

George Dyson  
Town Clerk

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

## Policy & Finance Committee

**Members on this Committee:** Cllr Alexander (Chair of Committee), Cllr Gallagher, Cllr Campbell, Cllr Sharkey, Cllr Davies, Cllr Gordon-Garrett, Cllr Veck (Vice-Chair of Council), Cllr Donovan (Chair of Council), Cllr Griffiths.

3<sup>rd</sup> July 2024

Members of Peacehaven Town Council's **Policy & Finance Committee** are summoned to a meeting to be held in Community House on **Tuesday 9<sup>th</sup> July 2024 at 7.30 p.m.**

A handwritten signature in black ink, appearing to be "G Dyson", written in a cursive style.

**George Dyson, Town Clerk.**

### AGENDA

1. **PF1014** CHAIR'S ANNOUNCEMENTS.
2. **PF1015** PUBLIC QUESTIONS - *There will be a 15-minute period whereby members of the public may ask questions on any relevant POLICY & FINANCE matters.*
3. **PF1016** TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS.
4. **PF1017** TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS.
5. **PF1018** TO ADOPT THE COMMITTEE'S MINUTES OF 30<sup>TH</sup> APRIL 2024
6. **PF1019** TO ELECT A COMMITTEE VICE-CHAIR
7. **PF1020** TO RECEIVE THE MINUTES OF THE COMMUNITY HOUSE SUB-COMMITTEE MEETING OF 14<sup>TH</sup> MAY 2024
8. **PF1021** TO NOTE THE DRAFT MINUTES OF THE COMMUNITY HOUSE SUB-COMMITTEE MEETING OF 27<sup>TH</sup> JUNE 2024.
9. **PF1022** 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).
10. **PF1023** TO ADOPT A CCTV POLICY
11. **PF1024** TO ADOPT A OUTSIDE BODY REPRESENTATION POLICY
12. **PF1025** TO ADOPT A REVISED CO-OPTION POLICY
13. **PF1026** TO AGREE TO PROCEED WITH THE OVCA FUNDED PROJECT
14. **PF1027** TO DISCUSS SOURCE OF FUNDS FOR FENCING (FROM LA&E COMMITTEE)
15. **PF1028** TO AGREE THE CTLA SERVICE LEVEL AGREEMENT
16. **PF1029** TO AGREE TERMS OF REFERENCE AND SET UP A WORKING GROUP FOR THE COMMUNITY HOUSE 10-YEAR PLAN
17. **PF1030** TO AGREE DISPOSAL OF AN ASSET - MOWER
18. **PF1031** DATE OF NEXT MEETING – TUESDAY 17<sup>TH</sup> SEPTEMBER 2024 AT 7.30PM.
19. **PF1032** 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.*

**20. PF1033 AGED DEBT ANALYSIS**

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**DRAFT Minutes of the meeting of the Policy & Finance Committee Meeting held in the Anzac Room, Community House on Tuesday 30<sup>th</sup> April 2024 at 7.30pm.**

**Present:** Cllr Sue Griffiths (Chair of Committee), Cllr Mary Campbell (Vice Chair of Committee), Cllr David Seabrook (Chair of Council), Cllr Isobel Sharkey (Vice-Chair of Council), Cllr Wendy Veck, Cllr Debbie Donovan, Cllr Ian Alexander, Cllr Paul Davies, Cllr Cathy Gallagher.

**Officers:** George Dyson (Town Clerk).

No members of the public were in attendance.

**1. PF998 CHAIRMAN'S ANNOUNCEMENTS**

The Chair opened the meeting at 19:41, welcomed everyone, asked that phones be put onto silent, briefly went through the building fire procedures, and informed the Committee that the next Bingo is next Wednesday.

**2. PF999 PUBLIC QUESTIONS**

There were no public questions.

**3. PF1000 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS**

Apologies were received from Cllr Cheta, with Cllr Davies substituting.

**4. PF1001 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS**

Cllr Griffiths and Cllr Seabrook both declared non-pecuniary interests in item PF1009.

**5. PF1002 TO ADOPT THE COMMITTEE'S MINUTES OF 12<sup>TH</sup> MARCH 2024**

**Proposed By:** Cllr Sharkey                      **Seconded By:** Cllr Seabrook

The minutes were **agreed** and **adopted**.

**6. PF1003 TO RECEIVE THE MINUTES OF THE COMMUNITY HOUSE SUB-COMMITTEE MEETING OF 15<sup>TH</sup> FEBRUARY 2024**

**Proposed By:** Cllr Gallagher                      **Seconded By:** Cllr Donovan

The minutes were **agreed** and **adopted**.

**7. PF1004 TO NOTE THE DRAFT MINUTES OF THE COMMUNITY HOUSE SUB-COMMITTEE MEETING OF 18<sup>TH</sup> APRIL 2024**

The Committee **noted** the draft minutes.

**8. PF1005 TO REVIEW THE FINANCIAL POSITION OF THE COUNCIL YEAR TO-DATE: -**

**1. Finance Officer's report**

The Town Clerk briefly summarised the RFO's report.

Cllr Campbell asked about whether any issues had been highlighted in the Internal Auditors report. The Town Clerk informed the Committee that the only things flagged up were those which were expected and that the report in full would be going to the Annual Council meeting.

Cllr Gallagher asked about the allocation of the £30k reserve money, and what heading this is under. The Town Clerk confirmed that the money is for Community House improvements, and that it would be on the budget monitoring report seen by this Committee.

## **2. Bank account & Bank Reconciliation statements (for signing)**

**Proposed by:** Cllr Campbell      **Seconded by:** Cllr Alexander  
The Committee **resolved** to **agree** to sign the bank reconciliation statements.

## **3. Income & Expenditure report**

The Committee **noted** the report.

## **4. Balance Sheet**

The Committee **noted** the balance sheet.

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

The Committee **noted** the report.

## **6. List of payments (for approval)**

**Proposed by:** Cllr Campbell      **Seconded by:** Cllr Alexander  
The Committee **resolved** to **approve** the list of payments.

## **7. Review of external contracts, SLA's & their ongoing authorisations**

The Committee **noted** the report.

## **8. Funding report for buildings equipment maintenance work**

The Committee **noted** the report.

## **9. PF1006 TO ADOPT REVISED T&Cs FOR THE HUB**

The Chair introduced the report and highlighted which areas decisions needed to be made in. The Committee discussed the draft document.

It was proposed that the Committee agree to the second option for condition 1.1 (basing deposit on hire time rather than hirer age).

**Proposed by:** Cllr Campbell      **Seconded by:** Cllr Seabrook  
The Committee **resolved** to **agree** to this proposal

It was proposed to remove condition 9.2.

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



It was proposed to remove the first sentence of condition 9.4.

**Proposed by:** Cllr Alexander                      **Seconded by:** Cllr Donovan

The Committee **resolved** to **agree** to this proposal

It was proposed, that subject to the above amendments, the Committee agree to adopt this revised terms and conditions for the Hub.

**Proposed by:** Cllr Sharkey                      **Seconded by:** Cllr Donovan

The Committee **resolved** to **agree** to this proposal

#### **10. PF1007 TO AGREE TO PURCHASE A NEW TRACTOR**

It was proposed that Committee agree to the recommendation in the report to purchase the Kubota tractor.

**Proposed by:** Cllr Seabrook                      **Seconded by:** Cllr Gallagher

The Committee **resolved** to **agree** to this proposal

#### **11. PF1008 TO AGREE TO RECOMMEND THAT COUNCIL CHANGE A DECISION FROM ITEM PF970 (RESERVE BANK ACCOUNT ALLOCATION)**

It was proposed that the recommendation to refer the matter to Full Council be agreed.

**Proposed by:** Cllr Gallagher                      **Seconded by:** Cllr Campbell.

The Committee **resolved** to **agree** to this proposal.

*Cllr Campbell took the Chair at this point (20:09)*

#### **12. PF1009 TO AGREE WHETHER TO RETURN A DEPOSIT FROM A HUB BUILDING HIRER**

Cllr Campbell gave a summary of what she had found out since this report was first brought to her attention, and suggested that in her opinion the deposit should be returned on this occasion.

Cllr Veck queried why this matter had come to this Committee, the Clerk explained the reasoning behind it being at the Committee.

The Committee discussed the handling of the matter and implementation of the terms and conditions.

It was proposed that the full deposit be refunded to the hirer.

**Proposed by:** Cllr Gallagher                      **Seconded by:** Cllr Veck

The Committee **resolved** to **agree** to this proposal.

The Committee further discussed the reporting mechanisms for this sort of issues, the Clerk explained that in the future they could be logged as incidents through the HR system.

*Cllr Griffiths returned to the Chair (20:21)*

#### **13. PF1010 TO DECIDE ON A QUOTE TO INSTALL CCTV AT COMMUNITY HOUSE**

The Committee discussed the quotes provided in detail, after which it was proposed that the Committee proceed with the second quote included in the meeting papers at a cost of £3516.00.

**Proposed by:** Cllr Donovan                      **Seconded by:** Cllr Alexander

The Committee **resolved** to **agree** to this proposal.

#### **14. PF1011 DATE OF NEXT MEETING – TUESDAY 9<sup>TH</sup> JULY 2024 AT 7.30PM.**

The Date of the next meeting was confirmed as 9<sup>th</sup> July 2024 at 7.30pm.

**15. PF1012 TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING ITEMS**

**Proposed by:** Cllr Campbell

**Seconded by:** Cllr Sharkey

The Committee **resolved** to exclude press and public from the following items.

**CONFIDENTIAL**

*In accordance with Standing Order 3(d) and the Public Bodies (Admission to Meetings) Act 1960, Section 1, in view of the confidential nature of the business to be transacted, the public and press are excluded from the discussion of the following items:-*

**16. PF1013 AGED DEBT ANALYSIS.**

The Committee **noted** the aged debt analysis.

*There being no further business the meeting ended at 20:38*

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**DRAFT Minutes of the meeting of the Community House Sub-Committee held in the Anzac room, Community House on Tuesday 14<sup>th</sup> May 2024 at 7.30pm**

**Present:**

Cllr Griffiths (Chair), Cllr Campbell, Cllr Cheta, Cllr Seabrook, Cllr Veck.

**Officers:** Zoe Malone (RFO), Zoe Polydorou (Meetings & Projects Officer)

**1. CH071 CHAIR'S ANNOUNCEMENTS**

The Chair opened the meeting at 19:30, and announced the orchard blossom walk taking place on Friday 17<sup>th</sup> and Sunday 19<sup>th</sup> May at 9:45am starting at the Gateway Café, then briefly went through the building fire procedure, and asked for phones to be put on silent.

**2. CH072 PUBLIC QUESTIONS**

There were 0 public questions.

**3. CH073 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS**

Apologies received and accepted from Cllr Gallagher, Cllr Davies, Cllr Donovan.  
There were no substitutions.

**4. CH074 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS**

There were 0 declarations of interest.

**5. CH075 TO ADOPT THE MINUTES FROM THE 18<sup>TH</sup> APRIL 2024**

**Proposed by:** Cllr Seabrook    **Seconded:** Cllr Veck

The minutes were **approved** and signed as accurate.

**6. CH076 TO REVIEW AND UPDATE THE SUB-COMMITTEE ACTION PLAN**

The RFO confirmed that completed actions will be removed, and updated Committee on the status of the action plan, and explained that in reference to the fire survey 6 companies had been contacted, but since this had so far resulted in 0 quotes Cllr Alexander had been contacted for recommendations.

The RFO explained this shouldn't impact June's end fire safety certificate.

The report was **noted**.

**7. CH077 TO DISCUSS THE COMMUNITY HOUSE CARBON SURVEY**

The Chair explained that the survey had only been shared with Councillors today.

Cllr Seabrook requested, in reference to the bottom of page 22 – whether fresh air input and heat recovery is included – that this addition to be looked into and considered whether it is financially viable, and summarised that it was a clear and well written report.

The RFO responded to Cllr Cheta's request for extended time for feedback, and explained that further future comments on the report are welcome.

Members generally discussed how to progress the report, and the RFO agreed that items could be added to the action plan.

Cllr Seabrook explained that Community House finances this financial year had been spent, that other reports must also be considered, and the need for the actions to be chosen from each and placed into the 10-year plan, with costs, and moved forward in a calm and considered way.

#### **8. CH078 TO NOTE REPAIR TO ONE OF THE COMMUNITY HOUSE BOILERS**

The report was **noted**.

#### **9. CH079 TO DISCUSS 10 YEAR PLAN FOR COMMUNITY HOUSE**

Cllr Griffiths explained the need to look into the structure of the 10-year plan into what is needed and what is wanted, and to include all surveys already completed. Cllr Cheta agreed that alongside its maintenance, the vision for Community House should also be considered to make it the heart of the community.

The RFO agreed to collate recommendations with costings from all the survey reports into 1 spreadsheet, to bring the rough draft to the next Committee meeting for discussion and agreed it would be shared at least 1 week prior.

#### **10. CH080 TO CONFIRM THE DATE OF NEXT MEETING**

The next meeting was **confirmed** for Tuesday 27<sup>th</sup> June 2024.

*There being no further business, the meeting closed at 19:52*

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## **DRAFT Minutes of the meeting of the Community House Sub-Committee held in the Anzac room, Community House on 27 June 2024 at 7.30pm**

**Present:** Cllr Gallagher, Cllr Campbell, Cllr Donovan, Cllr Griffiths, Cllr Seabrook

**Officers:** George Dyson (Town Clerk), Zoe Malone (RFO), Zoe Polydorou (Meetings & Projects Officer)

The Chair opened the meeting at 7:30pm.

### **CH081 CHAIR'S ANNOUNCEMENTS**

Cllr Griffiths acted as Chair, and explained that the first announcement was to elect a Chair and Vice Chair.

It was proposed to nominate Cllr Griffiths as Chair

Proposed by: Cllr Seabrook Seconded by: Cllr Campbell.

It was proposed to defer the Chair nomination until Policy & Finance Committee and for it to be an agenda item.

Proposed by: Cllr Gallagher Seconded by: Cllr Donovan.

The Chair explained the first proposal must be voted on first.

3 members voted in favour of the proposal to elect Cllr Griffiths as Chair.

2 members voted against.

Cllr Griffiths was **elected** Chair of the Sub Committee.

It was proposed to nominate Cllr Davies as Vice Chair

Proposed by: Cllr Griffiths Seconded by: Cllr Campbell.

**All in favour.**

Cllr Donovan announced the following dates:-

- Friday 28<sup>th</sup> June - Raising the armed forces flag at 12:15am at the Memorial Park.
- Saturday 29<sup>th</sup> and Sunday 30<sup>th</sup> June - Peacehaven Open Gardens
- Friday 5<sup>th</sup> July at Community House at 10:30am - Meet the Mayor
- Saturday 6<sup>th</sup> July - Telscombe Summer Fair

### **CH082 PUBLIC QUESTIONS**

There were no public questions.

### **CH083 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS**

Apologies received from:-

- Cllr Davies
- Cllr Alexander
- Cllr Veck (Cllr Seabrook substituted)

### **CH084 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS**

There were no declarations of interest.

## **CH085 TO ADOPT THE MINUTES FROM THE 14<sup>TH</sup> MAY 2024**

It was proposed to accept the minutes as correct.

**Proposed by:** Cllr Seabrook **Seconded:** Cllr Campbell

The minutes were **approved** and signed as accurate.

## **CH086 TO REVIEW AND UPDATE THE SUB-COMMITTEE ACTION PLAN**

Cllr Gallagher queried item number 3 – fire doors and compartmentation.

The RFO explained that quotes were still being sourced for fire doors and compartmentation, thanked Cllr Gallagher for her email, and explained a meeting with the TFG will be arranged.

Cllr Campbell queried whether PTC passed the annual fire safety assessment, whereby the Town Clerk explained that two assessments had been carried out this year: one by East Sussex Fire and Rescue Service which was passed with no actions, and the other was the Fire risk assessment where the 2024 survey was booked in for within the next couple of weeks.

The RFO confirmed to Cllr Gallagher that the TFG comment in section 4 of the 10-year costed plan was a continuing comment, and that it could be amended.

## **CH087 TO AGREE THE DISPOSAL AND NOTE REPLACEMENT OF A KITCHEN URN**

The Town Clerk explained the cost of the urn was between £300 - £400.

It was proposed to dispose of the asset.

**Proposed by:** Cllr Gallagher **Seconded:** Cllr Campbell

**All in Favour**

## **CH088 TO NOTE THE MAIN HALL SEATING REPORT**

The main hall seating report was **noted**.

## **CH089 TO DISCUSS 10 YEAR PLAN FOR COMMUNITY HOUSE**

Cllr Gallagher expressed that setting up a working group would be more suitable than a TFG, since it was a continuous project, and gave reasons for it to be deferred and discussed at P&F in July, including that absent members would be present.

The RFO expressed that the sooner the urgent items were discussed the better.

The Town Clerk suggested a TFG or Working Party could be set up, without members agreed at this stage but with invites sent out, and be deferred to the next P&F in July, or the next CHSC in August.

It was proposed to defer setting up a working party to P&F in July.

**Proposed by:** Cllr Donovan **Seconded by:** Cllr Gallagher.

3 members voted against.

The proposal was **not carried**.

Cllr Seabrook questioned whether, within the plan, there was anything urgent not already being done. Whereby the RFO explained the year 1 recommendations from the building surveyor were already being dealt with: compartmentation, fire doors and the air handling unit, and that the other significant item was the felt roof.

It was proposed to set up a TFG to look at the items in year 1, and items in the decarbonisation report that could be relevant for year 1, and take a preliminary report to P&F.

**Proposed by:** Cllr Campbell **Seconded by:** Cllr Griffiths

There was discussion surrounding the work involved in a report and the likelihood of insufficient time to bring a detailed report to the next P&F committee meeting.

One member withdrew the proposal.

It was proposed that the Town Clerk and RFO would prepare draft terms of reference for the working party, for discussion at the next P&F Committee meeting to finalise the working party.

Proposed by: Cllr Seabrook Seconded by: Cllr Donovan

**All in favour.**

The Town Clerk explained there were no formal restriction to working party numbers, but good practice was that the number of members is fewer than the majority of the Committee that it reports back to, so would be four Councillors for P&F.

Cllr Gallagher expressed the report had excellent charts, that the report writers could attend the meeting depending on costs.

Cllr Seabrook expressed there was the opportunity to speak with building experts at the Towards Zero Carbon Peacehaven Fair.

#### **CH090 DATE OF NEXT MEETING – THURSDAY 1ST AUGUST 2024**

The next meeting was **confirmed** for 1<sup>st</sup> August 2024

*There being no further business, the meeting closed at 8:24pm.*

<b>Agenda Item:</b>	<b>PF1022a</b>
<b>Committee:</b>	Policy and Finance
<b>Date:</b>	9 <sup>th</sup> July 2024
<b>Title:</b>	Financial position of the council year to date
<b>Report Author:</b>	Responsible Financial Officer
<b>Purpose of Report:</b>	To note the council's financial position year to date and agree any additional financial information required for future committee meetings

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### **Summary of recommended actions**

1. To **note** the contents of the report and attached financial information
2. To **sign** the bank reconciliation and original bank statement

### **Introduction**

The attached reports summarise the council's overall financial position as at the end of month 3 (June 2024) An explanation of each report is included in the analysis below, along with comments regarding the council's position.

### **Analysis**

#### **Barclays Bank account summary**

This document summarises the balances of the council's three bank accounts as at 30 June 2024 In addition, full statements of each account are provided to the council offices which are used to perform the monthly bank reconciliations (see below for more information on bank reconciliations).

It is worth noting that although there is protection provided by the Financial Services Compensation Scheme (FSCS), Peacehaven Town Council does not meet the criteria to qualify as the annual income of the council exceeds the €500,000 threshold.

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

The bank reconciliation statements are used to verify the accounting entries processed through the council's accounting system to the entries appearing on the bank statement. This process is completed on a monthly basis and forms an important part of the internal checks.

As the revised Financial Regulations have now been adopted by council, FR 2.2 outlines the requirement for the bank reconciliations to be verified by a councillor (other than the Mayor or bank signatory) and recorded in the minutes of the meeting. – **Action 2 above**

The council operates two separate cashbooks. Cashbook 1 is used on a daily basis and all of the income and expenditure of the council is processed through this cashbook. Cashbook 1 is made up of the collective balances of two bank accounts – the Business Current Account and Active Saver.

The reconciliation statement explains why the balances held on the bank accounts do not match the amounts entered onto the accounting system. This will be for a combination of two reasons – (1) there are cheques or other payments entered onto our accounting system which have not yet debited the bank account (shown as **Unrepresented Cheques (Minus)**) on the bank reconciliation statement and (2) receipts entered into our accounting system which do not yet appear on the bank statement (shown as **Receipts not Banked/Cleared (Plus)**).



As councillors may be aware, any receipts received at the council offices, either cash or cheque, are paid into the Post Office on a regular basis as there is no local Barclay Bank to use. This means that it takes two working days for the entries to appear on the bank statement.

The key information to verify on the bank reconciliation statements are (1) the balances entered at the top (shown as **Bank Statement Account Name**) match the bank balances from the bank statement and (2) the final figure on the reconciliation statement (shown as **Difference is**) equals zero. This confirms that the bank account has successfully reconciled.

Cashbook 2 is used for the Business Premium Account. This account is used to hold funds not instantly needed by the council, and other than transfers to/from one of the other accounts, has no income or expenditure other than interest, which is received on a quarterly basis. The reconciliation statement therefore is unlikely to ever have any outstanding entries and should always match the bank balance.

### **Detailed income and expenditure**

This report details the council's position in regard to its income and expenditure to date compared to the agreed budget.

The income and expenditure are processed and assigned to **nominal codes** (the four digit number on the left hand side of the report, i.e. 4001 Salaries, 4002 Employer NI Contributions, etc.) and **cost centres** (the three digit underlined numbers in red, i.e. 100 General Administration, 110 Civic Events, etc.).

It is worth noting that all expenditure nominal codes start with a 4, all income nominal codes start with a 1.

The information in the columns is as follow:

- **Actual year to date** – the total amount spent so far this financial year for that particular nominal code
- **Current Annual Bud** – the agreed budget for the entire financial year for that particular nominal code
- **Variance Annual Total** – The amount of the budget remaining available to use for the remainder of the current financial year. For expenditure nominal codes (those starting with a 4), a negative figures means the council has already spent more than the budget for the entire financial year. For income nominal codes (those starting with a 1), a positive figure means the council has already received more income than it budgeted to receive for the entire financial year.
- **Committed expenditure** – not currently used by this council
- **Funds available** – the amount of money remaining available to spend during the remainder of the financial year.
- **% of budget** – the percentage of the total budget spent so far in the financial year. It is worth noting that while some nominal codes are spent relatively evenly throughout the year, others are not and may be paid in one single instalment (i.e. insurance, election costs, etc.) or in two equal instalments (i.e. the precept, some of the rates for the council's buildings, etc.).

At the foot of the report, the council's income and expenditure overall position is summarised. This shows that 28.0% of the budgeted expenditure has been spent so far, and 60.3% of the budgeted income has been received as at the end of month 3 (June 2024)

### **Detailed balance sheet**

The balance sheet shows the councils current position in respect of its **assets** (money the council has and/or is owed to it) and **liabilities** (money the council owes to others) and how those funds are allocated within the councils accounts (shown as *Represented By*).

It should be noted that the balance sheet is generated from the accounting system, and therefore the bank balances detailed within the assets will not match the bank statements due to the reconciliation differences.

The *Represented By* section of the balance sheet contains the balances of the general and earmarked reserves, along with a balance shown as Current Year Fund. The Current Year Fund represents the amount remaining available to spend within this year's budget as at the date of the report, and will correspond to the **Net Expenditure over Income** figure shown at the bottom of the Detailed Income and Expenditure report.

At the financial year end on 31 March 2025, any remaining balance on the Current Year Fund will go into the council's general reserve (unless the council resolves to place some or all of it to an earmarked reserve). If the year-end figure is negative, the balance will be taken out of the council's general reserve.

Thus, the Current Year Fund can be viewed effectively as a profit/loss for the year against budget.

### **Implications**

The Town Council has a duty to consider the following implications:

<b><u>Financial</u></b>	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.
<b><u>Legal</u></b>	There are no direct legal impacts.
<b><u>Environmental and sustainability</u></b>	There are no direct environmental or sustainability impacts.
<b><u>Crime and disorder</u></b>	There are no direct crime and disorder impacts.

### **Appendices/Background papers**

- Barclays Bank account summary balances – April, May & June 2024
- Bank reconciliation statement for cashbook 1 – April, May & June 2024
- Bank reconciliation statement for cashbook 2 – April, May & June 2024
- Credit Card reconciliation statement – April & May 2024
- Detailed income and expenditure month 3 (June 2024)
- Detailed balance sheet month 3 (June 2024)

**Bank Reconciliation Statement as at 30/04/2024  
for Cashbook 1 - Current Bank A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Saver Account	26/04/2024		1,133,337.36
Current Account	26/04/2024		50,000.00
			<u>1,183,337.36</u>
<b><u>Unpresented Payments (Minus)</u></b>			<b><u>Amount</u></b>
29/02/2024 205608	Peacehaven & District Chamber	50.00	
18/04/2024 205616	ABC FUND	546.63	
18/04/2024 205617	MENCAP LEWES DISTRICT	546.63	
18/04/2024 205618	SUSSEX HEART CHARITY	546.63	
26/04/2024 205626	HMRC	8,331.24	
			<u>10,021.13</u>
			1,173,316.23
<b><u>Unpresented Receipts (Plus)</u></b>			
02/04/2024		16.80	
05/04/2024		20.00	
05/04/2024		50.00	
08/04/2024		14.04	
09/04/2024		9.60	
09/04/2024		42.00	
16/04/2024		273.00	
16/04/2024		69.88	
16/04/2024		42.00	
16/04/2024		118.80	
18/04/2024		209.60	
			<u>865.72</u>
			1,174,181.95
		<b>Balance per Cash Book is :-</b>	<b>1,174,181.95</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

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

**Signatory 2:**

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

**Bank Reconciliation Statement as at 30/04/2024  
for Cashbook 2 - Reserve Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Premium Account	30/04/2024		591.11
			<hr/> 591.11
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			591.11
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			591.11
		<b>Balance per Cash Book is :-</b>	<b>591.11</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

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

**Signatory 2:**

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



## Transactions

### Peace Sweep

20-49-76 30701211

Available balance	£1,067,912.38
Last night's balance	£1,067,165.46
Overdraft limit	n/a

Showing 1 transaction between 30/04/2024 and 30/04/2024 from 30/04/2024 to 30/04/2024

Date	Description	Money in	Money out	Balance
30/04/2024	Transfer TRANSFER 10701173 TRANSFER 10701173		-£24,352.23	£1,133,337.36

### 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

Barclays Bank UK PLC. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority (Financial Services Register number: 759676). Barclays Bank UK PLC adheres to The Standards of Lending Practice which is monitored and enforced by The Lending Standards Board. Further details can be found at [www.lendingstandardsboard.org.uk](http://www.lendingstandardsboard.org.uk).

Barclays Insurance Services Company Limited is authorised and regulated by the Financial Conduct Authority (Financial Services Register number: 312078).

Barclays Smart Investor is a trading name of Barclays Investment Solutions Limited. Barclays Investment Solutions Limited is authorised and regulated by the Financial Conduct Authority. (Financial Services Register number: 155595). Barclays Investment Solutions Limited is a member of the London Stock Exchange & NEX.

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).

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.

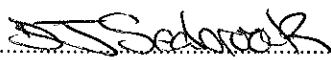
Bank Reconciliation Statement as at 01/05/2024  
for Cashbook 5 - Credit Card A/c

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Z Malone CC	01/05/2024		-721.43
G Dyson CC	01/05/2024		-217.98
			<hr/> -939.41
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			-939.41
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			-939.41
		<b>Balance per Cash Book is :-</b>	<b>-939.41</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

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

**Signatory 2:**

Name DAVID SEABROOK Signed  Date 5/6/2024

STATEMENT FOR G DYSON

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

Company reference: 5476760307525801  
 Card number: 5476760490508309  
 Statement date: 28 April 2024  
 Page number: 3 of 4  
 Monthly spend limit: £1,000.00



Tel: 0800 008 008  
 Outside UK: +44 1604 269452  
 Fax: 0300 020 0184  
 Online: [www.barclaycard.co.uk/commercial](http://www.barclaycard.co.uk/commercial)

Date	Description	Amount
21 Apr 2024	AMAZON* 204-4653586-18 LONDON LND 220485383904 MISCELLANEOUS GENERAL MERCHANDISE STORES	14.86
22 Apr 2024	BOOKER LTD - 38537454 WELLINGBOROUGHGBR 230405272464 GROCERY STORES, SUPERMARKETS	174.06
22 Apr 2024	WESTERN TOWING EXETER ENG 230415122624 AUTOMOBILE AND TRUCK DEALERS- (USED ONLY)	29.06
<b>3 new purchases / cash advances.</b>		
<b>Total of spending.</b>		<b>£217.98</b>

G 022819 BBA2731A 68109

[REDACTED]

# Invoice

Order No. <b>EMR 4359/110.</b>	Invoice Checked Against Order 
Cheque No.	Payment Authorised 

GEORGE DYSON  
51 CHURCH LANE, COPTHORNE  
CRAWLEY, WEST SUSSEX, RH10 3QF  
GB

## Paid

Payment reference ID 23dIEGmiDwdnauj5Pmsg  
Sold by Shenzhenshi Yueyemaoyiyouxiangongsi

Invoice date / Delivery date	21.04.2024
Invoice #	DS-ASE-INV-GB-2024-172803264
Total payable	£14.86

VAT declared by	Amazon Services Europe S.a.r.L.
VAT #	GB190023639

For customer support visit [www.amazon.co.uk/contact-us](http://www.amazon.co.uk/contact-us)

<b>Billing address</b>	<b>Delivery address</b>	<b>Sold by</b>
George Dyson 51 CHURCH LANE, COPTHORNE CRAWLEY, WEST SUSSEX, RH10 3QF GB	George Dyson Peacehaven Town Council Community House, Greenwich Way Peacehaven, Peacehaven, BN10 8BB GB	Shenzhenshi Yueyemaoyiyouxiangongsi Longgangqu Bantianjiedao Guangyayuanlu Honghuadasha 4-402 shi Shenzhen, Guangdong, 518000 CN

## Order information

Order date	19.04.2024
Order #	206-9382324-7434728

## Invoice details

Description	Qty	Unit price (excl. VAT)	VAT rate	Unit price (incl. VAT)	Item subtotal (incl. VAT)
CCR Scissors, Stainless Steel Scissors, Soft Grip Multi-Purpose Scissors, Suitable for Home, Office and School, 5 Set.   B09NKSVGYT ASIN: B09NKSVGYT	1	£6.66	20%	£7.99	£7.99
CCR Scissors, Stainless Steel Scissors, Soft Grip Multi-Purpose Scissors, Suitable for Home, Office and School, 5 Set.   B09NKSVGYT ASIN: B09NKSVGYT	1	£6.66	20%	£7.99	£7.99
Shipping Charges		£0.00		£0.00	£0.00
				<b>Item subtotal</b>	<b>£15.98</b>
Funded by Amazon					-£1.12
				<b>Total payable</b>	<b>£14.86</b>

Amazon encourages customers to help protect the environment by recycling old or unwanted electrical products. Find out where you can recycle them at [recycle-more.co.uk](http://recycle-more.co.uk)

LU-BIO-04

Amazon Services Europe S.à r.l., 38 avenue John F. Kennedy, L-1855, Luxembourg  
R.C.S. Luxembourg: B 93815; Business license number: 100416 VAT number LU19647148

VAT declared by Amazon



Booker is the trading name of Booker Limited  
Registered Office: Equilly House, Irthlingborough Road, Wellingborough, Northants NN8 1LT  
Telephone: 01933 371000  
Registered in England, Number 197380, VAT Number GB 220 4302 31  
Alcohol Wholesale Registration No - XTAW00000102869

BN2 4NP TEL : 01273 624242  
FAX : 01273 684565

CUSTOMER 737249466 MR DYSON  
PTC COMMUNITY HOUSE  
Comm MERIDIAN CENTRE  
PEACEHAVEN EAST SUSSEX  
BN10 8BB TEL: 07749491877

INVOICE NUMBER 0668853 PAGE 01

DATE 22/04/24 TIME 13:56

TILL 06 OPERATOR 136 SELFSCAN

CODE	DESCRIPTION	PACK SIZE	QTY	PRICE	VALUE	VAT	STD RRP	POR
212311	Fresh Semi Skimmed Milk	1 2ltr	2	1.35	2.70	A	1.99	32.2%
143126	Food Conn Astd Muffin	16 Sgl	1	10.99	10.99	A		
153674	Premier Topped Muffin Mixed	1 16s	1	11.99	11.99	A		
287857	Jacks Brownie Bar PM89	12 70g	1	5.72 R	5.72	A	0.89	33.1%
CHILLED		SUB-TOTAL	ITEMS	5	GOODS :	31.40	EXC.VAT	
240514	Yorkshire Teabags	1 1040s	1	27.79	27.79	A		
281035	CL Sweet Biscuit Assortment	1 2kg	1	14.99	14.99	A		
124673	Tunnocks Choc Teacakes	36 24g	1	9.99	9.99	A		
293194	LF Assrted Mini Pack Biscuit	1 100pk	1	19.99	19.99	A		
CATERING GROCERY		SUB-TOTAL	ITEMS	4	GOODS :	72.76	EXC.VAT	
288656	Class White Choc Stick PM120	24 110ml	2	11.65	23.30	B	1.20	51.5%
288657	Class Milk Choc Stick PM120	24 110ml	3	11.65	34.95	B	1.20	51.5%
FROZEN FOOD		SUB-TOTAL	ITEMS	5	GOODS :	58.25	EXC.VAT	

4167/360 - 58.25  
566 - 19.99  
4332/120 - 84.17

Order No.	Invoice Checked against Order
Cheque No.	Payment Authorised

TOTAL ITEMS: 14								
RATE	GOODS	MULT	NETT	VAT	TOTALS: GOODS	162.41	:CASH	0.00
A: 0.00	104.16	0.00	104.16	0.00	VAT	11.65	:CREDIT	0.00
B: 20.00	58.25	0.00	58.25	11.65			:CHQ B	0.00
					INVOICE TOTAL	174.06	:CHQ P	0.00
					OUTSTANDING	0.00	:C/CARD	174.06
					WAITING TO PAY	0.00	:D/CARD	0.00
					GRAND TOTAL	174.06	:T/COUP	0.00
							:R/COUP	0.00

THANK YOU FOR SHOPPING AT BRIGHTON





Western Towing  
3 Marsh Green Road North  
Marsh Barton  
Exeter

EX2 8NY  
Tel No: 01392 216336  
Vat Reg.No:142814580

**Invoice To:**  
George Dyson  
Peacehaven Town Council  
Peacehaven Town Council  
Community House  
Peacehaven  
East Sussex  
BN10 8BB

**Deliver To :**  
George Dyson  
Peacehaven Town Council  
Peacehaven Town Council  
Community House  
Peacehaven  
East Sussex  
BN10 8BB

**INVOICE No: 61981**  
**Order No: 61981**  
Invoice Date: 22 Apr 2024

Our Ref:	Product	Quantity	Price	Total Price
KW008	Kartt 200mm x 56mm Spare wheel	1	£16.32	£16.32
KA008	Kartt Jockey Wheel Axle & Pin KA008	1	£3.75	£3.75
			<b>Subtotal</b>	£20.07
			<b>Carriage</b>	£4.98 (incl. VAT)
			<b>Vat @ 20%</b>	£4.84
			<b>Total</b>	£29.06

Order No. 42021300	Invoice Checked Against Order LM
Cheque No.	Payment Authorised SS

STATEMENT FOR Z MALONE

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

Company reference: 5476760307525801  
 Card number: 5476760055803988  
 Statement date: 28 April 2024  
 Page number: 4 of 4  
 Monthly spend limit: £1,000.00

Tel: 0800 008 008  
 Outside UK: +44 1604 269452  
 Fax: 0300 020 0184  
 Online: [www.barclaycard.co.uk/commercial](http://www.barclaycard.co.uk/commercial)



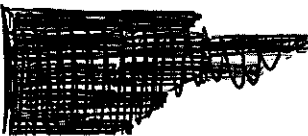
Date	Description	Amount
11 Apr 2024 120455184224	CLEANING SUPPLIES 4 U GREENOCK GBR SPECIALITY CLEANING,POLISHING & SANITATION PREPARATIONS	117.78 ✓
18 Apr 2024 190455541964	WWW.LEWES.GOV.UK LEWES ENG GOVERNMENT SERVICES NOT ELSEWHERE CLASSIFIED	21.00 ✓
18 Apr 2024 190485383904	SP CARNIVALPAPERS BRIGHTON LND ARTIST SUPPLY STORES, CRAFT SHOPS	93.95 ✓
18 Apr 2024 190485383904	ARTWAVE FESTIVAL LEWES LND CIVIC, SOCIAL AND FRATERNAL ASSOCIATIONS	240.00 ✓
21 Apr 2024 220485383904	AMAZON* 204-4012042-55 LONDON LND MISCELLANEOUS GENERAL MERCHANDISE STORES	248.70
<b>5 new purchases / cash advances. Total of spending.</b>		<b>£721.43</b>

3/3

H2

037893 BBA2731A Page 3 of 3

G 022819 BBA2731A 68109



T/a: Commercial & Industrial  
Cleaning Supplies Ltd  
Unit 29  
LYNEDOCH INDUSTRIAL ESTATE  
GREENOCK  
PA15 4AX



## INVOICE

Tel : 01475 600820  
Fax: 01563 851999  
Email: info@cleaningsupplies4u.com

Invoice No	251008
Invoice Date	11/04/2024
Order No	83413
Account Ref	INTE024

PEACEHAVEN TOWN COUNCIL  
PEACEHAVEN TOWN COUNCIL  
COMMUNITY HOUSE  
GREENWICH WAY  
PEACEHAVEN  
BN10 8BB

Description	Quantity	Unit Price	Net Amt
PISTOL GRIP ERGO LITTER PICKER PRO - 80CM	6	15.20	91.20

Order No. 4171/330	Invoice Checked Against Order <i>[Signature]</i>
Cheque No.	Payment Authorised <i>[Signature]</i>

**Deliver To:**  
PEACEHAVEN TOWN COUNCIL  
COMMUNITY HOUSE  
GREENWICH WAY  
PEACEHAVEN  
BN10 8BB

Total Net Amount	£	91.20
Carriage Net	£	6.95
Total VAT Amount	£	19.63
Invoice Total	£	117.78

**PAID WITH THANKS**

Economy Of Brighton B Creative Limited  
 Unit 1, Westergate Business Centre  
 Westergate Road  
 Brighton  
 East Sussex  
 BN2 4QN  
 Tel No: 01273 682831  
 VAT Reg No: 854792385



# Sales Receipt

Zoe Malone  
 Peacehaven Town Council  
 Community House, Meridian Centre  
 Peacehaven  
 England  
 BN10 8BB  
 VAT Reg No: 854792385

Payment received in full

Invoice Number 7233907  
 Invoice Date 19/04/2024  
 Order Number 4660  
 Account No CARNIVAL

Quantity	Details	Unit Price £	Net £	VAT Rate	VAT £
1.000	Wet Strength Tissue Paper 240 Sheets	23.33	23.33	T1 20.0	4.66
2.000	Withies 2kg Stack	24.99	49.98	T1 20.0	10.00

Invoice Tax	Tax	Total Net	Total Tax
	20.00%	73.31	14.66

Deposit Paid 93.95      Amount Due 0.00

Order No. 4359/120	Invoice Checked Against Order <i>[Signature]</i>
Cheque No.	Payment Authorised <i>[Signature]</i>

## Shipping

<b>Total Net Amount</b>	£	73.31
<b>Carriage Net</b>	£	4.98
<b>Total VAT Amount</b>	£	15.66
<b>Invoice Total</b>	£	93.95

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

Payment Methods  
 BACS: Sort Code 60-30-09 Account: 28 09 41 31 Please reference Invoice Number  
 Cheques: Please make payable to Economy of Brighton

# Invoice

## Paid

Payment reference ID k9yx6vGYOslnjQx32aV8  
 Sold by shenzhenshixizhilanfushiyouxiangongsi

ANDY PICTON  
 PEACEHAVEN TOWN COUNCIL COMMUNITY  
 HOUSE MERIDIAN CENTRE  
 PEACEHAVEN, BN10 8BB  
 GB

Invoice date / Delivery date: 19.04.2024  
 Invoice #: DS-ASE-INV-GB-2024-169719888  
 Total payable: £9.98

VAT declared by: Amazon Services Europe S.a.r.L.  
 VAT #: GB190023639

For customer support visit [www.amazon.co.uk/contact-us](http://www.amazon.co.uk/contact-us)

<b>Billing address</b>	<b>Delivery address</b>	<b>Sold by</b>
Andy picton PEACEHAVEN TOWN COUNCIL COMMUNITY HOUSE MERIDIAN CENTRE PEACEHAVEN, BN10 8BB GB	Andy picton PEACEHAVEN TOWN COUNCIL COMMUNITY HOUSE MERIDIAN CENTRE PEACEHAVEN, BN10 8BB GB	shenzhenshixizhilanfushiyouxiangongsi yutangjiedaoyulvsiquanxiang11hao205 shenzhenshi, guangmingqu, guangdongsheng, 518000 CN

## Order information

Order date: 18.04.2024  
 Order #: 206-3034788-5626726

## Invoice details

Description	Qty	Unit price (excl. VAT)	VAT rate	Unit price (incl. VAT)	Item subtotal (incl. VAT)
Dove Metal Cutting Dies Stencil DIY Scrapbooking Album Stamp Paper Card Embossing Craft Decor   B07ZHV1875 ASIN: B07ZHV1875	2	£4.16	20%	£4.99	£9.98
Shipping Charges		£0.00		£0.00	£0.00

**Invoice total** **£9.98**

Order No. 4359/110 313	Invoice Checked Against Order <i>YU</i>	VAT rate	Item subtotal (excl. VAT)	VAT subtotal
Cheque No.	Payment Authorised <i>SS</i>	20%	£8.32	£1.66
		<b>Total</b>	£8.32	£1.66

Amazon encourages customers to help protect the environment by recycling old or unwanted electrical products. Find out where you can recycle them at [recycle-more.co.uk](http://recycle-more.co.uk)

LU-B10-04

Amazon Services Europe S.a.r.l., 38 avenue John F. Kennedy, L-1855, Luxembourg  
 R.C.S. Luxembourg: B 93815; Business license number: 100416 VAT number LU19647148

VAT declared by Amazon

# Invoice

## Paid

Payment reference ID k9yx6vGYOsInjQx32aV8

Sold by Su Zhou Yi Fei Ku Network Technology Co., Ltd.

ANDY PICTON  
PEACEHAVEN TOWN COUNCIL COMMUNITY  
HOUSE MERIDIAN CENTRE  
PEACEHAVEN, BN10 8BB  
GB

Invoice date / Delivery date 21.04.2024  
Invoice # DS-ASE-INV-GB-2024-172608360  
Total payable £4.99

VAT declared by Amazon Services Europe S.a.r.L.  
VAT # GB190023639

For customer support visit [www.amazon.co.uk/contact-us](http://www.amazon.co.uk/contact-us)

### Billing address

Andy picton  
PEACEHAVEN TOWN COUNCIL COMMUNITY  
HOUSE MERIDIAN CENTRE  
PEACEHAVEN, BN10 8BB  
GB

### Delivery address

Andy picton  
PEACEHAVEN TOWN COUNCIL COMMUNITY  
HOUSE MERIDIAN CENTRE  
PEACEHAVEN, BN10 8BB  
GB

### Sold by

Su Zhou Yi Fei Ku Network Technology Co., Ltd.  
Suzhou Industrial Park No.88 Jixian Street, Second  
Floor 205  
Suzhou, Jiangsu, 215123  
CN

### Order information

Order date 18.04.2024  
Order # 206-7735093-5323519

### Invoice details

Description	Qty	Unit price (excl. VAT)	VAT rate	Unit price (incl. VAT)	Item subtotal (incl. VAT)
A4 Golden Mirror Cardstock Paper, 25 Sheets 250gsm/92lb Metallic Reflective Paper for Crafts, Foil Cardstock for DIY Projects Birthday Party Decoration UAP19GD25   B0C3CR7LV8 ASIN: B0C3CR7LV8	1	£4.16	20%	£4.99	£4.99
Shipping Charges		£0.23		£0.28	£0.28
Promotions		-£0.23		-£0.28	-£0.28

Order No. 313 4359/170	Invoice Checked Against Order LM
Cheque No.	Payment Authorised SS

Invoice total £4.99

VAT rate	Item subtotal (excl. VAT)	VAT subtotal
20%	£4.16	£0.83
<b>Total</b>	<b>£4.16</b>	<b>£0.83</b>

Amazon encourages customers to help protect the environment by recycling old or unwanted electrical products. Find out where you can recycle them at [recycle-more.co.uk](http://recycle-more.co.uk)

LU-BIO-04

Amazon Services Europe S.à r.l., 38 avenue John F. Kennedy, L-1855, Luxembourg  
R.C.S. Luxembourg: B 93845; Business license number: 100416 VAT number LU19647148

VAT declared by Amazon

# Invoice

ANDY PICTON  
 PEACEHAVEN TOWN COUNCIL COMMUNITY  
 HOUSE MERIDIAN CENTRE  
 PEACEHAVEN, BN10 8BB  
 GB

## Paid

Payment reference ID k9yx6vGYOslnjQx32aV8  
 Sold by Guangzhoushi Chongdaowangluokejijouxiangongsi

Invoice date / Delivery date 21.04.2024  
 Invoice # DS-ASE-INV-GB-2024-172608375  
 Total payable £4.35

VAT declared by Amazon Services Europe S.a.r.L.  
 VAT # GB190023639

For customer support visit [www.amazon.co.uk/contact-us](http://www.amazon.co.uk/contact-us)

<b>Billing address</b>	<b>Delivery address</b>	<b>Sold by</b>
Andy picton PEACEHAVEN TOWN COUNCIL COMMUNITY HOUSE MERIDIAN CENTRE PEACEHAVEN, BN10 8BB GB	Andy picton PEACEHAVEN TOWN COUNCIL COMMUNITY HOUSE MERIDIAN CENTRE PEACEHAVEN, BN10 8BB GB	Guangzhoushi Chongdaowangluokejijouxiangongsi 站前街站前路 站前一街26/28号六层6103 广州, 510000 CN

## Order information

Order date 18.04.2024  
 Order # 206-7735093-5323519

## Invoice details

Description	Qty	Unit price (excl. VAT)	VAT rate	Unit price (incl. VAT)	Item subtotal (incl. VAT)
Mini Ceiling Screw Hooks, 200 Pieces 1/2 Inch Cup Hooks Screw-In Hooks for Hanging Plants Mug Arts Decorations, Silver   B08Z3B2792 ASIN: B08Z3B2792	1	£3.82	20%	£4.59	£4.59
Shipping Charges		£0.23		£0.28	£0.28
Promotions		-£0.23		-£0.28	-£0.28

Item subtotal **£4.59**

Funded by Amazon

-£0.24

Total payable **£4.35**

Order No. 4359/110. 313	Invoice Checked Against Order <i>KMM</i>
Cheque No.	Payment Authorised <i>BSS</i>

VAT rate	Item subtotal (excl. VAT)	VAT subtotal
20%	£3.82	£0.77
<b>Total</b>	<b>£3.82</b>	<b>£0.77</b>

Amazon encourages customers to help protect the environment by recycling old or unwanted electrical products. Find out where you can recycle them at [recycle-more.co.uk](http://recycle-more.co.uk)

LU-BIG-04

Amazon Services Europe S.à r.l., 38 avenue John F. Kennedy, L-1855, Luxembourg  
 R.C.S. Luxembourg: B 93815; Business license number: 100416 VAT number LU19647148

VAT declared by Amazon



Invoice

**Paid**

Payment reference ID k9yx6vGYOslnjQx32aV8  
 Sold by Fans4less Limited  
 VAT # GB117929687

ANDY PICTON  
 PEACEHAVEN TOWN COUNCIL COMMUNITY  
 HOUSE MERIDIAN CENTRE  
 PEACEHAVEN, BN10 8BB  
 GB

Invoice date / Delivery date 18 April 2024  
 Invoice # INV-GB-126834221-2024-15685  
 Total payable £63.84

For customer support visit [www.amazon.co.uk/contact-us](http://www.amazon.co.uk/contact-us)

**Billing address**

Andy picton  
 PEACEHAVEN TOWN COUNCIL COMMUNITY  
 HOUSE MERIDIAN CENTRE  
 PEACEHAVEN, BN10 8BB  
 GB

**Delivery address**

Andy picton  
 PEACEHAVEN TOWN COUNCIL COMMUNITY  
 HOUSE MERIDIAN CENTRE  
 PEACEHAVEN, BN10 8BB  
 GB

**Sold by**

Fans4less Limited  
 Fans4less Ltd  
 Unit 7 Poplars Farm  
 Forshaw Heath Road, Earlswood, B94 5JX  
 GB  
 VAT # GB117929687

**Order information**

Order date 18 April 2024  
 Order # 206-8349741-4412360

**Invoice details**

Description	Qty	Unit price (excl. VAT)	VAT rate	Unit price (incl. VAT)	Item subtotal (incl. VAT)
PLANT IT 3FT Bamboo Stakes, 25 PACK - Beige, Strong Plant Support Garden Canes ASIN: B01LPLIX92	8	£6.65	20%	£7.98	£63.84
Shipping Charges		£0.00		£0.00	£0.00

**Invoice total £63.84**

	VAT rate	Item subtotal (excl. VAT)	VAT subtotal
	20%	£53.20	£10.64
<b>Total</b>		£53.20	£10.64

Order No. <b>313</b> <b>4359/110</b>	Invoice Checked Against Order <b>[Signature]</b>
Cheque No.	Payment Authorised <b>[Signature]</b>

# Invoice

ANDY PICTON  
 PEACEHAVEN TOWN COUNCIL COMMUNITY  
 HOUSE MERIDIAN CENTRE  
 PEACEHAVEN, BN10 8BB  
 GB

## Paid

Payment reference ID k9yx6vGYOsInjQx32aV8  
 Sold by Shenzhenshilidaomaoyiyouxiangongsi

Invoice date / Delivery date 21.04.2024  
 Invoice # DS-ASE-INV-GB-2024-172608337  
 Total payable £8.52

Order No. 4359/110. 313	Invoice Checked / Against Order <i>YU</i>
Cheque No.	Payment Authenticated <i>SSS</i>

VAT declared by Amazon Services Europe S.a.r.L.  
 VAT # GB190023639

For customer support visit [www.amazon.co.uk/contact-us](http://www.amazon.co.uk/contact-us)

### Billing address

Andy picton  
 PEACEHAVEN TOWN COUNCIL COMMUNITY  
 HOUSE MERIDIAN CENTRE  
 PEACEHAVEN, BN10 8BB  
 GB

### Delivery address

Andy picton  
 PEACEHAVEN TOWN COUNCIL COMMUNITY  
 HOUSE MERIDIAN CENTRE  
 PEACEHAVEN, BN10 8BB  
 GB

### Sold by

Shenzhenshilidaomaoyiyouxiangongsi  
 泰然九路盛唐商务大厦东座702-D2  
 深圳市, 福田区, 广东省, 518000  
 CN

### Order information

Order date 18.04.2024  
 Order # 206-7735093-5323519

### Invoice details

Description	Qty	Unit price (excl. VAT)	VAT rate	Unit price (incl. VAT)	Item subtotal (incl. VAT)
NEBURORA 120 Sheets Red Tissue Paper 35 x 50 cm Christmas Red Wrapping Tissue Paper Bulk Red Wrap Paper Sheets for Gift Bags Packaging Floral Filler Crafts Birthday Wedding Valentine's Decor(Red)   B0C14HSG4C ASIN: B0C14HSG4C	1	£7.48	20%	£8.98	£8.98
Shipping Charges		£0.23		£0.28	£0.28
Promotions		-£0.23		-£0.28	-£0.28
<b>Item subtotal</b>					<b>£8.98</b>
Funded by Amazon					-£0.46
<b>Total payable</b>					<b>£8.52</b>

Amazon encourages customers to help protect the environment by recycling old or unwanted electrical products. Find out where you can recycle them at [recycle-more.co.uk](http://recycle-more.co.uk)

LU-BIO-04

Amazon Services Europe S.a r.l., 38 avenue John F. Kennedy, L-1855, Luxembourg  
 R.C.S. Luxembourg: B 93815; Business license number: 100416 VAT number LU19647148

VAT declared by Amazon

# Invoice

Invoice # DS-ASE-INV-GB-2024-172608337

	VAT rate	Item subtotal (excl. VAT)	VAT subtotal
	20%	£7.48	£1.50
Total		£7.48	£1.50

Amazon encourages customers to help protect the environment by recycling old or unwanted electrical products. Find out where you can recycle them at [recycle-more.co.uk](https://www.recycle-more.co.uk)

LU-BIO-04

Amazon Services Europe S.à r.l., 38 avenue John F. Kennedy, L-1855, Luxembourg  
R.C.S. Luxembourg: B 93815; Business license number: 100416 VAT number LU19647148

VAT declared by Amazon

# Invoice

Order No. 43591110	813	Invoice Checked / Against Order <i>Km</i>
Cheque No.		Payment Authorised <i>SS</i>

ANDY PICTON  
PEACEHAVEN TOWN COUNCIL COMMUNITY  
HOUSE MERIDIAN CENTRE  
PEACEHAVEN, BN10 8BB  
GB

## Paid

Payment reference ID k9yx6vGYOsInjQx32aV8

Sold by Neatiffy inc

Invoice date / Delivery date 21.04.2024  
Invoice # DS-ASE-INV-GB-2024-172650770  
Total payable £24.97

VAT declared by Amazon Services Europe S.a.r.L.  
VAT # GB190023639

For customer support visit [www.amazon.co.uk/contact-us](http://www.amazon.co.uk/contact-us)

### Billing address

Andy picton  
PEACEHAVEN TOWN COUNCIL COMMUNITY  
HOUSE MERIDIAN CENTRE  
PEACEHAVEN, BN10 8BB  
GB

### Delivery address

Andy picton  
PEACEHAVEN TOWN COUNCIL COMMUNITY  
HOUSE MERIDIAN CENTRE  
PEACEHAVEN, BN10 8BB  
GB

### Sold by

Neatiffy inc  
25 Coco Ave  
Richmond Hill, Ontario, L4S2R6  
CA

### Order information

Order date 18.04.2024  
Order # 206-7735093-5323519

### Invoice details

Description	Qty	Unit price (excl. VAT)	VAT rate	Unit price (incl. VAT)	Item subtotal (incl. VAT)
Neatiffy 54 in x 108 Inch 6Pack Rectangle Plastic Table Cloth   Waterproof Disposable/Reusable Tablecloth   Table Cover for Picnic, Party, Banquet, Birthdays - White   B07T8CXQ32 ASIN: B07T8CXQ32	1	£20.81	20%	£24.97	£24.97
Shipping Charges		£0.23		£0.28	£0.28
Promotions		-£0.23		-£0.28	-£0.28
<b>Invoice total</b>					<b>£24.97</b>
		VAT rate	Item subtotal (excl. VAT)	VAT subtotal	
		20%	£20.81	£4.16	
<b>Total</b>				<b>£20.81</b>	<b>£4.16</b>

Amazon encourages customers to help protect the environment by recycling old or unwanted electrical products. Find out where you can recycle them at [recycle-more.co.uk](http://recycle-more.co.uk)

LU-B10-04

Amazon Services Europe S.à r.l., 38 avenue John F. Kennedy, L-1855, Luxembourg  
R.C.S. Luxembourg: B 93815; Business license number: 100416 VAT number LU19647148

VAT declared by Amazon

# Invoice

Order No. 4359/1110 313	Invoice Checked Against Order YLM
Cheque No.	Payment Authorised [Signature]

ANDY PICTON  
PEACEHAVEN TOWN COUNCIL COMMUNITY  
HOUSE MERIDIAN CENTRE  
PEACEHAVEN, BN10 8BB  
GB

## Paid

Payment reference ID k9yx6vGYOslnjQx32aV8  
Sold by Gerbi Direct, Inc.

Invoice date / Delivery date: 21.04.2024  
Invoice #: DS-ASE-INV-GB-2024-172650801  
Total payable: £13.29

VAT declared by	Amazon Services Europe S.a.r.L.
VAT #	GB190023639

For customer support visit [www.amazon.co.uk/contact-us](http://www.amazon.co.uk/contact-us)

<b>Billing address</b>	<b>Delivery address</b>	<b>Sold by</b>
Andy picton PEACEHAVEN TOWN COUNCIL COMMUNITY HOUSE MERIDIAN CENTRE PEACEHAVEN, BN10 8BB GB	Andy picton PEACEHAVEN TOWN COUNCIL COMMUNITY HOUSE MERIDIAN CENTRE PEACEHAVEN, BN10 8BB GB	Gerbi Direct, Inc. 24A Trolley Square #1789 WILMINGTON, DE, 19806-3334 US

## Order information

Order date: 18.04.2024  
Order #: 206-7735093-5323519

## Invoice details

Description	Qty	Unit price (excl. VAT)	VAT rate	Unit price (incl. VAT)	Item subtotal (incl. VAT)
Baking Paper, Parchment Paper for Baking – 38cm x 64m Greaseproof Paper Roll with Cutter, Non-Stick Unbleached Paper for Baking, Cooking, Grilling, Steaming and Air Fryer by Baker's Signature   B08PFL8SPV ASIN: B08PFL8SPV	1	£11.66	20%	£13.99	£13.99
Shipping Charges		£0.23		£0.28	£0.28
Promotions		-£0.23		-£0.28	-£0.28
		<b>Item subtotal</b>			<b>£13.99</b>
Funded by Amazon					-£0.70
		<b>Total payable</b>			<b>£13.29</b>

Amazon encourages customers to help protect the environment by recycling old or unwanted electrical products. Find out where you can recycle them at [recycle-more.co.uk](http://recycle-more.co.uk)

LU-BIO-04

Amazon Services Europe S.à r.l., 38 avenue John F. Kennedy, L-1855, Luxembourg  
R.C.S. Luxembourg: B 93815; Business license number: 100416 VAT number LU19647148

VAT declared by Amazon

# Invoice

Invoice # DS-ASE-INV-GB-2024-172650801

	VAT rate	Item subtotal (excl. VAT)	VAT subtotal
	20%	£11.66	£2.33
<b>Total</b>		£11.66	£2.33

Amazon encourages customers to help protect the environment by recycling old or unwanted electrical products. Find out where you can recycle them at [recycle-more.co.uk](https://www.recycle-more.co.uk)

LU-BIO-04

Amazon Services Europe S.à r.l., 38 avenue John F. Kennedy, L-1855, Luxembourg  
R.C.S. Luxembourg: B 93815; Business license number: 100416 VAT number LU19647148

VAT declared by Amazon

Order No. 330 4359/100	Invoice Checked Against Order <i>Ym</i>
Cheque No.	Payment Authorised <i>SS</i>

ANDY PICTON  
PEACEHAVEN TOWN COUNCIL COMMUNITY  
HOUSE MERIDIAN CENTRE  
PEACEHAVEN, BN10 8BB  
GB

**Paid**

Payment reference ID k9yx6vGYOstnjQx32aV8  
Sold by Amazon EU S.à r.l., UK Branch  
VAT # GB727255821

Invoice date / Delivery date 21 April 2024  
Invoice # GB42N1UX7AEUI  
Total payable £22.73

For customer support visit [www.amazon.co.uk/contact-us](http://www.amazon.co.uk/contact-us)

**Billing address**

Andy picton  
PEACEHAVEN TOWN COUNCIL COMMUNITY  
HOUSE MERIDIAN CENTRE  
PEACEHAVEN, BN10 8BB  
GB

**Delivery address**

Andy picton  
PEACEHAVEN TOWN COUNCIL COMMUNITY  
HOUSE MERIDIAN CENTRE  
PEACEHAVEN, BN10 8BB  
GB

**Sold by**

Amazon EU S.à r.l., UK Branch  
1 Principal Place, Worship Street  
London, EC2A 2FA  
United Kingdom  
VAT # GB727255821

**Order information**

Order date 18 April 2024  
Order # 206-7735093-5323519

**Invoice details**

Description	Qty	Unit price (excl. VAT)	VAT rate	Unit price (incl. VAT)	Item subtotal (incl. VAT)
Scola 5ltr Washable PVA Glue - Eco - 5 Litre Craft Glue School Glue ASIN: B00J5LDA2K	1	£12.51	20%	£15.01	£15.01
Baker Ross EK736 Glue Spatulas (Box of 50), White ASIN: B0772PG68W	1	£7.04	20%	£8.45	£8.45
Shipping Charges		£0.46		£0.56	£0.56
Promotions		-£1.07		-£1.29	-£1.29

**Invoice total £22.73**

VAT rate	Item subtotal (excl. VAT)	VAT subtotal
20%	£18.94	£3.79
<b>Total</b>	<b>£18.94</b>	<b>£3.79</b>

Amazon encourages customers to help protect the environment by recycling old or unwanted electrical products. Find out where you can recycle them at [recycle-more.co.uk](http://recycle-more.co.uk)

LUJ-BIO-04

Amazon EU S.à r.l. - 38 avenue John F. Kennedy, L-1855 Luxembourg  
R.C.S. Luxembourg: B 101818 • Share Capital: 37.500 EUR

Amazon EU S.à r.l., UK Branch - Registered Office: 1 Principal Place, Worship Street, London, EC2A 2FA, GB

Registered in England and Wales • Branch Registration No. BR017427 • VAT No. GB 727255821

# Receipt

## Paid

Payment reference ID k9yx6vGYOslnjQx32aV8  
Sold by JATALA LIMITED

Receipt date 21 April 2024  
Receipt # DOC-2261627095-2024-985  
Total payable £8.70

ANDY PICTON  
PEACEHAVEN TOWN COUNCIL COMMUNITY  
HOUSE MERIDIAN CENTRE  
PEACEHAVEN, BN10 8BB  
GB

For customer support visit [www.amazon.co.uk/contact-us](http://www.amazon.co.uk/contact-us)

### Billing address

Andy picton  
PEACEHAVEN TOWN COUNCIL COMMUNITY  
HOUSE MERIDIAN CENTRE  
PEACEHAVEN, BN10 8BB  
GB

### Delivery address

Andy picton  
PEACEHAVEN TOWN COUNCIL COMMUNITY  
HOUSE MERIDIAN CENTRE  
PEACEHAVEN, BN10 8BB  
GB

### Sold by

JATALA LIMITED  
39 ALBION RD.  
39  
Bradford, Albion Road, BD10 9PY  
GB

### Order information

Order date 18 April 2024  
Order # 206-7735093-5323519

### Receipt details

Description	Qty	Item subtotal
Food & Freezer Bags with tie Handles.- 100 Pack ASIN: B088K2896N	2	£8.70
Shipping Charges		£0.56
Promotions		-£0.56
<b>Receipt total</b>		<b>£8.70</b>

Order No. 313 4359/110	Invoice Checked Against Order KM
Cheque No.	Payment Authorised DS



# Receipt

Order No. <b>313</b> <b>4359/110</b>	Invoice Created Against Order <b>YMM</b>
Cheque No.	Payment Authorised <b>SSS</b>

ANDY PICTON  
PEACEHAVEN TOWN COUNCIL COMMUNITY  
HOUSE MERIDIAN CENTRE  
PEACEHAVEN, BN10 8BB  
GB

## Paid

Payment reference ID k9yx6vGYOsInjQx32aV8  
Sold by Burhani Suppliers Limited

Receipt date 21 April 2024  
Receipt # DOC-1767903035-2024-678  
Total payable £11.39

For customer support visit [www.amazon.co.uk/contact-us](http://www.amazon.co.uk/contact-us)

### Billing address

Andy picton  
PEACEHAVEN TOWN COUNCIL COMMUNITY  
HOUSE MERIDIAN CENTRE  
PEACEHAVEN, BN10 8BB  
GB

### Delivery address

Andy picton  
PEACEHAVEN TOWN COUNCIL COMMUNITY  
HOUSE MERIDIAN CENTRE  
PEACEHAVEN, BN10 8BB  
GB

### Sold by

Burhani Suppliers Limited  
133 Edgbaston Road  
Birmingham, B12 9QA  
GB

### Order information

Order date 18 April 2024  
Order # 206-7735093-5323519

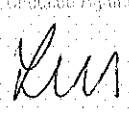

### Receipt details

Description	Qty	Item subtotal
ARTOLOGIA 5 Pcs Masking Tape 25mm - Non-Bleeding Wide Masking Tape for Painting Walls - Premium Quality Adhesive Painting Tape for Decorating - Perfect Painter Tape for Artists & DIY Projects ASIN: B0BWGKXL4D	1	£11.99
Shipping Charges		£0.28
Promotions		-£0.28
	<b>Item subtotal</b>	<b>£11.99</b>
Funded by Amazon		-£0.60
	<b>Total payable</b>	<b>£11.39</b>

## COMMERCIAL INVOICE

Shipper: WONG LEE	Order Number: 206-7735093-5323519				
Carrier Company Name: WONG LEE LIMITED					
Address: GB, M16 0DZ, UNITED KINGDOM, MANCHESTER, 1207 REGENT COURT, MANCHESTER ROAD					
Contact Person: Wangsheng Li	Phone/Fax: +8616256927993				
Consignee: Andy picton					
Address: Andy picton PEACEHAVEN TOWN COUNCIL COMMUNITY HOUSE MERIDIAN CENTRE PEACEHAVEN BN10 8BB United Kingdom					
Contact Person: Zoe					
City: PEACEHAVEN					
Postal Code: BN10 8BB					
Country : GB					
Total Weight: 0.2kg					
Full Description Of Goods	No. of Items	Unit Value (£)	Total Freight Cost (£)	Total Value (£)	HS
Decorative Lights	4	15.99	0	63.96	9405390000
Total Invoice Value	£63.96				
VAT/GST Registration Number:	15165968				

I declare that the above information is true and correct to the best of my knowledge,  
 DATE: 2024.04.20 Authorized Signature: Wangsheng Li

Order No. <u>313</u> <u>4359/110</u>	Invoice No. <u>4359/110</u> 
Cheque No.	Payment Authorized 

**Bank Reconciliation Statement as at 28/06/2024  
for Cashbook 1 - Current Bank A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Saver Account	28/06/2024		1,024,079.56
Current Account	28/06/2024		50,000.00
			<u>1,074,079.56</u>
<b><u>Unpresented Payments (Minus)</u></b>			<b><u>Amount</u></b>
31/05/2024	205630	TELSCOMBE CLIFF SCHOOL	100.00
31/05/2024	205631	RBL POPPY APPEAL	55.00
07/06/2024	205633	COLES AMUSEMENTS	200.00
21/06/2024	205635	ELLIE GRACE	50.00
21/06/2024	205636	MEGAN MCKENNA	50.00
21/06/2024	205637	LEWES DISTRICT COUNCIL	93.60
26/06/2024	205638	HMRC	9,033.42
			<u>9,582.02</u>
			1,064,497.54
<b><u>Unpresented Receipts (Plus)</u></b>			
23/05/2024			14.00
11/06/2024			67.20
13/06/2024			93.60
14/06/2024			20.00
17/06/2024			14.04
17/06/2024			21.00
18/06/2024			69.88
18/06/2024			9.60
20/06/2024			46.80
21/06/2024			50.00
24/06/2024			14.04
24/06/2024			120.80
25/06/2024			42.00
25/06/2024			50.00
25/06/2024			50.00
25/06/2024			9.60
25/06/2024			14.00
26/06/2024			1,370.58
26/06/2024			235.05
26/06/2024			3.45
			<u>2,315.64</u>
			1,066,813.18
		<b>Balance per Cash Book is :-</b>	<b>1,066,813.18</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

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

**Bank Reconciliation Statement as at 28/06/2024  
for Cashbook 1 - Current Bank A/c**

**Signatory 2:**

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

**Bank Reconciliation Statement as at 31/05/2024  
for Cashbook 1 - Current Bank A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Saver Account	31/05/2024		1,013,924.64
Current Account	31/05/2024		52,844.04
			<u>1,066,768.68</u>
<b><u>Unpresented Payments (Minus)</u></b>			<b><u>Amount</u></b>
31/05/2024 205629	HMRC		8,655.50
31/05/2024 205630	TELSCOMBE CLIFF SCHOOL		100.00
31/05/2024 205631	RBL POPPY APPEAL		55.00
			<u>8,810.50</u>
			1,057,958.18
<b><u>Unpresented Receipts (Plus)</u></b>			
23/05/2024		14.00	
			<u>14.00</u>
			1,057,972.18
		<b>Balance per Cash Book is :-</b>	<b>1,057,972.18</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

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

**Signatory 2:**

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

**Bank Reconciliation Statement as at 31/05/2024  
for Cashbook 2 - Reserve Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Premium Account	31/05/2024		591.11
			<hr/> 591.11
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			591.11
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			591.11
		<b>Balance per Cash Book is :-</b>	<b>591.11</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

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

**Signatory 2:**

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

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 03 May 2024

---

#### Business Current Accounts

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

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#### Business Savings Accounts

Business Premium Account	£1,108,223.88
.....	
Sort Code 20-49-76 • Account No 30701211	

Business Premium Account	£591.11
.....	
Sort Code 20-49-76 • Account No 83521656	






[This is the end of your account summary.](#)

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

# Your Business Current Account

## At a glance

### 27 Apr - 03 May 2024













Date	Description	Money out £	Money in £	Balance £
27 Apr	Start Balance			50,000.00
29 Apr	<b>DD</b> Direct Debit to Edfenergy Cust PLC Ref: 1581870182	6,058.88		43,941.12
	 Cheque Issued Ref: 205615	61,656.30		-17,715.18
	<b>Giro</b> Direct Credit From Peacehaven Athleti Ref: Peacehavenath		65.00	-17,650.18
	<b>Giro</b> Direct Credit From Scott Stafford Ref: Wed Vet Football		128.00	-17,522.18
	<b>Giro</b> Direct Credit From Peacehaven Athleti Ref: 15048		130.00	-17,392.18
	<b>Giro</b> Direct Credit From Weston Daniel Ref: Daniel Weston Ptfc		130.00	-17,262.18
	<b>Giro</b> Direct Credit From The Deans Senior T Ref: Deans Tea 15064		230.40	-17,031.78
	<b>Giro</b> Direct Credit From K Bray Ref: K Bray		2,013.25	-15,018.53
	 Deposit Re Unpaid Cheque 205615		61,656.30	46,637.77
	<b>Giro</b> Transfer From Account 30701211		2,382.23	49,020.00
	 Direct Credit From P-Haven + T FBL Ref: 15044		65.00	49,085.00
	 Direct Credit From P-Haven + T FBL Ref: 15049		65.00	49,150.00
	 Direct Credit From Nature Nurser Ref: 15056		850.00	50,000.00

Start balance	£50,000.00
Money out	£132,320.70
▶ Commission charges	£0.00
▶ Interest paid	£0.00
Money in	£132,320.70
End balance	£50,000.00












Your deposit is eligible for protection by the Financial Services Compensation Scheme.

Continued



Date	Description	Money out £	Money in £	Balance £
<b>Balance brought forward from previous page</b>				50,000.00
30 Apr	 Cheque Issued Ref: 205621	13,843.20		36,156.80
	 On-Line Banking Bill Payment to Edf Energy Custome Ref: 8419119850	14.38		36,142.42
	 On-Line Banking Bill Payment to Ironmongerydirect Ref: 7614402	223.74		35,918.68
	 On-Line Banking Bill Payment to Pricewatch Limited Ref: 276391	1,784.02		34,134.66
	 On-Line Banking Bill Payment to East Sussex County Ref: Peacehaven April	9,326.54		24,808.12
	<b>Giro</b> Direct Credit From Chateau Velo Limit Ref: Inv 15032		204.00	25,012.12
	<b>Giro</b> Direct Credit From The Deans Senior T Ref: Deans Tea 15064		260.76	25,272.88
	<b>Giro</b> Direct Credit From Sumup Payments Acc Ref: McA Pid508478		324.49	25,597.37
	<b>Giro</b> Direct Credit From European Metal Rec Ref: Emr Invoices		50.40	25,647.77
	<b>Giro</b> Transfer From Account 30701211		24,352.23	50,000.00
1 May	 Cheque Issued Ref: 205623	50.00		49,950.00
	<b>Giro</b> Transfer to Account 30701211	74.56		49,875.44
	<b>Giro</b> Direct Credit From N'Haven& P'Haven U Ref: 15066		124.56	50,000.00
2 May	 Cheque Issued Ref: 205618	546.63		49,453.37
	 Cheque Issued Ref: 205620	449.10		49,004.27
	 On-Line Banking Bill Payment to Heatcraft Heating Ref: 61118	30,828.15		18,176.12
	<b>Giro</b> Direct Credit From Telscombe Raiders Ref: 14996		504.00	18,680.12
	<b>Giro</b> Transfer From Account 30701211		31,319.88	50,000.00
3 May	<b>Giro</b> Transfer to Account 30701211	6,131.84		43,868.16
	 On-Line Banking Bill Payment to Amadeus Computer S Ref: 2279	21.58		43,846.58
	 On-Line Banking Bill Payment to R] Meaker Fencing Ref: 83334	37.22		43,809.36
	 On-Line Banking Bill Payment to Trees For Seaford Ref: Ptc Refund	50.00		43,759.36

Continued

Date	Description	Money out £	Money in £	Balance £
<b>Balance brought forward from previous page</b>				<b>43,759.36</b>
3 May	 On-Line Banking Bill Payment to Elisa Wooley Ref: Ptc Refund	50.00		43,709.36
	 On-Line Banking Bill Payment to Wenban-Smith Limit Ref: 7198567	52.66		43,656.70
	 On-Line Banking Bill Payment to Metador Ref: 098069-1	53.04		43,603.66
	 On-Line Banking Bill Payment to Ten-B Training Ref: Tenb24-034	60.00		43,543.66
	 On-Line Banking Bill Payment to Mulberry + Co Ref: Inv-0065	156.00		43,387.66
	 On-Line Banking Bill Payment to Cinemobile Ref: 2084	275.00		43,112.66
	 On-Line Banking Bill Payment to Sussex Toilets Ref: 29200	288.00		42,824.66
	 On-Line Banking Bill Payment to Scottish Water Bus Ref: 2789187/4856217	289.86		42,534.80
	 Direct Credit From Peacehaven & Distr Ref: Inv15038 22.04.24		48.00	42,582.80
	 Direct Credit From Harlequin Studios Ref: 14943 Harlequin		435.60	43,018.40
	 Direct Credit From Lewes District Cou Ref: 100225		6,981.60	50,000.00
3 May	<b>Balance carried forward</b>			<b>50,000.00</b>
<b>Total Payments/Receipts</b>		<b>132,320.70</b>	<b>132,320.70</b>	

**Anything wrong?** If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.

#### Bank of England Base Rate Information

Rate effective from 03 Aug 2023 was	5.250%
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## Dispute resolution

**If you have a problem with your agreement, please try to resolve it with us in the first instance. If you are not happy with the way in which we handled your complaint or the result, you may be able to complain to the Financial Ombudsman Service. If you do not take up your problem with us first you will not be entitled to complain to the Ombudsman. We can provide details of how to contact the Ombudsman.**

## Important information about compensation arrangements

We are covered by the Financial Services Compensation Scheme (FSCS). The FSCS can pay compensation to depositors if a bank is unable to meet its financial obligations. Most depositors – including most individuals and businesses – are covered by the scheme.

We will issue the FSCS information sheet and exclusions list which set out in detail what is, and is not, covered by the FSCS, once a calendar year usually with your account statement.

For further information about the compensation provided by the FSCS, refer to the FSCS website at [www.FSCS.org.uk](http://www.FSCS.org.uk).

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An unarranged overdraft occurs where either:

- you go overdrawn on your account without agreeing an overdraft with us first; or
  - you exceed your agreed overdraft limit.
- c) not every Barclays product will allow you to go overdrawn or exceed your agreed overdraft limit. Please check your terms and conditions for more information.

If you try to make any payment from your account and you don't have the funds available, or if we have reasonable grounds to believe that you won't have sufficient funds on the date that the payment will be made from your account, we will treat this as a request to make, or extend, the use of our unarranged overdraft facilities. It's within our discretion to process the payment or return it unpaid.

### What can you do to help avoid or limit an unarranged overdraft?

**Get In Touch.** If you become aware in advance that payments may take your account into an unarranged overdraft, please contact us as early as possible so that we can discuss the ways we could help. This will maximise the chances of us being able to:

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- consider options for authorised borrowing facilities;
- facilitate payments being made;
- limit the costs associated with unarranged borrowing;
- address any concerns that you may have.

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You can register for Text Alerts through Online Banking, in any of our branches or over the phone. Visit [barclays.co.uk/business-banking/ways-to-bank/mobile-banking](http://barclays.co.uk/business-banking/ways-to-bank/mobile-banking) for more information. Terms and conditions apply.

**Go online for more support.** For useful tips to keep on top of your cashflow, helpful downloadable tools, and a simple guide to borrowing, visit [barclays.co.uk/business-banking/borrow](http://barclays.co.uk/business-banking/borrow)

For details relating to unarranged borrowing, please refer to your banking services tariff guide.

- For Business Banking customers, this can be found online at <https://www.barclays.co.uk/business-banking/accounts/rates-and-charges>

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## Interest

Interest is calculated daily on the cleared balance of your account at the close of business. We'll let you know if interest is calculated on the statement balance rather than the cleared balance. The cleared balance includes only credits and debits that have cleared. Ask your branch or Barclays Business Team for details of clearance times and the dates when we pay or charge interest. The rates of interest shown are current at the time of printing this statement and may have changed during the period of the statement.

In accordance with UK tax legislation, from 6 April 2016 interest is paid gross. For UK resident individuals (including sole traders or partnerships), if you are a UK taxpayer you may have to pay tax on interest earned in excess of your Personal Savings Allowance. For information and guidance please refer to HMRC's website.

The management of your tax affairs is your responsibility, including making any required declarations to the relevant tax authority(ies), where you are tax resident. If the statement shows that we have applied interest to your account, we'll give you on request details of the rate(s) of interest used and a clear explanation of how the interest was calculated. Details of Barclays interest rates for business customers are available at [barclays.co.uk/business-banking](http://barclays.co.uk/business-banking).

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## Online

**barclays.co.uk**

## On the phone

**0345-717-1819**

**Talk to an advisor 7am - 11pm or use our 24-hour automated service**

## Write to us

**Barclays,  
Leicester  
LE87 2BB**

## Your branch

**LEICESTER,  
LE87 2BB**

## Lost and stolen cards

**01604 230 230**

**- 24 hours**

**Tell us straight away if:**

- you do not receive a Barclays card you were expecting
- any of your cards are lost, stolen, or damaged
- you think someone else may know your PIN.


Call charges will apply (please check with your service provider). We may monitor or record calls for quality, security, and training

## Follow us

 [www.facebook.com/barclaysbusinessuk](http://www.facebook.com/barclaysbusinessuk)

 [www.twitter.com/barclaysbizchat](http://www.twitter.com/barclaysbizchat)

 [youtube.com/BarclaysUK](http://youtube.com/BarclaysUK)

 [www.linkedin.com/BarclaysBusinessBanking](http://www.linkedin.com/BarclaysBusinessBanking)

### Using your debit card in the UK and abroad

We will charge you a 2.75% Non-Sterling Transaction Fee when making purchases, making a cash withdrawal, or when being refunded. This fee also applies whenever you do not pay in sterling, for example shopping online at a non-UK website.

As we explain in our customer terms, we calculate our exchange rate using the reference exchange rate for the Visa card scheme. In most circumstances, Visa converts transactions into sterling using the Visa Exchange Rate on the day the transaction is authorised. However for a small number of transactions the conversion may happen on the day the transaction is processed. As this may be a day or two later, the exchange rate may be different on that day. You'll find a comparison of our exchange rate for certain currencies as a mark-up against the rate published by the European Central Bank in the Barclays App or at the following website:

<https://www.barclays.co.uk/travel/using-debit-card-abroad/> This is updated twice a day. This may help you to decide whether you want to accept the conversion rate offered by the retailer or ATM provider or accept our rate.

### International Bank Account Number (IBAN) and Bank Identification Code (SWIFTBIC)

Your IBAN and SWIFTBIC are shown on the front of your statement. By using them you could reduce charges when receiving international payments in euros. Find out more at: [business.barclays.co.uk/bb/ibanInformation](https://business.barclays.co.uk/bb/ibanInformation).

### Getting information from Barclays

We send information to Business banking customers with their statements about relevant new offers and products. If you don't get these messages and you'd like to, or if you do and you'd rather you didn't, just call us, or come into a branch. And if you change your mind at any time, just get in touch.

You can get this in Braille, large print or audio by calling 0800 400 100 (via Text Relay if appropriate)

Barclays Bank UK PLC. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority (Financial Services Register No. 759676).

Registered in England. Registered No. 9740322. Registered Office: 1 Churchill Place, London E14 5HP.

\*To maintain a quality service, we may monitor and record phone calls. Calls to 03 numbers are charged at the same rate as calls to 01 and 02 landlines, and will count towards any inclusive minutes you may have covering calls to landline numbers. Call charges may differ, please check with your local provider.

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 31 May 2024

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#### Business Current Accounts

Business Current Account Statement	£52,844.04
.....	
Sort Code 20-49-76 • Account No 10701173	

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#### Business Savings Accounts

Business Premium Account	£1,013,924.64
.....	
Sort Code 20-49-76 • Account No 30701211	

Business Premium Account	£591.11
.....	
Sort Code 20-49-76 • Account No 83521656	

[This is the end of your account summary.](#)

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 MERIDIAN CENTRE  
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 EAST SUSSEX  
 BN10 8BB

## Your Business Current Account

## At a glance






### 25 - 31 May 2024

Date	Description	Money out £	Money in £	Balance £
25 May	Start Balance			50,000.00
28 May	<b>DD</b> Direct Debit to Gocardless Ref: Northstarit-Twk654	199.57		49,800.43
	<b>Giro</b> Direct Credit From R Binney Ref: 15127		33.60	49,834.03
	<b>Giro</b> Transfer From Account 30701211		165.97	50,000.00
29 May	<b>Giro</b> Transfer to Account 30701211	513.78		49,486.22
	<b>Giro</b> Direct Credit From Sumup Payments Acc Ref: McA Pid543618		91.08	49,577.30
	<b>Giro</b> Direct Credit From Brighton & Hove Re Ref: 15033 O House		96.00	49,673.30
	<b>Giro</b> Direct Credit From Harlequin Studios Ref: Harlequin Studios		326.70	50,000.00
30 May	<b>Giro</b> Transfer to Account 30701211	803.75		49,196.25
	<b>Deposit</b> at Barclays Kings Cross C C Ref: 201330		3,647.79	52,844.04
31 May	<b>DD</b> Direct Debit to Focus Group Ref: FH4342 This Is A New Direct Debit Payment	231.40		52,612.64
	<b>DD</b> Direct Debit to Totalenergies G&P Ref: 1221874	460.52		52,152.12
	<b>On-Line Banking</b> Bill Payment to Siemens Financial Ref: 001/24/1622704	281.83		51,870.29
	<b>On-Line Banking</b> Bill Payment to 1St Peacehaven Rai Ref: Ptc Grant	350.00		51,520.29

Start balance	£50,000.00
Money out	£29,839.21
▶ Commission charges	£0.00
▶ Interest paid	£0.00
Money in	£32,683.25
End balance	£52,844.04

Your deposit is eligible for protection by the Financial Services Compensation Scheme.

Continued

Date	Description	Money out £	Money in £	Balance £
<b>Balance brought forward from previous page</b>				51,520.29
31 May	 On-Line Banking Bill Payment to Audience Systems L Ref: Op/0047190	745.20		50,775.09
	 On-Line Banking Bill Payment to Peacehaven + Telsc Ref: O/Pmt Refund	750.00		50,025.09
	 On-Line Banking Bill Payment to Poplett of Peaceha Ref: 16	4,404.00		45,621.09
	 On-Line Banking Bill Payment to East Sussex County Ref: Peacehaven May	9,599.16		36,021.93
	 On-Line Banking Bill Payment to Lewes District Cit Ref: Ptc Sla	11,500.00		24,521.93
	<b>Giro</b> Direct Credit From Weston Daniel Ref: Daniel Weston Pfc		130.00	24,651.93
	<b>Giro</b> Direct Credit From Lewes District Cou Ref: 100225		195.60	24,847.53
	<b>Giro</b> Direct Credit From NHS Blood Transpla Ref: 2329462		252.00	25,099.53
	<b>Giro</b> Transfer From Account 30701211		27,744.51	52,844.04
<b>31 May Balance carried forward</b>				52,844.04
<b>Total Payments/Receipts</b>		<b>29,839.21</b>	<b>32,683.25</b>	

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-------------------------------------	--------

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## Write to us

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LE87 2BB**

## Your branch

**LEICESTER,  
LE87 2BB**

## Lost and stolen cards

**01604 230 230**

**- 24 hours**

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## Follow us

 [www.facebook.com/barclaysbusinessuk](http://www.facebook.com/barclaysbusinessuk)

 [www.twitter.com/barclaysbizchat](http://www.twitter.com/barclaysbizchat)

 [youtube.com/BarclaysUK](http://youtube.com/BarclaysUK)

 [www.linkedin.com/BarclaysBusinessBanking](http://www.linkedin.com/BarclaysBusinessBanking)



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**Bank Reconciliation Statement as at 30/06/2024  
for Cashbook 5 - Credit Card A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Z Malone CC	30/06/2024		-223.80
G Dyson CC	30/06/2024		-614.23
			<u>-838.03</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			-838.03
<u>Unpresented Receipts (Plus)</u>			
24/06/2024 CC MAY		838.03	
			<u>838.03</u>
			0.00
		<b>Balance per Cash Book is :-</b>	<b>0.00</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

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

**Signatory 2:**

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

STATEMENT FOR Z MALONE

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

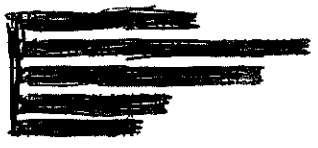
Company reference: 5476760307525801  
Card number: 5476760055803988  
Statement date: 28 May 2024  
Page number: 4 of 4  
Monthly spend limit: £1,000.00

Tel: 0800 008 008  
Outside UK: +44 1604 269452  
Fax: 0300 020 0184  
Online: [www.barclaycard.co.uk/commercial](http://www.barclaycard.co.uk/commercial)



Date	Description	Amount
4 May 2024	AMAZON* 204-5589495-23 LONDON LND 060585383904 MISCELLANEOUS GENERAL MERCHANDISE STORES	90.84
6 May 2024	AMAZON* 204-2178202-99 LONDON LND 070585383904 MISCELLANEOUS GENERAL MERCHANDISE STORES	100.96
28 May 2024	CARD FEE	32.00
<b>2 new purchases / cash advances. Total of spending.</b>		<b>£223.80</b>

G 013992 BBA2884A 10410



33

H2

023393 BBA2884A Page 3 of 3

Order No. 4358/110.	Invoice Checked Against Order LM
Cheque No.	Payment Authorised

ANDY PICTON  
PEACEHAVEN TOWN COUNCIL COMMUNITY  
HOUSE MERIDIAN CENTRE  
PEACEHAVEN, BN10 8BB  
GB

**Paid**

Payment reference ID 2BL9416OaqDxzHM4nByI  
Sold by Amazon Export Sales LLC

Invoice date / Delivery date 04.05.2024  
Invoice # DS-ASE-INV-GB-2024-193268411  
Total payable £90.84

VAT declared by Amazon Services Europe S.a.r.L.  
VAT # GB190023639

For customer support visit [www.amazon.co.uk/contact-us](http://www.amazon.co.uk/contact-us)

**Billing address**

Andy picton  
PEACEHAVEN TOWN COUNCIL COMMUNITY  
HOUSE MERIDIAN CENTRE  
PEACEHAVEN, BN10 8BB  
GB

**Delivery address**

Andy picton  
PEACEHAVEN TOWN COUNCIL COMMUNITY  
HOUSE MERIDIAN CENTRE  
PEACEHAVEN, BN10 8BB  
GB

**Sold by**

Amazon Export Sales LLC  
2021 7TH AVE  
Seattle, WA, 98121-2601  
US

**Order information**

Order date 03.05.2024  
Order # 206-6147106-3373113

**Invoice details**

Description	Qty	Unit price (excl. VAT)	VAT rate	Unit price (incl. VAT)	Item subtotal (incl. VAT)
Hortsun 2 Pcs 8 Inch Led Hurricane Lantern Antique Metal Battery Operated Lantern with Dimmer Switch Hanging Decorative Vintage Lantern for Indoor Outdoor Camping Usage Decor, Red   B0C3VZ1RHW ASIN: B0C3VZ1RHW	1	£25.23	20%	£30.28	£30.28
Hortsun 2 Pcs 8 Inch Led Hurricane Lantern Antique Metal Battery Operated Lantern with Dimmer Switch Hanging Decorative Vintage Lantern for Indoor Outdoor Camping Usage Decor, Red   B0C3VZ1RHW ASIN: B0C3VZ1RHW	1	£25.23	20%	£30.28	£30.28
Hortsun 2 Pcs 8 Inch Led Hurricane Lantern Antique Metal Battery Operated Lantern with Dimmer Switch Hanging Decorative Vintage Lantern for Indoor Outdoor Camping Usage Decor, Red   B0C3VZ1RHW ASIN: B0C3VZ1RHW	1	£25.23	20%	£30.28	£30.28
Shipping Charges		£18.81		£22.59	£22.59
Promotions		-£18.81		-£22.59	-£22.59

Amazon encourages customers to help protect the environment by recycling old or unwanted electrical products. Find out where you can recycle them at [recycle-more.co.uk](http://recycle-more.co.uk)

LU-B10-04

Amazon Services Europe S.à r.l., 38 avenue John F. Kennedy, L-1855, Luxembourg  
R.C.S. Luxembourg: B 93815; Business license number: 100416 VAT number LU19647148

VAT declared by Amazon

Invoice total			£90.84
	VAT rate	Item subtotal (excl. VAT)	VAT subtotal
	20%	£75.69	£15.15
Total		£75.69	£15.15

Amazon encourages customers to help protect the environment by recycling old or unwanted electrical products. Find out where you can recycle them at [recycle-more.co.uk](https://www.recycle-more.co.uk)

LU-BIO-04

Amazon Services Europe S.à r.l., 38 avenue John F. Kennedy, L-1855, Luxembourg  
R.C.S. Luxembourg: B 93815; Business license number: 100416 VAT number LU19847148

VAT declared by Amazon

# Invoice

ANDY PICTON  
 PEACEHAVEN TOWN COUNCIL COMMUNITY  
 HOUSE MERIDIAN CENTRE  
 PEACEHAVEN, BN10 8BB  
 GB

## Paid

Payment reference ID 2SuJmefvYcAv7FjKh2LU  
 Sold by Suzhou Ovanly International Trading Co Ltd

Invoice date / Delivery date 06.05.2024  
 Invoice # DS-ASE-INV-GB-2024-196349331  
 Total payable £63.98

VAT declared by Amazon Services Europe S.a.r.L.  
 VAT # GB190023639

For customer support visit [www.amazon.co.uk/contact-us](http://www.amazon.co.uk/contact-us)

Billing address	Delivery address	Sold by
Andy picton PEACEHAVEN TOWN COUNCIL COMMUNITY HOUSE MERIDIAN CENTRE PEACEHAVEN, BN10 8BB GB	Andy picton PEACEHAVEN TOWN COUNCIL COMMUNITY HOUSE MERIDIAN CENTRE PEACEHAVEN, BN10 8BB GB	Suzhou Ovanly International Trading Co Ltd Shuanglong Road, Pingwang Town, Wujiang District Suzhou, Jiangsu, 215225 CN

## Order information

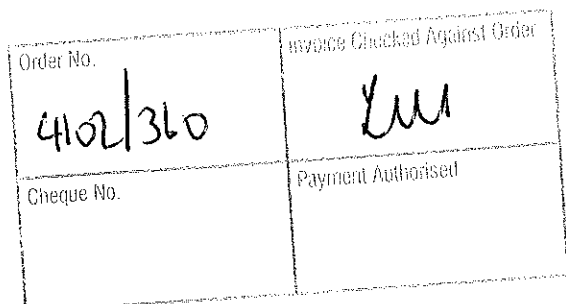
Order date 03.05.2024  
 Order # 206-0782470-6489902

## Invoice details

Description	Qty	Unit price (excl. VAT)	VAT rate	Unit price (incl. VAT)	Item subtotal (incl. VAT)
S&X Anti-Slip Tape 10cm x 18.3m Heavy Duty Grip Tape with Glow-in-Dark Strip, Waterproof Outdoor Stair Treads for Steps, Ramps, Boats, Decks, Non-Skid Safety, Long-Lasting, Black   B0CRPX6NJ9 ASIN: B0CRPX6NJ9	2	£26.66	20%	£31.99	£63.98
Shipping Charges		£1.87		£2.25	£2.25
Promotions		-£1.87		-£2.25	-£2.25

Invoice total **£63.98**

VAT rate	Item subtotal (excl. VAT)	VAT subtotal
20%	£53.32	£10.66
<b>Total</b>	<b>£53.32</b>	<b>£10.66</b>



Amazon encourages customers to help protect the environment by recycling old or unwanted electrical products. Find out where you can recycle them at [recycle-more.co.uk](http://recycle-more.co.uk)

LU-BIO-04

Amazon Services Europe S.à r.l., 38 avenue John F. Kennedy, L-1855, Luxembourg  
 R.C.S. Luxembourg: B 93815; Business license number: 100416 VAT number LU19647148

VAT declared by Amazon

# Invoice

## Paid

Payment reference ID 2SuJmefvYcAv7FjKh2LU  
 Sold by E&G products limited  
 VAT # GB332877972

ANDY PICTON  
 PEACEHAVEN TOWN COUNCIL COMMUNITY  
 HOUSE MERIDIAN CENTRE  
 PEACEHAVEN, BN10 8BB  
 GB

Invoice date / Delivery date 06 May 2024  
 Invoice # INV-GB-158610471-2024-22997  
 Total payable £29.99

For customer support visit [www.amazon.co.uk/contact-us](http://www.amazon.co.uk/contact-us)

### Billing address

Andy picton  
 PEACEHAVEN TOWN COUNCIL COMMUNITY  
 HOUSE MERIDIAN CENTRE  
 PEACEHAVEN, BN10 8BB  
 GB

### Delivery address

Andy picton  
 PEACEHAVEN TOWN COUNCIL COMMUNITY  
 HOUSE MERIDIAN CENTRE  
 PEACEHAVEN, BN10 8BB  
 GB

### Sold by

E&G products limited  
 1 Weston road  
 Albrighton  
 Wolverhampton, west midlands, WV73DH  
 GB  
 VAT # GB332877972

### Order information

Order date 03 May 2024  
 Order # 206-0782470-6489902

### Invoice details

Description	Qty	Unit price (excl. VAT)	VAT rate	Unit price (incl. VAT)	Item subtotal (incl. VAT)
Karlsten Dual Bug Ant Killer Cypermethrin Ant killer 5 Litre ASIN: B093C1B2DP	1	£24.99	20%	£29.99	£29.99
Shipping Charges		£0.93		£1.12	£1.12
Promotions		-£0.93		-£1.12	-£1.12
<b>Invoice total</b>					<b>£29.99</b>

VAT rate	Item subtotal (excl. VAT)	VAT subtotal
20%	£24.99	£5.00
<b>Total</b>	<b>£24.99</b>	<b>£5.00</b>

Order No. 4102/360	Invoice Checked Against Order <i>Zm</i>
Cheque No.	Payment Authorised





STATEMENT FOR G DYSON

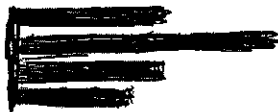
BARCLAYCARD COMMERCIAL  
PO BOX 4000  
SAFFRON ROAD  
WIGSTON, LE18 9EN

Company reference: 5476760307525801  
Card number: 5476760490508309  
Statement date: 28 May 2024  
Page number: 3 of 4  
Monthly spend limit: £1,000.00

Tel: 0800 008 008  
Outside UK: +44 1604 269452  
Fax: 0300 020 0184  
Online: www.barclaycard.co.uk/commercial

Date	Description	Amount
3 May 2024	MANOMANO PARIS 75 060582644314 HOUSEHOLD APPLIANCE STORES	364.98
8 May 2024	INSTANTPRINT DIRECT ROTHERHAM 090585481474 MISCELLANEOUS PUBLISHING & PRINTING	57.53
9 May 2024	WWW.HIGHFIELDS.CO.UK DONCASTER ENG 100555541964 BOOK STORES	30.00
10 May 2024	MOONPIG LONDON LND 130585383904 MISCELLANEOUS GENERAL MERCHANDISE STORES	14.99
16 May 2024	AMAZON* 204-7080782-27 LONDON LND 170585383904 MISCELLANEOUS GENERAL MERCHANDISE STORES	✖ 26.74
21 May 2024	DVLA DUP V5C AGENT SWANSEA 220585481474 GOVERNMENT SERVICES NOT ELSEWHERE CLASSIFIED	25.00
21 May 2024	DVLA DUP V5C AGENT SWANSEA 220585481474 GOVERNMENT SERVICES NOT ELSEWHERE CLASSIFIED	25.00
21 May 2024	SAINSBURYS S/MKTS PEACEHAVEN 01 220585481474 GROCERY STORES, SUPERMARKETS	✖ 17.50
21 May 2024	Amazon.co.uk*HY4F65LZ4 AMAZON.CO.UK GBR 220552718714 ALL OTHER DIRECT MARKETERS	✖ 13.49
24 May 2024	HEYZINE.COM CAMBRILS T 270582644314 COMPUTER SOFTWARE STORES	✖ 39.00
<b>10 new purchases / cash advances.</b>		
<b>Total of spending.</b>		<b>£614.23</b>

G 013992 BBA2884A 10410



# ECO-SOURCES

## XIAMEN ECO-SOURCES TECHNOLOGY CO.,LTD.

ADD: Room 401, Hongye Building,Pioneer Park,High-Torch Zone,Xiamen,CHINA 361009

Tel: +86-592-3109391 Fax: +86-592-5781822

### INVOICE

Attn:	M240571227588
PI#:	5/May/24
CONSIGNED TO:	<u>Peacehaven Town Council</u>
Delivery Address:	Peacehaven Town Council, George Dyson, Community House Greenwich Way, BN10 8BB Peacehaven, GB, +447749491877

Lead time:1 working day after confirm full payment

**Net Amount: 316.65 GBP**

**VAT: 63.33 GBP (20%)**

**Tax Number: GB366848348**

**Total Amount: 379.98 GBP**

DESCRIPTION	Qty	unit price	date	Remark
ECO-WORTHY 12.8V 100AH Lithium LiFePO4 Battery and 12V 10A Automatic Smart Battery Charger and Maintainer,Built-in BMS,4000+ Deep Cycle, for RV,Campervan,Trolling Motor,Solar PanelSystem	1	299.99 GBP	3/May/24	including shipping
ECO-WORTHY 12V 10A Battery Charger UK Plug Automatic Smart with LCD Display for Lead Acid and Lithium (LiFePO4) Battery	1	79.99 GBP	3/May/24	including shipping

REVIEW BY: Yvonne

REPORTED BY: Yvonne

Order No. 4171/330	Invoice Checked against Order
Cheque No.	Payment Authorised

# Transaction 117,231,665



DATE	PAID	INCLUDING VAT	VAT	DISCOUNT
3 May 2024	£364.98	£379.98	£63.33	£15.00

**i** ManoMano has covered £15.00 of your order. This amount will therefore not appear on your invoice(s) provided by the seller(s). For reconciliation purposes, you can use the ManoMano receipt attached to your invoices.

**i** Your invoices will be available after the shipping of the product. You can print the summary of the transaction

REFERENCE	SELLER	AMOUNT	INVOICE
M240571227588	Eco Worthy EU	Paid £379.98	<a href="#">Download</a>

\*price including VAT, non-deductible VAT

## Transaction 117,231,665

Date	Paid	including VAT	VAT	Discount
3 May 2024	£364.98	£379.98	£63.33	£15.00

Reference	Seller	Amount	Invoice
M240571227588	Eco Worthy EU	excl. VAT £316.65 including VAT £379.98	Download

# INVOICE

instantprint

## Invoice Address:

Peacehaven Town Council  
Peacehaven town council, Meridan centre  
Meridan Way

Peace haven  
BN10 8BB

Invoice: 10838969  
Invoice Date: 08-05-2024  
Quote No.: N/A

Order Ref 1: IPC-1731153  
Order Ref 2: Quote-256099

## Delivery Address:

peace haven town council  
Peacehaven town council, Meridan centre  
Meridan Way  
Peace haven  
BN10 8BB  
Karen Bray

Job ID	Quantity	Description	Nett	VAT	Total
9656403	1	4550 x 825	£43.78	£8.76	£52.54
Sub Total:			£43.78	£8.76	£52.54
Shipping & Handling:			£4.16	£0.83	£4.99
<b>Total:</b>			<b>£47.94</b>	<b>£9.59</b>	<b>£57.53</b>

**TERMS: STRICTLY 30 Days EOM following invoice**

Order No. 1054/100	Invoice No. / Date ZM
Cheque No.	Payment / Amount

Bluetree Print Limited.,  
Unit A Brookfields Park  
Manvers Way, Manvers  
Rotherham S63 5DR

T 0113 2793011  
office@instantprint.co.uk  
www.instantprint.co.uk

Vat No 432 5428 11  
Sort Code 20-48-67  
Account No 20830402  
Registered in England  
No 13575578

For full terms and conditions please visit: [www.instantprint.co.uk/terms-and-conditions](http://www.instantprint.co.uk/terms-and-conditions)

**Highfield ELearning Limited**

Unit 15, Highfield Place, Shaw Wood Business  
Park, Shaw Wood Way  
Wheatley Hills, Doncaster, South Yorkshire, DN2  
5TB  
VAT Reg No. GB 998943626

Tel: 01302 363277  
Fax:

accounts@highfieldlearning.com  
www.highfieldlearning.com



**Invoice**

George Dyson  
Peacehaven Town Council  
Community House  
Peacehaven  
BN10 8BB

Invoice Number 0003041594  
Invoice Date 09/05/2024  
Customer Ref 38042  
Account Ref GDYSON  
Cust. VAT Number  
Cust. EORI Number  
Order Number 0004041735

Details	Quantity	Net Amount £	VAT £
L2 Award in Customer Service E-Learning ONLINE	1.00	25.00	5.00

Order No. 4011/100	Invoice Checked against Order YMM
Cheque No.	Payment referenced

Credit terms strictly 30 days unless otherwise agreed with the company.  
Goods remain the property of Highfield ELearning Limited until payment is received in full.

Code	Name	Net	VAT
1 20.00	Standard Rate	25.00	5.00

Total Net Amount £ 25.00  
Total VAT Amount £ 5.00  
Invoice Total £ 30.00

Delivery Address:  
Peacehaven Town Council  
Community House  
Peacehaven  
BN10 8BB  
Great Britain

**Payment Received with Thanks**

**"PLEASE NOTE OUR BANK DETAILS HAVE CHANGED TO THE BELOW, PLEASE USE WITH IMMEDIATE EFFECT THANK YOU"**

Bank Details: Barclays Account No: 30434868 Sort Code: 20-77-18

IBAN: GB34 BARC 2077 1830 4348 68 Company Registration 7380246

# moonpig

Herbal House  
10 Back Hill  
London  
EC1R 5EN

T +44 (0)20 7803 0399  
F +44 (0)8719 004 457  
E [accounts@moonpig.com](mailto:accounts@moonpig.com)

**Invoice Number**  
85496091546526

**Order Date**  
10/05/2024

**VAT Number**  
GB360275020

**Order Details:**

1 personalised-mug  
1 pfp

Amount	% VAT	VAT	Total
£8.33	20%	£1.67	£10.00
£4.16	20%	£0.83	£4.99

**Total Excluding VAT** £12.49  
**Total VAT** £2.50

**Invoice Total** £14.99

Order No. 4348110	Invoice Checked Against Order KM
Cheque No.	Payment Authorised





# Invoice

GEORGE DYSON  
56, WESTVIEW CLOSE  
PEACEHAVEN, BN10 8GA  
GB

*Civic*

## Paid

Payment reference ID tPBilLhCQbMJS93qdFo  
Sold by Go Find A Gift Ltd  
VAT # GB302865710

Invoice date / Delivery date 16 May 2024  
Invoice # INV-GB-174406341-2024-13246  
Total payable £26.74

For customer support visit [www.amazon.co.uk/contact-us](http://www.amazon.co.uk/contact-us)

### Billing address

George Dyson  
56, WESTVIEW CLOSE  
PEACEHAVEN, BN10 8GA  
GB

### Delivery address

George Dyson  
Peacehaven Town Council Community House,  
Greenwich Way  
Peacehaven, Peacehaven, BN10 8BB  
GB

### Sold by

Go Find A Gift Ltd  
56 Hulse Street  
Fenton, Stoke-on-Trent, ST4 2PD  
GB  
VAT # GB302865710

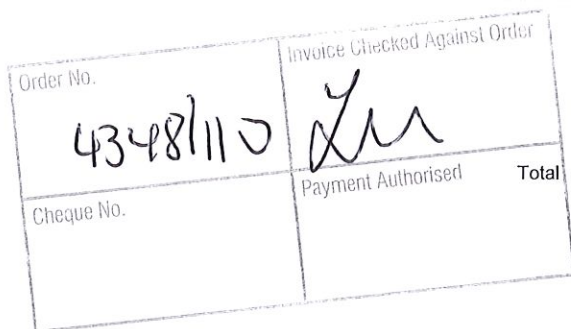
### Order information

Order date 14 May 2024  
Order # 206-3389349-3433945

### Invoice details

Description	Qty	Unit price (excl. VAT)	VAT rate	Unit price (incl. VAT)	Item subtotal (incl. VAT)
Go Find A Gift Personalised Engraved Slate Wall Clock - Any Message ASIN: B07KF1WYRH	1	£19.99	20%	£23.99	£23.99
Shipping Charges		£2.29		£2.75	£2.75

**Invoice total £26.74**



VAT rate	Item subtotal (excl. VAT)	VAT subtotal
20%	£22.28	£4.46
	£22.28	£4.46



D-DAY

GEORGE DYSON  
56, WESTVIEW CLOSE  
PEACEHAVEN, BN10 8GA  
GB

## Paid

Payment reference ID YwNQwGrKjV3P1XJpftH4  
Sold by Amazon EU S.à r.l., UK Branch  
VAT # GB727255821

Invoice date / Delivery date	21 May 2024
Invoice #	GB43DG5UJAEUI
Total payable	£13.49

For customer support visit [www.amazon.co.uk/contact-us](http://www.amazon.co.uk/contact-us)

## Billing address

George Dyson  
56, WESTVIEW CLOSE  
PEACEHAVEN, BN10 8GA  
GB

## Delivery address

George Dyson  
Peacehaven Town Council Community House,  
Greenwich Way  
Peacehaven, Peacehaven, BN10 8BB  
GB

## Sold by

Amazon EU S.à r.l., UK Branch  
1 Principal Place, Worship Street  
London, EC2A 2FA  
United Kingdom  
VAT # GB727255821

## Order information

Order date 21 May 2024  
Order # 206-6334432-5684303

## Invoice details

Description	Qty	Unit price (excl. VAT)	VAT rate	Unit price (incl. VAT)	Item subtotal (incl. VAT)
Amazon Basics AA Alkaline Batteries, Industrial Double A, 5-Year Shelf Life, 40-Pack ASIN: B07MLFBJG3	1	£11.24	20%	£13.49	£13.49
Shipping Charges		£0.00		£0.00	£0.00

Invoice total £13.49

VAT rate	Item subtotal (excl. VAT)	VAT subtotal
20%	£11.24	£2.25
<b>Total</b>	<b>£11.24</b>	<b>£2.25</b>

Order No. 4359/110	Invoice Checked Against Order <i>[Signature]</i>
Cheque No.	Payment Authorised

Amazon encourages customers to help protect the environment by recycling old or unwanted electrical products. Find out where you can recycle them at [recycle-more.co.uk](http://recycle-more.co.uk)

LU-BIO-04

Amazon EU S.à r.l. - 39 avenue John F. Kennedy, L-1855 Luxembourg  
R.C.S. Luxembourg: B 101810 • Share Capital: 37,500 EUR

Amazon EU S.à r.l., UK Branch – Registered Office: 1 Principal Place, Worship Street, London, EC2A 2FA, GB

Registered in England and Wales • Branch Registration No. BR017427 • VAT No. GB 727255821



George Dyson

Order No. 4372/100	Invoice Checked Against Order ZM
Cheque No.	Payment Authorised

BN10 8GA  
United Kingdom

**PAID**

# Invoice

Number: 11453  
Issue date: May 24, 2024

Description	Qty.	Unit price	Amount
1 × Subscription Standard Yearly (at £39.00 / year)	1.00	£39.00	£39.00
			Subtotal: £39.00
			Total (GBP): £39.00

Payment details:  
Other

Heyzine Flipbooks SL – Tax ID: ESB56474539  
Calle Eliseu Meifren, 4, B – 43850 Cambrils – Spain  
Email: support@heyzine.com <https://heyzine.com>

If the invoice does not include VAT, it applies rules of localization of operations for provisioning services, articles 69 and 70 Law of the Tax on Added Value from Spain. Si la factura no incluye IVA, aplica reglas de localización de operaciones de prestaciones de servicios, artículos 69 y 70 Ley del Impuesto sobre el Valor Añadido.

**Bank Reconciliation Statement as at 28/06/2024  
for Cashbook 2 - Reserve Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Premium Account	28/06/2024		593.32
			<hr/> 593.32
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			593.32
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			593.32
		<b>Balance per Cash Book is :-</b>	<b>593.32</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

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

**Signatory 2:**

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

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 June 2024

---

#### Business Current Accounts

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

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#### Business Savings Accounts

Business Premium Account	£1,024,079.56
.....	
Sort Code 20-49-76 • Account No 30701211	

Business Premium Account	£593.32
.....	
Sort Code 20-49-76 • Account No 83521656	

[This is the end of your account summary.](#)

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

## Your Business Current Account

## At a glance













### 22 - 28 Jun 2024

Date	Description	Money out £	Money in £	Balance £
22 Jun	Start Balance			50,000.00
24 Jun	<b>DD</b> Direct Debit to Fuel Card Services Ref: Ffb017243	152.72		49,847.28
	<b>DD</b> Direct Debit to Health Assured Ltd Ref: 000Pea026	58.78		49,788.50
	<b>DD</b> Direct Debit to Towerleasing Ref: 381506-A9BB41A8986	62.67		49,725.83
	<b>DD</b> Direct Debit to BCard Commercial Ref: 5476760307525801	838.03		48,887.80
	<b>DD</b> Direct Debit to Kinto UK Limited Ref: 926101/712886	499.74		48,388.06
	<b>Giro</b> Transfer From Account 30701211		1,611.94	50,000.00
25 Jun	<b>DD</b> Direct Debit to Payroll Payments Ref: BACS	27,751.93		22,248.07
	<b>DD</b> Direct Debit to Gocardless Ref: Citrushrltd-Esbfgy	194.40		22,053.67
	<b>Giro</b> Direct Credit From Thrive Tribe Limit Ref: 15177		46.80	22,100.47
	<b>Giro</b> Direct Credit From Rowlands PE Ref: Paul Rowla 15229		50.00	22,150.47
	<b>Giro</b> Direct Credit From Sumup Payments Acc Ref: McA Pid581472		310.64	22,461.11
	<b>Person</b> Deposit at Barclays Kings Cross C C Ref: 201331		1,187.82	23,648.93
	<b>Giro</b> Transfer From Account 30701211		26,770.81	50,419.74
26 Jun	<b>Giro</b> Transfer to Account 30701211	410.00		50,009.74
	<b>Giro</b> Direct Credit From D Musk Ref: Hilary Mus		50.00	50,059.74




Start balance	£50,000.00
Money out	£42,945.32
▶ Commission charges	£0.00
▶ Interest paid	£0.00
Money in	£42,945.32
End balance	£50,000.00

Your deposit is eligible for protection by the Financial Services Compensation Scheme.

[Continued](#)

Date	Description	Money out £	Money in £	Balance £
<b>Balance brought forward from previous page</b>				50,059.74
26 Jun	<b>Giro</b> Direct Credit From Yvette Ferguson Ref: Yvette Fer		50.00	50,109.74
	<b>Giro</b> Direct Credit From Camilla Barnard & Ref: Camilla BA		134.00	50,243.74
	<b>Giro</b> Direct Credit From Sussex Tamil Kudum Ref: Yokesh Bho - Stk		176.00	50,419.74
27 Jun	<b>Giro</b> Transfer to Account 30701211	1,282.35		49,137.39
	 On-Line Banking Bill Payment to Sussex Mayors Asso Ref: Peacehaven Town	10.00		49,127.39
	 On-Line Banking Bill Payment to Castle Water Limit Ref: 2479458	140.39		48,987.00
	<b>Giro</b> Direct Credit From Harman A / Ref: #15239 Aimeeharm		50.00	49,037.00
	<b>Giro</b> Direct Credit From Gravenor SL Ref: Sgravenor The Hub		113.00	49,150.00
	 Direct Credit From Nature Nurser Ref: 15230		850.00	50,000.00
28 Jun	<b>DD</b> Direct Debit to Focus Group Ref: FH4342	220.37		49,779.63
	<b>DD</b> Direct Debit to Totalenergies G&P Ref: 1221874	236.76		49,542.87
	 On-Line Banking Bill Payment to Instantprint Ref: 10925392	17.76		49,525.11
	 On-Line Banking Bill Payment to British Gas Busine Ref: 6035056060	35.26		49,489.85
	 On-Line Banking Bill Payment to Sussex Mayors Asso Ref: 101	37.00		49,452.85
	 On-Line Banking Bill Payment to Cullen Vehicle Ser Ref: 105136	50.00		49,402.85
	 On-Line Banking Bill Payment to Stephanie Mullins Ref: Deposit Refund Ptc	50.00		49,352.85
	 On-Line Banking Bill Payment to Connor McKenna Ref: Deposit Refund Ptc	50.00		49,302.85
	 On-Line Banking Bill Payment to Paige Sutton Ref: Deposit Refund Ptc	50.00		49,252.85
	 On-Line Banking Bill Payment to RJ Meaker Fencing Ref: 84179 / 84140	155.10		49,097.75
	 On-Line Banking Bill Payment to South East Landbas Ref: Seltc1206	184.80		48,912.95

Continued

Date	Description	Money out £	Money in £	Balance £
<b>Balance brought forward from previous page</b>				<b>48,912.95</b>
28 Jun	 On-Line Banking Bill Payment to City Electrical FA Ref: 34626135	196.14		48,716.81
	 On-Line Banking Bill Payment to Society of Local C Ref: Mem249797-1	412.00		48,304.81
	 On-Line Banking Bill Payment to East Sussex County Ref: Peacehaven June	9,849.12		38,455.69
	<b>Giro</b> Direct Credit From Sussex Indian Punj Ref: Sips Diwali 15242		100.00	38,555.69
	<b>Giro</b> Direct Credit From Scott Stafford Ref: Wed Vet Football		114.00	38,669.69
	<b>Giro</b> Transfer From Account 30701211		11,330.31	50,000.00
28 Jun	<b>Balance carried forward</b>			<b>50,000.00</b>
	<b>Total Payments/Receipts</b>	<b>42,945.32</b>	<b>42,945.32</b>	

**Anything wrong?** If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.

#### Bank of England Base Rate Information

Rate effective from 03 Aug 2023 was	5.250%
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## Dispute resolution

**If you have a problem with your agreement, please try to resolve it with us in the first instance. If you are not happy with the way in which we handled your complaint or the result, you may be able to complain to the Financial Ombudsman Service. If you do not take up your problem with us first you will not be entitled to complain to the Ombudsman. We can provide details of how to contact the Ombudsman.**

## Important information about compensation arrangements

We are covered by the Financial Services Compensation Scheme (FSCS). The FSCS can pay compensation to depositors if a bank is unable to meet its financial obligations. Most depositors – including most individuals and businesses – are covered by the scheme.

We will issue the FSCS information sheet and exclusions list which set out in detail what is, and is not, covered by the FSCS, once a calendar year usually with your account statement.

For further information about the compensation provided by the FSCS, refer to the FSCS website at [www.FSCS.org.uk](http://www.FSCS.org.uk).

## Important information about going overdrawn without an agreed overdraft limit or exceeding your agreed overdraft limit

An unarranged overdraft rate of 29.5% will apply if there is not enough money in your account(s) to make a payment and so cause an unarranged overdraft on your account(s).

### What is an unarranged overdraft?

An unarranged overdraft occurs where either:

- you go overdrawn on your account without agreeing an overdraft with us first; or
  - you exceed your agreed overdraft limit.
- c) not every Barclays product will allow you to go overdrawn or exceed your agreed overdraft limit. Please check your terms and conditions for more information.

If you try to make any payment from your account and you don't have the funds available, or if we have reasonable grounds to believe that you won't have sufficient funds on the date that the payment will be made from your account, we will treat this as a request to make, or extend, the use of our unarranged overdraft facilities. It's within our discretion to process the payment or return it unpaid.

### What can you do to help avoid or limit an unarranged overdraft?

**Get In Touch.** If you become aware in advance that payments may take your account into an unarranged overdraft, please contact us as early as possible so that we can discuss the ways we could help. This will maximise the chances of us being able to:

- understand any changes in your business and explore the options available;
- consider options for authorised borrowing facilities;
- facilitate payments being made;
- limit the costs associated with unarranged borrowing;
- address any concerns that you may have.

**Register for Text Alerts.** Business banking customers can register for our 'Near Limit' Text Alert which is designed to help you avoid going overdrawn (if you don't have an agreed overdraft limit), or exceeding your agreed overdraft limit, by notifying you when your balance falls below a figure you specify. Once you have signed up for this Text Alert, if your account goes into an unarranged overdraft, we'll send you a Text Alert the following working day (Monday – Friday) to let you know. By acting on this information you have the opportunity to clear your unarranged overdraft.

You can register for Text Alerts through Online Banking, in any of our branches or over the phone. Visit [barclays.co.uk/business-banking/ways-to-bank/mobile-banking](http://barclays.co.uk/business-banking/ways-to-bank/mobile-banking) for more information. Terms and conditions apply.

**Go online for more support.** For useful tips to keep on top of your cashflow, helpful downloadable tools, and a simple guide to borrowing, visit [barclays.co.uk/business-banking/borrow](http://barclays.co.uk/business-banking/borrow)

For details relating to unarranged borrowing, please refer to your banking services tariff guide.

- For Business Banking customers, this can be found online at <https://www.barclays.co.uk/business-banking/accounts/rates-and-charges>

Any reference to Bank of England Base Rate or Barclays Base Rate is the same rate. In the event that either of these rates is less than zero, the rate will be shown as zero on your statement. This does not affect our rights and obligations under our terms and conditions. If you require further information on the calculation of your interest rate, please contact us.

## Interest

Interest is calculated daily on the cleared balance of your account at the close of business. We'll let you know if interest is calculated on the statement balance rather than the cleared balance. The cleared balance includes only credits and debits that have cleared. Ask your branch or Barclays Business Team for details of clearance times and the dates when we pay or charge interest. The rates of interest shown are current at the time of printing this statement and may have changed during the period of the statement.

In accordance with UK tax legislation, from 6 April 2016 interest is paid gross. For UK resident individuals (including sole traders or partnerships), if you are a UK taxpayer you may have to pay tax on interest earned in excess of your Personal Savings Allowance. For information and guidance please refer to HMRC's website.

The management of your tax affairs is your responsibility, including making any required declarations to the relevant tax authority(ies), where you are tax resident. If the statement shows that we have applied interest to your account, we'll give you on request details of the rate(s) of interest used and a clear explanation of how the interest was calculated. Details of Barclays interest rates for business customers are available at [barclays.co.uk/business-banking](http://barclays.co.uk/business-banking).

Any reference to Bank of England Base Rate or Barclays Base Rate is the same rate. In the event that either of these rates is less than zero, the rate will be shown as zero on your statement. This does not affect our rights and obligations under our terms and conditions. If you require further information on the calculation of your interest rate, please contact us.

## Online

**barclays.co.uk**

## On the phone

**0345-717-1819**

**Talk to an advisor 7am - 11pm or use our 24-hour automated service**

## Write to us

**Barclays,  
Leicester  
LE87 2BB**

## Your branch

**LEICESTER,  
LE87 2BB**

## Lost and stolen cards

**01604 230 230**

**- 24 hours**

**Tell us straight away if:**

- you do not receive a Barclays card you were expecting
- any of your cards are lost, stolen, or damaged
- you think someone else may know your PIN.

Call charges will apply (please check with your service provider). We may monitor or record calls for quality, security, and training

## Follow us

 [www.facebook.com/barclaysbusinessuk](http://www.facebook.com/barclaysbusinessuk)

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 [youtube.com/BarclaysUK](http://youtube.com/BarclaysUK)

 [www.linkedin.com/BarclaysBusinessBanking](http://www.linkedin.com/BarclaysBusinessBanking)



### Using your debit card in the UK and abroad

We will charge you a 2.75% Non-Sterling Transaction Fee when making purchases, making a cash withdrawal, or when being refunded. This fee also applies whenever you do not pay in sterling, for example shopping online at a non-UK website.

As we explain in our customer terms, we calculate our exchange rate using the reference exchange rate for the Visa card scheme. In most circumstances, Visa converts transactions into sterling using the Visa Exchange Rate on the day the transaction is authorised. However for a small number of transactions the conversion may happen on the day the transaction is processed. As this may be a day or two later, the exchange rate may be different on that day. You'll find a comparison of our exchange rate for certain currencies as a mark-up against the rate published by the European Central Bank in the Barclays App or at the following website:

<https://www.barclays.co.uk/travel/using-debit-card-abroad/> This is updated twice a day. This may help you to decide whether you want to accept the conversion rate offered by the retailer or ATM provider or accept our rate.

### International Bank Account Number (IBAN) and Bank Identification Code (SWIFTBIC)

Your IBAN and SWIFTBIC are shown on the front of your statement. By using them you could reduce charges when receiving international payments in euros. Find out more at: [business.barclays.co.uk/bb/ibanInformation](https://business.barclays.co.uk/bb/ibanInformation).

### Getting information from Barclays

We send information to Business banking customers with their statements about relevant new offers and products. If you don't get these messages and you'd like to, or if you do and you'd rather you didn't, just call us, or come into a branch. And if you change your mind at any time, just get in touch.

You can get this in Braille, large print or audio by calling 0800 400 100 (via Text Relay if appropriate)

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Registered in England. Registered No. 9740322. Registered Office: 1 Churchill Place, London E14 5HP.

\*To maintain a quality service, we may monitor and record phone calls. Calls to 03 numbers are charged at the same rate as calls to 01 and 02 landlines, and will count towards any inclusive minutes you may have covering calls to landline numbers. Call charges may differ, please check with your local provider.

14:04

## Detailed Income &amp; Expenditure by Budget Heading 02/07/2024

Month No: 3

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>100 General Administration</b>							
1001 Precept	432,466	864,932	432,466			50.0%	
1005 Grants - Lewes DC	50,000	0	(50,000)			0.0%	
1010 CIL Income	58,751	0	(58,751)			0.0%	58,751
1013 Income from Photocopying	118	200	82			59.0%	
1016 Housing Benefit Claims LDC	15,682	15,657	(25)			100.2%	
1031 Horticultural	35	0	(35)			0.0%	
1054 Climate Event Sponsorship	1,693	0	(1,693)			0.0%	
1094 Other Customer & Client Receipt	10	0	(10)			0.0%	
1100 Interest Received	4,278	1,000	(3,278)			427.8%	
1309 Other Income	54	500	446			10.8%	
<b>General Administration :- Income</b>	<b>563,086</b>	<b>882,289</b>	<b>319,203</b>			<b>63.8%</b>	<b>58,751</b>
4345 CTLA Service Level Agreement	0	6,500	6,500		6,500	0.0%	
4346 CAB Service Level Agreement	11,500	11,500	0		0	100.0%	
4347 Climate Change Actions	3,570	0	(3,570)		(3,570)	0.0%	3,570
4354 HCC Service Level Agreement	0	3,000	3,000		3,000	0.0%	
<b>General Administration :- Direct Expenditure</b>	<b>15,070</b>	<b>21,000</b>	<b>5,930</b>	<b>0</b>	<b>5,930</b>	<b>71.8%</b>	<b>3,570</b>
4001 Salaries	103,764	473,655	369,891		369,891	21.9%	
4002 Employer N.I Contributions	10,105	48,362	38,257		38,257	20.9%	
4003 Employer Pension Contributions	21,117	87,740	66,623		66,623	24.1%	
4004 Overtime	875	2,000	1,125		1,125	43.7%	
4006 s106 reclaim	12,800	0	(12,800)		(12,800)	0.0%	
4011 Training	659	4,500	3,841		3,841	14.6%	
4201 Purchase of Vehicles	833	5,000	4,167		4,167	16.7%	
4212 Mileage Costs	17	500	483		483	3.4%	
4301 Purchase of Furniture/Equipmen	0	1,500	1,500		1,500	0.0%	
4302 Purchase of Materials	54	500	446		446	10.8%	
4306 Printing	975	3,000	2,025		2,025	32.5%	
4307 Stationery	18	500	482		482	3.6%	
4308 Cllr Printing	0	1,500	1,500		1,500	0.0%	
4309 Decorations C/H	0	500	500		500	0.0%	
4310 Professional Fees - Consultanc	486	2,000	1,514		1,514	24.3%	
4311 Professional Fees - Legal	618	4,000	3,382		3,382	15.4%	618
4312 Professional Fees - Other	421	1,000	579		579	42.1%	
4314 Audit Fees	130	3,000	2,870		2,870	4.3%	
4315 Insurance	12,949	13,000	51		51	99.6%	
4321 Bank Charges	18	100	82		82	18.0%	
4322 BACS Charges	9	200	191		191	4.5%	
4323 PDQ Charges	21	500	479		479	4.1%	
4325 Postage	305	2,500	2,195		2,195	12.2%	

## Detailed Income &amp; Expenditure by Budget Heading 02/07/2024

Month No: 3

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4326 Telephones	1,059	3,000	1,941		1,941	35.3%	
4327 Computers	4,026	16,500	12,474		12,474	24.4%	
4333 Members Allowance	0	3,500	3,500		3,500	0.0%	
4334 Members Training	75	1,500	1,425		1,425	5.0%	
4341 Grants	1,365	10,000	8,635		8,635	13.7%	
4342 Subscriptions	4,985	7,500	2,515		2,515	66.5%	
4356 EAP	147	600	453		453	24.5%	
4444 Election Costs	0	10,000	10,000		10,000	0.0%	
4999 Write Off	2	0	(2)		(2)	0.0%	
General Administration :- Indirect Expenditure	<b>177,833</b>	<b>708,157</b>	<b>530,324</b>	<b>0</b>	<b>530,324</b>	<b>25.1%</b>	<b>618</b>
<b>Net Income over Expenditure</b>	<b>370,183</b>	<b>153,132</b>	<b>(217,051)</b>				
6000 plus Transfer from EMR	4,188						
6001 less Transfer to EMR	58,751						
<b>Movement to/(from) Gen Reserve</b>	<b>315,620</b>						
<u>110 Civic Events</u>							
1358 D-Day Grant	55	0	(55)			0.0%	
Civic Events :- Income	<b>55</b>	<b>0</b>	<b>(55)</b>				<b>0</b>
4349 Civic Training	0	500	500		500	0.0%	
4350 Mayors Badge	0	500	500		500	0.0%	
4351 Youth Mayor	0	500	500		500	0.0%	
4359 D-Day	600	0	(600)		(600)	0.0%	1,075
Civic Events :- Direct Expenditure	<b>600</b>	<b>1,500</b>	<b>900</b>	<b>0</b>	<b>900</b>	<b>40.0%</b>	<b>1,075</b>
4331 Mayor's Allowance	37	1,500	1,463		1,463	2.5%	
4332 Mayor's Reception	0	1,200	1,200		1,200	0.0%	
4335 Civic Expenses	55	1,200	1,145		1,145	4.6%	
4336 Civic Service	0	500	500		500	0.0%	
4338 Remembrance Services	55	1,000	945		945	5.5%	
4339 National Mourning	0	500	500		500	0.0%	
4357 Town Crier Outfit	0	750	750		750	0.0%	
Civic Events :- Indirect Expenditure	<b>147</b>	<b>6,650</b>	<b>6,503</b>	<b>0</b>	<b>6,503</b>	<b>2.2%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(692)</b>	<b>(8,150)</b>	<b>(7,458)</b>				
6000 plus Transfer from EMR	1,075						
<b>Movement to/(from) Gen Reserve</b>	<b>384</b>						

## Detailed Income &amp; Expenditure by Budget Heading 02/07/2024

Month No: 3

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>120 Marketing</u>							
1048 E-News Advertising	0	100	100			0.0%	
1049 Banner Board	1,120	1,500	380			74.7%	
1051 A1 Boards	150	0	(150)			0.0%	
1301 Filming	480	1,000	520			48.0%	
1360 ArtWave Registrations	100	0	(100)			0.0%	
Marketing :- Income	<u>1,850</u>	<u>2,600</u>	<u>750</u>			<u>71.2%</u>	<u>0</u>
4352 Annual Report	84	100	16		16	84.2%	
Marketing :- Direct Expenditure	<u>84</u>	<u>100</u>	<u>16</u>	<u>0</u>	<u>16</u>	<u>84.2%</u>	<u>0</u>
4306 Printing	0	300	300		300	0.0%	
4328 Website	0	2,000	2,000		2,000	0.0%	
4329 Advertising	0	500	500		500	0.0%	
4360 Art Wave 2024	200	0	(200)		(200)	0.0%	
4502 Events	21	500	479		479	4.2%	21
Marketing :- Indirect Expenditure	<u>221</u>	<u>3,300</u>	<u>3,079</u>	<u>0</u>	<u>3,079</u>	<u>6.7%</u>	<u>21</u>
<b>Net Income over Expenditure</b>	<u>1,545</u>	<u>(800)</u>	<u>(2,345)</u>				
6000 plus Transfer from EMR	21						
<b>Movement to/(from) Gen Reserve</b>	<u>1,566</u>						
<u>130 Neighbourhood Plan</u>							
1101 Neighbourhood Plan	92	0	(92)			0.0%	
Neighbourhood Plan :- Income	<u>92</u>	<u>0</u>	<u>(92)</u>				<u>0</u>
4337 Neighbourhood Plan	276	1,000	724		724	27.6%	
Neighbourhood Plan :- Indirect Expenditure	<u>276</u>	<u>1,000</u>	<u>724</u>	<u>0</u>	<u>724</u>	<u>27.6%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>(184)</u>	<u>(1,000)</u>	<u>(816)</u>				
<u>200 Planning &amp; Highways</u>							
4851 Noticeboards	0	650	650		650	0.0%	
4852 Monument & War Memorial	0	600	600		600	0.0%	
4853 Street Furniture	0	600	600		600	0.0%	
Planning & Highways :- Direct Expenditure	<u>0</u>	<u>1,850</u>	<u>1,850</u>	<u>0</u>	<u>1,850</u>	<u>0.0%</u>	<u>0</u>
4101 Repair/Alteration of Premises	48	2,500	2,452		2,452	1.9%	
4111 Electricity	470	1,092	622		622	43.0%	
4171 Grounds Maintenance Costs	395	500	105		105	79.0%	
4850 Grass Cutting Contract	11,536	11,536	0		0	100.0%	
Planning & Highways :- Indirect Expenditure	<u>12,449</u>	<u>15,628</u>	<u>3,179</u>	<u>0</u>	<u>3,179</u>	<u>79.7%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(12,449)</u>	<u>(17,478)</u>	<u>(5,029)</u>				

## Detailed Income &amp; Expenditure by Budget Heading 02/07/2024

Month No: 3

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>300</b> <u>Grounds Team General Exp</u>							
4202 Repairs/Maintenance of Vehicle	1,352	6,600	5,248		5,248	20.5%	
4203 Fuel	1,950	5,500	3,550		3,550	35.5%	
4204 Road Fund License	0	600	600		600	0.0%	
4305 Uniform	517	900	383		383	57.4%	
<b>Grounds Team General Exp :- Indirect Expenditure</b>	<b>3,819</b>	<b>13,600</b>	<b>9,781</b>	<b>0</b>	<b>9,781</b>	<b>28.1%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(3,819)</b>	<b>(13,600)</b>	<b>(9,781)</b>				
<b>310</b> <u>Sports Park</u>							
1025 Rent & Service Charge	3,109	3,645	536			85.3%	
1041 S/P Telephone Masts	6,383	6,383	0			100.0%	
1043 S/P Football Pitches	2,250	3,000	750			75.0%	
1060 Water Usage	200	0	(200)			0.0%	
1061 S/P Court Hire	460	2,500	2,040			18.4%	
<b>Sports Park :- Income</b>	<b>12,402</b>	<b>15,528</b>	<b>3,126</b>			<b>79.9%</b>	<b>0</b>
4111 Electricity	0	6,500	6,500		6,500	0.0%	
4131 Rates	1,048	2,345	1,297		1,297	44.7%	
4160 Changing Places Costs	394	500	106		106	78.8%	
4161 Cleaning Costs	4,164	10,800	6,636		6,636	38.6%	
4164 Trade Refuse	356	3,000	2,645		2,645	11.8%	
4171 Grounds Maintenance Costs	6,743	10,000	3,257		3,257	67.4%	4,545
<b>Sports Park :- Indirect Expenditure</b>	<b>12,704</b>	<b>33,145</b>	<b>20,441</b>	<b>0</b>	<b>20,441</b>	<b>38.3%</b>	<b>4,545</b>
<b>Net Income over Expenditure</b>	<b>(302)</b>	<b>(17,617)</b>	<b>(17,315)</b>				
6000 plus Transfer from EMR	4,545						
<b>Movement to/(from) Gen Reserve</b>	<b>4,243</b>						
<b>315</b> <u>Big Park</u>							
4101 Repair/Alteration of Premises	370	4,000	3,630		3,630	9.2%	
4102 Maintenance of Buildings	105	500	395		395	21.0%	
4111 Electricity	96	500	404		404	19.2%	
4112 Gas	101	500	399		399	20.2%	
4121 Rents	3,670	15,000	11,330		11,330	24.5%	
4131 Rates	6,052	5,240	(812)		(812)	115.5%	
4166 Skip Hire	290	1,000	710		710	29.0%	
4173 Fertilisers & Grass Seed	2,295	4,800	2,505		2,505	47.8%	2,295
4303 Machinery Mtce/Lease	593	3,500	2,907		2,907	16.9%	593
4355 Wifi	0	585	585		585	0.0%	
<b>Big Park :- Indirect Expenditure</b>	<b>13,572</b>	<b>35,625</b>	<b>22,053</b>	<b>0</b>	<b>22,053</b>	<b>38.1%</b>	<b>2,888</b>
<b>Net Expenditure</b>	<b>(13,572)</b>	<b>(35,625)</b>	<b>(22,053)</b>				
6000 plus Transfer from EMR	2,888						

## Detailed Income &amp; Expenditure by Budget Heading 02/07/2024

Month No: 3

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>Movement to/(from) Gen Reserve</b>	<b>(10,683)</b>						
<u>316 Gateway Cafe</u>							
1025 Rent & Service Charge	2,103	9,179	7,076			22.9%	
1111 Electricity	0	10,000	10,000			0.0%	
Gateway Cafe :- Income	<b>2,103</b>	<b>19,179</b>	<b>17,076</b>			<b>11.0%</b>	<b>0</b>
4101 Repair/Alteration of Premises	0	2,500	2,500		2,500	0.0%	
4111 Electricity	0	10,000	10,000		10,000	0.0%	
4115 CCTV Maintenance	0	1,500	1,500		1,500	0.0%	
4116 Servicing / Maintenance	0	1,500	1,500		1,500	0.0%	
4326 Telephones	50	972	922		922	5.1%	
4355 Wifi	0	540	540		540	0.0%	
Gateway Cafe :- Indirect Expenditure	<b>50</b>	<b>17,012</b>	<b>16,962</b>	<b>0</b>	<b>16,962</b>	<b>0.3%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>2,053</b>	<b>2,167</b>	<b>114</b>				
<u>330 Parks &amp; Open Spaces</u>							
1044 Hire of the Dell	3,720	5,500	1,780			67.6%	
1050 Allotment Rent	81	2,600	2,519			3.1%	
1303 Water Charges	100	0	(100)			0.0%	
Parks & Open Spaces :- Income	<b>3,901</b>	<b>8,100</b>	<b>4,199</b>			<b>48.2%</b>	<b>0</b>
4050 Allotment Costs	0	1,000	1,000		1,000	0.0%	
4104 Vandalism Repairs	147	1,500	1,353		1,353	9.8%	
4105 Tree Works	0	3,500	3,500		3,500	0.0%	
Parks & Open Spaces :- Direct Expenditure	<b>147</b>	<b>6,000</b>	<b>5,853</b>	<b>0</b>	<b>5,853</b>	<b>2.5%</b>	<b>0</b>
4101 Repair/Alteration of Premises	24,264	5,000	(19,264)		(19,264)	485.3%	24,264
4141 Water Services	1,904	5,000	3,096		3,096	38.1%	
4164 Trade Refuse	156	500	344		344	31.2%	
4169 Play Equipment Reserve	0	5,000	5,000		5,000	0.0%	
4171 Grounds Maintenance Costs	1,197	4,000	2,803		2,803	29.9%	
4301 Purchase of Furniture/Equipmen	(79)	2,500	2,579		2,579	(3.2%)	
Parks & Open Spaces :- Indirect Expenditure	<b>27,441</b>	<b>22,000</b>	<b>(5,441)</b>	<b>0</b>	<b>(5,441)</b>	<b>124.7%</b>	<b>24,264</b>
<b>Net Income over Expenditure</b>	<b>(23,687)</b>	<b>(19,900)</b>	<b>3,787</b>				
6000 plus Transfer from EMR	24,264						
<b>Movement to/(from) Gen Reserve</b>	<b>577</b>						

14:04

## Detailed Income &amp; Expenditure by Budget Heading 02/07/2024

Month No: 3

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>355 The Hub</u>							
1084 Sports Pavilion	5,496	17,319	11,823			31.7%	
1111 Electricity	0	270	270			0.0%	
1112 Gas	135	270	135			50.0%	
1303 Water Charges	38	150	113			25.0%	
1355 Wifi	35	210	175			16.7%	
<b>The Hub :- Income</b>	<b>5,703</b>	<b>18,219</b>	<b>12,516</b>			<b>31.3%</b>	<b>0</b>
4175 Music Licence	0	500	500		500	0.0%	
<b>The Hub :- Direct Expenditure</b>	<b>0</b>	<b>500</b>	<b>500</b>	<b>0</b>	<b>500</b>	<b>0.0%</b>	<b>0</b>
4103 Annual Servicing Costs	105	2,500	2,395		2,395	4.2%	
4111 Electricity	0	3,000	3,000		3,000	0.0%	
4112 Gas	0	3,000	3,000		3,000	0.0%	
4171 Grounds Maintenance Costs	113	2,000	1,887		1,887	5.7%	
4326 Telephones	68	0	(68)		(68)	0.0%	
4355 Wifi	0	420	420		420	0.0%	
<b>The Hub :- Indirect Expenditure</b>	<b>286</b>	<b>10,920</b>	<b>10,634</b>	<b>0</b>	<b>10,634</b>	<b>2.6%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>5,417</b>	<b>6,799</b>	<b>1,382</b>				
<u>360 Community House</u>							
1056 Equipment Hire	50	0	(50)			0.0%	
1069 C/H Police Room	2,345	2,435	90			96.3%	
1070 C/H Phoenix Room	1,148	4,370	3,222			26.3%	
1071 C/H Fields & Robson	3,000	12,000	9,000			25.0%	
1073 C/H Fields	0	6,452	6,452			0.0%	
1075 C/H Charles Neville	1,366	5,199	3,833			26.3%	
1076 C/H Main Hall	4,567	13,053	8,486			35.0%	
1077 C/H Anzac Room	2,637	6,472	3,835			40.7%	
1078 C/H Main Kitchen	412	637	225			64.7%	
1079 C/H Anzac Kitchen	127	357	231			35.4%	
1080 C/H Foyer	0	500	500			0.0%	
1081 C/H Equipment Hire	92	500	408			18.4%	
1090 Storage Income	250	0	(250)			0.0%	
1091 Cinema Income	833	3,000	2,167			27.8%	
1092 Electricity Feed-in Tariff	0	5,000	5,000			0.0%	
1303 Water Charges	60	0	(60)			0.0%	
<b>Community House :- Income</b>	<b>16,886</b>	<b>59,975</b>	<b>43,089</b>			<b>28.2%</b>	<b>0</b>
4167 Cinema Costs	613	2,400	1,787		1,787	25.6%	
4175 Music Licence	0	900	900		900	0.0%	
<b>Community House :- Direct Expenditure</b>	<b>613</b>	<b>3,300</b>	<b>2,687</b>	<b>0</b>	<b>2,687</b>	<b>18.6%</b>	<b>0</b>

## Detailed Income &amp; Expenditure by Budget Heading 02/07/2024

Month No: 3

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4101 Repair/Alteration of Premises	3,206	8,000	4,794		4,794	40.1%	
4102 Maintenance of Buildings	1,959	6,500	4,541		4,541	30.1%	
4111 Electricity	3,242	15,000	11,758		11,758	21.6%	
4112 Gas	2,906	7,500	4,594		4,594	38.7%	
4122 Service Charge	0	20,000	20,000		20,000	0.0%	
4131 Rates	6,550	15,800	9,250		9,250	41.5%	
4141 Water Services	290	5,000	4,710		4,710	5.8%	
4151 Fixtures & Fittings	0	1,500	1,500		1,500	0.0%	
4161 Cleaning Costs	371	1,000	629		629	37.1%	
4162 Cleaning Materials	0	1,000	1,000		1,000	0.0%	
4163 Personal Hygiene	687	2,603	1,916		1,916	26.4%	
4176 Community House Reserve	0	30,000	30,000		30,000	0.0%	
4305 Uniform	0	700	700		700	0.0%	
Community House :- Indirect Expenditure	<b>19,212</b>	<b>114,603</b>	<b>95,391</b>	<b>0</b>	<b>95,391</b>	<b>16.8%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(2,939)</b>	<b>(57,928)</b>	<b>(54,989)</b>				
Grand Totals:- Income	<b>606,079</b>	<b>1,005,890</b>	<b>399,811</b>			<b>60.3%</b>	
Expenditure	<b>284,525</b>	<b>1,015,890</b>	<b>731,365</b>	<b>0</b>	<b>731,365</b>	<b>28.0%</b>	
<b>Net Income over Expenditure</b>	<b>321,555</b>	<b>(10,000)</b>	<b>(331,555)</b>				
plus Transfer from EMR	<b>36,982</b>						
less Transfer to EMR	<b>58,751</b>						
<b>Movement to/(from) Gen Reserve</b>	<b>299,785</b>						





This shows funds spent from our CIL pot so far this financial year.

See below for committed expenditure as agreed at committee.

CIL Committed Expenditure 2024/25			
Supplier	Description	Amount	Comments
ESHRC	Hearing Loop	950.00	Works been completed – awaiting invoice
Dynorod	Sewer check	1,000.00	Works been completed - awaiting invoice
N/A	Replacement Heating System	30,000.00	Agreed to use Solar Panel rebate AND CIL for replacement system. Not sure on full cost yet but anticipate to be £80,000 – <b>Agreed at P&amp;F 30/01/24</b>
N/A	Replacement tractor for grounds team	10,000	New tractor agreed at p&f 30/01/24. £20,000 to be funded from Chalkers Rise 106.
March Irrigation		1,768	50% of Bowls Club irrigation
N/A	PO approaching signage companies	1,000	Signage – agreed 30/01/24 P&F
N/A	Hub Development	£175,000	CIL Bid been sent to Lewes on 23/02/24 to replace heating system & roof.
		<b>£219,718</b>	

### Analysis

This shows committed expenditure as agreed at P&F and should councillors be aware of changing costs then to please notify the Finance Officer ASAP.

## 106 Monies

		<b>883,278.34</b>		
<b>Planning Ref</b>	<b>Site</b>	<b>Amounts</b>	<b>Held by / For</b>	<b>Comments from ESCC / PTC</b>
LW/09/0680	200-204 South Coast Road & 17 Dorothy Ave Peacehaven	14,105.06	ESCC for accessibility improvements within the area of the site	<i>ESCC - I have checked our s106 database and both amounts (LW09/0680 &amp; LW2009/1093) have been allocated towards 'construction of measures which are identified in the new A259 study between Brighton and Newhaven'; these contributions are nominally down for spend in 2024/25. We are currently finalising the preferred package of transport interventions for the A259 as we near the completion of the Major Road Network (MRN) corridor study. We plan to present the preferred package to stakeholders, including Peacehaven TC, in September.</i>
LW/2009/1093	16-16a South Coast Road	17,207.14	ESCC for accessibility improvements within the area of the site	<i>As part of the SOBC for the MRN we need to demonstrate a 15% local contribution and the s106 (and CIL funding) is an important element of that. Therefore, both of these contributions will be put forward as part of that 15% and we will relate these respective funds to particular identified schemes</i>
LW/11/1318 now LW/15/0023	184 South Coast Road	48,148.26	LDC for the Del - DDA equipment, pathways , furniture	<i>Parks Officer is awaiting LDC to confirm the monies will be transferred based on recommendation from Committee.</i>
LW/2013/0644	Land north side of Arundel Road	317,407.84	LDC for Big Park, 3G football pitch	<i>Agreed at LDC &amp; PTC to use £300k of this money for the 3G pitch - Remaining £200k to be used at the Big Park for improvements</i>

LW/2013/0644	Land north side of Arundel Road	139,326.63	ESCC for schemes improving cycling and walking routes / bus stops between Peacehaven & Newhaven	<i>S/106 allocations are both assigned to be spent on the A259 South Coast Study to provided cycle and pedestrian improvements in the Peacehaven area. The allocations are specific to: LW/2013/0644 - land North of Arundel Road LW/2013/0686 - land North of Keymer Avenue</i>
LW/2013/0686	Land north of Keymer Ave	155,109.74	ESCC Measures from A259 study or consider alternatives e.g cycle route	<i>S/106 allocations are both assigned to be spent on the A259 South Coast Study to provided cycle and pedestrian improvements in the Peacehaven area. The allocations are specific to: LW/2013/0644 - land North of Arundel Road LW/2013/0686 - land North of Keymer Avenue</i>
LW/2013/0686	Land north of Keymer Ave	191,973.67	LDC for Big Park, 3G football pitch	<i>Agreed at LDC &amp; PTC to use £300k of this money for the 3G pitch - Remaining £200k to be used at the Big Park for improvements</i>

## **Implications**

The Town Council has a duty to consider the following implications:

<b><u>Financial</u></b>	Funds have been passed from Lewes and CIL Bids must be spent for it's intent and purpose. Any additional costs to PTC should be agreed and noted at committee.
<b><u>Legal</u></b>	N/A
<b><u>Environmental and sustainability</u></b>	N/A
<b><u>Crime and disorder</u></b>	N/A
<b><u>Climate</u></b>	N/A

## List of Payments made between 01/04/2024 and 30/06/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/04/2024	Lewes District Council	DD	1,047.80		BUSINESS RATES 24/25
02/04/2024	Lewes District Council	DD1	6,549.75		BUSINESS RATES 24/25
02/04/2024	SUM UP	SUMUP 0204	1.19		TRANSACTION CHARGES
04/04/2024	02	DD2	173.99		APRIL BILLING
05/04/2024	R.J.Meaker Fencing Ltd	BACS3	15.94		DELL REPAIRS
05/04/2024	Business Sream	BACS4	26.41		20 dec-19 mar waste
05/04/2024	G RICHARDS	BACS5	3,450.00		PAVING AT BOWLS CLUB
05/04/2024	TOM JAMES	BACS6	17.10		T.JAMES MILEAGE
05/04/2024	Northstar IT	DD3	1,493.82		APRIL SUPPORT
08/04/2024	The Fuelcard People	DD	48.38		FUEL
08/04/2024	Barclays	DD1	3.00		13/02-12/03 BACS CHARGES
09/04/2024	SUM UP	SUMUP0904	0.65		TRANSACTIONAL CHARGES
11/04/2024	ARUN PUMPS LTD	BACS	187.80		MAINTENANCE SERVICE
11/04/2024	R.J.Meaker Fencing Ltd	BACS1	40.80		CEMENT
11/04/2024	TRAVIS PERKINS Trading	BACS2	538.56		TIMBER/PEGS PENCING
11/04/2024	DAISY KEELEY	BACS7	50.00		DAISY KEELY KEY DEPOSIT REFUND
15/04/2024	SUM UP	SUMUP 1504	2.16		TRANSACTIONAL CHARGES
15/04/2024	EDF	DD	3,163.09		JAN-MAR ELECTRICITY
18/04/2024	ABC FUND	205616	546.63		ABC FUND MAYORS DONATION
18/04/2024	MENCAP LEWES DISTRICT	205617	546.63		MENCAP MAYORS DONATION
18/04/2024	SUSSEX HEART CHARITY	205618	546.63		SUSSEX HEART MAYORS DONATION
18/04/2024	EDF	DD1	910.98		JAN-MAR ELECTRICITY
19/04/2024	C.E.F	BACS	88.95		BOOTS / LED BATTEN
19/04/2024	Lewes District Council	BACS1	6,051.62		RATES - UNIT 14
19/04/2024	CASTLE WATER	BACS2	335.11		MARCH WATER
19/04/2024	ESALC Limited	BACS4	48.00		CLLR TRAINING
19/04/2024	ESALC Limited	BACS5	2,435.06		ESALC / NALC MEMBERSHIP
19/04/2024	COLLIER TURF CARE LTD	BACS6	2,399.40		BIG BANANA DEW SWTICH
19/04/2024	PRICEWATCH LIMITED T/A LOCABACS7	BACS7	1,784.02		ULTRA LOW SUPLHUR DERV
19/04/2024	GASTON MALLIA	BACS8	275.95		HOSTING STEERING GROUP
19/04/2024	Rialtas Business Solutions Ltd	BACS9	2,360.40		MTD 01/04-31/03
19/04/2024	AMP Services	BACS10	328.22		MOWER REPAIRS
19/04/2024	Rigby Taylor	BACS11	1,674.60		MARKING FLUID
19/04/2024	Mailserve LTD	BACS12	119.94		BLUE INK CARTRIDGE
19/04/2024	Trade UK	BACS13	87.43		RAKE / OIL / SECATEURS
19/04/2024	Spy AlarmsLtd	BACS14	252.00		FIRE ALARM SMALL WORKS
19/04/2024	GREENACRE RECYCLING	BACS15	348.00		SKIP
19/04/2024	BRITISH GAS	BACS16	62.35		GAS - UNIT 14 - MAR/APR
19/04/2024	FILCRIS LTD	BACS17	429.16		RECYCLED BROWN PLASTIC WOOD
19/04/2024	G RICHARDS	BACS18	4,545.00		PAVING AT BOWLS CLUB
19/04/2024	LOCA LFUELS	BACS7	-1,784.02		PAYMENT FAILED LOCAL FUELS
19/04/2024	East Sussex County Council	205261	13,843.20		2024/25 GRASS CUTTING
19/04/2024	NATALIE HARRISON	205624	50.00		N.HARRISON REFUND
19/04/2024	ALESHA ZUBIENA	205623	50.00		A ZUBIENA REFUND
19/04/2024	Lewes District Council	205620	449.10		APR-JUNE COLLECTION
19/04/2024	JOHN FREEMANTLE	205625	100.00		WRESTLING REFUND
22/04/2024	The Fuelcard People	DD	127.04		HK66 WMJ FUEL

## List of Payments made between 01/04/2024 and 30/06/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
22/04/2024	Northstar IT	DD1	79.80		DELL BATTERY G.DYSON
22/04/2024	HEALTH ASSURED LTD	DD2	58.78		APRIL-MAY EAP
22/04/2024	KINTO UK LTD	DD	499.74		LEASE CHARGES
22/04/2024	SUM UP	SUMUP2204	0.02		SUM UP TRANSACTION CHGS
22/04/2024	Credit Card A/c	MAR CC	1,177.24		MARCH CC
23/04/2024	CONSULT CLEANING SERVICES	BACS	1,037.40		APRIL CLEANING
24/04/2024	LOCAL FUELS	BACS	-1,784.02		LOCAL FUELS BOUNCED PAYMENT
25/04/2024	CITRUS HR	DD4	194.40		APR-MAY HR SERVICES
25/04/2024	APRIL SALARIES	APR PAY	26,578.12		APRIL SALARIES
26/04/2024	HMRC	205626	8,331.24		APRIL SALARIES
26/04/2024	KAREN BRAY	SALARY APR	2,013.25		KAREN BRAY
26/04/2024	TOTAL GAS & POWER	DD	1,513.39		MARCH GAS
26/04/2024	LEWES DISTRICT COUNCIL	205627	21.00		TEMP EVENT LICENSE CLIMATE FAI
29/04/2024	EDF	DD	6,058.88		JAN-MAR ELECTRICITY
29/04/2024	HEATCRAFT	CHQ1	-61,656.30		HEATCRAFT FAILED CHQ
30/04/2024	LOCAL FUELS	BACS	1,784.02		FUEL
30/04/2024	IRONMONGERY DIRECT	BACS2	223.74		RADAR LOCK FOR CHANGING PLACES
30/04/2024	EAST SUSSEX PENSION FUND	BACS3	9,326.54		APRIL SALARIES
30/04/2024	EDF	BACS4	14.38		JAN ELECTRICITY
30/04/2024	LOCAL FUELS	BACS5	1,784.02		LOCAL FUELS
30/04/2024	SUM UP	SUMUP 3004	6.51		TRANSACTION CHGS
02/05/2024	HEATCRAFT	BACS	30,828.15		50% AHU PAYMENT
03/05/2024	TREES FOR SEAFORD	BACS2	50.00		TREES FOR SEAFORD REFUND
03/05/2024	ELISA WOOLEY	BACS3	50.00		E.WOOLEY REFUND
03/05/2024	R.J.Meaker Fencing Ltd	BACS	37.22		POSTMIX FOR DELL FENCE
03/05/2024	Business Sream	BACS1	289.86		JAN-APRIL WASTE
03/05/2024	Cinemobile	BACS2	275.00		THE BOYS IN THE BOAT
03/05/2024	AMADEUS	BACS3	21.58		A3 PAPER
03/05/2024	TEN-B TRAINING	BACS4	60.00		FIRE SAFETY TRAINING
03/05/2024	Mulberry &Co	BACS5	156.00		INTERNAL AUDIT
03/05/2024	WENBAN-SMITH LIMITED	BACS6	52.66		PLYWOOD FOR TRAILER
03/05/2024	SUSSEX TOILETS	BACS7	288.00		TOILETS FOR DDAY
03/05/2024	METADOR	BACS8	53.04		DOOR REPAIRS TO CHANGING PLACE
07/05/2024	The Fuelcard People	DD	35.87		HK66 WMJ FUEL
07/05/2024	Northstar IT	DD2	1,493.82		MAY MONTHLY SUPPORT
07/05/2024	Barclays	DD3	3.00		CO9MM CHARGES
07/05/2024	HEATCRAFT	BACS	30,828.15		REMAINING 50% FOR AHU
07/05/2024	ALESHA ZUBIENA	BACS	50.00		A.ZUBIENA REFUND
08/05/2024	SMARTROOF	BACS	100.00		POLICY EXCESS
08/05/2024	SUSSEX PAYROLL SERVICES ; T	BACS	186.54		APRIL PAYROLL
08/05/2024	02	DD1	700.20		MAY BILLING
08/05/2024	SUM UP	SUMUP0805	1.60		TRANSACTION CHARGES
10/05/2024	CASTLE WATER	BACS	12.61		APRIL WATER
10/05/2024	CASTLE WATER	BACS1	1,210.23		APRIL WATER
10/05/2024	AMP Services	BACS2	378.55		CHIPPER SERVICE
10/05/2024	C.E.F	BACS3	41.40		LIGHTS
10/05/2024	HAVEN SECURITY LIMITED	BACS4	2,109.60		CCTV INSTALL DEPOSIT

## List of Payments made between 01/04/2024 and 30/06/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
10/05/2024	Heatcraft And Ventilation ltd	BACS5	850.80		MAINTENANCE AGREEMENT
10/05/2024	FLAGS & FLAGPOLES	BACS6	283.80		FLAGPOLE D-DAY
10/05/2024	SUSSEX TOILETS	BACS7	462.00		CLIMATE FAIR TOILETS
10/05/2024	FLAGS & FLAGPOLES	BACS6	-236.50		FLGAPOLE FOR DDAY
10/05/2024	FLAGS & FLAGPOLES	BACS6	236.50		FLAGPOLE FOR DDAY
13/05/2024	The Fuelcard People	DD	13.20		FUELCARD
14/05/2024	SUM UP	SUMUP1405	0.16		TRANSACTIONAL CHARGES
15/05/2024	ENVIRONMENT AGENCY	DD	171.00		ENVIRONMENT AGENCY
16/05/2024	The Play Inspection Company Lt	BACS	1,194.00		INSPECTION APP LICENCE
16/05/2024	Ricoh Capital Ltd	BACS1	1,050.61		PHOTOCOPY RENTAL
16/05/2024	Playsafe Playgrounds Ltd	BACS2	6,336.00		REPAIRS ON BIG PARK
16/05/2024	Heatcraft And Ventilation ltd	BACS3	153.60		BOILER CHECKS
16/05/2024	CONSULT CLEANING SERVICES	BACS4	1,319.75		MAY CLEANING
16/05/2024	Brewers and Sons Ltd	BACS6	36.86		DELL TRAMPOLINE REPAIRS
16/05/2024	AVS FENCING SUPPLIES LTD	BACS7	107.99		TIMBER FOR ACORN REPAIRS
16/05/2024	TEN-B TRAINING	BACS8	35.00		D.SEABROOK FIRE SAFETY TRAININ
16/05/2024	Wightman & Parrish Ltd	BACS9	519.97		CLEANING PRODUCTS
16/05/2024	Acacia Groundcare Equipment Re	BACS10	711.90		DISC SEEDER HIRE
16/05/2024	Trade UK	BACS11	20.86		GROUNDS MAINTENANCE
17/05/2024	JOHN LAWSON CIRCUS	BACS	200.00		CIRCUS REFUND
17/05/2024	CASTLE WATER	BACS	12.61		APRIL WATER DELL
20/05/2024	HEALTH ASSURED LTD	DD	58.78		EAP MAY-JUNE
20/05/2024	The Fuelcard People	DD1	147.84		DIESEL
21/05/2024	SUM UP	SUMUP 2105	2.29		TRANSACTION CHARGES
22/05/2024	KINTO UK LIMITED	DD5	499.74		ELECTRIC VAN LEASE
23/05/2024	CITRUS HR	DD3	194.40		SAFEHR MAY-JUNE
23/05/2024	Northstar IT	DD4	70.80		DOMAIN REG
23/05/2024	Credit Card A/c	CC MAR	939.41		MAR CC
23/05/2024	PHS Group	DD	824.74		MAY - AUG SERVICE
24/05/2024	DAVID SEABROOK	BACS	40.00		DEP MAYOR & CONSORT GIFT
24/05/2024	FRIENDS OF THE LIBRARY	BACS1	300.00		FRIENDS OF THE LIBRARY
24/05/2024	SOUTH COAST VOLUNTEER	BACS2	750.00		SOUTH COAST VOLUNTEER
24/05/2024	ABBI HUBBARD	BACS3	50.00		A.HUBBARD REFUND
24/05/2024	Codec Facilities Ltd	BACS4	811.00		BENCH
24/05/2024	R.J.Meaker Fencing Ltd	BACS5	28.91		REPAIRS TO ACORN
24/05/2024	Trade UK	BACS6	25.84		VENT FOR ROUTER BOX
24/05/2024	BROXAP	BACS7	2,707.20		BOLLARDS FOR CARPARK
24/05/2024	BRITISH GAS	BACS8	8.20		APR-MAY GAS
24/05/2024	ESALC Limited	BACS9	48.00		Z.POLYDOROU PLANNING TRAINING
24/05/2024	EDF	BACS10	249.38		APRIL ELECTRICITY
24/05/2024	East Sussex Security	BACS11	496.80		MAINTENANCE RENEWAL
24/05/2024	Spaldings Limited	BACS12	387.76		KUBOTA ITEMS
24/05/2024	Heatcraft And Ventilation ltd	BACS13	1,182.78		BOILER REPAIR
24/05/2024	VICTORIA TRAVEL (SUSSEX) LTD	BACS14	250.00		MINIBUS FOR CLIMATE CHANGE
24/05/2024	BRITISH GAS	BACS8	0.08		0.08 OVERPAYMENT
24/05/2024	MAY SALARIES	MAY PAY	27,155.20		MAY SALARIES
28/05/2024	Northstar IT	DD	199.57		ACCESS POINTS

## List of Payments made between 01/04/2024 and 30/06/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
29/05/2024	SUM UP 29/05	SUMUP 2905	1.57		TRANSACTION CHARGES
31/05/2024	Farrington Property Developmen	BACS	4,404.00		W/C 10/04 13 WEEKS
31/05/2024	SIEMENS FINANCIAL SERVICES	BACS1	281.83		JUN-SEPT LEASE RENTAL
31/05/2024	Audience Systems Ltd	BACS2	745.20		THEATRE SEATING SERVICE
31/05/2024	EAST SUSSEX PENSION FUND	BACS3	9,599.16		MAY SALARIES
31/05/2024	LEWES CITIZENS ADVICE	BACS4	11,500.00		CITIZEN ADVICE SLA
31/05/2024	RAINBOWS	BACS4	350.00		RAINBOWS GRANT
31/05/2024	TOTAL GAS & POWER	DD	460.52		APRIL GAS
31/05/2024	HMRC	205629	8,655.50		MAY SALARIES
31/05/2024	TELSCOMBE CLIFF SCHOOL	205630	100.00		TCP REFUND
31/05/2024	RBL POPPY APPEAL	205631	55.00		DDAY WREATHS
31/05/2024	FOCUS GROUP	DD	231.40		APRIL PHONES
04/06/2024	Barclays	DD	21.00		COMM / COLLECT CHGS
05/06/2024	02	DD1	181.42		MAY MOBILES
06/06/2024	CONSULT CLEANING SERVICES	BACS	1,319.75		MAY CLEANING
06/06/2024	JAX FIRST AID	BACS1	64.54		FIRST AID SUPPLIES
06/06/2024	Double Nine Ltd / Merlin Workw	BACS2	560.11		GROUNDS TEAM UNIFORM
06/06/2024	SUSSEX PAYROLL SERVICES ;TB	BACS3	138.54		MAY PAYROLL SERVICES
06/06/2024	INSTITUTE OF LEADERSHIP	BACS4	405.00		PRF MEMBS FOR ZP, DT & LG
06/06/2024	TRAVIS PERKINS Trading	BACS5	164.55		BALLAST / SPIRIT LEVEL
06/06/2024	BHESCO	BACS7	4,284.00		CARBON SURVEY
06/06/2024	C.E.F	BACS8	76.20		BATTEN LIGHT FOR HUB
06/06/2024	Spaldings Limited	BACS9	46.80		KUBOTA BLADE
06/06/2024	EDF	BACS10	2,201.94		MAY ELECTRICITY
06/06/2024	THOMAS HEALY	BACS11	363.39		HIGH PRESSURE HYDRAULICS
06/06/2024	WONDERWALL PRODUCTS	BACS12	206.40		BOARDS FOR CLIMATE FAIR
06/06/2024	TEN-B TRAINING	BACS	175.00		D-DAY FIRST AID
07/06/2024	HOBARD PAVING COMPANY	BACS	29,116.68		HOWARD PARK
07/06/2024	SUSAN GUMBLE	205632	50.00		S.GUMBLE REFUND
07/06/2024	COLES AMUSEMENTS	205633	200.00		FUNFAIR REFUND
07/06/2024	Tates of Sussex	205634	474.00		FLOWERS
10/06/2024	The Fuelcard People	DD1	31.20		annual card fee + protection
11/06/2024	SUM UP	SUMUP1106	2.56		TRANSACTION CHARGES
13/06/2024	Northstar IT	DD	1,493.82		MONTHLY SUPPORT - JUNE
17/06/2024	TOWER LEASING LIMITED	DD	242.67		JUNE/JULY LEASING OF PHONES
17/06/2024	EDF	DD	1,245.56		MAR-APR ELECTRICITY
17/06/2024	SUM UP	SUMUP1706	1.68		TRANSACTION CHGS
18/06/2024	SUM UP	SUMUP1806	0.35		SUMUP TRANSACTION CHGS
18/06/2024	Hugh Page Sussex ltd	bacs	117.60		SERVICE KIT
18/06/2024	Rigby Taylor	bacs1	339.27		BOWLS GREEN MAINTENNACE
18/06/2024	ALAN PRAGNELL	BACS5	50.00		TRUCK FOR D-DAY
18/06/2024	SARAH SMITH	BACS6	50.00		S.SMITH REFUND
18/06/2024	DARCIE PURCHASE	BACS7	50.00		D.PURCHASE REFUND
19/06/2024	Ernest Doe & Sons Ltd	BACS	6,328.28		TRADE-IN KUBOTA
19/06/2024	EDF	DD1	493.57		STREET LIGHTS FEB-MAY
21/06/2024	ELLIE GRACE	205635	50.00		E.GRACE REFUND
21/06/2024	MEGAN MCKENNA	205636	50.00		M.MCKENNA REFUND



## List of Payments made between 01/04/2024 and 30/06/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
21/06/2024	LEWES DISTRICT COUNCIL	205637	93.60		WDOG WASTE JUL-SEPT
21/06/2024	MR GOPIKRISHNAN	BACS	50.00		MR GOPI REFUND
21/06/2024	CONSULT CLEANING SERVICES	BACS1	1,319.75		JUNE/JULY CLEANING
21/06/2024	Mailserve LTD	BACS2	84.00		POSTAL RATE CHARGE
21/06/2024	EDF	BACS3	86.48		MAY ELECTRICITY
21/06/2024	Zurich Municipal	BACS4	12,949.76		24/25 INSURANCE RENEWAL
21/06/2024	R.J.Meaker Fencing Ltd	BACS5	58.02		POSTMIX / SPURS
21/06/2024	Spy AlarmsLtd	bacs3	510.00		ANNUAL MAINTENANCE HUB
21/06/2024	ZURICH	BACS4	-12,949.76		CORRECT ERROR
21/06/2024	ZURICH	BACS4	12,949.46		CORRECT ERROR
24/06/2024	The Fuelcard People	DD	152.72		HK66 WMJ FUEL
24/06/2024	HEALTH ASSURED LTD	DD1	58.78		EAP - JUNE/ JULY
24/06/2024	TOWER LEASING LIMITED	BACS2	62.67		monthly lease of phones
24/06/2024	Credit Card A/c	CC MAY	838.03		MAY CC
24/06/2024	KINTO UK LTD	DD	499.74		CAR LEASE FINANCE
25/06/2024	CITRUS HR	BACS3	194.40		MONTHLY SAFE HR - JUNE-JULY
25/06/2024	JUNE SALARIES	JUNE PAY	27,751.93		JUNE SALARIES
25/06/2024	SUM UP	SUMUP2506	5.36		TRANSACTION CHGS
26/06/2024	HMRC	205638	9,033.42		JUNE SALARIES
27/06/2024	SUSSEX MAYORS ASSOCIATION	BACS	10.00		24/25 MEMBERSHIP
27/06/2024	CASTLE WATER	BACS	140.39		WATER
28/06/2024	BRITISH GAS	BACS	35.26		may-jun gas
28/06/2024	SUSSEX MAYORS ASSOCIATION	BACS1	37.00		MAYORS LUNCH 17/07/24
28/06/2024	R.J.Meaker Fencing Ltd	BACS2	155.10		POSTMIX FOR PARKING BOLLARDS
28/06/2024	Society Of Local Council Clerk	BACS3	412.00		G.DYSON ANNUAL MEMBERSHIP
28/06/2024	INSTANTPRINT	BACS4	17.76		D.DONOVAN MAYORAL PIC
28/06/2024	C.E.F	BACS5	196.14		METER FOR CHANGING PLACES
28/06/2024	CVS TYRES LTD	BACS6	50.00		MOT
28/06/2024	SOUTH EAST LANDBASED	BACS7	184.80		TJ BASIC TREE SURVEY
28/06/2024	EAST SUSSEX PENSION FUND	BACS8	9,849.12		JUNE SALARIES
28/06/2024	STEPHANIE MULLINS	BACS9	50.00		S.MULLIS REFUND
28/06/2024	CONNOR MCKENNA	BACS10	50.00		C.MCKENNA REFUND
28/06/2024	PAIGE SUTTON	BACS11	50.00		S.SUTTON REFUND
28/06/2024	TOTAL GAS & POWER	DD	236.76		MAY GAS
28/06/2024	FOCUS GROUP	DD	220.37		CREDIT FOR OVERCHARGES

<b>Total Payments</b>	<u>325,729.02</u>
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# Peacehaven Town Council

## CCTV Policy

### ***Contents***

1. Introduction, Policy Statement, and Scope
2. Definitions
3. Personnel Responsibilities
4. Purpose of the CCTV
5. How we will operate the CCTV
6. Use of data gathered by CCTV
7. Retention and erasure of data gathered by CCTV
8. Review of CCTV use
9. Requests for disclosure
10. Subject Access Requests
11. Complaints
12. Requests to prevent processing

Appendix 1: Map of Community House CCTV Cameras

## **1. Introduction & Policy Statement**

Peacehaven Town Council believes that CCTV has a legitimate role to play in helping to maintain a safe and secure environment for all our staff and visitors, however, we recognise that this may raise concerns about the effect on individuals and their privacy. This policy is intended to address such concerns.

Images recorded by surveillance systems are personal data which must be processed under data protection legislation. We are committed to complying with our legal obligations and ensuring that the legal rights of individuals relating to their personal data are recognised and respected.

This policy is intended to assist Peacehaven Town Council in complying with their legal obligations when working with personal data. In certain circumstances, this misuse of information gathered by CCTV could constitute a criminal offence.

We currently use CCTV cameras to view and record individuals on and around our premises. This policy outlines why we use CCTV, how we will use CCTV and how we will process data recorded by CCTV cameras to ensure we are compliant with data protection law and best practice. This policy also explains how to make a subject access request in respect of personal data created by CCTV.

We recognise that information that we hold about individuals is subject to data protection legislation. The images of individuals recorded by CCTV cameras are personal data and therefore subject to the legislation. We are committed to complying with our legal obligations and seek to comply with best practice suggestions from the Information Commissioner's Office (ICO).

This policy covers all employees and other individuals working and/or visiting our premises.

## **2. Definitions**

CCTV – Closed Circuit cameras designed to capture and record images of individuals and property.

Data - information which is stored electronically, or in certain paper-based filing systems. In respect of CCTV, this generally means video images. It may also include static pictures such as printed screenshots.

Data subjects - all living individuals about whom we hold personal information as a result of the operation of our CCTV.

Personal data - data relating to a living individual who can be identified from that data (or other data in our possession). This will include video images of identifiable individuals.

Data controllers – Peacehaven Town Council is the data controller of all personal data used

Data users - employees whose work involves processing personal data. Data users must protect the data they handle per this policy.

Data processors - any person or organisation that is not a data user (or employee of Peacehaven Town Council) that processes data on our behalf and following our instructions (for example, a supplier which handles data on our behalf).

Processing - any activity which involves the use of data. It includes obtaining, recording or holding data, or carrying out any operation on the data including organising, amending, retrieving, using, disclosing or destroying it. Processing also includes transferring personal data to third parties.

Our Premises – Community House, Greenwich Way, Peacehaven, BN10 8BB.

### **3. Personnel Responsibilities**

Peacehaven Town Council has overall responsibility for ensuring compliance with relevant legislation and the effective operation of this policy. Day-to-day management responsibility for deciding what information is recorded, how it will be used and to whom it may be disclosed has been delegated to the Town Clerk. Day-to-day operational responsibility for CCTV cameras and the storage of data recorded is the responsibility of the Town Clerk.

Responsibility for keeping this policy up to date has been delegated to the Town Clerk

### **4. Purpose of the CCTV**

We currently use CCTV around our site as outlined below. We believe that such use is necessary for legitimate purposes, including:

- a. to prevent crime and protect buildings and assets from damage, disruption, vandalism and other crime;
- b. For the personal safety of staff, visitors and other members of the public and to act as a deterrent against crime;
- c. to support law enforcement bodies in the prevention, detection and prosecution of crime;
- d. to assist in the effective resolution of disputes which arise in the course of disciplinary or grievance proceedings;
- e. to assist in the defence of any civil litigation;
- f. To comply with the licencing requirements of the premises.

This list is not exhaustive and other purposes may be or become relevant.

### **5. How we will operate the CCTV**

CCTV monitors the building 24 hours a day and this data is recorded.

Camera locations are chosen to minimise viewing of spaces not relevant to the legitimate purpose of the monitoring. As far as practically possible, CCTV cameras will not focus on private homes, gardens or other areas of private property.

Surveillance systems will not be used to record sound.

We will never engage in covert monitoring or surveillance (that is, where individuals are unaware that the monitoring or surveillance is taking place).

Images are monitored by authorised personnel during working hours only.

Staff using CCTV will be given appropriate training to ensure they understand and observe the legal requirements related to the processing of relevant data

Where CCTV cameras are placed, we will ensure that signs are displayed at the entrance of the surveillance zone to alert individuals that their image may be recorded. Such signs will contain details of the organisation operating the system, the purpose of using the surveillance system and who to contact for further information, where these things are not obvious to those being monitored.

Live feeds from CCTV cameras will only be monitored where this is reasonably necessary, for example, to protect health and safety.

We will ensure that live feeds from cameras and recorded images are only viewed by approved members of staff whose role requires them to have access to such data. This may include staff involved with disciplinary or grievance matters.

Recorded images will only be viewed in designated, secure offices. Where practical a minimum of two people should view the CCTV at any one time and only for specific reasons.

## **6. Use of data gathered by CCTV**

To ensure that the rights of individuals recorded by the CCTV system are protected, we will ensure that data gathered from CCTV cameras is stored in a way that maintains its integrity and security. This may include encrypting the data, where it is possible to do so.

We may engage data processors to process data on our behalf. We will ensure reasonable contractual safeguards are in place to protect the security and integrity of the data.

## **7. Retention and erasure of data gathered by CCTV**

Data recorded by the CCTV system will be stored digitally on the hard drive of the CCTV. CCTV images are not to be retained for longer than necessary. Data storage is automatically managed by the CCTV digital recorder which uses software programmed to overwrite historical data in chronological order to enable the recycling of storage capabilities. This process takes approximately 31 days.

On occasion it may be necessary to retain downloaded images or footage for a longer period, for example when a law enforcement body is investigating a crime, to allow them to view the images as part of an active investigation.

At the end of their useful life, all images stored in whatever format will be erased permanently and securely. Any physical matter will be disposed of as confidential waste. Any still photographs and hard copy prints will be disposed of as confidential waste.

## **8. Review of CCTV use**

We will ensure that the ongoing use of existing CCTV cameras in the premises is reviewed periodically to ensure that their use remains necessary and appropriate and that any surveillance system is continuing to address the needs that justified its introduction.

## **9. Requests for disclosure**

We may share data with others where we consider that this is reasonably necessary for any of the legitimate purposes set out above in section 4. Requests must be made in writing to the Town Clerk.

No images from our CCTV cameras will be disclosed to any third party, without express permission being given by the Town Clerk. Data will not normally be released unless satisfactory evidence that it is required for legal proceedings or under a court order that has been produced.

In other appropriate circumstances, we may allow law enforcement agencies to view or remove CCTV footage where this is required in the detection or prosecution of crime.

We will maintain a record of all disclosures of CCTV footage subject to document retention guidelines.

No images from CCTV will ever be posted online or disclosed to the media.

## **10. Subject Access Requests**

Data subjects may request disclosure of their personal information and this may include CCTV images (data subject access request). A data subject access request should be made in writing. A response should be provided within a month. We should tell the individual why we are processing the information, the types of data involved, who we have shared it with, how long we will keep it and advise them as to their rights including the right to complain to the ICO if concerned about our processing.

For us to locate relevant footage, any requests for copies of recorded CCTV images must include the date and time of the recording, the location where the footage was captured and, if necessary, information identifying the individual.

We will provide a copy of the individual's personal data to them but reserve the right to obscure images of third parties when disclosing CCTV data as part of a subject access request, where we consider it necessary to do so. We will consider the ICO Code of Practice and the law when deciding as to whether to disclose third party personal data.

## **11. Complaints**

If anyone has questions about this policy or any concerns about our use of CCTV, then they should speak to the Town Clerk in the first instance.

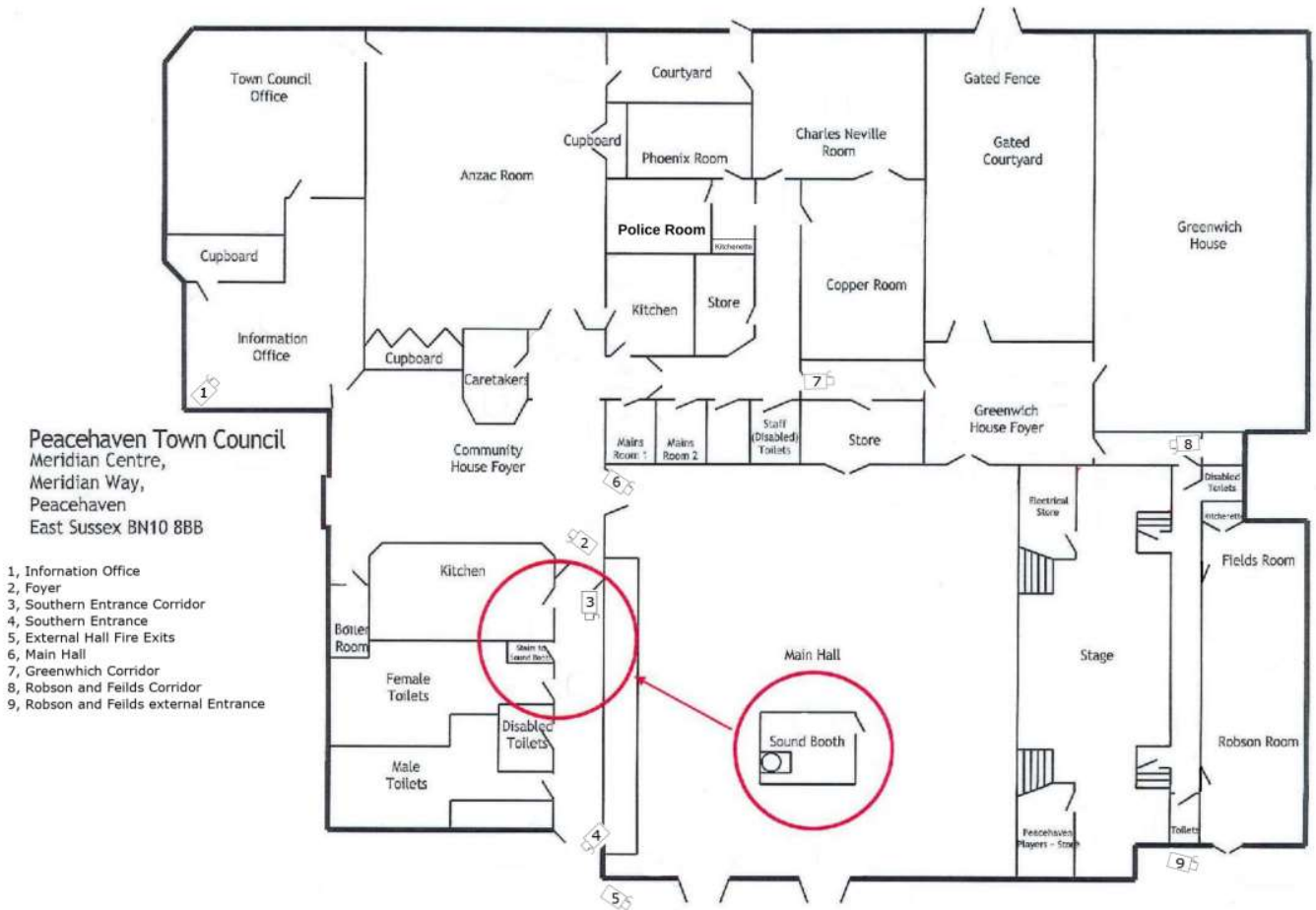
## **12. Requests to prevent processing**

We recognise that, in rare circumstances, individuals may have a legal right to object to processing and in certain circumstances, to prevent automated decision making (see Articles 21 and 22 of the GDPR). For further information regarding this, please contact the Town Clerk.

Policy written: 21/06/2022

Adopted by Committee:

# APPENDIX 1. Map of Community House CCTV Cameras





# Peacehaven Town Council

## Outside Body Representation Policy

### *Contents*

1. Introduction, Policy Statement, and Scope
2. The role of the Council representative
3. Reporting
4. Change of representation
5. Limitations



## **1. Introduction & Policy Statement**

1.1. Peacehaven Town Council has Council representatives on a variety of outside bodies within the local area. Representation could be for a number of reasons such as: -

- a. The work of the outside body or group directly affecting Council business, services, land, or property.
- b. The body or group specifically requesting a Council representative.
- c. It being considered key that the Council is aware of the work the body or group is undertaking due to its impact on the town, its residents, or visitors.
- d. The body or group being an opportunity to liaise with other external companies or authorities in the interests of the town, its residents, or visitors.
- e. The Council having a financial interest or commitment with the body or group and/or its function.

1.2. The outside bodies generally fall into one of the following categories: -

- a. A local voluntary community group or organisation
- b. A local charity
- c. A larger association that has an impact on the business of the Council or town.
- d. A liaison meeting with other companies or local authorities
- e. A management committee/society
- f. A body that can offer support or improvements to the town

## **2. The role of the Council representative**

2.1 A Council representative represents the Council as a whole, rather than acting in a personal capacity. This means that the representative must always act in accordance with Council policies and procedures, the member's Code of Conduct and bear in mind the limitations of the Council as a corporate body.

2.2 The representative allows its outside body to gain access to the expertise and knowledge of the Council, unless authorised, the use of an officer's time is subject to agreement with individual officers and Council approval after a cost benefit analysis has been considered (please see 5.2). This ensures that the Council is kept up to date with the actions and future plans of the body. The aim is that all interested parties are working together and communicating effectively for the benefit of the town, its residents and visitors

2.3. The representative should attend as many meetings of an outside body as they are reasonably able to and request the office send apologies if unable to attend. They may ask another Councillor to substitute for them in their absence if the outside body is willing.

2.4. Council representatives will be appointed by Full Council.

2.5. There is an expectation that Council Officers will attend management or liaison meetings where Council operational matters are being discussed, although this will be at the officer's discretion after considering their individual work priority and availability. Council Officers may also be invited to other meetings, where considered beneficial by the outside body and Council representative.

### **3. Reporting**

3.1. In order for both the outside body and Council to benefit from the representation, it is important that regular updates are reported back to Council by the representative. The methods considered most effective for reporting back are: -

a. Minutes of meetings – any minutes of meetings received by a representative should be forwarded to Officers who, unless confidential, will forward to councillors..

b. Updates to Council and/or Committee meetings – In consideration that minutes may not always be immediately available, representatives will prepare a brief report. A standing item for feedback will always be on Full Council agenda for consideration at its meetings.

c. Email Updates – representatives should forward Officers any e-mail updates from the outside body, for forwarding to Councillors.

d. Annual Reports – representatives may submit an 'End-of-year' report as part of the agenda for the Council's Annual Meeting in May. As much information as possible should be shared.

### **4 Change of representation**

4.1 An outside body is free to request an alternate Council representative on the understanding that the replacement will be chosen by the Council, not by the outside body. Repeated non-attendance at meetings without good reasons offers valid grounds for an outside body to request an alternate Council representative.

4.2 An outside body is free to inform the Council at any time that Council representation is no longer required.

4.3 A representative wishing to stand down from their role should first inform the outside body itself and then the Town Clerk. Where possible, the Town Clerk in Consultation with the Chair of Council will invite another Councillor to act as a temporary representative on the outside body until a representative can be formally appointed by Full Council.

### **5 Limitations**

5.1 A Council representative cannot commit the Council resources or support, whether financial or 'in kind' to an outside body. If anything of this nature is requested it should be brought back to the Council, through the Town Clerk, for consideration.

5.2 Council representatives need to be mindful not to become involved in the day-to-day operational business of the Council, which is delegated to Officers to undertake on behalf of the Council. Any concerns resulting from a meeting, e-mail or discussion should be taken to the Town Clerk as appropriate.

5.3 Council representatives with organisations and/or charities which may seek a contractual arrangement, grant funding and/or similar arrangement with or from the Council, should be careful to ensure their words and/or actions cannot lead either the outside body or a reasonable member of the public to believe their position will affect Council decision. Depending on the nature of the resolution, Council representatives may, in some instances, feel it prudent to abstain from discussion and/or the decision.

5.4 Councillors with a personal interest or involvement with an outside body should not stand as a Council representative to that body.

5.5 The representative and the body itself must understand the limitations of the Council representative.

5.6 If an additional outside body representative is requested by a third party or member, prior to a Full Council to appoint them, the Town Clerk in consultation with the Chairman may appoint them as a temporary representative until the next meeting to discuss and make decision of formal appointment.

Important Note: If you consider membership of an outside body is posing a potential conflict of interest, please refer to the Dispensations Policy for guidance

Policy adopted:



# Peacehaven Town Council

## Councillor Co-Option Policy

### ***Contents***

1. Introduction
2. Co-option Post Elections
3. Co-option Casual Vacancy
4. Confirmation of Co-option
5. Eligibility of Candidates
6. Applications
7. At the Co-option Meeting

Appendix 1: Co-option Application Form

Appendix 2: Qualification Criteria to be a Councillor

## **1. Introduction**

This policy sets out the procedure to ensure that there is compliance with legislation and continuity of procedures in the co-option of members to Peacehaven Town Council (PTC). The Co-option procedure is managed by the Town Clerk up to the point of the Council meeting in which the Co-option will take place, and this policy will ensure that a fair and equitable process is carried out.

## **2. Co-option Post Elections ('35days dispensation' rule)**

There are two ways to fill these vacancies; co-option under a 'special dispensation' arrangement and the normal 'casual vacancy' process.

Under the 'special dispensation' arrangement, the Council has 35 days from the date of the elections in which it can directly co-opt to fill its remaining vacancies at a meeting of Council; the associated costs and more lengthy casual vacancy process are avoided.

## **3. Co-option Casual Vacancy**

The Co-option of a Town Councillor normally occurs when a casual vacancy has arisen on the council and no poll (by-election) has been called. A casual vacancy occurs when:

- A Councillor fails to make his declaration of acceptance of office at the proper time;
- A Councillor resigns;
- A Councillor dies;
- A Councillor becomes disqualified;
- A Councillor fails for six (6) months to attend meetings of a council committee or subcommittee or to attend as a representative of the council a meeting of an outside body.

The Town Clerk has to notify the District Council of a Casual Vacancy and then advertise the vacancy and give electors the opportunity to request an election. This occurs when ten electors notify the District Council stating that an election is requested.

If a by-election is called, a polling station will be set up by the District Council and the electors will be asked to vote for candidates who will have put themselves forward by way of nomination paper. PTC will pay the costs of the election. The electors have fourteen days (not including weekends, bank holidays and other notable days) to claim the by-election but the Electoral Officer will advise the Town Clerk of the closing date.

If more than one candidate is then nominated a by-election takes place but if only one candidate is put forward, they are duly elected without a ballot.

If ten residents do not request a ballot within fourteen days of the vacancy notice being posted, as advertised by the District Council, PTC is able to co-opt a volunteer.

#### **4. Confirmation of Co-option**

On receipt of written confirmation from the Electoral Services Office of the District Council the casual vacancy can be filled by means of Co-option. The Town Clerk will:

- Advertise the vacancy for four weeks on the council notice boards and website;
- Advise PTC that the Co-option Policy has been instigated.

PTC is not obliged to fill any vacancy. Even if the council invites applications for co-option it is not obliged to select anyone from the candidates that apply.

However, despite this it is not desirable that electors be left underrepresented for a significant length of time, neither does it contribute to effective and efficient working of the council if there are insufficient councillors to share the workload equitably; to provide a broad cross-section of skills and interests; or to achieve meeting quorums without difficulty.

Councillors elected by co-option are full members of PTC.

#### **5. Eligibility of Candidates**

PTC is able to consider any person to fill a vacancy provided that:

- They are an elector of the Town; or
- Have resided in the Town for the past twelve months or rented/tenanted land or other premises in the Town; or
- Had their principal place of work in the Town; or
- Live within three miles (direct) of the Town.

There are certain disqualifications for election, of which the main are:

- Holding a paid office under the Local Authority;
- Bankruptcy;
- Having been sentenced to a term of imprisonment (whether suspended or not) of not less than three months without the option of a fine during the five years preceding the election; and
- Being disqualified under any enactment relating to corrupt or illegal practices.

Candidates found to be offering inducements of any kind will be disqualified.

#### **6. Applications**

Members may point out the vacancies and the process to any qualifying candidate(s).

Although there is no Statutory Requirement to do so candidates will be requested to:

- Submit information about themselves by way of completing a short application form (Appendix 1)
- Confirm their eligibility for the position of Councillor within the statutory rules (Appendix 2)

Following receipt of applications, the next suitable council meeting will have an agenda item 'To receive written applications for the office of Town Councillor and to Co-opt a candidate to fill the existing vacancy'. Copies of the application will be circulated to all Councillors by the Clerk at least three clear days before the meeting of the full Council when the Co-option will be considered. All such documents will be treated as strictly confidential by the Clerk and Councillors.

Candidates will be sent a full agenda of the meeting at which they are to be considered for appointment together with a copy of the Code of Conduct, Standing Orders and Financial Regulations of PTC. Candidates will also be informed that they will be invited to speak about their application at the meeting.

## **7. At the Co-option Meeting**

At the Co-option meeting candidates will be given five minutes maximum to introduce themselves to members, give information on their background and experience and explain why they wish to become a member of PTC. The process will be carried out by adjourning the meeting to allow the candidate to speak. Where the Council wishes to discuss the merits of candidates and their personal attributes, the Council will resolve to exclude the members of the press and public.

Councillors may ask questions of the candidates, with any questions being asked to all candidates to ensure fairness. The Chair may ask other candidates to leave the room whilst a candidate is answering questions.

As soon as all candidates have finished giving their submissions the Council will proceed to vote on the acceptability of each candidate considering any personal statements provided by the candidate(s). Voting will be by a show of hands. The vote will be recorded.

In order for a candidate to be elected to PTC it will be necessary for them to obtain an absolute majority of votes cast. If there are more than two candidates and there is no candidate with an overall majority in the first round of voting the candidate with the least number of votes will drop out of the process. Further rounds of voting will then take place with the process repeated until a candidate has an absolute majority. In the case of an equality of votes the Chair of the meeting has a casting vote.

After the vote has been concluded the Chair will declare the successful candidate duly elected and, after signing their Declaration of Acceptance of Office, the newly Co-opted Councillor will take their seat immediately.

The Clerk will notify Electoral Services of the new appointment. The successful candidate(s) must complete their 'Registration of Interests' within 28 days of being elected. The form should be handed to the Town Clerk for forwarding to the Monitoring officer.

If insufficient candidates come forward for co-option the process should continue, whereby the vacancies are again advertised.



# Peacehaven Town Council

## Application for Co-option

Thank you for your interest in becoming a Peacehaven Town Councillor. Please provide the below information to assist the council in making their decision.

<b>Full name &amp; Title</b>	
<b>Home Address</b>	
<b>Home Telephone</b>	
<b>Mobile Telephone</b>	
<b>Email Address</b>	
<b>Which Ward are you Applying For?</b>	West Ward

### About You

Please provide the council with some background information about yourself.



**Reasons for Applying**

Please provide the council with your reasons for wanting to become a Councillor.

--

<b>Signature</b>	
------------------	--

Your application also requires signatures of 2 registered electors (known as a proposer and seconder) from the Town area:

	<b>Proposer</b>	<b>Seconder</b>
<b>Name</b>		
<b>Address</b>		
<b>Signature</b>		

Please return your completed application to the Town Clerk. Your application will be considered at the next available Council meeting, which you will be invited to attend, where a vote will be held to decide whether the Council agrees to co-opt you onto Peacehaven Town Council.

**Data Protection Act: The information provided on this application will remain private and confidential and will only be used for the purpose intended.**

**Peacehaven Town Council is duty bound to treat this information as strictly confidential.**

## Co-option Eligibility Form

1. In order to be eligible for co-option as a Peacehaven Town Councillor you must be a British subject, or a citizen of the Commonwealth or the European Union; and on the 'relevant date' (i.e. the day on which you are nominated or if there is a poll, the day of the election) 18 years of age or over; and additionally able to meet one of the following qualifications set out below. Please tick which applies to you:

- a) I am registered as a local government elector for the Town; or
- b) I have, during the whole of the twelve months preceding the date of my co-option occupied as owner or tenant land or other premises in the Town; or
- c) My principal or only place of work during those twelve months has been within the Town; or
- d) I have during the whole twelve months resided in the Town or within 3 miles of it.

2. Please note that under Section 80 of the Local Government Act a person is disqualified from being elected as a Local Councillor or being a member of a Local Council if they:

- a) Holds any paid office or employment of the local council (other than the office of Chairman) or of a joint committee on which the Council is represented; or
- b) Is a person who has been adjudged bankrupt or has made a composition or arrangement with his/her creditors (but see below); or
- c) Has within five years before the day of election, or since his/her election, been convicted in the UK, Channel Islands or Isle of Man of any offence and has been sentenced to imprisonment (whether suspended or not) for not less than three months without the option of a fine; or
- d) Is otherwise disqualified under Part III of the representation of the People Act 1983 for corrupt or illegal practices.

This disqualification for bankruptcy ceases in the following circumstances:

- i. If the bankruptcy is annulled on the grounds that either person ought not to have been adjudged bankrupt or that his/her debts have been fully discharged;
- ii. If the person is discharged with a certificate that the bankruptcy was caused by misfortune without misconduct on his/her part;
- iii. If the person is discharged without such a certificate.

In i and ii above, the disqualification ceases on the date of the annulment and discharge respectively. In iii, it ceases on the expiry of five years from the date of discharge.

### Declaration

I.....hereby confirm that I am eligible for the vacancy of Peacehaven Town Councillor, and the information given on this form is true and accurate record.

Signature.....

George Dyson  
Town Clerk

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



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

<b>Committee:</b>	Policy & Finance	<b>Agenda Item:</b>	PF1026
<b>Meeting date:</b>	9 <sup>th</sup> July 2024	<b>Authors:</b>	Parks Officer/ Town Clerk
<b>Subject:</b>	<b>Ouse Valley Climate Action (OVCA) project</b>		
<b>Purpose:</b>	To agree		

**Recommendation(s):**

**To agree to proceed with the OVCA project and to recommend to Full Council that the Clerk be instructed to fill out the required forms, execute the agreements, and provide any information as requested by the project.**

**1. Background**

Peacehaven Town Council has been committed to OVCA project since 2018.

The Town Clerk has received the following email from the South Downs National Park regarding the successful bid.

*I write further to previous correspondence in this matter. In order to proceed, the Lottery Fund's solicitor requires the following:*

a) *Certificate of Title for each parcel of land on which capital works are being undertaken. A certificate of title is a document provided by a conveyancing solicitor which confirms certain statements about a property. The certificate of title for the land owned by Peacehaven Town Council will need to be provided by a solicitor acting on behalf of Peacehaven Town Council. The solicitor giving the certificate will need to certify that they have fully investigated the title of the property and made all the usual and prudent searches and enquiries with regard thereto and certify that the information given in the certificate is correct.*

*Please instruct a solicitor to prepare the certificate of title (in the form attached) for the land owned by Peacehaven Town Council.*

b) *Tripartite Deed of Dedication – a tripartite agreement in the form shown attached to be made between Peacehaven Town Council (as the land owner), the grant recipient (South Downs National Park) and the Lottery Fund.*

c) *Signed Land Registry form RX1s (to allow a restriction to be entered on the title to each parcel of land) will be required from Peacehaven Town Council.*

d) *Plans showing the land within Peacehaven Town Council's ownership on which capital works are being undertaken.*

e) *Copies of the Land Registry title documents showing Peacehaven Town Council's ownership.*

The text below is the wording from the original bid form showing what was intended to be placed in Centenary Park as part of the gateway to the downs.

*This project involves planting native deciduous trees in an avenue leading walkers to the gateway (into the South Downs). Along with this, four themed mosaic sculptures will be used as way-marking posts to guide the local community onto the downland footpaths. A local mosaic artist will be commissioned to create this work and run workshops with the local community, specifically targeting local youths. The first post will be a totem pole with 3 fingers directing people to the paths. The last 3 will be animals or plants found on the Downs. A further interpretation panel about downland species and the network of footpaths will be installed at the gateway. A litter bin will be installed near the interpretation board at the entrance to the South Downs.*

## **2. Options for Council**

The Clerk to be instructed to fill out the required forms and provide any information as requested by the project, including executing the deeds with 2 Councillors to sign as witnesses.

## **3. Reason for recommendation**

Peacehaven Town Council originally applied for funding for trees leading from Centenary Park to the entrance to the South Downs National Park at the east end of the park, but signposts and an Interpretation Board have been added to the bid.

The bid is fully funded by the lottery bid.

## **4. Expected benefits.**

### **a. The community**

The new signage and gateway to the downs will encourage residents to use the national park for walking and recreation.

### **b. The environment**

Trees have been planted to direct residents on to the national park

### **c. Other**

## 5. Implications

5.1 Legal	Executing the required deeds
5.2 Risks	Project plans
5.3 Financial	Lottery funded project
5.4 Time scales	
5.5 Stakeholders & Social Value	Yes
5.6 Contracts	
5.7 Climate & Sustainability	Tree planting
<b>5.8 Crime &amp; Disorder</b>	
<b>5.9 Health &amp; Safety</b>	
<b>5.10 Biodiversity</b>	Disease resistant Elm trees planted
<b>5.11 Privacy Impact</b>	
<b>5.12 Equality &amp; Diversity</b>	

## 6. Appendices



in the property? (if <b>No</b> , please disclose in the schedule)	<input type="checkbox"/>	<input type="checkbox"/>
G5. Does the property have the benefit of all rights, easements and wayleaves (including right of access and support) necessary for the use and enjoyment of the property for its existing use and for the delivery of the project together with all usual services? (If <b>No</b> , please disclose in the schedule)	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
<b>SECTION 2 – LEASEHOLD</b>		
L1. Please confirm the following lease terms:		
• The length of the lease	<input type="text"/>	
• The commencement date	<input type="text"/>	
• The annual rent	<input type="text"/>	
• Parties to the lease	<input type="text"/>	
	<b>Yes</b>	<b>No</b>
L2. Is the Leaseholder the same as the Grant Recipient? (if <b>No</b> , please disclose in the schedule)	<input type="checkbox"/>	<input type="checkbox"/>
L3. Does the lease contain adequate provision for the management, maintenance And repair of common parts, common services and any amenity area? (if <b>No</b> , please disclose in the schedule)	<input type="checkbox"/>	<input type="checkbox"/>
L4. Does the lease contain any provision for forfeiture on any ground other than non payment of rent or breach of covenant by the tenant? (if <b>Yes</b> , please disclose in the schedule)	<input type="checkbox"/>	<input type="checkbox"/>
L5. Is the right of the Leaseholder to assign, charge or underlet unfettered? (if <b>No</b> , please disclose in the schedule)	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Yes</b>	<b>No</b>
L6. Is the insurance of the property controlled by the Leaseholder?	<input type="checkbox"/>	<input type="checkbox"/>
If <b>No</b> , does the lessor's insurance cover the replacement value of the property	<input type="checkbox"/>	<input type="checkbox"/>

and is the lessor obliged to apply insurance monies to reinstatement?

L7. Are there any outstanding rents or other charges due under the lease?  
(if **Yes**, please disclose in the schedule)

L8. Are any of the tenants covenants unusually onerous?  
(if **Yes**, please disclose in the schedule)

L9. Does the lease contain any provision for the review of rent?  
(if **Yes**, please disclose in the schedule)

L10. Does the lease contain any options to determine?  
(if **Yes**, please disclose in the schedule)

L11. Have Section 24 to 28 of the Landlord and Tenant act 1954 been excluded  
in relation to the tenancy created by the lease?

We confirm that we have fully investigated the title of the property and we have made all the usual and prudent searches and enquiries with regard thereto (save as disclosed in the Schedule) and certify that the information given is correct.

We [are solicitors holding professional indemnity insurance cover of £ [redacted] and we]\* acknowledge that the Big Lottery Fund is relying on this Certificate for the purposes of the Transaction in connection with the proposed grant of monies to [insert name of Grant Recipient] in connection with the Project and we certify that the matters referred to in the schedule do not disclose matters which in our/my opinion would prevent the Project being delivered in full and in accordance with the Fund's terms and conditions of grant.

Signed

Dated

Name of Practice

Address

\* This can be deleted by the in-house legal department of a statutory authority



## **DISCLOSURE SCHEDULE**

**If there are any matters to disclose in this Schedule, then those matters and any documents attached relating to such matters must be certified as showing no adverse entries or disclosing matters which would prevent the Project being delivered in full and in accordance with the Fund's terms and conditions of grant.**

## TRIPARTITE DEED OF DEDICATION

DATED the \_\_\_\_\_ day of \_\_\_\_\_ 2022

**BETWEEN** (1) [REDACTED] (“the Landowner”) , and  
(2) [REDACTED] (“the Grant Recipient”) , and  
(3) **THE BIG LOTTERY FUND (OPERATING AS THE NATIONAL LOTTERY COMMUNITY FUND)**, a body corporate established by the National Lottery Act 2006, of 1<sup>st</sup> Floor Peel Building, 2 Marsham Street, London SW1P 4DF (“the Fund”)

### BACKGROUND

- (A) The Grant Recipient has made a successful application to the Fund for an award to fund the Project.
- (B) The Landowner has agreed to a Project being carried out on Land belonging to the Landowner, with the use of money to be provided by the Fund.
- (C) The Landowner and the Grant Recipient have agreed to enter into this Deed in recognition of the fact that the Project is to be funded in whole or in part by the Fund.
- (D) The Landowner has agreed to enter into an agreement with the Grant Recipient to manage and operate the Project. The Grant Recipient acknowledges that it will remain directly responsible to the Fund for all aspects of the Project and monitoring of the Project by the Fund, pursuant to the obligations contained in the Terms and Conditions of the grant.

### NOW THIS DEED WITNESSETH

#### 1 Definitions

- 1.1 In this Deed the following words and phrases shall have the following meanings save where the context otherwise requires

“Asset Liability Period” means the period from [ ] to [XX years from the Date of Practical Completion]

“Capital Grant”	means the grant awarded to the Grant Recipient by the Fund for the Project as set out in the Grant Offer Letter and subject to the Grant Conditions
“Date of Practical Completion”	has the same meaning as given in the Grant Conditions
“Grant Offer Letter”	means the grant offer letter made by the Fund to the Landowner dated [ ] which incorporated the Grant Conditions a copy of which is included at Appendix 1
“Grant Conditions”	means the terms and conditions attached to the Grant Offer Letter a copy of which is annexed to this Deed at Appendix 2 and as amended from time to time
“the Land”	means all that land [and buildings] at [state address] [as the same is registered at the Land Registry under title(s) number(s) ] [and as edged red on the Plan]
“the Plan”	means the plan attached hereto
“the Project”	means the project to be funded under URN:[ ] and subject to the Fund’s Standard Terms and Conditions of grant

1.2 Unless the contrary intention is expressed the defined terms in the standard conditions shall have the same meaning here.

1.3 Unless the contrary intention appears references in this deed to:

1.3.1 parties and other persons include their successors and assigns.

1.3.2 an obligation of the Landowner do something shall include an obligation to procure that it is done and an obligation not to do something shall include an obligation not to permit, suffer or allow it; and

- 1.3.3 a defined term shall include each and every part.
- 1.3.4 particular legislation (unless stated otherwise) include any reference to that legislation as amended, consolidated or re-enacted from time to time and to all subordinate legislation made under it from time to time.
- 1.4 Where the words “include(s)” or “including” are used they are deemed to have the words “without limitation” following them.
- 1.5 Except where a contrary intention appears, a reference to a clause is a reference to a clause of this Deed.
- 1.6 The appendices form part of this Deed and have effect as if set out in the body of this Deed. Any reference to this Deed includes the appendices.
- 1.7 Words importing:
  - 1.7.1 the singular number also include the plural and vice versa;
  - 1.7.2 any gender include every gender;
  - 1.7.3 natural persons include firms companies and corporations and vice versa.
- 1.8 Where the expression “Landowner” and/or “Grant Recipient” refers to more than one person or company:
  - 1.8.1 any reference in this Deed to “Landowner” and/or “Grant Recipient” is a reference to each and every party comprising the Landowner and/or Grant Recipient, as applicable.
  - 1.8.2 any covenant required by this Deed to be given by the Landowner and/or the Grant Recipient is to be given jointly and severally by all persons or companies comprising the Landowner and/or the Grant Recipient.
  - 1.8.3 the liability of the Landowner under this Deed is the joint and several liability of all persons or companies comprising the Landowner.
  - 1.8.4 the liability of the Grant Recipient under this Deed is the joint and several liability of all persons or companies comprising the Grant Recipient.
- 1.9 A reference to writing or written excludes fax and e-mail.

- 1.10 A reference to **this Deed** or to any other agreement or document referred to in this Deed is a reference to this Deed or such other agreement or document as amended and restated varied or novated (in each case, other than in breach of the provisions of this Deed) from time to time.
- 1.11 Any reference to the consent or approval of the Fund being required is to a consent or approval in writing which must be obtained before the relevant act is taken or event occurs
- 2 In consideration of the Fund funding the Project by way of the Capital Grant the Landowner and Grant Recipient hereby covenant with the Fund that in respect of the Land the Landowner and Grant Recipient will:-
- 2.1 not without the prior written consent of the Fund, assign, transfer or charge the Land or grant any lease or licence, agree to grant any lease or licence or enter into or permit any parting with possession or sharing arrangements whatsoever in respect of the Land except to the Grant Recipient;
- 2.2 not, save with the prior written consent of the Fund, use the Land other than for the purpose of the Project; and
- 2.3 not damage or destroy the Project.
3. Where the Fund grants consent to any transfer, lease or other disposition of the Land (or any part or parts of the Land) pursuant to clause 2.1 the Landowner and/or Grant Recipient (as applicable) must first:
- 3.1 comply with the terms of any conditions attached to the Fund's consent to the Fund's satisfaction; and
- 3.2 procure that the person acquiring such interest (or if more than one person then such persons jointly and severally) covenants with the Fund in equivalent terms (mutatis mutandis) to this Deed and agrees to an equivalent restriction being placed on the title to the property transferred.
4. The Fund may assign the benefit of this Deed to such person as it thinks fit.
5. The Landowner represents that it has power to execute and deliver this Deed and the execution and performance of this Deed has been validly authorised and that this Deed will be valid legal and binding on the Landowner.

6. The Grant Recipient represents that it has power to execute and deliver this Deed and the execution and performance of this Deed has been validly authorised and that this Deed will be valid legal and binding on the Grant Recipient.
7. Without prejudice to any right or remedy of the Fund for breach of covenant occurring before the expiration of this Deed, this Deed shall expire at midnight on the last day of the Asset Liability Period.
- 8.1 The Landowner hereby consents to and applies on Form RX1 (or such other form as may be prescribed from time to time) to the Chief Land Registrar for the registration at H M Land Registry against the title to the Land or any part of the Land which is now or at any time during the ownership of the Landowner registered at H M Land Registry of a restriction in substantially the following terms:-

" Until [insert date] no disposition of the registered estate by the proprietor of the registered estate or by the proprietor of any registered charge, not being a charge registered before the entry of this restriction, is to be registered without a written consent signed by the Big Lottery Fund of 1<sup>ST</sup> Floor Peel Building, 2 Marsham Street, London SW1P 4DF, or their conveyancer."
- 8.2 The Landowner shall at its own cost and as soon as reasonably possible register and maintain the registration of the restriction referred to in clause 8.1 against the title to the Land or any part of the Land which becomes at any time after the date of this Deed but during the ownership of the Landowner registered at HM Land Registry and shall deliver to the Fund an official copy of such title showing registration of the restriction.
9. The Landowner shall at its own cost and within 28 days of the date of this Deed register and maintain the registration of the restriction referred to in clause 8.1 against the title to the Land or any part of the Land which becomes at any time after the date of this Deed but during the ownership of the Landowner registered at HM Land Registry and shall deliver to the Fund an official copy of such title showing registration of the restriction.
10. A person who is not a party to this Deed is not intended to have any right under the Contracts (Rights of Third Parties) Act 1999 to enforce any term of this Deed.

11. The law of England and Wales governs the construction of this Deed and any dispute arising in connection with it. The courts of England and Wales have exclusive jurisdiction to settle any dispute in connection with this Deed.

12. This instrument was executed as a deed but not delivered until the date set out above.

Executed as a deed by affixing the seal )  
Of the **THE BIG LOTTERY FUND** )  
**(OPERATING AS THE NATIONAL LOTTERY** )  
**COMMUNITY FUND)** and authenticated by an )  
authorised officer:- )

.....  
Signature

.....  
Name of authorised officer

.....  
Title of authorised officer

Executed as a deed by

[Landowner]

By: XX

Position:

Executed as a deed by

[Grant Recipient]

By: XX

Position:

:

## **Appendix 1**

Grant Offer Letter



## **Appendix 2**

### Grant Conditions

## **Appendix 3**

Plan

**Any parts of the form that are not typed should be completed in black ink and in block capitals.**

If you need more room than is provided for in a panel, and your software allows, you can expand any panel in the form. Alternatively use continuation sheet CS and attach it to this form.

HM Land Registry is unable to give legal advice, but you can find guidance on HM Land Registry applications (including our practice guides for conveyancers) at [www.gov.uk/land-registry](http://www.gov.uk/land-registry).

Conveyancer is a term used in this form. It is defined in rule 217A, Land Registration Rules 2003 and includes persons authorised under the Legal Services Act 2007 to provide reserved legal services relating to land registration and includes solicitors and licensed conveyancers.

For information on how HM Land Registry processes your personal information, see our [Personal Information Charter](#).

HM LAND REGISTRY USE ONLY Record of fees paid
Particulars of under/over payments
Reference number Fees debited £

Where there is more than one local authority serving an area, enter the one to which council tax or business rates are normally paid.

Insert address including postcode (if any) or other description of the property, for example 'land adjoining 2 Acacia Avenue'.

Place 'X' in the appropriate box.

Give a brief description of the part affected, for example 'edged red on the attached plan'.

Complete details of charge if appropriate.

To find out more about our fees visit [www.gov.uk/government/collections/fees-land-registry-guides](http://www.gov.uk/government/collections/fees-land-registry-guides)

Place 'X' in the appropriate box.

The fee will be charged to the account specified in panel 7.

1	Local authority serving the property:				
2	Title number(s) of the property:				
3	<p>Property:</p> <p>The restriction applied for is to affect</p> <p><input type="checkbox"/> the whole of the registered estate</p> <p><input type="checkbox"/> the part(s) of the registered estate as shown:</p> <p><input type="checkbox"/> the registered charge(s) dated _____ in favour of: _____</p>				
4	<p>Application and fee</p> <table border="1"> <thead> <tr> <th>Application</th> <th>Fee paid (£)</th> </tr> </thead> <tbody> <tr> <td>Entry of restriction</td> <td></td> </tr> </tbody> </table> <p>Fee payment method</p> <p><input type="checkbox"/> cheque made payable to 'Land Registry'</p> <p><input type="checkbox"/> direct debit, under an agreement with Land Registry</p>	Application	Fee paid (£)	Entry of restriction	
Application	Fee paid (£)				
Entry of restriction					

List the documents lodged with this form. If this application is accompanied by either Form AP1 or FR1 please only complete the corresponding panel on Form AP1 or DL (if used). Original documents are only required if your application is a first registration, when we will return the originals if a certified copy has been supplied. If your application is not a first registration then we only need certified copies of deeds or documents you send to us with HM Land Registry application forms. Once we have made a copy of the documents you send to us, they will be destroyed, this applies to both originals and certified copies.

Provide the full name(s) of the person(s) applying to enter the restriction. Where a conveyancer lodges the application, this must be the name(s) of the client(s), not the conveyancer.

This panel must always be completed.

A key number is only available to professional customers, such as solicitors.

If you are paying by direct debit, this will be the account charged.

This is the address to which we will normally send requisitions. However if you insert an email address, we will use this whenever possible. Where an application is lodged by e-DRS all documents and correspondence will be dealt with electronically.

We will only issue warning of cancellation letters to conveyancers if an email address is inserted.

5 Documents lodged with this form:	
6 The applicant:	
7 This application is sent to Land Registry by <input data-bbox="660 658 1430 707" type="text"/> Key number (if applicable): Name: Address or UK DX box number:  Email address: Reference:	
Phone no:	Fax no:

You must place 'X' in only one box in this panel. See Practice Guide 19 if you are unsure which option you need to select.

If you are a conveyancer the certificate is sufficient to comply with HM Land Registry's requirements. If no conveyancer is acting, you must enclose evidence of the applicant's entitlement to be registered as proprietor with this application. HM Land Registry may destroy documents after scanning.

List any supporting documents in panel 5 or on Form AP1 or DL (if used).

If you are a conveyancer the certificate is sufficient to comply with HM Land Registry's requirements. If no conveyancer is acting, you must enclose the relevant consent with this application. HM Land Registry may destroy documents after scanning.

If you are a conveyancer the certificate is sufficient to comply with HM Land Registry's requirements. If no conveyancer is acting, you must enclose the relevant consent and evidence of entitlement to be registered as proprietor with this application. HM Land Registry may destroy documents after scanning.

List any supporting documents in panel 5 or on Form AP1 or DL (if used).

List any supporting documents in panel 5 or on Form AP1 or DL (if used).

8 The applicant is entitled to apply for a restriction because

**(A) Applicant is the registered proprietor**

The applicant is the registered proprietor of the estate/charge referred to in panel 3

**(B) Applicant is entitled to be registered as the proprietor**

Evidence of that entitlement accompanies this application

I am the applicant's conveyancer and certify that I am satisfied that the applicant is entitled to be registered as proprietor and that I hold the originals of the documents that contain evidence of the applicant's entitlement, or an application for registration of the applicant as proprietor is pending at Land Registry

**(C) Application made with the consent of the registered proprietor**

The relevant consent accompanies this application

I am the applicant's conveyancer and certify that I hold the relevant consent

**(D) Application made with the consent of person entitled to be registered as proprietor**

The relevant consent and evidence of that entitlement accompany this application

I am the applicant's conveyancer and I certify that the relevant consent accompanies this application.

I also certify that I am satisfied that the person consenting to this application is entitled to be registered as proprietor and that I hold the originals of the documents that contain evidence of that person's entitlement, or an application for registration of that person as proprietor is pending at Land Registry

I am the applicant's conveyancer and I certify that I hold the relevant consent.

I also certify that I am satisfied that the person consenting to this application is entitled to be registered as proprietor and that I hold the originals of the documents that contain evidence of that person's entitlement, or an application for registration of that person as proprietor is pending at Land Registry

**(E) Other evidence in support of applicant's claim**

None of the above statements applies but the applicant has the following sufficient interest in the making of the entry of the restriction applied for in panel 9

The applicant has made the statement in panel 12

I am the applicant's conveyancer and I certify as to the applicant's interest in panel 13

Set out in full the wording of the restriction required. For standard form restrictions, also insert the reference letter(s) of the form. For non-standard form restrictions delete the words in square brackets. Standard forms of restriction are set out in Schedule 4 to the Land Registration Rules 2003. Further guidance is contained in Practice Guide 19.

You must set out the wording of the restriction in full, unless you are applying for a standard form of restriction that has no variable content.

You must include the address(es) for service where a standard form of restriction requires an address to be included or where any other restriction requires a consent or certificate to be provided, or notice to be served on the restrictioner. Each restrictioner may give up to three addresses for service, one of which must be a postal address whether or not in the UK (including the postcode, if any). The others can be any combination of a postal address, a UK DX box number or an electronic address.

If the restriction refers to a registered company or limited liability partnership incorporated anywhere in the United Kingdom include the registered number (including any prefix) immediately after the name of the company. For an overseas company include the territory of incorporation and if its particulars are registered at Companies House, state the registered number in England and Wales.

If a conveyancer is acting for the applicant, that conveyancer must sign. If no conveyancer is acting, the applicant (and if more than one person then each of them) must sign.

The conveyancer must sign if they have given one of the certificates referred to in panel 8.

See panel 8.

9 The applicant applies to enter a restriction [in standard form ] against the estate/charge referred to in panel 3 in the following words:

10 Signature of applicant or their conveyancer: \_\_\_\_\_  
Date:

11 I/We consent to the entry of the restriction specified in panel 9 against the estate or charge referred to in panel 3.

Print full name	Signature
1.	1.
2.	2.
3.	3.
4.	4.

Only complete this panel if you have completed option (E) in panel 8. If a conveyancer is lodging the application, the conveyancer may either complete panel 13 and leave this panel blank, or may arrange for the applicant to complete this panel.

Set out the nature of the applicant's interest.

Set out details of the circumstances in which the interest arose.

List any supporting documents in panel 5 or on Form AP1 or DL (if used).

See the warnings at the end of this form.

Only complete this panel if you have completed option (E) in panel 8 and a conveyancer is lodging the application.

Set out the nature of the applicant's interest.

Set out details of the circumstances in which the interest arose.

List any supporting documents in panel 5 or on Form AP1 or DL (if used).

See the warnings at the end of this form.

12 The applicant states that the applicant has a sufficient interest in the restriction being entered in the register.

Nature of applicant's interest:

Details of how the applicant's interest arose:

Signature of applicant: .....

13 I certify that the applicant has a sufficient interest in the restriction being entered in the register.

Nature of applicant's interest:

Details of how the applicant's interest arose:

Signature of conveyancer: .....

The conveyancer's full name is:

**WARNING**

If you dishonestly enter information or make a statement that you know is, or might be, untrue or misleading, and intend by doing so to make a gain for yourself or another person, or to cause loss or the risk of loss to another person, you may commit the offence of fraud under section 1 of the Fraud Act 2006, the maximum penalty for which is 10 years' imprisonment or an unlimited fine, or both.

Failure to complete this form with proper care may result in a loss of protection under the Land Registration Act 2002 if, as a result, a mistake is made in the register.

Under section 66 of the Land Registration Act 2002 most documents (including this form) kept by the registrar relating to an application to the registrar or referred to in the register are open to public inspection and copying. If you believe a document contains prejudicial information, you may apply for that part of the document to be made exempt using Form EX1, under rule 136 of the Land Registration Rules 2003.

Section 77 of the Land Registration Act 2002 imposes a duty not to apply for the entry of a restriction without reasonable cause; anyone in breach of this duty may be liable to damages to anyone who suffers loss in consequence.

George Dyson  
Town Clerk

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✉ TownClerk@peacehaventowncouncil.gov.uk



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<b>Committee:</b>	Policy and finance	<b>Agenda Item:</b>	PF1027
<b>Meeting date:</b>	9 <sup>th</sup> July 2024	<b>Authors:</b>	Parks officer
<b>Subject:</b>	<b>Ball stop fencing</b>		
<b>Purpose:</b>	To agree		

**Recommendation(s):**

**To agree to where to pay for the fencing as recommended by Leisure, Amenities, and Environment Committee.**

**1. Background**

At the L&A meeting on the 2<sup>nd</sup> of June 2024 the committee recommended the following

II. To agree to installing 40 metres of 2.5-meter-high wire fence at an estimated cost of up to £3000.00 to match the original wire fence.

And for the P&F committee to find funding for this work.

The grounds team could install this fence to save some labour costs (approximately £1000.00), but this would need to be delayed until September time.

A quote for the works by a contractor came in at £3,092.35 + VAT (£3,710.82 inclusive)

**2. Options for Council**

To fund this fence from either within the current budget or another funding source amount to be no more than £3092.00 +vat

**3. Reason for recommendation**

To prevent a resident's fence from being damaged by footballs

**4. Expected benefits**

**a. The community**

N/A

**b. The environment**



N/A

**c. Other**

**5. Implications**

5.1 Legal	
5.2 Risks	
5.3 Financial	£3000.00
5.4 Time scales	
5.5 Stakeholders & Social Value	yes
5.6 Contracts	
5.7 Climate & Sustainability	
<b>5.8 Crime &amp; Disorder</b>	
<b>5.9 Health &amp; Safety</b>	
<b>5.10 Biodiversity</b>	
<b>5.11 Privacy Impact</b>	yes
<b>5.12 Equality &amp; Diversity</b>	

**6. Appendices**

**Quote from outside contractor**

1. As per your email to supply and fit a 40m run of 2.4m high galvanised weld mesh and posts. Based on a clear fence line site soil digging and good access

**For the sum of.....£3,092.35 + VAT (£3,710.82 inclusive)**

# **Community Transport for the Lewes Area and Peacehaven Town Council**

**Service Level Agreement for 4 Towns Dial-a-Ride Service**

# April 2024

## Definitions

For the purpose of this memorandum the following definitions will apply:-

**“PTC”** –this will be the Peacehaven Town Council

**“CTLA”** - this will be Community Transport for the Lewes Area (Ltd)

**“The service”** - this will be the 4 Towns Dial-a-Ride service operated by CTLA.

**“Drivers”** – this will be any person recruited to convey “Service Users” to and from their trip destination

**“Service Users”** –this will be any person who is entitled to use the service

**“The Payment”** – this will be the financial payment from the PTC to CTLA as a part contribution for the provision of the service.

## The Service

The Service will be available equally to all registered members of CTLA who are residents of Newhaven, Peacehaven, Telscombe, Telscombe Cliffs and East Saltdean and will operate on Mondays to Fridays (excluding Bank and Public Holidays) between the hours of 0900 and 1430, subject to funding by combined contributions from Peacehaven Town Council, Newhaven Town Council, Telscombe Town Council, East Sussex County Council and from CTLA’s own financial contributions together with fares taken on the bus by Service Users. The commitment based on PTC’s contribution will be pro-rata which amounts to a minimum provision of a service 13 hours per week available to Peacehaven residents. Membership of CTLA is open to all qualifying residents of the contributing towns and is free of charge (however CTLA reserves the right to introduce a nominal future membership fee should that be desirable to maintain the service).

## Drivers

CTLA will recruit paid or voluntary drivers to operate the Service who have been subjected to an enhanced Disclosure Barring Service check, Driving Licence Eligibility checks and will arrange any reimbursement of wages or expenses.

CTLA will source and maintain in a roadworthy condition, including ensuring compliance with taxation and insurance requirements, all vehicles used to provide the service but retains the right to sub-contract work to appropriately licensed transport providers should it deem it necessary in order to maintain the service.

CTLA will recruit and train persons required to maintain a telephone booking system so that Service Users can book journeys required and match such transport requests with available drivers and vehicles subject to availability.

### **Service Stats Reporting**

CTLA will maintain statistical information to undertake ongoing monitoring of the scheme. PTC may request feedback on these stats at any time.

### **Charges to Service Users**

The definition, collection, banking and accounting for all Charges to service users will be the sole responsibility of CTLA.

### **The PTC Financial Contribution**

To provide the service as outlined in the paragraph “The Service” requires considerably more than the contribution from any one of the contributing partners. CTLA will be paid by PTC at a cost of £6,500 per annum, payable annually in advance on 1<sup>st</sup> April. The service provided under this Service Level Agreement is non – VAT chargeable.

### **Contract Price Review**

The level of the annual contribution will be reviewed annually and may be revised by mutual agreement but either party may request a review at any time by notice in writing.

### **Publicity and Promotion**

CTLA will be wholly responsible for any marketing and promotion of the Service and costs incurred therein, but PTC will be expected to hold marketing material and information about the service and promote it to local residents at suitable opportunities.

### **GDPR, Safeguarding, Client Confidentiality & Equal Opportunities**

For the purposes of GDPR compliance CTLA will be the nominated Data Controller and also the Data Processor.

CTLA will have written policies covering the following:-

Data Protection

Safeguarding of Vulnerable Adults and Children (including DBS checks)

Client Confidentiality

Equal Opportunities

Health & Safety

All policies will be reviewed by CTLA on a regular basis.

**Variations and Termination**

CTLA and the PTC share the common goal to utilise driver and vehicle resources to achieve maximum benefit to service users whilst delivering “value for money”. The contents of this SLA may be varied by mutual consent in writing at any time.

Either party can end this agreement by giving the other 31 days notice in writing. In the event that the agreement should be terminated before the end of any 12 month grant period, CTLA will reimburse PTC pro-rata for any wholly unused calendar months.

Signed on behalf of Community Transport for the Lewes Area

Name

Print Name

Position

Date

Signed on behalf of Peacehaven Town Council

Name

Print Name G.Dyson

Position Town Clerk

Date

# **Community House 10-year Plan**

## **Working Group - Draft Terms of Reference**

### **1. Background**

The Community House Sub-Committee has started developing a 10-year plan for the building based on various professional surveys that have been undertaken, including Fire Survey & Risk Assessments, Condition Report, Asbestos survey, and Decarbonization surveys.

### **2. Purpose/Objectives**

2.1. The purpose of the working group is to develop the information in these surveys into a realistic, deliverable plan spanning the next 10 years.

2.2 The Working group objective is to bring a report and a developed 10-year plan for discussion and the Policy & Finance Committee, and ultimately for adoption at Full Council.

### **3. Principles**

3.1. In establishing the working group, it is deemed appropriate that the group is provided with and accepts these terms of reference.

3.2. The working group membership shall remain balanced between any political affiliations.

3.3. The working group membership shall include no more than 4 Councillors, in addition to Officers and any members of the public or external stakeholders, the group may consult with any person for the purpose of achieving their objectives.

3.4. The working group is not delegated any financial or decision-making authority.

### **4. Tasks and activities**

4.1. The working group will carry out the following tasks & activities:

- a. Develop a comprehensive 10-year plan document outlining strategic goals, action steps, timelines, and budget estimates for Community House.
- b. Provide regular progress reports and updates to the Policy & Finance Committee on the development & implementation of the plan.
- c. Develop valuation criteria to assess the plan's effectiveness and impact on Community House and its users.
- d. Demonstrate analysis of financial, social, and environmental factors in all recommendations brought forward.

## **5. Roles and Responsibilities**

5.1 The working group will carry out the following roles:-

- a. Review the assessments of the current state of Community House, including physical condition, usage patterns, and community feedback.
- b. Identify key stakeholders and engage with community members to gather input and ensure inclusivity in the planning process.
- c. Develop a strategic roadmap outlining short-term and long-term goals for the community building over the next 10 years, split into targets for each year.
- d. Define key performance indicators and success metrics to track progress and ensure accountability in plan implementation.

## **6. Decision Making**

6.1. The working group has no decision-making authority and may only produce recommendations for the Policy & Finance Committee or Council to consider.

## **7. Conduct**

7.1. It is expected that all working group members abide by the principles and practice of the Councillors Code of Conduct including declarations of interest.

All members of the working group will declare any personal interest that may be perceived as being relevant to any decisions or recommendations made by the group. This may include membership of an organization, ownership of interest in land (directly or indirectly) or a business or indeed any other matters likely to be relevant to the work being undertaken.

7.2. The working group shall apply the following principles:-

- a. Be clear and open when their individual roles or interests are in conflict.
- b. Work together for the benefit of the communities established in the Towns.
- c. Treat everyone with dignity, courtesy and respect regardless of their age, gender, sexual orientation, ethnicity, or religion and belief.
- d. Treat other members of the group with respect and dignity, allowing members to express their views without prejudice and interruption.
- e. Actively promote equality of access and opportunity.

## **8. Group Membership**

8.1. Subject to ratification by the Policy & Finance Committee, the working group will be formed from members, Officers, and external stakeholders or members of the public.

8.2. There may be a maximum of 4 Councillors on the working group.

8.3. The working group shall agree amongst themselves which member of the group shall Chair the meeting and another member to take notes.

## **9. Meetings & Voting**

9.1. The working group does not produce formal minutes, but should keep some brief meeting notes, in particular highlighting agreed actions and key discussion points as an aide memoir.

## **10. Finance**

10.1. No financial resources are allocated to the working group – if the group considers a need for expenditure, this must be made as a recommendation to the Policy & Finance Committee or Council.

10.2. Free of charge room hire at Community House (subject to availability) will be granted to the Working Group.

## **11. Changes to the Terms of Reference**

13.1. These Terms of reference will be reviewed every six months throughout the project and amended as required.

## **14. Dissolution of the Group**

14.1. The working group shall be reviewed on adoption of the 10-year plan, a new Terms of Reference shall need to be developed for monitoring and implementing the plan, or the group may be dissolved at this stage.



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<b>Committee:</b>	Policy and finance	<b>Agenda Item:</b>	PF1030
<b>Meeting date:</b>	9 <sup>th</sup> July 2023	<b>Authors:</b>	Parks officer
<b>Subject:</b>	Selling of asset		
<b>Purpose:</b>	To agree		

**Recommendation(s):**

**To agree to sell the Kubota G18 collector for the sum offered of £1200 +vat**

**1. Background**

As part of the new 3G football pitch we have sold some asset which are no longer required, the last of these is the Kubota G18 collector mower.



This machine is old and quite worn out and we no longer need to use it since we do not have the county ground to look after anymore. We had an enquiry about how much we would like for it and asked for £1600+vat the counteroffer is £1200 +vat which I feel is a fair price.

**2. Options for Council**

To accept the offer and sell the machine

**3. Reason for recommendation**

The machine is no longer required by the grounds team.

#### 4. Expected benefits

a. The community

b. The environment

c. Other

#### 5. Implications

5.1 Legal	
5.2 Risks	
5.3 Financial	Sale of an asset, income
5.4 Time scales	
5.5 Stakeholders & Social Value	
5.6 Contracts	
5.7 Climate & Sustainability	Older machines are less environmentally friendly
<b>5.8 Crime &amp; Disorder</b>	
<b>5.9 Health &amp; Safety</b>	
<b>5.10 Biodiversity</b>	
<b>5.11 Privacy Impact</b>	
<b>5.12 Equality &amp; Diversity</b>	

#### 6. Appendices