community House,
Meridian Way,
Peacehaven,
East Sussex,
BN10 8BB.

**Policy & Finance Committee**

**Members on this Committee:** Cllr Alexander (Chair of Committee), Cllr Davies, Cllr Fabry, Cllr Gallagher, Cllr Gordon-Garrett, Cllr Griffiths, Cllr Harman, Cllr Veck, Cllr Wood.

11th November 2026

Members of Peacehaven Town Council's **Policy & Finance Committee** are summoned to a meeting to be held in Community House on **Tuesday 17th November 2026** at **7.30 p.m**.

**George Dyson, Town Clerk.**

## AGENDA

1. **PF1265** CHAIR'S ANNOUNCEMENTS
2. **PF1266** PUBLIC QUESTIONS - *There will be a 15-minute period whereby members of the public may ask questions on any relevant POLICY & FINANCE matters.*
3. **PF1267** TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS.
4. **PF1268** TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS.
5. **PF1269** TO ADOPT THE COMMITTEE'S MINUTES OF 15TH SEPTEMBER 2026
6. **PF1270** TO REVIEW THE FINANCIAL POSITION OF THE COUNCIL YEAR TO-DATE: -
    - **a.** Finance Officer's report.
    - **b.** Bank account & Bank Reconciliation statements (for signing).
    - **c.** Income & Expenditure report.
    - **d.** Balance Sheet.
    - **e.** CIL & S.106 report (income, expenditure & bids).
    - **f.** List of payments (for approval).
7. **PF1271** TO AGREE A RECOMMENDATION TO COUNCIL REGARDING THE 2027/28 BUDGET
8. **PF1272** TO NOTE THE 2025/26 CONCLUSION OF AUDIT AND EXTERNAL AUDITOR REPORT
9. **PF1273** TO RATIFY RECOMMENDATIONS OF THE GRANTS SUB-COMMITTEE
10. **PF1274** TO AGREE 2027/28 FACILITY HIRE CHARGES
11. **PF1275** TO ADOPT A GRAFFITI POLICY
12. **PF1276** TO RECEIVE A REPORT AND AGREE ACTIONS FROM THE COMMUNITY BUILDINGS WORKING GROUP
13. **PF1277** TO RECEIVE VERBAL UPDATES FROM THE FOLLOWING TFG's
    - **a.** Audit Working Group
    - **b.** Community Buildings Working Group
    - **c.** Funding for Community House works including Air Source Heat Pumps
    - **d.** Business Plan Review
14. **PF1278** DATE OF NEXT MEETING – TUESDAY 2ND FEBRUARY 2027
15. **PF1279** TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING ITEMS

***NOTE:*** *In accordance with Standing Order No. 3(d) and the Public Bodies (Admission to Meetings) Act 1960, Section 1, in view of the confidential nature of the following business to be transacted, the public and press are excluded from the rest of the meeting.*

**16. PF1280** UNPAID INVOICE REPORT

**17. PF1281** TO AGREE 2027/28 RENT INCREASES

George Dyson
Town Clerk

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✉ TownClerk@peacehaventowncouncil.gov.uk

Community House,
Meridian Way,
Peacehaven,
East Sussex,
BN10 8BB.

**Minutes of the meeting of the Policy & Finance Committee meeting held in the Anzac Room, Community House on Tuesday 15th September 2026 at 7:30pm.**

**Present:** Cllr Alexander (Chair), Cllr Fabry, Cllr Davies, Cllr Gallagher, Cllr Veck, Cllr Hart, Cllr Campbell, Cllr Wood.

**Officers:** George Dyson (Town Clerk), Zoe Malone (Responsible Financial Officer).

No members of the public were in attendance

1. **PF1250** CHAIR'S ANNOUNCEMENTS

The Chair opened the meeting at 19:31, welcomed everyone, read out the Civility and Respect statement, ran through the fire exit procedure, asked for phones to be switched off, announced that the meeting was being recorded, and reminded members of the importance of confidentiality on any items listed under the confidential heading.

2. **PF1251** PUBLIC QUESTIONS - *There will be a 15-minute period whereby members of the public may ask questions on any relevant POLICY & FINANCE matters.*

There were no public questions.

3. **PF1252** TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS.

Apologies were received from Cllr Griffiths, with Cllr Hart substituting, and from Cllr Gordon-Garrett with Cllr Campbell substituting. Apologies were also received from Cllr Harman.

4. **PF1253** TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS.

There were no declarations of interest.

5. **PF1254** TO ADOPT THE COMMITTEE'S MINUTES OF 23RD JUNE 2026

**Proposed by:** Cllr Fabry **Seconded by:** Cllr Gallagher
The minutes of 23rd June 2026 were **agreed** and **adopted.**

6. **PF1255** TO REVIEW THE FINANCIAL POSITION OF THE COUNCIL YEAR TO-DATE: -
   - **a.** Finance Officer's report.

     The Responsible Financial Officer summarised the report and explained its purpose.

     Committee **noted** the Finance Officer's report.

   - **b.** Bank account & Bank Reconciliation statements (for signing).

     **Proposed by:** Cllr Fabry **Seconded by**: Cllr Wood
     Committee **resolved** to **agree** to the signing of the bank account and bank reconciliation statements.

   - **c.** Income & Expenditure report.

     Committee **noted** the Income and Expenditure report.

**d.** Balance Sheet.

Committee **noted** the balance sheet.

**e.** CIL & S.106 report (income, expenditure & bids).

Committee **noted** the CIL & s.106 report.

**f.** List of payments (for approval).

**Proposed by:** Cllr Fabry **Seconded by**: Cllr Gallagher
Committee **resolved** to **approve** the list of payments.

**7. PF1256** TO NOTE A REPORT ON BUDGET PLANNING FOR 2027/28

The Chair introduced the report in the papers and some background as to the reason for this paper.

There was a discussion, which was supportive of the report and highlighting key areas for Committee Chairs to be aware of.

Committee **noted** the report.

**8. PF1257** TO DISCUSS THE DRAFT 2027/28 BUDGET

The Clerk summarised the purpose of this item at this early stage.

The Chair thanked the RFO for the work on the budget so far, highlighting the details in the covering report.

Cllr Davies also thanked the RFO for the work on this budget and was pleased to see the budget discussion starting earlier this year, but was not happy with the initial percentage increase on the Band D precept.

Cllr Gallagher spoke as Chair of the Leisure & Amenities Committee, that there would be a need for further discussion through the Committee about areas where expenditure is needed.

There was a discussion about generating additional advertising income.

The RFO reinforced the next steps in budget setting moving forward.

**9. PF1258** TO ADOPT THE FOLLOWING POLICIES

**a.** Recording of public meetings policy

It was proposed to adopt this policy, subject to a minor amendment to point 2.3.

**Proposed by:** Cllr Alexander **Seconded by:** Cllr Fabry
Committee **resolved** to **agree** to this proposal by majority, with one abstention.

**b.** Equality & diversity policy statement

It was proposed to adopt this policy, subject to a minor amendment within point 1.

**Proposed by:** Cllr Alexander **Seconded by**: Cllr Hart
Committee **resolved** to **agree** to this proposal.

**c.** Safeguarding policy

It was proposed to adopt this policy, subject to a couple of spelling corrections.

**Proposed by**: Cllr Alexander **Seconded by**: Cllr Fabry
Committee **resolved** to **agree** to this proposal

**d.** Document retention policy

It was proposed to adopt this policy as read.

**Proposed by:** Cllr Alexander **Seconded by:** Cllr Wood
Committee **resolved** to **agree** to this proposal

**e.** Commercial Health & Fitness activities in parks licence agreement

It was proposed to adopt this policy, subject to an amendment to bring the GDPR policy statement in line with the current Council policy, and a minor amendment to the application form.

**Proposed by:** Cllr Alexander **Seconded by:** Cllr Fabry
Committee **resolved** to **agree** to this proposal

**f.** Treasury management policy

It was proposed to adopt this policy, subject to a minor amendment to bring the objectives section in line with the Controls.

**Proposed by:** Cllr Alexander **Seconded by:** Cllr Wood
Committee **resolved** to **agree** to this proposal

**10. PF1259** TO AGREE THE REVISED YOUTH MAYOR HANDBOOK

Cllr Veck introduced the report and summarised the background to this item.

There was a discussion on the Youth Mayor's Handbook, that neither in the papers were really finished documents ready for a decision to be made.

It was proposed that Committee add the Youth Mayor's handbook to the remit of the Mayor's TFG, and that Committee accept timeline 1.

**Proposed by:** Cllr Veck **Seconded by:** Cllr Fabry
Committee **resolved** to **agree** to this proposal

**11. PF1260** TO AGREE A RECOMMENDATION TO FULL COUNCIL ON ADOPTING A STATEMENT OF POLITICAL NEUTRALITY

The Town Clerk summarised the report and the background to it. There was a lengthy discussion on the policy.

It was proposed that the statement be referred to Full Council following any further amendments that Councillors would like to put forward to the Town Clerk.

**Proposed by:** Cllr Alexander **Seconded by:** Cllr Davies
Committee **resolved** to **agree** to this proposal

**12. PF1261** TO RECEIVE VERBAL UPDATES FROM THE FOLLOWING TFG's

**a.** Audit Working Group

The TFG has recently completed an audit which came out really well.

**b.** Community Buildings Working Group

A meeting is scheduled for this coming Thursday.

**c.** Funding for Community House works including Air Source Heat Pumps

There has been no progress of this TFG, although a survey on Air Source Heat Pumps is scheduled at Community House soon.

**d.** Business Plan Review

Work on this is currently progressing through Committees.

**13. PF1262** DATE OF NEXT MEETING – TUESDAY 17TH NOVEMBER 2026

The next meeting was confirmed as 17th November 2026.

**14. PF1263** TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING ITEMS

**Proposed by:** Cllr Fabry **Seconded by:** Cllr Hart
Committee **resolved** to **exclude** press and public from the remaining agenda items.

***NOTE:*** *In accordance with Standing Order No. 3(d) and the Public Bodies (Admission to Meetings) Act 1960, Section 1, in view of the confidential nature of the following business to be transacted, the public and press are excluded from the rest of the meeting.*

**15. PF1264** UNPAID INVOICE REPORT

Committee **noted** the unpaid invoice report.

*There being no further business, the meeting was closed at 21:19*

Zoe Malone
Responsible Financial Officer

☏ (01273) 585493
✉ financeofficer@peacehaventowncouncil.gov.uk

Community House,
Greenwich Way,
Peacehaven,
East Sussex,
BN10 8BB.

| | | | |
|---|---|---|---|
| **Committee:** | Policy & Finance | **Agenda Item:** | PF1270a |
| **Meeting date:** | 17 November 2026 | **Authors:** | Responsible Financial Officer |
| **Subject:** | Financial position of the council year to date | | |
| **Purpose:** | To note the council's financial position year to date and agree any additional financial information required for future committee meetings | | |

**Recommendation(s):**
To note the council's financial position year to date

## 1. Background

The attached reports summarise the council's overall financial position as at the end of month 7 (October 2026)

**Analysis**

**Barclays Bank account summary**

The Barclays Bank account summary shows balances held across the Council's five bank accounts at 31 October 2026.

Monthly bank reconciliations are completed using the bank statements received and form an important internal control.

The Council does not qualify for protection under the Financial Services Compensation Scheme (FSCS) as its annual income exceeds the eligible threshold.

**Bank reconciliation statements – cashbooks 1 & 2**

Bank reconciliations verify that transactions recorded in the accounting system match those on bank statements.

Councillors are reminded that reconciliations should be independently verified by a councillor who is neither the Mayor nor a bank signatory, with confirmation recorded in the minutes.

Cashbook 1 records the Council's day-to-day income and expenditure and reconciles the Business Current Account and Active Saver Account balances.

Cashbook 2 relates solely to the Business Premium Account, which holds surplus funds and generally reconciles directly to the bank balance.

**Income & Expenditure**

The report compares actual income and expenditure against the approved budget.

As at Month 7:

- **55.7% of the annual expenditure budget has been spent.**
- **100% of the annual income budget has been received.**

**Detailed balance sheet**

The balance sheet shows the Council's assets, liabilities, reserves and current financial position.

The "Current Year Fund" represents the surplus or deficit against budget for the current financial year and aligns with the net expenditure figure reported in the income and expenditure statement.

Any year-end surplus will normally transfer to the General Reserve unless Council resolves otherwise. Any deficit would be met from the General Reserve.

**Summary**

The Council's finances remain under regular review through monthly bank reconciliations, budget monitoring and balance sheet reporting. At the end of October 2026, expenditure is below the annual budget profile, while all budgeted income has been received. The Council continues to maintain appropriate reserve balances and financial controls.

## 2. Implications

| | |
|---|---|
| 5.1 Legal | |
| 5.2 Risks | |
| 5.3 Financial | The council has a fiduciary responsibility to the local taxpayers and a duty to keep under review its overall financial position in regard to performance against budget and retaining adequate financial reserves to support its services and functions. |
| 5.4 Time scales | |
| 5.5 Stakeholders & Social Value | |
| 5.6 Contracts | |
| 5.7 Climate & Sustainability | |
| **5.8 Crime & Disorder** | |
| **5.9 Health & Safety** | |
| **5.10 Biodiversity** | |
| **5.11 Privacy Impact** | |
| **5.12 Equality & Diversity** | |

## 3. Appendices

- **Barclays Bank account summary balances August, September, October 2026**
- **Bank reconciliation statement for cashbook 1 – August, September, October 2026**
- **Bank reconciliation statement for cashbook 2 – August, September, October 2026**

  **Bank Reconciliation statement for Unity Trust Fixed Deposit Account – August, September, October 2026**

**Bank Reconciliation statement for Unity Trust Instant Access Account – August, September, October 2026**

- **Credit Card reconciliation statement – August 2026**
- **Detailed income and expenditure month 7 (October 2026)**
- **Detailed balance sheet month 7 (October 2026)**

**Bank Reconciliation Statement as at 31/08/2026**
**for Cashbook 1 - Current Bank A/c**

| Bank Statement Account Name (s) | Statement Date | Page No | Balances |
|---|---|---|---|
| Saver Account | 31/08/2026 | | 1,056,300.70 |
| Current Account | 31/08/2026 | | 50,100.00 |
| | | | 1,106,400.70 |

| Unpresented Payments (Minus) | | | Amount | |
|---|---|---|---|---|
| 07/07/2026 | 121075 | PETER SHAYLER | 400.00 | |
| 17/07/2026 | 121076 | The Royal British Legion | 61.00 | |
| 25/08/2026 | 121078 | HMRC | 11,444.32 | |
| | | | | 11,905.32 |
| | | | | 1,094,495.38 |

| Unpresented Receipts (Plus) | | |
|---|---|---|
| 28/08/2026 | 24.00 | |
| 28/08/2026 | 60.00 | |
| 28/08/2026 | 146.25 | |
| 28/08/2026 | -15.00 | |
| | | 215.25 |
| | | 1,094,710.63 |
| | **Balance per Cash Book is :-** | **1,094,710.63** |
| | **Difference is :-** | **0.00** |

**Signatory 1:**

Name .....Signed .....Date .....

**Signatory 2:**

Name .....Signed .....Date .....

**Bank Reconciliation Statement as at 31/08/2026**
**for Cashbook 2 - Reserve Account**

| Bank Statement Account Name (s) | Statement Date | Page No | Balances |
|---|---|---|---|
| Business Premium Account | 31/08/2026 | | 608.90 |
| | | | 608.90 |

| Unpresented Payments (Minus) | Amount | |
|---|---|---|
| | 0.00 | |
| | | 0.00 |
| | | 608.90 |

| Unpresented Receipts (Plus) | | |
|---|---|---|
| | 0.00 | |
| | | 0.00 |
| | | 608.90 |
| | **Balance per Cash Book is :-** | **608.90** |
| | **Difference is :-** | **0.00** |

**Signatory 1:**

Name .....Signed .....Date .....

**Signatory 2:**

Name .....Signed .....Date .....

BARCLAYS

28 August 2026

THE OFFICIALS
PEACEHAVEN TOWN COUNCIL
MERIDIAN CENTRE
MERIDIAN WAY
PEACEHAVEN
EAST SUSSEX
BN10 8BB

# Your Business accounts – at a glance

## Up-to-date account information

To get your current balances or find out about other accounts you have that aren't listed here, log on to online banking (if you're registered), or call us on 0345 605 2345 .

## Your balances on 28 August 2026

### Business Current Accounts

| | |
|---|---|
| Business Current Account Statement | £50,100.00 |
| Sort Code 20-49-76 • Account No 10701173 | |

### Business Savings Accounts

| | |
|---|---|
| Business Premium Account | £1,056,300.70 |
| Sort Code 20-49-76 • Account No 30701211 | |
| Business Premium Account | £608.90 |
| Sort Code 20-49-76 • Account No 83521656 | |

This is the end of your account summary.

**Bank Reconciliation Statement as at 30/09/2026**
**for Cashbook 6 - Unity Trust Fixed Term Deposit**

| Bank Statement Account Name (s) | Statement Date | Page No | Balances |
|---|---|---|---|
| Unity Trust Fixed Term Deposit | 30/09/2026 | | 208,120.00 |
| | | | 208,120.00 |
| **Unpresented Payments (Minus)** | | Amount | |
| | | 0.00 | |
| | | | 0.00 |
| | | | 208,120.00 |
| **Unpresented Receipts (Plus)** | | | |
| | | 0.00 | |
| | | | 0.00 |
| | | | 208,120.00 |
| | | **Balance per Cash Book is :-** | **208,120.00** |
| | | **Difference is :-** | **0.00** |

**Signatory 1:**

Name .....Signed .....Date .....

**Signatory 2:**

Name .....Signed .....Date .....

Peacehaven Town Council

PT12

60 83 01 80194321

| | | | | |
|---|---|---|---|---|
| [illegible] | [illegible] | [illegible] | [illegible] | [illegible] |
| £[illegible] | £[illegible] | 4.06% (-1.06% ) | 18/05/26 | 08/07/27 |

Transactions

Balances are correct as of 12:15 on 30 Sep 2026.

There are no recent transactions to display.

Bank Reconciliation Statement as at 30/09/2026
for Cashbook 1 - Current Bank A/c

| Bank Statement Account Name (s) | Statement Date | Page No | Balances |
|---|---|---|---|
| Saver Account | 30/09/2026 | | 1,512,663.42 |
| Current Account | 30/09/2026 | | 50,000.00 |
| | | | 1,562,663.42 |

| Unpresented Payments (Minus) | | | Amount | |
|---|---|---|---|---|
| 07/07/2026 | 121075 | PETER SHAYLER | 400.00 | |
| 04/09/2026 | 121079 | PETER SHAYLER | 200.00 | |
| 25/09/2026 | 121080 | HMRC | 15,035.80 | |
| | | | | 15,635.80 |
| | | | | 1,547,027.62 |

| Unpresented Receipts (Plus) | | |
|---|---|---|
| 28/08/2026 | 60.00 | |
| 28/08/2026 | -15.00 | |
| 18/09/2026 | 86.40 | |
| 18/09/2026 | 22.00 | |
| 22/09/2026 | 72.00 | |
| 22/09/2026 | 355.32 | |
| 24/09/2026 | 101.20 | |
| 29/09/2026 | 24.00 | |
| 30/09/2026 | 132.25 | |
| | | 838.17 |
| | | 1,547,865.79 |
| | **Balance per Cash Book is :-** | **1,547,865.79** |
| | **Difference is :-** | **0.00** |

**Signatory 1:**

Name .....Signed .....Date .....

**Signatory 2:**

Name .....Signed .....Date .....

Today: **06 Oct 2026**

BARCLAYS

PEACEHAVEN TOWN COUNCIL

## Transactions

| **BUSINESS FREE MT** | **20-49-76 10701173** |
|---|---|
| Available balance | **£32,301.94** |
| Last night's balance | £50,000.00 |
| Overdraft limit | **£0.00** |

Showing **4** transactions between **30/09/2026** and **30/09/2026** from 30/09/2026 to 30/09/2026

| Date | Description | Money in | Money out | Balance |
|---|---|---|---|---|
| 30/09/2026 | Transfer<br>TRANSFER 30701211<br>TRANSFER 30701211 | | -£3,148.25 | £50,000.00 |
| 30/09/2026 | [redacted] | [redacted] | | £53,148.25 |
| 30/09/2026 | [redacted] | [redacted] | | £53,034.25 |
| 30/09/2026 | [redacted] | [redacted] | | £52,086.57 |

**Need to view older transactions?**

If you have registered for online statements, then follow the link to view them
If you don't have online statements, then statements may still be visible in Barclays Cloud It
If you can't find the relevant statement/transactions online, you can order a copy statement

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Barclays Bank PLC. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority (Financial Services Register number: 122702).

Today: **06 Oct 2026**

BARCLAYS

PEACEHAVEN TOWN COUNCIL

## Transactions

### Peace Sweep

**20-49-76 30701211**

| | |
|---|---|
| Available balance | **£1,491,066.67** |
| Last night's balance | £1,487,763.90 |
| Overdraft limit | n/a |

Showing **1** transaction between **30/09/2026** and **30/09/2026** from 30/09/2026 to 30/09/2026

| Date | Description | Money in | Money out | Balance |
|---|---|---|---|---|
| 30/09/2026 | Transfer<br>TRANSFER 10701173<br>TRANSFER 10701173 | £3,148.25 | | £1,512,663.42 |

**Need to view older transactions?**

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Barclays Bank UK PLC. Registered no. 9740322. Barclays Insurance Services Company Limited. Registered no. 973765. Barclays Investment Solutions Limited. Registered no. 2752982. Barclays Bank PLC. Registered no. 1026167. All registered in England. Registered office for all: 1 Churchill Place, London E14 5HP.

Peacehaven Town Council

Bank Reconciliation Statement as at 30/09/2026
for Cashbook 7 - Unity Trust Instant Access

| Bank Statement Account Name (s) | Statement Date | Page No | Balances |
|---|---|---|---|
| Unity Trust Instant Access | 30/09/2026 | | 149.12 |
| | | | 149.12 |

| Unpresented Payments (Minus) | Amount | |
|---|---|---|
| | 0.00 | |
| | | 0.00 |
| | | 149.12 |

| Unpresented Receipts (Plus) | | |
|---|---|---|
| | 0.00 | |
| | | 0.00 |
| | | 149.12 |
| | **Balance per Cash Book is :-** | **149.12** |
| | **Difference is :-** | **0.00** |

**Signatory 1:**

Name .....Signed .....Date .....

**Signatory 2:**

Name .....Signed .....Date .....

Skip to transactions

Mrs Zoe Malone
Peacehaven Town Council
Peacehaven Town Council
Community House Meridian Centre
Peacehaven
BN10 8BB

Unity Trust Bank plc
PO Box 7193
Planetary Road
Willenhall
WV1 9DG

Call **0345 140 1000***
Email **us@unity.co.uk**
Visit **www.unity.co.uk**

# Account Statement

## 01 September 2026 to 30 September 2026

**Account Name:** Peacehaven Town Council
**Sort Code:** 608301
**Account Number:** 20529105
**Swift Code (BIC):** NWBKGB2L
**IBAN:** GB93NWBK60023571418024

### Summary**

| Start balance | Paid out | Paid in | End balance |
|---|---|---|---|
| £148.39 | £0.00 | £0.73 | £149.12 |

### Go Paperless!

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### Accessibility

Unity can offer statements in alternative formats such as statements in braille, large print or audio. Please contact us for more information.

*Our call centre opening hours are 9:00am to 5:00pm, Monday to Friday, excluding bank and public holidays in England and Wales. Calls are recorded and may be monitored for security, training and quality purposes.
**Please note it is your responsibility to check all statement entries and period end dates when reconciling your accounts for your own official accounting purposes.

BARCLAYS

02 October 2026

THE OFFICIALS
PEACEHAVEN TOWN COUNCIL
MERIDIAN CENTRE
MERIDIAN WAY
PEACEHAVEN
EAST SUSSEX
BN10 8BB

# Your Business accounts – at a glance

## Up-to-date account information

To get your current balances or find out about other accounts you have that aren't listed here, log on to online banking (if you're registered), or call us on 0345 605 2345 .

## Your balances on 02 October 2026

### Business Current Accounts

| | |
|---|---|
| Business Current Account Statement | £50,000.00 |
| Sort Code 20-49-76 • Account No 10701173 | |

### Business Savings Accounts

| | |
|---|---|
| Business Premium Account | £1,487,763.90 |
| Sort Code 20-49-76 • Account No 30701211 | |
| Business Premium Account | £610.49 |
| Sort Code 20-49-76 • Account No 83521656 | |

This is the end of your account summary.

Bank Reconciliation Statement as at 30/09/2026
for Cashbook 2 - Reserve Account

| Bank Statement Account Name (s) | Statement Date | Page No | Balances |
|---|---|---|---|
| Business Premium Account | 30/09/2026 | | 610.49 |
| | | | 610.49 |

| Unpresented Payments (Minus) | Amount | |
|---|---|---|
| | 0.00 | |
| | | 0.00 |
| | | 610.49 |

| Unpresented Receipts (Plus) | | |
|---|---|---|
| | 0.00 | |
| | | 0.00 |
| | | 610.49 |
| | **Balance per Cash Book is :-** | **610.49** |
| | **Difference is :-** | **0.00** |

**Signatory 1:**

Name .....Signed .....Date .....

**Signatory 2:**

Name .....Signed .....Date .....

**Bank Reconciliation Statement as at 30/09/2026**
**for Cashbook 5 - Credit Card A/c**

| Bank Statement Account Name (s) | Statement Date | Page No | Balances |
|---|---|---|---|
| Z Malone CC | 30/09/2026 | | -1.75 |
| G Dyson CC | 30/09/2026 | | -795.10 |
| | | | -796.85 |

| Unpresented Payments (Minus) | | Amount | |
|---|---|---|---|
| | | 0.00 | |
| | | | 0.00 |
| | | | -796.85 |

| Unpresented Receipts (Plus) | | | |
|---|---|---|---|
| 22/09/2026 | sept cc | 796.85 | |
| | | | 796.85 |
| | | | 0.00 |
| | | **Balance per Cash Book is :-** | **0.00** |
| | | Difference is :- | **0.00** |

**Signatory 1:**

Name .....Signed .....Date .....

**Signatory 2:**

Name .....Signed .....Date .....

barclaycard commercial

barclaycard

## STATEMENT FOR G DYSON

BARCLAYCARD COMMERCIAL
PO BOX 4000
SAFFRON ROAD
WIGSTON, LE18 9EN

Tel: 0800 008 008
Outside UK: +44 1604 269452
ROI: 1800 849 123
Online: www.barclaycard.co.uk/commercial

| | |
|---|---|
| **Company reference:** | 5476760307525801 |
| **Card number:** | 5476760490508309 |
| **Statement date:** | 28 August 2026 |
| **Page number:** | 3 of 4 |
| **Monthly spend limit:** | £1,000.00 |

| Date | Description | Amount |
|---|---|---|
| 24 Aug 2026 | WWW.LEWES.GOV.UK LEWES ENG | 37.00 |
| 250855541966 | GOVERNMENT SERVICES NOT ELSEWHERE CLASSIFIED | |
| 26 Aug 2026 | BOOKER LTD - 38537454 WELLINGBOROUG | 726.10 |
| 270805272466 | GROCERY STORES, SUPERMARKETS | |
| 28 Aug 2026 | CARD FEE | 32.00 |

**2 new purchases / cash advances.** **Total of spending.** **£795.10**

G 012809 BBA2825A 19991



barclaycard commercial

barclaycard

## STATEMENT FOR Z MALONE

BARCLAYCARD COMMERCIAL
PO BOX 4000
SAFFRON ROAD
WIGSTON, LE18 9EN

Tel: 0800 008 008
Outside UK: +44 1604 269452
ROI: 1800 849 123
Online: www.barclaycard.co.uk/commercial

| | |
|---|---|
| **Company reference:** | 5476760307525801 |
| **Card number:** | 5476760181944102 |
| **Statement date:** | 28 August 2026 |
| **Page number:** | 4 of 4 |
| **Monthly spend limit:** | £1,000.00 |

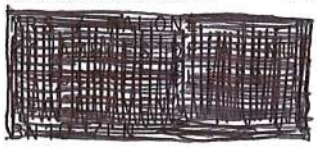
| Date | Description | Amount |
|---|---|---|
| 26 Aug 2026 | SAINSBURYS S/MKTS PEACEHAVEN | 1.75 |
| 270885481476 | GROCERY STORES, SUPERMARKETS | |

**1 new purchases / cash advances.** **Total of spending.** **£1.75**

3/3

021299 BBA2825A Page 3 of 3 H2

G 012809 BBA2825A 19991



**Bank Reconciliation Statement as at 31/10/2026**
**for Cashbook 5 - Credit Card A/c**

| Bank Statement Account Name (s) | Statement Date | Page No | Balances |
|---|---|---|---|
| Z Malone CC | 31/10/2026 | | -95.25 |
| G Dyson CC | 31/10/2026 | | -80.09 |
| | | | -175.34 |
| **Unpresented Payments (Minus)** | | **Amount** | |
| | | 0.00 | |
| | | | 0.00 |
| | | | -175.34 |
| **Unpresented Receipts (Plus)** | | | |
| 23/10/2026 SEP CC | | 175.34 | |
| | | | 175.34 |
| | | | 0.00 |
| | | **Balance per Cash Book is :-** | **0.00** |
| | | **Difference is :-** | **0.00** |

**Signatory 1:**

Name .....Signed .....Date .....

**Signatory 2:**

Name .....Signed .....Date .....

barclaycard commercial

barclaycard

## STATEMENT FOR Z MALONE

BARCLAYCARD COMMERCIAL
PO BOX 4000
SAFFRON ROAD
WIGSTON, LE18 9EN

Tel: 0800 008 008
Outside UK: +44 1604 269452
ROI: 1800 849 123
Online: www.barclaycard.co.uk/commercial

| | |
|---|---|
| **Company reference:** | 5476760307525801 |
| **Card number:** | 5476760181944102 |
| **Statement date:** | 28 September 2026 |
| **Page number:** | 5 of 5 |
| **Monthly spend limit:** | £1,000.00 |

| Date | Description | Amount |
|---|---|---|
| 4 Sep 2026 | **WEBSITE BRADFIELD** | 62.17 |
| 070905272476 | AGRICULTURAL COOPERATIVES | |
| 9 Sep 2026 | **1STFIXSOUTH 01202684228 GBR** | 22.90 |
| 100981402256 | HARDWARE EQUIPMENT AND SUPPLIES | |
| 24 Sep 2026 | **KDS PLUMBING AND HEATI PEACEHAVEN ENG** | 10.18 |
| 250955541966 | PLUMBING & HEATING EQUIPMENT AND SUPPLIES | |
| **3 new purchases / cash advances.** | **Total of spending.** | **£95.25** |

G 011444 BBA2968A 51743



barclaycard commercial

barclaycard

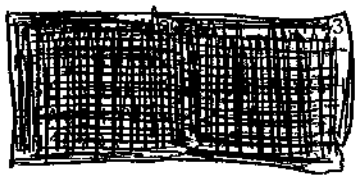
STATEMENT FOR G DYSON

BARCLAYCARD COMMERCIAL
PO BOX 4000
SAFFRON ROAD
WIGSTON, LE18 9EN

Tel: 0800 008 008
Outside UK: +44 1604 269452
ROI: 1800 849 123
Online: www.barclaycard.co.uk/commercial

| | |
|---|---|
| Company reference: | 5476760307525801 |
| Card number: | 5476760490508309 |
| Statement date: | 28 September 2026 |
| Page number: | 4 of 5 |
| Monthly spend limit: | £1,000.00 |

| Date | Description | Amount |
|---|---|---|
| 28 Aug 2026 | LIDL GB NEWHAVEN LIDL GB NEWHAGBR | 31.68 |
| 310885207496 | GROCERY STORES, SUPERMARKETS | |
| 28 Aug 2026 | SAINSBURYS S/MKTS NEWHAVEN HARB | 30.41 |
| 310885481476 | GROCERY STORES, SUPERMARKETS | |
| 4 Sep 2026 | HIGHFIELD-GROUP DONCASTER LND | 18.00 |
| 070985383906 | SCHOOLS AND EDUCATIONAL SERVICES NOT ELSEWHERE CLASSIFIED | |
| **3 new purchases / cash advances.** | **Total of spending.** | **£80.09** |



022115 BBA2968A Page 3 of 3

**Bank Reconciliation Statement as at 31/10/2026**
**for Cashbook 1 - Current Bank A/c**

| Bank Statement Account Name (s) | Statement Date | Page No | Balances |
|---|---|---|---|
| Saver Account | 31/10/2026 | | 1,435,766.97 |
| Current Account | 31/10/2026 | | 50,000.00 |
| | | | 1,485,766.97 |

| Unpresented Payments (Minus) | | | Amount | |
|---|---|---|---|---|
| 07/07/2026 | 121075 | PETER SHAYLER | 400.00 | |
| 04/09/2026 | 121079 | PETER SHAYLER | 200.00 | |
| 23/10/2026 | 121082 | HMRC | 11,981.15 | |
| | | | | 12,581.15 |
| | | | | 1,473,185.82 |

| Unpresented Receipts (Plus) | | |
|---|---|---|
| 16/10/2026 | 22.00 | |
| 20/10/2026 | 24.00 | |
| 22/10/2026 | 24.00 | |
| 27/10/2026 | 96.00 | |
| 27/10/2026 | 90.00 | |
| | | 256.00 |
| | | 1,473,441.82 |
| | **Balance per Cash Book is :-** | **1,473,441.82** |
| | **Difference is :-** | **0.00** |

**Signatory 1:**

Name .....Signed .....Date .....

**Signatory 2:**

Name .....Signed .....Date .....

**Peacehaven Town Council**

**Bank Reconciliation Statement as at 31/10/2026**
**for Cashbook 2 - Reserve Account**



| Bank Statement Account Name (s) | Statement Date | Page No | Balances |
|---|---|---|---|
| Business Premium Account | 31/10/2026 | | 610.49 |
| | | | 610.49 |

| Unpresented Payments (Minus) | Amount | |
|---|---|---|
| | 0.00 | |
| | | 0.00 |
| | | 610.49 |

| Unpresented Receipts (Plus) | | |
|---|---|---|
| | 0.00 | |
| | | 0.00 |
| | | 610.49 |

| | |
|---|---|
| **Balance per Cash Book is :-** | **610.49** |
| **Difference is :-** | **0.00** |

**Signatory 1:**

Name .....Signed .....Date .....

**Signatory 2:**

Name .....Signed .....Date .....

BARCLAYS

30 October 2026

THE OFFICIALS
PEACEHAVEN TOWN COUNCIL
MERIDIAN CENTRE
MERIDIAN WAY
PEACEHAVEN
EAST SUSSEX
BN10 8BB

# Your Business accounts – at a glance

## Up-to-date account information

To get your current balances or find out about other accounts you have that aren't listed here, log on to online banking (if you're registered), or call us on 0345 605 2345 .

## Your balances on 30 October 2026

### Business Current Accounts

| | |
|---|---|
| Business Current Account Statement | £50,000.00 |
| Sort Code 20-49-76 • Account No 10701173 | |

### Business Savings Accounts

| | |
|---|---|
| Business Premium Account | £1,435,766.97 |
| Sort Code 20-49-76 • Account No 30701211 | |
| Business Premium Account | £610.49 |
| Sort Code 20-49-76 • Account No 83521656 | |

This is the end of your account summary.

**Peacehaven Town Council**

**Bank Reconciliation Statement as at 31/10/2026**
**for Cashbook 7 - Unity Trust Instant Access**

| Bank Statement Account Name (s) | Statement Date | Page No | Balances |
|---|---|---|---|
| Unity Trust Instant Access | 31/10/2026 | | 149.12 |
| | | | 149.12 |

| Unpresented Payments (Minus) | Amount | |
|---|---|---|
| | 0.00 | |
| | | 0.00 |
| | | 149.12 |

| Unpresented Receipts (Plus) | | |
|---|---|---|
| | 0.00 | |
| | | 0.00 |
| | | 149.12 |
| | **Balance per Cash Book is :-** | **149.12** |
| | **Difference is :-** | **0.00** |

**Signatory 1:**

Name .....Signed .....Date .....

**Signatory 2:**

Name .....Signed .....Date .....

Skip to transactions

Mrs Zoe Malone
Peacehaven Town Council
Peacehaven Town Council
Community House Meridian Centre
Peacehaven
BN10 8BB

Unity Trust Bank plc
PO Box 7193
Planetary Road
Willenhall
WV1 9DG

Call **0345 140 1000***
Email **us@unity.co.uk**
Visit **www.unity.co.uk**

# Account Statement

## 01 October 2026 to 31 October 2026

**Account Name:** Peacehaven Town Council
**Sort Code:** 608301
**Account Number:** 20529105
**Swift Code (BIC):** NWBKGB2L
**IBAN:** GB93NWBK60023571418024

### Summary**

| Start balance | Paid out | Paid in | End balance |
|---|---|---|---|
| £149.12 | £0.00 | £0.00 | £149.12 |

### Go Paperless!

You can choose to receive online statements and we'll notify you by email when they're available. Contact us to switch to paperless statements.

### Accessibility

Unity can offer statements in alternative formats such as statements in braille, large print or audio. Please contact us for more information.

*Our call centre opening hours are 9:00am to 5:00pm, Monday to Friday, excluding bank and public holidays in England and Wales. Calls are recorded and may be monitored for security, training and quality purposes.
**Please note it is your responsibility to check all statement entries and period end dates when reconciling your accounts for your own official accounting purposes.

**Peacehaven Town Council**

**Bank Reconciliation Statement as at 31/10/2026**
**for Cashbook 6 - Unity Trust Fixed Term Deposit**

| Bank Statement Account Name (s) | Statement Date | Page No | Balances |
|---|---|---|---|
| Unity Trust Fixed Term Deposit | 31/10/2026 | | 208,120.00 |
| | | | 208,120.00 |

| Unpresented Payments (Minus) | Amount | |
|---|---|---|
| | 0.00 | |
| | | 0.00 |
| | | 208,120.00 |

| Unpresented Receipts (Plus) | | |
|---|---|---|
| | 0.00 | |
| | | 0.00 |
| | | 208,120.00 |
| **Balance per Cash Book is :-** | | **208,120.00** |
| **Difference is :-** | | **0.00** |

**Signatory 1:**

Name .....Signed .....Date .....

**Signatory 2:**

Name .....Signed .....Date .....

[redacted]

FTB2

[redacted]

| | | | | |
|---|---|---|---|---|
| 208,120.00 | 208,120.00 | 4.06% (4.06% ) | 18/05/26 | 18/05/27 |

Transactions

Balances are correct as of 09:52 on 03 Nov 2026.

There are no recent transactions to display.

**Peacehaven Town Council**

**Detailed Income & Expenditure by Budget Heading 10/11/2026**

**Month No: 7** **Cost Centre Report**

| | | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|---|---|---|---|---|---|---|---|
| 100 | General Administration | | | | | | | |
| 1001 | Precept | 1,031,538 | 1,031,538 | 0 | | | 100.0% | |
| 1010 | CIL Income | 8,714 | 0 | (8,714) | | | 0.0% | 8,714 |
| 1013 | Income from Photocopying | 200 | 500 | 300 | | | 40.0% | |
| 1016 | Housing Benefit Claims LDC | 17,097 | 17,097 | 0 | | | 100.0% | |
| 1018 | Insurance Claim | 7,555 | 0 | (7,555) | | | 0.0% | |
| 1019 | Ovca Funding | 20,000 | 0 | (20,000) | | | 0.0% | |
| 1024 | Repair Cafe Funding | 387 | 0 | (387) | | | 0.0% | |
| 1100 | Interest Received | 16,159 | 8,000 | (8,159) | | | 202.0% | |
| 1309 | Other Income | 1,669 | 500 | (1,169) | | | 333.9% | |
| | General Administration :- Income | **1,103,318** | **1,057,635** | **(45,683)** | | | **104.3%** | **8,714** |
| 4345 | CTLA Large Grant | 6,825 | 6,825 | 0 | | 0 | 100.0% | |
| 4346 | CAB Large Grant | 15,000 | 15,000 | 0 | | 0 | 100.0% | |
| 4354 | HCC Service Level Agreement | 3,000 | 3,000 | 0 | | 0 | 100.0% | |
| 4362 | The Joff Large Grant | 3,340 | 2,680 | (660) | | (660) | 124.6% | 660 |
| 4363 | Bus Shelter Advertising | 0 | 2,000 | 2,000 | | 2,000 | 0.0% | |
| 4364 | Bereavement Services | 0 | 2,000 | 2,000 | | 2,000 | 0.0% | |
| 4365 | SCDA Large Grant | 208 | 2,500 | 2,292 | | 2,292 | 8.3% | |
| 4366 | Havens Comm Hub Large Grant | 1,500 | 1,500 | 0 | | 0 | 100.0% | |
| | General Administration :- Direct Expenditure | **29,873** | **35,505** | **5,632** | **0** | **5,632** | **84.1%** | **660** |
| 4001 | Salaries | 292,640 | 557,019 | 264,379 | | 264,379 | 52.5% | |
| 4002 | Employer N.I Contributions | 37,067 | 71,552 | 34,485 | | 34,485 | 51.8% | |
| 4003 | Employer Pension Contributions | 53,294 | 101,000 | 47,706 | | 47,706 | 52.8% | |
| 4004 | Overtime | 901 | 4,000 | 3,099 | | 3,099 | 22.5% | |
| 4006 | s106 reclaim | 19,954 | 0 | (19,954) | | (19,954) | 0.0% | |
| 4011 | Training | 1,036 | 2,500 | 1,464 | | 1,464 | 41.5% | |
| 4014 | Staff Costs | 24 | 750 | 726 | | 726 | 3.2% | |
| 4201 | Purchase of Vehicles | 12,398 | 6,000 | (6,398) | | (6,398) | 206.6% | 8,833 |
| 4212 | Mileage Costs | 19 | 500 | 481 | | 481 | 3.9% | |
| 4301 | Purchase of Furniture/Equipmen | 5,659 | 1,500 | (4,159) | | (4,159) | 377.3% | 1,469 |
| 4302 | Purchase of Materials | 7 | 500 | 493 | | 493 | 1.3% | |
| 4305 | Uniform | 31 | 0 | (31) | | (31) | 0.0% | |
| 4306 | Printing | 1,218 | 3,000 | 1,782 | | 1,782 | 40.6% | |
| 4307 | Stationery | 193 | 1,000 | 807 | | 807 | 19.3% | |
| 4308 | Cllr Printing | 155 | 1,500 | 1,345 | | 1,345 | 10.3% | |
| 4312 | Professional Fees - Other | 2,994 | 8,500 | 5,507 | | 5,507 | 35.2% | |
| 4314 | Audit Fees | 2,505 | 3,000 | 495 | | 495 | 83.5% | |
| 4315 | Insurance | 15,428 | 14,500 | (928) | | (928) | 106.4% | |
| 4321 | Bank Charges | 560 | 1,150 | 590 | | 590 | 48.7% | |
| 4325 | Postage | 513 | 3,000 | 2,487 | | 2,487 | 17.1% | |

Continued over page

| | | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|---|---|---|---|---|---|---|---|
| 4326 | Telephones | 1,790 | 3,500 | 1,710 | | 1,710 | 51.1% | |
| 4327 | Computers | 10,886 | 20,000 | 9,114 | | 9,114 | 54.4% | 779 |
| 4333 | Members Allowance | 0 | 8,500 | 8,500 | | 8,500 | 0.0% | |
| 4334 | Members Training | 41 | 1,500 | 1,459 | | 1,459 | 2.7% | |
| 4341 | Grants | 4,195 | 10,000 | 5,805 | | 5,805 | 41.9% | |
| 4342 | Subscriptions | 8,694 | 8,000 | (694) | | (694) | 108.7% | |
| 4356 | EAP | 296 | 600 | 304 | | 304 | 49.3% | |
| 4444 | Election Costs | 0 | 10,000 | 10,000 | | 10,000 | 0.0% | |
| 4999 | Write Off | (81) | 0 | 81 | | 81 | 0.0% | |
| | General Administration :- Indirect Expenditure | **472,417** | **843,071** | **370,654** | **0** | **370,654** | **56.0%** | **11,081** |
| | **Net Income over Expenditure** | **601,028** | **179,059** | **(421,969)** | | | | |
| 6000 | plus Transfer from EMR | 11,741 | 0 | (11,741) | | | | |
| 6001 | less Transfer to EMR | 8,714 | 0 | (8,714) | | | | |
| | **Movement to/(from) Gen Reserve** | **604,055** | **179,059** | **(424,996)** | | | | |
| 110 | Community Engagement | | | | | | | |
| 4349 | Civic Training | 0 | 500 | 500 | | 500 | 0.0% | |
| 4351 | Youth Mayor | 0 | 500 | 500 | | 500 | 0.0% | |
| | Community Engagement :- Direct Expenditure | **0** | **1,000** | **1,000** | **0** | **1,000** | **0.0%** | **0** |
| 4331 | Mayor's Allowance | 251 | 1,500 | 1,249 | | 1,249 | 16.7% | |
| 4332 | Civic Events | 1,491 | 3,000 | 1,509 | | 1,509 | 49.7% | 1,200 |
| 4335 | Civic Expenses | 437 | 1,200 | 763 | | 763 | 36.4% | |
| 4339 | National Mourning | 0 | 100 | 100 | | 100 | 0.0% | |
| | Community Engagement :- Indirect Expenditure | **2,179** | **5,800** | **3,621** | **0** | **3,621** | **37.6%** | **1,200** |
| | **Net Expenditure** | **(2,179)** | **(6,800)** | **(4,621)** | | | | |
| 6000 | plus Transfer from EMR | 1,200 | 0 | (1,200) | | | | |
| | **Movement to/(from) Gen Reserve** | **(979)** | **(6,800)** | **(5,821)** | | | | |
| 120 | Marketing | | | | | | | |
| 1047 | Other Event Income | 65 | 0 | (65) | | | 0.0% | |
| 1049 | Banner Board | 1,280 | 3,000 | 1,720 | | | 42.7% | |
| 1051 | A1 Boards | 435 | 0 | (435) | | | 0.0% | |
| 1301 | Filming | 160 | 1,500 | 1,340 | | | 10.7% | |
| | Marketing :- Income | **1,940** | **4,500** | **2,560** | | | **43.1%** | **0** |
| 4306 | Printing | 247 | 2,000 | 1,753 | | 1,753 | 12.4% | |
| 4328 | Website | 0 | 1,500 | 1,500 | | 1,500 | 0.0% | |

Continued over page

| | | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|---|---|---|---|---|---|---|---|
| 4502 | Events | 238 | 500 | 262 | | 262 | 47.5% | 104 |
| | Marketing :- Indirect Expenditure | **485** | **4,000** | **3,515** | **0** | **3,515** | **12.1%** | **104** |
| | **Net Income over Expenditure** | **1,455** | **500** | **(955)** | | | | |
| 6000 | plus Transfer from EMR | 104 | 0 | (104) | | | | |
| | **Movement to/(from) Gen Reserve** | **1,560** | **500** | **(1,060)** | | | | |
| 130 | Neighbourhood Plan | | | | | | | |
| 1101 | Neighbourhood Plan | 130 | 0 | (130) | | | 0.0% | |
| | Neighbourhood Plan :- Income | **130** | **0** | **(130)** | | | | **0** |
| 4337 | Neighbourhood Plan | 520 | 0 | (520) | | (520) | 0.0% | 520 |
| | Neighbourhood Plan :- Indirect Expenditure | **520** | **0** | **(520)** | **0** | **(520)** | | **520** |
| | **Net Income over Expenditure** | **(390)** | **0** | **390** | | | | |
| 6000 | plus Transfer from EMR | 520 | 0 | (520) | | | | |
| | **Movement to/(from) Gen Reserve** | **130** | **0** | **(130)** | | | | |
| 200 | Planning | | | | | | | |
| 4854 | Maps / Right of Way | 0 | 500 | 500 | | 500 | 0.0% | |
| | Planning :- Direct Expenditure | **0** | **500** | **500** | **0** | **500** | | **0** |
| | **Net Expenditure** | **0** | **(500)** | **(500)** | | | | |
| 300 | Grounds Team General Exp | | | | | | | |
| 4011 | Training | 0 | 2,000 | 2,000 | | 2,000 | 0.0% | |
| 4202 | Repairs/Maintenance of Vehicle | 1,729 | 7,500 | 5,771 | | 5,771 | 23.1% | |
| 4203 | Fuel | 2,429 | 5,500 | 3,071 | | 3,071 | 44.2% | |
| 4204 | Road Fund License | 0 | 600 | 600 | | 600 | 0.0% | |
| 4206 | Vehicle Reserve | 0 | 10,000 | 10,000 | | 10,000 | 0.0% | |
| 4305 | Uniform | 236 | 1,000 | 764 | | 764 | 23.6% | |
| | Grounds Team General Exp :- Indirect Expenditure | **4,394** | **26,600** | **22,206** | **0** | **22,206** | **16.5%** | **0** |
| | **Net Expenditure** | **(4,394)** | **(26,600)** | **(22,206)** | | | | |
| 310 | Sports Park | | | | | | | |
| 1025 | Rent & Service | 1,297 | 3,360 | 2,063 | | | 38.6% | |
| 1026 | Rent & Service Bowls | 5,354 | 6,896 | 1,542 | | | 77.6% | |
| 1041 | S/P Telephone Masts | 7,672 | 7,672 | (0) | | | 100.0% | |
| 1043 | S/P Football Pitches | 2,783 | 3,000 | 217 | | | 92.8% | |

Continued over page

| | | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|---|---|---|---|---|---|---|---|
| 1060 | Water Usage | 1,160 | 0 | (1,160) | | | 0.0% | |
| 1061 | S/P Court Hire | 421 | 740 | 319 | | | 56.9% | |
| | Sports Park :- Income | **18,688** | **21,668** | **2,980** | | | **86.2%** | **0** |
| 4101 | Repair/Alteration of Premises | 52 | 0 | (52) | | (52) | 0.0% | |
| 4111 | Electricity | 725 | 3,000 | 2,275 | | 2,275 | 24.2% | |
| 4131 | Rates | 931 | 2,500 | 1,569 | | 1,569 | 37.2% | |
| 4160 | Changing Places Costs | 164 | 700 | 536 | | 536 | 23.5% | |
| 4161 | Cleaning Costs | 9,122 | 12,500 | 3,378 | | 3,378 | 73.0% | |
| 4164 | Trade Refuse | 714 | 3,000 | 2,286 | | 2,286 | 23.8% | |
| 4171 | Grounds Maintenance Costs | 5,590 | 10,000 | 4,410 | | 4,410 | 55.9% | 1,750 |
| | Sports Park :- Indirect Expenditure | **17,298** | **31,700** | **14,402** | **0** | **14,402** | **54.6%** | **1,750** |
| | **Net Income over Expenditure** | **1,390** | **(10,032)** | **(11,422)** | | | | |
| 6000 | plus Transfer from EMR | 1,750 | 0 | (1,750) | | | | |
| | **Movement to/(from) Gen Reserve** | **3,140** | **(10,032)** | **(13,172)** | | | | |
| 315 | Big Park | | | | | | | |
| 1329 | Advertising Income | 0 | 2,000 | 2,000 | | | 0.0% | |
| | Big Park :- Income | **0** | **2,000** | **2,000** | | | **0.0%** | **0** |
| 4101 | Repair/Alteration of Premises | 488 | 5,000 | 4,512 | | 4,512 | 9.8% | |
| 4102 | Maintenance of Buildings | 443 | 500 | 57 | | 57 | 88.5% | |
| 4111 | Electricity | 454 | 1,000 | 546 | | 546 | 45.4% | |
| 4112 | Gas | 128 | 1,000 | 872 | | 872 | 12.8% | |
| 4121 | Rents | 11,010 | 15,500 | 4,490 | | 4,490 | 71.0% | |
| 4131 | Rates | 0 | 6,052 | 6,052 | | 6,052 | 0.0% | (6,052) |
| 4164 | Trade Refuse | 1,563 | 0 | (1,563) | | (1,563) | 0.0% | |
| 4166 | Skip Hire | 315 | 1,000 | 685 | | 685 | 31.5% | |
| 4173 | Fertilisers & Grass Seed | 3,982 | 4,800 | 818 | | 818 | 83.0% | 3,982 |
| 4303 | Machinery Mtce/Lease | 1,193 | 4,000 | 2,807 | | 2,807 | 29.8% | 1,193 |
| 4329 | Advertising | 0 | 2,000 | 2,000 | | 2,000 | 0.0% | |
| | Big Park :- Indirect Expenditure | **19,576** | **40,852** | **21,276** | **0** | **21,276** | **47.9%** | **(877)** |
| | **Net Income over Expenditure** | **(19,576)** | **(38,852)** | **(19,276)** | | | | |
| 6000 | plus Transfer from EMR | (877) | 0 | 877 | | | | |
| | **Movement to/(from) Gen Reserve** | **(20,453)** | **(38,852)** | **(18,399)** | | | | |
| 316 | Gateway Cafe | | | | | | | |
| 1025 | Rent & Service | 5,000 | 9,643 | 4,643 | | | 51.8% | |

Continued over page

| | | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|---|---|---|---|---|---|---|---|
| 1092 | Electricity Feed-in Tariff | 289 | 0 | (289) | | | 0.0% | |
| 1111 | Electricity | 3,530 | 10,000 | 6,470 | | | 35.3% | |
| | Gateway Cafe :- Income | **8,818** | **19,643** | **10,825** | | | **44.9%** | **0** |
| 4101 | Repair/Alteration of Premises | 1,514 | 3,000 | 1,486 | | 1,486 | 50.5% | |
| 4111 | Electricity | 3,185 | 10,000 | 6,815 | | 6,815 | 31.8% | |
| 4115 | CCTV Maintenance | 0 | 1,500 | 1,500 | | 1,500 | 0.0% | |
| 4116 | Servicing / Maintenance | 302 | 1,500 | 1,198 | | 1,198 | 20.1% | |
| 4326 | Telephones | 0 | 240 | 240 | | 240 | 0.0% | |
| | Gateway Cafe :- Indirect Expenditure | **5,000** | **16,240** | **11,240** | **0** | **11,240** | **30.8%** | **0** |
| | **Net Income over Expenditure** | **3,818** | **3,403** | **(415)** | | | | |
| 325 | Highways | | | | | | | |
| 1022 | Planter Advertising | 400 | 1,100 | 700 | | | 36.4% | |
| 1051 | A1 Boards | 0 | 1,100 | 1,100 | | | 0.0% | |
| | Highways :- Income | **400** | **2,200** | **1,800** | | | **18.2%** | **0** |
| 4851 | Noticeboards | 105 | 650 | 545 | | 545 | 16.2% | |
| 4852 | Monument & War Memorial | 0 | 600 | 600 | | 600 | 0.0% | |
| 4853 | Street Furniture | 0 | 600 | 600 | | 600 | 0.0% | |
| | Highways :- Direct Expenditure | **105** | **1,850** | **1,745** | **0** | **1,745** | **5.7%** | **0** |
| 4101 | Repair/Alteration of Premises | 1,214 | 2,500 | 1,286 | | 1,286 | 48.6% | |
| 4111 | Electricity | 427 | 1,932 | 1,505 | | 1,505 | 22.1% | |
| 4171 | Grounds Maintenance Costs | 381 | 500 | 119 | | 119 | 76.2% | |
| 4850 | Grass Cutting Contract | 20,842 | 20,842 | (0) | | (0) | 100.0% | |
| | Highways :- Indirect Expenditure | **22,865** | **25,774** | **2,909** | **0** | **2,909** | **88.7%** | **0** |
| | **Net Income over Expenditure** | **(22,570)** | **(25,424)** | **(2,854)** | | | | |
| 330 | Parks & Open Spaces | | | | | | | |
| 1044 | Hire of the Dell | 4,810 | 4,500 | (310) | | | 106.9% | |
| 1050 | Allotment Rent | 60 | 2,650 | 2,590 | | | 2.3% | |
| 1303 | Water Charges | (218) | 0 | 218 | | | 0.0% | |
| | Parks & Open Spaces :- Income | **4,652** | **7,150** | **2,498** | | | **65.1%** | **0** |
| 4050 | Allotment Costs | 1,339 | 1,000 | (339) | | (339) | 133.9% | |
| 4104 | Vandalism Repairs | 4,120 | 1,500 | (2,620) | | (2,620) | 274.7% | |
| 4105 | Tree Works | 520 | 2,000 | 1,480 | | 1,480 | 26.0% | |
| 4106 | Signage | 4,670 | 5,000 | 330 | | 330 | 93.4% | |
| | Parks & Open Spaces :- Direct Expenditure | **10,649** | **9,500** | **(1,149)** | **0** | **(1,149)** | **112.1%** | **0** |

Continued over page

| | | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|---|---|---|---|---|---|---|---|
| 4101 | Repair/Alteration of Premises | 2,088 | 5,000 | 2,912 | | 2,912 | 41.8% | |
| 4141 | Water Services | 4,340 | 7,000 | 2,660 | | 2,660 | 62.0% | |
| 4164 | Trade Refuse | 0 | 500 | 500 | | 500 | 0.0% | |
| 4169 | Play Equipment Reserve | 4,436 | 5,000 | 564 | | 564 | 88.7% | |
| 4171 | Grounds Maintenance Costs | 1,717 | 4,000 | 2,283 | | 2,283 | 42.9% | |
| 4301 | Purchase of Furniture/Equipmen | (194) | 2,500 | 2,694 | | 2,694 | (7.7%) | |
| 4305 | Uniform | 55 | 0 | (55) | | (55) | 0.0% | |
| | Parks & Open Spaces :- Indirect Expenditure | **12,442** | **24,000** | **11,558** | **0** | **11,558** | **51.8%** | **0** |
| | **Net Income over Expenditure** | **(18,439)** | **(26,350)** | **(7,911)** | | | | |
| 355 | The Hub | | | | | | | |
| 1084 | Sports Pavilion | 12,921 | 18,548 | 5,627 | | | 69.7% | |
| 1111 | Electricity | 0 | 300 | 300 | | | 0.0% | |
| 1112 | Gas | 45 | 300 | 255 | | | 15.0% | |
| 1303 | Water Charges | 75 | 160 | 85 | | | 46.9% | |
| 1355 | Wifi | 105 | 210 | 105 | | | 50.0% | |
| | The Hub :- Income | **13,146** | **19,518** | **6,372** | | | **67.4%** | **0** |
| 4175 | Music Licence | 421 | 418 | (3) | | (3) | 100.8% | |
| | The Hub :- Direct Expenditure | **421** | **418** | **(3)** | **0** | **(3)** | **100.8%** | **0** |
| 4101 | Repair/Alteration of Premises | 900 | 2,000 | 1,100 | | 1,100 | 45.0% | 900 |
| 4103 | Annual Servicing Costs | 481 | 2,500 | 2,019 | | 2,019 | 19.2% | |
| 4111 | Electricity | 943 | 3,000 | 2,057 | | 2,057 | 31.4% | |
| 4112 | Gas | 472 | 3,000 | 2,528 | | 2,528 | 15.7% | |
| 4177 | Hub Reserve | 17,450 | 5,000 | (12,450) | | (12,450) | 349.0% | 16,160 |
| 4355 | Wifi | 106 | 420 | 314 | | 314 | 25.1% | |
| | The Hub :- Indirect Expenditure | **20,351** | **15,920** | **(4,431)** | **0** | **(4,431)** | **127.8%** | **17,060** |
| | **Net Income over Expenditure** | **(7,627)** | **3,180** | **10,807** | | | | |
| 6000 | plus Transfer from EMR | 17,060 | 0 | (17,060) | | | | |
| | **Movement to/(from) Gen Reserve** | **9,433** | **3,180** | **(6,253)** | | | | |
| 360 | Community House | | | | | | | |
| 1056 | Equipment Hire | 93 | 0 | (93) | | | 0.0% | |
| 1070 | C/H Phoenix Room | 4,431 | 7,596 | 3,165 | | | 58.3% | |
| 1071 | C/H Fields & Robson | 5,250 | 12,600 | 7,350 | | | 41.7% | |
| 1075 | C/H Charles Neville | 5,436 | 6,000 | 564 | | | 90.6% | |
| 1076 | C/H Main Hall | 8,778 | 14,358 | 5,580 | | | 61.1% | |
| 1077 | C/H Anzac Room | 6,294 | 7,261 | 967 | | | 86.7% | |

Continued over page

| | | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|---|---|---|---|---|---|---|---|
| 1078 | C/H Main Kitchen | 1,704 | 1,000 | (704) | | | 170.4% | |
| 1079 | C/H Anzac Kitchen | 247 | 400 | 154 | | | 61.6% | |
| 1081 | C/H Equipment Hire | 2,028 | 1,000 | (1,028) | | | 202.8% | |
| 1083 | Bus Shelter Advertising | 0 | 2,000 | 2,000 | | | 0.0% | |
| 1092 | Electricity Feed-in Tariff | 7,171 | 6,500 | (671) | | | 110.3% | |
| 1303 | Water Charges | 100 | 0 | (100) | | | 0.0% | |
| | Community House :- Income | **41,531** | **58,715** | **17,184** | | | **70.7%** | **0** |
| 4175 | Music Licence | 542 | 300 | (242) | | (242) | 180.7% | |
| 4178 | Consumables | 32 | 700 | 668 | | 668 | 4.6% | |
| | Community House :- Direct Expenditure | **574** | **1,000** | **426** | **0** | **426** | **57.4%** | **0** |
| 4101 | Repair/Alteration of Premises | 3,921 | 10,000 | 6,079 | | 6,079 | 39.2% | |
| 4102 | Maintenance of Buildings | 3,175 | 7,000 | 3,825 | | 3,825 | 45.4% | |
| 4111 | Electricity | 5,411 | 15,000 | 9,589 | | 9,589 | 36.1% | |
| 4112 | Gas | 717 | 7,500 | 6,783 | | 6,783 | 9.6% | |
| 4131 | Rates | 12,691 | 13,100 | 409 | | 409 | 96.9% | |
| 4141 | Water Services | 1,709 | 5,000 | 3,291 | | 3,291 | 34.2% | |
| 4151 | Fixtures & Fittings | 693 | 2,000 | 1,307 | | 1,307 | 34.6% | 636 |
| 4161 | Cleaning Costs | 1,006 | 2,200 | 1,194 | | 1,194 | 45.7% | |
| 4163 | Personal Hygiene | 575 | 2,800 | 2,225 | | 2,225 | 20.5% | |
| 4176 | Community House Reserve | 19,134 | 50,000 | 30,867 | | 30,867 | 38.3% | 1,488 |
| 4305 | Uniform | 0 | 700 | 700 | | 700 | 0.0% | |
| | Community House :- Indirect Expenditure | **49,032** | **115,300** | **66,268** | **0** | **66,268** | **42.5%** | **2,123** |
| | **Net Income over Expenditure** | **(8,075)** | **(57,585)** | **(49,510)** | | | | |
| 6000 | plus Transfer from EMR | 2,123 | 0 | (2,123) | | | | |
| | **Movement to/(from) Gen Reserve** | **(5,951)** | **(57,585)** | **(51,634)** | | | | |
| 430 | Summer Fair | | | | | | | |
| 4500 | Event Staff Overtime | 0 | 1,500 | 1,500 | | 1,500 | 0.0% | |
| 4502 | Events | 1,323 | 2,500 | 1,177 | | 1,177 | 52.9% | 730 |
| | Summer Fair :- Indirect Expenditure | **1,323** | **4,000** | **2,677** | **0** | **2,677** | **33.1%** | **730** |
| | **Net Expenditure** | **(1,323)** | **(4,000)** | **(2,677)** | | | | |
| 6000 | plus Transfer from EMR | 730 | 0 | (730) | | | | |
| | **Movement to/(from) Gen Reserve** | **(593)** | **(4,000)** | **(3,407)** | | | | |

Continued over page

| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|---|---|---|---|---|---|---|
| Grand Totals:- Income | **1,192,624** | **1,193,029** | **405** | | | **100.0%** | |
| Expenditure | **669,504** | **1,203,030** | **533,526** | **0** | **533,526** | **55.7%** | |
| **Net Income over Expenditure** | **523,119** | **(10,001)** | **(533,120)** | | | | |
| plus Transfer from EMR | **34,351** | 0 | (34,351) | | | | |
| less Transfer to EMR | **8,714** | 0 | (8,714) | | | | |
| **Movement to/(from) Gen Reserve** | **548,757** | **(10,001)** | **(558,758)** | | | | |

# Peacehaven Town Council

## Balance Sheet as at 10/11/2026

| 31/03/2026 | | | | | 31/03/2027 |
|---|---|---|---|---|---|
| | | Current Assets | | | |
| 15,240 | | Debtors Control | 5,717 | | |
| 5,004 | | VAT Control A/c | 5,601 | | |
| 50 | | Deposit Aqua | 50 | | |
| 973,139 | | Current Bank A/c | 1,473,411 | | |
| 607 | | Reserve Account | 610 | | |
| 200,000 | | Unity Trust Fixed Term Deposit | 208,120 | | |
| 13 | | Unity Trust Instant Access | 149 | | |
| 150 | | Pension Control | 150 | | |
| 1,194,203 | | | | 1,693,809 | |
| | 1,194,203 | Total Assets | | | 1,693,809 |
| | | Current Liabilities | | | |
| 12,100 | | Creditors | 2,166 | | |
| 376 | | Credit Card Creditors | 0 | | |
| 2,965 | | Mayor's Appeal | 1,989 | | |
| 12,777 | | Accruals | 0 | | |
| 5,840 | | Deposits Received | 6,390 | | |
| 34,058 | | | | 10,545 | |
| | 1,160,144 | Total Assets Less Current Liabilities | | | 1,683,264 |
| | | Represented By | | | |
| | 427,387 | General Reserves | | | 974,944 |
| | 2,209 | Events | | | 2,209 |
| | 25 | Meridian Walk | | | 25 |
| | 10,000 | Play Equipment | | | 10,000 |
| | 1,846 | Purchase Of Equipment | | | 1,846 |
| | 75,832 | Community House Reserve | | | 75,832 |
| | 0 | Computers | | | 5,273 |
| | 13,334 | Vehicle Reserve | | | 13,334 |
| | 4,155 | Tree Works | | | 4,155 |
| | 5,901 | Staff training | | | 5,901 |
| | 33,971 | Elections | | | 33,971 |
| | 2,728 | Members Training | | | 2,728 |
| | 500 | National Mourning | | | 500 |
| | 1,890 | Noticeboards | | | 1,890 |
| | 4,000 | Hub Income Offset | | | 4,000 |
| | 2,991 | Equipment Replacement | | | 887 |

| 31/03/2026 | | 31/03/2027 |
|---|---|---|
| 1,500 | Town Crier Outfit | 1,500 |
| 897 | Monument & War Memorial | 897 |
| 17,536 | Football Foundation Fund | 12,362 |
| 220 | Fuel | 220 |
| 960 | Website | 960 |
| 660 | P/H Youth Task Group | 0 |
| 463,430 | CIL | 456,696 |
| 39,107 | Big Park | 28,523 |
| 852 | Grants | 852 |
| 3,100 | Hub Improvments | 0 |
| 1,430 | Climate Change | 1,430 |
| 1,428 | Sponsorship | 593 |
| 101 | Professional Fees - Legal | 101 |
| 462 | Neighbourhood Plan | (57) |
| 41,690 | Capital Receipts Reserve | 41,690 |
| 1,160,144 | | 1,683,264 |

The above statement represents fairly the financial position of the authority as at 10/11/2026 and reflects its Income and Expenditure during the year.

Signed :
Chairman _____ Date : _____

Signed :
Responsible
Financial _____ Date :_____

Zoe Malone
Responsible Financial Officer

☎ (01273) 585493
✉ financeofficer@peacehaventowncouncil.gov.uk

Community House,
Meridian Way,
Peacehaven,
East Sussex,
BN10 8BB.

| | | | |
|---|---|---|---|
| **Committee:** | Policy & Finance | **Agenda Item:** | PF1270(e) |
| **Meeting date:** | 17 November 2026 | **Authors:** | Responsible Financial Officer |
| **Subject:** | **CIL/106 Report Update** | | |
| **Purpose:** | To note the current CIL Position | | |

**Recommendation(s):**
**To note and agree the CIL financial position and note 106 Monies**

## 1. Background

We receive two CIL payments from Lewes each year for developments within the town. This money should be spent as follows;

> "*Spending the CIL receipts in Local Councils In compliance with Regulation 59C of the CIL Regulations 2010 (as amended), we will use CIL receipts passed to us to support the development of Peacehaven Town Council, or any part of it, by* ***funding the provision, improvement, replacement, operation or maintenance of infrastructure or anything else that is concerned with addressing the demand that development place on our area****.*
> The current amount in our CIL account is **£456,695.61**

The Neighbourhood Plan was adopted by Lewes District Council on 26th May 2026 therefore Peacehaven Town Council will now be eligible for a 25% share of any Neighbourhood CIL

| CIL **Expenditure** 2026/27 | | | |
|---|---|---|---|
| **Supplier** | **Description** | **Amount** | **Comments** |
| Remedy | Consulting for Hub Phase 1 | 1,487.50 | Final questions to enable phase 1 to proceed. |
| LRAR | Architect Services (Phase 2) | 12,635.33 | Architectural concept drawings for phase 2 |
| Chris Bartholomew | Structural Survey (Phase 1) | 900.00 | As required by preferred contractor |
| Lewes DC | Building Regulations Application (Hub Roof) | 425.00 | Required to proceed with Phase 1 |
| | | **£15,447.83** | |

See below for committed expenditure as agreed at committee.

| CIL **Committed Expenditure** 2026/27 | | | |
|---|---|---|---|
| **Supplier** | **Description** | **Amount** | **Comments** |
| N/A | Set aside for any expenses relating to further reporting for the Hub development | £62.89 | 06/02/24 agreed to allow up to £10,000 for further reports required for the Hub in preparation of the agreed CIL bid. £2,500 spent on Kaner Olette feasibility. £45.11 on Banner for consultation & £4,812.50 in professional fees & £825 for structural survey & UKPN Fees & £1,487.50 for consultancy |
| N/A | Hub Development | £175,000 | CIL Bid been sent to Lewes on 23/02/24 to replace heating system & roof. Bid accepted and tender process under way (13/05/25) |
| | | **£175,062.89** | |

**It is important to note that two expressions of interest have been submitted to Lewes which we committed to £292,000 in the matched funding section. A decision should be made by December 2026.**

**106 Monies held at LDC or ESCC UP TO END OF MARCH 2026 – UPDATED SEPTEMBER 2026**

| Location | Agreed Use | Planning Ref | Total c/f |
|---|---|---|---|
| Land to the East of Sports Park | Recreation Space | LW/07/1256 | 29,184.55 |
| Land adj Keymer Avenue, Peacehaven | Open Space | LW/13/0686 | 1,351.71 |
| Land adj Keymer Avenue, Peacehaven | Travel Plan | LW/13/0686 | 5,470.93 |
| 2 South Coast Road, Peacehaven | Recreation | LW/14/0424 | 5,739.15 |
| Land on North Side of Arundel Road, Peacehaven | Recreation Space | LW/13/0644 | 117,825.33 |
| South Coast Road, Peacehaven (264,266,268) | Affordable Housing | LW/16/0841 | 177,985.48 |
| 184 South Coast Road, Peacehaven | Open/Outdoor Play Space | LW/11/1318 | 3,053.35 |
| Lower Hoddern Farm, Peacehaven | Centenary Park Contribution | LW/17/0226 | 31,803.93 |
| Lower Hoddern Farm, Hoddern Farm Lane, Peacehaven | Recreation Space Maintenance | LW/17/0226 | 58,350.22 |
| Lower Hoddern Farm, Hoddern Farm Lane, Peacehaven | Outdoor Play Space | LW/17/0226 | 101,957.45 |
| The Sussex Coaster, 80-82 South Coast Road, Pracehaven | Affordable Housing | LW/20/0204 | 53,399.28 |
| Lower Hoddern Farm, Hoddern Farm Lane, Peacehaven | Recreation Space Maintenance | LW/17/0226 | 68,470.55 |

****Items in red are for travel & affordable housing** **417,736.24**

**The RFO is waiting for LDC to come back on whether PTC have any influence on how this money is spent.**

The below is a table supplied from LDC showing the amounts transferred to ESCC and the spending limitation. Of this we have been advised by ESCC (through our County Councillor) that the following applications have been allocated specifically to the A259 Major Road Network package. LW/13/0644, LW/13/0686, LW2009/0680 & LW/2009/1093.

| Application | Site | Date of Agreement | Contribution | Spending limitation in agreement |
|---|---|---|---|---|
| | | | | |
| LW/13/0644 | Land on North Side of Arundel Road Peacehaven | Oct-14 | 139,289.23 | Improvements for cycling and walking routes to bus stops between Peacehaven & Newhaven |
| LW/13/0686 | Land North of 56 Keymer Avenue, Peacehaven | Jun-14 | 155,068.11 | Towards County Council schemes for mitigation measures in the local area to enhance existing junctions, local cycle/pedestrian and bus facilities and ir highway improvements |
| LW/14/0424 | 2 South Coast Road, Peacehaven | Sep-14 | 14,438.91 | Towards provision of Peacehaven Bus lane extension scheme to meet additional demand generated by the development |
| LW/2009/0680 | 200-204 South Coast Road & 17 Dorothy Avenue Peacehaven | Jun-10 | 14,101.27 | Accessibility improvements and/or implementing the A259 bus corridor and/or Newhaven bus/rail interchange |
| LW/2009/1093 | 16 & 16a South Coast Road, Peacehaven | Apr-11 | 17,202.52 | Accessibility improvement in the area of the site to assist with meeting the additional highway and transport demand generated by the development |

**2. Options for Council**

To note the financial position of CIL & 106.

**3. Reason for recommendation**

N/A

4. **Expected benefits**

**a. The community**

The money received via Lewes from the NCIL pot benefits the community as the funds are used to help make improvements to our amenities / buildings for which many residents use. CIL bidding to help assist with larger projects is a huge benefit to many residents and past successful bids demonstrate this (pathway improvements, water fountains and the Hub)

**b. The environment**

**c. Other**

## 5. Implications

| | |
|---|---|
| 5.1 Legal | |
| 5.2 Risks | |
| 5.3 Financial | CIL monies are not guaranteed and committed expenditure should be carefully considered. |
| 5.4 Time scales | CIL Should be spent within 5 years of receipt. |
| 5.5 Stakeholders & Social Value | |
| 5.6 Contracts | |
| 5.7 Climate & Sustainability | |
| **5.8 Crime & Disorder** | |
| **5.9 Health & Safety** | |
| **5.10 Biodiversity** | |
| **5.11 Privacy Impact** | |
| **5.12 Equality & Diversity** | |

## 6. Appendices

List of Payments made between 01/09/2026 and 30/09/2026

| Date Paid | Payee Name | Reference | Amount Paid | Authorized Ref | Transaction Detail |
|---|---|---|---|---|---|
| 01/09/2026 | EDF | DD | 88.64 | | UNIT 14 ELECTRIC JULY |
| 01/09/2026 | WORLDPAY | WP0109 | 31.73 | | CARD CHARGES |
| 02/09/2026 | EDF | DD1 | 89.02 | | STREET LIGHTS - JULY |
| 02/09/2026 | FOCUS GROUP | DD4 | 129.37 | | PHONES / WIFI |
| 03/09/2026 | EDF | DD2 | 984.98 | | JULY ELECTRIC |
| 04/09/2026 | SUSSEX PAYROLL SERVICES ;TD | BACS | 115.06 | | AUGUST PAYROLL SERVICES |
| 04/09/2026 | B.N.C SIGNS | BACS2 | 80.00 | | MAYORAL BOARD UPDATE |
| 04/09/2026 | AMAZON | BACS3 | 83.59 | | ICE TONGS |
| 04/09/2026 | HGS | BACS4 | 38.35 | | TOILET TISSUE |
| 04/09/2026 | COLLIER TURF CARE LTD | BACS5 | 1,835.42 | | PRESTIGE FERTILISER` |
| 04/09/2026 | EAST SUSSEX PENSION FUND | BACS6 | 10,150.36 | | AUGUST SALARIES |
| 04/09/2026 | LCAS DANCE | BACS7 | 100.00 | | A.SMITH REFUND |
| 04/09/2026 | KAITLYN REEVES | BACS8 | 50.00 | | K.REEVES REFUND |
| 04/09/2026 | PHS Group | DD5 | 471.72 | | 28/08-27/11 HYGIENE SERVICES |
| 04/09/2026 | Northstar IT | DD6 | 1,727.46 | | SEPTEMBER SUPPORT |
| 04/09/2026 | 02 | DD7 | 58.46 | | MOBILES |
| 04/09/2026 | PETER SHAYLER | 121079 | 200.00 | | FUNFAIR REFUND |
| 07/09/2026 | WORLDPAY | WP0709 | 1.14 | | CARD CHARGES |
| 07/09/2026 | The Fuelcard People | DD | 20.40 | | FUEL |
| 07/09/2026 | Barclays | DD1 | 39.00 | | BACS FILE / COLLECT CHGS |
| 07/09/2026 | BT | DD | 76.74 | | AUGUST BILL |
| 09/09/2026 | ABACUS FLAME LIMITED | DD3 | 378.00 | | MONTHLY MAINTENANCE & SERVICE |
| 11/09/2026 | PEACEHAVEN PLAYERS | BACS | 10.00 | | GHAN PROJECTOR |
| 11/09/2026 | PRESS PLAY FILMS | BACS1 | 50.00 | | LARA LESLIE REFUND |
| 11/09/2026 | REBECCA LIGHTOWLER | BACS2 | 122.00 | | R.STEVENS REFUND |
| 11/09/2026 | CASTLE WATER | BACS3 | 1,387.45 | | SPORTS PARK AUGUST |
| 11/09/2026 | Spy AlarmsLtd | BACS4 | 315.60 | | QUARTERLY FIRE MAINTENANCE |
| 11/09/2026 | R.J.Meaker Fencing Ltd | BACS5 | 24.82 | | POSTMIX |
| 11/09/2026 | TOOLSTATION LIMITED | BACS6 | 19.51 | | TAPE MEASURES |
| 11/09/2026 | TOTAL GAS & POWER | DD4 | 114.78 | | JULY GAS - C/H |
| 17/09/2026 | SCRIVENS LTD | BACS | 32.50 | | DAN TILLER EYE TEST |
| 17/09/2026 | CASTLE WATER | BACS1 | 232.75 | | AUGUST WATER ALLOTMENTS |
| 17/09/2026 | Safe I.S. Ltd | BACS2 | 351.36 | | FRA - COMM HOUSE |
| 17/09/2026 | TOTAL GAS & POWER | BACS3 | 68.49 | | AUGUST GAS |
| 17/09/2026 | TOTAL GAS & POWER | BACS4 | 21.22 | | AUGUST GAS UNIT 14 |
| 17/09/2026 | COAST & COUNTRY ELECTRICAL | BACS5 | 1,095.00 | | ELECTRICAL WORKS ON CT CHAMBER |
| 17/09/2026 | CASTLE WATER | DD | 42.70 | | AUGUST WATER |
| 17/09/2026 | AIMEE HARMAN | BACS | 299.72 | | GHANAIN EXPENSES |
| 17/09/2026 | Rigby Taylor | BACS | 2,104.20 | | GRASS SEED |
| 18/09/2026 | CASTLE WATER | DD1 | 155.52 | | DELL AUGUST WATER |
| 21/09/2026 | HEALTH ASSURED LTD | DD4 | 57.60 | | 19/08/26-18/09/26 EAP |
| 21/09/2026 | worldpay | WP2109 | 0.60 | | CARD CHARGES |
| 22/09/2026 | KINTO UK LTD | DD2 | 499.74 | | VEHICLE LEASE |
| 22/09/2026 | Credit Card A/c | sept cc | 796.85 | | sept cc |
| 23/09/2026 | TOWER LEASING LIMITED | DD1 | 62.67 | | HANDSET LEASE |
| 24/09/2026 | AMAZON | BACS | 262.86 | | HAND SCARIFIER |
| 24/09/2026 | CONSULT CLEANING SERVICES | BACS1 | 1,356.14 | | DAILY CLEANING |

Continued on Page 2

List of Payments made between 01/09/2026 and 30/09/2026

| Date Paid | Payee Name | Reference | Amount Paid | Authorized Ref | Transaction Detail |
|---|---|---|---|---|---|
| 24/09/2026 | CVS TYRES LTD | BACS2 | 163.08 | | TYRE FOR PROACE |
| 24/09/2026 | Aquarius Solutions | BACS3 | 411.60 | | GRAFFITI REMOVAL PRODUCTS |
| 24/09/2026 | Business Sream | BACS4 | 110.58 | | 12 JUN-11 SEPT WASTE WATER |
| 24/09/2026 | CITRUS HR | DD | 264.00 | | SAFE HR 20/09-19/10 |
| 25/09/2026 | SEPTEMBER SALARIES | SEPT PAY | 37,314.18 | | SEPTEMBER SALARIES |
| 25/09/2026 | HMRC | 121080 | 15,035.80 | | SEPTEMBER SALARIES |
| 28/09/2026 | FOCUS GROUP | DD | 129.37 | | OCTOBER BILLING |
| 28/09/2026 | WORLDPAY | WP2809 | 0.66 | | CARD CHARGES |
| | | Total Payments | 79,662.79 | | |

List of Payments made between 01/10/2026 and 31/10/2026

| Date Paid | Payee Name | Reference | Amount Paid | Authorized Ref | Transaction Detail |
|---|---|---|---|---|---|
| 01/10/2026 | Lewes District Council | DD | 931.00 | | BUSINESS RATES 26/27 |
| 01/10/2026 | Lewes District Council | DD2 | 5,880.00 | | BUSINESS RATES 2026/27 |
| 01/10/2026 | EDF | DD3 | 96.52 | | AUGUST ELECTRIC |
| 02/10/2026 | Double Nine Ltd / Merlin Workw | BACS | 69.42 | | GLOVES FOR GROUNDSTEAM |
| 02/10/2026 | Trade UK | BACS1 | 66.40 | | FIRE EXIT SIGNS |
| 02/10/2026 | SUSSEX PAYROLL SERVICES ;TD | BACS2 | 115.06 | | SEPTEMBER PAYROLL |
| 02/10/2026 | BREAKTHROUGH | BACS3 | 2,396.40 | | COUNCIL HIVE PREMIUM |
| 02/10/2026 | AMAZON | BACS4 | 95.78 | | TAIL LIGHT |
| 02/10/2026 | GOPAK LTD | BACS5 | 1,762.31 | | GREEN STACKING CHAIRS |
| 02/10/2026 | PRICEWATCH LIMITED T/A LOCAL | BACS6 | 2,388.67 | | ulta low sulphur derv |
| 02/10/2026 | Acacia Groundcare Equipment Re | BACS7 | 668.32 | | FLAIR/SCARIFIER |
| 02/10/2026 | EAST SUSSEX PENSION FUND | BACS8 | 12,358.53 | | SEPTEMBER SALARIES |
| 02/10/2026 | EDF | DD4 | 951.13 | | AUGUST ELECTRIC |
| 05/10/2026 | The Fuelcard People | DD | 35.92 | | FUEL |
| 05/10/2026 | EDF | DD1 | 433.18 | | JUNE-AUG ELECTRIC |
| 05/10/2026 | EDF | DD2 | 89.38 | | AUG ELECTRIC |
| 05/10/2026 | Barclays | DD4 | 39.00 | | COLLECT / BACS CHGS |
| 05/10/2026 | WORLDPAY | WP0510 | 31.61 | | CARD CHARGES |
| 06/10/2026 | Northstar IT | DD6 | 934.80 | | STEPH DESKTOP |
| 06/10/2026 | Northstar IT | DD7 | 1,727.46 | | MONTHLY SUPPORT - OCT |
| 07/10/2026 | 02 | DD8 | 60.84 | | MOBILE BILLING |
| 08/10/2026 | BT | DD9 | 76.74 | | SEPTEMBER WIFI |
| 08/10/2026 | WORLDPAY | WP0810 | 0.96 | | CARD CHARGES |
| 09/10/2026 | Ricoh Capital Ltd | BACS | 510.18 | | JULY - SEPT COPIER RENTAL |
| 09/10/2026 | AVS FENCING SUPPLIES LTD | BACS1 | 247.25 | | GREEN PALISADE / & RAIL |
| 09/10/2026 | AMAZON | BACS2 | 6.35 | | DOUBLE SIDED TAPE |
| 09/10/2026 | Farrington Property Developmen | BACS3 | 4,404.00 | | UNIT 14 RENTAL 07/10/26 |
| 09/10/2026 | Vitax Limited | BACS4 | 51.84 | | SPRAYER REPAIRS FOR BOWLS |
| 09/10/2026 | PROLUDIC LTD | BACS5 | 5,323.29 | | DELL BOAT REPAIRS |
| 09/10/2026 | Chris Bartholomew Electrical C | BACS6 | 926.94 | | TRUNKING FOR CHAMBER |
| 09/10/2026 | Acacia Groundcare Equipment Re | BACS7 | 763.20 | | DISC SEEDER |
| 09/10/2026 | Weed Management Ltd | BACS9 | 995.40 | | CORRECT INVOICE |
| 09/10/2026 | FAIRLIGH COACHWORKS | BACS10 | 1,060.01 | | CAR REPAIRS |
| 09/10/2026 | ABACUS FLAME LIMITED | DD10 | 378.00 | | SERVICE OF BOILERS PLANS |
| 09/10/2026 | WORLDPAY | WP0910 | 0.44 | | CARD CHARGES |
| 09/10/2026 | LEWES DISTRICT COUNCIL | 121081 | 21.00 | | SUMMER FAIR EVENT LICENCE |
| 12/10/2026 | The Fuelcard People | DD3 | 56.44 | | FUEL |
| 12/10/2026 | WORLD PAY | WP1210 | 1.55 | | CARD CHARGES |
| 13/10/2026 | TOTAL GAS & POWER | DD2 | 132.37 | | AUGUST GAS |
| 16/10/2026 | Lewes District Council | BACS | 765.08 | | 01/10-31/10 WASTE SERVICES |
| 16/10/2026 | BC&A ACCOUNTING SOLUTIONS | BACS1 | 318.00 | | PARTIAL EXEMPTION AUDIT |
| 16/10/2026 | Business Sream | BACS2 | 826.42 | | 08/07-07/10 WASTE WATER |
| 16/10/2026 | AMAZON | BACS3 | 138.12 | | SAFETY TRAINERS |
| 16/10/2026 | R.A GROUP | BACS4 | 804.00 | | FIRE DOOR INSPECTION |
| 16/10/2026 | SUSSEX SOLAR & ELECTRICAL | BACS5 | 288.00 | | SOLAR PV FAULT INVESTIGATION |
| 16/10/2026 | CASTLE WATER | BACS6 | 383.09 | | SEPTEMBER WATER |
| 16/10/2026 | CASTLE WATER | BACS7 | 580.11 | | SEPTEMBER WATER |

Continued on Page 2

List of Payments made between 01/10/2026 and 31/10/2026

| Date Paid | Payee Name | Reference | Amount Paid | Authorized Ref | Transaction Detail |
|---|---|---|---|---|---|
| 16/10/2026 | TOTAL GAS & POWER | BACS8 | 68.63 | | SEPTEMBER GAS |
| 16/10/2026 | GCL PRODUCTS LTD | BACS9 | 438.00 | | MATTING FOR DELL & BP |
| 16/10/2026 | ROYAL SOCIETY OF ST GEORGE | BACS10 | 70.00 | | MEALS X2 |
| 16/10/2026 | GLOBAL GIVING SOLUTIONS | BACS11 | 28.74 | | STAFF RECOGNITION |
| 16/10/2026 | CASTLE WATER | DD4 | 36.02 | | SEPTEMBER WATER |
| 16/10/2026 | GEORGE DYSON | BACS1 | 41.58 | | REPAIR CAFE |
| 19/10/2026 | HEALTH ASSURED LTD | DD5 | 57.60 | | 19/10-18/11 EAP |
| 19/10/2026 | WORLDPAY | WP1910 | 2.42 | | CARD CHARGES |
| 22/10/2026 | KINTO UK LTD | DD6 | 499.74 | | VEHICLE LEASE COSTS |
| 23/10/2026 | CITRUS HR | DD | 264.00 | | 20/10-19/11 SAFE HR |
| 23/10/2026 | TOWER LEASING LIMITED | DD1 | 62.67 | | HANDSET LEASE |
| 23/10/2026 | OCTOBER SALARIES | OCT PAY | 32,100.27 | | OCTOBER SALARIES |
| 23/10/2026 | HMRC | 121082 | 11,981.15 | | OCTOBER SALARIES |
| 23/10/2026 | Credit Card A/c | SEP CC | 175.34 | | SEP CC |
| 26/10/2026 | WORLDPAY | WP2610 | 0.66 | | CARD CHARGES |
| 27/10/2026 | AVERN CLEANING SUPPLIES LTD | BACS | 3,385.20 | | SCRUBBER DRYER |
| 28/10/2026 | EDF | DD | 2,646.26 | | SPORTS PARK - june- sept |
| 28/10/2026 | EDF | DD1 | 1,067.16 | | COMM HOUSE - JUNE-SEPT |
| 28/10/2026 | FOCUS GROUP | DD2 | 126.61 | | NOVEMBER BILLING |
| 30/10/2026 | Trade UK | BACS | 58.77 | | BENCH GRINDER FOR REPAIR CAFE |
| 30/10/2026 | R.J.Meaker Fencing Ltd | BACS1 | 99.26 | | POSTMIX FOR SIGNS |
| 30/10/2026 | PRESCO UK LTD | BACS2 | 126.19 | | CARD HOLDER POCKETS |
| 30/10/2026 | INSTITUTION OF OCCUPATIONAL | BACS3 | 207.00 | | IOSH MEMBERSHIP |
| 30/10/2026 | AMP Services | BACS4 | 217.39 | | HEDGE CUTTER REPAIRS |
| 30/10/2026 | GASTON MALLIA | BACS5 | 279.60 | | DIGITAL IMAGES OF KEY MAPS |
| 30/10/2026 | EUROLOO | BACS6 | 686.40 | | PORTALOOS FOR SUMMER FAIR |
| 30/10/2026 | PASS LTD | BACS7 | 726.00 | | PAT TEST MACHINE |
| 30/10/2026 | Safe I.S. Ltd | BACS8 | 737.28 | | THE HUB FRA |
| 30/10/2026 | CONSULT CLEANING SERVICES | BACS9 | 1,356.14 | | TOILET CLEANING - BIG PARK |
| 30/10/2026 | THE LED STORE | BACS1 | 1,208.88 | | BULBS FOR CARPARK |
| 30/10/2026 | Playsafe Playgrounds Ltd | BACS2 | 8,346.00 | | BRIDGE REPAIR AT BIG PARK |
| 30/10/2026 | Lewes District Council | BACS3 | 510.00 | | BUILDING REGS APPLICATION |
| 30/10/2026 | PPL PRS Ltd | BACS4 | 505.44 | | MUSIC LICENCE |
| 30/10/2026 | EAST SUSSEX PENSION FUND | BACS5 | 10,655.57 | | OCTOBER SALARIES |
| 30/10/2026 | RBL POPPY APPEAL | 121083 | 30.50 | | WREATH |
| | | Total Payments | 128,992.98 | | |

Zoe Malone
Responsible Finance Officer

☎ (01273) 585493
✉ financeofficer@peacehaventowncouncil.gov.uk

Community House,
Meridian Way,
Peacehaven,
East Sussex,
BN10 8BB.

| | | | |
|---|---|---|---|
| **Committee:** | Policy & Finance | **Agenda Item:** | PF1271 |
| **Meeting date:** | 17 November 2026 | **Authors:** | Responsible Financial Officer |
| **Subject:** | Draft Budget 2027/28 | | |
| **Purpose:** | To discuss and recommend to Full Council | | |

**Recommendation(s):**
To discuss and recommend to Full Council

The proposed draft budget for 2027/28 has been reviewed by all Councillors and I have received many suggestions with amendments which I hope has all been captured in the attached draft budget document.

There are two options to consider as per the papers and a recommendation of which option this committee prefer to Full Council is preferred.

1. **Options for Council**

**To recommend Option 1 which represents a 7.2% increase to PTC precept which represents the following increase to households;**

| Option 1 | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| | Band A | Band B | Band C | Band D | Band E | Band F | Band G | Band H |
| Annual Charge | 143.21 | 167.08 | 190.95 | 214.82 | 262.56 | 310.30 | 358.03 | 429.64 |
| Annual Increase | 9.66 | 11.28 | 12.89 | 14.50 | 17.72 | 20.95 | 24.16 | 29.00 |
| Increase per month | 0.97 | 1.13 | 1.29 | 1.45 | 1.77 | 2.10 | 2.42 | 2.90 |

**To recommend Option 2 which represents a 5% increase to PTC precept which represents the following increase to households;**

| Option 2 | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| | Band A | Band B | Band C | Band D | Band E | Band F | Band G | Band H |
| Annual Charge | 140.23 | 163.61 | 186.98 | 210.35 | 257.09 | 303.84 | 350.58 | 420.70 |
| Annual Increase | 6.68 | 7.81 | 8.92 | 10.03 | 12.25 | 14.49 | 16.71 | 20.06 |
| Increase per month | 0.67 | 0.78 | 0.89 | 1.00 | 1.23 | 1.45 | 1.67 | 2.01 |

**This is subject to change slightly once we know the tax base in early December.**

## 2. Reason for recommendation

Council will need to agree to the precept amount in December 2026 meeting so we can put our request into the District Council within their deadlines.

## 3. Expected benefits

A fair and considered budget will allow Peacehaven Town Council to continue to maintain and improve the facilities we offer to the Town.

## 4. Implications

| | |
|---|---|
| 5.1 Legal | |
| 5.2 Risks | |
| 5.3 Financial | An increase to the precept and to the PTC portion of residents council tax. |
| 5.4 Time scales | Applied from April 2027 |
| 5.5 Stakeholders & Social Value | |
| 5.6 Contracts | |
| 5.7 Climate & Sustainability | |
| **5.8 Crime & Disorder** | |
| **5.9 Health & Safety** | |
| **5.10 Biodiversity** | |
| **5.11 Privacy Impact** | |
| **5.12 Equality & Diversity** | |

## 5. Values & priorities alignment

| **Which of the Core Values does the recommendation demonstrate?** | |
|---|---|
| 6.1 Empowering and supporting the community | ☐ |
| 6.2 Growing the economy sustainably | ☐ |
| 6.3 Helping children and young people | ☐ |
| 6.4 Improving the quality of life for residents and visitors to Peacehaven | ☐ |
| 6.5 Supporting residents in need | ☐ |
| 6.6 Valuing the environment | ☐ |

**6.7 Which business plan item(s) does the recommendation relate to?**
N/A

## 6. Appendices

## POLICY & FINANCE

| | | 2026/27 Budget | Draft 2027/28 Budget | % Change |
|---|---|---|---|---|
| 100 | General Administration | | | |
| 4301 | Purchase of Furniture/Equipment | 1,500 | 1,500 | *0.0%* |
| 4302 | Purchase of Materials | 500 | 500 | *0.0%* |
| 4306 | Printing | 3,000 | 2,500 | *-16.7%* |
| 4307 | Stationery | 1,000 | 1,000 | *0.0%* |
| 4308 | Cllr Printing | 1,500 | 1,000 | *-33.3%* |
| 4312 | Professional Fees | 8,500 | 9,000 | *5.9%* |
| 4314 | Audit Fees | 3,000 | 3,000 | *0.0%* |
| 4315 | Insurance | 14,500 | 15,500 | *6.9%* |
| 4321 | Bank Charges | 1,150 | 1,150 | *0.0%* |
| 4325 | Postage | 3,000 | 2,500 | *-16.7%* |
| 4326 | Telephone | 3,500 | 3,500 | *0.0%* |
| 4327 | Computers | 20,000 | 20,000 | *0.0%* |
| | Computer Reserve | 0 | 5,000 | *#DIV/0!* |
| 4333 | Members Allowance | 8,500 | 8,500 | *0.0%* |
| 4341 | Grants | 10,000 | 10,000 | *0.0%* |
| 4342 | Subscription | 8,000 | 8,000 | *0.0%* |
| 4345 | CTLA Service Level Agreement | 6,825 | 7,405 | *8.5%* |
| 4346 | CAB Service Level Agreement | 15,000 | 15,000 | *0.0%* |
| 4354 | HCC Service Level Agreement | 3,000 | 0 | *-100.0%* |
| 4356 | EAP | 600 | 600 | *0.0%* |
| 4362 | JOFF Service Level Agreement | 2,680 | 3,340 | *24.6%* |
| 4363 | Bus Shelter Advertising | 2,000 | 2,000 | *0.0%* |
| 4364 | Bereavement Services | 2,000 | 2,000 | *0.0%* |
| 4365 | SCDA Service Level Agreement | 2,500 | 3,000 | *20.0%* |
| 4366 | Havens Comm Hub Large Grant | 1,500 | 3,000 | *100.0%* |
| 4854 | Maps / Rights of Way | 0 | 0 | *#DIV/0!* |
| 4201 | Vehicle lease | 6,000 | 6,000 | *0.0%* |
| 4444 | Election Costs | 10,000 | 10,000 | *0.0%* |
| | General Administration: Expenditure | 139,755 | 144,995 | *3.7%* |
| | | | | |
| 1001 | Precept | | | |
| 1013 | Income from Photocopying | 500 | 500 | *0.0%* |
| 1016 | LDC - Info Officer | 17,097 | 17,952 | *5.0%* |
| 1100 | Interest Received | 8,000 | 12,000 | *50.0%* |
| 1309 | Other Income | 500 | 500 | *0.0%* |

## POLICY & FINANCE

| | | 2026/27 Budget | Draft 2027/28 Budget | % Change |
|---|---|---|---|---|
| 100 | General Administration | | | |
| 4301 | Purchase of Furniture/Equipment | 1,500 | 1,500 | *0.0%* |
| 4302 | Purchase of Materials | 500 | 500 | *0.0%* |
| 4306 | Printing | 3,000 | 2,500 | *-16.7%* |
| 4307 | Stationery | 1,000 | 1,000 | *0.0%* |
| 4308 | Cllr Printing | 1,500 | 1,000 | *-33.3%* |
| 4312 | Professional Fees | 8,500 | 9,000 | *5.9%* |
| 4314 | Audit Fees | 3,000 | 3,000 | *0.0%* |
| 4315 | Insurance | 14,500 | 15,500 | *6.9%* |
| 4321 | Bank Charges | 1,150 | 1,150 | *0.0%* |
| 4325 | Postage | 3,000 | 2,500 | *-16.7%* |
| 4326 | Telephone | 3,500 | 3,500 | *0.0%* |
| 4327 | Computers | 20,000 | 20,000 | *0.0%* |
| | Computer Reserve | 0 | 5,000 | *#DIV/0!* |
| 4333 | Members Allowance | 8,500 | 8,500 | *0.0%* |
| 4341 | Grants | 10,000 | 10,000 | *0.0%* |
| 4342 | Subscription | 8,000 | 8,000 | *0.0%* |
| 4345 | CTLA Service Level Agreement | 6,825 | 7,405 | *8.5%* |
| 4346 | CAB Service Level Agreement | 15,000 | 15,000 | *0.0%* |
| 4354 | HCC Service Level Agreement | 3,000 | 0 | *-100.0%* |
| 4356 | EAP | 600 | 600 | *0.0%* |
| 4362 | JOFF Service Level Agreement | 2,680 | 3,340 | *24.6%* |
| 4363 | Bus Shelter Advertising | 2,000 | 2,000 | *0.0%* |
| 4364 | Bereavement Services | 2,000 | 2,000 | *0.0%* |
| 4365 | SCDA Service Level Agreement | 2,500 | 3,000 | *20.0%* |
| 4366 | Havens Comm Hub Large Grant | 1,500 | 3,000 | *100.0%* |
| 4854 | Maps / Rights of Way | 0 | 0 | *#DIV/0!* |
| 4201 | Vehicle lease | 6,000 | 6,000 | *0.0%* |
| 4444 | Election Costs | 10,000 | 10,000 | *0.0%* |
| | General Administration: Expenditure | 139,755 | 144,995 | *3.7%* |
| | | | | |
| 1001 | Precept | | | |
| 1013 | Income from Photocopying | 500 | 500 | *0.0%* |
| 1016 | LDC - Info Officer | 17,097 | 17,952 | *5.0%* |
| 1100 | Interest Received | 8,000 | 12,000 | *50.0%* |
| 1309 | Other Income | 500 | 500 | *0.0%* |

| | | | | | |
|---|---|---|---|---|---|
| | General Administration: Income | 26,097 | 30,952 | *18.6%* | |
| | **Net Expenditure over Income** | **113,658** | **114,043** | ***0.3%*** | |
| 360 | Community House | | | | |
| 4101 | Repair/Alteration of Premises | 10,000 | 10,000 | *0.0%* | |
| 4102 | Maintenance of Building | 7,000 | 7,000 | *0.0%* | £3780 of this is for maintenance of boilers /aircon & AHU's |
| 4111 | Electricity | 15,000 | 15,000 | *0.0%* | |
| 4112 | Gas | 7,500 | 5,000 | *-33.3%* | |
| 4131 | Rates | 13,100 | 13,100 | *0.0%* | |
| 4141 | Water Services | 5,000 | 5,000 | *0.0%* | |
| 4151 | Fixtures & Fittings | 2,000 | 2,000 | *0.0%* | |
| 4161 | Cleaning | 2,200 | 2,200 | *0.0%* | |
| 4162 | Cleaning Materials | 0 | 0 | *#DIV/0!* | |
| 4163 | Personal Hygiene | 2,800 | 1,800 | *-35.7%* | |
| 4175 | Music Licence | 300 | 300 | *0.0%* | |
| 4178 | Consumables | 700 | 700 | *0.0%* | |
| 4305 | Uniform | 700 | 700 | *0.0%* | |
| 4176 | Community House Reserves | 50,000 | 50,000 | *0.0%* | |
| | Community House: Expenditure | 116,300 | 112,800 | *-3.0%* | |
| 1069 | C/H Coaster Room | 0 | 0 | *#DIV/0!* | |
| 1070 | C/H Phoenix Room | 7,596 | 7,596 | *0.0%* | |
| 1071 | C/H Fields & Robson Room | 12,600 | 0 | *-100.0%* | |
| 1075 | C/H Meeting Rooms | 6,000 | 6,000 | *0.0%* | |
| 1076 | C/H Main Hall | 14,358 | 15,000 | *4.5%* | |
| 1077 | C/H Anzac Room | 7,261 | 7,500 | *3.3%* | |
| 1078 | C/H Main Kitchen | 1,000 | 1,500 | *50.0%* | |
| 1079 | C/H Anzac Kitchen | 400 | 400 | *0.0%* | |
| 1081 | C/H Equipment Hire | 1,000 | 2,000 | *100.0%* | |
| 1083 | Bus Shelter Advertising | 2,000 | 2,000 | *0.0%* | |
| 1092 | Electricity Feed-In Tariff | 6,500 | 8,000 | *23.1%* | |
| | Community House: Income | 58,715 | 49,996 | *-14.8%* | |
| | **Net Expenditure over Income** | **57,585** | **62,804** | ***9.1%*** | |
| | **POLICY & FINANCE: Total Expenditure** | **256,055** | **257,795** | ***0.7%*** | |
| | **POLICY & FINANCE: Total Income** | **84,812** | **80,948** | ***-4.6%*** | |
| | **Net Expenditure over Income** | **171,243** | **176,847** | ***3.3%*** | |

## COMMUNITY ENGAGEMENT

| | | 2026/27 Budget | Draft 2027/28 Budget | % Change |
|---|---|---|---|---|
| 110 | Civic Events | | | |
| 4331 | Mayor's Allowance | 1,500 | 1,500 | *0.0%* |
| 4332 | **Civic Events (inc mayors reception, service & rememberance** | 3,000 | 3,000 | *0.0%* |
| 4335 | Civic Expenses (Inc mayors badge, Deputy Mayor Gifts, Mayoral Boards etc) | 1,200 | 1,200 | *0.0%* |
| 4339 | National Mourning | 100 | 100 | *0.0%* |
| 4349 | Civic Training | 500 | 500 | *0.0%* |
| 4351 | Youth Mayor | 500 | 500 | *0.0%* |
| | Civic Expenses: Expenditure | 6,800 | 6,800 | *0.0%* |
| | **Net Expenditure over Income** | **6,800** | **6,800** | ***0.0%*** |
| 120 | Marketing | | | |
| 4328 | Website | 1,500 | 1,500 | *0.0%* |
| 4502 | Events | 500 | 100 | *-80.0%* |
| 4306 | Marketing Costs | 2,000 | 2,000 | *0.0%* |
| | Marketing: Expenditure | 4,000 | 3,600 | *-10.0%* |
| 1048 | Peacehaven News advertising | 0 | 0 | *#DIV/0!* |
| 1301 | Filming | 1,500 | 1,500 | *0.0%* |
| 1051 | A1 Boards | 1,100 | 500 | *-54.5%* |
| 1022 | Planter Advertising | 1,100 | 600 | *-45.5%* |
| 1049 | Banner Board Income | 3,000 | 3,000 | *0.0%* |
| | Marketing: Income | 6,700 | 5,600 | *-16.4%* |

| | | | | |
|---|---|---|---|---|
| | **Net Expenditure over Income** | **-2,700** | **-2,000** | ***-25.9%*** |
| | | | | |
| 430 | Summer Fair | | | |
| 4502 | Event Costs | 2,500 | 2,500 | *0.0%* |
| 4500 | Event Staff Overtime | 1,500 | 1,500 | *0.0%* |
| 4900 | Miscellaneous Expenses | 0 | 0 | *#DIV/0!* |
| | Summer Fair: Expenditure | 4,000 | 4,000 | |
| | | | | |
| 1045 | Event Sponsorship | 0 | 500 | *#DIV/0!* |
| 1046 | Stall Income (Events) | 0 | 900 | *#DIV/0!* |
| 1094 | Other Customer & Client Receipts | 0 | 500 | *#DIV/0!* |
| | Summer Fair: Income | 0 | 1,900 | |
| | | | | |
| | **Net Expenditure over Income** | **4,000** | **2,100** | ***-47.5%*** |
| | | | | |
| | **COMMUNITY ENGAGEMENT: Total Expenditure** | **14,800** | **14,400** | ***-2.7%*** |
| | **COMMUNITY ENGAGEMENT: Total Income** | **6,700** | **7,500** | ***11.9%*** |
| | | | | |
| | **Net Expenditure over Income** | **8,100** | **6,900** | ***-14.8%*** |

## LEISURE & AMENITIES

| | | 2026/27 Budget | Draft 2027/28 Budget | % Change |
|---|---|---|---|---|
| 300 | Grounds Team General Exp | | | |
| 4011 | Groundsteam Training | 2,000 | 2,000 | *0.0%* |
| 4202 | Repairs/Maintenance of Vehicle | 7,500 | 8,000 | *6.7%* |
| 4203 | Fuel | 5,500 | 4,000 | *-27.3%* |
| 4204 | Road Fund License | 600 | 600 | *0.0%* |
| 4305 | Uniform | 1,000 | 1,000 | *0.0%* |
| 4206 | Vehicle Reserve | 10,000 | 15,000 | *50.0%* |
| | Grounds Team: Expenditure | 26,600 | 30,600 | *15.0%* |
| | **Net Expenditure over Income** | **26,600** | **30,600** | ***15.0%*** |
| 310 | Sports Park | | | |
| 4111 | Electricity | 3,000 | 2,500 | *-16.7%* |
| 4131 | Rates | 2,500 | 2,500 | *0.0%* |
| 4160 | Changing Places | 700 | 1,000 | *42.9%* |
| 4161 | Cleaning Costs | 12,500 | 15,000 | *20.0%* |
| 4164 | Trade Refuse | 3,000 | 3,000 | *0.0%* |
| 4171 | Grounds Maintenance Costs | 10,000 | 10,000 | *0.0%* |
| | Sports Park: Expenditure | 31,700 | 34,000 | *7.3%* |
| 1025 | Rent & Service Charge - PTFC | 3,360 | 3,360 | *0.0%* |
| 1026 | Rent & Service Charge - Bowls | 6,896 | 7,139 | *3.5%* |
| 1041 | S/P Telephone Masts | 7,672 | 7,672 | *0.0%* |
| 1043 | S/P Football Pitches | 3,000 | 3,000 | *0.0%* |
| 1061 | S/P Court and MUGA Hire | 740 | 740 | *0.0%* |
| | Sports Park: Income | 21,668 | 21,911 | *1.1%* |
| | **Net Expenditure over Income** | **10,032** | **12,089** | ***20.5%*** |
| 315 | Big Park | | | |

| | | | | |
|---|---|---|---|---|
| 4101 | Repair/Alteration | 5,000 | 5,000 | *0.0%* |
| 4102 | Maintenance of Unit 14 | 500 | 500 | *0.0%* |
| 4111 | Electricity (unit 14) | 1,000 | 2,500 | *150.0%* |
| 4112 | Gas (unit 14) | 1,000 | 1,000 | *0.0%* |
| 4121 | Rents | 15,500 | 15,500 | *0.0%* |
| 4131 | Rates | 6,052 | 7,340 | *21.3%* |
| 4166 | Skip Hire | 1,000 | 1,200 | *20.0%* |
| 4173 | Fertilisers & Grass Seed | 4,800 | 4,800 | *0.0%* |
| 4303 | Machinery Mtce/Lease | 4,000 | 4,000 | *0.0%* |
| 4329 | Advertising Costs | 2,000 | 2,000 | *0.0%* |
| | Big Park: Expenditure | 40,852 | 43,840 | *7.3%* |
| | | | | |
| tbc | Transfer from Big Park EMR | 10,000 | 10,000 | *0.0%* |
| | Sauna | 0 | 18,000 | *#DIV/0!* |
| 1329 | Advertising Income | 2,000 | 2,000 | *0.0%* |
| | Big Park: Income | 12,000 | 30,000 | *150.0%* |
| | | | | |
| | **Net Expenditure over Income** | **28,852** | **13,840** | ***-52.0%*** |
| | | | | |
| 316 | Gateway Café | | | |
| 4101 | Repair/Alteration of Premises | 3,000 | 3,000 | *0.0%* |
| | Maintenance Reserve | | 10,000 | *#DIV/0!* |
| 4111 | Electricity | 10,000 | 10,000 | *0.0%* |
| 4326 | Telephones | 240 | 240 | *0.0%* |
| 4355 | Wifi | 0 | 0 | *#DIV/0!* |
| 4115 | CCTV Maintenance | 1,500 | 1,500 | *0.0%* |
| 4116 | Servicing / Maintenance | 1,500 | 1,500 | *0.0%* |
| | Gateway Café: Expenditure | 16,240 | 26,240 | *61.6%* |
| | | | | |
| 1111 | Electricity | 10,000 | 10,000 | *0.0%* |
| 1025 | Rent & Service Charge | 9,643 | 10,125 | *5.0%* |
| | Gateway Café: Income | 19,643 | 20,125 | *2.5%* |
| | | | | |
| | **Net Expenditure over Income** | **-3,403** | **6,115** | ***-279.7%*** |

| | | | | | |
|---|---|---|---|---|---|
| 330 | Parks & Open Spaces | | | | |
| 4101 | Repairs / Alterations | 5,000 | 5,000 | *0.0%* | |
| 4104 | Vandalism Repairs | 1,500 | 1,500 | *0.0%* | |
| 4141 | Water Services | 7,000 | 7,000 | *0.0%* | |
| 4164 | Trade Refuse | 500 | 0 | *-100.0%* | Dog waste bin collected in house now |
| 4169 | Play Equipment Reserve | 5,000 | 10,000 | *100.0%* | |
| 4171 | Grounds Maintenance Costs | 4,000 | 5,000 | *25.0%* | Lake Drive / Memorial maintenance? |
| 4301 | Purchase of Furniture/Equipment | 2,500 | 2,500 | *0.0%* | |
| 4105 | Trees | 2,000 | 2,000 | *0.0%* | |
| 4106 | Signage | 5,000 | 5,000 | *0.0%* | |
| 4050 | Allotment Costs | 1,000 | 22,000 | *2100.0%* | Includes Skips & north boundary fence |
| | Amenity Area: Expenditure | 33,500 | 60,000 | *79.1%* | |
| 1044 | Hire of the Dell | 4,500 | 4,500 | *0.0%* | |
| 1050 | Allotment Rent | 2,650 | 2,650 | *0.0%* | |
| | Amenity Area: Income | 7,150 | 7,150 | *0.0%* | |
| | **Net Expenditure over Income** | **26,350** | **52,850** | ***100.6%*** | |
| 325 | Highways | | | | |
| 4101 | Repairs & Alterations | 2,500 | 2,500 | *0.0%* | |
| 4111 | Streetlight Electricity | 1,932 | 1,500 | *-22.4%* | |
| 4171 | Grounds Maintenance Costs | 500 | 750 | *50.0%* | |
| | Bus Shelters | 0 | 6,000 | *#DIV/0!* | **Budgeting for replacement shelters over the next 16 years** |
| 4850 | Grass Cutting Contract | 20,842 | 27,626 | *32.5%* | |
| 4851 | Noticeboards | 650 | 650 | *0.0%* | |
| 4852 | Monument & War Memorial | 600 | 2,100 | *250.0%* | **Includes new plaque for monument** |
| 4853 | Street Furniture | 600 | 600 | *0.0%* | |
| | Highways: Expenditure | 27,624 | 41,726 | *51.0%* | |
| | **Net Expenditure over Income** | **27,624** | **41,726** | ***51.0%*** | |

| | | | | |
|---|---|---|---|---|
| 355 | The Hub | | | |
| 4103 | Annual Servicing Costs | 2,500 | 2,500 | *0.0%* |
| 4111 | Electricity | 3,000 | 6,000 | *100.0%* |
| 4112 | Gas | 3,000 | 0 | *-100.0%* |
| 4355 | Wifi | 420 | 420 | *0.0%* |
| 4101 | Repairs / Alterations | 2,000 | 2,000 | *0.0%* |
| 4176 | Hub Reserve | 5,000 | 5,000 | *0.0%* |
| 4175 | Music Licence | 418 | 418 | *0.1%* |
| | The Hub: Expenditure | 16,338 | 16,338 | *0.0%* |
| 1084 | The Hub | 18,548 | 19,104 | *3.0%* |
| 1303 | Water | 160 | 160 | *0.0%* |
| | Solar Rebates | 0 | 1,000 | *#DIV/0!* |
| 1112 | Gas | 300 | 0 | *-100.0%* |
| 1111 | Electric | 300 | 300 | *0.0%* |
| 1355 | Wifi | 210 | 210 | *0.0%* |
| | The Hub: Income | 19,518 | 20,774 | *6.4%* |
| | **Net Expenditure over Income** | **-3,181** | **-4,436** | ***39.5%*** |
| | **LEISURE, AMENITIES & ENV: Total Expenditure** | **192,854** | **252,744** | ***31.1%*** |
| | **LEISURE, AMENITIES & ENV: Total Income** | **79,979** | **99,960** | ***25.0%*** |
| | **Net Expenditure over Income** | **112,874** | **152,784** | ***35.4%*** |

## PERSONNEL

| | | 2026/27 Budget | Draft 2027/28 Budget | % Change | |
|---|---|---|---|---|---|
| 100 | General Administration | | | | |
| 4001 | Salaries | 557,019 | 580,414 | *4.2%* | |
| 4002 | ER's NIC | 71,552 | 75,062 | *4.9%* | Salaries less £80000 (NI £5k threshold) X15% |
| 4003 | ER's Supn | 101,000 | 105,055 | *4.0%* | |
| 4004 | Overtime | 4,000 | 4,000 | *0.0%* | |
| 4011 | Office Staff Training | 2,500 | 2,500 | *0.0%* | |
| 4014 | Staff costs | 750 | 850 | *13.3%* | |
| 4212 | Staff Mileage Costs | 500 | 500 | *0.0%* | |
| 4334 | Members Training | 1,500 | 1,500 | *0.0%* | |
| | General Administration: Expenditure | 738,821 | 769,881 | *4.2%* | |
| | **Net Expenditure over Income** | **738,821** | **769,881** | ***4.2%*** | |
| | **PERSONNEL: Total Expenditure** | **738,821** | **769,881** | ***4.2%*** | |
| | **PERSONNEL: Total Income** | **0** | **0** | | |
| | **Net Expenditure over Income** | **738,821** | **769,881** | ***4.2%*** | |

# Annual Governance and Accountability Return 2025/26 Form 3

**To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:**

- **where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £15 million; or**
- **where the higher of gross income or gross expenditure was £25,000 or less but that:**
  - **are unable to certify themselves as exempt (fee payable); or**
  - **have requested a limited assurance review (fee payable)**

## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2025/26

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices.*

2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
   - The **Annual Internal Audit Report must** be completed by the authority's internal auditor.
   - **Sections 1 and 2 must** be completed and approved by the authority.
   - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2026.**
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2026** Reminder letters will incur a charge of £40 +VAT:
   - the Annual Governance and Accountability Return Sections 1 and 2, together with
   - a bank reconciliation as at 31 March 2026
   - an explanation of any significant year on year variances in the accounting statements
   - notification of the commencement date of the period for the exercise of public rights
   - Annual Internal Audit Report 2025/26

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability Return **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

## Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities **must** publish the following information on the authority website/webpage:

Before 1 July 2026 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2025/26** approved and signed, page 4
- **Section 2 - Accounting Statements 2025/26** approved and signed, page 5

Not later than 30 September 2026 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

**for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.*

# Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2025/26

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments **must** be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2026
- The Annual Governance Statement (Section 1) **must** be approved before the Accounting Statements (Section 2) and evidenced by the agenda or minute references, even where approved on the same day.
- The Responsible Financial Officer (RFO) **must** certify the accounts (Section 2) before they are presented to the authority for approval. The authority **must** in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period which **must** be a single period of 30 working days for inspection ( this excludes weekends and public holidays) which **must** include the first 10 working days of July.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor **must** be able to agree the bank reconciliation to Box 8 on the accounting statements **(Section 2, page 5)**. An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- Additional costs may be incurred if additional audit work is required.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2025) equals the balance brought forward in the current year (Box 1 of 2026).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights which **must** be a single period of 30 working days for inspection (this excludes weekends and public holidays) which **must** include the first 10 working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2026**

| **Completion checklist** – 'No' answers mean you may not have met requirements | | Yes | No |
|---|---|---|---|
| All sections | Have all highlighted boxes have been completed? | | |
| | Has all additional information requested, including **the dates set for the period for the exercise of public rights**, been provided for the external auditor? | | |
| Internal Audit Report | Have all highlighted boxes been completed by the internal auditor and explanations provided? | | |
| Section 1 | For any statement to which the response is 'no', has an explanation been published? | | |
| Section 2 | Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval? | | |
| | Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting? | | |
| | Has an explanation of significant variations been published where required? | | |
| | Has the bank reconciliation as at **31 March 2026** been reconciled to Box 8? | | |
| | Has an explanation of any difference between Box 7 and Box 8 been provided? | | |
| Sections 1 and 2 | Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested. | | |

***Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices***, can be downloaded from **www.nalc.gov.uk** or from **www.ada.org.uk**

## Annual Internal Audit Report 2025/26

Peacehaven Town Council

Peacehaventowncouncil.gov.uk

**During** the financial year ended 31 March 2026, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2025/26 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

| Internal control objective | Yes | No* | Not covered** |
|---|---|---|---|
| A. Appropriate accounting records have been properly kept throughout the financial year. | ✓ | | |
| B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for. | ✓ | | |
| C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these. | ✓ | | |
| D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate. | ✓ | | |
| E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for. | ✓ | | |
| F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for. | | | ✓ |
| G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied. | ✓ | | |
| H. Asset and investments registers were complete and accurate and properly maintained. | ✓ | | |
| I. Periodic bank account reconciliations were properly carried out during the year. | ✓ | | |
| J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded. | ✓ | | |
| K. If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. *(If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")* | | | ✓ |
| L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation. | ✓ | | |
| M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations *(during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).* | ✓ | | |
| N. The authority has complied with the publication requirements for 2024/25 AGAR *(see AGAR Page 1 Guidance Notes).* | ✓ | | |
| O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance. | ✓ | | |
| | Yes | No | Not applicable |
| P. **(For local councils only)** Trust funds (including charitable) – The council met its responsibilities as a trustee. | | | ✓ |

NO PETTY CASH.

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

15/10/2025 22/04/2026

Name of person who carried out the internal audit

A Beams Mulberry LAS Limited

Signature of person who carried out the internal audit

Date 22/04/2026

***If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

****Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).**

## Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

Peacehaven Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

| | Agreed | | 'Yes' means that this authority: |
|---|---|---|---|
| | Yes | No* | |
| 1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements. | ✓ | | *prepared its accounting statements in accordance with the Accounts and Audit Regulations.* |
| 2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness. | ✓ | | *made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.* |
| 3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances. | ✓ | | *has only done what it has the legal power to do and has complied with Proper Practices in doing so.* |
| 4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations. | ✓ | | *during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.* |
| 5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required. | ✓ | | *considered and documented the financial and other risks it faces and dealt with them properly.* |
| 6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems. | ✓ | | *arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.* |
| 7. We took appropriate action on all matters raised in reports from internal and external audit. | ✓ | | *responded to matters brought to its attention by internal and external audit.* |
| 8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements. | ✓ | | *disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.* |
| **9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.** | Yes | No | N/A ✓ *has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.* |
| 10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review. | ✓ | | *has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.* |

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

12/05/2026

and recorded as minute reference:

C1569 bv

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Clerk

## Section 2 – Accounting Statements 2025/26 for

Peacehaven Town Council

| | Year ending | | Notes and guidance |
|---|---|---|---|
| | 31 March 2025 £ | 31 March 2026 £ | *Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures **must** agree to underlying financial records.* |
| **1.** Balances brought forward | 807,774 | 957,069 | *Total balances and reserves at the beginning of the year as recorded in the financial records. Value **must** agree to Box 7 of previous year.* |
| **2.** (+) Precept or Rates and Levies | 864,932 | 963,719 | *Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.* |
| **3.** (+) Total other receipts | 293,947 | 240,748 | *Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.* |
| **4.** (-) Staff costs | 586,325 | 630,361 | *Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.* |
| **5.** (-) Loan interest/capital repayments | 0 | 0 | *Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).* |
| **6.** (-) All other payments | 423,259 | 371,031 | *Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).* |
| **7.** (=) Balances carried forward | 957,069 | 1,160,144 | *Total balances and reserves at the end of the year. **must** equal (1+2+3) - (4+5+6).* |
| **8.** Total value of cash and short term investments | 959,876 | 1,173,759 | *The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – **To agree with bank reconciliation.*** |
| **9.** Total fixed assets plus long term investments and assets | 5,030,950 | 5,050,419 | *The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.* |
| **10.** Total borrowings | 0 | 0 | *The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).* |

| For Local Councils Only | Yes | No | |
|---|---|---|---|
| **11** Do the figures in the accounting statements above exclude any trust transactions? | ✓ | | *For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.* |

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

**Signed by Responsible Financial Officer before being presented to the authority for approval.**

12/05/2026

Date

I confirm that these Accounting Statements were approved by this authority on this date:

12/05/2026

as recorded in minute reference:

C1569b(vi)

Signed by Chair of the meeting where the Accounting Statements were approved

Annie Hamer

## Section 3 – External Auditor's Report and Certificate 2025/26

In respect of **Peacehaven Town Council - ES0070**

### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2026; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### 2 External auditor's limited assurance opinion 2025/26

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None.

### 3 External auditor certificate 2025/26

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2026.

External Auditor Name

**PKF LITTLEJOHN LLP**

External Auditor Signature [signature] SIGNATURE REQUIRED

Date 09/08/2026

Zoe Malone
Responsible Finance Officer

☏ (01273) 585493
✉ financeofficerk@peacehaventowncouncil.gov.uk

Community House,
Meridian Way,
Peacehaven,
East Sussex,
BN10 8BB.

| | | | |
|---|---|---|---|
| **Committee:** | Policy and finance | **Agenda Item:** | PF1274 |
| **Meeting date:** | 17 November 2026 | **Authors:** | Responsible Financial Officer |
| **Subject:** | **Room Hire Costs** | | |
| **Purpose:** | To agree | | |

**Recommendation(s):**
**To approve room / pitch hire costs for the year 2027/28.**

## 1. Background

**Community House Room Hire**

Council agreed not to increase the hourly room hire rate for this current financial year to allow hirers the familiarise themselves with the new pricing structure of equipment. The attached hire charge proposal for 2027/28 poses a 50p per hour increase across all room hire for Community House which still represents good value for money and a competitive rate against other neighbouring facilities.

**The Hub**

Council agreed to opt to tax the Hub from April 2026 and the VAT was absorbed by council for the first year to allow hirers to financially plan for the increase from April 2027. The attached proposal now imposes the VAT to the hirer.

**Pitch Hire**

Since the 3G has been installed the demand for our youth pitches has decreased slightly and I would therefore recommend we increase the hire of 5v5 to 9v9 by £2.00 per match and 11v11 by £2.00 per match making the costs £18.00 and £22.00 per hour respectively.

## 2. Options for Council

**To agree to proposed charges**

**To not agree to proposed charges**

## 3. Reason for recommendation

Peacehaven Town Council are still offering a competitive rate of hire and so far this year there has not been any loss of hirers due to our pricing structure change. Maintenance of our assets can be costly and we do pride ourselves in offering clean and well maintained facilities with an onsite caretaker to hand.

4. **Expected benefits**

**a. The community**

Good condition football pitches for youth teams to play on and warm, clean rooms for hire.

**b. The environment**

N/A

**c. Other**

**5. Implications**

| | |
|---|---|
| 5.1 Legal | |
| 5.2 Risks | |
| 5.3 Financial | To help cover maintenance costs of pitches and rooms |
| 5.4 Time scales | Effective April 2027 |
| 5.5 Stakeholders & Social Value | |
| 5.6 Contracts | |
| 5.7 Climate & Sustainability | |
| **5.8 Crime & Disorder** | |
| **5.9 Health & Safety** | |
| **5.10 Biodiversity** | |
| **5.11 Privacy Impact** | |
| **5.12 Equality & Diversity** | |

# PEACEHAVEN TOWN COUNCIL - ROOM HIRE COSTS 27/28

| | Monday - Friday | | | | | | | | | Saturday | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | 09:00 - 16:00 | | | 16:00 - 22:00 | | | 22:00 - 23:59 | | | 09:00 - 17:00 | | | 17:00 - 23:59 | | |
| | Cost | VAT | Total | Cost | VAT | Total | Cost | VAT | Total | Cost | VAT | Total | Cost | VAT | Total |
| MAIN HALL PER HOUR | | | | | | | | | | | | | | | |
| Voluntary/ Charity Group | £12.50 | £2.50 | £15.00 | £14.50 | £2.90 | £17.40 | £25.50 | £5.10 | £30.60 | £15.50 | £3.10 | £18.60 | £23.50 | £4.70 | £28.20 |
| Private | £17.50 | £3.50 | £21.00 | £20.50 | £4.10 | £24.60 | £30.50 | £6.10 | £36.60 | £20.50 | £4.10 | £24.60 | £28.50 | £5.70 | £34.20 |
| OPTIONAL EXTRAS PER BOOKING | FOR DURATION OF HIRE | | | FOR DURATION OF HIRE | | | FOR DURATION OF HIRE | | | FOR DURATION OF HIRE | | | FOR DURATION OF HIRE | | |
| ADD THEATRE SEATING | £41.66 | £8.33 | £50.00 | £41.66 | £8.33 | £50.00 | £41.66 | £8.33 | £50.00 | £41.66 | £8.33 | £50.00 | £41.66 | £8.33 | £50.00 |
| ADD TABLES (PER TABLE) | £0.41 | £0.09 | £0.50 | £0.41 | £0.09 | £0.50 | £0.41 | £0.09 | £0.50 | £0.41 | £0.09 | £0.50 | £0.41 | £0.09 | £0.50 |
| ADD CHAIRS (PER 10 CHAIRS) | £0.83 | £0.17 | £1.00 | £0.83 | £0.17 | £1.00 | £0.83 | £0.17 | £1.00 | £0.83 | £0.17 | £1.00 | £0.83 | £0.17 | £1.00 |
| ADD SPEAKERS & MICROPHONES | £8.33 | £1.67 | £10.00 | £8.33 | £1.67 | £10.00 | £8.33 | £1.67 | £10.00 | £8.33 | £1.67 | £10.00 | £8.33 | £1.67 | £10.00 |
| ADD SCREEN/ PROJECTOR | £8.33 | £1.67 | £10.00 | £8.33 | £1.67 | £10.00 | £8.33 | £1.67 | £10.00 | £8.33 | £1.67 | £10.00 | £8.33 | £1.67 | £10.00 |
| ADD URN | £4.16 | £0.83 | £5.00 | £4.16 | £0.83 | £5.00 | £4.16 | £0.83 | £5.00 | £4.16 | £0.83 | £5.00 | £4.16 | £0.83 | £5.00 |
| ADD BADMINTON NETS | £1.67 | £0.33 | £2.00 | £1.67 | £0.33 | £2.00 | £1.67 | £0.33 | £2.00 | £1.67 | £0.33 | £2.00 | £1.67 | £0.33 | £2.00 |
| MEETING ROOMS PER HOUR (meeting set up with tables & chairs) | | | | | | | | | | | | | | | |
| Voluntary/ Charity Group | £8.00 | £1.60 | £9.60 | £9.00 | £1.80 | £10.80 | £10.50 | £2.10 | £12.60 | £8.00 | £1.60 | £9.60 | £10.50 | £2.10 | £12.60 |
| Private | £9.50 | £1.90 | £11.40 | £10.50 | £2.10 | £12.60 | £15.50 | £3.10 | £18.60 | £9.50 | £1.90 | £11.40 | £15.50 | £3.10 | £18.60 |
| ADD SCREEN/ PROJECTOR | £8.33 | £1.67 | £10.00 | £8.33 | £1.67 | £10.00 | £8.33 | £1.67 | £10.00 | £8.33 | £1.67 | £10.00 | £8.33 | £1.67 | £10.00 |
| ADD URN | £4.16 | £0.83 | £5.00 | £4.16 | £0.83 | £5.00 | £4.16 | £0.83 | £5.00 | £4.16 | £0.83 | £5.00 | £4.16 | £0.83 | £5.00 |
| ANZAC ROOM PER HOUR | | | | | | | | | | | | | | | |
| Voluntary/ Charity Group | £11.50 | £2.30 | £13.80 | £13.00 | £2.60 | £15.60 | £18.50 | £3.70 | £22.20 | £13.00 | £2.60 | £15.60 | £18.50 | £3.70 | £22.20 |
| Private | £14.00 | £2.80 | £16.80 | £15.50 | £3.10 | £18.60 | £22.50 | £4.50 | £27.00 | £15.50 | £3.10 | £18.60 | £22.50 | £4.50 | £27.00 |
| OPTIONAL EXTRAS PER BOOKING | FOR DURATION OF HIRE | | | FOR DURATION OF HIRE | | | FOR DURATION OF HIRE | | | FOR DURATION OF HIRE | | | FOR DURATION OF HIRE | | |
| ADD KITCHEN | £12.50 | £2.50 | £15.00 | £12.50 | £2.50 | £15.00 | £12.50 | £2.50 | £15.00 | £12.50 | £2.50 | £15.00 | £12.50 | £2.50 | £15.00 |
| ADD SCREEN/ PROJECTOR | £8.33 | £1.67 | £10.00 | £8.33 | £1.67 | £10.00 | £8.33 | £1.67 | £10.00 | £8.33 | £1.67 | £10.00 | £8.33 | £1.67 | £10.00 |
| ADD URN | £4.16 | £0.83 | £5.00 | £4.16 | £0.83 | £5.00 | £4.16 | £0.83 | £5.00 | £4.16 | £0.83 | £5.00 | £4.16 | £0.83 | £5.00 |
| ADD TABLES (PER TABLE) | £0.41 | £0.09 | £0.50 | £0.41 | £0.09 | £0.50 | £0.41 | £0.09 | £0.50 | £0.41 | £0.09 | £0.50 | £0.41 | £0.09 | £0.50 |
| ADD CHAIRS (PER 10 CHAIRS) | £0.83 | £0.17 | £1.00 | £0.83 | £0.17 | £1.00 | £0.83 | £0.17 | £1.00 | £0.83 | £0.17 | £1.00 | £0.83 | £0.17 | £1.00 |
| MAIN KITCHEN & FOYER PER HOUR | | | | | | | | | | | | | | | |
| Voluntary/ Charity Group | £7.50 | £1.50 | £9.00 | £9.50 | £1.90 | £11.40 | £15.50 | £3.10 | £18.60 | £7.50 | £1.50 | £9.00 | £12.50 | £2.50 | £15.00 |
| Private | £10.50 | £2.10 | £12.60 | £12.50 | £2.50 | £15.00 | £20.50 | £4.10 | £24.60 | £10.50 | £2.10 | £12.60 | £16.50 | £3.30 | £19.80 |
| COFFEE MORNING | £18.33 | £3.67 | £22.00 | | | | | | | | | | | | |
| MARKET | £55.00 | £11.00 | £66.00 | | | | | | | £80.00 | £16.00 | £96.00 | | | |

| **PHOTOCOPYING:** | | | |
|---|---|---|---|
| BLACK & WHITE A4 | £0.21 | £0.04 | £0.25 |
| COLOUR A4 | £0.33 | £0.07 | £0.40 |
| BLACK & WHITE A3 | £0.42 | £0.08 | £0.50 |
| COLOUR A3 | £0.63 | £0.13 | £0.75 |

## PEACEHAVEN TOWN COUNCIL - ROOM HIRE COSTS 27/28

| | Monday - Friday | | | | | | | | | Saturday / Sunday | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | 09:00 - 16:00 | | | 16:00 - 22:00 | | | 22:00 - 23:59 | | | 09:00 - 17:00 | | | 17:00 - 23:59 | | |
| | Cost | VAT | Total | Cost | VAT | Total | Cost | VAT | Total | Cost | VAT | Total | Cost | VAT | Total |
| THE HUB | | | | | | | | | | | | | | | |
| Voluntary/ Charity Group | £8.50 | £1.70 | £10.20 | £9.50 | £1.90 | £11.40 | £14.00 | £2.80 | £16.80 | £14.00 | £2.80 | £16.80 | £15.00 | £3.00 | £18.00 |
| Private (Excluding Nursery) | £10.00 | £2.00 | £12.00 | £11.00 | £2.20 | £13.20 | £22.00 | £4.40 | £26.40 | £24.00 | £4.80 | £28.80 | £24.00 | £4.80 | £28.80 |
| YOUTH FOOTBALL | | | | | | | | | | | | | | | |
| Saturday Training 9-12 | | | £150.00 | | | | | | | | | | | | |
| Saturday Training 9-10.30 | | | £75.00 | | | | | | | | | | | | |
| PTFC U16s - 5v5 7v7 9v9 | | | £18.00 | | | | | | | | | | | | |
| PTFC U16s - 11v11 | | | £22.00 | | | | | | | | | | | | |
| PTFC Changing Rooms | | | £20.00 | | | | | | | | | | | | |
| External Hire | | | On Request | | | | | | | | | | | | |
| ADULT FOOTBALL - OVER 16'S | | | | | | | | | | | | | | | |
| PER PITCH | | | £80.00 | | | | | | | | | | | | |
| NETBALL | | | | | | | | | | | | | | | |
| WITHOUT LIGHTS | | | £18.00 | | | | | | | | | | | | |
| WITH LIGHTS | | | £23.00 | | | | | | | | | | | | |
| ALLOTMENTS | | | | | | | | | | | | | | | |
| HALF PLOT | | | £34.00 | | | | | | | | | | | | |
| FULL PLOT | | | £44.00 | | | | | | | | | | | | |
| THE DELL | | | | | | | | | | | | | | | |
| BOOT FAIRS BLOCK OF 10 | | | £80.00 | | | | | | | | | | | | |
| BOOT FAIRS - ONE OFF | | | £160.00 | | | | | | | | | | | | |

George Dyson
Town Clerk

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| | | | |
|---|---|---|---|
| **Committee:** | Policy & Finance | **Agenda Item:** | PF1275 |
| **Meeting date:** | 10th November 2026 | **Authors:** | Parks officer, Cllr Griffiths, Cllr Hart |
| **Subject:** | Graffiti policy | | |
| **Purpose:** | To agree | | |

**Recommendation(s):**
To agree to the new graffiti policy and report sheet

## 1. Background

At the L&A meeting held on the 08/09/2026 it was agreed to create a graffiti policy and a separate report log sheet to help identify hot spots.

## 2. Options for Council

To agree to the policy and log sheet in the appendices

## 3. Reason for recommendation

To help identify graffiti hot spots and to give a timeline for removal of graffiti

## 4. Expected benefits

## 5. Implications

| | |
|---|---|
| 5.1 Legal | Removal of offensive graffiti |
| 5.2 Risks | |
| 5.3 Financial | |
| 5.4 Time scales | |
| 5.5 Stakeholders & Social Value | yes |
| 5.6 Contracts | |
| 5.7 Climate & Sustainability | |
| **5.8 Crime & Disorder** | Yes to be reported to police |
| **5.9 Health & Safety** | |
| **5.10 Biodiversity** | |
| **5.11 Privacy Impact** | |
| **5.12 Equality & Diversity** | |

## 6. Values & priorities alignment

| Which of the Core Values does the recommendation demonstrate? | |
|---|---|
| 6.1 Empowering and supporting the community | ☐ |
| 6.2 Growing the economy sustainably | ☐ |
| 6.3 Helping children and young people | ☐ |
| 6.4 Improving the quality of life for residents and visitors to Peacehaven | ☒ |
| 6.5 Supporting residents in need | ☐ |
| 6.6 Valuing the environment | ☐ |

| 6.7 Which business plan item(s) does the recommendation relate to? |
|---|
| |

## Appendices

# GRAFFITI POLICY

**Background**

Graffiti is defined as unauthorised writing, drawing or scratches that are scribed, painted, or engraved upon walls and other surfaces without the owner's express permission.

Graffiti can be generally placed into the following categories:

1. Offensive graffiti – whilst there is no specific legal definition of 'offensive' we determine offensive graffiti as words or images which target a person's protected characteristics.
2. General graffiti:
   'Tags' – the most prominent form of graffiti in most areas of the UK
   Artistic – drawings, poetry etc.
   Other non-offensive writing or drawings

**Protected characteristics as defined in the Equality Act 2010 are:**

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation

**Recommended list from L&A**

- Abusive, threatening or intimidating language
- Racist or discriminatory wording, including language targeting a person or group because of a protected or personal characteristic.
- Sexually explicit or highly obscene wording or imagery.
- Derogatory or dehumanising terms directed at an individual or group.
- Wording that encourages, celebrates or threatens violence or harm.
- Graffiti deliberately targeting an identifiable individual with abusive or humiliating language.
- Symbols, slogans or coded language that are offensive or threatening when their recognised meaning and context are considered.

Graffiti is an important environmental issue for the town because of the adverse effects it can have on areas. The presence of unauthorised graffiti is unsightly and may also contribute to the decline of an area. Graffiti is costly to remove, and it can increase the perception of fear of crime and can be detrimental to community safety and values.

This proposed policy attempts to provide residents & businesses with clarity as to responsibilities for graffiti clearance and deliver a graffiti removal service that is efficient and sustainable within the resources and budget allocation.

**Proposed Policy**

Graffiti Removal on Council Owned Property

**Non-Offensive** Under 2.5 metres in height *

Removed from council owned property, parks, play equipment and street furniture within **fourteen days** unless the graffiti is on a specialist surface or listed buildings where contractors or consents may be required to carry out the work.

**Offensive** Under 2.5 metres in height

Removed from council owned property, parks, play equipment and street furniture within **two working days** unless the graffiti is on a specialist surface or listed buildings where contractors or consents may be required to carry out the work.

*NOTE * The council's 'working at height' risk assessment determines that 2.5 metres is the highest they can work safely without using specialist equipment which may need to be hired.*

Graffiti on council owned property which is over two metres in height will be assessed by officers who will arrange for a contractor to attend to take the action required to remove the incident(s).

The council does not have a statutory duty to remove graffiti on privately owned property. The owner/tenant of the property will be required to arrange removal by either themselves or a third-party contractor.

**Graffiti removed by the council will be photographed before removal so that the case can be referred to the Police**

**Example of the report log**

| REPORT NUMBER | LOCATION | DATE GRAFFITI REPORTED | DATE GRAFFITI ASSESSED | TYPE OF GRAFFITI | DATE REMOVED | REPORTED TO THE POLICE |
|---|---|---|---|---|---|---|
| 1 | **Centenary Park** | 20/10/2026 | 20/10/2026 | non offensive | 20/10/2026 | NO |

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Responsible Finance Officer

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BN10 8BB.

| | | | |
|---|---|---|---|
| **Committee:** | Policy & Finance | **Agenda Item:** | PF1276 |
| **Meeting date:** | 17th November 2026 | **Authors:** | Community Buildings Working Group |
| **Subject:** | Community Buildings Update and Proposals | | |
| **Purpose:** | To agree to Community Buildings recommendations | | |

**Recommendation(s):**

To agree to Community Buildings recommendations

## 1. Background

The Community Buildings Working Group met on 29th October to discuss a number of building maintenance and improvement projects to take forward.

**Air Source Heat Pumps – To Note**

Council agreed to replace the gas boiler at Community House with another gas boiler on the basis we would look to move to Air Source Heat Pumps within the next 5 years.

We have recently had a company come out to assess Community House. As a starting point they confirmed that the building would need an energy efficiency rating of at least a B before any installer would consider installation. Community House is currently rated a G. They have recommended that we undertake a full feasibility assessment to enable an accurate long term improvement plan. The RFO is currently awaiting the costs of such a study.

**Replacement Windows & Doors – Main Hall – To Note**

It has previously been agreed on 10/02/26 to replace the doors and windows in the Main Hall. We have received a quote from a trusted local company for this replacement. The costs of replacement is £6,900 and has been accepted and booked in.

**Fire Door Remedials & Replacements – To recommend to Full Council**

We had another survey of the internal doors within Community House and a full report was provided. Following the report we received a quote for the repairs and alterations and replacements required and we ask P&F to recommend to Full Council to proceed with this quote QU0677.

**Replacement ceiling tiles – Field & Robson Room – To Note**

The Working group agreed to proceed with the replacement ceiling tiles in the Field & Robson room, to include insulation which is at a cost of £4,973. This has been accepted and booked in.

**New shutters / heating system – Gateway Café – To recommend to Full Council**

The Working group requested to start to build a reserve to cover the maintenance of the café and suggested £10,000 within next years budget.

The Café has had trouble with the existing sliding doors for many years and council recently spent £9,400 in February 2025 to repair them. The quote to replace like for like was £21,400 back in February 2025 so we have looked into alternatives and we received a quote for £7,498 for electric shutters. The current heating system is not efficient for the Café either and they regularly complain about it. We got the company who installed our Gas boiler to come and quote for a full electric system and this came in at £10,094. The Working Group were not comfortable with over spending this year and propose a £10,000 reserve to help cover these costs next financial year. **This is something that Full Council will or will not approve as it will affect the budget.**

**Fields & Robson Roof – To Note**

The Working group has asked Officers to explore potential Solar Panels on the roof, aswell as a Sedum Roof and we are looking into this.

**2. Options for Council**

To agree to the proposed fire door remedials and pass to Full Council for ratification

To not agree to the proposed fire door remedials and seek other quotes

To agree to earmarking funds for the Gateway café

To not agree to earmarking funds for the Gateway Café

To defer earmarking funds for the café until full council but the RFO put the recommended amount from the working group in the draft budget to enable discussion.

**To note**

**3. Reason for recommendation**

To keep our buildings compliant and safe whilst considering the environment.

4. **Expected benefits**

Less and cheaper maintenance of the shutters to the café

Fire doors that meet current standards / regulations

Increase the EPC rating of Community House / Fields & Robson

**5. Implications**

| | |
|---|---|
| 5.1 Legal | Regulatory Reform (Fire Safety) Order 2005 |
| 5.2 Risks | |
| 5.3 Financial | £41,873 |
| 5.4 Time scales | 6-12 months |
| 5.5 Stakeholders & Social Value | |
| 5.6 Contracts | |
| 5.7 Climate & Sustainability | Switching to electric at the Café will reduce the pellets coming from Canada |
| **5.8 Crime & Disorder** | Secure shutters for Café & Windos and Doors more reliable |
| **5.9 Health & Safety** | |
| **5.10 Biodiversity** | |
| **5.11 Privacy Impact** | |
| **5.12 Equality & Diversity** | |

**6. Values & priorities alignment**

| Which of the Core Values does the recommendation demonstrate? | |
|---|---|
| 6.1 Empowering and supporting the community | ☐ |
| 6.2 Growing the economy sustainably | ☐ |
| 6.3 Helping children and young people | ☐ |
| 6.4 Improving the quality of life for residents and visitors to Peacehaven | ☐ |
| 6.5 Supporting residents in need | ☐ |
| 6.6 Valuing the environment | ☐ |

**6.7 Which business plan item(s) does the recommendation relate to?**

N/A

## 7. Appendices

# QUOTE

Zoe Malone
Peacehaven Town Council
Community House
Meridian Centre
Peacehaven
East Sussex
BN10 8BB
GBR

**Date**
20 Oct 2026

**Expiry**
3 Nov 2026

**Quote Number**
QU-0677

**VAT Number**
355567665

RA Group (Sussex) LTD
Attention: Reece Attree
7
Downs Valley Road
Brighton
East Sussex
BN2 6RP
UNITED KINGDOM

| Description | Quantity | Unit Price | VAT | Amount GBP |
|---|---|---|---|---|
| BACK OFFICE DOOR FROM ANZAC ROOM<br>*ease and adjust the gaps to between 2-4mm. Supply and install a new silver drop down smoke seal to close the threshold gap. Supply and install new fire and smoke intumescent seals. Supply and install new fire door keep shut signs.<br>ANZAC ROOM DOUBLE DOORS<br>*Ease and adjust the gaps to between 2-4mm. Supply and install new silver drop down smoke seals. Supply and install new fire and smoke intumescent seals. Supply and install new silver fire rated ball bearing hinges. Supply and install new fire door keep shut signs.<br>KITCHEN DOOR FROM ANZAC.<br>*Ease and adjust the gaps around the door to between 2-4mm. Supply and install a new silver drop down smoke seal.<br>KITCHEN<br>*Ease and adjust the gaps around the door to between 2-4mm. Supply and install a new silver drop down smoke seal. Supply and install new fire and smoke seals.<br>THE POD<br>*Repair the damage to the door leaf and frame. Ease and adjust the gaps around the door to between 2-4mm. Supply and install a new silver drop down smoke seal. Supply and install new fire and smoke seals. Supply and install new fire door keep shut signs.<br>RECEPTION<br>*Adjust the overhead closer so that it closed from 75mm. Ease and adjust the gaps around the door to between 2-4mm. Supply and install a new silver drop down smoke seals. Supply and install new fire and smoke seals. Supply and install new automatic fire door keep clear signs.<br>RECEPTION CUPBOARD<br>*Ease and adjust the gaps around the door to between 2-4mm. Supply and install a new silver drop down smoke seal. Supply and install new fire and smoke seals. Supply and install new fire door keep locked sign.<br>RECEPTION AREA BOILER ROOM | 1.00 | 0.00 | | 0.00 |

| Description | Quantity | Unit Price | VAT | Amount GBP |
|---|---|---|---|---|
| *Supply and install a new silver overhead closer. Ease and adjust the gaps around the door to between 2-4mm. Supply and install a new silver drop down smoke seal. Supply and install new fire and smoke seals. Supply and install new silver fire rated ball bearing hinges.<br>COSHH CUPBOARD - DOUBLE DOORS<br>*Ease and adjust the gaps around the door to between 2-4mm. Supply and install new silver drop down smoke seals. Supply and install new fire and smoke seals. Supply and install new fire door keep locked signs.<br>SOUND & LIGHTING ROOM<br>*Supply and install a new silver overhead closer. Ease and adjust the gaps around the door to between 2-4mm. Supply and install a new silver drop down smoke seal. Supply and install new fire and smoke seals. Supply and install new fire door keep locked sign.<br>DOOR TO ACCESS LADDER<br>*Adjust the overhead closer. Ease and adjust the gaps around the door to between 2-4mm. Supply and install a new silver drop down smoke seal. Supply and install new fire and smoke seals. Supply and install new fire door keep shut sign.<br>MAIN KITCHEN<br>*Repair the damage to the door leaf/frame. Ease and adjust the gaps around the door to between 2-4mm. Supply and install a new silver drop down smoke seal. Supply and install new fire and smoke seals. Supply and install new silver fire rated ball bearing hinges. Supply and install new fire door keep shut signs.<br>MAIN LOBBY DOUBLE DOORS<br>*Adjust the overhead closers. Supply and install new fire check door stops. Ease and adjust the gaps around the door to between 2-4mm. Supply and install new silver drop down smoke seals. Supply and install new finger guards to cover the hinges. Supply and install new silver fire rated ball bearing hinges.<br>DOUBLE DOORS NEAR ANZAC ROOM<br>*Adjust the overhead closers. Ease and adjust the gaps around the door to between 2-4mm.Supply and install new silver drop down smoke seals. Supply and install new fire and smoke seals. Supply and install new silver fire rated ball bearing hinges. Supply and install new automatic fire door keep clear signs.<br>ELECTRIC CUPBOARD 2<br>*Supply and install new fire and smoke seals. Supply and install new silver fire rated ball bearing hinges. Supply and install a new fire door keep locked sign. | | | | |
| CLEANING CUPBOARD<br>*Repair the damage to the leaf/frame. Ease and adjust the gaps around the door to between 2-4mm. Supply and install a new silver drop down smoke seal. Supply and install new silver fire rated ball bearing hinges. Supply and install new fire door keep locked sign.<br>DOOR TO NURSERY LOBBY<br>*Ease and adjust the gaps around the door to between 2-4mm. Supply and install a new silver drop down smoke seal.<br>CUPBOARD LINKED TO MAIN HALL<br>*Adjust the door in the frame to sit flush with door stops. Adjust the overhead closer. Supply and install new fire and smoke seals. Supply and install new silver fire rated ball bearing hinges. Supply and install new fire door keep locked signs.<br>1st HALLWAY DOOR TO NURSERY<br>*Repair the damaged to the leaf/frame. Supply and install a | 1.00 | 0.00 | | 0.00 |

| Description | Quantity | Unit Price | VAT | Amount GBP |
|---|---|---|---|---|
| new silver drop down smoke seal. Supply and install new silver fire rated ball bearing hinges. Supply and install a new automatic fire door keep clear sign.<br>COPPER ROOM<br>*Adjust the overhead closer. Ease and adjust the gaps around the door to between 2-4mm. Supply and install a new silver drop down smoke seal. Supply and install new silver fire rated ball bearing hinges. Supply and install new fire door keep shut signs.<br>CHARLES NEVILLE<br>*Repair the damage to the door leaf/frame. Supply and install a new overhead closer. Supply and install a new silver drop down smoke seal. Supply and install new silver fire rated ball bearing hinges. Supply and install new fire door keep shut signs.<br>PHOENIX ROOM<br>*Ease and adjust the gaps around the door to between 2-4mm. Supply and install a new silver drop down smoke seal. Supply and install new fire door keep shut sign.<br>COASTER ROOM<br>*Ease and adjust the gaps around the door to between 2-4mm. Supply and install a new silver drop down smoke seal. Supply and install new fire door keep shut sign.<br>CUPBOARD BY COPPER ROOM<br>*Repair the damaged door leaf/frame. Adjust the overhead closer. Ease and adjust the gaps around the door to between 2-4mm. Supply and install a new silver drop down smoke seal. Supply and install a new fire door keep locked sign.<br>DOOR TO FIELDS & ROBSON ROOMS<br>*Asses the air vent to see if its intumescent (if not an additional cost will be added to replace). Ease and adjust the gaps around the door to between 2-4mm. Supply and install a new silver fire rated drop down smoke seal. Supply and install new fire and smoke seals.<br>COSHH CUPBOARD 2<br>*Ease and adjust the gaps around the door to between 2-4mm. Supply and install a new silver drop down smoke seal. Supply and install new fire and smoke seals. Supply and install new silver fire rated ball bearing hinges. Supply and install new fire door keep locked sign.<br>HALLWAY DOOR NEXT TO COSHH CUPBOARD<br>*Ease and adjust the gaps around the door to between 2-4mm. Supply and install a new silver drop down smoke seal. Supply and install new fire and smoke seals. Supply and install new silver fire rated ball bearing hinges.<br>STAGE DOOR 1<br>Ease and adjust the gaps around the door to between 2-4mm. Supply and install a new silver drop down smoke seal. Supply and install new silver fire rated ball bearing hinges.<br>FIELDS ROOM<br>*Ease and adjust the gaps around the door to between 2-4mm. Supply and install new fire and smoke seals. Supply and install new silver fire rated ball bearing hinges.<br>ROBSON ROOM<br>*Repair the damage to the leaf/frame. Ease and adjust the gaps around the door to between 2-4mm. Supply and install a new silver drop down smoke seal. Supply and install new fire and smoke seals. Supply and install new silver fire rated ball bearing hinges.<br>STAGE DOOR 2<br>*Ease and adjust the gaps around the door to between 2-4mm. Supply and install a new silver drop down smoke seal. Supply and install new silver fire rated ball bearing hinges. | | | | |

| Description | Quantity | Unit Price | VAT | Amount GBP |
|---|---|---|---|---|
| SERVER ROOM<br>*Repair the damaged door leaf/frame. Ease and adjust the gaps around the door to between 2-4mm. Supply and install a new silver drop down smoke seal. Supply and install new silver fire rated ball bearing hinges. | | | | |
| BACKSTAGE STORAGE CUPBOARD<br>*Ease and adjust the gaps around the door to between 2-4mm. Supply and install a new silver drop down smoke seal. Supply and install new fire and smoke seals. Supply and install new silver fire rated ball bearing hinges.<br>DOUBLE DOORS CLOSEST TO STAGE<br>*Replace full set with a new pair of ply flush FD30 doors, fitted with all new ironmongery.<br>STOARGE CUPBOARD IN MAIN HALL<br>*Replace full set with a new pair of ply flush FD30 doors with all new ironmongery.<br>MAIN DOORS LEADING INTO THE HALL<br>*Replace the set with a new set of ply FD30 half glazed doors with all new ironmongery.<br><br>*Removal of all waste/recycling to leave the job clean and tidy. | 1.00 | 20,021.84 | 20% | 20,021.84 |

| | |
|---|---|
| Subtotal | 20,021.84 |
| TOTAL VAT 20% | 4,004.37 |
| **TOTAL GBP** | **24,026.21** |

## Terms

A 50% Deposit is required before the commencement of works and then at agreed stage payments. All materials remain the property of RA Group (Sussex) LTD until the payment has been made in full.

GARDEN ROOMS are 20% deposit is required to book an installation date, 4 weeks prior to install a further 30% is required. 40% on building erection and watertight completion and 10% on complete finish.

SHUTTERS: 50% deposit required on order and then balance due on install.

PLEASE NOTE price is subject to change due to the current unforeseen situation regarding materials and their daily price increases.