

George Dyson
Town Clerk

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



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

Policy & Finance Committee

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

26th March 2025

Members of Peacehaven Town Council's **Policy & Finance Committee** are summoned to a meeting to be held in Community House on **Tuesday 1st April 2025 at 7.30 p.m.**

George Dyson, Town Clerk.

AGENDA

1. **PF1099** CHAIR'S ANNOUNCEMENTS.
2. **PF1100** PUBLIC QUESTIONS - *There will be a 15-minute period whereby members of the public may ask questions on any relevant POLICY & FINANCE matters.*
3. **PF1101** TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS.
4. **PF1102** TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS.
5. **PF1103** TO ADOPT THE COMMITTEE'S MINUTES OF 11TH FEBRUARY 2025.
6. **PF1104** TO REVIEW THE FINANCIAL POSITION OF THE COUNCIL YEAR TO-DATE: -
 - a. Finance Officer's report.
 - b. Bank account & Bank Reconciliation statements (for signing).
 - c. Income & Expenditure report.
 - d. Balance Sheet.
 - e. CIL & S.106 report (income, expenditure & bids).
 - f. List of payments (for approval).
7. **PF1105** TO AGREE TO EARMARK AN ADDITIONAL BUDGETARY CODE
8. **PF1106** TO DISCUSS POSSIBLE FUNDING FOR A CAR PARK LIGHTING PROJECT
9. **PF1107** TO DISCUSS POTENTIAL CIL BIDS FOR JANUARY 2026
10. **PF1108** TO AGREE TO A 2-YEAR CONTRACT FOR THE PLAY APP LICENCE
11. **PF1109** TO DISCUSS THE FUTURE OF A UNIT FOR THE GROUNDS TEAM
12. **PF1110** TO ADOPT A REVISED GRANTS POLICY
13. **PF1111** TO RECEIVE VERBAL UPDATES FROM THE FOLLOWING TFG's
 - a. Audit Working Group
 - b. Community Buildings Working Group
 - c. PTC premises Terms & Conditions review TFG
 - d. Council Committee Structure TFG
14. **PF1112** DATE OF NEXT MEETING – TUESDAY 27TH MAY 2025 AT 7.30PM
15. **PF1113** TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING ITEMS

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

16. **PF1114** AGED DEBT ANALYSIS

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Minutes of the meeting of the Policy & Finance Committee Meeting held in the Anzac Room, Community House on Tuesday 11th February 2025 at 7.30pm.

Present: Cllr Alexander (Chair of Committee), Cllr Davies (Vice-Chair of Committee), Cllr Donovan (Chair of Council), Cllr Gallagher, Cllr Sharkey, Cllr Campbell, Cllr Griffiths, Cllr Veck.

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

No members of the public were in attendance.

1. PF1081 CHAIR'S ANNOUNCEMENTS.

The Chair opened the meeting at 19:30, read out a statement on civility & respect, briefly ran through the building fire procedures, asked that phones be put onto silent, informed members that the meeting is being recorded for internal use, and reminded members about confidentiality of items discussed in closed session.

2. PF1082 PUBLIC QUESTIONS - *There will be a 15-minute period whereby members of the public may ask questions on any relevant POLICY & FINANCE matters.*

There were no public questions.

3. PF1083 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS.

Apologies were received from Cllr Gordon-Garrett.

4. PF1084 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS.

There were no declarations of interest.

5. PF1085 TO ADOPT THE COMMITTEE'S MINUTES OF 26TH NOVEMBER 2024

Proposed by: Cllr Gallagher Seconded by: Cllr Donovan
The minutes of 26th November 2024 were **agreed** and **adopted**.

6. PF1086 TO REVIEW THE FINANCIAL POSITION OF THE COUNCIL YEAR TO-DATE: -

a. Finance Officer's report.

The RFO asked if any members had questions about the report, to which there were none. The Committee **noted** the report.

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

Proposed by: Cllr Sharkey Seconded by: Cllr Campbell.
The Committee **resolved** to sign the bank account & bank reconciliation statements.

c. Income & Expenditure report.

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

d. Balance Sheet.

Committee **noted** the balance sheet.

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

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

f. List of payments (for approval).

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

7. PF1087 TO DISCUSS CHANGING SERVICE LEVEL AGREEMENTS

The Clerk introduced the report and explained some of the key considerations. The Committee discussed whether the proposed amount was enough, as well as the timescales of informing organisations with SLAs and inviting invitations for Service Level Grants.

It was proposed that Committee refer the report to Full Council with a recommendation to agree to the proposed change from Service Level Agreements to a Service Level Grant system.

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

8. PF1088 TO RECEIVE A REPORT AND AGREE RECOMMENDATIONS ON FIXED TERM DEPOSIT ACCOUNTS

The RFO introduced and summarised the report, and went on to clarify the interest that would be received for different fixed periods.

The Committee discussed the sum of money that could be put into a fixed term account, as well as the most effective ways to do this to ensure the maximum possible interest, weighed up against the need to have instant access to funds.

It was proposed that the Committee recommend to Full Council that the Council open a fixed term deposit account with Unity Trust, putting away £200,000 for 12 months.

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

9. PF1089 TO AGREE EARMARKING UNSPENT BUDGET FROM 2024/25 FINANCIAL YEAR

The RFO introduced the report, and there were several questions from Committee members for clarification on which budgets were being earmarked, which the RFO answered.

It was proposed that Committee agree to the report recommendation of which budgetary areas to earmark.

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

10. PF1090 TO NOTE OVERSPENT BUDGETARY AREAS

The Committee **noted** the report.

11. PF1091 TO DISCUSS BRINGING COMMUNITY BUILDINGS UNDER ONE SUB-COMMITTEE OR WORKING GROUP (FROM THE COMMUNITY HOUSE SUB-COMMITTEE)

The Clerk introduced the report, which the Committee discussed at length, including considerations around what the Officer involvement would be, benefits of a Working Group or Committee/ Sub-Committee, how it would fit with the terms of reference and scheme of delegation, ensuring that the group wouldn't start impacting on Officers responsibilities, and importance of action plans and targets for the group.

It was proposed that the Committee agree that Community Buildings should come under one group, and that the Committee request that Full Council forms a TFG to look at the whole Committee structure, as well as form an interim Community Buildings Working Group until the May Annual Council meeting.

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

12. PF1092 TO NOTE EARMARKED RESERVES SPENT IN 2024/25

The Committee **noted** the report. It was also requested that a similar report come to Committee in the future, perhaps on a 6-monthly basis.

13. PF1093 TO AGREE THE COMMUNITY HOUSE 10-YEAR PLAN

The RFO introduced the report and gave some of the background information to the item.

The Committee discussed the layout/ presentation of the plan, and how priorities are shown, it was felt that this could be worked on further moving forward.

It was proposed that the Committee agree to the recommendation to adopt the Community House 10-year plan.

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

14. PF1094 TO RECEIVE A REPORT AND AGREE RECOMMENDATIONS ON AN AUDIT WORKING GROUP

It was proposed that the Committee agree to set up an Audit Working Group, but request the Full Council appoints members at the next meeting.

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

15. PF1095 DATE OF NEXT MEETING – TUESDAY 1ST APRIL 2025 AT 7.30PM

The date of the next meeting was confirmed as Tuesday 1st April 2025 at 7.30pm.

16. PF1096 TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING ITEMS

Proposed by: Cllr Campbell Seconded by: Cllr Griffiths
The Committee **resolved** to **exclude** press and public from the remaining agenda items.

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

17. PF1097 AGED DEBT ANALYSIS

The Committee **noted** the report.

18. PF1098 TO AGREE RECOMMENDED WRITE OFFS

It was proposed that Committee agree to the recommended write off in the report.

Proposed by: Cllr Gallagher Seconded by: Cllr Sharkey

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

There being no further business, the meeting was closed at 21:01.



Committee:	Policy & Finance	Agenda Item:	PF1104a
Meeting date:	1 st April 2025	Authors:	Zoe Malone
Subject:	Financial position of the council year to date		
Purpose:	To note the council's financial position year to date and agree any additional financial information required for future committee meetings		

Recommendation(s):

To note the council's financial position year to date and agree any additional financial information required for future committee meetings

1. Background

The attached reports summarise the council's overall financial position as at the end of month 11 (February 2025) An explanation of each report is included in the analysis below, along with comments regarding the council's position.

2. Analysis

Barclays Bank account summary

This document summarises the balances of the council's three bank accounts as at 28 February 2025. 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 per Financial Regulations the requirement for the bank reconciliations should 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 are aware, any receipts received at the council offices, either cash or cheque, are collected by G4S on a fortnightly basis. 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 114.3% of the budgeted expenditure has been spent so far, and 92.5% of the budgeted income has been received as at the end of month 11 (February 2025)

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.

3. Implications

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

4. Appendices

- **Barclays Bank account summary balances January & February 2025**
- **Bank reconciliation statement for cashbook 1 – January & February 2025**
- **Bank reconciliation statement for cashbook 2 – January & February 2025**
- **Credit Card reconciliation statement – December 24 January 2025**
- **Detailed income and expenditure month 11 (February 2025)**
- **Detailed balance sheet month 11 (February 2025)**

Bank Reconciliation Statement as at 28/02/2025
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	28/02/2025		-229.33
G Dyson CC	28/02/2025		-401.14
			<hr/> -630.47
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			-630.47
<u>Unpresented Receipts (Plus)</u>			
22/01/2025 DEC CC		630.47	
			<hr/> 630.47
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

STATEMENT FOR G DYSON

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

Company reference:
 Card number:
 Statement date:
 Page number:
 Monthly spend limit:

5476760307525801
 5476760490508309
 28 December 2024
 3 of 4
 £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
5 Dec 2024	SECUREFIXDI 01384254289 GBR	18.00
061281402254	VARIETY STORES	
12 Dec 2024	BOOKER LTD - 38537454 WELLINGBOROUG	305.14
131205272464	GROCERY STORES, SUPERMARKETS	
20 Dec 2024	HIGHFIELD-GROUP DONCASTER LND	78.00
231285383904	SCHOOLS AND EDUCATIONAL SERVICES NOT ELSEWHERE CLASSIFIED	
3 new purchases / cash advances. Total of spending.		£401.14

G 019791 BBA2932A 96215



Order Number 27382/051224/24	Order Status Pending	Order Type CREDITCARD	Order Date 5-Dec-24 15:17
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Shipping Details

George Dyson
Peacehaven Town Council
Community House
Peacehaven
East Sussex
BN10 8BB
United Kingdom

Billing Details

George Dyson
Peacehaven Town Council
Community House
Peacehaven
East Sussex
BN10 8BB
United Kingdom

townclerk@peacehaventowncouncil.gov.uk
07749491877

Payment Details

This order was paid via PayPal Checkout
Transaction Id 35V07169BG1089528
Status COMPLETED

ID	Product Details	Product Price	Qty	Product Total
SFAG0146	Galvanised Fencing Eye Nut 10MM (M10 Commercial Wire Strainer Post Ring)	£3.00	6	£18.00

Sub Total £15.00

Delivery £0.00
Royal Mail 48

Tax £3.00

Total £18.00

4171/330

182976809C

BOOKER

www.booker.co.uk

Booker is the trading name of Booker Limited
 Registered Office: Equity House, Irthlingborough Road, Wellingborough, Northants NN8 1LT
 Telephone: 01933 371000
 Registered in England. Number 197300, VAT Number GB 220 4302 31

BRANCH 307

BRIGHTON
 MOULSECOOMB WAY
 BRIGHTON

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 0357893 PAGE 01

DATE 12/12/24 TIME 15:24

TILL 03 OPERATOR 111 SELFSCAN

CODE	DESCRIPTION	PACK SIZE	QTY	PRICE	VALUE	VAT	STD RRP	POR
286409	Jacks S&V Sticks PM75 2/1.25	18 60g	1	6.49	6.49	B	0.75	42.3%
286432	Jacks Onion Ring PM75 2/1.25	18 60g	1	6.49	6.49	B	0.75	42.3%
248207	CL Tortillas Lightly Salted	1 454g	3	2.19	6.57	A		
248209	CL Tortillas Tangy Cheese	1 454g	3	2.19	6.57	A		
RETAIL GROCERY		SUB-TOTAL	: ITEMS	8	GOODS :	26.12	EXC.VAT	
231892	LF Salted Butter Portions	1 100s - <i>staff</i>	1	6.99	6.99	A		
212311	Fresh Semi Skimmed Milk	1 2ltr - <i>chara</i>	3	1.39	4.17	A	1.99	30.2%
288577	Jacks White Baguettes PM115	15 2pk - <i>staff</i>	1	11.99	11.99	A	1.15	30.5%
CHILLED		SUB-TOTAL	: ITEMS	5	GOODS :	23.15	EXC.VAT	
110054	Wikinger Hot Dogs Glass Jar	6 12x60g - <i>Kids Party</i>	1	20.99 P	20.99	A		
281035	CL Sweet Biscuit Assortment	1 2kg - <i>chara</i>	1	14.99	14.99	A		
286515	Chefs Larder Tomato Ketchup	1 1ltr	3	2.99	8.97	A		
288326	CL Mild Mustard	1 1ltr	1	2.99 P	2.99	A		
143837	KTC Gourmet Dried Onions	1 400g - <i>KIDS PARTY</i>	1	2.49 P	2.49	A		
CATERING GROCERY		SUB-TOTAL	: ITEMS	7	GOODS :	50.43	EXC.VAT	
281546	CL Floured Baps Sliced	1 48pk - <i>KIDS PARTY</i>	1	8.25 P	8.25	A		
385161	CL Hot Dog Rolls Jumbo Side	1 48pk - <i>Party</i>	1	11.29 P	11.29	A		
FROZEN FOOD		SUB-TOTAL	: ITEMS	2	GOODS :	19.54	EXC.VAT	
284659	Hannahs Choc Mega Jazzles	1 120pk	1	3.49	3.49	B		
090726	Haribo Maoam Stripes 5p	1 120s	1	4.19	4.19	B	6.00	16.2%
284979	Vidal Tutti Frutti Bottles	1 120pcs	1	3.49	3.49	B		
289072	Swzzls Strawberry Tarts	1 120pk	1	4.95	4.95	B		
288479	Vidal Mini Jelly Bear	1 1kg	1	4.19	4.19	B		
297032	Cadbury Small Selection Box	26 78g	2	29.99 P	59.98	B	1.99	30.5%
297033	Cadbury Medium Selection Box	10 125g	2	19.99 P	39.98	B	3.99	39.9%
297034	Cadbury Family Treat Size	14 207g	1	21.99 P	21.99	B	3.99	52.8%
VOID NOTE								
297034	Cadbury Family Treat Size	14 207g - <i>100 Donuts</i>	1	21.99 P	21.99	B		<i>Donations</i>
CONFECTIONERY		SUB-TOTAL	: ITEMS	9	GOODS :	120.27	EXC.VAT	
284838	Richomd Meat Free Sausages	1 1.75kg - <i>Kids Party</i>	1	11.99	11.99	A		
084626	CL American Seasoned Burger	1 48x113g	1	26.99	26.99	A		
MEAT		SUB-TOTAL	: ITEMS	2	GOODS :	38.98	EXC.VAT	

PAYMENT CARD RECEIPT DETAILS

*Xmas Party - 116.50 ,
 C/ concert = 19.16*



/CONT

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

Peacehaven Town Council
Meridan Centre
Meridan Way
Peacehaven
BN10 8BB



Invoice

Invoice Number	0003045968
Invoice Date	20/12/2024
Customer Ref	43614
Account Ref	PEACECOU
Cust. VAT Number	
Cust. EORI Number	
Order Number	0004046140

Details	Quantity	Net Amount £	VAT £
GDPR E-Learning	13.00	65.00	13.00

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	65.00	13.00

Total Net Amount £ 65.00

Delivery Address:

Total VAT Amount £ 13.00

Meridan Centre
Meridan Way
Peacehaven
BN10 8BB
Great Britain

Invoice Total £ 78.00

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

STATEMENT FOR Z MALONE

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

Company reference: 5476760307525801
Card number: 5476760915581121
Statement date: 28 December 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



Date	Description	Amount
6 Dec 2024	Wm Morrisons Store Pic 08456116111 091285481474 GROCERY STORES, SUPERMARKETS	34.43
18 Dec 2024	CARTRIDGEPEOPLE.COM 0203 001 0234ENG 191215122624 STATIONERY,OFFICE SUPPLIES,PRINTING AND WRITING PAPER	194.90
2 new purchases / cash advances. Total of spending.		£229.33

3/3

H2

032683 BBA2932A Page 3 of 3

G 019791 BBA2932A 96215





Return Address

Invoice Date: 18-12-2024
Invoice No: GB241218-LA6407284-1
Order No: GB241218-LA6407284
Payment Method: Braintree
Page Number: 1 of 2

Billing Address

Mrs Zoe Malone
Peacehaven Town Council
Meridian Centre, Greenwich Way
Peacehaven
East Sussex
BN10 8BB
01273585493

For Delivery To:

Mrs Zoe Malone
Peacehaven Town Council
Meridian Centre, Greenwich Way
Peacehaven
East Sussex
BN10 8BB

Product Code	Component Code	Item Name	QTY	Unit Price	Net Amount	VAT Amount
17377-CP		Own Brand Brother TN-421 Multipack - Full Toner Cartridges (Cartridge People) Components product on this delivery are:	1	£162.42	£162.42	£32.48
	17378-CP	Compatible Brother TN-421C Cyan Toner Cartridge (Own Brand)	1	£40.59	£40.59	£8.12
	17379-CP	Compatible Brother TN-421C Cyan Toner Cartridge (Own Brand)	1	£40.61	£40.61	£8.12
	17380-CP	Compatible Brother TN-421C Cyan Toner Cartridge (Own Brand)	1	£40.61	£40.61	£8.12
	17381-CP	Compatible Brother TN-421C Cyan Toner Cartridge (Own Brand)	1	£40.61	£40.61	£8.12

Your Morrisons.com receipt

Mrs Zoe Malone

Order reference: 1490467915857

Click & Collect Slot Booked: 10:00am - 11:00am, Friday 06 December 2024,

Peacehaven Collection Meridan Centre.

More reasons
to shop at

Morrisons

Your Order Details

Total before promotions and savings	£33.93
Offer savings including More Card Prices	-£0.00
Click & Collect Slot charge	+£0.50
Carrier bag charges (10p each)	+£0.00
0 Carrier bags returned (10p each)	-£0.00
Total charge	£34.43
Payment details: MASTERCARD 1121	
You have paid VAT of £0.03	

If you wish to request a refund for damaged or missing items, you can do this via the website or app within 3 days of receiving your order.

Visit Account Settings > My Orders, select the order and click the 'Request refund' button.

If you have any questions or concerns we're happy to help, please visit www.morrisons.com/help for FAQs and further support.



Download our new Groceries App for
Apple iOS and Android

Pre-authorisation amount

Before you received your order, a pre-authorisation amount of your total plus 5% was held with your bank as a pending transaction. This 5% was to ensure enough funds were available for items with varying weights or substitutions that may have altered your total.

Now that you've received your order and final adjustments have been made, you will only be charged the total amount shown above, and the pending transaction in your bank account will clear within a few days after payment has been received. The pending transaction won't affect your account balance.

Changes to your Order

	Ordered	Delivered	Returned	Price Paid
Substituted items: alternatives for unavailable items				
Lewis & Green Chocolate Layer Cake	1	0	-	£0.00
Lewis & Green Chocolate Roll 350g (£2.30/each)	0	1	-	£2.30 *
Morrisons 6 Country Cake Slices 160g	1	0	-	£0.00
Mr Kipling Bakewell Slices Cakes Multipack Snack 3x2pk 6 per pack (£2.75/each)	0	1	-	£2.75 *

If you have received a substitute for an unavailable item that was on offer, we have applied the same percentage discount to the substitute. If an unavailable item was part of a meal deal or multi-buy promotion, you have still received the promotional discount on the rest of the items in the deal. For more information about substitutes please visit our [FAQs](#).

Your Items

	Quantity	Price Paid
Cupboard		
Lewis & Green Lemon Layer Cake (£1.60/each)	1	£1.60
Lewis & Green Ripple Layer Cake (£1.60/each)	1	£1.60
Morrisons Mini Chocolate Rolls 10 per pack (£1.65/each)	2	£3.30
Morrisons 6 Angel Cake Slices 160g (£1.25/each)	2	£2.50
Morrisons 6 Carrot Cake Slices 160g (£1.25/each)	1	£1.25
Morrisons Cherry Bakewells 6 per pack (£1.19/each)	2	£2.38
Morrisons Lemon Cake Slices 6 per pack (£1.25/each)	2	£2.50
Morrisons Madeira Slab Cake (£1.75/each)	2	£3.50

Morrisons Walnut Slab Cake (£1.75/each)	1	£1.75
Mr Kipling Viennese Whirls Biscuits Multipack Snack 6pk 6 per pack (£2.50/each)	1	£2.50
Scott's Party Fairy Cakes 12 per pack (£2.00/each)	3	£6.00
Lewis & Green Chocolate Roll 350g (£2.30/each)	1	£2.30
Mr Kipling Bakewell Slices Cakes Multipack Snack 3x2pk 6 per pack (£2.75/each)	1	£2.75

*Vat applied

Wm Morrison Supermarkets Limited, Hilmore House, Gain Lane, Bradford, BD3 7DL
Company Number is 358949. VAT number 343 4753 55.

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 January 2025

Business Current Accounts

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

Business Savings Accounts

Business Premium Account	£1,014,702.95
.....	
Sort Code 20-49-76 • Account No 30701211	

Business Premium Account	£597.77
.....	
Sort Code 20-49-76 • Account No 83521656	

This is the end of your account summary.

**Bank Reconciliation Statement as at 31/01/2025
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	31/01/2025		1,014,702.95
Current Account	31/01/2025		50,000.00
			<u>1,064,702.95</u>
Unpresented Payments (Minus)		Amount	
31/05/2024 205630	TELSCOMBE CLIFF SCHOOL	100.00	
15/08/2024 121124	S GRAVENOR	50.00	
			<u>150.00</u>
			1,064,552.95
Unpresented Receipts (Plus)			
17/12/2024		20.00	
18/12/2024		6.00	
22/01/2025		39.00	
22/01/2025		29.00	
23/01/2025		29.00	
23/01/2025		46.80	
27/01/2025		14.04	
28/01/2025		201.60	
28/01/2025		42.00	
30/01/2025		1,831.10	
30/01/2025		242.50	
30/01/2025		9.60	
30/01/2025		39.00	
30/01/2025		15.30	
30/01/2025		21.60	
30/01/2025		29.00	
31/01/2025		400.00	
31/01/2025		29.00	
31/01/2025		13.20	
31/01/2025		36.00	
			<u>3,093.74</u>
			1,067,646.69
		Balance per Cash Book is :-	1,067,646.69
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 31/01/2025
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	31/01/2025		597.77
			<u>597.77</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			597.77
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			597.77
		Balance per Cash Book is :-	597.77
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 01/02/2025
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	01/02/2025		0.00
G Dyson CC	01/02/2025		-109.28
			<hr/> -109.28
<u>Unpresented Payments (Minus)</u>			<u>Amount</u>
05/12/2024 CC1	SECUREFIX	18.00	
06/12/2024 CC4	MORRISON	34.43	
12/12/2024 CC2	BOOKERS	305.14	
18/12/2024 CC5	CARTRIDGE PEOPLE	194.90	
20/12/2024 CC3	HIGHFIELD	78.00	
			<hr/> 630.47
			-739.75
<u>Unpresented Receipts (Plus)</u>			
22/01/2025 DEC CC		630.47	
			<hr/> 630.47
			-109.28
		Balance per Cash Book is :-	-109.28
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

STATEMENT FOR G DYSON

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

Company reference: 5476760307525801
 Card number: 5476760490508309
 Statement date: 28 January 2025
 Page number: 3 of 3
 Monthly spend limit: £1,000.00

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

Date	Description	Amount
9 Jan 2025	LIDL GB NEWHAVEN NEWHAVEN ㉟ 100105272475 GROCERY STORES, SUPERMARKETS	25.88
9 Jan 2025	B & Q 1137 NEWHAVEN ㉟ 100185481475 HOME SUPPLY WAREHOUSE STORES	17.40
9 Jan 2025	PAYPAL *NAS UK 08088001050 GBR 100181402255 CHARITABLE AND SOCIAL SERVICE ORGANIZATIONS	42.00
17 Jan 2025	HIGHFIELD-GROUP DONCASTER LND 200185383905 SCHOOLS AND EDUCATIONAL SERVICES NOT ELSEWHERE CLASSIFIED	12.00
22 Jan 2025	HIGHFIELD-GROUP DONCASTER LND 230185383905 SCHOOLS AND EDUCATIONAL SERVICES NOT ELSEWHERE CLASSIFIED	12.00
5 new purchases / cash advances. Total of spending.		£109.28

G 005707 BBA2081A 35073





Newhaven

VAT NO. GB350396892

Enter survey: lidl.co.uk/haveyoursay
& you can win £100 of Lidl Vouchers.

Mild Grated Cheddar 2 x £2.99	£ 5.98 A
£5 off £30 spend	-0.96
Baking Potatoes 00833 x £1.59	4.77 A
£5 off £30 spend	-0.78
Baked Beans 7 x £0.41	2.87 A
£5 off £30 spend	-0.49
Tuna Chunks in brine	2.59 A
£5 off £30 spend	-0.42
Froz Strawb Cheescak3 x £0.85	2.55 A
£5 off £30 spend	-0.42
Sweetcorn 3 x £0.65	1.95 A
£5 off £30 spend	-0.33
BritishSalted Butter	1.99 A
£5 off £30 spend	-0.32
Mixed Leaf Salad 2 x £0.95	1.90 A
£5 off £30 spend	-0.30
Creamy Coleslaw 2 x £0.99	1.98 A
£5 off £30 spend	-0.28
Washed Wild Rocket 2 x £0.75	1.50 A
£5 off £30 spend	-0.24
Reduced Fat Coleslaw2 x £0.75	1.50 A
DISCOUNT 20%	-0.30
£5 off £30 spend	-0.20
Squeezy Real Mayo	0.95 A
£5 off £30 spend	-0.15
Heavy Duty Carrier	0.65 B
£5 off £30 spend	-0.11

TOTAL 25.88
CARD 25.88

CUSTOMER COPY - PLEASE RETAIN RECEIPT
Date: 09/01/25 Time: 12:03:42
MID: ***02323 TID: ***3764
TRNS NO: UK139103842554009251
MASTERCARD *****8309
A0000000041010 SALE
Contactless
Amount £25.88
Verification Not Required
APPROVED AUTH CODE 030054
PLEASE DEBIT ACCOUNT WITH TOTAL SHOWN

TOTAL DISCOUNT 5.30

VAT RATE	SALES £	VAT £
A 0 %	25.34	0.00
B 20 %	0.54	0.09

You saved
£5.00 with Lidl Plus



1391 842554/03 09.01.25 12:02

Date	Councillor 1
Code 4334/100	Finance Officer <i>LM</i>
	Councillor 2



TradePoint
 Newhaven 1137
 The Drove, Newhaven, Sussex
 BN9 0AG
 01273 611844
 Email: Newhaven.DutyManager
 @b-and-q.co.uk
 90 Days Returns Policy
 See Overleaf

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

**** New Loyalty 10% ****

6x HEAVY DUTY HAT & COAT HOOK
 0000005257539 £3.22 £19.32 A1

6 Item(s)

TP 10% Loyalty -£1.92
 TOTAL £17.40

Card sale -£17.40
 *****8309

You have saved -£1.92

MASTERCARD CONTACTLESS
 Number: *****8309
 Auth Code: 033357
 AID: A0000000041010
 App Date: 0823
 App Seq No: 01 Issue:
 Merchant ID:
 Terminal ID: ****7521
 Permanent TID: 39286823
 Reference: 0123 1137 113701

Please debit my account

NO CARDHOLDER VERIFICATION

VAT Analysis
 Rate Goods (£) VAT (£) Total (£)
 A1 20% Rated 14.50 2.90 17.40

VAT Number : 23255575
 B&Q Limited, B&Q House,
 Chestnut Avenue, Chandlers Ford,
 Hampshire, SO53 3LE



RT11371137010901250123101

Transaction in accordance with notified
 terms and conditions.

 How did we do today? Let us know at
 www.tradePoint.co.uk/feedback



You'll receive a chance to win a prize.
 Terms and conditions apply.

	Date	Councillor 1
4151/360	Kim	
ide	Finance Officer	Councillor 2

From: Steph Georgalakis
Sent: 05 March 2025 10:35
To: financeofficer@peacehaventowncouncil.gov.uk
Subject: Fw: Autism Online Training - National Autistic Society - Thank you for your purchase.

From: noreply@www.autismonlinetraining.com <noreply@www.autismonlinetraining.com>
Sent: 09 January 2025 9:49 AM
To: Steph Georgalakis <stephgeorgalakis@peacehaventowncouncil.gov.uk>
Subject: Autism Online Training - National Autistic Society - Thank you for your purchase.

Dear Steph Georgalakis,

Thank you for your recent order. Please keep this email as receipt of your purchase.

Order details

Order date : Thursday, 9 January 2025, 9:45 AM
Order total : 42.00 GBP
Order tax : 7.00 GBP
Discount : 0.00 GBP

	Date	Councillor 1
4011/300	Finance Officer <i>LM</i>	Councillor 2

Order items

Product : Autism in the Workplace
Product description :
Quantity : 1
Sub-total : 35.00
VAT : 7.00

Autism Online Training - National Autistic Society

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

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Your balances on 28 February 2025

Business Current Accounts

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

Business Savings Accounts

Business Premium Account	£991,072.61
.....	
Sort Code 20-49-76 • Account No 30701211	

Business Premium Account	£597.77
.....	
Sort Code 20-49-76 • Account No 83521656	

This is the end of your account summary.

**Bank Reconciliation Statement as at 28/02/2025
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	28/02/2025		991,072.61
Current Account	28/02/2025		50,000.00
			1,041,072.61
<u>Unpresented Payments (Minus)</u>			
		<u>Amount</u>	
31/05/2024 205630	TELSCOMBE CLIFF SCHOOL	100.00	
15/08/2024 121124	S GRAVENOR	50.00	
28/02/2025 121152	HMRC	9,230.37	
			9,380.37
			1,031,692.24
<u>Unpresented Receipts (Plus)</u>			
14/02/2025		50.00	
17/02/2025		14.04	
19/02/2025		42.00	
19/02/2025		151.20	
20/02/2025		115.20	
20/02/2025		140.40	
21/02/2025		50.00	
24/02/2025		120.00	
24/02/2025		14.04	
24/02/2025		60.40	
24/02/2025		120.80	
25/02/2025		42.00	
26/02/2025		827.35	
27/02/2025		328.90	
28/02/2025		-196.50	
			1,879.83
			1,033,572.07
		Balance per Cash Book is :-	1,033,572.07
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

**Bank Reconciliation Statement as at 28/02/2025
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	28/02/2025		597.77
			<hr/> 597.77
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			597.77
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			597.77
		Balance per Cash Book is :-	597.77
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

THE OFFICIALS
PEACEHAVEN TOWN COUNCIL
MERIDIAN CENTRE
MERIDIAN WAY
PEACEHAVEN
EAST SUSSEX
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Your Business accounts – at a glance

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Your balances on 28 February 2025

Business Current Accounts

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

Business Savings Accounts

Business Premium Account	£991,072.61
.....	
Sort Code 20-49-76 • Account No 30701211	

Business Premium Account	£597.77
.....	
Sort Code 20-49-76 • Account No 83521656	

This is the end of your account summary.

**Bank Reconciliation Statement as at 28/02/2025
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	28/02/2025		991,072.61
Current Account	28/02/2025		50,000.00
			1,041,072.61
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
31/05/2024 205630	TELSCOMBE CLIFF SCHOOL	100.00	
15/08/2024 121124	S GRAVENOR	50.00	
28/02/2025 121152	HMRC	9,230.37	
			9,380.37
			1,031,692.24
<u>Unpresented Receipts (Plus)</u>			
14/02/2025		50.00	
17/02/2025		14.04	
19/02/2025		42.00	
19/02/2025		151.20	
20/02/2025		115.20	
20/02/2025		140.40	
21/02/2025		50.00	
24/02/2025		120.00	
24/02/2025		14.04	
24/02/2025		60.40	
24/02/2025		120.80	
25/02/2025		42.00	
26/02/2025		827.35	
27/02/2025		328.90	
28/02/2025		-196.50	
			1,879.83
			1,033,572.07
		Balance per Cash Book is :-	1,033,572.07
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

**Bank Reconciliation Statement as at 28/02/2025
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	28/02/2025		597.77
			<u>597.77</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			597.77
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			597.77
		Balance per Cash Book is :-	597.77
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Detailed Income & Expenditure by Budget Heading 25/03/2025

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 General Administration							
1001 Precept	864,932	864,932	0			100.0%	
1010 CIL Income	70,955	0	(70,955)			0.0%	70,955
1012 Football Foundation Fund	6,792	0	(6,792)			0.0%	
1013 Income from Photocopying	841	200	(641)			420.7%	
1016 Housing Benefit Claims LDC	15,682	15,657	(25)			100.2%	
1050 Allotment Rent	429	0	(429)			0.0%	
1054 Climate Event Sponsorship	651	0	(651)			0.0%	651
1094 Other Customer & Client Receipt	70	0	(70)			0.0%	
1100 Interest Received	18,449	1,000	(17,449)			1844.9%	
1309 Other Income	5,446	500	(4,946)			1089.3%	5,200
General Administration :- Income	984,247	882,289	(101,958)			111.6%	76,806
4345 CTLA Service Level Agreement	6,500	6,500	0		0	100.0%	
4346 CAB Service Level Agreement	11,500	11,500	0		0	100.0%	
4347 Climate Change Actions	4,777	0	(4,777)		(4,777)	0.0%	4,777
4354 HCC Service Level Agreement	3,000	3,000	0		0	100.0%	
4362 The Joff Service Level Agree	3,340	0	(3,340)		(3,340)	0.0%	3,340
General Administration :- Direct Expenditure	29,117	21,000	(8,117)	0	(8,117)	138.7%	8,117
4001 Salaries	449,687	473,655	23,968		23,968	94.9%	
4002 Employer N.I Contributions	44,095	48,362	4,267		4,267	91.2%	
4003 Employer Pension Contributions	91,192	87,740	(3,452)		(3,452)	103.9%	
4004 Overtime	1,003	2,000	997		997	50.2%	
4006 s106 reclaim	49,358	0	(49,358)		(49,358)	0.0%	10,000
4011 Training	4,839	4,500	(339)		(339)	107.5%	393
4151 Fixtures & Fittings	83	0	(83)		(83)	0.0%	
4201 Purchase of Vehicles	4,581	5,000	419		419	91.6%	
4212 Mileage Costs	378	500	122		122	75.5%	
4301 Purchase of Furniture/Equipmen	1,338	1,500	162		162	89.2%	
4302 Purchase of Materials	78	500	422		422	15.5%	
4306 Printing	2,994	3,000	6		6	99.8%	
4307 Stationery	283	500	217		217	56.6%	
4308 Cllr Printing	613	1,500	887		887	40.9%	
4309 Decorations C/H	176	500	324		324	35.2%	
4310 Professional Fees - Consultanc	1,846	2,000	154		154	92.3%	
4311 Professional Fees - Legal	2,218	4,000	1,782		1,782	55.5%	618
4312 Professional Fees - Other	1,254	1,000	(254)		(254)	125.4%	
4314 Audit Fees	2,402	3,000	598		598	80.1%	
4315 Insurance	12,949	13,000	51		51	99.6%	
4321 Bank Charges	232	100	(132)		(132)	232.0%	
4322 BACS Charges	63	200	137		137	31.5%	

Detailed Income & Expenditure by Budget Heading 25/03/2025

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4323 PDQ Charges	229	500	271		271	45.8%	
4325 Postage	1,621	2,500	879		879	64.8%	
4326 Telephones	2,927	3,000	73		73	97.6%	
4327 Computers	18,415	16,500	(1,915)		(1,915)	111.6%	699
4328 Website	59	0	(59)		(59)	0.0%	
4333 Members Allowance	2,604	3,500	896		896	74.4%	
4334 Members Training	847	1,500	653		653	56.5%	
4341 Grants	9,065	10,000	935		935	90.7%	
4342 Subscriptions	6,497	7,500	1,003		1,003	86.6%	
4356 EAP	541	600	59		59	90.1%	
4444 Election Costs	0	10,000	10,000		10,000	0.0%	
4900 Miscellaneous Expenses	71	0	(71)		(71)	0.0%	
4999 Write Off	264	0	(264)		(264)	0.0%	
General Administration :- Indirect Expenditure	714,803	708,157	(6,646)	0	(6,646)	100.9%	11,710
Net Income over Expenditure	240,326	153,132	(87,194)				
6000 plus Transfer from EMR	19,827	0	(19,827)				
6001 less Transfer to EMR	76,806	0	(76,806)				
Movement to/(from) Gen Reserve	183,348	153,132	(30,216)				
<u>110 Civic Events</u>							
1358 D-Day Grant	55	0	(55)			0.0%	
Civic Events :- Income	55	0	(55)				0
4348 Civic Gifts	52	0	(52)		(52)	0.0%	
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	1,701	0	(1,701)		(1,701)	0.0%	1,701
Civic Events :- Direct Expenditure	1,753	1,500	(253)	0	(253)	116.9%	1,701
4331 Mayor's Allowance	915	1,500	585		585	61.0%	
4332 Mayor's Reception	44	1,200	1,156		1,156	3.7%	
4335 Civic Expenses	421	1,200	779		779	35.1%	
4336 Civic Service	53	500	447		447	10.7%	
4338 Remembrance Services	607	1,000	393		393	60.7%	
4339 National Mourning	0	500	500		500	0.0%	
4357 Town Crier Outfit	0	750	750		750	0.0%	
Civic Events :- Indirect Expenditure	2,040	6,650	4,610	0	4,610	30.7%	0
Net Income over Expenditure	(3,738)	(8,150)	(4,412)				
6000 plus Transfer from EMR	1,701	0	(1,701)				
Movement to/(from) Gen Reserve	(2,037)	(8,150)	(6,113)				

Detailed Income & Expenditure by Budget Heading 25/03/2025

Month No: 12

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>							
1047 Other Event Income	614	0	(614)			0.0%	
1048 E-News Advertising	0	100	100			0.0%	
1049 Banner Board	3,272	1,500	(1,772)			218.1%	
1051 A1 Boards	170	0	(170)			0.0%	
1301 Filming	1,080	1,000	(80)			108.0%	
1360 ArtWave Registrations	650	0	(650)			0.0%	
1361 ArtWave Sales	9	0	(9)			0.0%	
Marketing :- Income	5,795	2,600	(3,195)			222.9%	0
4352 Annual Report	84	100	16		16	84.2%	
Marketing :- Direct Expenditure	84	100	16	0	16	84.2%	0
4306 Printing	156	300	144		144	52.0%	
4328 Website	540	2,000	1,460		1,460	27.0%	
4329 Advertising	125	500	375		375	25.0%	125
4360 Art Wave 2024	632	0	(632)		(632)	0.0%	
4361 ArtWave Card Charges	7	0	(7)		(7)	0.0%	
4502 Events	1,012	500	(512)		(512)	202.3%	773
Marketing :- Indirect Expenditure	2,472	3,300	828	0	828	74.9%	898
Net Income over Expenditure	3,239	(800)	(4,039)				
6000 plus Transfer from EMR	898	0	(898)				
Movement to/(from) Gen Reserve	4,137	(800)	(4,937)				
<u>130 Neighbourhood Plan</u>							
1101 Neighbourhood Plan	375	0	(375)			0.0%	
Neighbourhood Plan :- Income	375	0	(375)				0
4337 Neighbourhood Plan	1,126	1,000	(126)		(126)	112.6%	
Neighbourhood Plan :- Indirect Expenditure	1,126	1,000	(126)	0	(126)	112.6%	0
Net Income over Expenditure	(751)	(1,000)	(249)				
<u>200 Planning & Highways</u>							
4851 Noticeboards	267	650	383		383	41.0%	
4852 Monument & War Memorial	287	600	313		313	47.9%	
4853 Street Furniture	0	600	600		600	0.0%	
Planning & Highways :- Direct Expenditure	554	1,850	1,296	0	1,296	30.0%	0
4101 Repair/Alteration of Premises	259	2,500	2,241		2,241	10.3%	
4111 Electricity	900	1,092	192		192	82.4%	

Detailed Income & Expenditure by Budget Heading 25/03/2025

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4171 Grounds Maintenance Costs	457	500	43		43	91.3%	
4850 Grass Cutting Contract	11,536	11,536	0		0	100.0%	
Planning & Highways :- Indirect Expenditure	13,151	15,628	2,477	0	2,477	84.1%	0
Net Expenditure	(13,705)	(17,478)	(3,773)				
<u>300 Grounds Team General Exp</u>							
4202 Repairs/Maintenance of Vehicle	7,892	6,600	(1,292)		(1,292)	119.6%	
4203 Fuel	5,555	5,500	(55)		(55)	101.0%	
4204 Road Fund License	50	600	550		550	8.3%	
4305 Uniform	1,100	900	(200)		(200)	122.2%	
Grounds Team General Exp :- Indirect Expenditure	14,597	13,600	(997)	0	(997)	107.3%	0
Net Expenditure	(14,597)	(13,600)	997				
<u>310 Sports Park</u>							
1025 Rent & Service Charge	9,961	3,645	(6,316)			273.3%	
1039 S/P Cats	300	0	(300)			0.0%	
1041 S/P Telephone Masts	6,383	6,383	0			100.0%	
1043 S/P Football Pitches	7,738	3,000	(4,738)			257.9%	
1060 Water Usage	1,007	0	(1,007)			0.0%	
1061 S/P Court Hire	5,924	2,500	(3,424)			237.0%	
1111 Electricity	(51)	0	51			0.0%	
Sports Park :- Income	31,262	15,528	(15,734)			201.3%	0
4111 Electricity	2,266	6,500	4,234		4,234	34.9%	
4131 Rates	2,096	2,345	249		249	89.4%	
4160 Changing Places Costs	496	500	4		4	99.2%	
4161 Cleaning Costs	12,962	10,800	(2,162)		(2,162)	120.0%	
4164 Trade Refuse	2,310	3,000	690		690	77.0%	
4171 Grounds Maintenance Costs	13,073	10,000	(3,073)		(3,073)	130.7%	6,512
Sports Park :- Indirect Expenditure	33,203	33,145	(58)	0	(58)	100.2%	6,512
Net Income over Expenditure	(1,941)	(17,617)	(15,676)				
6000 plus Transfer from EMR	6,512	0	(6,512)				
Movement to/(from) Gen Reserve	4,571	(17,617)	(22,188)				
<u>315 Big Park</u>							
1103 Big Park Repairs	0	0	0			0.0%	32,564
Big Park :- Income	0	0	0				32,564

Detailed Income & Expenditure by Budget Heading 25/03/2025

Month No: 12

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	3,824	4,000	176		176	95.6%	3,092
4102 Maintenance of Buildings	944	500	(444)		(444)	188.8%	
4111 Electricity	984	500	(484)		(484)	196.8%	
4112 Gas	137	500	363		363	27.3%	
4121 Rents	14,680	15,000	320		320	97.9%	
4131 Rates	6,052	5,240	(812)		(812)	115.5%	
4166 Skip Hire	870	1,000	130		130	87.0%	
4173 Fertilisers & Grass Seed	2,295	4,800	2,505		2,505	47.8%	2,295
4303 Machinery Mtce/Lease	2,342	3,500	1,158		1,158	66.9%	593
4355 Wifi	0	585	585		585	0.0%	
Big Park :- Indirect Expenditure	32,127	35,625	3,498	0	3,498	90.2%	5,981
Net Income over Expenditure	(32,127)	(35,625)	(3,498)				
6000 plus Transfer from EMR	5,981	0	(5,981)				
6001 less Transfer to EMR	32,564	0	(32,564)				
Movement to/(from) Gen Reserve	(58,711)	(35,625)	23,086				
<u>316 Gateway Cafe</u>							
1025 Rent & Service Charge	8,413	9,179	766			91.7%	
1092 Electricity Feed-in Tariff	25	0	(25)			0.0%	
1111 Electricity	4,334	10,000	5,666			43.3%	
Gateway Cafe :- Income	12,773	19,179	6,406			66.6%	0
4101 Repair/Alteration of Premises	10,575	2,500	(8,075)		(8,075)	423.0%	9,401
4111 Electricity	4,271	10,000	5,729		5,729	42.7%	
4115 CCTV Maintenance	270	1,500	1,230		1,230	18.0%	
4116 Servicing / Maintenance	1,215	1,500	285		285	81.0%	
4326 Telephones	304	972	668		668	31.2%	
4355 Wifi	0	540	540		540	0.0%	
Gateway Cafe :- Indirect Expenditure	16,635	17,012	377	0	377	97.8%	9,401
Net Income over Expenditure	(3,862)	2,167	6,029				
6000 plus Transfer from EMR	9,401	0	(9,401)				
Movement to/(from) Gen Reserve	5,539	2,167	(3,372)				
<u>330 Parks & Open Spaces</u>							
1044 Hire of the Dell	4,015	5,500	1,485			73.0%	
1050 Allotment Rent	2,185	2,600	415			84.0%	
1104 Open Spaces Improvements	18,694	0	(18,694)			0.0%	18,694
1303 Water Charges	100	0	(100)			0.0%	
Parks & Open Spaces :- Income	24,994	8,100	(16,894)			308.6%	18,694

Detailed Income & Expenditure by Budget Heading 25/03/2025

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4050 Allotment Costs	646	1,000	354		354	64.6%	
4104 Vandalism Repairs	609	1,500	891		891	40.6%	
4105 Tree Works	870	3,500	2,630		2,630	24.9%	
4106 Signage	(500)	0	500		500	0.0%	
Parks & Open Spaces :- Direct Expenditure	1,625	6,000	4,375	0	4,375	27.1%	0
4101 Repair/Alteration of Premises	24,406	5,000	(19,406)		(19,406)	488.1%	24,264
4141 Water Services	4,901	5,000	99		99	98.0%	
4164 Trade Refuse	312	500	188		188	62.4%	
4169 Play Equipment Reserve	0	5,000	5,000		5,000	0.0%	
4171 Grounds Maintenance Costs	3,215	4,000	785		785	80.4%	
4301 Purchase of Furniture/Equipmen	694	2,500	1,806		1,806	27.8%	
Parks & Open Spaces :- Indirect Expenditure	33,528	22,000	(11,528)	0	(11,528)	152.4%	24,264
Net Income over Expenditure	(10,159)	(19,900)	(9,741)				
6000 plus Transfer from EMR	24,264	0	(24,264)				
6001 less Transfer to EMR	18,694	0	(18,694)				
Movement to/(from) Gen Reserve	(4,589)	(19,900)	(15,311)				
355 The Hub							
1084 Sports Pavilion	23,096	17,319	(5,777)			133.4%	
1111 Electricity	0	270	270			0.0%	
1112 Gas	450	270	(180)			166.7%	
1303 Water Charges	125	150	25			83.3%	
1355 Wifi	158	210	53			75.0%	
The Hub :- Income	23,828	18,219	(5,609)			130.8%	0
4175 Music Licence	514	500	(14)		(14)	102.8%	
The Hub :- Direct Expenditure	514	500	(14)	0	(14)	102.8%	0
4103 Annual Servicing Costs	323	2,500	2,177		2,177	12.9%	
4111 Electricity	1,453	3,000	1,547		1,547	48.4%	
4112 Gas	3,541	3,000	(541)		(541)	118.0%	2,532
4171 Grounds Maintenance Costs	1,864	2,000	136		136	93.2%	
4326 Telephones	93	0	(93)		(93)	0.0%	
4355 Wifi	228	420	192		192	54.4%	
The Hub :- Indirect Expenditure	7,501	10,920	3,419	0	3,419	68.7%	2,532
Net Income over Expenditure	15,813	6,799	(9,014)				
6000 plus Transfer from EMR	2,532	0	(2,532)				
Movement to/(from) Gen Reserve	18,345	6,799	(11,546)				

Detailed Income & Expenditure by Budget Heading 25/03/2025

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
360 Community House							
1056 Equipment Hire	166	0	(166)			0.0%	
1069 C/H Police Room	2,345	2,435	90			96.3%	
1070 C/H Phoenix Room	5,742	4,370	(1,372)			131.4%	
1071 C/H Fields & Robson	11,000	12,000	1,000			91.7%	
1073 C/H Fields	0	6,452	6,452			0.0%	
1075 C/H Charles Neville	5,488	5,199	(289)			105.6%	
1076 C/H Main Hall	19,281	13,053	(6,228)			147.7%	
1077 C/H Anzac Room	11,422	6,472	(4,950)			176.5%	
1078 C/H Main Kitchen	1,539	637	(902)			241.6%	
1079 C/H Anzac Kitchen	486	357	(129)			136.0%	
1080 C/H Foyer	0	500	500			0.0%	
1081 C/H Equipment Hire	92	500	408			18.3%	
1090 Storage Income	250	0	(250)			0.0%	
1091 Cinema Income	1,408	3,000	1,592			46.9%	
1092 Electricity Feed-in Tariff	6,519	5,000	(1,519)			130.4%	
1303 Water Charges	220	0	(220)			0.0%	
Community House :- Income	65,956	59,975	(5,981)			110.0%	0
4167 Cinema Costs	2,043	2,400	357		357	85.1%	
4175 Music Licence	594	900	306		306	66.0%	
Community House :- Direct Expenditure	2,637	3,300	663	0	663	79.9%	0
4101 Repair/Alteration of Premises	32,694	8,000	(24,694)		(24,694)	408.7%	24,043
4102 Maintenance of Buildings	6,310	6,500	190		190	97.1%	
4111 Electricity	15,755	15,000	(755)		(755)	105.0%	
4112 Gas	4,360	7,500	3,140		3,140	58.1%	
4122 Service Charge	0	20,000	20,000		20,000	0.0%	
4131 Rates	13,099	15,800	2,701		2,701	82.9%	
4141 Water Services	2,180	5,000	2,820		2,820	43.6%	
4151 Fixtures & Fittings	1,143	1,500	357		357	76.2%	168
4161 Cleaning Costs	803	1,000	197		197	80.3%	
4162 Cleaning Materials	867	1,000	133		133	86.7%	
4163 Personal Hygiene	2,749	2,603	(146)		(146)	105.6%	
4176 Community House Reserve	2,898	30,000	27,102		27,102	9.7%	
4302 Purchase of Materials	5	0	(5)		(5)	0.0%	
4305 Uniform	130	700	570		570	18.5%	
Community House :- Indirect Expenditure	82,994	114,603	31,609	0	31,609	72.4%	24,211
Net Income over Expenditure	(19,675)	(57,928)	(38,253)				
6000 plus Transfer from EMR	24,211	0	(24,211)				
Movement to/(from) Gen Reserve	4,536	(57,928)	(62,464)				

Detailed Income & Expenditure by Budget Heading 25/03/2025

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	1,149,284	1,005,890	(143,394)			114.3%	
Expenditure	990,462	1,015,890	25,428	0	25,428	97.5%	
Net Income over Expenditure	158,822	(10,000)	(168,822)				
plus Transfer from EMR	95,326	0	(95,326)				
less Transfer to EMR	128,064	0	(128,064)				
Movement to/(from) Gen Reserve	126,085	(10,000)	(136,085)				

31/03/2024

31/03/2025

Current Assets

49,021	Debtors Control	6,931
29,270	VAT Control A/c	4,988
50	Deposit Aqua	50
746,985	Current Bank A/c	1,015,754
591	Reserve Account	600
520	Petty Cash	0
0	Pension Control	150

826,437

1,028,472

826,437 Total Assets**1,028,472****Current Liabilities**

885	Credit Card A/c	0
4,260	Creditors	548
292	Credit Card Creditors	163
1,487	Mayor's Appeal	5,776
6,956	Accruals	0
4,783	Deposits Received	4,599

18,663

11,087

807,774 Total Assets Less Current Liabilities**1,017,385****Represented By**

223,208	General Reserves	400,082
500	Meridian Walk	375
2,664	D-Day Grant	212
13,334	Vehicle Reserve	13,334
168	Warm Havens Grant	0
5	Tree Works	5
1,913	Staff training	1,520
13,971	Elections	13,971
1,467	Members Training	1,467
8,647	Service Charges	8,647
906	Noticeboards	906
1,000	Signage	1,000
1,517	Monument & War Memorial	1,517
1,207	Institute of Leadership	0
7,738	Football Foundation Fund	3,350
1,016	Fuel	1,016

25/03/2025

Peacehaven Town Council

10:15

Balance Sheet as at 28/02/2025

31/03/2024		31/03/2025
	3,000 Gas for Hub	468
	4,000 P/H Youth Task Group	660
411,151	CIL	470,046
59,080	Big Park	46,587
3,100	Hub Improvements	3,100
5,000	Climate Change	1,430
798	Sponsorship	1,428
1,551	Professional Fees - Legal	933
3,640	Neighbourhood Plan	3,640
37,189	Capital Receipts Reserve	41,690
<hr/> 807,774 <hr/>		<hr/> 1,017,385 <hr/>

The above statement represents fairly the financial position of the authority as at 28/02/2025 and reflects its Income and Expenditure during the year.

Signed :
Chairman _____ Date : _____

Signed :
Responsible
Financial _____ Date : _____

Zoe Malone
Responsible Financial Officer

(01273) 585493
financeofficer@peacehaventowncouncil.gov.uk



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

Committee:	Policy & Finance	Agenda Item:	PF1104e
Meeting date:	01 April 2025	Authors:	Responsible Financial Officer
Subject:	CIL/106 Report Update		
Purpose:	To note the current CIL Position		

Recommendation(s):

To note and agree the CIL financial position and note 106 Monies

1. Background

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

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

The current amount in our CIL account is **£470,045.67**

CIL Expenditure 2024/25			
Supplier	Description	Amount	Comments
G Richards	Paving at Bowls Club	£4,545	Works completed
Hobart	Pathway Improvements – Howard Park	£5,570.02	Howard Park – PTC Contribution
Lister Wilder	PTC Tractor Contribution	£10,000	Tractor
Havens	CCTV at Community House	£3,516	CCTV as per licence conditions
March Irrigation	Bowls Club Irrigation System	£466.67	
Heatcraft	Air Handling Units – Comm House	20,526.75	
		£44,624.44	

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
Fitzwoolmer Patrick	PO approaching signage companies	1,000	Signage – agreed 30/01/24 P&F
N/A	Set aside for any expenses relating to further reporting for the Hub development	7,500	06/02/24 agreed to allow up to £10,000 for further reports required for the Hub in preparation of the agreed CIL bid. £2,500 spent on Kaner Olette feasibility.
N/A	Hub Development	£175,000	CIL Bid been sent to Lewes on 23/02/24 to replace heating system & roof.
		£183,500	

106 Monies held at LDC or ESCC

		821,022		
Planning Ref	Site	Amounts	Held by / For	Allocated to
LW/2009/1093	16-16a South Coast Road	18,984.59	Accessibility improvements and/or implementing the A259 bus corridor and/or the Newhaven bus/rail interchange	<i>Construction of measures which are identified in the new A259 study between Brighton and Newhaven</i>
LW/2013/0644	Land north side of Arundel Road	317,407.84	LDC for Big Park, 3G football pitch	<i>Agreed at LDC & PTC to use £300k of this money for the 3G pitch - Remaining £200k to be used at the Big Park for improvements</i>
LW/2013/0686	Land north of Keymer Ave	191,973.67	LDC for Big Park, 3G football pitch	<i>Agreed at LDC & PTC to use £300k of this money for the 3G pitch - Remaining £200k to be used at the Big Park for improvements.</i>
LW/2013/0686	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/2013/0644	Land north side of Arundel Road	139,326.63	ESCC for schemes improving cycling and walking routes / bus stops between Peacehaven & Newhaven	<i>SI/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>
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The RFO is waiting for ESCC to come back on whether PTC have any influence on how this money is spent

2. Options for Council

To note the financial position of CIL & 106.

3. Reason for recommendation

N/A

4. Expected benefits

- a. The community
- b. The environment
- c. Other

5. Implications

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

6. Appendices

List of Payments made between 01/02/2025 and 28/02/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/02/2025	Barclays	DD	3.00		BACS FILE CHARGES
03/02/2025	WORLD PAY	WP 0302	24.75		CARD CHARGES
04/02/2025	WORLD PAY	WP 0402	5.05		CARD CHARGES
05/02/2025	TOTAL GAS & POWER	DD1	373.64		DECEMBER GAS
05/02/2025	02	DD2	87.36		MOBILE CHARGES
06/02/2025	Northstar IT	DD3	1,553.35		MONTHLY SUPPORT
06/02/2025	WORLD PAY	WP 0602	0.25		CARD CHARGES
07/02/2025	SCRIVENS LTD	bacs	65.00		LF & TJ EYE TESTS
07/02/2025	ESALC Limited	bacs1	36.00		DUCKS IN A ROW TRAINING
07/02/2025	CASTLE WATER	bacs2	409.14		jan water
07/02/2025	Heatcraft And Ventilation ltd	bacs3	134.40		HUB HEATING CALL OUT
07/02/2025	INSTANTPRINT	BACS	220.93		THE GOOD COUNCILLORS GUIDE
07/02/2025	JAX FIRST AID	BACS1	457.59		input twice in error
07/02/2025	Roger Brown Trophies & Engravi	BACS2	30.03		TROPHY PLATE
07/02/2025	SUSSEX PAYROLL SERVICES ;TB	BACS4	103.32		JANUARY PAYROLL
07/02/2025	LAWRENCE GARDNER	BACS	50.00		L GARDNER
07/02/2025	MANDY SMITH	BACS1	200.00		M SMITH REFUND
07/02/2025	WORLD PAY	WP 0702	0.27		CARD CHARGES
07/02/2025	JAX 10P ERROR	JAX	-0.10		JAX 10P ERROR
10/02/2025	The Fuelcard People	DD	162.76		FUEL
10/02/2025	WORLD PAY	WP 1002	0.52		CARD FEES
12/02/2025	EDF	BACS	985.20		JAN ELECTRIC
12/02/2025	EDF	BACS1	92.52		JAN ELECTRICITY
12/02/2025	RDM PARTS	BACS2	772.22		SLITTER TINES
12/02/2025	CASTLE WATER	BACS3	34.83		JAN WATER
12/02/2025	CASTLE WATER	BACS5	29.31		JAN WATER
12/02/2025	AMAZON	BACS6	69.17		clip frames
12/02/2025	DJ SIMPSON MOTOR ENGINEERS	BACS7	900.00		MOT ADVISORIES
12/02/2025	PAULINE CARRON	BACS8	50.00		H BAILEY REFUND
12/02/2025	ELISE LASSALLE	BACS9	50.00		E.LASSELLE REFUND
12/02/2025	EDF	DD	2,846.55		OCT-DEC ELECTRIC
12/02/2025	WORLD PAY	WP 1202	0.20		WP CARD FEES
13/02/2025	WORLD PAY	WP 1302	0.11		WP CARD FEES
17/02/2025	WORLD PAY	WP 1702	1.50		CARD FEES
17/02/2025	The Fuelcard People	DD	32.88		fuel
20/02/2025	WORLD PAY	WP 2002	0.11		CARD FEES
20/02/2025	CASTLE WATER	DD	7.51		JAN WATER
21/02/2025	WORLD PAY	WP 2102	0.18		CARD FEES
24/02/2025	HEALTH ASSURED LTD	DD	60.00		EAP 19/02-18/03
24/02/2025	TOWER LEASING LIMITED	DD1	62.67		PHONE LEASE
24/02/2025	KINTO UK LTD	DD2	499.74		VAN LEASE 22/02-21/03
24/02/2025	Credit Card A/c	JAN CC	109.28		JAN CC
25/02/2025	PHS Group	DD3	824.74		28/02/25-27/05/25 SERVICES
25/02/2025	CITRUS HR	DD4	204.00		20/02-1903 SAFE HR
25/02/2025	FEBRUARY SALARIES	FEB PAY	29,014.94		FEBRUARY SALARIES
26/02/2025	Northstar IT	DD5	70.80		DOMAIN RENEWAL
26/02/2025	WORLD PAY	WP 2602	0.24		WP CARD FEES

List of Payments made between 01/02/2025 and 28/02/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
28/02/2025	SUSSEX MAYORS ASSOCIATION	BACS	39.00		SMA MEAL
28/02/2025	R.J.Meaker Fencing Ltd	BACS1	92.67		GALV ANGLE
28/02/2025	TUDOR ENVIRONMENTAL	BACS2	139.43		GROUNDS MAINTENANCE
28/02/2025	Your Franking Ltd	BACS3	70.80		CARTRIDGE FOR POSTAGE
28/02/2025	C.E.F	BACS4	57.49		LIGHTING FOR C/H
28/02/2025	Trade UK	BACS5	24.99		BENCH PAINT
28/02/2025	Brewers and Sons Ltd	BACS6	57.88		WOODSTQAIN FOR BENCHES
28/02/2025	Wightman & Parrish Ltd	BACS7	96.29		MOB BUCKETS/MOPS
28/02/2025	SIEMENS FINANCIAL SERVICES	BACS8	281.83		FRANKING MACHINE RENTAL
28/02/2025	GREENACRE RECYCLING	BACS9	348.00		SKIP HIRE
28/02/2025	EAST SUSSEX PENSION FUND	BACS10	10,238.79		FEBRUARY SALARIES
28/02/2025	HMRC	121152	9,230.37		FEBRUARY SALARIES
28/02/2025	FOCUS GROUP	DD6	162.13		FEB BILLING
28/02/2025	TOTAL GAS & POWER	DD7	532.26		JAN GAS
28/02/2025	TOTAL GAS & POWER	DD	0.10		JAN GAS
Total Payments			62,007.99		

George Dyson
Town Clerk

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

Committee:	Policy & Finance	Agenda Item:	PF1105
Meeting date:	1 st April 2025	Authors:	Meetings & Projects Officer
Subject:	The Purchase of Furniture & Equipment Budget		
Purpose:	To agree to earmark the Purchase of Furniture & Equipment budget		

Recommendation(s):

To agree to earmark the Purchase of Furniture & Equipment budget

1. Background

In reference to LA 1004 TO AGREE SIGNAGE REPORT, at LA&E Committee meeting 18th March 2025 it was resolved to agree to proceed with the panel signage, where in it had been recommended in the report that the finances be taken from this financial year's Purchase of Furniture and Equipment budget.

The resolution is pasted below for reference: -

LA 1004 TO AGREE SIGNAGE REPORT

The Parks Officer informed the Committee of the recommendation from the Meetings & Projects Officer.

It was proposed that Committee agree to proceed with the aluminium signs, quoted at £2927.33.

Proposed by: Cllr Fabry Seconded by: Cllr Gallagher

The Committee resolved to agree to this proposal.

2. Options for Council

To agree to earmark the Purchase of Furniture & Equipment budget.

To not agree to earmark the Purchase of Furniture & Equipment budget.

3. Reason for recommendation

To help progress the panel signage project at LA&E.

4. Appendices

None

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Community House,
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Peacehaven,
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Committee:	Policy and Finance	Agenda Item:	PF1106
Meeting date:	1 st April 2025	Authors:	Parks Officer
Subject:	Centenary Park car parking lighting		
Purpose:	To agree		

Recommendation(s):

The committee are asked to agree a way to progress with the recommendation from the L&A committee that all the lighting in Centenary Carpark be changed to solar powered and this to include extending the area to the overflow car parking.

1. Background

An L&A TFG was set up to look at various options for improving the car parking at Centenary Park, one of the options discussed was increasing the lighting towards the café end of the car park area. The current lighting has two lamps failed which will require hire of a cherry picker to fix and use inefficient bulbs which are costly to run and hard to find when needing replacement.

A supplier was contacted and asked to look at the whole car park in relation to fitting solar powered lighting across the whole area. This would stop the use of power and possibly free up enough for future electric vehicle charging points to be installed.

The supplier carried out an off-site survey using maps to ascertain how many lights it would require lighting up the whole car park using solar to the current regulations and a total of 18 lights would be required. There are various options which can be considered

- To fit 18 new poles and solar lights in the whole car park estimated at £42,000.

At the last L&A meeting it was agreed to forward this project onto the P&F committee to find a way of funding solar powered lighting in the car park.

2. Options for Council

- I. To progress this project as part of a CIL bid for match funding from LDC and or other streams of funding
- II. To progress this project solely using PTC CIL
- III. To agree to progress this as part of the planned Hub phase 2 CIL bid
- IV. To progress this project as part of the council's aim of net Zero carbon target funded via any future budgets set to achieve this aim.

3. Reason for recommendation

PTC has declared a climate emergency and set targets for reducing carbon emissions by the council, this project would reduce the usage of mains electricity. It would also increase the light levels in the overflow car park area towards the café, which is particularly dark in the winter months, which may lead to increased usage of that facility.

We have a duty to provide a safe area for residents to use and increased lighting would help this and there is a British standard of lighting which should be adhered to when operating a car parking area.

4. Expected benefits

- Safer public space
- With the football club 3G pitch available the area will be used far more potentially.

5. Implications

5.1 Legal	
5.2 Risks	Lighting levels are currently low
5.3 Financial	£42000
5.4 Time scales	
5.5 Stakeholders & Social Value	yes
5.6 Contracts	
5.7 Climate & Sustainability	Yes – reduced usage of mains electricity.
5.8 Crime & Disorder	
5.9 Health & Safety	yes
5.10 Biodiversity	
5.11 Privacy Impact	
5.12 Equality & Diversity	

6. Values & priorities alignment

Which of the Core Values does the recommendation demonstrate?	
6.1 Empowering and supporting the community	<input type="checkbox"/>
6.2 Growing the economy sustainably	<input type="checkbox"/>
6.3 Helping children and young people	<input type="checkbox"/>
6.4 Improving the quality of life for residents and visitors to Peacehaven	<input checked="" type="checkbox"/>
6.5 Supporting residents in need	<input type="checkbox"/>
6.6 Valuing the environment	<input checked="" type="checkbox"/>
6.7 Which business plan item(s) does the recommendation relate to?	
Net zero carbon resolution P&F	

7. Appendices

Zoe Malone
Responsible Finance Officer

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

Committee:	Policy & Finance	Agenda Item:	PF1107
Meeting date:	1 ST April 2025	Authors:	Responsible Financial Officer
Subject:	CIL Bids		
Purpose:	To discuss potential CIL bids for Jan 2026		

Recommendation(s):

To discuss potential CIL bids for Jan 2026

1. Background

Following a session with LDC Officer Emma Kemp on CIL bidding on 12th March 2024, she advised the next round will be in Jan 2026. To avoid any rushing around during our busiest months in the autumn it would be good to get agreement from committee and a recommendation to full council on what bids we may want to pursue so we can get to work on getting costings, quotes, designs etc.

There are four main areas I believe we should be looking at but not limited to;

- Community House replacement Fire Doors / Compartmentation
- Community House Boiler Replacement
- Community House Roof
- Internal fixtures /fittings of the hub (once the roof, heating and solar panels have been completed)

2. Options for Council

To agree to which item/s we would like to bid for.

If any bidding agreed, form a small TFG to progress the Expression of Interest Form

3. Reason for recommendation

Peacehaven has provided a lot of CIL funding to the District from the developments that have been built and PTC should look to recover some of these funds to help support the growing demand for our buildings and services.

4. Expected benefits

More sustainable buildings, less cost from the council budget.

5. Implications

5.1 Legal	
5.2 Risks	
5.3 Financial	Less expense from council budget & less maintenance costs.
5.4 Time scales	Within the next 2 Years
5.5 Stakeholders & Social Value	Improved buildings
5.6 Contracts	
5.7 Climate & Sustainability	Reduce carbon footprint
5.8 Crime & Disorder	
5.9 Health & Safety	
5.10 Biodiversity	
5.11 Privacy Impact	
5.12 Equality & Diversity	

6. Values & priorities alignment

Which of the Core Values does the recommendation demonstrate?	
6.1 Empowering and supporting the community	<input checked="" type="checkbox"/>
6.2 Growing the economy sustainably	<input type="checkbox"/>
6.3 Helping children and young people	<input checked="" type="checkbox"/>
6.4 Improving the quality of life for residents and visitors to Peacehaven	<input type="checkbox"/>
6.5 Supporting residents in need	<input checked="" type="checkbox"/>
6.6 Valuing the environment	<input type="checkbox"/>
6.7 Which business plan item(s) does the recommendation relate to?	
N/A	

7. Appendices

Zoe Malone
Responsible Finance Officer

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

Committee:	Policy & Finance	Agenda Item:	PF1108
Meeting date:	1 st April 2025	Authors:	RFO
Subject:	Play App Licence		
Purpose:	To enter into a two year contract		

Recommendation(s):

To agree to enter into a two year contract with the play app company for the annual licence

1. Background

By law we need to regularly check our play equipment and we record this via an app that is supplied by the play inspection company. The data we upload is stored on the app and can be accessed by the grounds team whenever it is required.

They are offering a contract for two years so the price will remain the same with no increases. The quote for this year coming is £1,025 which will stay at this price for 2026/27 should we agree to sign off. Over the last two years the costs have risen by £75.00. We are comfortable with this company, they are highly recommended and used by other councils and the grounds team are fully trained on how to use it. There is no reason to look elsewhere for this service.

2. Options for Council

I would recommend we sign up for two years.

- 1) Sign into the two year agreement
- 2) Continue as we are and renew each year

3. Reason for recommendation

It's not a huge increase but keeping costs the same will help with budgeting for next year. There is no reason they could not hike the price up more radically next year if they wished.

4. Expected benefits

Assurances that PTC play equipment continues to be monitored and records in the right way.

5. Implications

5.1 Legal	
5.2 Risks	
5.3 Financial	Possible price hike again in 26/27
5.4 Time scales	

5.5 Stakeholders & Social Value	
5.6 Contracts	
5.7 Climate & Sustainability	
5.8 Crime & Disorder	
5.9 Health & Safety	
5.10 Biodiversity	
5.11 Privacy Impact	
5.12 Equality & Diversity	

6. Values & priorities alignment

Which of the Core Values does the recommendation demonstrate?	
6.1 Empowering and supporting the community	<input type="checkbox"/>
6.2 Growing the economy sustainably	<input type="checkbox"/>
6.3 Helping children and young people	<input type="checkbox"/>
6.4 Improving the quality of life for residents and visitors to Peacehaven	<input type="checkbox"/>
6.5 Supporting residents in need	<input type="checkbox"/>
6.6 Valuing the environment	<input type="checkbox"/>

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

7. Appendices

AGREEMENT FOR USE OF APP AND WEB BASED INSPECTION SYSTEM

Supplier: PI Digital Limited (company no. 14091179)
Unit 5, Glenmore Business Park, Blackhill Road, Holton Heath,
Poole, Dorset BH16 6NL

Customer: Peacehaven Town Council

Annual Licence Fee: £1,025.00 + VAT

Term: 2 years from and including the Commencement Date

Commencement Date: 21st May 2025

1. Defined terms used in this Agreement have (unless expressly stated otherwise) the same meaning as those set out in the end-user licence agreement attached in Schedule 1 and/or standard terms and conditions (as applicable) attached in Schedule 2
2. In consideration of the payment by the Customer to the Supplier of the Annual Licence Fee, the Supplier permits the Customer to use the App, Web System and Report Generator on and subject to the terms and conditions contained in the attached end-user licence agreement and the Supplier's standard terms and conditions as applicable (**Permitted Use**).
3. The Supplier grants the Customer the Permitted Use for the duration of the Term, subject always to the Supplier's rights to terminate the Customer's Permitted Use during the Term in accordance with the attached end-user licence agreement and/or standard terms and conditions.
4. The Customer's Permitted Use will automatically terminate on the expiry of the Term unless otherwise agreed in writing between the Customer and the Supplier.
5. Any and all inspection data stored on the system remains the property of the Licensee and will be provided to the licensee in an agreed format at the termination of the agreement, or should the Licensor cease to trade for any reason whatsoever.
6. In the event of any conflict between the terms of this Agreement and the terms of the attached end-user licence agreement and/or standard terms and conditions, the terms of this Agreement will take precedence.



Software Support Administrator
For and on behalf of The Play Inspection Company Limited

Date: 20th March 2025

I/we hereby agree to the above terms. I/We confirm that we have read, understood and agree to be bound by the terms and conditions set out in the attached end-user licence agreement and standard terms and conditions:

.....
.....

Date:

SCHEDULE 1 – END-USER LICENCE AGREEMENT

Please see attached to original App Licence Quotation.

SCHEDULE 2 – TERMS AND CONDITIONS

Please see attached to original App Licence Quotation.

George Dyson
Town Clerk

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✉ TownClerk@peacehaventowncouncil.gov.uk



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

Committee:	Policy and Finance	Agenda Item:	PF1109
Meeting date:	01 April 2025	Authors:	Kiera Gordon Garrett, Sue Griffiths and Mary Campbell
Subject:	Replacing Parks Office 'Unit 14'		
Purpose:	To Improve Efficiency and Save Money in Medium/Longterm		

Recommendation(s):

That Committee submit the Recommendations for Agreement at Full Council

1. Background

Until the Big Park was transformed over ten years ago, the Building that is now the Gateway Cafe was used by the Grounds staff that maintain the Parks as a base for their work and for storing machinery. This building was surrendered on the understanding (and possibly even informal or formal agreement) that a replacement building would be provided. Reportedly, the expectation in PTC was that this would happen. But it never materialised and it would require a lot of research to find out the exact legal and moral position. It seems that the loss of this building and the extra cost of renting Unit 14 simply had to be absorbed by Council Tax payers – since the net benefit from the Gateway Cafe has proved inadequate to cover the costs (see Appendix A).

Looking to the future, the current situation is unsatisfactory and financially problematic. The building used by the ground staff (Unit 14) is rented on a quarterly basis £3,670 + VAT. In addition to rent of £3,670, £6,052 is paid in Business Rates and approx. £1000 in electricity charges. The rent could be raised at almost zero notice and PTC would either have to pay it, or find another site. As the proportion of electric vehicles used for the Parks rises, the cost of not having renewable electricity sources will rise, and could rise a lot.

The reconfiguration of the Hub to include a ground floor to replace Unit 14 has been proposed. This option has now been overtaken by PTC policy changes (and storing dangerous and inflammable materials in a building also used by the public was always problematic). There are several potential alternative sites under control of PTC for a new building where no rent would be due and where solar panels and heat pumps could be installed to provide at least a partial source of electricity. If the new building were close to the Hub, any spare electricity generated there could also reduce electricity costs.

Paying for a new building: the large and increasing amounts being paid in rent and electricity make this a viable self-funding proposal through a Public Works Local Board (PWLB) loan. Some of PTC's own CIL funding could be used, and an option of asking for, say, 10% of the cost from LDC CIL funding remains a possibility, especially if research uncovered a past unfulfilled obligation. The current interest rate is 5% -5.5% depending on the length of the loan. This means that PTC could borrow over £250,000 for this project without any increase in net expenditure.

2. Options for Council

To Recommend that Full Council be asked to approve the following:

(1) That the Town Clerk and Parks Officer carry out pre-planning consultation with LDC and SDNP Planning to identify the possible sites and constraints for the new building (allowing for the option of a (partial) green roof/partial solar panels roof if visible from SDNP, with heat pump).

(2) That the Town Clerk and Parks Officer prepare preliminary suggestions for a new building and secure an approximate estimate (to the nearest £100,000, say) of the likely costs (including options for a pre-fabricated building/hangar and renewable energy with options for solar panels and/or a green roof).

(3) That the Finance Officer provide a financial analysis

(4) That the Town Clerk, Parks Officer and RFO prepare a preliminary report for the next Leisure and Amenities Committee (May 13)

3. Reason for recommendation

Why now? One answer to this is another question: Why has it not been done already? The explanation for this seems to be (a) that PTC has been so short-staffed for many years and (b) uncertainty among councillors on the long-term cost/benefit of in-house maintenance of the parks – over the years, some councillors have taken the view that out-sourcing would be more satisfactory; in that case, a building for grounds staff owned by PTC could become redundant.

However, much has changed, or is about to change.

- The new surface at the Football Club means less demand for outdoor football pitches, which introduces the option of siting a new Parks office on land wholly under the control of PTC and where planning permission for a new building is more likely to be granted (as opposed land leased from Southern Water and subject to conditions and SDNP visibility constraints). There are numbers of potential sites inside and outside the Big Park that might be suitable and need investigating – but this site might be viewed at this stage as the ‘front runner’.
- The Council office is now fully staffed and has capacity to handle this project, provided the main work is outside Budget-making periods.
- The renewal of the Hub building and other potential development in that area would need to allow for this potential development, including eg drainage and electricity supply, if the replacement for Unit 14 were to be close by.
- Local Government Reorganisation is likely to mean that some LDC sites will be transferred to PTC ownership (this was explained at a meeting on March 14 about Local Government Reorganisation, attended by Cllrs Gallagher and Campbell as well as the Projects Officer). The grounds staff already use the winter months (when there is less mowing etc) for other tasks (eg maintenance at the Hub and Community House, maintenance of benches, the Monument, safety checks etc). If PTC ends up with more non-Parks sites to manage, there will be more need for such work.
- Perhaps most important of all, Local Government structural reorganisation and devolution will create stresses and bottlenecks, especially in the transition period. This project will require planning permission: if PTC wants to do this, it should be done now.
- It has been suggested that PTC has not received its fair share of CIL funding and should prepare to apply for more at the next opportunity. There may be other applications that are higher priority, especially in the eyes of residents. But if further research uncovers a commitment to replace the Parks Staff building many years ago – a commitment that has never been fulfilled (and may never have existed), then the funding of this building would at the least add to the case for PTC’s claims on substantial CIL funding from the LDC ‘pots’.

3. Implications

5.1 Legal	
5.2 Risks	
5.3 Financial	
5.4 Time scales	
5.5 Stakeholders & Social Value	
5.6 Contracts	
5.7 Climate & Sustainability	
5.8 Crime & Disorder	
5.9 Health & Safety	
5.10 Biodiversity	
5.11 Privacy Impact	
5.12 Equality & Diversity	

4. Values & priorities alignment

Which of the Core Values does the recommendation demonstrate?	
6.1 Empowering and supporting the community	<input type="checkbox"/>
6.2 Growing the economy sustainably	<input type="checkbox"/>
6.3 Helping children and young people	<input type="checkbox"/>
6.4 Improving the quality of life for residents and visitors to Peacehaven	<input type="checkbox"/>
6.5 Supporting residents in need	<input type="checkbox"/>
6.6 Valuing the environment	<input type="checkbox"/>

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

5. Appendix

	Café	Unit 14
Rent (per qtr)	1,950.75	3,670.00
Gas (per annum)	0.00	500.00
Electricity (per annum)	10,000.00	1,000.00
Business Rates (per annum)	0.00	6,736.50
Maintenance Costs	1,500.00	1,000.00
Telephones / Wifi	1,500.00	585.00



Peacehaven Town Council Grant Application Policy and Guidelines

1. INTRODUCTION

The Council is committed through this policy to promote Peacehaven Town as a vibrant, active and sustainable community and to contribute to the development of various projects and services that benefit the community. In so doing, the Council is aware of its responsibility for public funds and for the distribution of these funds to be managed in accordance with proper standards. A grant payment is made by the Council for the specific purpose it is claimed for.

There are two types of grant available:

- a) **Community Grants** for grants up to £750 in any one financial year, these grants may also be used to cover the cost of hiring facilities from Peacehaven Town Council.
- b) **Service Level Grants** for larger amounts intended for organisations providing a significant agreed service to Peacehaven.

Organisations may only apply for a Community Grant OR a Service Level Grant, applications will not be accepted for both types of grant.

2. ORGANISATIONS THAT CAN APPLY

Grants will only be awarded to organisations that directly benefit the Residents of Peacehaven.

The following organisations may apply to the Town Council for a Grant.

- Registered Charitable organisations based in Peacehaven
- Regional / National Registered Charitable Organisations but only local branches
- Not for profit Organisations; Community interest organisations and community interest companies
- Voluntary / Community groups

Applications from Commercial organisations and individuals will not be considered for Community Grants.

3. WHAT WILL BE CONSIDERED

- a) Need – There should be clear evidence of the need for the project. Aims and Objectives must be clear.
- b) Environment – to be in line with the Town Council Environmental Policies.
- c) Financial Management – Be able to demonstrate sound financial management. Ideally last year's set of accounts should be provided. Applications from groups who are financially indebted to the Council may not be considered.
- d) Co-Funding – Where other funding is required, the grant is conditional on the other funding also being available.
- e) Self-help measures – Projects where self-help measures have been put in place are more attractive.
- f) All eligible applications will be assessed on their individual merits against clear and consistent criteria. Any award made may not necessarily be for the full amount applied for.
- g) Applications for projects that are the statutory responsibility of other authorities will also not be considered.
- h) Applications for projects or activities already delivered (entirely or otherwise) will not be considered
- i) Funding cannot be used for any activity that may be partisan or propagate a religious belief.
- j) Retrospective applications will not be considered
- k) Those projects which simply replace existing facilities without significant improvement will also not be considered.

4. HOW TO APPLY

- Community Grants are considered by the Grants Sub-Committee which is held twice a year in April and November.
- Service Level Grants are considered by the Grants Sub-Committee at a Service Level Grants meeting in September.
- To apply for a Grant, you must use the current application form available from the Town Council.
- Applications must be submitted by the published deadline and accompanied by all supporting documentation.
- Grant applications can be submitted electronically to grants@peacehaventowncouncil.gov.uk or by hard copy to the council offices at Community House, Greenwich Way, Peacehaven, East Sussex, BN10 8BB.
- Incomplete or incorrect forms will be returned so that full information is provided to the Grants Sub Committee. If you need help completing the application form, please contact the Town Clerk.

5. IF YOU ARE SUCCESSFUL

- If you are successful, you will be notified by the Council in writing.
- Will be paid by Cheque or BACS to the organisation specified on the application form. The Council will not make payments to individuals.
- The Council will publicise the availability of grants through its newsletter and website and will detail in its Annual Report, website and through social media the grant payments it has made and to whom.
- Community Grants may only be used for the purposes set out in the grant application.
- If it transpires that funding cannot be utilised for the agreed purpose, you must notify the Council at the earliest opportunity.
- Support from Peacehaven Town Council through the award of a grant must be acknowledged where appropriate on any publicity and promotional material including posters, advertisements, press releases and leaflets.
- Room hire grants will be credited to your account each time you use a room.

6. ON COMPLETION OF THE PROJECT

- Confirmation that the project has been completed is to be given by the “Project End Date” using the **Grants return form** provided on approval.
- Organisations who fail to provide a Grants return form with satisfactory receipts will be ineligible for any future Community Grants.
- Community Grants are made subject to the money being spent on the specific reason claimed for in the application form. We therefore request a report from the recipient at the end of the project.
- On completion of the financial year any money not spent must be returned to the Council.
- The Council reserves the right to reclaim any grant monies not being used for the purposes specified on the application form.
- Organisations receiving a Service Level Grant should submit a report detailing the impact of the awarded monies to Peacehaven and it’s residents before applying for another Grant, failure to do so may result in the organisation being ineligible for a Grant the following year.
- Should the organisation disband during the period of the grant, the council may ask for return of all or part of the monies.

Adopted: 24th January 2023

Date of last review:

Date of next review due: