

PEACEHAVEN TOWN COUNCIL

Tony Allen
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TOWN COUNCIL OFFICE
MERIDIAN CENTRE
MERIDIAN WAY
PEACEHAVEN
EAST SUSSEX
BN10 8BB

Councillors on this Committee:
EX OFFICIO Cllr. I Sharkey (Chair of Council), Cllr G Hill (Vice Chair of Council)
Cllr. C Collier (Chair of Committee), Cllr. A Goble (Vice Chair of Committee),
Cllr. C Cheta, Cllr. C Gallagher, Cllr. S Griffiths, Cllr. D Seabrook, Cllr A Milliner

20th October 2021

Dear Committee Member,

You are summoned to a meeting of the POLICY & FINANCE COMMITTEE to be held on TUESDAY 26th October 2021 at 7:30pm in the Anzac Room, Community House



Tony Allen, Town Clerk

AGENDA

PF667 CHAIRMAN'S ANNOUNCEMENTS

PF668 PUBLIC QUESTIONS - *There will be a 15-minute period whereby members of the public may ask*

questions on any relevant POLICY & FINANCE matters.

PF669 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

PF670 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

PF671 TO ADOPT THE PUBLIC MINUTES OF 14th SEPTEMBER 2021

PF672 TO REVIEW THE 2020/21 FINANCIAL POSITION OF THE COUNCIL YEAR TO-DATE: -

1. Finance Officer's report
2. Bank account summary
3. Bank Reconciliation statements (for signing)
4. Income & Expenditure report
5. Balance Sheet
6. CIL & S.106 report
7. List of payments (for approval)
8. Review of external contracts & their ongoing authorisations.
9. Funding report for buildings equipment maintenance works.
10. To authorise a virement request from Remembrance Services budget to a new code for donations.

PF673 TO NOTE THE OUTCOME OF THE 2021/22 INTERIM INTERNAL AUDIT & AGREE ANY ACTIONS REQUIRED

PF674 TO RECEIVE & APPROVE THE COUNCIL'S FINANCIAL RISK ASSESSMENT

PF675 TO RECEIVE REPORTS FROM COMMITTEE CHAIRMEN ON SETTING THE 2022/23 BUDGET REQUIREMENTS

PF676 TO RECEIVE A PROGRESS REPORT ON THE COUNCIL'S NEW ENERGY PROVIDER

PF677 TO APPROVE THE USE OF CIL MONIES TO REPAIR THE HEARING LOOPS IN COMMUNITY HOUSE

PF678 TO APPROVE AN INTERNAL & EXTERNAL SURVEY OF COMMUNITY HOUSE

PF679 TO DISCUSS & AGREE THE USE OF PTC CIL MONIES FOR THE IMPROVEMENTS MADE TO THE MULTI-USE GAMES AREA (MUGA) IN CENBTENARY PARK

PF680 TO AGREE ADDITIONAL FUNDING FOR THE NEIGHBOURHOOD DEVELOPMENT PLAN PROJECT IN THE CURRENT FINANCIAL YEAR

PF681 TO AGREE A PROGRAMME & FUNDING FOR MACHINERY REPLACEMENT

PF682 TO AGREE THE REPLACEMENT OF THE FIRLE ROAD PLAY AREA ROUNDABOUT USING PTC

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CIL MONIES

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.

PF683 TO ADOPT THE CONFIDENTIAL MINUTES OF 14th SEPTEMBER 2021

PF684 AGED DEBT ANALYSIS

PF685 TO DISCUSS & AGREE ANNUAL RENT/HIRE INCREASES FOR FACILITIES IN 2022/23

PF686 TO NOTE PROGRESS & AGREE ACTIONS RELATING TO THE RENEWAL OF THE GATEWAY CAFÉ LEASE

PF687 TO REVIEW STATUS OF COUNCIL'S SUB-CONTRACTORS

PF688 CTLA SLA/CONTRACT PRICE REVIEW

PF689 LDCA SLA/CONTRACT PRICE REVIEW

PF690 TO DISCUSS & AGREE AN EXPENSES ALLOWANCE FOR THE DEPUTY MAYOR

PF691 DATE OF NEXT MEETING – Tuesday 7th December 2021 at 7.30pm

Minutes of the meeting of the POLICY AND FINANCE COMMITTEE held on Tuesday 14th September 2021 at 7.30pm in Community House

Present – Cllr C Collier (Chair), Cllr A Goble (Vice Chairman), Cllr A Milliner, Cllr S Griffiths, Cllr D Seabrook, Cllr C Gallagher.
Town Clerk T Allen, Finance Officer Z Malone.

PF649 CHAIRMAN'S ANNOUNCEMENTS

The Chairman welcomed everyone to the meeting.
Cllr Gallagher stated that she would be recording the meeting.

PF650 PUBLIC QUESTIONS

There were no public questions.

PF651 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Apologies from Cllr C Cheta, Cllr I Sharkey and Cllr G Hill were approved.

PF652 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

There were no declarations of interests.

PF653 TO ADOPT THE PUBLIC MINUTES OF 17th AUGUST 2021

It was resolved to adopt the minutes as a true record.

PF654 TO REVIEW THE 2020/21 FINANCIAL POSITION OF THE COUNCIL YEAR TO-DATE: -

1. Finance Officer's report

Received and noted.

The Finance Officer reported that expenditure was on budget and that, as predicted, income was lower than budgeted due to ongoing restricted activities. It was noted that this was being offset, in part, by the use of CIL monies.

The Finance Officer reported that the External Auditor's report for 2020/21 had been received, with no qualifying comments at all.

2. Bank account summary

Received and noted.

3. Bank Reconciliation statements (for signing)

Received and resolved to sign.

4. Income & Expenditure report

Received and noted.

5. Balance Sheet

Received and noted.

6. CIL & S.106 report

Received and noted.

7. List of payments (for approval)

It was resolved to approve the August 2021 payments amounting to £41,536.47, as scheduled in the meeting papers.

8. Review of external contracts & their ongoing authorisations.

There were no matters for review.

9. Funding report for buildings equipment maintenance works.

Received and noted.

PF655 TO COMMENCE WORK ON THE 2022/23 BUDGET REQUIREMENT

The Chairman noted that this process will be started earlier this year.
Finance Officer to liaise with Committee Chairman and Officers.

Minutes of the POLICY AND FINANCE COMMITTEE meeting – 14th September 2021

PF656 TO RECEIVE A REPORT ON THE COUNCIL'S NEW ENERGY PROVIDER

The Finance Officer reported on the progress of the migration to Crown Commercial Services, noting that some rebates for the interim higher tariffs incurred may be possible.

PF657 TO REVIEW THE COUNCIL'S MEDIA/COMMUNICATIONS/SOCIAL MEDIA POLICY

The Draft Policy was received and discussed.

Cllr Seabrook noted that Section 7 should include Councillors and that Section 8.4 should be amended to reflect that email trails need not be deleted every time.

It was resolved to adopt the Draft Policy, as amended.

PF658 TO REVIEW & UPDATE THE COMMITTEE'S INPUT TO THE PTC INTERNAL BUSINESS PLAN

Cllr Gallagher updated the Committee regarding the progress of the Business Development Plan, noting that the Committee's notified amendments were in-hand.

PF659 TO DISCUSS THE PROVISION OF BOLLARDS ON THE SOUTH COAST ROAD

The Admin Officer's report was received and discussed in detail.

Cllr Collier noted that the risk factor represented a type of insurance for various aspects of the proposed works. The Clerk noted that this could include delays caused by obstructions to the site of bad weather.

Cllr Seabrook noted that black bollards had recently been installed in Newhaven, despite ESCC telling PTC that they are not allowed. Admin Officer to double-check with a senior manager at ESCC.

It was resolved that (if black posts cannot be used) the Glenwood dark oak posts with reflective bands will be used; to be supplied and installed by Glen Elphick, at the reduced risk costs of £3,738.90 (Bolney Ave/Costa – 15 posts) and £2,715.28 (Subway – 11 posts).

Notice to be placed on PTC social media and adjacent businesses to be informed).

PF660 TO APPROVE THE USE OF CIL MONIES TO REPLACE COMPONENTS FOR THE DEFIBRILATOR AT THE GATEWAY CAFÉ

The Clerk's report was received and discussed.

It was resolved to purchase the required parts using PTC CIL monies, in order to bring this essential public item back on-line as soon as possible.

PF661 TO APPROVE THE USE OF CIL MONIES TO REPAIR THE HEARING LOOPS IN COMMUNITY HOUSE

The Clerk's report was received and discussed.

It was resolved, in principle, to repair these hearing loops using PTC CIL monies, in order to bring this essential public service back on-line as soon as possible.

Clerk to obtain a detail costing of required repairs for the Committee's next meeting.

PF662 TO APPROVE THE USE OF CIL/S.106 FOR A NEW SWING IN CENTENARY PARK

Cllr Griffiths related the background to this item, which had been referred from the Leisure, Environment & Amenities Committee.

It was resolved to recommend acceptance of the quote from Playsafe (the original installers) £5,325.00 + VAT and install this new children's swing using PTC CIL monies.

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 were excluded from the rest of the meeting.

PF663 TO ADOPT THE CONFIDENTIAL MINUTES OF 17th AUGUST 2021

It was resolved to adopt the minutes as a true record.

PF664 AGED DEBT ANALYSIS

Received and noted. The Chairman stated that these figures were well within accepted levels.

PF665 REVIEW OF ANNUAL RENT INCREASES

The Finance Officer's report was received and discussed.

It was resolved to make no increase in rents for the current financial year and to determine the percentage increase to propose for the new budget.

Minutes of the POLICY AND FINANCE COMMITTEE meeting – 14th September 2021

PF666 DATE OF NEXT MEETING – Tuesday 26th October 2021 at 7.30pm

There being no further business, the meeting closed at 20:28.

| | |
|---------------------------|---|
| Agenda Item: | PF |
| Committee: | Policy and Finance |
| Date: | 26 October 2021 |
| Title: | Financial position of the council year to date |
| Report Author: | Zoe Malone, Finance Officer |
| Purpose of Report: | To note the council's financial position year to date and agree any additional financial information required for future committee meetings |

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

This style of briefing note was first provided to members at the August committee meeting and some of this is repeated below as a reminder of the key information being provided to the committee.

The attached reports summarise the council's overall financial position as at the end of month 6 (September 2021). 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 September 2021. 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 62.8% of the budgeted expenditure has been spent so far, and 106.7% of the budgeted income has been received as at the end of month 6 (September 2021)

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 2022, 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:

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

Appendices/Background papers

- Barclays Bank account summary balances – 30 September 2021
- Bank reconciliation statement for cashbook 1 – 30 September 2021
- Bank reconciliation statement for cashbook 2 – 30 September 2021
- Detailed income and expenditure month 6 (September 2021)
- Detailed balance sheet month 6 (September 2021)

| > | Date | Description | Money In | Money Out | Balance |
|---|----------------|--------------------|-----------|-------------|-------------|
| > | Mon, 4 Oct 21 | TRANSFER 10701173 | | -£1,182.70 | £632,472.74 |
| > | Fri, 1 Oct 21 | LEWES DISTRICT COU | £240.85 | | £633,655.44 |
| > | Fri, 1 Oct 21 | TRANSFER 10701173 | | -£110.32 | £633,414.59 |
| > | Thu, 30 Sep 21 | TRANSFER 10701173 | £380.22 | | £633,524.91 |
| > | Wed, 29 Sep 21 | TRANSFER 10701173 | | -£1,252.45 | £633,144.69 |
| > | Tue, 28 Sep 21 | TRANSFER 10701173 | | -£202.53 | £634,397.14 |
| > | Mon, 27 Sep 21 | TRANSFER 10701173 | £1,343.64 | | £634,599.67 |
| > | Fri, 24 Sep 21 | TRANSFER 10701173 | | -£27,011.43 | £633,256.03 |
| > | Thu, 23 Sep 21 | TRANSFER 10701173 | £1,785.98 | | £660,267.46 |
| > | Wed, 22 Sep 21 | TRANSFER 10701173 | | -£3,478.28 | £658,481.48 |
| > | Tue, 21 Sep 21 | TRANSFER 10701173 | £97.25 | | £661,959.76 |
| > | Mon, 20 Sep 21 | TRANSFER 10701173 | | -£5,640.97 | £661,862.51 |
| > | Fri, 17 Sep 21 | TRANSFER 10701173 | £1,909.82 | | £667,503.48 |
| > | Thu, 16 Sep 21 | TRANSFER 10701173 | £461.38 | | £665,593.66 |

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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 01 October 2021

Business Current Accounts

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

Business Savings Accounts

| | |
|--|-------------|
| Active Saver | £633,655.44 |
| | |
| Sort Code 20-49-76 • Account No 30701211 | |
| Business Premium Account | £180,177.46 |
| | |
| Sort Code 20-49-76 • Account No 83521656 | |
















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

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Your Business Current Account

At a glance














25 Sep - 01 Oct 2021

| Date | Description | Money out £ | Money in £ | Balance £ |
|--------|--|-------------|------------|-----------|
| 25 Sep | Start Balance | | | 50,000.00 |
| 27 Sep |  Cheque Issued Ref: 120685 | 373.27 | | 49,626.73 |
| |  Transfer to Account 30701211 | 1,343.64 | | 48,283.09 |
| |  Direct Credit From Develop Outdoors C Ref: Room Hire | | 69.84 | 48,352.93 |
| |  Direct Credit From Castle Water Limit Ref: CW Refund 2479458 | | 1,647.07 | 50,000.00 |
| 28 Sep |  Cheque Issued Ref: 120676 | 340.96 | | 49,659.04 |
| |  Direct Credit From BCard1041619270921 | | 2.00 | 49,661.04 |
| |  Deposit at Barclays 53739 Ref: 11.0428Sep1kpob000 | | 44.55 | 49,705.59 |
| |  Transfer From Account 30701211 | | 202.53 | 49,908.12 |
| |  Direct Credit From Babyballe B T Ref: 2019 Invoices | | 91.88 | 50,000.00 |
| 29 Sep |  Cheque Issued Ref: 120678 | 109.20 | | 49,890.80 |
| |  Cheque Issued Ref: 120687 | 96.65 | | 49,794.15 |
| |  Cheque Issued Ref: 120690 | 1,146.60 | | 48,647.55 |
| |  Direct Credit From C A T S Club Ref: C.A.T.S Rent/ Oct | | 100.00 | 48,747.55 |
| |  Transfer From Account 30701211 | | 1,252.45 | 50,000.00 |
| 30 Sep |  Cheque Issued Ref: 120689 | 645.23 | | 49,354.77 |

Continued

| | |
|----------------------|------------|
| Start balance | £50,000.00 |
| Money out | £4,922.27 |
| ▶ Commission charges | £0.00 |
| ▶ Interest paid | £0.00 |
| Money in | £4,922.27 |
| End balance | £50,000.00 |

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

| Date | Description | Money out £ | Money in £ | Balance £ |
|---|---|-----------------|-----------------|------------------|
| Balance brought forward from previous page | | | | 49,354.77 |
| 30 Sep |  Giro Transfer to Account 30701211 | 380.22 | | 48,974.55 |
| |  Giro Direct Credit From Lewes C of C Ref: Lewes Chamber | | 17.00 | 48,991.55 |
| |  Giro Direct Credit From BCard1041619290921 | | 295.17 | 49,286.72 |
| |  Giro Direct Credit From Rainbow Child Care Ref: 12326 | | 713.28 | 50,000.00 |
| 1 Oct |  Cheque Issued Ref: 120673 | 486.50 | | 49,513.50 |
| |  Giro Direct Credit From BCard1041619300921 | | 10.00 | 49,523.50 |
| |  Giro Direct Credit From N'Haven& P'Haven U Ref: U3A Inv 12345 | | 29.14 | 49,552.64 |
| |  Giro Direct Credit From N'Haven& P'Haven U Ref: U3A Inv 12350 | | 45.57 | 49,598.21 |
| |  Giro Direct Credit From N'Haven& P'Haven U Ref: U3A Inv 12343 | | 50.68 | 49,648.89 |
| |  Giro Direct Credit From N'Haven& P'Haven U Ref: U3A Inv 12338 | | 50.96 | 49,699.85 |
| |  Deposit at Barclays 53739 Ref: 12.2501Octlkpob000 | | 69.44 | 49,769.29 |
| |  Giro Transfer From Account 30701211 | | 110.32 | 49,879.61 |
| |  Direct Credit From Pinker S Ref: Steph Pink Allotme | | 22.00 | 49,901.61 |
| |  Direct Credit From Sanders DG+PM Ref: 12319 Mr Sanders | | 98.39 | 50,000.00 |
| 1 Oct | Balance carried forward | | | 50,000.00 |
| Total Payments/Receipts | | 4,922.27 | 4,922.27 | |

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 19 Mar 2020 was 0.100%

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.

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 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. 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.

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

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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:

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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.

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.

**Bank Reconciliation Statement as at 17/09/2021
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 | 30/09/2021 | | 180,177.46 |
| | | | <u>180,177.46</u> |
| <u>Unpresented Cheques (Minus)</u> | | <u>Amount</u> | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 180,177.46 |
| <u>Receipts not Banked/Cleared (Plus)</u> | | | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 180,177.46 |
| | | Balance per Cash Book is :- | 180,177.46 |
| | | Difference is :- | 0.00 |

**Bank Reconciliation Statement as at 30/09/2021
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 | 30/09/2021 | | 50,000.00 |
| Current Account | 30/09/2021 | | 633,524.91 |
| | | | <u>683,524.91</u> |
| <u>Unpresented Cheques (Minus)</u> | | <u>Amount</u> | |
| 27/05/2021 120607 HMRC | | 7,915.34 | |
| 11/06/2021 120618 BARCOMBE LANDSCAPES LTD | | 50.00 | |
| 14/07/2021 120726 AMBER ROSE MORGAN | | 300.00 | |
| 28/07/2021 120741 MICHELLE EDSEY | | 10.00 | |
| 10/08/2021 120648 TELSCOMBE RAIDERS | | 750.00 | |
| 08/09/2021 120682 DEAN RIYAMI | | 50.00 | |
| 15/09/2021 120686 AMADEUS | | 65.54 | |
| 15/09/2021 120691 ARLETTES FLORIST | | 35.00 | |
| 15/09/2021 120692 HAGS-SMP LTD | | 395.06 | |
| 16/09/2021 120694 HAGS-SMP LTD | | 104.35 | |
| 23/09/2021 120696 REPLAY MAINTENANCE LTD | | 4,776.00 | |
| 23/09/2021 120697 Hugh Page Sussex ltd | | 62.08 | |
| 23/09/2021 120698 TEXTHELP | | 900.00 | |
| 23/09/2021 120699 Spy AlarmsLtd | | 205.20 | |
| 23/09/2021 120700 FIRST RESCUE TRAINING & SUPPLE | | 826.80 | |
| 23/09/2021 204801 SECRETARY OUTSOURCE | | 112.50 | |
| 23/09/2021 204802 HMRC | | 8,058.65 | |
| 23/09/2021 204803 EAST SUSSEX PENSION FUND | | 7,326.75 | |
| 23/09/2021 204804 Rigby Taylor | | 130.80 | |
| 23/09/2021 204805 Interserve FS UK Ltd | | 41.87 | |
| 30/09/2021 204806 BRITISH GAS | | 262.11 | |
| 30/09/2021 204807 BRITISH GAS | | 29.83 | |
| 30/09/2021 204808 BRITISH GAS | | 839.01 | |
| 30/09/2021 204809 BRITISH GAS | | 1,035.03 | |
| 30/09/2021 204810 AVS FENCING SUPPLIES LTD | | 558.46 | |
| 30/09/2021 204811 Acacia Groundcare Equipment Re | | 997.20 | |
| 30/09/2021 204812 Chris Bartholomew Electrical C | | 4,838.97 | |
| 30/09/2021 204813 SOUTHCOAST LOCKSMITHS LTD | | 162.45 | |
| 30/09/2021 204814 ZOE MALONE | | 22.68 | |
| | | | <u>40,861.68</u> |
| | | | 642,663.23 |
| <u>Receipts not Banked/Cleared (Plus)</u> | | | |
| 01/09/2021 | | -486.50 | |
| | | | <u>-486.50</u> |
| | | | 642,176.73 |
| | | Balance per Cash Book is :- | 642,176.73 |
| | | Difference is :- | 0.00 |

Detailed Income & Expenditure by Budget Heading 20/10/2021

Month No: 7

Cost Centre Report

| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| 100 General Administration | | | | | | | |
| 1001 Precept | 640,705 | 640,705 | 0 | | | 100.0% | |
| 1010 CIL Income | 134,218 | 0 | (134,218) | | | 0.0% | |
| 1013 Income from Photocopying | 252 | 0 | (252) | | | 0.0% | |
| 1016 Housing Benefit Claims LDC | 15,242 | 15,200 | (42) | | | 100.3% | |
| 1094 Other Customer & Client Receipt | 180 | 0 | (180) | | | 0.0% | |
| 1100 Interest Received | 9 | 300 | 291 | | | 3.0% | |
| 1309 Other Income | 203 | 2,000 | 1,797 | | | 10.2% | |
| General Administration :- Income | 790,810 | 658,205 | (132,605) | | | 120.1% | 0 |
| 4345 CTLA Service Level Agreement | 6,000 | 6,000 | 0 | | 0 | 100.0% | |
| 4346 CAB Service Level Agreement | 11,500 | 11,500 | 0 | | 0 | 100.0% | |
| General Administration :- Direct Expenditure | 17,500 | 17,500 | 0 | 0 | 0 | 100.0% | 0 |
| 4001 Salaries | 188,011 | 391,000 | 202,989 | | 202,989 | 48.1% | |
| 4002 Employer N.I Contributions | 16,683 | 40,000 | 23,317 | | 23,317 | 41.7% | |
| 4003 Employer Pension Contributions | 33,061 | 70,200 | 37,139 | | 37,139 | 47.1% | |
| 4004 Overtime | 544 | 1,000 | 456 | | 456 | 54.4% | |
| 4011 Training | 3,520 | 5,000 | 1,480 | | 1,480 | 70.4% | 3,150 |
| 4212 Mileage Costs | 199 | 500 | 301 | | 301 | 39.8% | |
| 4301 Purchase of Furniture/Equipmen | 57 | 500 | 443 | | 443 | 11.4% | |
| 4302 Purchase of Materials | 0 | 500 | 500 | | 500 | 0.0% | |
| 4306 Printing | 3,596 | 4,000 | 404 | | 404 | 89.9% | 379 |
| 4307 Stationery | 132 | 500 | 368 | | 368 | 26.5% | |
| 4310 Professional Fees - Consultanc | 0 | 2,000 | 2,000 | | 2,000 | 0.0% | |
| 4311 Professional Fees - Legal | 84 | 3,000 | 2,916 | | 2,916 | 2.8% | |
| 4312 Professional Fees - Other | 2,795 | 2,000 | (795) | | (795) | 139.8% | 1,438 |
| 4314 Audit Fees | 1,945 | 3,000 | 1,055 | | 1,055 | 64.8% | |
| 4315 Insurance | 10,291 | 10,000 | (291) | | (291) | 102.9% | |
| 4321 Bank Charges | 64 | 100 | 36 | | 36 | 64.5% | |
| 4322 BACS Charges | 18 | 200 | 182 | | 182 | 9.0% | |
| 4323 PDQ Charges | 347 | 800 | 453 | | 453 | 43.4% | |
| 4325 Postage | 795 | 1,000 | 205 | | 205 | 79.5% | |
| 4326 Telephones | 2,856 | 6,000 | 3,144 | | 3,144 | 47.6% | |
| 4327 Computers | 10,668 | 12,000 | 1,332 | | 1,332 | 88.9% | |
| 4333 Members Allowance | 1,375 | 3,500 | 2,125 | | 2,125 | 39.3% | |
| 4334 Members Training | 90 | 1,500 | 1,410 | | 1,410 | 6.0% | |
| 4341 Grants | 7,271 | 10,000 | 2,729 | | 2,729 | 72.7% | |
| 4342 Subscriptions | 3,860 | 5,000 | 1,140 | | 1,140 | 77.2% | |
| 4444 Election Costs | 0 | 9,000 | 9,000 | | 9,000 | 0.0% | |
| 4999 Write Off | (2) | 0 | 2 | | 2 | 0.0% | |
| General Administration :- Indirect Expenditure | 288,261 | 582,300 | 294,039 | 0 | 294,039 | 49.5% | 4,967 |
| Net Income over Expenditure | 485,049 | 58,405 | (426,644) | | | | |
| 6000 plus Transfer from EMR | | | | | | | 4,967 |

Detailed Income & Expenditure by Budget Heading 20/10/2021

Month No: 7

Cost Centre Report

| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|--|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| Movement to/(from) Gen Reserve | 490,016 | | | | | | |
| 110 Civic Events | | | | | | | |
| 4348 Civic Gifts | 146 | 200 | 54 | | 54 | 73.1% | |
| 4349 Civic Training | 0 | 500 | 500 | | 500 | 0.0% | |
| 4350 Mayors Badge | 0 | 700 | 700 | | 700 | 0.0% | |
| 4351 Youth Mayor | 0 | 500 | 500 | | 500 | 0.0% | |
| Civic Events :- Direct Expenditure | 146 | 1,900 | 1,754 | 0 | 1,754 | 7.7% | 0 |
| 4331 Mayor's Allowance | 824 | 1,500 | 676 | | 676 | 54.9% | |
| 4332 Mayor's Reception | 0 | 1,200 | 1,200 | | 1,200 | 0.0% | |
| 4336 Civic Service | 36 | 250 | 214 | | 214 | 14.4% | |
| 4338 Remembrance Services | 37 | 600 | 563 | | 563 | 6.2% | |
| 4339 London Bridge | 0 | 500 | 500 | | 500 | 0.0% | |
| Civic Events :- Indirect Expenditure | 897 | 4,050 | 3,153 | 0 | 3,153 | 22.1% | 0 |
| Net Expenditure | (1,043) | (5,950) | (4,907) | | | | |
| 120 Marketing | | | | | | | |
| 1048 E-News Advertising | (10) | 500 | 510 | | | (2.0%) | |
| 1049 Banner Board | 1,523 | 3,250 | 1,727 | | | 46.9% | |
| 1301 Filming | 6,110 | 2,000 | (4,110) | | | 305.5% | |
| Marketing :- Income | 7,623 | 5,750 | (1,873) | | | 132.6% | 0 |
| 4352 Annual Report | 0 | 200 | 200 | | 200 | 0.0% | |
| Marketing :- Direct Expenditure | 0 | 200 | 200 | 0 | 200 | 0.0% | 0 |
| 4328 Website | 750 | 2,500 | 1,750 | | 1,750 | 30.0% | |
| 4329 Advertising | 13 | 1,000 | 987 | | 987 | 1.3% | |
| 4330 Newsletter | 0 | 1,500 | 1,500 | | 1,500 | 0.0% | |
| Marketing :- Indirect Expenditure | 763 | 5,000 | 4,237 | 0 | 4,237 | 15.3% | 0 |
| Net Income over Expenditure | 6,860 | 550 | (6,310) | | | | |
| 130 Neighbourhood Plan | | | | | | | |
| 1101 Neighbourhood Plan | 2,607 | 0 | (2,607) | | | 0.0% | |
| Neighbourhood Plan :- Income | 2,607 | 0 | (2,607) | | | | 0 |
| 4337 Neighbourhood Plan | 7,917 | 10,000 | 2,083 | | 2,083 | 79.2% | |
| Neighbourhood Plan :- Indirect Expenditure | 7,917 | 10,000 | 2,083 | 0 | 2,083 | 79.2% | 0 |
| Net Income over Expenditure | (5,309) | (10,000) | (4,691) | | | | |

10:41

Detailed Income & Expenditure by Budget Heading 20/10/2021

Month No: 7

Cost Centre Report

| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|--|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| 200 Planning & Highways | | | | | | | |
| 4851 Noticeboards | 0 | 1,100 | 1,100 | | 1,100 | 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 | 0 | 2,300 | 2,300 | 0 | 2,300 | 0.0% | 0 |
| 4101 Repair/Alteration of Premises | 24 | 1,000 | 976 | | 976 | 2.4% | |
| 4111 Electricity | 456 | 1,092 | 636 | | 636 | 41.8% | 91 |
| 4171 Grounds Maintenance Costs | 198 | 500 | 302 | | 302 | 39.7% | |
| 4850 Grass Cutting Contract | 8,687 | 8,687 | 0 | | 0 | 100.0% | |
| Planning & Highways :- Indirect Expenditure | 9,366 | 11,279 | 1,913 | 0 | 1,913 | 83.0% | 91 |
| Net Expenditure | (9,366) | (13,579) | (4,213) | | | | |
| 6000 plus Transfer from EMR | 91 | | | | | | |
| Movement to/(from) Gen Reserve | (9,275) | | | | | | |
| 300 Grounds Team General Exp | | | | | | | |
| 4202 Repairs/Maintenance of Vehicle | 3,384 | 6,900 | 3,516 | | 3,516 | 49.0% | |
| 4203 Fuel | 3,046 | 5,600 | 2,554 | | 2,554 | 54.4% | |
| 4204 Road Fund License | 275 | 600 | 325 | | 325 | 45.8% | |
| 4303 Machinery Mtce/Lease | 84 | 0 | (84) | | (84) | 0.0% | |
| 4305 Uniform | 623 | 800 | 177 | | 177 | 77.9% | |
| Grounds Team General Exp :- Indirect Expenditure | 7,412 | 13,900 | 6,488 | 0 | 6,488 | 53.3% | 0 |
| Net Expenditure | (7,412) | (13,900) | (6,488) | | | | |
| 310 Sports Park | | | | | | | |
| 1025 Rent & Service Charge | 9,018 | 13,574 | 4,556 | | | 66.4% | |
| 1039 S/P Cats | 800 | 0 | (800) | | | 0.0% | |
| 1041 S/P Telephone Masts | 4,250 | 4,300 | 50 | | | 98.8% | |
| 1043 S/P Football Pitches | 4,764 | 2,550 | (2,214) | | | 186.8% | |
| 1061 S/P Court Hire | 2,057 | 5,406 | 3,349 | | | 38.0% | |
| Sports Park :- Income | 20,889 | 25,830 | 4,941 | | | 80.9% | 0 |
| 4111 Electricity | 2,127 | 3,000 | 873 | | 873 | 70.9% | |
| 4131 Rates | 2,345 | 0 | (2,345) | | (2,345) | 0.0% | |
| 4161 Cleaning Costs | 4,263 | 8,000 | 3,737 | | 3,737 | 53.3% | |
| 4164 Trade Refuse | 3,159 | 4,500 | 1,341 | | 1,341 | 70.2% | |
| 4171 Grounds Maintenance Costs | 9,182 | 10,000 | 818 | | 818 | 91.8% | 689 |
| Sports Park :- Indirect Expenditure | 21,076 | 25,500 | 4,424 | 0 | 4,424 | 82.7% | 689 |
| Net Income over Expenditure | (188) | 330 | 518 | | | | |
| 6000 plus Transfer from EMR | 689 | | | | | | |
| Movement to/(from) Gen Reserve | 501 | | | | | | |

Detailed Income & Expenditure by Budget Heading 20/10/2021

Month No: 7

Cost Centre Report

| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---------------------------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| 315 Big Park | | | | | | | |
| 4101 Repair/Alteration of Premises | 53,114 | 3,000 | (50,114) | | (50,114) | 1770.5% | 52,676 |
| 4111 Electricity | 170 | 0 | (170) | | (170) | 0.0% | |
| 4112 Gas | 22 | 0 | (22) | | (22) | 0.0% | |
| 4121 Rents | 11,010 | 15,000 | 3,990 | | 3,990 | 73.4% | |
| 4131 Rates | 4,716 | 2,500 | (2,216) | | (2,216) | 188.6% | |
| 4166 Skip Hire | 240 | 1,000 | 760 | | 760 | 24.0% | |
| 4171 Grounds Maintenance Costs | 20,553 | 0 | (20,553) | | (20,553) | 0.0% | 20,377 |
| 4173 Fertilisers & Grass Seed | 3,076 | 5,000 | 1,924 | | 1,924 | 61.5% | |
| 4303 Machinery Mtce/Lease | 2,447 | 3,000 | 553 | | 553 | 81.6% | |
| Big Park :- Indirect Expenditure | 95,348 | 29,500 | (65,848) | 0 | (65,848) | 323.2% | 73,052 |
| Net Expenditure | (95,348) | (29,500) | 65,848 | | | | |
| 6000 plus Transfer from EMR | 73,052 | | | | | | |
| Movement to/(from) Gen Reserve | (22,296) | | | | | | |
| 316 Gateway Cafe | | | | | | | |
| 1025 Rent & Service Charge | 4,818 | 8,650 | 3,832 | | | 55.7% | |
| 1111 Electricity | 2,572 | 0 | (2,572) | | | 0.0% | |
| Gateway Cafe :- Income | 7,390 | 8,650 | 1,260 | | | 85.4% | 0 |
| 4101 Repair/Alteration of Premises | 1,246 | 3,000 | 1,754 | | 1,754 | 41.5% | 998 |
| 4111 Electricity | 2,142 | 4,200 | 2,058 | | 2,058 | 51.0% | |
| 4115 CCTV Maintenance | 0 | 1,500 | 1,500 | | 1,500 | 0.0% | |
| 4116 Servicing / Maintenance | 1,066 | 1,000 | (66) | | (66) | 106.6% | |
| 4326 Telephones | 567 | 420 | (147) | | (147) | 135.0% | |
| Gateway Cafe :- Indirect Expenditure | 5,021 | 10,120 | 5,099 | 0 | 5,099 | 49.6% | 998 |
| Net Income over Expenditure | 2,369 | (1,470) | (3,839) | | | | |
| 6000 plus Transfer from EMR | 998 | | | | | | |
| Movement to/(from) Gen Reserve | 3,367 | | | | | | |
| 330 Parks & Open Spaces | | | | | | | |
| 1025 Rent & Service Charge | 25 | 0 | (25) | | | 0.0% | |
| 1044 Hire of the Dell | 5,616 | 5,100 | (516) | | | 110.1% | |
| 1050 Allotment Rent | 132 | 2,145 | 2,013 | | | 6.2% | |
| 1303 Water Charges | 100 | 0 | (100) | | | 0.0% | |
| Parks & Open Spaces :- Income | 5,873 | 7,245 | 1,372 | | | 81.1% | 0 |
| 4104 Vandalism Repairs | 135 | 2,000 | 1,865 | | 1,865 | 6.8% | |

Detailed Income & Expenditure by Budget Heading 20/10/2021

Month No: 7

Cost Centre Report

| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|--|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| 4105 Tree Works | 3,378 | 2,000 | (1,378) | | (1,378) | 168.9% | 3,058 |
| 4106 Signage | 40 | 2,000 | 1,961 | | 1,961 | 2.0% | |
| 4107 Climate Change Actions | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| 4108 Tree Planting | 0 | 2,500 | 2,500 | | 2,500 | 0.0% | |
| Parks & Open Spaces :- Direct Expenditure | 3,553 | 9,500 | 5,948 | 0 | 5,948 | 37.4% | 3,058 |
| 4101 Repair/Alteration of Premises | 2,135 | 5,000 | 2,865 | | 2,865 | 42.7% | |
| 4141 Water Services | 3,145 | 5,000 | 1,855 | | 1,855 | 62.9% | |
| 4164 Trade Refuse | 234 | 2,000 | 1,766 | | 1,766 | 11.7% | |
| 4171 Grounds Maintenance Costs | 2,115 | 4,000 | 1,885 | | 1,885 | 52.9% | 42 |
| 4301 Purchase of Furniture/Equipmen | 6,642 | 6,000 | (642) | | (642) | 110.7% | 4,567 |
| Parks & Open Spaces :- Indirect Expenditure | 14,271 | 22,000 | 7,729 | 0 | 7,729 | 64.9% | 4,609 |
| Net Income over Expenditure | (11,951) | (24,255) | (12,304) | | | | |
| 6000 plus Transfer from EMR | 7,667 | | | | | | |
| Movement to/(from) Gen Reserve | (4,284) | | | | | | |
| <u>355 The Hub</u> | | | | | | | |
| 1084 Sports Pavilion | 7,087 | 16,320 | 9,233 | | | 43.4% | |
| The Hub :- Income | 7,087 | 16,320 | 9,233 | | | 43.4% | 0 |
| 4175 Music Licence | 0 | 500 | 500 | | 500 | 0.0% | |
| The Hub :- Direct Expenditure | 0 | 500 | 500 | 0 | 500 | 0.0% | 0 |
| 4103 Annual Servicing Costs | 232 | 2,000 | 1,768 | | 1,768 | 11.6% | |
| 4111 Electricity | 884 | 1,500 | 616 | | 616 | 58.9% | |
| 4112 Gas | 833 | 1,500 | 667 | | 667 | 55.6% | |
| 4171 Grounds Maintenance Costs | 161 | 4,000 | 3,839 | | 3,839 | 4.0% | |
| The Hub :- Indirect Expenditure | 2,110 | 9,000 | 6,890 | 0 | 6,890 | 23.4% | 0 |
| Net Income over Expenditure | 4,977 | 6,820 | 1,843 | | | | |
| <u>360 Community House</u> | | | | | | | |
| 1069 C/H Police Room | 1,556 | 2,295 | 740 | | | 67.8% | |
| 1070 C/H Phoenix Room | 3,250 | 6,120 | 2,870 | | | 53.1% | |
| 1072 C/H Copper Room | 4,888 | 12,903 | 8,016 | | | 37.9% | |
| 1075 C/H Charles Neville | 865 | 10,404 | 9,539 | | | 8.3% | |
| 1076 C/H Main Hall | 3,320 | 26,112 | 22,792 | | | 12.7% | |
| 1077 C/H Anzac Room | 2,937 | 12,954 | 10,017 | | | 22.7% | |
| 1078 C/H Main Kitchen | 173 | 1,275 | 1,102 | | | 13.6% | |
| 1079 C/H Anzac Kitchen | 17 | 714 | 697 | | | 2.4% | |
| 1080 C/H Foyer | 0 | 2,346 | 2,346 | | | 0.0% | |

Detailed Income & Expenditure by Budget Heading 20/10/2021

Month No: 7

Cost Centre Report

| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| 1081 C/H Equipment Hire | 12 | 1,326 | 1,314 | | | 0.9% | |
| 1090 Storage Income | 250 | 0 | (250) | | | 0.0% | |
| 1091 Cinema Income | 0 | 4,500 | 4,500 | | | 0.0% | |
| 1092 Electricity Feed-in Tariff | 406 | 500 | 94 | | | 81.2% | |
| Community House :- Income | 17,672 | 81,449 | 63,777 | | | 21.7% | 0 |
| 4167 Cinema Costs | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| Community House :- Direct Expenditure | 0 | 1,000 | 1,000 | 0 | 1,000 | 0.0% | 0 |
| 4101 Repair/Alteration of Premises | 6,487 | 4,000 | (2,487) | | (2,487) | 162.2% | |
| 4102 Maintenance of Buildings | 1,844 | 1,000 | (844) | | (844) | 184.3% | |
| 4111 Electricity | 5,652 | 4,000 | (1,652) | | (1,652) | 141.3% | |
| 4112 Gas | 2,473 | 3,000 | 527 | | 527 | 82.4% | |
| 4122 Service Charge | 17,956 | 20,000 | 2,044 | | 2,044 | 89.8% | 17,956 |
| 4131 Rates | 11,800 | 15,800 | 4,000 | | 4,000 | 74.7% | |
| 4141 Water Services | (6,505) | 8,000 | 14,505 | | 14,505 | (81.3%) | |
| 4151 Fixtures & Fittings | 0 | 1,500 | 1,500 | | 1,500 | 0.0% | |
| 4161 Cleaning Costs | 266 | 1,000 | 734 | | 734 | 26.6% | |
| 4162 Cleaning Materials | 133 | 2,000 | 1,867 | | 1,867 | 6.6% | |
| 4163 Personal Hygiene | 1,142 | 2,000 | 858 | | 858 | 57.1% | |
| 4305 Uniform | 566 | 600 | 34 | | 34 | 94.3% | |
| Community House :- Indirect Expenditure | 41,814 | 62,900 | 21,086 | 0 | 21,086 | 66.5% | 17,956 |
| Net Income over Expenditure | (24,141) | 17,549 | 41,690 | | | | |
| 6000 plus Transfer from EMR | 17,956 | | | | | | |
| Movement to/(from) Gen Reserve | (6,185) | | | | | | |
| 440 Christmas Market | | | | | | | |
| 1045 Event Sponsorship | 0 | 1,000 | 1,000 | | | 0.0% | |
| 1046 Stall Income (Events) | 0 | 1,000 | 1,000 | | | 0.0% | |
| 1094 Other Customer & Client Receipt | 0 | 300 | 300 | | | 0.0% | |
| Christmas Market :- Income | 0 | 2,300 | 2,300 | | | 0.0% | 0 |
| 4501 Carol Concert | 0 | 160 | 160 | | 160 | 0.0% | |
| Christmas Market :- Direct Expenditure | 0 | 160 | 160 | 0 | 160 | 0.0% | 0 |
| 4329 Advertising | 0 | 300 | 300 | | 300 | 0.0% | |
| 4500 Event Staff Overtime | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| 4900 Miscellaneous Expenses | 0 | 700 | 700 | | 700 | 0.0% | |
| Christmas Market :- Indirect Expenditure | 0 | 2,000 | 2,000 | 0 | 2,000 | 0.0% | 0 |
| Net Income over Expenditure | 0 | 140 | 140 | | | | |

Detailed Income & Expenditure by Budget Heading 20/10/2021

Month No: 7

Cost Centre Report

| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---------------------------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|-------------------------|
| Grand Totals:- Income | 859,951 | 805,749 | (54,202) | | | 106.7% | |
| Expenditure | 515,455 | 820,609 | 305,155 | 0 | 305,155 | 62.8% | |
| Net Income over Expenditure | <u>344,497</u> | <u>(14,860)</u> | <u>(359,357)</u> | | | | |
| plus Transfer from EMR | 105,420 | | | | | | |
| Movement to/(from) Gen Reserve | <u>449,917</u> | | | | | | |

Detailed Balance Sheet - Excluding Stock Movement

Month 7 Date 20/10/2021

| <u>A/c</u> | <u>Description</u> | <u>Actual</u> | |
|------------|--|---------------|----------------|
| | <u>Current Assets</u> | | |
| 102 | Debtors Control | 13,226 | |
| 105 | VAT Control A/c | 3,508 | |
| 118 | Deposit Aqua | 50 | |
| 201 | Current Bank A/c | 725,142 | |
| 202 | Reserve Account | 180,177 | |
| 210 | Petty Cash | 520 | |
| | Total Current Assets | | 922,624 |
| | <u>Current Liabilities</u> | | |
| 506 | Mayor's Appeal | 53 | |
| 515 | PAYE | (0) | |
| 516 | NIC | 0 | |
| 566 | Deposits Received | 1,697 | |
| | Total Current Liabilities | | 1,749 |
| | Net Current Assets | | 920,874 |
| | Total Assets less Current Liabilities | | 920,874 |
| | <u>Represented by :-</u> | | |
| 301 | Current Year Fund | 344,497 | |
| 310 | General Reserves | 236,380 | |
| 324 | Tree Works | 1,192 | |
| 325 | Staff training | 1,269 | |
| 328 | Service Charges | (2,456) | |
| 329 | Covid-19 Recovery Reserves | 10,615 | |
| 330 | Noticeboards | 650 | |
| 350 | P/H Youth Task Group | 4,000 | |
| 352 | CIL | 199,962 | |
| 355 | Big Park | 59,080 | |
| 357 | Pavilion Roof & Boiler | 7,000 | |
| 358 | Climate Change | 5,000 | |
| 361 | Professional Fees - Legal | 998 | |
| 362 | Neighbourhood Plan | 289 | |
| 370 | Capital Receipts Reserve | 52,399 | |
| | Total Equity | | 920,874 |

| <u>Month</u> | <u>Date</u> | <u>Reference</u> | <u>Source</u> | <u>Transaction Detail</u> | <u>Debit</u> | <u>Credit</u> |
|--|-------------|------------------|---------------|---------------------------|----------------------------|-------------------|
| A/c Code 1010 CIL Income | | | | | Annual Budget | 0 |
| Centre 100 General Administration | | | | | Committed | 0 |
| | | | | | Opening Balance | 0.00 |
| 1 | 27/04/2021 | | Cashbook | CIL RECEIPTS | | 34,323.20 |
| 7 | 15/10/2021 | | Cashbook | CILL RECEIPT | | 99,895.07 |
| Account CIL Income | | | | | Account Totals | 134,218.27 |
| Centre General Administration | | | | | Net Balance Month 8 | 134,218.27 |



Lewes District Council

**Finance Department
Southover House
Southover Road
Lewes BN7 1AB**

ldcpayments@lewes-eastbourne.gov.uk

Peacehaven Town Council

Meridian Centre
Meridian Way
Peacehaven
BN10 8BB

Remittance Date 15 October 2021

Supplier Number 100225

Emailed To financeofficer@peacehavencouncil.co.uk

BACS REMITTANCE ADVICE

Page 1 of 1

| <i>Invoice Date</i> | <i>Invoice Reference/ Detail</i> | <i>Our Reference</i> | <i>Gross Amount</i> | | <i>Amount Paid</i> |
|---------------------|----------------------------------|----------------------|---------------------|--|--------------------|
| 06 Oct 2021 | CIL Oct 21 | DC00041855 | 99,895.07 | | 99,895.07 |

THIS PAYMENT WILL BE CREDITED TO YOUR BANK
ACCOUNT ON THE REMITTANCE DATE ABOVE

Total paid by bacs

£99,895.07

Payment Account Details

Sort Code: 20-49-76
Account Number: 30701211
Account Name: PEACEHAVEN TOWN CO

All invoices should be emailed to:

ldcinvoice@lewes-eastbourne.gov.uk

**Please ensure the purchase order number
is quoted on the invoice**

List of Payments made between 01/09/2021 and 30/09/2021

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|------------------|--------------------------------|------------------|--------------------|-----------------------|--------------------------------|
| 01/09/2021 | SIEMENS FINANCIAL SERVICES | 120662 | 281.83 | | LEASE RENTAL - FRANKING MACHIN |
| 01/09/2021 | BRITISH GAS | 120663 | 26.54 | | ELECTRICITY 17 AUG - 27 AUG |
| 01/09/2021 | HARTNELL TAYLOR COOK | 120664 | 21,547.73 | | SERVICE CHARGES 2019 |
| 01/09/2021 | PROLUDIC LTD | 120665 | 1,734.18 | | DELL SWING REPAIRS |
| 01/09/2021 | BRITISH GAS | 120666 | 929.31 | | ELECTRICITY 20 JUL - 27 AUG |
| 01/09/2021 | BRITISH GAS | 120667 | 194.23 | | ELECTRICITY 20 JUL - 27 AUG |
| 01/09/2021 | C.E.F | 120668 | 91.80 | | NON DIM DOWNLIGHT |
| 01/09/2021 | MIW WATER COOLER EXPERTS | 120669 | 5,480.63 | | DELL WATER COOLER SYSTEM |
| 01/09/2021 | SECRETARY OUTSOURCE | 120670 | 100.00 | | SECRETARY OUTSOURCE |
| 01/09/2021 | EAST SUSSEX PENSION FUND | 120671 | 6,791.21 | | AUGUST PENSION |
| 01/09/2021 | HMRC | 120672 | 7,734.81 | | AUGUST PAYE/NIC |
| 01/09/2021 | TOTAL GAS & POWER | 120674 | 72.19 | | GAS 31/07 - 27/08 |
| 01/09/2021 | Lewes District Council | DD | 11,799.64 | | COMMUNITY HOUSE RATES |
| 03/09/2021 | Northstar IT | DD | 19.20 | | DATA RANSOMWARE DETECTION |
| 06/09/2021 | Northstar IT | DD2 | 1,495.94 | | MONTHLY PLATINUM SUPPORT |
| 06/09/2021 | 02 | DD3 | 106.06 | | SEPT MOBILE CHARGES |
| 06/09/2021 | The Fuelcard People | DD4 | 70.30 | | GY06 PPX FUEL |
| 07/09/2021 | Barclays | DD1 | 3.00 | | BACS CHARGES 13JUL 12AUG |
| 08/09/2021 | TOTAL GAS & POWER | 120675 | 69.52 | | AUGUST GAS |
| 08/09/2021 | Wightman & Parrish Ltd | 120676 | 340.96 | | CLEANING PRODUCTS |
| 08/09/2021 | CASTLE WATER | 120677 | 135.11 | | AUGUST WATER |
| 08/09/2021 | BERNHARD AND COMPANY | 120678 | 109.20 | | GRIT DISC |
| 08/09/2021 | BRITISH GAS | 120679 | 609.03 | | 27 JUL - 23 AUG ELECTRCITY |
| 08/09/2021 | Rialtas Business Solutions Ltd | 120680 | 70.80 | | MTD ANNUAL SUPPORT |
| 08/09/2021 | Interserve FS UK Ltd | 120681 | 90.82 | | FIRE QUIP SERVICE |
| 08/09/2021 | DEAN RIYAMI | 120682 | 50.00 | | DEAN RIYAMI DEPOSIT REFUND |
| 08/09/2021 | Pitney Bowes LTD | DD | 200.00 | | FRANKING MACHINE TOP UP |
| 10/09/2021 | Barclays | DD | 62.00 | | PDQ AUG CHARGES |
| 13/09/2021 | The Fuelcard People | DD | 10.80 | | FUELCARD |
| 15/09/2021 | Conect Total Communications | 120683 | 480.60 | | SEPTEMBER TELEPHONES |
| 15/09/2021 | Caroline Reid | 120684 | 609.00 | | SEPTEMBER CLEANING COSTS |
| 15/09/2021 | EDF | 120685 | 373.27 | | AUGUST ELECTRICITY |
| 15/09/2021 | AMADEUS | 120686 | 65.54 | | STATIONARY |
| 15/09/2021 | STAR FUELS | 120687 | 96.65 | | FINAL BILL |
| 15/09/2021 | PKF Littlejohn LLP | 120688 | 1,920.00 | | EXTERNAL AUDIT 2021 |
| 15/09/2021 | PRICEWATCH LIMITED T/A LOCAL | 120689 | 645.23 | | GAS OIL |
| 15/09/2021 | Lewes District Council | 120690 | 1,146.60 | | RECYCLING 01/10-01/12 |
| 15/09/2021 | ARLETTES FLORIST | 120691 | 35.00 | | ARLETTES FLORIST |
| 15/09/2021 | HAGS-SMP LTD | 120692 | 395.06 | | SWING |
| 15/09/2021 | SARA HUTSON | 120693 | 50.00 | | SARA HUTSON DEPOSIT RETURN |
| 16/09/2021 | HAGS-SMP LTD | 120694 | 104.35 | | WHEELNOB |
| 16/09/2021 | CASTLE WATER | 120695 | 43.41 | | DELL WATER |
| 23/09/2021 | REPLAY MAINTENANCE LTD | 120696 | 4,776.00 | | RE-TURF MUGA COURT |
| 23/09/2021 | Hugh Page Sussex Ltd | 120697 | 62.08 | | MOWER REPAIRS |
| 23/09/2021 | TEXTHELP | 120698 | 900.00 | | REACHDECK LEGACY |
| 23/09/2021 | Spy AlarmsLtd | 120699 | 205.20 | | QUARTERLY FIRE MAINT |
| 23/09/2021 | FIRST RESCUE TRAINING & | 120700 | 826.80 | | DEFIB WAREHOUSE |

List of Payments made between 01/09/2021 and 30/09/2021

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|-----------------------|--------------------------------|------------------|--------------------|-----------------------|---------------------------|
| 23/09/2021 | SECRETARY OUTSOURCE | 204801 | 112.50 | | SECRETARY OUTSOURCE |
| 23/09/2021 | HMRC | 204802 | 8,058.65 | | SEPT SALARIES |
| 23/09/2021 | EAST SUSSEX PENSION FUND | 204803 | 7,326.75 | | SEPT SALARIES |
| 23/09/2021 | Rigby Taylor | 204804 | 130.80 | | 5 A SIDE WEMBLEY NETS |
| 23/09/2021 | Interserve FS UK Ltd | 204805 | 41.87 | | FIRE EQUIP SERVICE |
| 24/09/2021 | SETPEMBER SALARIES | SEPT SALAR | 27,181.04 | | SEPTEMBER SALARIES |
| 30/09/2021 | BRITISH GAS | 204806 | 262.11 | | SEPTEMBER ELECTRICITY |
| 30/09/2021 | BRITISH GAS | 204807 | 29.83 | | 28/08-16/09 ELECTRICITY |
| 30/09/2021 | BRITISH GAS | 204808 | 839.01 | | SEPTEMBER ELECTRICITY |
| 30/09/2021 | BRITISH GAS | 204809 | 1,035.03 | | SEPTEMBER ELECTRICITY |
| 30/09/2021 | AVS FENCING SUPPLIES LTD | 204810 | 558.46 | | FENCING FOR OUTSIDE CAFE |
| 30/09/2021 | Acacia Groundcare Equipment Re | 204811 | 997.20 | | TRACTOR / MOWER HIRE |
| 30/09/2021 | Chris Bartholomew Electrical C | 204812 | 4,838.97 | | ELECTRICAL WORKS |
| 30/09/2021 | SOUTHCOAST LOCKSMITHS LTD | 204813 | 162.45 | | COMBI PADLOCK & CHAIN |
| 30/09/2021 | ZOE MALONE | 204814 | 22.68 | | Z MALONE MILEAGE |
| Total Payments | | | <u>124,558.98</u> | | |

| Supplier | Description of works | Amount |
|-------------------|---|----------|
| | | |
| Heatcraft | Service x2 air conditioning chillers on main roof to main hall at C/H | 511.50 |
| Chris Bartholomew | Electrical installation condition report for C/H | 2,266.00 |
| Chris Bartholomew | Testing of emergency lighting | 570.00 |
| Chris Bartholomew | Electrical installation condition report for the HUB | 503.33 |
| Chris Bartholomew | Electrical installation condition report for the Café | 833.26 |
| Thomas Doors | Service doors at the C/H | 527.00 |
| Catercraft | To service catering equipment | 350.00 |
| Catercraft | To clean Kitchen Duct | 450.00 |
| Heatcraft | Service & Maintain boilers at C/H & HUB | 1,095.00 |
| Audience Seating | Maintenance of hall seating | 492.60 |

| |
|--|
| Comment |
| |
| Service is overdue - this is likely to flag up further issues & increase costs |
| Following a risk & safety assessment from SAFE I.S this is required |
| Legally required |
| Following a risk & safety assessment from SAFE I.S this is required |
| Following a risk & safety assessment from SAFE I.S this is required |
| Required annually |
| |
| |
| |
| Agreed to be serviced Jan 22 |

Agenda Item:

Committee: Policy & Finance

Date: October 2021

Title: Vire Request

Report Authors: Zoe Malone

Purpose of Report: To authorise vire request

Summary of recommended actions

To authorise a vire request from Remembrance Services to a new code for donations

Introduction

We received a donation of £500 from the Royal British Legion to go towards our VE day celebrations back in 2019.

Background

Most donations received go to the Mayors fund with a view that the donation will be spent before the end of term.

Analysis

Unfortunately this was overlooked when closing down 2019/20 accounts and as such the donation of £500 was swept up in the Mayors total and passed to SCDA, the chosen charity for that year.

As recommended by the Civic & Marketing Officer, we would like to move £500 from the remembrance services code and place in a donations code so if this is not spent this financial Year we can earmark it to ensure the donated money will be spent for what it was intended for,

Implications

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

| | |
|--|---|
| <u>Financial</u> | Small budget impact in that we lose £500 potentially going towards the general reserve. |
| <u>Legal</u> | N/A |
| <u>Environmental and sustainability</u> | N/A |
| <u>Crime and disorder</u> | N/A |
| <u>Climate</u> | N/A |

Appendices/Background papers



MULBERRY & CO

Chartered Certified Accountants
Registered Auditors
& Chartered Tax Advisors

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Surrey, GU7 1BX

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w www.mulberryandco.co.uk

Our Ref: MARK/PEA001

Mr T Allen
Peacehaven Town Council
Community House
Meridian Centre
Meridian Way
Peacehaven
East Sussex
BN10 8BB

15 October 2021

Dear Tony

Re: Peacehaven Town Council
Internal Audit Year Ended 31 March 2022

Executive summary

Following completion of our interim internal audit on 15 October 2021 we enclose our report for your kind attention and presentation to the council. The audit was conducted remotely in accordance with current practices and guidelines and testing was risk based. Whilst we have not tested all transactions, our samples have where appropriate covered the entire year to date. **Testing requirements are shown in red** and where appropriate **recommendations for future action are shown in bold text and summarised in the tables at the end of the report.**

Our report is presented in the same order as the assertions on the internal auditor report within the published AGAR. The start of each section details the nature of the assertion to be verified, followed by recommended minimum testing requirements. Each section is then concluded with an opinion as to whether the assertion has been met or not.

Our sample testing did not uncover any errors or misstatements that require reporting to the external auditor, nor did we identify any significant weaknesses in the internal controls such that public money would be put at risk.

It is clear the council takes governance, policies and procedures very seriously and I am pleased to report that overall, the systems and procedures you have in place are fit for purpose and whilst my report may contain recommendations to change these are not indicative of any significant failings, but rather are pointers to improving upon an already well-ordered system.

It is therefore our opinion that the systems and internal procedures at Peacehaven Town Council are well established and followed.

Regulation

The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts. In addition to this, a smaller authority is required by Regulation 5(1) of the Accounts and Audit Regulations 2015 to “undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance.”

Internal auditing is an independent, objective assurance activity designed to improve an organisation’s operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness

of risk management, control and governance processes. The purpose of internal audit is to review and report to the authority on whether its systems of financial and other internal controls over its activities and operating procedures are effective.

Internal audit's function is to test and report to the authority on whether its specific system of internal control is adequate and working satisfactorily. The internal audit reports should therefore be made available to all members to support and inform them when they considering the authority's approval of the annual governance statement.

Independence and competence

Your audit was conducted by Andy Beams of Mulberry & Co. We confirm we are independent from the management of the financial controls and procedures of the council and neither the internal auditor or the firm have any conflicts of interest with the audit client, nor do they provide any management or financial assistance to the client.

Your auditor has over 30 years' experience in the financial sector with the last 11 years specialising in local government.

Engagement Letter

An engagement letter was issued to the council covering the 2021/22 internal audit assignment. Copies of this document are available on request.

Planning and inherent risk assessment

The scope and plan of works including fee structure was issued to the council under separate cover. Copies of this document are available on request. In summary, our work will address each of the internal control objectives as stated on the Annual Internal Audit Report of the AGAR.

- There have been no instances of breaches of regulations in the past
- The client uses an industry approved financial reporting package
- The client regularly carries out reconciliations and documents these
- There is regular reporting to council
- The management team are experienced and informed
- Records are neatly maintained and referenced
- The client is aware of current regulations and practices
- There has been no instance of high staff turnover

At the interim audit date, it is my opinion that the inherent risk of error or misstatement is low, and the controls of the council can be relied upon and as such substantive testing of individual transactions is not required. Testing to be carried out will be "walk through testing" on sample data to encompass the period of the council year under review. A final audit will be conducted after the year-end of 31 March 2022.

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A. BOOKS OF ACCOUNT (INTERIM AUDIT)**Internal audit requirement**

Appropriate accounting records have been properly kept throughout the financial year.

Recommended minimum testing:

- Ensure the correct roll forward of the prior year cashbook balances to the new financial year
- Check a sample of financial transactions in cashbooks to bank statements, etc.: the sample size dependent on the size of the authority and nature of accounting records maintained

Interim audit

The council continues to use the Rialtas Business Solutions (RBS) accounting package for recording the day-to-day financial transactions of the council, using the sales and purchase ledger functionality within the system. This is a tried and tested industry specific package and I make no recommendation to change.

The interim audit was conducted remotely and the Clerk and RFO had prepared the requested information for review. This was presented in an organised manner and was easy to follow. Other information was reviewed on the council website and through discussion with the Clerk.

Meeting agendas are logically structured and minutes show clear resolutions being made by committee and council. Councillors are presented with sufficient information to make informed decisions.

The council is VAT registered. The VAT reclaim reviewed for the interim audit was for the period 1 April to 30 June 2021 inclusive and showed a refund position of £14,514.96. I confirmed the refund amount was received to the council's bank account on 13 July 2021. The council is up to date with its postings.

Section conclusion

I am of the opinion that the control assertion of "Appropriate accounting records have been properly kept throughout the financial year" has been met.

B. FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS (INTERIM AND FINAL AUDIT)**Internal audit requirement**

This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for.

Recommended minimum testing:

- Review the procedures in place for acquisition of formal tenders and quotes, ensuring they are in line with the Standing Orders and Financial Regulations which should be based on the latest version.
- Ensure that consistent values are in place for the acquisition of formal tenders between Standing Orders and Financial Regulations (frequently different limits are recorded in the two documents)
- Review the procedures for receipt of invoices, agreement of invoice detail and confirmation of goods /services delivery and approval for payment: ideally, a suitably designed certification stamp should be in place providing for evidencing of these checks and payment authorisation
- Check that there is effective segregation between the writing of cheques or the setting up of online payments, and physical release of payments
- Check that VAT reclaims are prepared and submitted in a timely manner in line with the underlying records and in accordance with current HMRC requirements
- Where debit / credit cards are in use, establish the total monthly and individual transaction limits and ensure appropriate controls over physical security and usage of the cards are in place

Interim audit*Check the publication and minuting of the prior year audited AGAR and notice of conclusion of audit.*

The external auditor's report was not qualified. The Notice of Conclusion was published on the council website on 17 September and reported to the council meeting on 28 September (minute ref C825 v). The minutes also confirm council reviewed the internal audit report (minute ref C825 vi).

Confirm by sample testing that councillors sign statutory office forms

I confirmed by sample testing that councillors sign "Acceptance of Office" forms. The council website provides details of which councillors serve in each ward and includes the Register of Interests for each Member.

Confirm that the council is compliant with the relevant transparency code

The council's income and expenditure exceeds £200,000 per annum, and it is therefore not required to follow the Local Government Transparency Code. A review of the council website shows that the council has established a Transparency tab, making it easy for anyone to locate the information. A review of the published information shows that while some has been kept up to date (i.e., expenditure over £500, grants, asset register), other information is older (i.e., pay multiple is for April 2019, and staff organisational chart is dated 20/21). There is no information published for procurement, which requires details of any contract or tender valued at over £5,000, which a council of this size is likely to have.

I recommend the transparency information is reviewed to ensure it is all up to date.

Confirm that the council is compliant with GDPR

The council is fully aware of GDPR and has undergone training. It was noted the council has established common email addresses for all councillors. This is recommended because it gives a natural segregation between work and personal lives, making it clear beyond doubt in what capacity a councillor is acting. In addition to this it gives control to the council, adds a degree of professionalism and in the event of a FOI request limits access to personal computers.

The council has a Privacy Notice and Accessibility Statement on the home page of its website. It is clear the council takes its responsibilities seriously and has made every effort to comply with the legislation.

Confirm that the council meets regularly throughout the year

In addition to full council, the council has committees for Finance & Policy, Planning & Highways, Leisure & Amenities, Business Development & Communications, Personnel and Civic & Events. There are also sub-committees, and a schedule of meetings is published on the council website. I was able to locate terms of reference for each of the committees contained in a single document on the council website, although the Business Development & Communications committee was not included on this.

I recommend this document is updated to include the terms of reference for the Business Development & Communications committee.

Check that agendas for meetings are published giving 3 clear days' notice.

The Clerk was able to demonstrate that at least 3 clear days' notice is given on agendas. Whilst we have not tested every single committee and council meeting there was no evidence of non-compliance in giving three clear days' notice of the meeting. It was noted that supporting documentation for agendas is also published on the council website.

Check the draft minutes of the last meeting(s) are on the council's website

Draft minutes are uploaded to the council website and subsequently replaced with final versions once approved.

Confirm that the Parish Council's Standing Orders have been reviewed within the last 12 months.

The standing orders are based on the latest NALC model and were last reviewed and approved by council at the Annual Council Meeting in May 2021.

Confirm that the Parish Council has adopted and recently reviewed Financial Regulations.

Financial regulations are based on the latest NALC model and were last reviewed and approved by council at the Annual Council Meeting in May 2021.

The regulations contain provisions for the approval of spending, setting of budgets, reconciliation of the bank and reporting to council.

Check that the council's Financial Regulations are being routinely followed.

The council has thresholds in place at which authorisations to spend must be obtained as below:

- The Council for all items over £30,000
- A duly delegated committee of the council for items over £3,000
- The Clerk, in conjunction with the Chairman of Council or Chairman of the appropriate committee, for any items below £3,000

It was noted that the Clerk also has discretion to spend up to £3,000 in the event of extreme risk to the delivery of council services. These levels are appropriate for a council of this size.

The council has developed a comprehensive financial report which is reviewed in detail at Finance & Policy committee meetings. This includes details lists of expenditure items, details of receipts, analysis of performance against budget, and a review of outstanding debtors. The council has made considerable progress from a difficult financial position a few years ago, and officer should be commended for their work, and councillors for adopting a realistic and balanced approach to financial decision making.

Confirm all section 137 expenditure meets the guidelines and does not exceed the annual per elector limit of £8.41 per elector.

The council has the General Power of Competence and the thresholds do not apply.

Confirm that checks of the accounts are made by a councillor.

The system noted above details internal review takes place and I am under no doubt that council properly approves expenditure.

Section conclusion

At the interim audit date, I am of the opinion that the control assertion "This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for" has been met.

C. RISK MANAGEMENT AND INSURANCE (INTERIM AND FINAL AUDIT)**Internal audit requirement**

This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

Recommended minimum testing:

- Ensure that authorities have prepared, and formally adopted, at least once annually, an appropriate and comprehensive register of assessed risks, both regular and ad hoc
- Ensure that appropriate levels of insurance cover are in place for land, buildings, public, employers' and hirers' (where applicable) liability, fidelity / employees (including councillors) liability, business interruption and cyber security
- Ensure that appropriate arrangements are in place for monitoring play areas, open spaces and sports pitches: such reviews should be undertaken by appropriately qualified external inspectors or, if by officers or members, that they have received the appropriate training and accreditation

Interim audit

The council re-adopted its corporate risk assessment at the Annual Council Meeting in May 2021. This breaks down the risk assessments into categories for financial, events, external areas and Community House.

I reviewed the financial risk assessment, which identifies areas of financial risk, categorises them as high/medium/low and details control measures in place. This is sufficient for a council of this size and it is clear that the council takes risk assessment seriously.

I confirmed that the council has a valid insurance policy in place with Zurich in a long-term agreement expiring on 6 June 2022. The policy includes Public Liability cover of £15 million, Employers Liability cover of £10 million each and a Fidelity Guarantee level of £1 million. These levels appear appropriate for a council of this size.

Section conclusion

At the interim audit date, I am of the opinion that the control objective of "This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these" has been met.

D. BUDGET, PRECEPT AND RESERVES (INTERIM AND FINAL AUDIT)**Internal audit requirement**

The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.

Recommended minimum testing:

- Ensure that the full authority, not a committee, has considered, approved and adopted the annual precept in accordance with the required parent authority timetable
- Ensure that budget reports are prepared and submitted to authority / committees periodically during the year with appropriate commentary on any significant variances
- Review the budget performance either during the year or at the financial year-end seeking explanations for any significant or unanticipated variances
- Ensure that the authority has considered the establishment of specific earmarked reserves and, ideally, reviews them annually as part of the budget assessment process
- Ensure that the precept in the accounts matches the submission form to the relevant authority and the public record of precepted amounts

Interim audit

The Clerk and RFO confirmed that the budget setting process for 2022/23 is underway. Chairs of each committee have been provided with information to produce draft budgets for their respective committees, prior to a meeting with the Clerk and RFO in December to review. It is anticipated that council will then approve the budget and precept at the meeting in January 2022.

I reviewed the income and expenditure report dated 1 October 2021 for the interim audit. This shows income at 93.1% and expenditure at 59.6% of budget. This indicates the budget was accurately set and is closely monitored throughout the year.

At the start of the year, the council held circa £131,000 in general reserve. General guidance recommends a level of general reserve be maintained at circa six months equivalent of precept, and the council is aware that the current level is below that recommendation. However, it should be noted that through careful and prudent financial management, the council has made progress in raising this level towards a higher figure and reviewing the council's plans indicates this remains a priority action for the council. The general reserve level will be further reviewed at the year-end audit.

The council holds circa £351,000 in earmarked reserves at the interim audit date. These are split into different areas, and all appear to be for legitimate projects. The council is aware that certain earmarked reserves are 'ring-fenced' and can only be used for a specific purpose.

Section conclusion

At the interim audit date, I am of the opinion that the control objective of "The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate" has been met.

E. INCOME (INTERIM AND FINAL AUDIT)**Internal audit requirement**

Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.

Recommended minimum testing:

- Review "aged debtor" listings to ensure appropriate follow up action is in place
- Allotments: ensure that appropriate signed tenancy agreements exist, that an appropriate register of tenants is maintained identifying, that debtors are monitored.

- Burials: ensure that a formal burial register is maintained that it is up-to-date and that a sample of interments and memorials are appropriately evidenced, that fees have been charged at the correct approved rate and been recovered within a reasonable time: (Authorities should also acquire and retain copies of Burial / Cremation certificates)
- Hall hire: ensure that an effective diary system for bookings is in place identifying the hirer, hire times and ideally cross-referenced to invoices raised
- Leases: ensure that leases are reviewed in a timely manner in accordance with the terms of the lease and rents similarly reviewed appropriately at the due time
- Other variable income streams: ensure that appropriate control procedures and documentation are in existence to provide a clear audit trail through to invoicing and recovery of all such income
- Where amounts are receivable on set dates during the year, ensure that an appropriate control record is maintained duly identifying the date(s) on which income is due and actually received / banked

Interim audit

Apart from the precept, the council receives income from room hires, sports pitch income, filming and advertising, wayleave payments, allotment income, grants, bank interest and CIL/s.106 income. I reviewed the receipts listing against the nominal ledger report and found that receipts have been allocated to the correct nominal codes.

Most receipts are either paid directly into the bank account or by cheque, with the occasional cash amount received. Where cash is paid, a receipt is provided and the cash is locked in the safe in the office and paid into the bank as soon as practical, depending on the amount.

The council's fees and charges for services provided are reviewed annually and are an agenda item for discussion at the Finance & Policy Committee meeting being held next week.

Section conclusion

At the interim audit date, I am of the opinion that the control objective of "Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for" has been met.

F. PETTY CASH (INTERIM AUDIT)

Internal audit requirement

Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.

Recommended minimum testing:

- A number of authorities are now running down and closing their petty cash accounts and using debit / credit cards for ad hoc purchases. Consequently, a "not applicable" response is frequently required in this area.
- Review the systems in place for controlling any petty cash and cash floats (used for bar, catering, etc.)
- Check a sample of transactions during the financial year to ensure appropriate supporting documentation is held
- Review the existence of evidenced periodic independent verification of the petty cash and any other cash floats held
- Ensure that VAT is identified wherever incurred and appropriate
- Physically check the petty cash and other cash floats held
- Where bar or catering facilities are in place, ensure that appropriate cashing-up procedures are in place reconciling the physical cash takings to the till "Z" total readings

Interim audit

The council maintains a petty cash float for incidental expenses. Records are kept in an Excel spreadsheet and the petty cash is balanced on a quarterly basis. I reviewed the petty cash record for the period 1 April to 30 June inclusive and found four entries totalling £194.21, all of which appeared to be for legitimate petty cash purposes.

As the interim audit was carried out remotely, I was unable to physically reconcile the petty cash balance, but based on previous audit visits, I am in no doubt petty cash is managed properly.

Section conclusion

I am of the opinion the control objective of "Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for" has been met.

G. PAYROLL (INTERIM AND FINAL AUDIT)**Internal audit requirement**

Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.

Recommended minimum testing:

- Ensure that, for all staff, a formal employment contract is in place together with a confirmatory letter setting out any changes to the contract
- Ensure that appropriate procedures are in place for the payment of members allowances and deduction of any tax liability
- Ensure that, for a sample of staff salaries, gross pay due is calculated in accordance with the approved spinal point on the NJC scale or hourly rate, if off-scale, and with the contracted hours
- Ensure that appropriate tax codes are being applied to each employee
- Where free or paid for software is used, ensure that it is up to date.
- For the test sample of employees, ensure that tax is calculated appropriately
- Check the correct treatment of pension contributions to either the Local Government pension scheme (non - taxable, deducted from the gross salary or DC schemes like NEST which already allow for tax deductions)
- For NI, ensure that the correct deduction and employer's contributions are applied: NB. The employers' allowance is not available to councils but may be used by other authorities
- Ensure that the correct employers' pension percentage contribution is being applied
- Ensure that for the test sample, the correct net pay is paid to the employee with tax, NI and pension contributions correctly paid to the respective agencies

Interim audit

The council uses an external company to provide payroll services. A review of the accounting records shows that HMRC payments are up to date and the PAYE, NI and pension contribution deductions appear correct the two months details reviewed.

All employees have a signed contract of employment, based on the NALC model, and the council is registered with the West Sussex County Council Pension scheme. There is a councillor allowance scheme, with payments made twice yearly through payroll.

The PAYE, NI, Pension and net salary control accounts on RBS all show a zero balance for month 7, indicating that the council is keeping its processing up to date.

Section conclusion

At the interim audit date, I am of the opinion that salaries are correctly stated on the AGAR and that the control object of "Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied" has been met.

H. ASSETS AND INVESTMENTS (INTERIM AND FINAL AUDIT)

Internal audit requirement

Asset and investments registers were complete and accurate and properly maintained.

Recommended minimum testing:

Tangible fixed assets

- Ensure that the authority is maintaining a formal asset register and updating it routinely to record new assets at historic cost price, net of VAT and removing any disposed of / no longer serviceable assets
- Physically verifying the existence and condition of high value, high risk assets may be appropriate
- Ideally, the register should identify for each asset the purchase cost and, if practicable, the replacement / insured cost, the latter being updated annually and used to assist in forward planning for asset replacement
- Additions and disposals records should allow tracking from the prior year to the current
- Ensure that the asset value to be reported in the AGAR at Section 2, Box 9 equates to the prior year reported value, adjusted for the nominal value of any new acquisitions and /or disposals
- Compare the asset register with the insurance schedule to ensure that all assets as recorded are appropriately insured or “self-insured” by the authority

Fixed asset investments

- Ensure that all long-term investments (i.e., those for more than 12-month terms) are covered by the “Investment Strategy” and reported as Assets in the AGAR at Section 2, Box 9.

Borrowing and lending

- Ensure that the authority has sought and obtained appropriate DMO approval for all loans acquired
- Ensured that the authority has accounted for the loan appropriately (i.e., recorded the full value of the loan. Any arrangement fee should be regarded as an admin expense) in the year of receipt
- Ensure that the combined principal loan repayment and interest for the year is correctly recorded in the AGAR at Section 2 Box 5
- Ensure that the outstanding loan liability as of 31st March each year is correctly recorded in the AGAR at Section 2, Box 10 (value should be verified via the DMO website)
- Where the authority has issued loans to local bodies, they should ideally seek signed indemnities from the recipient body, or their members, agreeing to underwrite the loan debt

Interim audit

The council has a fixed asset register which is maintained in an Excel format. The register provides a description of the asset, serial number, model number and manufacturer (where applicable), its date of acquisition, location, useful life estimate, original cost, insurance value and expected replacement cost. The council has many assets, and the register includes a simple summary page stating totals of the different types of assets. This is entirely suitable for a council with assets of this nature.

Section conclusion

At the interim audit date, I am of the opinion that the control objective of “Asset and investments registers were complete and accurate and properly maintained” has been met.

I. BANK AND CASH (INTERIM AND FINAL AUDIT)

Internal audit requirement

Periodic and year-end bank account reconciliations were properly carried out.

Recommended minimum testing:

- Ensure that bank reconciliations are prepared routinely, are subject to independent scrutiny and sign-off by members
- Verify the accuracy of the year-end bank reconciliation detail and ensure accurate disclosure of the combined cash and bank balances in the AGAR, Section 2, Box 8
- Where the authority has bank balances in excess of £100,000 it has an appropriate investment strategy

Interim audit

Bank reconciliations are completed on a monthly basis and presented to Finance & Policy committee meetings for review, and subsequently approved and recorded in the minutes of council meetings.

I reviewed the reconciliations and associated bank statements for April, May and June 2021 and was able to confirm the balances. There were no errors identified.

Section conclusion

At the interim audit date, I am of the opinion that bank and cash balances are properly shown on the AGAR and that the control objective of "Periodic and year-end bank account reconciliations were properly carried out" has been met.

J. YEAR END ACCOUNTS (FINAL AUDIT)**Internal audit requirement**

Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.

Recommended minimum testing:

- Ensure that, where annual turnover exceeds £200,000, appropriate records are maintained throughout the year on an Income and Expenditure basis to facilitate budget reporting in that vein
- Ensure that appropriate accounting arrangements are in place to account for debtors and creditors during the year and at the financial year-end

Section conclusion

To be reviewed at the year-end audit.

K. LIMITED ASSURANCE REVIEW (FINAL AUDIT)**Internal audit requirement**

If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")

Recommended minimum testing:

- The correct exemption certificate was prepared and minuted in accordance with the statutory submission deadline
- That it has been published, together with all required information on the Authority's website and noticeboard

Section conclusion

To be reviewed at the year-end audit.

L: TRANSPARENCY (INTERIM AUDIT)**Internal audit requirement**

If the authority has an annual turnover not exceeding £25,000, it publishes information on a website / webpage up to date at the time of the internal audit in accordance with the Transparency Code for Smaller Authorities

Recommended minimum testing:

- This test applies only to those councils covered by the £25,000 External Audit exemption
- Internal auditors should review the authority's website ensuring that all required documentation is published in accordance with the Transparency Code for Smaller Authorities

Interim audit

The council has an annual turnover exceeding £25,000, and this test does not apply.

Section conclusion

I am of the opinion that the control assertion of *"If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/ webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities"* is not applicable due to the council turnover exceeding £25,000.

M: EXERCISE OF PUBLIC RIGHTS - INSPECTION OF ACCOUNTS (FINAL AUDIT)**Internal audit requirement**

The authority has demonstrated that during summer 2021 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.

Recommended minimum testing:

- Internal auditors should acquire / examine a copy of the required "Public Notice" ensuring that it clearly identifies the statutory 30 working day period when the authority's records are available for public inspection.
- Internal auditors may also check whether councils have minuted the relevant dates at the same time as approving the AGAR

Section conclusion

To be reviewed at the year-end audit.

N: PUBLICATION REQUIREMENTS (INTERIM AUDIT)**Internal audit requirement**

The authority has complied with the publication requirements for 2020/21. Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website / webpage.

Recommended minimum testing:

- Internal auditors should acquire / examine a copy of the required "Public Notice" ensuring that it clearly identifies the statutory 30 working day period when the authority's records are available for public inspection.
- Internal auditors may also check whether councils have minuted the relevant dates at the same time as approving the AGAR

Before 1 July 2021 authorities must publish:

- *Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited*
- *Section 1 - Annual Governance Statement 2020/21, approved and signed, page 4*
- *Section 2 - Accounting Statements 2020/21, approved and signed, page 5*

Not later than 30 September 2021 authorities must publish:

- *Notice of conclusion of audit*
- *Section 3 - External Auditor Report and Certificate*
- *Sections 1 and 2 of AGAR including any amendments as a result of the limited assurance review.*

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

Interim audit

I was able to confirm that the publication requirements for 2020/21 have been met and the Notice of Public Rights is published on the council website.

Section conclusion

I am of the opinion that the control assertion of "the authority has complied with the publication requirements for 2019/20 AGAR. Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website / webpage" has been met.

O. TRUSTEESHIP (INTERIM AUDIT)**Internal audit requirement**

Trust funds (including charitable) – The council met its responsibilities as a trustee.

Recommended minimum testing:

- Confirm that all charities of which the council is a Trustee are up to date with Charity Commission filing requirements
- that the council is the sole trustee on the Charity Commission register
- that the council is acting in accordance with the Trust deed
- that the charity meetings and accounts are recorded separately from those of the council
- review the level and activity of the charity and where a risk-based approach suggests such, review the Independent Examiner's report

Interim audit

The council has no trusts.

Section conclusion

I am of the opinion that the control assertion of "Trust funds (including charitable) – The council met its responsibilities as a trustee" is not applicable as the council has no trusts.

Should you have any queries please do not hesitate to contact me.

Yours sincerely



Andy Beams

For Mulberry & Co

Interim Audit - Points Forward

| Audit Point | Audit Findings | Council comments |
|---|--|-------------------------|
| FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS | I recommend the transparency information is reviewed to ensure it is all up to date. | |
| FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS | I recommend this document is updated to include the terms of reference for the Business Development & Communications committee. | |



Peacehaven Town Council – Financial Risk Assessment

| Risk | Level | Controls in place |
|---|--------------------------------------|---|
| Banking | L L L | <ul style="list-style-type: none"> • All council bank accounts are reconciled every month in accordance with the Financial Regulations. • Bank reconciliations are subsequently signed off by a councillor and reported to the Policy and Finance Committee meetings monthly. • Bank statements are accessible online to check receipt of payments. |
| Risk of consequential loss of income | L M L M L M M M | <ul style="list-style-type: none"> • Insurance cover in place for insurable risks, including business interruption. • New asset purchases added to insurable risks at earliest opportunity. • Full asset registered reviewed at least annually to ensure sufficient insurance cover in place. • Bank account general reserves to be increased over time to approximately 50% of the precept. • Financial performance of all activity reviewed monthly to enable any issues to be speedily addressed • All electronic records backed-up every night. • Precept (and LTSG) paid in two instalments by the District Council. • Robust system in place for chasing outstanding debts |
| Loss of cash through theft or dishonesty. | M M M M M | <ul style="list-style-type: none"> • Petty cash spending agreed in advance by either the Town Clerk or RFO, and controlled by the RFO. Receipts provided for all expenditure and petty cash checked and balanced at least quarterly. • Till balanced on a daily basis and cash, cheques and receipts stored in safe. RFO checks till roll information against physical cash and receipts regularly (at least monthly) • Cash banked at Post Office (within same shopping centre as the council offices) regularly (at least monthly), recorded in credit book and evidenced by receipt. • Loss of cash in transit covered by insurance up to £10,000. • Fidelity guarantee in place through insurance of up to £1,000,000. |

| Risk | Level | Controls in place |
|---|---------------------------------|---|
| Financial controls and records. | L L L L L M L | <ul style="list-style-type: none"> • Internal controls in place to ensure the RFO is not involved in cash transactions at the till, thereby ensuring an independent check of the receipted cash transactions. • Internal audit completed twice per annum in addition to annual external audit. • Internal audit reports presented to the next available Policy and Finance Committee meeting, along with an action plan detailing how the auditor's recommendations have been acted upon. • All electronic financial records are backed up off site every evening. • Tenders and/or quotes for works are secured in accordance with Financial Regulations. • All financial records stored and saved in accordance with the council's Document Retention Policy. • Financial Risk Assessment to be reviewed by Policy and Finance Committee annually. |
| Comply with HMRC VAT Regulations. | L L L L L | <ul style="list-style-type: none"> • VAT payments and reclaims processed through the RBS accounting system • Advice notes from HMRC followed at all times, using external expert advice where necessary. • Internal auditor reviews VAT as part of the twice yearly checks. • VAT reconciled monthly and claimed quarterly via online HMRC • RBS accounting system on approved list for Making Tax Digital process taking effect from October 2019. |
| Sound budgeting to support annual precept | M M M L L L L | <ul style="list-style-type: none"> • Previous year's budget and income and expenditure to date used to draft next year's budget. • Earmarked and general reserves reviewed as part of budget setting process. • Developing council business plan will further inform longer term financial aspirations. • RFO and Town Clerk prepare draft budget for review by working group. • Budget proposal discussed and agreed by Policy and Finance Committee as a recommendation to Full Council. • Full Council approve budget and agree precept to meet response deadlines set by District Council. • Expenditure against budget reported to relevant committees at every meeting (minimum quarterly). |

| Risk | Level | Controls in place |
|---------------------------------------|-------|--|
| Complying with borrowing restrictions | L | <ul style="list-style-type: none"> Any new Public Works Loan Board (PWLB) borrowing to be approved by Full Council after assessment of the business case. |
| | L | <ul style="list-style-type: none"> Support with application process available through SSALC if required. |

Agenda Item: PF676
Committee: Policy & Finance
Date: 26th October 2021
Title: Energy update
Report Authors: Zoe Malone
Purpose of Report: To provide a progress update on the Council's energy supply

Summary of recommended actions

No actions required – just an informative report.

Introduction

We have successfully moved away from British Gas and are now supplied all our electricity by EDF at Community House, the Café & sports park area and the hub.

Background

I am now waiting for account information from EDF so I can provide meter readings.

Analysis

Due to the current energy crisis, we are unlikely to see any financial benefit from this move as yet as all costs have increased, however under the CCS umbrella we will be receiving the most competitive rates and would no doubt be paying extortionate amounts out of contract with British Gas.

Implications

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

| | |
|--|--|
| <u>Financial</u> | We may not see a financial gain immediately due to cost increases across all energy supplies, however under the CCS umbrella we will be receiving the best competitive rates during the period of uncertainty. |
| <u>Legal</u> | |
| <u>Environmental and sustainability</u> | Zero Carbon energy as part of the PTC plan |
| <u>Crime and disorder</u> | |
| <u>Climate</u> | |

Appendices/Background papers

Agenda Item: PF678
Committee: Policy & Finance
Date: 26th October 2021
Title: Internal & External Survey of Community House
Report Authors: Town Clerk
Purpose of Report: TO AGREE THE ENGAGEMENT OF A PROFESSIONAL SURVEYOR

Introduction

Community House is over 30 years old and its internal and external fabric, fixtures, fittings and equipment are becoming increasingly difficult to maintain and repair.

Background

The situation was highlighted in detail during the engagement with HDD regarding the Meridian Centre development, when building inspections were carried out and professional surveys were promised free of charge.

Analysis

- Mounting costs in maintaining old equipment, particularly main items like boilers and air conditioning units.
- Difficulty in sourcing spare parts.
- External fabric in decay; roof leaks in wet weather and has to be patched up as best as possible.

Conclusions

The exact scale of the issues needs to be identified and long-term solutions programmed and costed.

Recommendations

1. To agree to the engagement of professional surveyors to carry out detailed internal and external surveys of Community House.
2. To set out a costed programme of building repairs and replacement equipment.

Implications

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

| | |
|-------------------------|---|
| <u>Financial</u> | Cost of employing surveyor(s). Cost of building repairs and replacement equipment. |
|-------------------------|---|

Agenda Item: PF679
Committee: Policy & Finance
Date: 26th October 2021
Title: MUGA Court Turf
Report Authors: Zoe Malone
Purpose of Report: To agree the use of CIL funds

Summary of recommended actions

To discuss and agree the recent maintenance works for the MUGA court to be paid for from the PTC CIL pot.

Introduction

We have recently undertaken some works on the MUGA court to have the turf re-laid due to wear & tear.

Background

This area is used regularly by hirers and also by local kids who manage to climb the fence or make holes in the existing fence to use the court.

Analysis

The cost of these works was £3,980 + VAT and as per CIL guidelines we can use monies for maintenance of our equipment if the works carried out is due to the increased population of the area.

*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.***

Implications

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

| | |
|--|---|
| <u>Financial</u> | £3,980 to either come from CIL or the I&E which will leave the grounds maintenance costs fairly low for the remaining part of the year. |
| <u>Legal</u> | N/A |
| <u>Environmental and sustainability</u> | N/A |
| <u>Crime and disorder</u> | N/A |
| <u>Climate</u> | N/A |

Replay Maintenance Ltd

Unit 21 Lancaster House, Roseland Business Park, Long Bennington, Newark, Nottinghamshire, NG23 5FF.
 E-mail: jo.bedward@replaymaintenance.co.uk Web Site: www.replaymaintenance.co.uk
 Tel: 01636 640506

Peacehaven Town Council
 Finance Department
 Community House
 The Meridian Centre
 Peacehaven
 East Sussex
 BN10 8BB

INVOICE

Invoice Number: IN6685
Date: 20 Sep 2021
Contract Code: D7286V
Contract Name: The Centenary Park
Account Code: PEA1S

| UTR No. | Customer Purchase Order No. | Due Date | Raised by | | | | | | | | | | | | | | | | | | |
|--|-----------------------------|-------------|-------------------------|----------|--|--|------|------|-----|-------------|---|-------|--------|----------|--|-------------|----------|-----|--------|---------------------|-----------------|
| 6505002709 | 1897 | 31 Oct 2021 | Daniel Smith | | | | | | | | | | | | | | | | | | |
| Description | | | Amount £ | Total £ | | | | | | | | | | | | | | | | | |
| For specialist maintenance works carried out to synthetic turf sports area(s) Date of works: 15.09.21 to 17.09.21 | | | 3,980.00 | 3,980.00 | | | | | | | | | | | | | | | | | |
| <p>Unless raised within 7 days of receipt, queries on the details of this invoice will not be accepted and payment shall be made on or before the due date.</p> | | | | | | | | | | | | | | | | | | | | | |
| <table border="0"> <thead> <tr> <th colspan="4">VAT Analysis</th> </tr> <tr> <th>Code</th> <th>Rate</th> <th>VAT</th> <th>Sale Amount</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>20.00</td> <td>796.00</td> <td>3,980.00</td> </tr> </tbody> </table> | | | VAT Analysis | | | | Code | Rate | VAT | Sale Amount | 1 | 20.00 | 796.00 | 3,980.00 | <table border="0"> <tr> <td>Sale Amount</td> <td>3,980.00</td> </tr> <tr> <td>VAT</td> <td>796.00</td> </tr> <tr> <td>Total Amount</td> <td>4,776.00</td> </tr> </table> | Sale Amount | 3,980.00 | VAT | 796.00 | Total Amount | 4,776.00 |
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| 1 | 20.00 | 796.00 | 3,980.00 | | | | | | | | | | | | | | | | | | |
| Sale Amount | 3,980.00 | | | | | | | | | | | | | | | | | | | | |
| VAT | 796.00 | | | | | | | | | | | | | | | | | | | | |
| Total Amount | 4,776.00 | | | | | | | | | | | | | | | | | | | | |
| VAT Reg No: 911363551 | | | Company Reg No: 1416487 | | | | | | | | | | | | | | | | | | |

Bank Details for Payment

Bank of Scotland - Account Name: Replay Maintenance Ltd Account No: 06011156 Sort Code: 12-09-26

Agenda Item: PF680
Committee: Policy and Finance
Date: 26th October 2021
Title: Peacehaven and Telscombe Neighbourhood Development Plan
Report Authors: Cllr Gallagher & Town Clerk
Purpose of Report: To approve additional financing to the end of financial year.
To note transfer of process to Town Council.

Introduction

The Neighbourhood Development Plan was set up with the plan designated area being Peacehaven and Telscombe Towns planning boundaries in 2013.

Peacehaven Town Council is the Authorising Government recognised authority and therefore has taken the lead in applying for all grants and technical consultancy work.

Because of the size of the area and the population the plan has always been considered complex.

The housing development requirements particularly for Peacehaven and the infrastructure limitations add to the difficulties and complexities.

The continuance of the plan has also been affected by the Covid Pandemic which has to a great extent limited face to face meetings

Background

Budgets for 2021/22 were set at both Councils with the expectation that once the Plan reached Regulation 14 stage with the draft plan ready for consultation, the two Town Councils would take over to completion and implementation.

As the development sites and infrastructure difficulties are mainly in Peacehaven a Senior Projects Officer (Planning and Business development) was appointed in September 2020 with "Developing and implementing the Town Council Business Plan and Neighbourhood Plan" At this point i.e., Regulation 14 the SPO would have taken over the process.

Unfortunately, the SPO left Peacehaven Town Council in August 2021 and in order to complete the Draft NDP the outside consultants are needed to continue with the vital work.

Additional finance from the two Town Councils in this financial year is required.

At a meeting held 7th October 2021 to discuss the current position both Town Clerks agreed that the current position whereby Peacehaven Town Council cover 2/3rds and Telscombe Town Council 1/3rds of costs was the way to continue to keep the financial accounting clear and transparent.

Timetable

The timetable for Draft NDP is that after signing off by both Councils at Full Council meetings in November the document will go for consultation to Official Consultees and the public across the two towns.

This will include workshops, display boards, graphics summary documents, surveys etc.

All the feedback will require high level analysis and the feedback comments will inform an amended NDP.

The final amended plan will be submitted to Lewes District Council as the Planning Authority for Regulation 16 consultation with other neighbouring planning authorities. LDC are responsible for the process and financing of this stage.

All the comments are collated by LDC and sent with the Draft NDP unchanged to Government appointed Examiner. The Examiner is jointly appointed by the town and district councils and paid for by a Government Grant.

With this timetable in mind the following funds are required until March 2022 and the start of the new financial year in April 2022.

Analysis

Estimated consultants fees required for the remainder of the current financial year:-

Nancy Astley

14 days at £330 per day £4650

Jim Boot

16 days at £300 per day £ 4800

Map expert £ 700
 Analytical expert £ 800
 Creative design of public doc £ 800
 Design, production, delivery £2000
 Secretarial/website support £ 500
Total **£ 14,250.**

To be divided 2/3rds Peacehaven = £9500 less £4400 remaining in budget

Required = **£5100.**

Previous budgets from Town Council 2018/2019 £5000

2019/2020 No funds used

2020 / 2021 £10,000 (£4400 remaining)

Recommendations

1. To note the transfer of process to Town Council
2. To recommend to Council the virement of an additional £5100.00 for the NDP project in the current financial year.
3. To agree budgets from which this funding can be taken, if agreed.

Implications

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

| | |
|--|---|
| <u>Financial</u> | Due diligence and financial management. See costings above. |
| <u>Legal</u> | UK Financial and Planning Laws Council Powers/Duties NDP statutory progression route. |
| <u>Health & Safety</u> | Various and many. |
| <u>Planning</u> | Planning Act 1990, current local / national policy Various and many. |
| <u>Environmental and sustainability</u> | Various and many. |
| <u>Crime and disorder</u> | Various and many. |
| <u>Social value</u> | Various and many. |
| <u>Climate</u> | Various and many. |

Agenda Item: PF681
Committee: Policy & Finance
Date: 26th October 2021
Title: Replacement of handheld powered equipment.
Report Authors: Cllr Seabrook and K Bray
Purpose of Report: To agree a programme and funding for machinery replacement.

Introduction

The Parks Officer has previously supplied an inventory list of equipment that uses fossil fuels together with replacement dates.

It was agreed at the LA&E Committee item LA485 on 3/11/2020 that the replacements for 2 hand roller mowers, Hover Mower and 3 strimmer's will go ahead between Apr 2021 and March 2023. Zero carbon options to be considered.

Background

It is important to spread the purchases over a number of years and to be able to budget accordingly.

Analysis

The Parks Officer has tried both a power driven and push machine in the Centenary Park playgrounds and both were suitable for the job, with the batteries lasting 3 hours and the batteries being usable in all machines.

The attached spreadsheet details the equipment that will need to be replaced over the next 9 years. Vehicles could be leased but this would then be a revenue costs rather than Capital purchase.

Conclusions

At the L&A meeting on the 19th it was decided to recommend the purchase of the equipment and for the funding of this to be sort through the P&F committee.

The cost will be approximately £10,000 for all the equipment and sundries we will hope to get some trade in value from our equipment.

This will be a step forward towards our net zero carbon target of 2030

Recommendations

The committee are asked

1. To discuss and decide how to fund the purchase of equipment.
2. Committee decide where the money should come from for the highlighted items and that a reserve be set up for the future.
3. To recommend, the parks officer obtain at least 3 quotes and to present them to the Policy and finance committee for approval.
4. The committee are also asked to note the spread sheet attached showing the life span of the machines and vehicles and for this to be included in any future financial plans.

Implications

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

| | |
|--|---|
| <u>Financial</u> <ul style="list-style-type: none">• Use of capital?• Replacement of asset?• Reduced expenditure?• Increased income?• Budget provision? | Replacement of machinery coming to the end of its life. |
| <u>Legal</u> | |
| <u>Environmental and sustainability</u> | Converting to battery powered equipment from petrol powered |
| <u>Crime and disorder</u> | |
| <u>Social value</u> | |
| <u>Climate</u> <ul style="list-style-type: none">• Carbon footprint? | Converting to battery powered equipment from petrol powered to help reduce the co2 output of the town council |

Appendices/Background papers

| Type | vehicles | year | life expectancy | fuel type | Recommended best practice renewal dates | Current mileage / hours | Comments | Planned Replacement Year | Replacement Cost |
|---------------|------------------------------------|------|-----------------|-----------|---|-------------------------|---|--------------------------|------------------|
| Mower | Hand roller mowers x 2 | 2012 | 2021 | petrol | should have been replaced in 2018 | | Council agreed to replace this in 2022/23 Replace with Battery powered modeling spare batteries | 2022 | £3,000 |
| Hand Held | trimmers x 3 | 2019 | 2021 | petrol | renew spring 2021 | | Council agreed to replace this in 2022/23 Replace with Battery powered modeling spare batteries | 2022 | £2,500 |
| Hand Held | hedge cutters x 2 | 2017 | 2022 | petrol | renew spring 2022 | | Replace with Battery powered model including spare batteries | 2022 | £2,500 |
| Hand Held | blowers x 2 | 2018 | 2023 | petrol | renew spring 2023 | | Replace with Battery powered modeling spare batteries. Leaf blowers will have some resale value £200 | 2022 | £1,000 |
| Vehicle | Peugeot partner van | 2006 | 2021 | diesel | 2011 5 years | 51,000 miles | This is relatively low mileage but as used to transport water it could have rust damage. Life unknown. | 2024 | £35,000 |
| Ride on Mower | Ransomes 2130 triple mower | 2003 | 2022 | diesel | 2013 10 years or 1000 hours | 3400 hours | being sent for full refurbishment. No suitable zero carbon alternative at present | 2025 | £30,000 |
| Ride on Mower | Kubota F3890 rotary mower | 2016 | 2023 | diesel | 2021 5 years or 1000 hours | 521 hours | | 2026 | £25,000 |
| Mower | allet C24 bowling green mower | 2008 | | petrol | can keep this going for now | | No battery version available at the moment. | 2026 | |
| Vehicle | Kawasaki mule | 2016 | 2026 | petrol | 5 years 2021 | 520 hours | Replace with electric powered system (basically a golf cart) | 2027 | £10,000 |
| Vehicle | Kubota tractor | 2002 | 2022 | diesel | 2012 10 years or 1000 hours | 3000 hours | needs welding works and full service - about to be undertaken. No suitable zero carbon alternative at present | 2028 | ? |
| Ride on Mower | Kubota G18 rotary collector mower. | 1998 | 2022 | diesel | 2003 5 years or 1000 hours | 1540 hours | Can be kept going at the moment | 2028 | £10,000 |
| Vehicle | Ford transit | 2016 | 2031 | diesel | 2021 5 years | 19000 miles | Possibly replace with Hydrogen powered or Electric to ensure carbon neutral by 2030. | 2030 | ? |
| Mower | hover mower | 2012 | 2021 | petrol | should have been replaced in 2018 | | Obsolete not being used | | |
| Ride on Mower | Ransomes 966 rotary mower | 1996 | 2022 | diesel | 2001 5 years or 1000 hours | 1540 hours | Sold for £200 | | |
| Other | chainsaw | 2015 | 2022 | petrol | could last longer as little used. | | Use until end of life and then hire as not used much | | |
| Other | groundsmen aerator | 2006 | 2025 | petrol | could last longer as little used. | | Keep going as little used | | |
| Other | generator | 1998 | 2025 | petrol | could last longer as little used. | | Use until end of life and then hire as not used much. Older one currently broken down. | | |
| Other | generator | 2017 | 2025 | petrol | could last longer as little used. | | Use until end of life and then hire as not used much | | |

Agenda Item: PF682
Committee: Policy & Finance
Date: 26th October 2021
Title: Replacement roundabout at Firle Road playground
Report Authors: K Bray
Purpose of Report: TO AGREE THE REPLACEMENT OF THE FIRLE ROAD PLAY AREA ROUNDABOUT USING PTC
CIL MONIES

Introduction

PTC have two playgrounds located at Firle Road/ Mitcheldean the roundabout has come to the end of its life, the bearings have failed, and the wooden parts have rotted.

Background

The Park was refurbished in 2018 but this item only had new bearings fitted, these have failed again and now all the woodwork is rotten or in a poor state.

Analysis

I suggest we look to replace the roundabout with an inclusive roundabout similar to the picture below

Conclusions

The cost should include removal of the old roundabout and any remedial works, I have received an outline cost for this from one company and it is £9000.00 +vat all in, I am awaiting other quotes.

The L&A committee recommended that we look to finance the roundabout through PTC CIL and as we have 1 quote stating £9000 +vat this could be set as a limit, this would enable a quick decision to be made once all quotes are received

Recommendations

The committee are asked to recommend the following:

1. To recommend that PTC CIL funds should be allocated to purchase the replacement roundabout.
2. To recommend a budget of up to a maximum of £9000.00 ex vat for the project (three quotes will be sort and a roundabout chosen within the set parameters)

Implications

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

| | |
|--|--|
| <u>Financial</u> <ul style="list-style-type: none">• Use of capital?• Replacement of asset?• Reduced expenditure?• Increased income?• Budget provision? | Use of PTC CIL money up to a limit of £9,000. Replacing an old unusable asset |
| <u>Legal</u> | All future play equipment should be inclusive for all to adhere to legislation. |
| <u>Environmental and sustainability</u> | More durable materials. |
| <u>Social value</u> | 'Inclusive' equipment |

Appendices/Background papers

