



FULL COUNCIL MEETING

Minutes of the Full Council Meeting of Newhaven Town Council
held at Meeching Hall, Fort Road, Newhaven
on **Tuesday November 14th 2023** at **7.15pm**

PRESENT: Councillors: Julie Carr (Chair & Town Mayor)
Kim Bishop (Deputy Town Mayor)
Lesley Boniface (Chair of Environment & Amenities)
Lindsey Macleod (Chair of Personnel)
Christoph von Kurthy (Chair of Audit)
Pinky McLean-Knight (Chair of Planning & Development)
Graham Amy
Steve Saunders
Shaun Boniface
Brian Noon
Krissy Taylor
Mark Wardle
Corina Watts
Jan Woodling

ALSO ATTENDING: Ken Dry, Town Clerk
Maxine Fifield, Deputy Town Clerk
Alison Campbell, Responsible Finance Officer (RFO)

C050/23 The Chairman opened the meeting and stated that the meeting was being recorded and that the recording would be made publicly available on the Newhaven Town Council website for 28 days followed by its removal and deletion.

C051/23 The meeting stood to observe 1 minute's reverent silence in respect of the late Mr. Bob Evans. Following this Cllr. Saunders communicated the thanks of Iris and particularly Council Staff standing outside the offices as his funeral cortege passed by.

C052/23 **APOLOGIES FOR ABSENCE**

Cllrs S. Macleod, Cook, Lucas and Thomas.

C053/23 **DECLARATIONS OF INTEREST - DISCLOSURE BY COUNCILLORS OF PERSONAL INTERESTS IN MATTERS ON THE AGENDA, AND WHETHER THE COUNCILLOR REGARDS THEIR INTEREST AS PREJUDICIAL UNDER THE TERMS OF THE CODE OF CONDUCT.**

None.

C054/23 TO CONSIDER WHETHER THE MINUTES OF THE FULL COUNCIL HELD ON TUESDAY 5th SEPTEMBER 2023 ARE AN ACCURATE RECORD OF THE MEETING.

RESOLVED:

That these minutes be signed by the Chairman as a true record of the proceedings.

C055/23 PETITIONS AND PUBLIC QUESTIONS.

None.

C056/23 TO RECEIVE A PRESENTATION FROM STEPHANIE MILLS, OUSE VALLEY CLIMATE PROJECT MANAGER REGARDING OUSE ESTUARY NATURE RESERVE – EXPANSION PROPOSAL.

Ms. Mills made a very informative presentation on this matter which was followed by a range of supplemental questions from councillors. The Chair conveyed the councils' thanks for her presentation.

C057/23 TO NOTE THE ACTS AND PROCEEDINGS OF THE FOLLOWING COMMITTEE MEETINGS:

Planning & Development	26 th September 2023 27 th September 2023 31 st October 2023
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Environment & Amenities	26 th September 2023
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Promotion, Partnership & Finance	31 st October 2023
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Cllr. McLean-Knight pointed out a typographical error concerning the 'day/date' of the P&D Committee minutes for 27th September; that it should read 'Wednesday' not 'Tuesday'.

The Town Clerk acknowledged this and indicating it would be amended without further delay.

Notwithstanding the latter, all noted.

C058/23 TO RECEIVE REPORTS FROM DISTRICT AND COUNTY COUNCILLORS.

COUNTY COUNCIL

There were no updates.

DISTRICT COUNCIL

Cllr L Boniface updated the meeting with changes to the old Lewes Road refuse site car park, Lewes District Council will be using it for Electric Vehicles to collect and store food waste. Local residents have been offered car spaces for their houses as the area is being increased by the County Council.

Cllr G Amy discussed the old Harbour Office development (tower block) and the fact that KSD have pulled out for reasons unknown. In respect of the Harbour Heights planning application and its future consideration by LDC Planning Committee, he indicated that in his opinion this meeting should be held at a Newhaven venue.

C059/23 REPRESENTATIVES ON OUTSIDE BODIES – TO RECEIVE UPDATES FROM MEMBERS WHO HAVE ATTENDED MEETINGS OF OUTSIDE BODIES AS REPRESENTATIVES OF THE TOWN COUNCIL SINCE THE LAST MEETING OF THE COUNCIL ON 5th SEPTEMBER 2023.

Cllr Saunders referred those in attendance to his briefing note regarding CTLA which was been tabled at the meeting.

Cllr Saunders informed the meeting about the changes to the closure of ticket offices across the railway network that they will now remain open. Cllr Saunders is putting forward to the Community Rail Partnership his concerns about where the trains pass through the Tidemills Crossing, their warning whistle causes unnecessary disturbance to local residents, and he feels this is not required as the gates have an audible warning and lights.

C060/23 CHANGE TO AUDIT COMMITTEE MEMBERSHIP.

The Clerk summarised his report. Following discussion, Cllr L. Boniface,

PROPOSED that Cllr Woodling take the place of Cllr. McLean-Knight on the Audit Committee,

SECONDED by Cllr. Wardle

RESOLVED unanimously that Cllr Woodling take the place of Cllr. McLean-Knight on the Audit Committee

C061/23 TO CONSIDER AND AUTHORISE THE COMMISSIONING OF A RE-VISIONING EXERCISE - REPORT BY THE TOWN CLERK.

The Town Clerk summarised his report and following discussion,

It was unanimously,

RESOLVED to defer further consideration and decision on this matter until the conclusion of the Building Assets Strategy.

C062/23 TO CONSIDER AND ADOPT THE FOLLOWING FEES FOR THE FINANCIAL YEAR 2024/25 – REPORT BY THE RFO

- **CEMETERY FEES**
- **HALL BOOKING FEES**
- **ALLOTMENT FEES**

The RFO summarised her report, and following discussion,

Cllr. McLean-Knight

PROPOSED that,

1. That the proposed Fees & Charges for Newhaven Cemetery as detailed at Appendix 1 of the report are implemented on April 1st 2024.

2. That the proposed Social Centre/Hall rental rates as detailed at Appendix 2 of the report are implemented on April 1st 2024, and
3. That the proposed Allotment Charges (£55 for a full size and £27.50 for a half size plot) are implemented on January 1st 2025 for that calendar year and that current allotment holders be provided 12 months prior notice of the same.

SECONDED by Cllr. Saunders.

RESOLVED unanimously by all those present in the meeting, that

1. That the proposed Fees & Charges for Newhaven Cemetery as detailed at Appendix 1 of the report are implemented on April 1st 2024.
2. That the proposed Social Centre/Hall rental rates as detailed at Appendix 2 of the report are implemented on April 1st 2024, and
3. That the proposed Allotment Charges (£55 for a full size and £27.50 for a half size plot) are implemented on January 1st 2025 for that calendar year and that current allotment holders be provided 12 months prior notice of the same.

C063/23 TOWN COUNCIL BANK ACCOUNTS – REPORT BY THE TOWN CLERK AND RFO.

The Town Clerk summarised his report, and following discussion it was unanimously,

RESOLVED

That the RFO be instructed to

- A. Open an instant access account with the Unity Trust Bank,
- B. Transfer/deposit the current balance monies currently held in the Rate Reward account with Barclays, and
- C. Close the Barclays Rate Reward account.

C064/23 AMENDMENTS TO FINANCIAL REGULATIONS - REPORT BY THE TOWN CLERK.

The Town Clerk summarised his report.

Following discussion, it was unanimously

RESOLVED

That the council adopts the Financial Regulations as at Appendix A of the Report.

C065/23 ESCC PROPOSALS FOR BUS STOP IMPROVEMENTS – REPORT BY THE TOWN CLERK.

The Town Clerk summarised his report. Following discussion,

Cllr. S. Boniface,
PROPOSED that

- A. The Town Clerk communicate the council’s significant disappointment with the ESCC Transport Officers and their unwillingness to attend the meeting to afford councillors the opportunity to gain greater detail and understanding of their proposals, and
- B. That the council does not take ownership or maintenance responsibility of those Bus Stops proposed by ESCC nor makes any financial contribution to the same.

SECONDED by Cllr. Wardle

RESOLVED unanimously by all those present in the meeting, that,

- A. The Town Clerk communicate the council’s significant disappointment with the ESCC Transport Officers and their unwillingness to attend the meeting to afford councillors the opportunity to gain greater detail and understanding of their proposals, and
- B. That the council does not take ownership or maintenance responsibility of those Bus Stops proposed by ESCC nor makes any financial contribution to the same.

C066/23 FINANCIAL REPORTS

- Bank Reconciliation for 31st August to 31st October 2023
- Lists of Payments made for 31st August 2023 to 31st October 2023
- List of NTC Credit Card transactions for 31st August 2023 – 31st October 2023
- Income and expenditure by committee headings up to 31st October 2023

Cllr. Saunders queried elements of expenditure incurred by the council in connection with the activities of the Town Mayor (Cllr Carr), Deputy Town Mayor (Cllr Bishop) and Cllr. S. Macleod during the Dieppe Raid commemorations of this year.

During the ensuing discussion, Cllrs, Carr and Bishop provided an explanation to Cllr. Saunders queries.

As part of the same discussion, Cllr. L. Macleod requested that it be noted in the minutes that in the absence of Cllr. S. Macleod at this meeting it should be noted that he had been reimbursed for Taxi Fares (£15) when it was necessary to collect the visiting French Dignitaries from Newhaven Ferry Terminal and look after them thereafter.

Following discussion, the financial reports were noted.

There being no further business, the Meeting closed at 20:49Hrs.

Date: **Town Mayor**



PERSONNEL COMMITTEE

Minutes of a Meeting of the Personnel Committee
held at The Council Offices, 18 Fort Road, Newhaven
on **Monday 4th December 2023 at 7:17pm**

PRESENT: Councillor's Lindsey Macleod (Chairman)
Kim Bishop
Lesley Boniface (Sub for Shaun Boniface)
Steve Saunders

ALSO ATTENDING: Ken Dry Town Clerk

PE01/23 APOLOGIES FOR ABSENCE

Cllrs. Watts, S. Boniface and Cook.

PE02/23 DECLARATIONS OF INTEREST

There were none.

PE03/23 TO CONSIDER WHETHER THE MINUTES OF THE MEETING OF THE PERSONNEL COMMITTEE HELD ON FRIDAY 18th JANUARY 2023 ARE AN ACCURATE RECORD OF THE MEETING

The Town Clerk informed the meeting that only Cllr. Saunders was then a member of the committee to which these minutes referred and was unfortunately unable to attend the same.

To determine the accuracy of these minutes the Town Clerk had recently contacted Cllr. Amy (previous Personnel Committee Member present at the 18.1.23 meeting) for verification but had received no confirmation of this, though pointed out that these draft minutes had been circulated to the previous committee members on January 23rd 2023 and that no amendments had been requested. On this basis those minutes should be assumed to be an accurate record.

RESOLVED:

That these Minutes be signed by the Chairman as a true record of the proceedings.

PE04/23 PETITIONS/PUBLIC QUESTIONS

There were none.

PE05/23 COMMITTEE TO ELECT A VICE CHAIR FOR THIS PERSONNEL COMMITTEE.

Cllr. Saunders proposed himself for this role, and following a unanimous vote by those present, it was,

RESOLVED

That Cllr Saunders be Vice Chair of this Personnel Committee for the remainder of the Civic Year.

PE06/23 TO CONSIDER A DRAFT FLEXIBLE WORKING POLICY.

The Chair outlined the purpose of policy and its general application. The meeting then discussed a number of hypothetical sets of circumstances and the application of the policy and its process.

Following additional discussion, it was,

RESOLVED

That the Town Clerk seek additional HR/Legal advice regarding the policy, and once the document was deemed satisfactory to introduce this to the staff with the assistance of the Chair.

PE07/23 TO CONSIDER AND DISCUSS POTENTIAL REVISIONS TO THE EXISTING FLEXTIME PROVISION.

Following discussion, it was unanimously,

RESOLVED

That the Town Clerk introduce the following amendments to Flexitime provision as follows;

1. Staff will be entitled to carry forward up to a maximum of 8Hrs (480Mins) to the next calendar month,
2. Where more than 8Hrs (480mins) flexitime has been accrued in the same calendar month, and it has not been possible for the individual to use that as 'Time Off in Lieu' (TOIL) during the same period it will be paid as overtime up to a maximum of an additional 8Hrs, and
3. Overtime where paid will be at 'time and a half' for time accrued working during Monday to Saturday (Incl.) and 'double-time' on Sundays and Public and Extra Statutory Holidays.

PE08/23 EXCLUSION OF PRESS AND PUBLIC - TO RESOLVE THAT THE PRESS AND PUBLIC BE EXCLUDED FROM THE REMAINDER OF THE MEETING IN ACCORDANCE WITH THE PROVISIONS OF SECTION 1(2) OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT, 1960, IN VIEW OF THE CONFIDENTIAL NATURE OF THE PERSONNEL MATTERS TO BE DISCUSSED.

RESOLVED

PE09/23 CONFIDENTIAL – TO NOTE STAFF SALARIES FOR 2024-2025 - REPORT BY THE TOWN CLERK

The Clerk summarised his report. During discussion the Town Clerk informed the meeting that the employment contract of the Deputy Town Clerk did not contain the same salary progression clause surrounding attainment of CiLCA and additional qualifications recognised by NALC and SLCC.

Following additional discussion, it was,

RESOLVED unanimously by those members present,

That,

1. The committee notes the salaries payable to staff from April 1st 2024,
2. Authorises implementation of any outstanding and future national pay agreements if and when announced, and
3. Amends the Employment Contract of the Deputy Town Clerk with the addition of the NALC standard clause surrounding salary progression in line with attainment of CiLCA and additional specified qualifications.

There being no further business, the Meeting closed at 8:15pm.

Date:
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Chairman



ENVIRONMENT AND AMENITIES COMMITTEE

Minutes of a Meeting of the Environment and Amenities Committee held at Meeching Hall, Fort Road, Newhaven on **Tuesday 19th December 2023** at **8:04pm**

PRESENT: Councillors Lesley Boniface (Chair)
Kim Bishop (Vice Chair)
Graham Amy
Krissy Taylor
Jan Woodling

ALSO ATTENDING: Cllr Pinky McLean-Knight
Ken Dry, Town Clerk
Maxine Fifield, Deputy Town Clerk

EA22/23 The Chair stated that this meeting will be recorded and then made publicly available on the Newhaven Town Council Website for 28 days, followed by its removal and deletion.

EA23/23 **APOLOGIES FOR ABSENCE**

Cllr Corina Watts

EA24/23 **DECLARATIONS OF INTEREST**

There were none.

EA25/23 **MINUTES**

The Minutes of the Meeting held on Tuesday 26th September 2023 were considered.

RESOLVED:

That these minutes be signed by the Chair as a true record of the proceedings.

EA26/23 **PETITIONS/PUBLIC QUESTION**

There were none.

EA27/23 **TO CONSIDER AND AUTHORISE EXPENDITURE REGARDING THE TOWNS HIGHWAY VERGES FOR 2024-25 AND POTENTIAL WILDFLOWER ZONES ACROSS THE TOWN – REPORT BY THE TOWN CLERK**

The Town Clerk summarised his report and following discussion, it was,

RESOLVED,

- That a 12 month extension to the current Highways Verges contract (FY 2024/25) with Countrymans at a cost of **£15,377+VAT** be authorised by the next scheduled meeting of Full Council, and
- All those identified wildflower zones be provided by Countrymans at a cost of **£2215+VAT**

EA28/23 **TO CONSIDER AND AUTHORISE THE PURCHASE OF A REPLACEMENT SWING AT VALLEY ROAD PLAYGROUND – REPORT BY THE DEPUTY TOWN CLERK.**

The Deputy Town Clerk summarised her report and following discussion, it was,

RESOLVED,

That the Deputy Town Clerk proceeds to:

- i) Instruct Playdale to carry out the works for the cost of £2186.69 + VAT, and
- ii) That these works be financed from expenditure line Environment Enhancements 301.4234.

EA29/23 **BUDGET REPORTS TO 30th NOVEMBER 2023.**

The Town Clerk answered a number of expenditure queries to the satisfaction of the committee.

There being no further business, the Meeting closed at 20:22Hrs.

Date: **Chairman**



PLANNING & DEVELOPMENT COMMITTEE

Minutes of the Planning & Development Committee meeting
held at Meeching Hall, Fort Road, Newhaven
on **Tuesday 19th December 2023** at **7:15pm**.

PRESENT: Councillors Pinky McLean-Knight (Chair)
Steve Saunders (Vice Chair)
Kim Bishop
Krissy Taylor
Lesley Boniface (Sub for Cllr S. Boniface)
Graham Amy
Brian Noon

ALSO ATTENDING: Cllr. J. Woodling
Ken Dry, Town Clerk
Maxine Fifield, Deputy Town Clerk

P065/23 The Chair stated that this meeting will be recorded and then made publicly available on the Newhaven Town Council Website for 28 days, followed by its removal and deletion.

P066/23 **APOLOGIES FOR ABSENCE**

Cllrs S. Boniface and Noon

P067/23 **DECLARATIONS OF INTEREST - DISCLOSURE BY COUNCILLORS OF PERSONAL INTERESTS IN MATTERS ON THE AGENDA, AND WHETHER THE COUNCILLOR REGARDS THEIR INTEREST AS PREJUDICIAL UNDER THE TERMS OF THE CODE OF CONDUCT.**

None declared.

P068/23 **TO CONSIDER WHETHER THE MINUTES OF THE MEETING OF THE PLANNING AND DEVELOPMENT COMMITTEE HELD ON TUESDAY 28TH NOVEMBER 2023 ARE AN ACCURATE RECORD OF THE MEETING.**

RESOLVED:

That these minutes be signed by the Chair as a true record of the proceedings.

P069/23 **PETITIONS/PUBLIC QUESTIONS**

None received.

TO CONSIDER THE FOLLOWING PLANNING APPLICATIONS.

LW/23/0702

Land South of Crest Road Mount Pleasant Newhaven

Outline application for 2no. detached dwelling houses with all matters reserved.

Following discussion, the committee,

RESOLVED that they objected to this application for the following reasons;

- The land is very close to the boundary of the SDNP
- As such this application would set a precedent
- Has significant potential to adversely affect wildlife corridors,
- The application lacks a sufficiently comprehensive Ecological Appraisal and Biodiversity Net Gain Strategy, and
- The application also requires an Archaeological Site Survey/Assessment.

LW/23/0727

Peter Leonard Marine Denton Island

Front single storey extension to create workshop.

Following discussion, the committee,

RESOLVED that they supported this application.

TW/23/0118/TPO

Minstrels 11 Piddinghoe Mead Newhaven

T1 - Ash - Fell due to Ash dieback T2 - Sycamore – Removal

Following discussion, the committee,

RESOLVED that they objected to this application for the following reasons;

- The application lacked a professional Arboricultural Assessment to justify the proposed works, and
- There was no proposed mitigation by way of new tree planting.

LW/23/0769

1 Meeching Road Newhaven

Alterations and upwards 2 storey extension to provide commercial (Use Class E) space and entrance lobby on the ground floor and 6No. residential (Use Class C3) above.

Following discussion, the committee,

RESOLVED that they objected to this application for the following reasons;

- It would create significant over-shadowing of the adjacent properties,

- Is an overbearing design and out of keeping with the street scene,
- Concerns surrounding Fire escape for inhabitants,
- It will create further additional pressures for on-street parking,
- The existing first floor of the property has historically always been for 'commercial use,'
- Overdevelopment leading to 'residential - creep' within the Town Centre, contrary to the existing Newhaven Neighbourhood Plan, and
- Lacks a Construction Management Plan.

TW/23/0114/TCA

36 Second Avenue Newhaven

T1 - Sycamore - remove 5 No. low limbs over garage to achieve at least 2.5 metre clearance - to enable roofing repairs.

Following discussion, the committee,

RESOLVED that they had no objection to this application.

There being no further business, the Meeting closed at 7:59pm.

Date: **Chairman**



PLANNING & DEVELOPMENT COMMITTEE

Minutes of the Planning & Development Committee meeting
held at Meeching Hall, Fort Road, Newhaven
on **Tuesday 28th November 2023** at **7:15pm**.

PRESENT: Councillors Pinky McLean-Knight (Chair)
Steve Saunders (Vice Chair)
Kim Bishop
Krissy Taylor
Shaun Boniface
Graham Amy
Brian Noon

ALSO ATTENDING: Cllr. L. Boniface
Ken Dry, Town Clerk
Maxine Fifield, Deputy Town Clerk
X1 Member of the Public (online)

P058/23 The Chair stated that this meeting will be recorded and then made publicly available on the Newhaven Town Council Website for 28 days, followed by its removal and deletion.

P059/23 **APOLOGIES FOR ABSENCE**

None received.

P060/23 **DECLARATIONS OF INTEREST - DISCLOSURE BY COUNCILLORS OF PERSONAL INTERESTS IN MATTERS ON THE AGENDA, AND WHETHER THE COUNCILLOR REGARDS THEIR INTEREST AS PREJUDICIAL UNDER THE TERMS OF THE CODE OF CONDUCT.**

Cllr Saunders informed the meeting that was personally acquainted with the neighbours on either side of the property to which application LW/23/0612 referred to, and that the company he is currently employed by is a contractor to Sainsbury's PLC to which application LW/23/0661 refers.

P061/23 **TO CONSIDER WHETHER THE MINUTES OF THE MEETING OF THE PLANNING AND DEVELOPMENT COMMITTEE HELD ON TUESDAY 31ST OCTOBER 2023 ARE AN ACCURATE RECORD OF THE MEETING.**

RESOLVED:

That these minutes be signed by the Chair as a true record of the proceedings.

P062/23 **PETITIONS/PUBLIC QUESTIONS**

None received.

P063/23 **TO CONSIDER THE FOLLOWING PLANNING APPLICATIONS.**

LW/23/0612

2 St Leonards Close Denton

Raising of roof pitch with erection of side dormer, installation of 2no. rooflights on each side elevation, with additional fenestration to the front and rear elevations.

Following discussion, it was

RESOLVED that the committee objected to this application for the following reasons;

- Out of keeping with the existing street-scene, and
- Loss of light to properties either side of it.

LW/23/0661

Sainsbury's Supermarket the Drove Newhaven

Variation of condition 1 (Individual Concessions Plan) relating to approval LW/03/0344 - to allow for the now vacant store café to be operated as a Costa Coffee

Following discussion, it was

RESOLVED that the committee had no objection to this application.

LW/23/0681

First Floor 15 Newhaven Square Newhaven

Conversion of first floor office into dwelling /flat with Internal alterations.

Following discussion, it was

RESOLVED that the committee objected to this application for the following reasons;

- It would pose a lost opportunity for business space in the High Street and represented further 'residential creep' contrary to the Newhaven Neighbourhood Plan, and
- No parking provision.

LW/23/0692

4 Hillcrest Road Newhaven

Replacement of an existing conservatory with single storey rear extension

Following discussion, it was

RESOLVED that the committee had no objection to this application.

P064/23

**TO CONSIDER AND NOTE A REPORT ON RECENT PLANNING DECISIONS
MADE BY LEWES DISTRICT COUNCIL.**

Noted.

There being no further business, the Meeting closed at 7:48pm.

Date:

Chairman



PROMOTION, PARTNERSHIP & FINANCE COMMITTEE

Minutes of a Meeting of the Promotion, Partnership and Finance Committee held at Meeching Hall, Fort Road, Newhaven on **Tuesday 12th December 2023** at **7:45pm**.

PRESENT: Councillors Julie Carr (Chair)
Lesley Boniface
Shaun Boniface substituting for Sean Macleod
Mark Wardle

ALSO ATTENDING: Ken Dry, Town Clerk
Alison Campbell, RFO

PPF011/23 The Chair informed those present that this meeting will be recorded and then made publicly available on the Newhaven Town Council website for 28 days followed by its removal and deletion.

PPF012/23 **APOLOGIES FOR ABSENCE**

Received from Cllr. S Macleod, Cllr. McLean-Knight and Cllr. C Watts

PPF013/23 **TO AGREE A COMMITTEE VICE CHAIR FOR THE REMAINDER OF THE CIVIC YEAR**

The Chair,

Proposed that

Cllr Wardle take the role of Vice Chair of this Promotion Partnership & Finance Committee,

Seconded by Cllr. S. Boniface

Unanimously agreed by all those present, and

RESOLVED

That Cllr. Wardle takes the role of Vice Chair on this Promotion Partnership & Finance Committee for the remainder of the Civic Year.

PPF014/23 **DECLARATIONS OF INTEREST - DISCLOSURE BY COUNCILLORS OF PERSONAL INTERESTS IN MATTERS ON THE AGENDA, AND WHETHER THE COUNCILLOR REGARDS THEIR INTEREST AS PREJUDICIAL UNDER THE TERMS OF THE CODE OF CONDUCT.**

None declared.

PPF015/23 **TO CONSIDER WHETHER THE MINUTES OF THE MEETING OF THE PROMOTION, PARTNERSHIP & FINANCE COMMITTEE HELD ON TUESDAY 31ST OCTOBER 2023 ARE AN ACCURATE RECORD OF THE MEETING.**

The minutes of the meeting of the committee held on Tuesday 31st October 2023 were considered.

RESOLVED:

That these Minutes be signed by the Chairman as a true record of the proceedings.

PPF016/23 **PETITIONS/PUBLIC QUESTIONS.**

None received.

PPF017/23 **BUDGET & PRECEPT FOR 2024-25 – REPORT BY THE TOWN CLERK.**

Following discussion, the committee unanimously,

RESOLVED

That the committee recommends this draft Budget/Precept of £672,430 for the Financial Year 2024/25 to the next meeting of Full Council, scheduled for 16th January 2024.

PPF018/23 **DEFERRED DECISION - RE-CONSIDERATION OF A DISCRETIONARY GRANT APPLICATION FROM NEWHAVEN UNIFORM BANK, NEWHAVEN FAMILIES FORUM - REPORT BY THE TOWN CLERK**

The Town Clerk summarised his report, and following discussion, the committee unanimously,

RESOLVED, that

1. Newhaven Uniform Bank, Newhaven Families Forum be awarded **£500** for the purchase of uniform stock only, and
2. A covering letter outlining the aforementioned stipulation and also encouraging the group to identify common ways of working with the other similar groups already operating across the Town.

PP019/23 **TO CONSIDER AMENDMENTS TO THE DISCRETIONARY GRANT APPLICATION POLICY – REPORT BY THE TOWN CLERK.**

The Town Clerk summarised his report and following discussion,

Cllr. L. Boniface,

PROPOSED that the Discretion Grants Application Policy (DGAP) be amended to reflect that,

1. Applications should not be considered when those monies are directly or indirectly to be used in mitigating an organisations' operating costs (e.g. premises rental, utilities expenditure or building maintenance, and

2. Applicants should evidence their own fund-raising activities in support of their Grant Application and that the scoring categories matrix be augmented to accommodate this.

SECONDED by Cllr. Wardle, and following a unanimous vote of those present, it was,

RESOLVED that,

That the Discretion Grants Application Policy (DGAP) be amended to reflect that,

1. Applications should not be considered when those monies are directly or indirectly to be used in mitigating an organisations' operating costs (e.g. premises rental, utilities expenditure or building maintenance, and
2. Applicants should evidence their own fund-raising activities in support of their Grant Application and that the scoring categories matrix be augmented to accommodate this.

PP020/23

LEWES ROAD HALL – PROPOSED RENTAL FEES FOR RUSSELL MARTIN FOUNDATION – REPORT BY THE RFO.

The RFO summarised her report and following discussion,

Cllr. Wardle

PROPOSED, that

1. The Russell Martin Foundation be offered the rental rate of £11,032.71pa (£919.31pcm), and
2. The RFO write Peacehaven, Lewes and Seaford Town Councils to request their financial support to these rental costs to reflect that the Foundation provides these Newhaven based service to school aged teenagers from their towns as well.

SECONDED by Cllr. S. Boniface, and following a unanimous vote of those present, it was,

RESOLVED that,

1. The Russell Martin Foundation be offered the rental rate of £11,032.71pa (£919.31pcm), and
2. The RFO write Peacehaven, Lewes and Seaford Town Councils to request their financial support to these rental costs to reflect that the Foundation provides these Newhaven based service to school aged teenagers from their towns as well.

PP021/23

BUDGET REPORT TO 30TH NOVEMBER 2023.

The contents of the report were noted.

The Meeting was closed at 20:50HRS.

Date: **Chairman**.....



REGENERATION AND STRATEGIC DEVELOPMENT COMMITTEE

Minutes of a Meeting of the Regeneration & Strategic Development Committee held at Meeching Hall, Fort Road, Newhaven on **Tuesday 28th November 2023** at **8:15pm**.

PRESENT: Councillors: Shaun Boniface (Vice Chair)
Lesley Boniface
Mark Wardle
Krissy Taylor (Sub for Cllr S. Macleod)
Brian Noon (Sub for Cllr Cook)
Jan Woodling

ALSO ATTENDING: Ken Dry, Town Clerk
Maxine Fifield, Deputy Town Clerk
X1 Member of the Public (online)
Guy McQueen (LDC)

RSD0011/23 The Chair stated that this meeting will be recorded and then made publicly available on the Newhaven Town Council Website for 28 days, followed by its removal and deletion.

RSD0012/23 **APOLOGIES FOR ABSENCE**

Cllrs S Macleod (Chair) & M Cook

RSD0013/23 **TO CONSIDER WHETHER THE MINUTES OF THE MEETING OF THE REGENERATION AND STRATEGIC DEVELOPMENT COMMITTEE HELD ON TUESDAY 29th AUGUST 2023 ARE AN ACCURATE RECORD OF THE MEETING.**

The Minutes of the Meeting held on Tuesday 29th August 2023 were considered.

RESOLVED:

That the Minutes be signed by the Chair to be a true record of the proceedings.

RSD0014/23 **DECLARATIONS OF INTEREST**

None declared.

RSD0015/23 **PETITIONS/PUBLIC QUESTIONS**

None received

RSD0016/23 TO RECEIVE A PRESENTATION BY MR GUY MCQUEEN REGARDING THE WAYFINDING AND PUBLIC REALM IMPROVEMENT SCHEME.

Mr McQueen shared his presentation which the committee received with thanks.

RSD0017/23 TOWNS DEAL PROJECT UPDATE – ORAL REPORT BY THE TOWN CLERK.

On the matter of the **Eastside Recreation Ground (Towns Deal) Project** the Town Clerk indicated that not much had progressed since the last update, officers have contacted three more companies for their methodologies for handling the Great Crested Newts to determine what is required and cost.

Ultimately the council will need to discuss the financial viability of the project once this is determined.

Councillors will need to decide whether to make a further financial contribution to the works. This is recommended by the Town Clerk as the work to the allotments and the upgrade to the park will be necessary as a minimum.

RESOLVED

That the committee,

Noted the progress to date.

RSD0018/23 DISCUSSION ITEM – PROCUREMENT OF A TOWN VAN

The Town Clerk outlined a number of options and background information/costs regarding the introduction of a Council Van. Following discussion it was unanimously,

RESOLVED

- That officers further investigate the procurement of an electric van on a lease basis to include servicing and maintenance costs with potential upfront lease costs of up to 12 months in advance.
- That officers further investigate costs surrounding the revamp of the parking area at the rear of the council offices be fitted with an electric vehicle charging point.

RSD0019/23 HIGH STREET AUDIT – REPORT BY THE TOWN CLERK

To discuss a request from Lewes District Council regeneration team for a contribution of £5,000 in order for them to conduct a high street audit in Newhaven.

Following discussion, it was unanimously

RESOLVED

That no contribution be made as the majority of this work is already being undertaken by Guy McQueen with the Public Realm Improvement Scheme.

RSD0020/23 BUDGET SUGGESTIONS FOR FY 2024/25 – DISCUSSION ITEM

No suggestions were made.

RSD0021/23 INCOME & EXPENDITURE REPORT TO NOVEMBER 22ND 2023

Noted.

There being no further business, the meeting closed at 9:36pm.

Date:
.....
Chairman

From: [Jane Lucas](#)
To: [Ken Dry](#)
Subject: Break from council duties
Date: 02 January 2024 11:21:12

Hi Ken , I hope you had a good Christmas and wishing you and your family a very happy new year . I'm sorry I've been very remiss in getting this to you but just to confirm our previous conversation , I am very grateful for the offer of a 6month break from my council duties , it has really helped me by allowing me time and space to focus on moving forward from the accident . I've still got a way to go and still uncertain if I'll ever feel completely confident on the road again but Im making good progress albeit slow , so I'm told !

Thankyou once again for the kindness and understanding I've been shown by you and also Sean who has been so supportive during this difficult period

Kind regards to you all

Jane Lucas

From: [Cllr Madeleine Cook](#)
To: [Ken Dry](#)
Subject: Re: Today
Date: 17 November 2023 14:17:12
Attachments: [image001.png](#)

Hi Ken

This is my email to notify you that I am suffering from considerable health issues currently.

I am happy to provide details and want to inform you I am suffering

I am hoping that in 6 months we will know if it is working and if I am on the path to recovery.

Sorry I cannot provide anything more concrete than this.

I will keep you updated.

Thanks
Madeleine

From: Ken Dry <Ken.Dry@newhaventowncouncil.gov.uk>
Sent: 15 November 2023 11:40
To: Cllr Madeleine Cook <Cllr.madeleine.cook@newhaventowncouncil.gov.uk>
Subject: RE: Today

Hi Madeleine,

Thanks for letting me know and sorry to hear that your're poorly.

Your overall attendance is not an issue at present, though it might be worth considering sending me a letter/email indicating that you're suffering with health issues (no need for specific details or diagnoses etc) and how long your position might last. I can then place that before the Full Council for them to note and accept your current situation and long it may last for.

Doing this will mean that you won't fall foul of the 'attendance legislation' and prevent any criticism of your record in the future. The key thing is, you need to do this in advance of you reaching the 'six month cut-off' as it cannot be done retrospectively. I hope that makes sense.

Give me a call if you want to talk it over.

Best Wishes,

Ken Dry MA CILCA ICCM Dip(Hons)

Town Clerk

Newhaven Town Council

18 Fort Road

Newhaven

East Sussex

BN9 9QE

T: 01273 516100

M: 07538 761240

Web: www.newhaventowncouncil.gov.uk



From: Cllr Madeleine Cook <Cllr.madeleine.cook@newhaventowncouncil.gov.uk>

Sent: Tuesday, November 14, 2023 3:50 PM

To: Ken Dry <Ken.Dry@newhaventowncouncil.gov.uk>

Subject: Today

Hi Ken

I'm so sorry I won't be able to make it this evening I'm really struggling with my health again.

Sorry

Madeleine



NEWHAVEN TOWN COUNCIL

Ken Dry
Town Clerk

TOWN COUNCIL OFFICES
18 FORT ROAD
NEWHAVEN
EAST SUSSEX
BN9 9QE

Tel: (01273) 516100
Email: admin@newhaventowncouncil.gov.uk

To: Full Council **Agenda Item 12**

Date: 16th January 2024

Report Contact: Town Clerk

Subject: **Estates & Assets Strategy.**

1. The purpose of this report is to request the council's consideration of the latest draft version of the AECOM Clear Futures Estates & Assets Strategy (Appendix A) and confirm its preferred options going forward.
2. The report provides a comprehensive condition assessment of each of the councils building assets, the potential refurbishment costs for those assets assessed tempered by their community impact.
3. The report then provides a 'recommended scenario' based upon the latter, then suggests a more 'radical scenario;' both as options to consider and move forward on.
4. To provide a starting point for consideration based upon the 'recommended scenario' and additional background knowledge, officers would suggest the following;
 - Conversion of the Mortuary Chapel to that of a residence from which the council could derive landlord income,
 - Sale of Meeching Hall with the resultant capital receipt being used to (part?)/fund the reprovision of Eastside Social Hall on its existing footprint,
 - Re-location of the Town Council Offices and staff to the Marine Workshops, and either the commercial lease of the current offices (18 Fort Road) or conversion of the same to residential in order that the council can derive landlord income,
 - Medium refurbishment of both Denton & Mount Pleasant Hall and Lewes Road Hut, and
 - Potential for refurbishment of the southern side of the Cemetery Chapel to potentially accommodate a florist/cafe/grave maintenance franchise.

Recommendation

That the council considers the report at hand and advises officers of the strategic direction it wishes to take with regards to its building portfolio.

Newhaven Town Council

Estate and Asset Strategy

23/11/2023

Revision History

Revision	Revision Date	Reviewed by	Details
V1	13/11/2023	Robert Baker	Draft Issue

This document has been prepared by AECOM Limited for the sole use of our client (the "Client") and in accordance with generally accepted consultancy principles, the budget for fees and the terms of reference agreed between AECOM Limited and the Client. Any information provided by third parties and referred to herein has not been checked or verified by AECOM Limited, unless otherwise expressly stated in the document. No third party may rely upon this document without the prior and express written agreement of AECOM Limited.

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01 Background & Scope

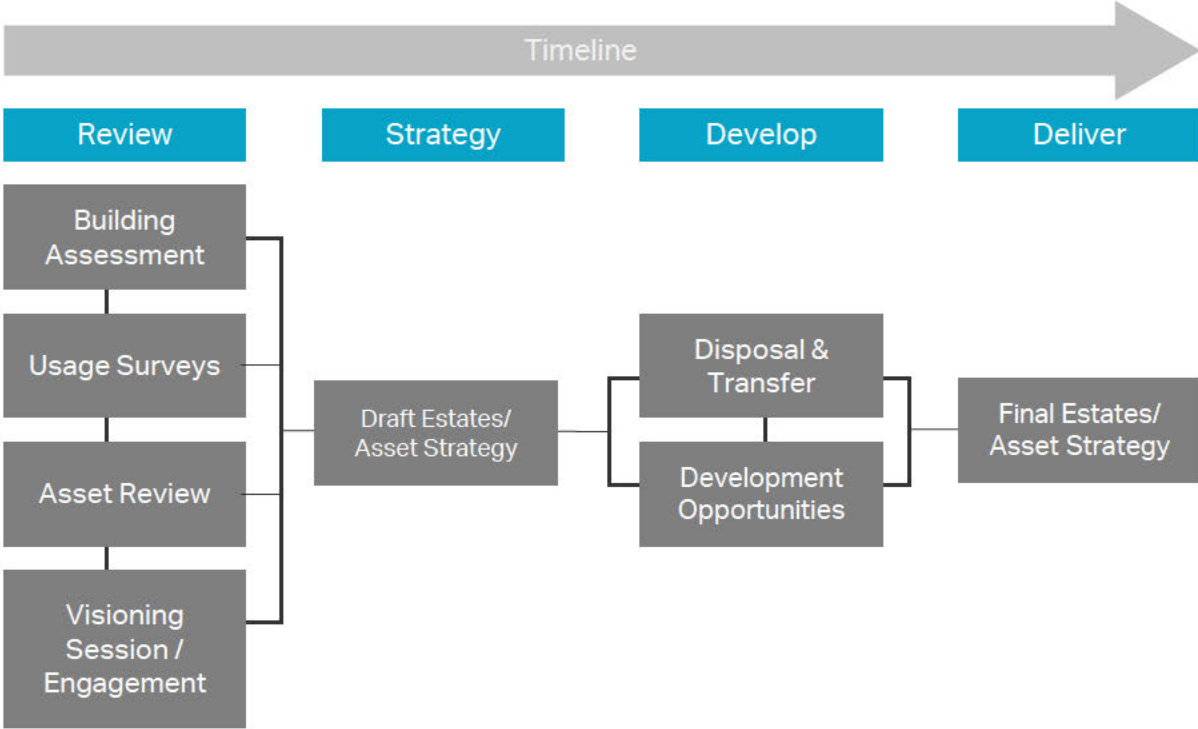
Background and Scope

Newhaven Town Council (NTC) has an urgent requirement for the preparation of an Estates/Asset Strategy to inform their decision-making concerning their current portfolio.

The following report is an **Estate Strategy** that sets out a process of change, with key interventions required to deliver on the NTC's vision for its real estate portfolio.

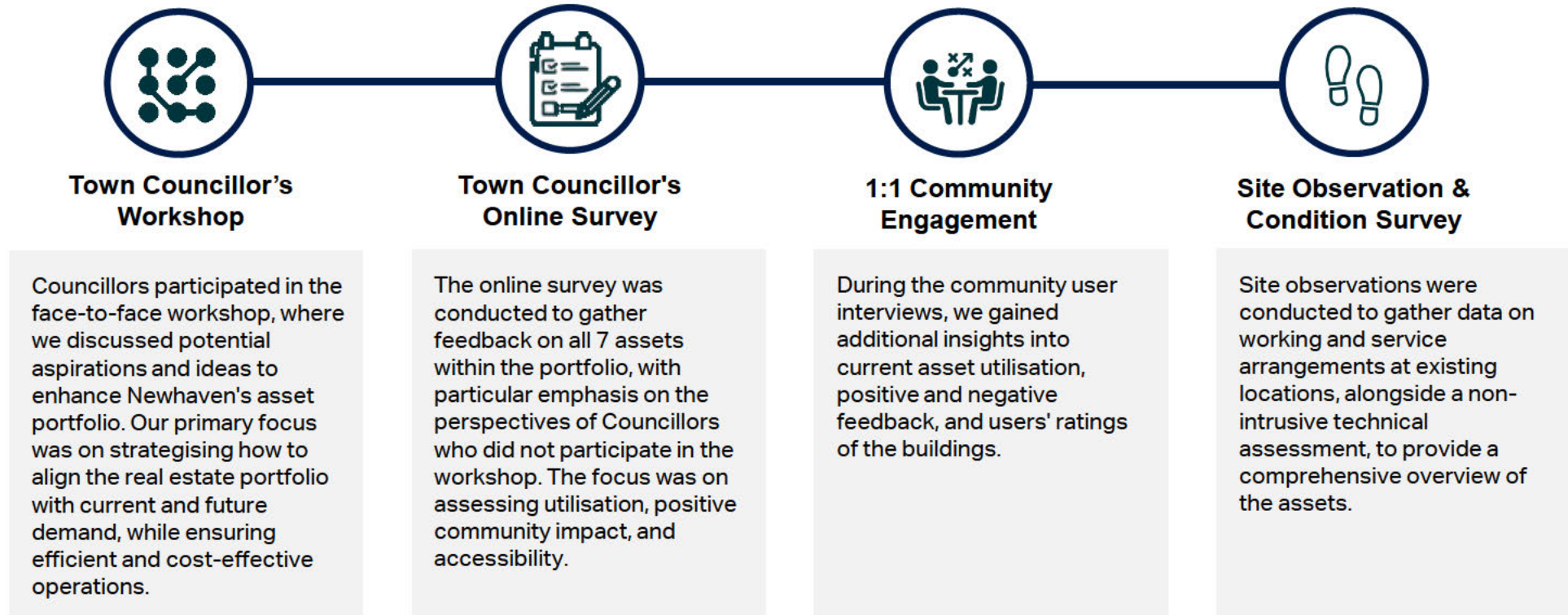
The Estate Strategy was curated through a high-level assessment of **current conditions, usage, and accessibility** of Newhaven Town Council Estates.

This includes **engagement** with both **councillors** and the **community**, also building surveys, site observations, and a desktop data review.



Engagement Strategy

After reviewing all existing documentation provided, a series of both on-site and virtual engagements were conducted. These activities involved interacting with staff and community users at all levels to gain insights into the real estate portfolio's alignment with current and future demand, as well as providing an overview of the assets. The diagram below outlines the engagement activities that were carried out as part of this study.



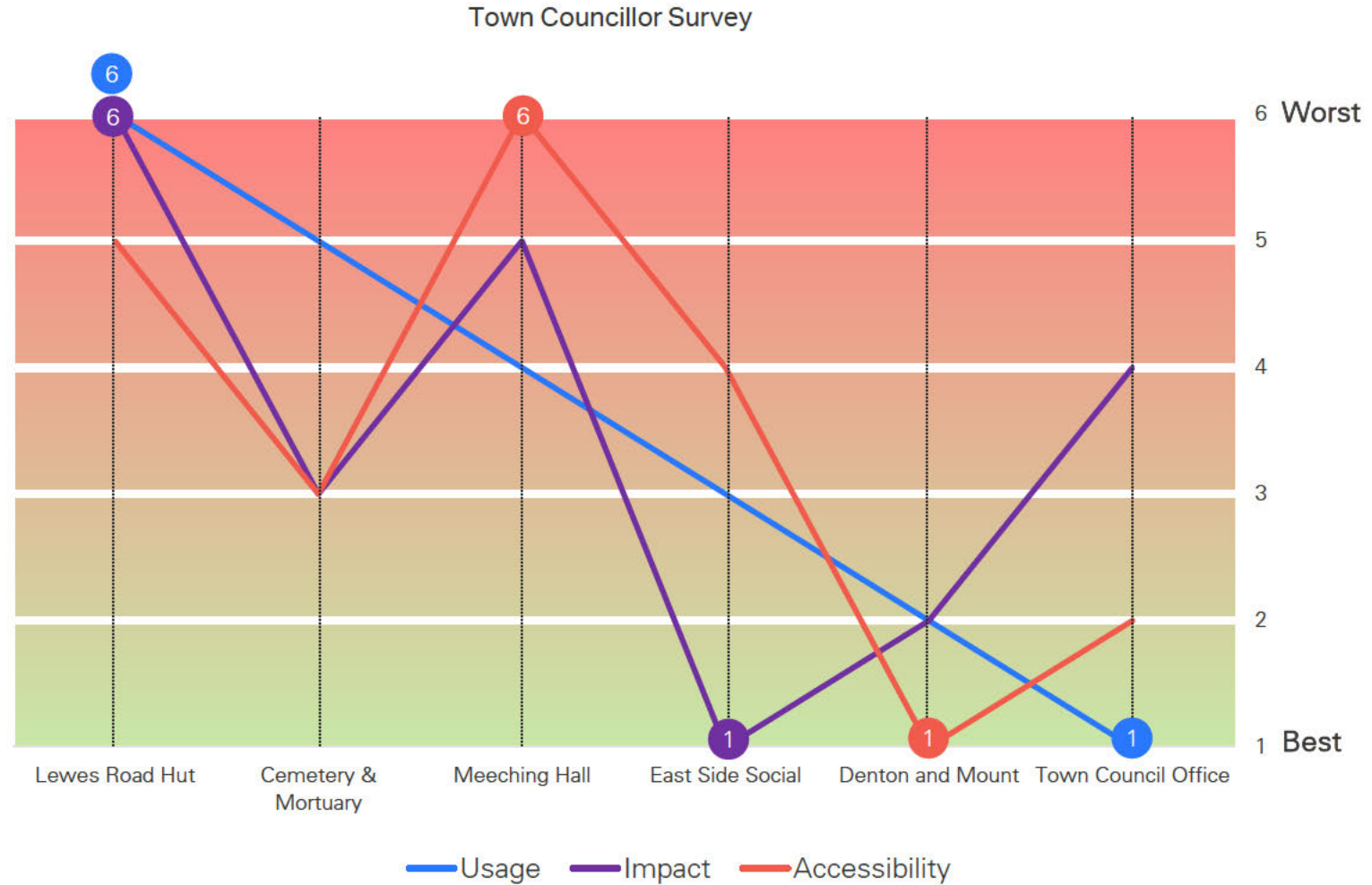
All the activities were held during Oct-Nov 2023


The Vision

The NTCs vision is for a real estate portfolio which is **fit for purpose, meets current and likely future demand** (both in terms of types of use and patronage) and allows for **efficient and cost-effective operation**.

Ranking from best to worst average scoring across all 3 topics;

- 1 Denton & Mount
- 2 Town Council Office
- 3 East Side Social
- 4 Cemetery & Mortuary
- 5 Meeching Hall
- 6 Lewes Road Hut





“[The future vision for Newhaven is] **to have a more united community**”

Quote from AECOM Workshop October 2023

Key Findings & Next Steps

Overview

In all scenarios presented in this report, it is important to consider sustainability, focusing on environmentally friendly practices, energy efficiency, and waste reduction. Land use should prioritise preserving natural landscapes, green spaces, and local ecosystems, avoiding excessive development. Water conservation and biodiversity measures should be implemented. Sustainable transportation options, accessibility and inclusion, security, community engagement, and efficient transportation access should also be addressed. These considerations are crucial prerequisites before reaching any conclusions.

Definition of Scope

We evaluated various options for each building, including **"Minimal Change"** for properties in good condition requiring minimal maintenance, **"Medium Refurbishment"** for more substantial upgrades, **"Full Refurbishment"** for extensive transformations, **"Sale or Lease"** to decide between divestment or rental, and **"Proposed New Site"** for developing new facilities in a different location. These options were considered based on the individual conditions and goals for each property. Refer to section 3 for more detail.

Scenarios

We have created two scenarios for NTC estates and assets strategy as follows:

The recommended approach involves removing low-scoring sites concerning community impact while prioritising central locations. This strategy allows targeted investment in facilities that yield high community benefits.

Radical scenario proposes a new site, suggesting that while renovating existing sites improves town council assets, a new community hub might offer superior long-term prospects, enhanced revenue streams, and more cost-effective management and maintenance. Both scenarios present distinct considerations, with the recommended approach focusing on optimisation, and the radical scenario exploring the potential benefits of a new build community hub.

Next Steps

- Socialise with the Town Council to review recommended options and scenarios.
- NTC to decide on options to be explored further. AECOM can help facilitate a workshop to gain consensus on required decisions.
- As an outcome of the selected option(s) AECOM recommends conducting a detailed feasibility study of the proposed options. Including reviewing elements of design and detailed costing to enable further decision-making, etc.



02

Building Overview

East Side Social Centre

Single storey and single skinned building with pitched metal clad roof. Can accommodate up to 75 people and has a kitchen and toilets. Is currently used by a local childcare charity for most of the calendar year.

Findings

The building is being used as an after-school nursery facility for children and is viewed by the community as an essential resource. There is currently limited space within the facility, and they would be able to accommodate more children if the building was expanded or relocated to a bigger building.

From the visual inspection, the building appears to be overall in fair condition for both the building fabric and mechanical and electrical services.

Refer to ESSC Report within Appendix for more detail.

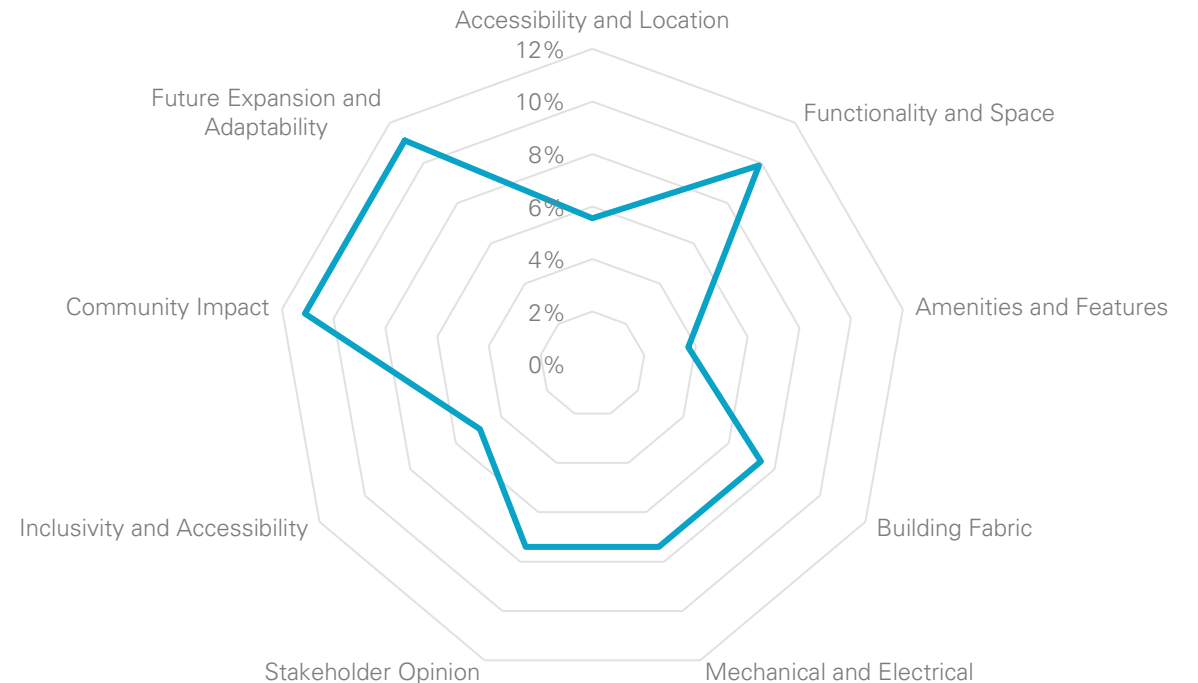
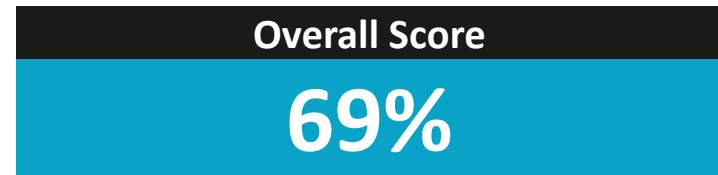
Opportunities

- A more multipurpose area for the whole community
- Demolish and rebuild as two stories
- If “nippers” are relocated, people are concerned about what happens to that space

Challenges

- High flood risk causing issues with insurance
- Lack of nearby parking
- Currently run down and damp

Refer to ESSC Workshop Findings in the Appendix for more detail.



Scoring matrix based on visual and technical condition survey, and survey respondents. Refer to the appendix for more detail

Denton & Mount Pleasant Social Centre

Single storey brick-built structure on level ground with pitched metal clad roof. Can accommodate up to 100 people with its own kitchen and toilets, plus off-street parking. Predominantly used by a successful school of dance and other yoga and fitness groups.

Findings

Currently, the building is being well used by the local community, hosting dance classes and other events.

From the visual inspection, the building appears to be overall in fair condition for both the building fabric and mechanical and electrical services.

Refer to Denton & Mount Pleasant Social Centre Report within Appendix for more detail.

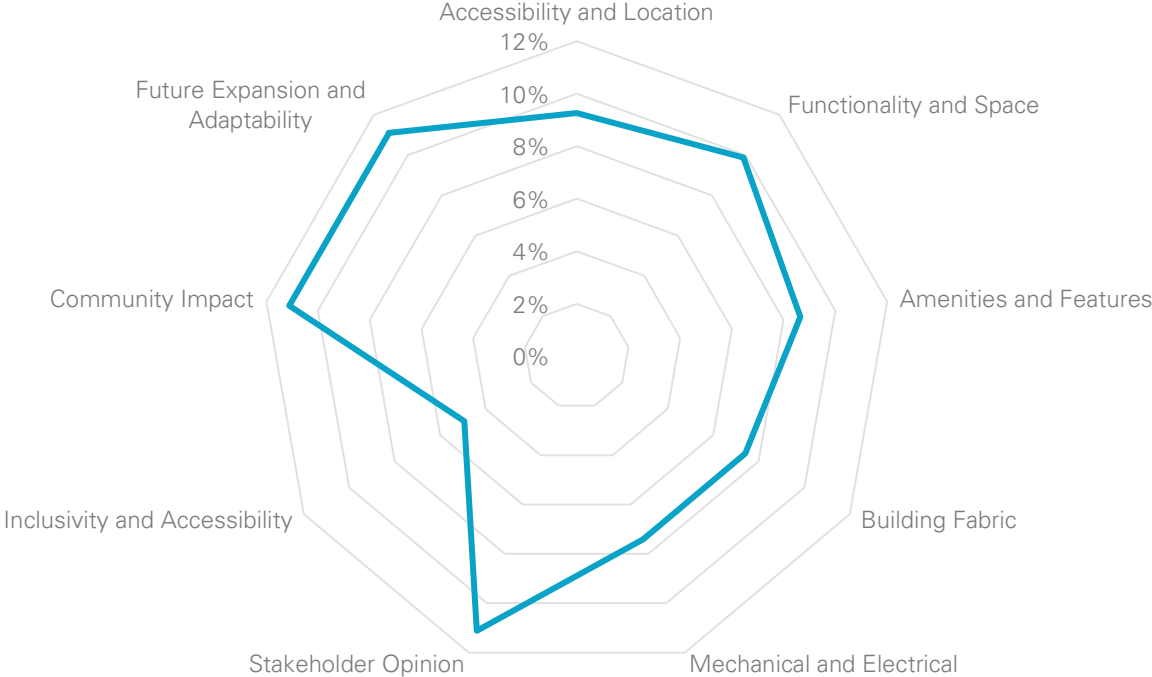
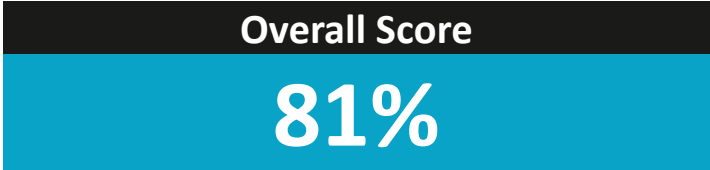
Opportunities

- Design to make more multifunctional
- Improve amenities

Challenges

- Unattractive exterior building
- Prone to flooding
- Single-storey

Refer to Denton & Mount Pleasant Social Centre Workshop Findings in Appendix for more detail.



Scoring matrix based on visual and technical condition survey, and survey respondents. Refer to the appendix for more detail

Lewes Road Hut

Single storey timber construction (former WW1 Nissen Hut) on level ground with pitched metal clad roof. Can accommodate up to 60 people with its own kitchen and toilets. Often used for children's parties and by local community groups for various club activities.

Findings

The building is being used by a drumming band, as storage for a nearby school and being rented out for social activities. The main hall is a large space and there is the option to divide this space to create two separate rentable areas.

From the visual inspection, the building appears to be overall in fair condition for both the building fabric and mechanical and electrical services.

Refer to Lewes Road Hut Report within Appendix for more detail.

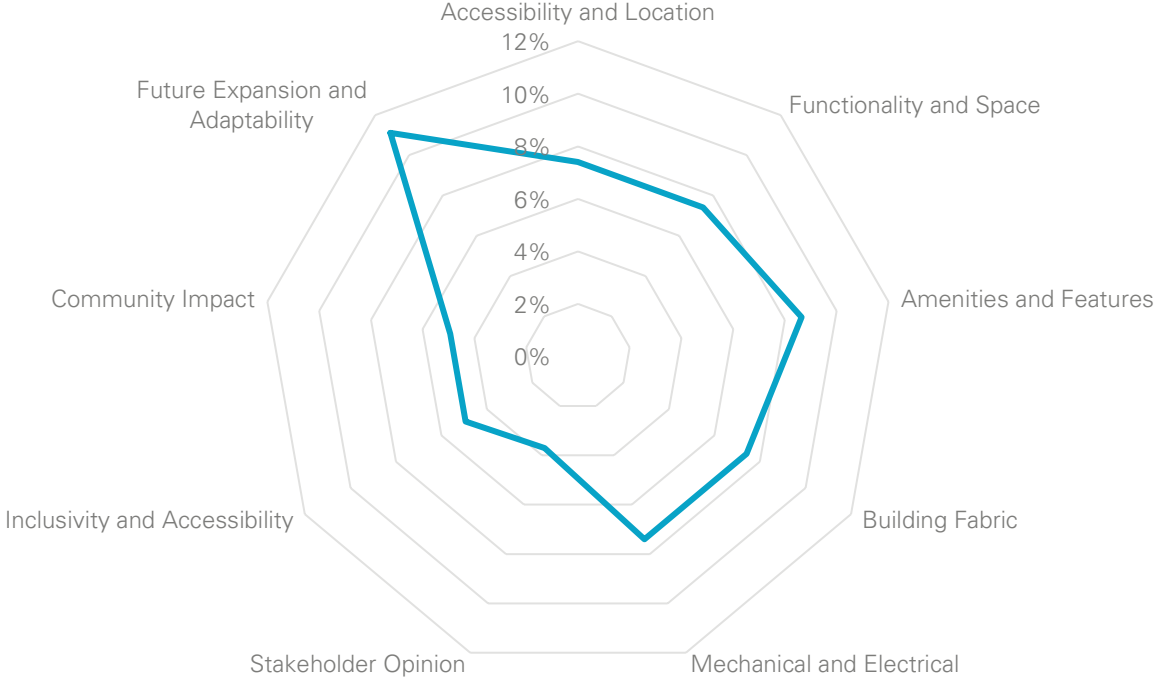
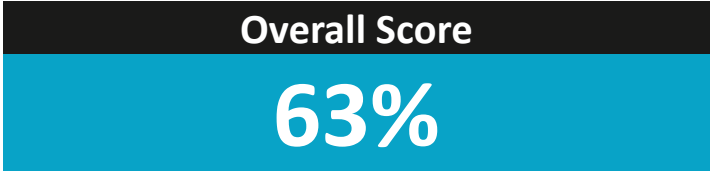
Opportunities

- Community gardens
- Café and bike hire
- Accessible location close to the park

Challenges

- Uninsulated
- Current state would need a lot of work to improve
- Very dated

Refer to Lewes Road Hut Workshop Findings in Appendix for more detail.



Scoring matrix based on visual and technical condition survey, and survey respondents. Refer to the appendix for more detail

Meeching Hall

Double storey 19th Century flint and brick construction (former Masonic Hall) with tiled roof and some off-street parking. Can accommodate up to 100 people with its own kitchen and toilets. Used as social and theatrical performance venue, as well as council meeting venue and local yoga, dance and fitness groups.

Findings

The building is currently being used by various user groups from the local community including theatre groups and fitness/yoga classes as an example.

From the visual inspection, the building appears to be overall in fair condition for both the building fabric and mechanical and electrical services.

Refer to Meeching Hall Report within Appendix for more detail.

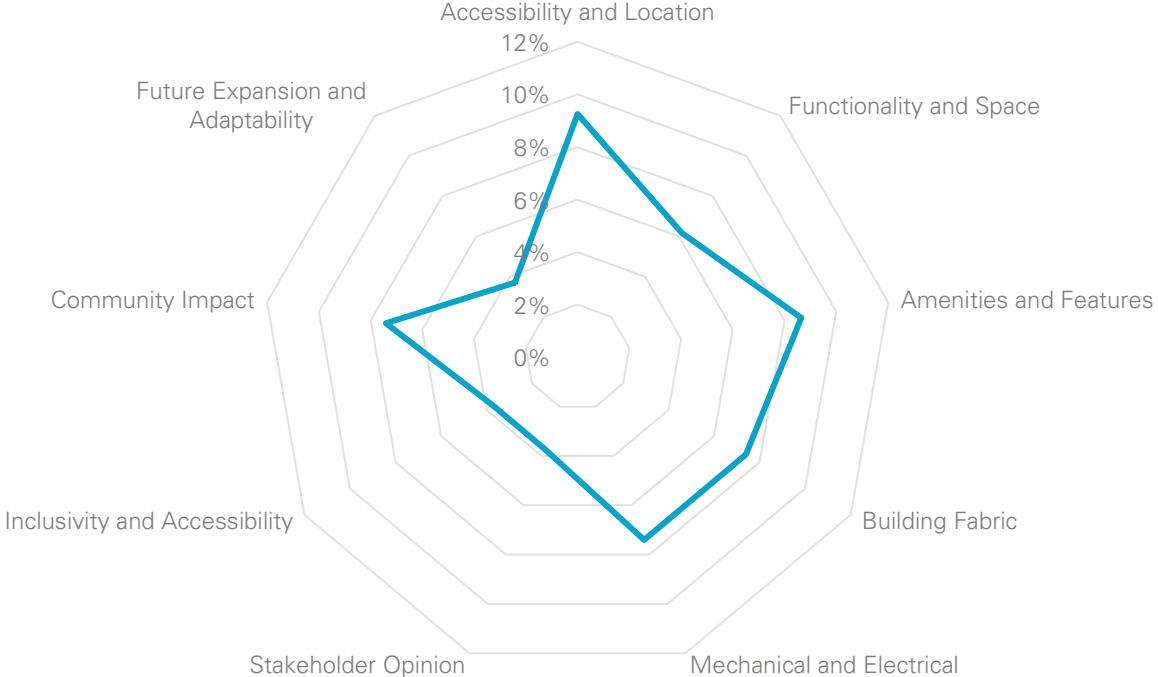
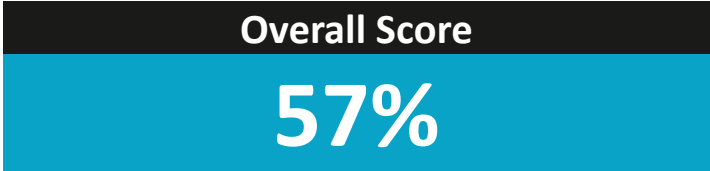
Opportunities

- Housing development
- Redesign

Challenges

- High running costs
- Lack of parking
- Would cost a lot to make it meet sustainability standards

Refer to Meeching Hall Workshop Findings in Appendix for more detail.



Scoring matrix based on visual and technical condition survey, and survey respondents. Refer to the appendix for more detail

Town Council Office

Converted house with offices over three floors. Brick construction with tiled roof. Lift access. Comprises council offices and meeting spaces.

Findings

Utilised solely for council members and any associated meetings, although the layout appears odd and cramped. An internal reconfiguration could be considered or utilising another building instead.

From the visual inspection, the building appears to be overall in fair condition for both the building fabric and mechanical and electrical services.

Refer to Town Council Office Report within Appendix for more detail.

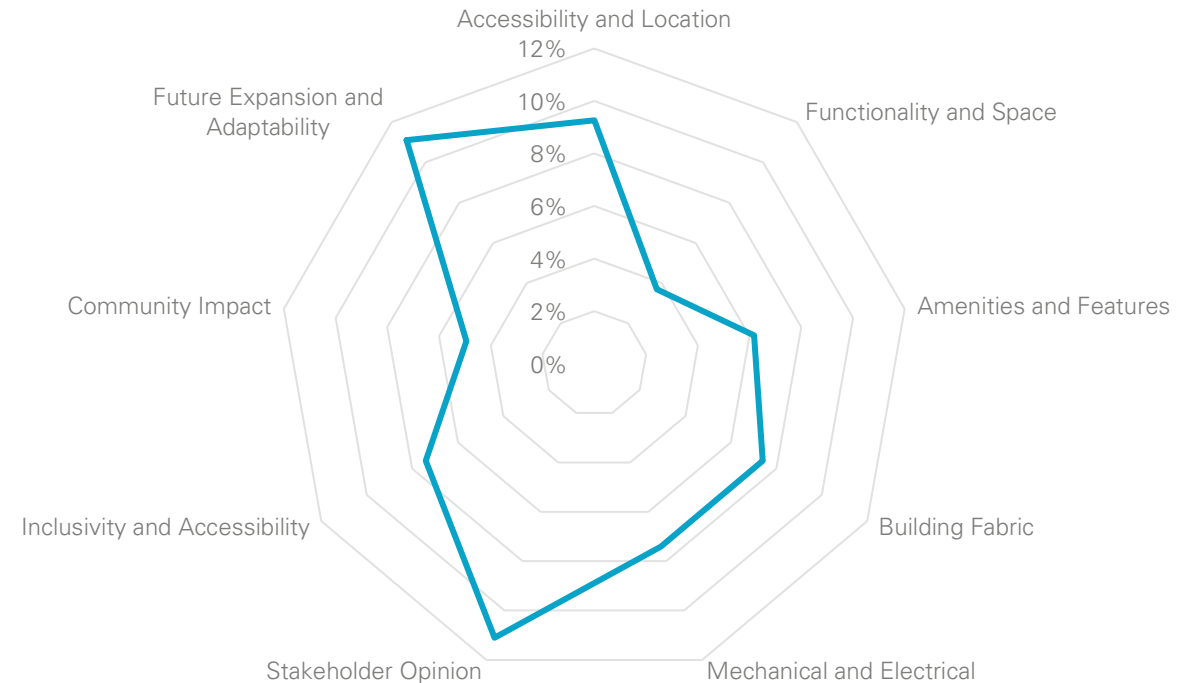
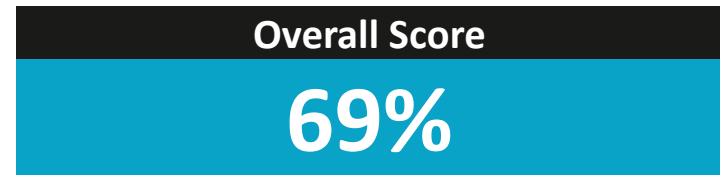
Opportunities

- Rent as offices
- Rent as social housing
- Minor upgrades
- Utilise UTC building (alternative option)

Challenges

- Damp basement

Refer to Town Council Workshop Findings in Appendix for more detail.



Scoring matrix based on visual and technical condition survey, and survey respondents. Refer to the appendix for more detail

Cemetery Chapel (left-hand side storage area only)

A 19th Century flint and brick single storey building with vaulted ceiling, composed of two separate buildings connected by an open archway. Pitched and tiled roof. One building is currently used as a contractor's storage area and the other building is used for funeral services.

Findings

The left-hand side of the building is currently used as a workshop by the Council's contractors and not generating any income. As the building is used as a workshop, the floor covering is in poor condition and the walls show evidence of impact damage. The council could consider refurbishing the workshop and turning this into a rentable space. Meanwhile, a shed with electrical power could be provided as a workshop for the contractors elsewhere in the cemetery.

From the visual inspection, the building appears to be overall in good condition for the building fabric and fair for mechanical and electrical services.

Refer to Cemetery Chapel Report within Appendix for more detail.

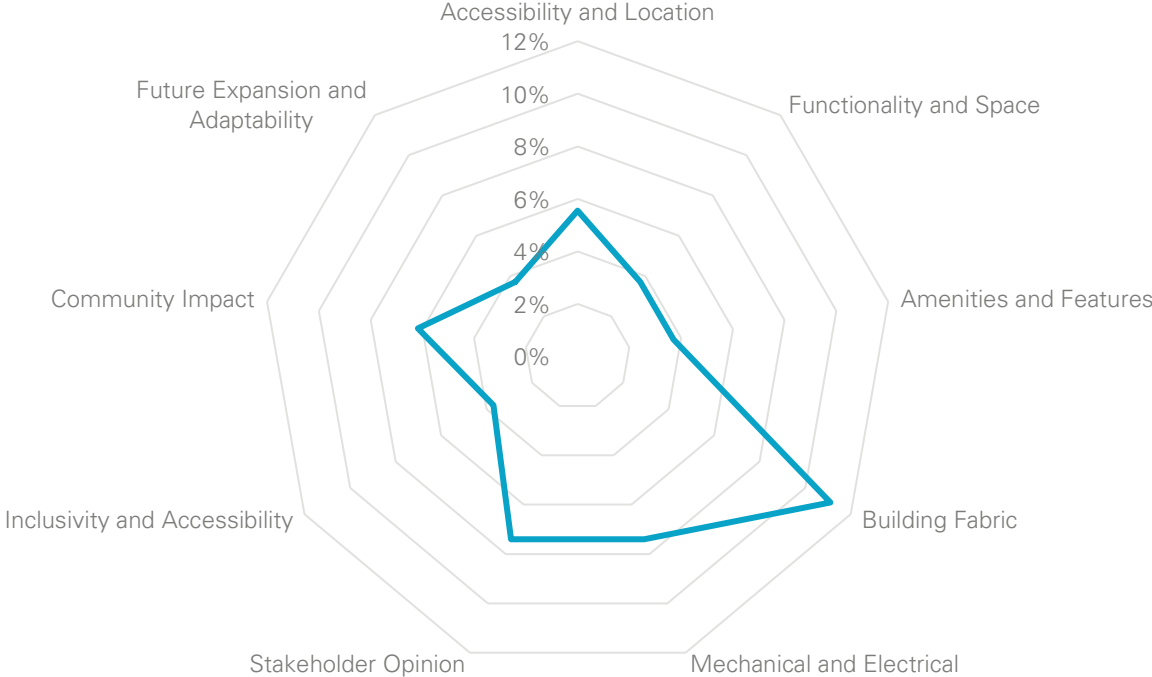
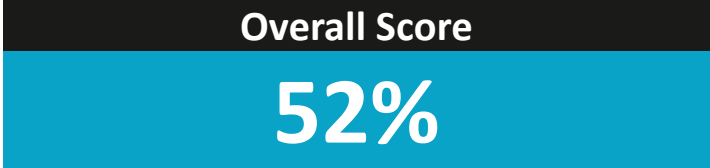
Opportunities

- Funeral services on one side with a florist or/and café on the other as well as space for overflow during funeral services

Challenges

- Poor toilet facilities

Refer to Cemetery Chapel Workshop Findings in Appendix for more detail.



Scoring matrix based on visual and technical condition survey, and survey respondents. Refer to the appendix for more detail

Mortuary

A 19th Century flint and brick single storey building with vaulted tiled roof. Previously used a mortuary. Currently used by the town councils tree warden volunteers for plant storage and propagation.

Findings

Currently, the building is used as a gardening storage area for potting plants around the cemetery. Which means the building is not generating any income for the Council. The external WC building serves both the Chapel and Mortuary but doesn't appear well maintained or fit for purpose. Consideration should be given for a complete refurbishment of the building to provide a rentable space such as offices. In doing so, the building should be modified internally with a new layout to meet the change of use.

From the visual inspection, the building appears to be overall in fair condition for both the building fabric and mechanical and electrical services.

Refer to Mortuary Report within Appendix for more detail.

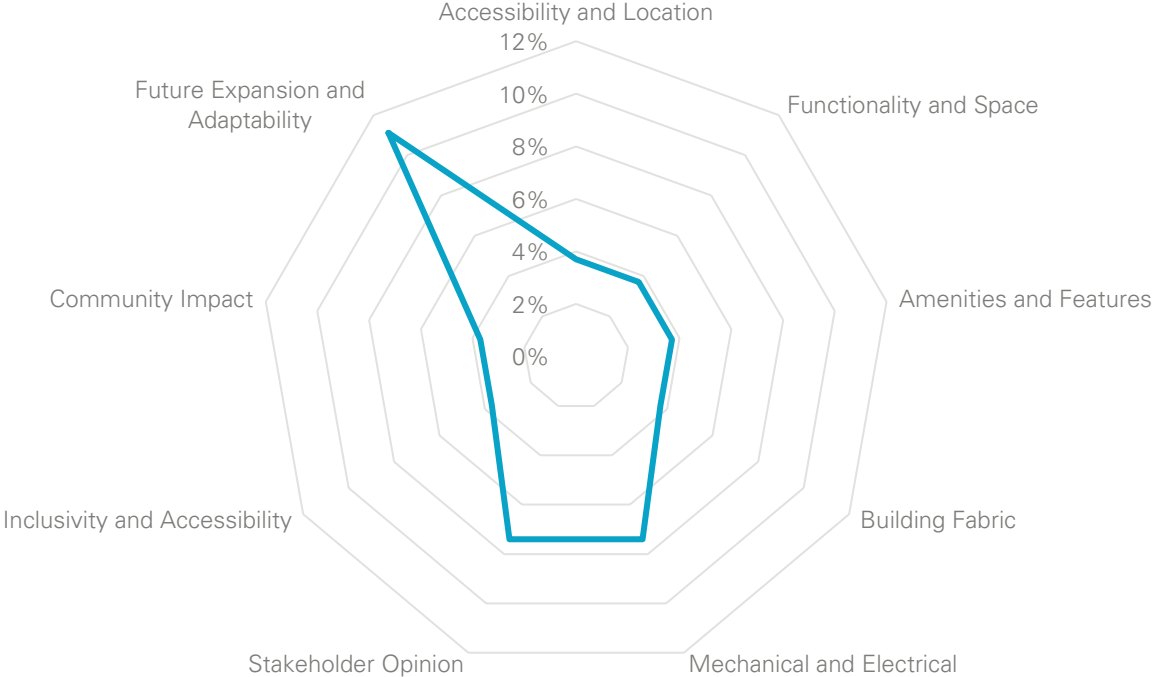
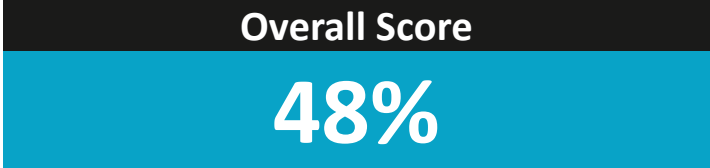
Opportunities

Sell mortuary for housing

Challenges

Lack of heating

Refer to Mortuary Workshop Findings in Appendix for more detail.



Scoring matrix based on visual and technical condition survey, and survey respondents. Refer to the appendix for more detail



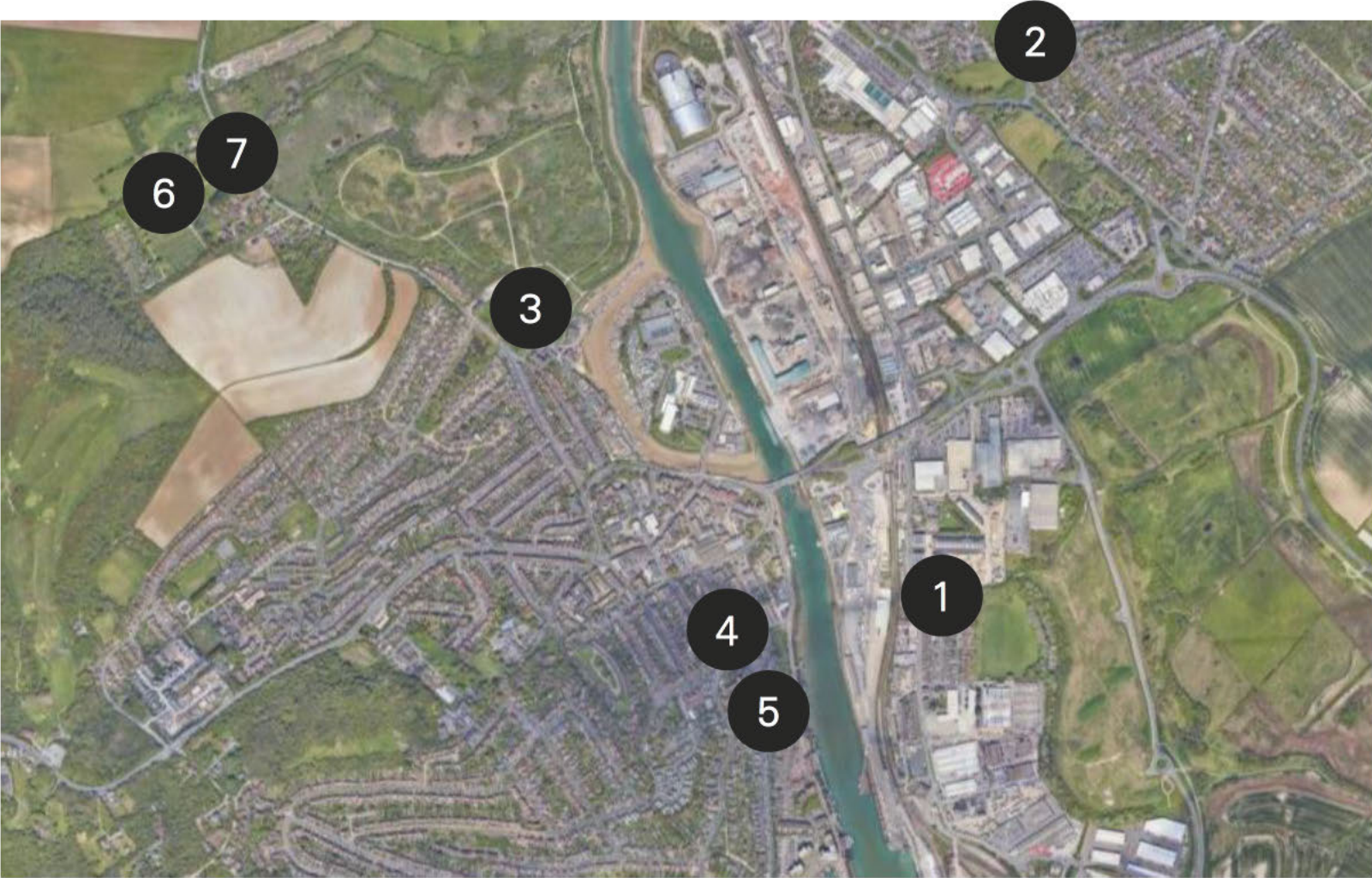
“[The future vision for Newhaven is] **people are proud to live here, both newcomers & old inhabitants**”

Quote from AECOM Workshop October 2023



03 Future Scenarios

Locations



- 1 East Side Social Centre
- 2 Denton & Mount Pleasant Social
- 3 Lewes Road Hut
- 4 Meeching Hall
- 5 Town Council Office
- 6 Cemetery Chapel
- 7 Mortuary

Definition of Scope

A Minimal Change	B Medium Refurbishment*	C Full Refurbishment*	D Sale or Lease	E Proposed New Site
Minimal Change refers to a scenario where an existing property undergoes the least amount of renovation or alteration. This option is typically chosen when the structure is in good condition and only requires basic maintenance or minor repairs to ensure its functionality and safety.	Medium Refurbishment involves a more substantial renovation of an existing property. It should include upgrades to improve functionality, energy efficiency, aesthetics, and overall performance, as well as alterations to make the property more inclusive, such as accessible WC's.	Full Refurbishment is an extensive renovation option that typically involves a complete overhaul of an existing property. This option is chosen when the structure is outdated, in poor condition, or needs a complete transformation to meet modern standards and or to maximise the existing offering through extension.	Sale or Lease refers to the decision to either sell a property or lease it to another party. This option involves considering whether to divest the property entirely or generate income by renting it out. The choice depends on various factors, including the property's market value, and current market conditions. Some remedial works are likely to be required.	Proposed New Site entails the development of a brand-new facility in a location different from the current one. This option is chosen when the existing site is unsuitable, and a fresh start is needed.

Minimum Cost Maximum Cost

*Refurbishment costs will vary depending on the level of intervention required

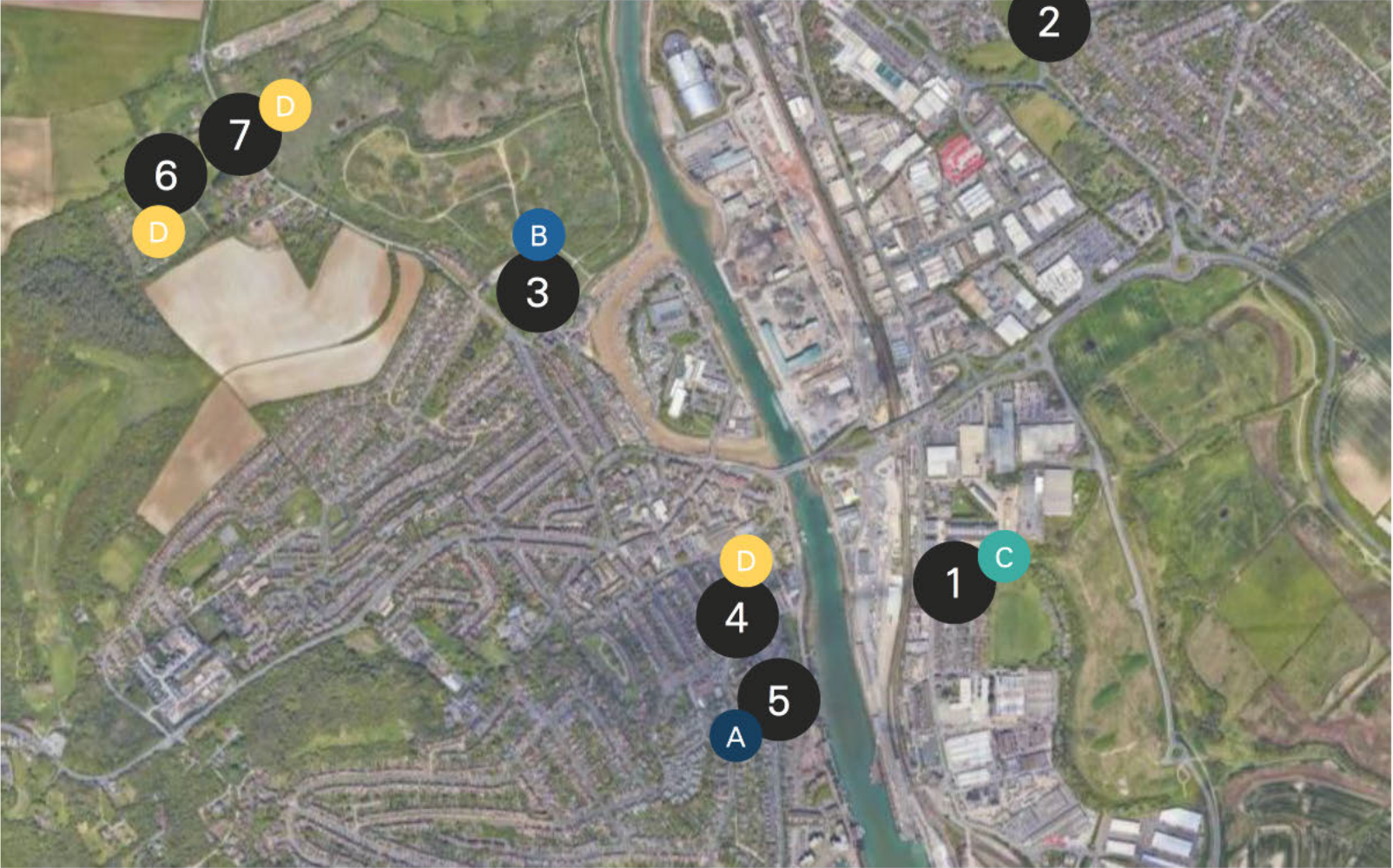
Explored Scenarios



- 1 East Side Social Centre
- 2 Denton & Mount Pleasant Social
- 3 Lewes Road Hut
- 4 Meeching Hall
- 5 Town Council Office
- 6 Cemetery Chapel
- 7 Mortuary
- A Minimal Change
- B Medium refurbishment
- C Full Refurbishment
- D Sale / Lease
- E Proposed New Site

Recommended Scenario

- Removing sites that score low in terms of community impact
- Prioritising sites with a central location
- Allows for investment to focus on facilities that score high



- 1 East Side Social Centre
- 2 Denton & Mount Pleasant Social
- 3 Lewes Road Hut
- 4 Meeching Hall
- 5 Town Council Office
- 6 Cemetery Chapel
- 7 Mortuary
- A Minimal Change
- B Medium refurbishment
- C Full Refurbishment
- D Sale / Lease
- E Proposed New Site

Definition of Scope

1. East Side Social Centre		Why
Recommended Scenario	C Full Refurbishment	<p>Highly important asset viewed by the community as an essential resource.</p> <p>Current condition is low overall and therefore requires substantial investment.</p>
Highlights	<p>Maximise use of land with 2 storey building.</p> <p>Prioritise off-street parking.</p> <p>Consider external green space.</p>	
Advantages	<p>Maximises existing use of land.</p> <p>Provide long term commitment to the community / children's charity.</p> <p>Enables a multipurpose facility.</p>	
Considerations	<p>Alternative short-term accommodation will be required during build.</p> <p>Planning application required.</p> <p>Costly and time consuming.</p>	
Cost	High	
2. Denton & Mount Pleasant Social		Why
Recommended Scenario	B Medium Refurbishment	<p>Well utilised and fit for purpose asset.</p> <p>Good location and size, requires minimum upgrade to meet current DDA standards.</p> <p>Current condition is good, and the site is well maintained, however the external appearance should be improved.</p>
Highlights	<p>Provide accessible WC / Other Accessible Facilities.</p> <p>Modernise existing WC's and Kitchen.</p> <p>Look to enhance external visual appearance and improve lighting.</p>	
Advantages	<p>Provide an inclusive space for all.</p> <p>Provides longevity.</p> <p>Higher community utilisation.</p>	
Considerations	<p>Works could be disruptive to user's short term.</p> <p>Existing parking facilities may not meet future demand with increased utilisation.</p>	
Cost	Medium	

Definition of Scope

3. Lewes Road Hut

Recommended Scenario	B Medium Refurbishment
Highlights	Provide accessible WC / Other Accessible Facilities. Modernise existing WC's and Kitchen. Look to enhance external visual appearance and improve lighting.
Advantages	Provide an inclusive space for all. Provides longevity. Higher community utilisation.
Considerations	Could require more substantive work than other 'medium refurbishments.
Cost	High

Why

Has sentimental value to the community.

Good location and access to surrounding areas of 'green' space, requires minimum upgrade to meet current DDA standards.

External condition is poor and would require a significant investment.

4. Meeching Hall

Recommended Scenario	D Sale / Lease
Highlights	Generate revenue.
Advantages	Ability to invest in other assets.
Considerations	Loss of community 'stage / hall'. Remedial works may be required prior to sale / lease. Would need to provide an alternative venue for current users.
Cost	Low

Why

Would require substantial investment to bring up to a standard to allow for improved utilisation / access.

Definition of Scope

5. Town Council Office	
Recommended Scenario	A Minimal Change
Highlights	Minor improvement works.
Advantages	Minimal cost investment.
Considerations	Will not impact function / utilisation of space.
Cost	Low

Why
Current condition is good, however the building limit's multi-use / function, therefore further investment will not have a beneficial impact to the wider community.

6. Cemetery Chapel (storage area only)	
Recommended Scenario	D Sale / Lease
Highlights	Generate revenue.
Advantages	Ability to invest in other assets.
Considerations	Loss of cultural site / building. Remedial works may be required prior to sale / lease.
Cost	Low

Why
Would require substantial investment to bring up to a standard to allow for improved utilisation / access. Its location is not easily accessible to the community by foot.

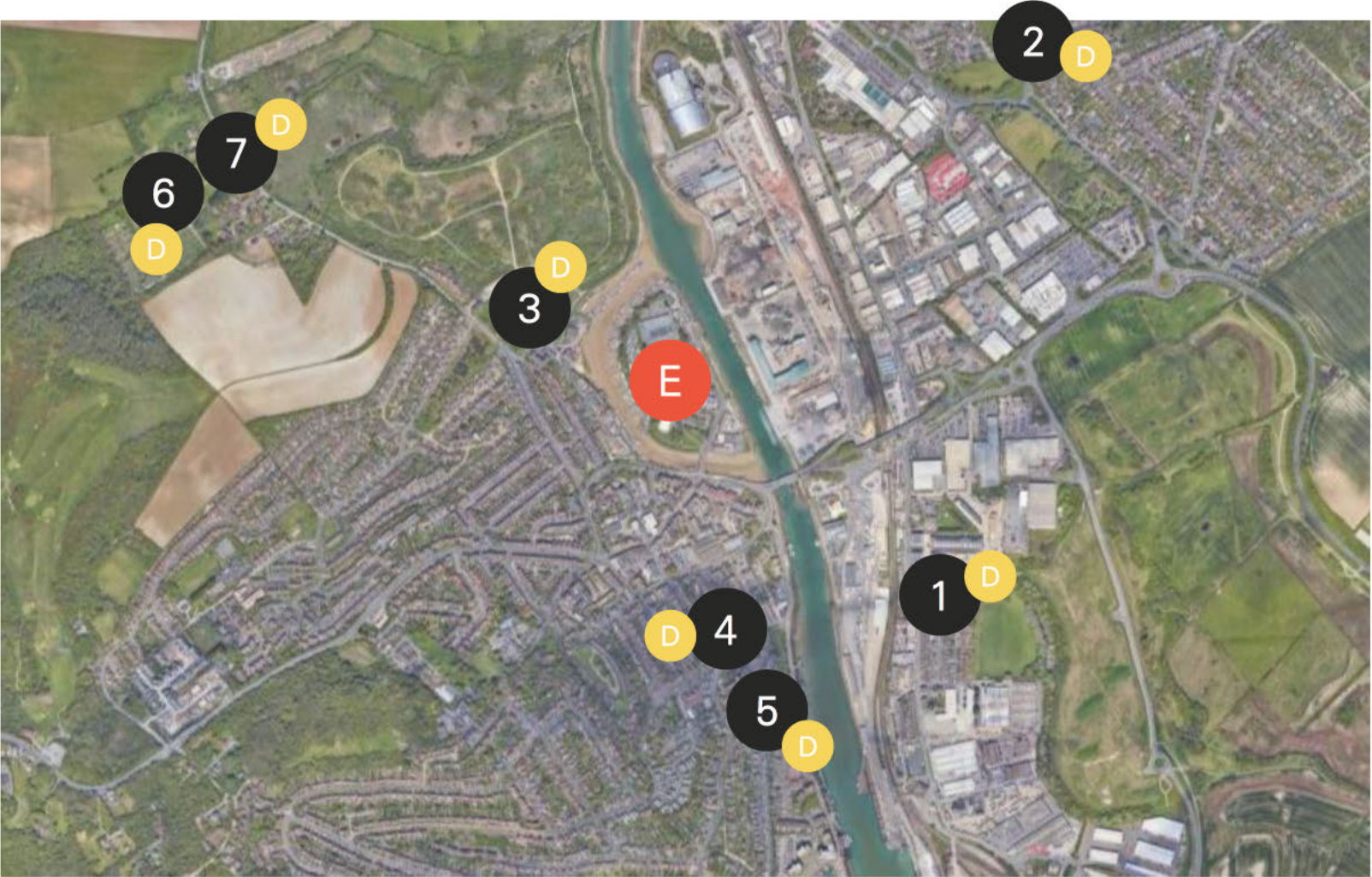
Definition of Scope

7. Mortuary	
Recommended Scenario	D Sale / Lease
Highlights	Generate revenue.
Advantages	Ability to invest in other assets.
Considerations	Loss of cultural site / building. Remedial works may be required prior to sale / lease.
Cost	Low

Why

Would require substantial investment to bring up to a standard to allow for improved utilisation / access. Its location is not easily accessible to the community by foot.

Radical Scenario



- 1 East Side Social Centre
- 2 Denton & Mount Pleasant Social
- 3 Lewes Road Hut
- 4 Meeching Hall
- 5 Town Council Office
- 6 Cemetery Chapel
- 7 Mortuary
- A Minimal Change
- B Medium refurbishment
- C Full Refurbishment
- D Sale / Lease
- E Proposed New Site

Location of new site indicative only.

Definition of Scope

Community Hub	
Recommended Scenario	E Proposed New Site
Highlights	Create a centralised Community Hub, consolidating existing facilities, as well as new facilities in to one building / site.
Advantages	Drive 'traffic' to one consolidated community hub. One larger asset to manage and maintain. More likely to meet current regulations with regards to accessibility, inclusion and sustainability than renovation of existing properties.
Considerations	Location may not be suitable for all. Initial outlay is likely to be very high. Time frame.
Cost	Very High

Why

Whilst renovation / refurbishment of existing sites will vastly improve the town council assets, a new build community hub may provide better long-term opportunities and be more cost effective over the long term, generate more revenue streams and be less costly to manage and maintain.

General Considerations

Across all scenarios consideration should be given to the following topics in addition to the other requirements made.

Sustainability

In all scenarios, it is imperative to prioritise sustainability and environmentally friendly strategies should be considered;

Energy Efficiency

Implement energy-efficient technologies and practices to reduce the carbon footprint. This could involve using LED lighting, energy-efficient HVAC systems, and renewable energy sources such as solar panels or wind turbines.

Waste Reduction

Develop waste reduction and recycling programs on the site. Promote the use of eco-friendly materials and products to minimize waste generation. Consider water refill stations.

Land Use

Plan and design the site with a focus on preserving natural landscapes, green spaces, and local ecosystems.

Water Conservation

Employ water-saving measures such as low-flow fixtures, rainwater harvesting, and efficient irrigation systems.

Biodiversity

Incorporate landscaping and design that supports local biodiversity, including

native plant species and wildlife habitats.

Transportation

Encourage sustainable transportation options, such as providing bike racks, and locating the site in proximity to public transportation.

Accessibility & Inclusion

To ensure accessibility and inclusion, the following considerations should be made:

Accessible Facilities

Provide accessible toilets, ramps, and elevators to ensure all visitors, including those with disabilities, can navigate the site comfortably.

Universal Design

Implement universal design principles that create an environment accommodating to people of all ages and abilities.

Signage and Wayfinding

Use clear and accessible signage to assist people in finding their way, especially for those with visual impairments.

Inclusive Programming

Develop inclusive activities and programs that cater to diverse demographics and abilities.

General Considerations

Security

To ensure safety and security, consider the following measures:

Lighting

Adequate lighting should be in place to enhance visibility and deter criminal activity during night-time hours.

Alarms and Surveillance

Install alarm systems and surveillance cameras to provide a secure environment and a quick response to emergencies.

Security Personnel

Depending on the site's size and purpose, consider employing security personnel to monitor and address safety concerns.

Emergency Procedures

Establish clear emergency response protocols and ensure that all users and visitors are aware of these procedures.

Community

To engage the local community effectively:

Consultation

Involve the local community in the decision-making process. This can be achieved through public meetings, surveys, and open dialogues to gather input and address concerns.

Transparency

Maintain open and transparent communication channels to keep the community informed about the project's progress and any potential impacts on the area.

Collaboration

Explore opportunities for partnerships with local organizations and businesses to foster community support and participation.

Transport

For efficient transportation access:

Car Parking

Provide ample and well-organized parking facilities with dedicated spaces for people with disabilities. Consider offering electric vehicle charging stations to promote sustainability.

Public Transportation


Opt for a site location that offers proximity to public transportation hubs, making it convenient for visitors who choose not to drive.

Cycling Infrastructure

Include bicycle racks, bike-sharing stations, and bike lanes to encourage eco-friendly transportation choices, as well as repair / wash stations.

Pedestrian Walkways

Create safe and accessible pedestrian pathways to accommodate those who prefer to walk to the site.



“[The future vision for Newhaven is] **to see more solar panels, looking for ways to enhance green energy initiatives**”

Quote from AECOM Workshop October 2023

05 Appendix

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A Scoring Matrix

Scoring Matrix

		East Side Social Centre					Denton & Mount Pleasant Social Centre					Lewes Road Hut					Meeching Hall					Town Council Office					Cemetery Chapel					Mortuary					
		69%					81%					63%					57%					69%					52%					48%					
Criteria	Weight	Grading			Rating	Total	Grading			Rating	Total	Grading			Rating	Total	Grading			Rating	Total	Grading			Rating	Total	Grading			Rating	Total						
		1	2	3			1	2	3			1	2	3			1	2	3			1	2	3			1	2	3								
Accessibility and Location	11%	Poor	Fair	Good	3	6%	Poor	Fair	Good	5	9%	Poor	Fair	Good	4	7%	Poor	Fair	Good	5	9%	Poor	Fair	Good	5	9%	Poor	Fair	Good	3	6%	Poor	Fair	Good	2	4%	
Proximity to the community.			2					2					2					2					2				1					1					
Adequate parking facilities.		1							3			1							3				2				1					1					
Functionality and Space	11%				8	10%				8	10%				6	7%				5	6%				3	4%				3	4%				3	4%	
Utilisation of space.				3					3				2				1			3			1				1					1					
Multiple / adaptable space for mix of uses.				3					3					3						3			1				1					1					
Adequate storage facilities for multi-use.		2							2			1					1			3			1				1					1					
Amenities and Features	11%				3	4%				7	9%				7	9%				7	9%				5	6%				3	4%				3	4%	
WC's		1							2					2					2					2			1						1				
Kitchen or catering facilities for events.		1							2					2					2					2			1						1				
Spaces for community events.		1							3					3					3					1			1						1				
Building Fabric	11%				2	7%				2	7%				2	7%				2	7%				2	7%				3	11%				1	4%	
From Technical Report.			2						2					2					2					2						3				1			
Mechanical and Electrical	11%				2	7%				2	7%				2	7%				2	7%				2	7%				2	7%				2	7%	
From Technical Report.			2						2					2					2					2						2					2		
Stakeholder Opinion	11%				2	7%				3	11%				1	4%				1	4%				3	11%				2	7%				2	7%	
Stakeholder Survey Results			2						3					1					1					3						2					2		
Inclusivity and Accessibility	11%				4	5%				4	5%				4	5%				3	4%				6	7%				3	4%				3	4%	
Dedicated disabled parking		1							1					1					1					1										1			
Easily accessible for people with disabilities (ie. Step free access).			2						2					2					2					2										1			
Disabled facilities such as Accessible WC's, lifts, etc.		1							1					1					1					3										1			
Community Impact	11%				9	11%				9	11%				4	5%				6	7%				4	5%				5	6%				3	4%	
An integral part of the community.				3					3					1					2					2						3					1		
Contribution to the overall quality of life in the community.				3					3					2					2					1						1					1		
Economic, social, and cultural impact.				3					3					1					2					1						1					1		
Future Expansion and Adaptability	11%				6	11%				6	11%				6	11%				2	4%				6	11%				2	4%				6	11%	
Potential for future expansion or adaptation.				3					3					3					3					3											3		
Flexibility of the building's design for changing needs.				3					3					3					3					3											3		
	Max	100%	6	12	21	39	69%	2	14	30	46	81%	7	14	15	36	63%	8	16	9	33	57%	7	14	15	36	69%	14	6	6	26	52%	15	4	6	25	48%



B

Health & Safety Hazard Report

Health & Safety Hazards

- Below is a list of health and safety hazards that AECOM noted whilst on site in Newhaven.
- **Town Council Offices**
 - Loose and broken roof tiles should be removed or refitted if possible.
- **Meeching Hall**
 - Asbestos - ACM register should be regularly reviewed and R+D should be undertaken prior to any refurbishments.





C

Building Condition Survey

Condition Survey (High Level)

East Side Social Centre Report

13/10/2023

- Building Report
- Photographic Schedule
- Survey Data Capture

East Side Social Centre: Building Report

1. Description of Building Construction

- 1.1 East side social centre is a single-storey building with load-bearing masonry walls, and a rendered finish to the external envelope.
- 1.2 The roof structure is of pitched roof construction. Timber rafters could be seen internally but only partially seen during this inspection. The roof covering is a trapezoidal metal sheet.
- 1.3 Rainwater drainage discharges via uPVC half-cut circular rainwater guttering and uPVC circular downpipes.
- 1.4 The windows are uPVC double-glazed casements and external doors include a mixture of timber, glazed uPVC, and solid panel uPVC doors.
- 1.5 The ground floor is of solid concrete construction with a mixture of exposed screed, vinyl, and carpet floor finishes.
- 1.6 Internally, the walls were a mixture of timber partitions with plastered plasterboard and a painted finish, and exposed blockwork with a painted finish.
- 1.7 Ceiling linings were a mixture of a painted plaster finish, exposed ceiling, or suspended tiles in a grid frame support system.
- 1.8 Internal doors are hollow core timber doors, a fire safety compliance inspection was not undertaken during this inspection.
- 1.9 Hard standings around the building are concrete paving and there is a small area of soft landscaping.
- 1.10 There is timber fencing surrounding the perimeter of the building.

2. Description of Mechanical & Electrical Services

- 2.1 There are two electrical distribution boards within the building, feeding the heating system and general power including lighting. There are circuit breakers and mains isolators providing electrical safety to appliances.
- 2.2 All appliances and wiring appear to be earthed.
- 2.3 Lighting throughout the building is by means of suspended fluorescent luminaires and exposed fixed light bulbs throughout the building.
- 2.4 Emergency lighting is supplied by maintained standard fittings with lit running man lighting or emergency LED lighting above running man signage. The external lighting is via bulkhead lighting around the building, fed by surface-mounted conduits.
- 2.5 No fire alarms were visible during the inspection, and it is advised these are installed as soon as possible. Domestic-style smoke detectors were noted along with forms of firefighting equipment such as fire extinguishers.
- 2.6 Heating is provided to the building through electrical storage heaters which appeared dated but in reasonable condition.
- 2.7 Cold water is from mains supply and hot water is provided by a point of use electric water heater serving wash hand basins and the kitchen sink. It is assumed there is no gas within the building.

East Side Social Centre: Building Report

3. Summary of the Building Fabric Condition

The building structure is load-bearing masonry and appears in good condition. The external envelope is formed of rendered blockwork and is in good condition with some minor staining and hairline cracking. The roof is a pitched timber construction with a trapezoidal metal sheet covering that displayed signs of minor corrosion. Overall, both appeared to be in good condition, although this was only inspected from ground level. The fascia and the soffits are uPVC timber clad; the timber appears worn and in need of refurbishment. The verge flashings are powder-coated metal and are missing fixings resulting in wind damage.

The floor construction is solid concrete with some areas of vinyl and carpet coverings, all coverings are worn and approaching end of life and require replacement. The internal doors are hollow-core timber and are in good condition. Externally, the uPVC fire exit doors appear in reasonable condition but were not tested during the inspection. The uPVC casement windows are in good condition. The internal partitions are a mix of painted blockwork and painted plasterboard, both in fair condition. Generally, the sanitaryware is aged and two urinals are out of order and require either repair or replacement. The hardwood floor in the main hall is presenting as warped and has minor impact damage, it advised a further investigation to be undertaken to determine the cause and specify an appropriate remedy. The timber-raised floor forming the stage is heavily marked but in fair condition overall. The timber stairs to the stage are in poor condition with the bottom step needing replacement.

Following a level one visual survey of the building, the following defects and maintenance items were identified:

- 3.1 Loose and stained carpet in the building entrance. Recommended replacement within 2 years.
- 3.2 Warping to the timber floor and minor impact damage. Further investigation is required.

3.3 The vinyl floor coverings in bathrooms are stained and delaminated by the sink areas.

3.4 The bottom step on the internal staircase to the stage is broken and currently supported by a piece of timber. It is recommended that the bottom step be replaced.

3.5 Minor hairline cracking was noted on the external rendered walls.

3.6 Two urinals in the male WC have been labelled as "do not flush". Unknown reason, further investigation required.

3.7 The powder-coated metal verge flashings are lifting upwards due to wind damage and insufficient fixings. It is recommended the flashings are secured with additional fixings. The timber board of the fascia is worn and degrading and requires overhaul and redecoration.

3.8 It was advised the carpet has been removed from storage room two due to rainwater ingress earlier this year, leaving the screed layer exposed.

3.9 On the roof, corrosion was evident in the valleys to the trapezoidal roof covering. Further investigation is required.

3.10 Rainwater gutters have moss build-up, preventing rainwater from being discharged. It is recommended this is cleared to remove the moss build-up and routine maintenance is undertaken.

3.11 Externally, cracking was visible to the concrete paving slabs and filled with dirt and moss.

3.12 There were historic reports of rainwater ingress to the storage rooms. Although air vents were installed to remedy the issue it is recommended a further investigation is required.

East Side Social Centre: Building Report

4. Mechanical and Electrical Recommendations

4.1 During the inspection, two electrical distribution boards were noted internally within a store cupboard. The installation appears consistent with a domestic building rather than a commercial building. It is advised that the store cupboard be locked in future to prevent unauthorised access. Overall, the panels appear in reasonable condition, although they have not been tested during this inspection and no further documentation has been provided. The overall installation appeared untidy and lacking organisation without clear labelling. Meanwhile, consideration should be given to upgrading the plastic panels with metal to meet regulations. Plug sockets appear to be installed retrospectively and it is advised these are not used with them being in such proximity to the distribution board.

4.2 No fire alarms were noted in the building, it is recommended that a full fire risk assessment is undertaken.

4.3 The electrical storage heaters appeared dated and could be upgraded.

4.4 Consideration should be given to upgrading the electrical services to more energy-efficient renewal sources.

5. Health & Safety Concerns

No immediate health and safety concerns.

6. Utilisation

The building is being used as an after-school nursery facility for children and is viewed by the community as an essential resource. There is currently limited space within the facility, and they would be able to accommodate more children if the building was expanded or relocated to a bigger building.

7. Ancillaries

There is a council-owned changing room building on a nearby playing field. The building is a single-story container-like building with a temporary structure. The cladding has severe damage and there is abundant mould growth on the ceiling of the changing rooms. The building is in poor condition, and it is recommended to discontinue its use. Significant refurbishment is required to raise the building condition to a fair or good level.

8. Building overall Assessment Condition

From the visual inspection, the building appears to be overall in fair condition for both the building fabric and mechanical and electrical services.

INSPECTORS OVERALL CONDITION ASSESSMENT				
BUILDING FABRIC				
1	2	3	4	5
BAD	POOR	FAIR	GOOD	EXCELLENT
		^		
MECHANICAL AND ELECTRICAL				
BAD	POOR	FAIR	GOOD	EXCELLENT
		^		

East Side Social Centre: Photographic Schedule

EXTERNAL

North Elevations (NE)



North Elevation 1 - General View



North Elevation 2 - Cracking to concrete step

END OF NORTH ELEVATION PHOTOS

East Elevations (EE)



East Elevation 1 - General View



East Elevation 2 - Entrance

END OF EAST ELEVATION PHOTOS

East Elevations (EE)



East Elevation 1 - General View



East Elevation 2 - Entrance

END OF EAST ELEVATION PHOTOS

South Elevations (SE)



South Elevation 1 - General View



South Elevation 2 - Air Vents

END OF SOUTH ELEVATION PHOTOS

West Elevations (WE)



West Elevation 1 - General View



West Elevation 2 - General View



West Elevation 3 - Timber door

NO PHOTO

END OF WEST ELEVATION PHOTOS

East Side Social Centre: Photographic Schedule

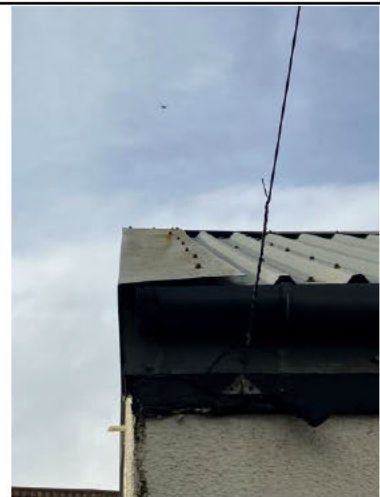
Fascias/Sofitts (FS)



Fascias/Sofitts 1- North plastic fascia



Fascias/Sofitts 2- Absent fixings to the fascias



Fascias/Sofitts 3- Uplift to the fascia due to wind

END OF FASCIAS/SOFITTS PHOTOS

INTERNAL

ENTRANCE/STORAGE (ES)



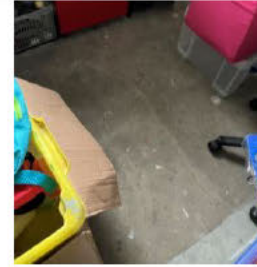
Entrance/Storage 1- Entrance area



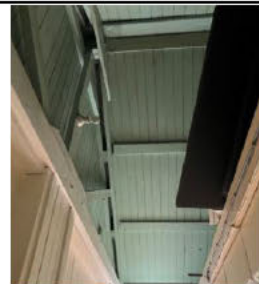
Entrance/Storage 2- Storage room general view



Entrance/Storage 3- Carpet floor



Entrance/Storage 4 - Screed floor

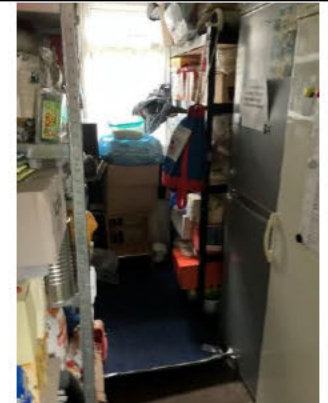


Entrance/Storage 5 - Roof Structure

Kitchen (K)



Kitchen 1- General View



Kitchen 2- General View



Kitchen 3- Tiled wall

NO PHOTO

END OF KITCHEN PHOTOS

East Side Social Centre: Photographic Schedule

Female WC (FWC)



Female WC 1- Timber Door



Female WC 2- Sanitaryware



Female WC 3- Sanitaryware

NO PHOTO

Male WC (MWC)



Male WC 1- Timber Door



Male WC 2 - Out of Order Urinals

END OF MALE WC PHOTOS

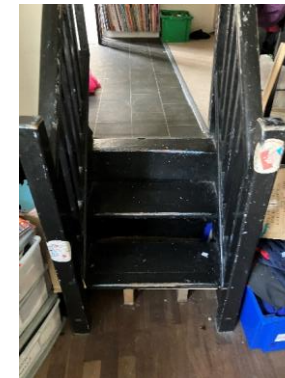
Main Hall (MH)



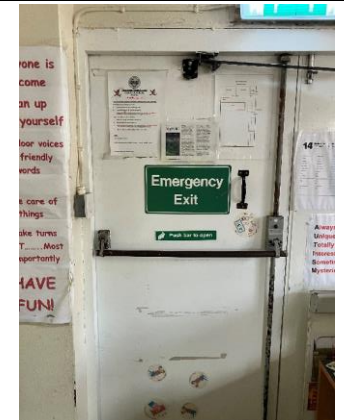
Main Hall 1- General View



Main Hall 2- Warped Floor



Main Hall 3- Poor repair to Lower Stair



Main Hall 4- Fire Door

East Side Social Centre: Survey Data Capture

Element	Sub-Element	Construction Finish	Survey Data				Photo Ref.	Estimated Cost (£)
			Condition Grading	Condition Descriptor	Works Required (Years)	Comment		
Roofs	Structure	Pitched roof structure - Generally	3	Fair	10+	Limited access, inspected visually from ground.No recommendations.	Entrance/Storage5	-
Roofs	Pitched_Roof_Coverings	Profiled metal sheet; self finished	3	Fair	2-5	Limited access, inspected visually from ground. Further investigation required due to moisture ingress.	East Elevation 1	£5,000.00
Roofs	Pitched_Roof_Drainage	Plastic	3	Fair	2-5	Limited access, inspected visually from ground. Vegetation noted in areas, generally cleaning required.		£1,500.00
External Areas	External Drainage	Aco Drainage - Generally	3	Fair	2-5	Gullies need cleaning due to moss buildup.		£1,500.00
Roofs	Fascias_Soffits	Timber	2	Poor	1-2	Timber soffit beneath metal covering appears aged. Consider additional fixings to the fascia.	Fascias/Soffits 1-3	£500.00
External_Walls_Windows_and_Doors	External_Envelope	Loadbearing Masonry	4	Good	10+	Minor hairline cracking noted in areas.		-
External_Walls_Windows_and_Doors	External_Envelope_Applied_Finishes	Render	3	Fair	2-5	Few stains noted. Carry out routine maintenance as required.	South Elevation 1	-
Floors_and_Stairs	Floor_Structure	Ground Bearing Solid Floor Structure	3	Fair	2-5	The flooring was noted to be warping in areas. Further Investigation Required.		£1,500.00
Floors_and_Stairs	Floor_Construction_Finish	Concrete (and screed) Construction	3	Fair	2-5	Carry out routine maintenance as required.		-
Floors_and_Stairs	Floor_Applied_Finish	Carpet	2	Poor	1-2	Carpet in entrance, becoming loose and stained. Consider replacement within 2 years.	Entrance/Storage 3	£500.00
Floors_and_Stairs	Floor_Applied_Finish	Exposed Construction Finish	3	Fair	2-5	Exposed screed in store room. Consider installing a floor covering finish.	Entrance/Storage 4	£500.00
Internal_Walls_and_Doors	Walls_Partitions_Construction_Finishes_and_Applied_Finishes	Exposed Walls & Partitions / No Finish / Self finished.	4	Good	10+	Blockwork. No recommendations.		-
Redecorations	Internal_Walls_Internal_Joinery_Windows_and_Doors	Painted	4	Good	6-9	Painted blockwork. Carry out routine maintenance as required.		-
Internal_Walls_and_Doors	Doors	Hollow Core Timber/Laminate	4	Good	6-9	Carry out routine maintenance as required.		-

East Side Social Centre: Survey Data Capture

Element	Sub-Element	Construction Finish	Survey Data				Photo Ref.	Estimated Cost (£)
			Condition Grading	Condition Descriptor	Works Required (Years)	Comment		
Ceilings	Ceiling_Construction	Plaster / render / plasterboard	4	Good	6-9	Carry out routine maintenance as required.		-
Ceilings	Ceiling_Construction	No Ceiling/ Exposed Structure	4	Good	10+	Exposed ceiling above three store rooms. No recommendations.	Entrance/Storage 5	-
Floors_and_Stairs	Floor_Applied_Finish	Vinyl / rubber / cork in tiles / sheet	3	Fair	2-5	Vinyl floor in kitchen. Carry out routine maintenance as required.	Kitchen 1-2	-
Sanitaryware	Sanitaryware_	Generally	3	Fair	2-5	Carry out routine maintenance as required.		-
Internal_Walls_and_Doors	Walls_Partitions_Construction_Finishes_and_Applied_Finishes	Walls and Partitions Applied Ceramic tiles	3	Fair	2-5	Top of tiled wall is unfinished. Consider installation of appropriate finishing detail	Kitchen 3	£1,000.00
Floors_and_Stairs	Floor_Applied_Finish	Hardwood strip / wood block / sprung flooring	2	Poor	1-2	Floor is warping, scratches and stains. Further investigation required.	Main Hall 2	£1,500.00
Internal_Walls_and_Doors	Walls_Partitions_Construction_Finishes_and_Applied_Finishes	Walls and Partitions Plastered Finish.	3	Fair	2-5	Carry out routine maintenance as required.		-
Ceilings	Ceiling_Construction	Suspended ceiling	4	Good	10+	No material issues noted.		-
External_Walls_Windows_and_Doors	External_Envelope	Component PVCu Windows & Doors	4	Good	10+	uPVC Fire Doors not fully inspected. A full fire compliance inspection is recommended.	Main Hall 4	-
External_Walls_Windows_and_Doors	External_Envelope	Component PVCu Windows & Doors	4	Good	10+	uPVC Windows. No recommendations.		-
Floors_and_Stairs	Floor_Applied_Finish	Vinyl / rubber / cork in tiles / sheet	2	Poor	1-2	Vinyl in bathrooms is stained and sticking up beneath sinks. Consider immediate replacement.	Female WC2-3	£2,500.00
Sanitaryware	Sanitaryware_	Generally	3	Fair	2-5	Aged. Carry out routine maintenance as required.	Female WC2-3	-
Internal_Walls_and_Doors	Walls_Partitions_Construction_Finishes_and_Applied_Finishes	Walls and Partitions Plastered Finish.	3	Fair	2-5	Consider redecoration.		£5,000.00
Floors_and_Stairs	Internal_Staircase_Construction	Timber Structure, Treads and Balustrading/Handrails	2	Poor	1-2	Steps to raised floor. First step is being supported by repair work. Consider immediate replacement.	Main Hall 3	£ 500.00
Floors_and_Stairs	Floor_Construction_Finish	Raised Access Floor Construction (Over Concrete Construction)	3	Fair	2-5	Carry out routine maintenance as required.		-
Floors_and_Stairs	Floor_Applied_Finish	Vinyl / rubber / cork in tiles / sheet	3	Fair	2-5	Carry out routine maintenance/ cleaning as required.		-
Floors_and_Stairs	Floor_Applied_Finish	Carpet	3	Fair	2-5	Carpet is bumpy and stained. Consider replacement within 3 years.	Entrance/Storage 1	£750.00

Condition Survey (High Level)

Denton & Mount Pleasant Social Report

13/10/2023

- Building Report
- Photographic Schedule
- Survey Data Capture

Denton & Mount Pleasant Social: Building Report

1. Description of Building Construction

1.1 Denton & Mount Pleasant Social Centre is a single storey building, with masonry cavity walls to the external envelope. There is steel rainwater pipe protection lining the corner edges of the south elevation.

1.2 The roof is pitched, supported via a steel frame. The covering is profiled metal sheet.

1.3 Rainwater discharges via plastic guttering and circular down pipes. This discharges into the underground drainage system.

1.4 Windows and doors to the building are UPVC and double glazed. The windows are topped with steel cages.

1.5 The ground floor is solid concrete with a vinyl finish.

1.6 Internal division walls were a mixture of timber partition with plasterboard skim and paint finish and block work with plaster and paint finish.

1.7 Ceiling linings were a mixture of exposed structure and rendered finish.

1.8 Internal doors are hardwood.

1.9 Hardstanding's around the building are a mixtures of block paving and tarmac.

1.10 There is fencing lining the west elevation with a fence blocking access to the northern face of the building.

1.11 There is an accessible ramp to the building.

2. Brief Description of Mechanical & Electrical Services

2.1 Electrical Installation

There are 2No. consumer units within a cupboard supply the; fire alarm panel, lighting & power sockets and a mechanical plant and mains isolators providing electrical safety to appliances.

By the age of the distribution boards, it is assumed the power distribution is via old, coloured cables running in surface mounted PVC trunking, conduits and in the ceiling voids. Small power is supplied to various areas via flush sockets.

All appliances and wiring are all earthed with secondary bonding to pipework.

Lighting throughout the building is by means of surface mounted fluorescent and suspended single bulb fittings, along with bulkheads in the toilet areas controlled locally by wall switches and PIR's.

Emergency lighting is supplied by maintained standard fittings supplement with lit running man lighting and a test switch in the distribution board cupboard.

The external lighting is via bulkhead lighting over the doors and key points around the building.

No central fire alarm panel was seen. The fire detection system consists of standalone smoke detectors in every room and Evacuator (break glass, sounder and flasher) at the entrance to the building. Along with a Fire Blanket and fire extinguishers located around the site.

2.2 Mechanical Installation

Space heating is provided electric radiators throughout the building.

There are extract vents installed in the ceiling void for every toilet areas.

Cold water is from mains supply and hot water is provided by an electric water heater serving wash hand basins and kitchen sink. All water pipes were insulated.

Denton & Mount Pleasant Social: Building Report

3. Summary of the Building Fabric Condition

The building structure and fabric overall is in a fair condition. For the floor, there is a ground bearing solid floor structure with a screed finish which appears firm when traversed under foot.

The floor is a vinyl sheet which is in fair condition. In the main hall, the metal roof truss is exposed and is in a fair condition when viewed from ground level. In the kitchen and storage areas there is a rendered ceiling which is also in fair condition. The internal walls and partitions have a plastered finish and are in a fair condition. The solid timber internal doors are in a fair condition. The ceramic wall tiles found in the kitchen and bathrooms are also in fair condition. The sanitaryware is functional yet dated and are judged to be in fair condition.

The external walls are loadbearing masonry which are in fair condition. Both the windows and the doors are UPVC and are in good condition. The roof's pitched structure is in a good condition, and the profiled metal sheet covering is in fair condition. The roof drainage is all PVC and is in fair condition. The fascia's and soffits and bargeboards are cast in metal and are also in fair condition. There are concrete steps outside the two doors at the front of the building which are in fair condition along with an accessible ramp.

The following defects and maintenance items were identified:

- 3.1 Graffiti covering the North elevation.
- 3.2 Numerous gaps/holes in the mortar across all elevations – potential wall tie failure on the eastern face of the building.
- 3.3 Efflorescence on the east and West elevations.
- 3.4 Rising damp on the west and North elevations.

3.5 Wall behind large plant equipment on East elevation may need repointing.

3.6 Erosion on the base of a concrete stair slab on the eastern face.

3.7 Dents and bending to the kitchen sink drainer.

3.8 Water runoff stain on the wall of the male WC.

3.9 Thick cracks lining the top of the walls in the rear storage spaces.

3.10 Chipping on the wall of the rear storage area which was prior used as a darts space.

4. Mechanical and Electrical Recommendations

The electrical services are in good condition with standard wear and tear, the only notes are:

4.1 The fire detection and alarms should be confirmed that it is in line with the current fire strategy for the building.

The mechanical services are in good condition overall, with the following defects noted:

4.2 Ventilation/ extract grilles are dirty, which indicate the filters may need to be replaced.

4.3 The electric heaters appear to be past their expected useful life and may need replacing

Denton & Mount Pleasant Social: Building Report

5. Health & Safety Concerns

No immediate concerns.

6. Utilisation

Currently the building is being well used by the local community, hosting dance classes and other events.

7. Building Overall Assessment Condition

From the visual inspection, the building appears to be overall in fair condition for both the building fabric and mechanical and electrical services.

INSPECTORS OVERALL CONDITION ASSESSMENT				
BUILDING FABRIC				
1	2	3	4	5
BAD	POOR	FAIR	GOOD	EXCELLENT
		^		
MECHANICAL AND ELECTRICAL				
1	2	3	4	5
BAD	POOR	FAIR	GOOD	EXCELLENT
		^		

Denton & Mount Pleasant Social : Photographic Schedule



END OF NORTH ELEVATION PHOTOS



END OF EAST ELEVATION PHOTOS



Denton & Mount Pleasant Social : Photographic Schedule

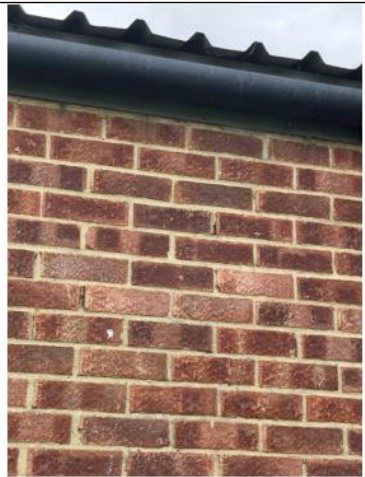
West Elevations (WE)



West Elevation 1 - General View



West Elevation 2 - UPVC Door/ Window



West Elevation 3 - Guttering / Loadbearing Masonry



West Elevation 4 - External Stair

END OF WEST ELEVATION PHOTOS

INTERNAL

Main Hall (MH)



Hall 1 - General View



Hall 2 - Floor Finish



Hall 3 - Exposed Roof Structure



Hall 4 - Solid Timber Doors

END OF MAIN HALL PHOTOS

Kitchen Area (KA)



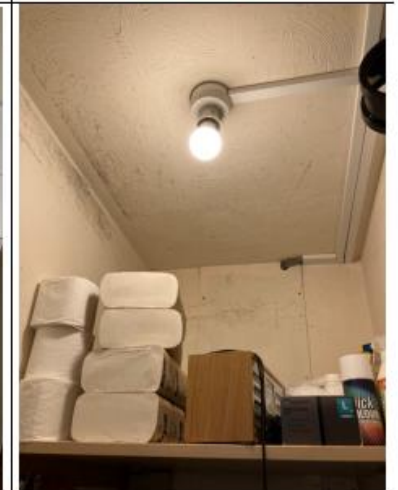
Kitchen 1 - General View



Kitchen 2 - General View



Kitchen 3 - Ceramic Tiled Wall



Kitchen 4 - Cupboard Ceiling

END OF OFFICE PHOTOS

Denton & Mount Pleasant Social : Photographic Schedule

Male WC (MT)



MT 1 - General View



MT 2 - General View



MT 3 - General View



MT 4 - General View

END OF MALE WC PHOTOS

Female WC (FT)



FT 1 - General View



FT 2 - Wall/ Rendered Ceiling



FT 3 - Decorated Joinery



NO PHOTO

END OF FEMALE WC PHOTOS

Storage Cupboard (SC)



Storage Cupboard 1 - General View



Storage Cupboard 2 - Cracked Wall/ Rendered Ceiling

END OF STORAGE CUPBOARD PHOTOS

Denton & Mount Pleasant Social : Photographic Schedule

Larger Storage Area (SA)



Storage Area 2 - General View



Storage Area 2 - General View



Storage Area 3 - Cracked Wall

NO PHOTO

END OF PHOTOS

Denton & Mount Pleasant Social : Survey Data Capture

Element	Sub-Element	Construction Finish	Survey Data				Photo Ref.	Estimated Cost (£)
			Condition Grading	Condition Descriptor	Works Required (Years)	Comment		
Floors_and_Stairs	Floor_Structure	Ground Bearing Solid Floor Structure	3	Fair	10+			-
Floors_and_Stairs	Floor_Construction_Finish	Concrete (and screed) Construction	3	Fair	10+			-
Floors_and_Stairs	Floor_Applied_Finish	Vinyl / rubber / cork in tiles / sheet	3	Fair	2-5	Consider refurbishment in 2 years	Main Hall 2	£ 6,000.00
Ceilings	Ceiling_Construction	No Ceiling/ Exposed Structure	3	Fair	10+		Main Hall 3	-
Ceilings	Ceiling_Construction	Plaster / render / plasterboard	3	Fair	10+		Female WC 2	-
Internal_Walls_and_Doors	Walls_Partitions_Construction_Finishes_and_Applied_Finishes	Walls and Partitions Plastered Finish.	3	Fair	10+			-
Internal_Walls_and_Doors	Doors	Solid Timber	3	Fair	2-5	Consider redecoration within 2 years	Main Hall 4	£ 750.00
Internal_Walls_and_Doors	Walls_Partitions_Construction_Finishes_and_Applied_Finishes	Walls and Partitions Applied Ceramic tiles	3	Fair	2-5	Consider refurbishment in 2 years	Kitchen Area 3	£1,000.00
Sanitaryware	Sanitaryware_	Generally	3	Fair	2-5	Fair condition but dated, consider refurbishment in 2 years	Male WC 1, 2, 3, 4	£ 8,500.00
Redecorations	Internal_Walls_Internal_Joinery_Windows_and_Doors	Painted	3	Fair	2-5	Consider redecoration in 2 years	Female WC 3	£ 3,500.00
Redecorations	Internal_Ceilings	Painted	3	Fair	2-5	Consider redecoration in 2 years		£ 500.00
External_Walls_Windows_and_Doors	Block_Structure	Loadbearing Masonry	4	Good	10+	Carry out routine maintenance as required		-
External_Walls_Windows_and_Doors	External_Envelope	Loadbearing Masonry	4	Good	10+	Carry out routine maintenance as required		-
External_Walls_Windows_and_Doors	External_Envelope	Component PVCu Windows & Doors	4	Good	10+	Carry out routine maintenance as required		-
External_Walls_Windows_and_Doors	External_Envelope_Applied_Finishes	Exposed Envelope	4	Good	6-9	Carry out routine maintenance as required		-
Roofs	Structure	Pitched roof structure - Generally	4	Good	10+	Carry out routine maintenance as required		-
Roofs	Pitched_Roof_Coverings	Profiled metal sheet; self finished	4	Good	10+	Carry out routine maintenance as required	West Elevation 4	-
Roofs	Pitched_Roof_Drainage	Plastic	3	Fair	10+	Carry out routine maintenance as required	South Elevation 2	-
Roofs	Fascias_Soffits	Metal	4	Good	10+	Carry out routine maintenance as required	North Elevation 2	-
Floors_and_Stairs	External_Staircase_Construction	Concrete Construction	3	Fair	10+	Concrete plinth steps	West Elevation 2, 4	-

Condition Survey (High Level)

Lewes Road Hut Report

13/10/2023

- Building Report
- Photographic Schedule
- Survey Data Capture

Lewes Road Hut: Building Report

1. Description of Building Construction

1.1 Lewes Hut Building is a single storey, timber framed structure, with timber clad walls to the envelope.

1.2 The roof is pitched, supported via the timber frame. The covering is a corrugated metal sheet.

1.3 Rainwater discharges via plastic half cut circular guttering and circular down pipes.

1.4 Windows are double glazed PVC. There are timber and PVC doors.

1.5 The ground floor is solid concrete with a vinyl finish.

1.6 Internal dividing walls were a mixture of timber partition with painted plasterboard and a ceramic tiled covering in areas.

1.7 There is an exposed structure ceiling and a smaller area with a suspended ceiling.

1.8 Internal doors are solid timber.

1.9 Hardstanding's around the building are concrete paving with large areas of soft landscaping, complete with ramped access.

1.10 No fencing surrounds the building.

Lewes Road Hut: Building Report

2. Brief Description of Mechanical & Electrical Services

2.1 Electrical Installation

2.1.1 There is 1No. main distribution board feeding 2No. sub-distribution boards which supply the; lighting and power circuits and mains isolators providing electrical safety to appliances.

2.1.2 The distribution is via surface mounted trunkings, PVC and metal conduits and cable clips in both the ceiling. Small power is supplied by surface mounted sockets.

2.1.3 All appliances and wiring are all earthed with secondary bonding to pipework.

2.1.4 Lighting throughout the building is by means of surface mounted fluorescent luminaires and PL recessed downlights with opaque diffusers and bulkheads in the toilet areas controlled locally by wall switches.

2.1.5 Emergency lighting is via lit running man lighting. The external lighting is via bulkhead lighting over the doors controlled via a daylight sensor around the building.

2.1.6 No central fire alarm pane was seen. The fire detection system consists of standalone smoke detectors in every room and Evacuator (break glass, sounder and flasher) at the entrance to the building. Along with a Fire Blanket and fire extinguishers located around the site.

2.2 Mechanical Installation

2.2.1 Space heating is provided via old and new style electric radiators throughout the building with local shut off switch.

2.2.2 Ventilation and extraction is natural ventilation via openable windows.

2.2.3 Cold water is from mains supply and hot water is provided by individual electric water heater serving wash hand basins and kitchen sink.

Lewes Road Hut: Building Report

3. Summary of the Building Fabric Condition

The building structure is timber frame and appears in good condition, the external envelope formed of timber cladding is in fair condition with some general wear and tear. The roof is a pitched timber construction and is in fair condition barring the missing knee brace, further investigation concerning the knee brace is recommended, the corrugated metal sheet covering has minor impact damage but is otherwise in good condition. The fascia's and soffits are timber and are in fair condition with signs of aging. There is significant vegetation build up in the plastic gutters which should be cleaned immediately to allow proper rainwater disposal.

The floor construction is solid concrete with a vinyl covering which is in fair condition. The internal doors are solid timber and are in fair condition (one has some obvious impact damage), the external doors are PVCu and in fair condition. The PVC windows are in fair condition, but one window is missing the mastic seal to the top of its frame, immediate repair is recommended. Internally, the walls have a painted finish with some areas of ceramic tiling, all in a fair condition. Generally, the sanitaryware is aged and dated. The following defects and maintenance items were identified:

The following defects and maintenance items were identified:

3.1 The top mastic seal on a window on the south elevation has become loose and is not functioning. Recommend immediate replacement of the sealant to prevent moisture ingress.

3.2 Missing knee brace, the missing knee brace is part of the roof structure therefore is essential. Recommended further investigation and repair.

3.3 Vegetation build-up in the gutters, recommended cleaning to allow proper

function of the rainwater systems.

3.4 The painted timber cladding panels are worn and losing their finish. Recommended repainting with marine grade paint.

3.5 Sanitary ware is functional but dated, replacement should be considered.

3.6 Internal timber door has impact damage and requires repairing.

4. Mechanical and Electrical Recommendations

The electrical services are in good condition with standard wear and tear, the only note is:

4.1 The fire detection and alarms should be confirmed that it is in line with the current fire strategy for the building.

The mechanical services are in good condition overall, with the following defects noted:

4.2 The older style electric heaters appear to be pasted the estimated useful life and may require replacement.

Lewes Road Hut: Building Report

5. Health & Safety Concerns

Further investigation concerning the knee brace is recommended.

6. Utilisation

The building is being used as storage for a nearby school and being rented out for social activities. The main hall is a large space and there is the option to divide this space to create two separate rentable areas.

7. Building Overall Assessment Condition

From the visual inspection, the building appears to be overall in fair condition for both the building fabric and mechanical and electrical services

INSPECTORS OVERALL CONDITION ASSESSMENT				
BUILDING FABRIC				
1	2	3	4	5
BAD	POOR	FAIR	GOOD	EXCELLENT
		^		
MECHANICAL AND ELECTRICAL				
1	2	3	4	5
BAD	POOR	FAIR	GOOD	EXCELLENT
		^		

Lewes Road Hut : Photographic Schedule

EXTERNAL

North Elevations (NE)



North Elevation 1- General View



North Elevation 2- Blocked Guttering



South Elevation 1- General View



South Elevation 2- Concrete Ramp



West Elevation 1- General View



West Elevation 2- Drainage Pipes



East Elevation 1- General View



South Elevation 3- Broken Mastic Seal



South Elevation 4 - Painted Timber Panels

Lewes Road Hut : Photographic Schedule

INTERNAL PHOTOS

Main Hall (MH)



Hall 1 – General View



Hall 1 – General View



Hall 2 – Missing Knee Brace



NO PHOTO

Kitchen Area (KA)



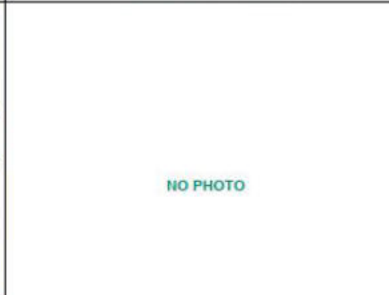
Kitchen 1 - General View



Kitchen 2 – General View



Kitchen 3 – General View



NO PHOTO



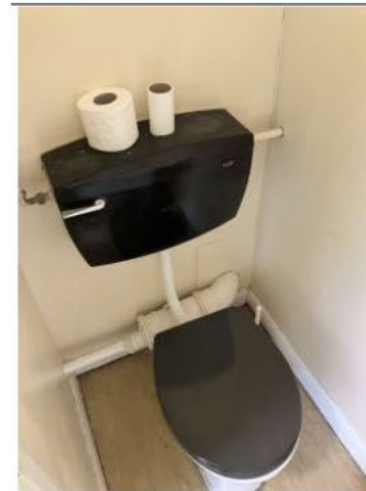
Male WC (MT)



MT 1- General View



MT 2- General View



MT 3- Dated Sanitaryware



WC 4- Heater

Lewes Road Hut : Survey Data Capture

Element	Sub-Element	Construction Finish	Survey Data				Photo Ref.	Estimated Cost (£)
			Condition Grading	Condition Descriptor	Works Required (Years)	Comment		
Floors_and_Stairs	Floor_Structure	Ground Bearing Solid Floor Structure	4	Good	10+			-
Floors_and_Stairs	Floor_Construction_Finish	Concrete (and screed) Construction	4	Good	10+			-
Floors_and_Stairs	Floor_Applied_Finish	Vinyl / rubber / cork in tiles / sheet	4	Good	6-9	No material issues noted.		-
Ceilings	Ceiling_Construction	No Ceiling/ Exposed Structure	4	Good	6-9	No material issues noted.		-
Ceilings	Ceiling_Construction	Suspended ceiling	4	Good	6-9	No material issues noted.		-
Internal_Walls_and_Doors	Walls_Partitions_Construction_Finishes_and_Applied_Finishes	Walls and Partitions Plastered Finish.	3	Fair	10+	No material issues noted.		-
Internal_Walls_and_Doors	Doors	Solid Timber	3	Fair	10+	No material issues noted.		-
Internal_Walls_and_Doors	Walls_Partitions_Construction_Finishes_and_Applied_Finishes	Walls and Partitions Applied Ceramic tiles	3	Fair	10+	No material issues noted.		-
Sanitaryware	Sanitaryware_	Generally	3	Fair	2-5	Dated. Consider refurbishment in the next 2 Years.	Male WC 3	£ 3,500.00
Redecorations	Internal_Walls_Internal_Joinery_Windows_and_Doors	Painted	3	Fair	2-5	Consider refurbishment in the next 5 years.		£ 5,000.00
Redecorations	Internal_Ceilings	Painted	3	Fair	2-5	Consider refurbishment in the next 5 years.		£ 1,000.00
External_Walls_Windows_and_Doors	Block_Structure	Timber Frame	3	Fair	10+		Main Hall 1	-
External_Walls_Windows_and_Doors	External_Envelope	Timber Cladding /Infill/ Composite Construction.	3	Fair	10+			-
External_Walls_Windows_and_Doors	External_Envelope	Component PVCu Windows & Doors	3	Fair	2-5	Mastic sealant detached and missing from top of a window. Replace mastic and carry out routine maintenance.	South Elevation 3	£ 250.00
Redecorations	External_Windows_Doors_and_External_Joinery	Painted	3	Fair	2-5	Timber painted panels. Consider refurbishment in the next 5 years.	South Elevation 4	£ 7,500.00
Roofs	Structure	Pitched roof structure - Generally	2	Poor	1-2	Knee Brace appears sawn off, requires immediate further investigation.	Main Hall 3	£ 5,000.00
Roofs	Pitched_Roof_Coverings	Profiled metal sheet; self finished	4	Good	6-9	No material issues noted.		-
Roofs	Pitched_Roof_Drainage	Plastic	4	Good	6-9	Vegetation noted in the gutters. Clean immediately then carry out routine maintenance regularly.	North Elevation 2	£ 500.00
Roofs	Fascias_Soffits	Metal	4	Good	10	No material issues noted.		-

Condition Survey (High Level)

Meeching Hall Report

13/10/2023

- Building Report
- Photographic Schedule
- Survey Data Capture

Meeching Hall: Building Report

1. Description of Building Construction

1.1 Meeching Hall is a two-storey structure, formed of red brick masonry with quoins to the front North-eastern facing façade. In the centre is a stone entrance feature dated 1895.

1.2 There are four white painted timber framed sash windows to the ground floor, dressed with gauged bricks and stone sills. Above are four white painted timber side hung casement windows resting within a stone frame. Around the gable of the roof are decorative white painted bargeboards.

1.3 Both side elevations are flint masonry walls with red brick quoins and dressing around the white painted timber sash windows.

1.4 On the north-western side of the property, there is a steel fire escape staircase leading up to the first-floor fire escape door.

1.5 Further West is a porch over the ground floor fire escape, formed of flint walls and a red brick arch.

1.6 The rear of the structure has been extended with profiled fibre cement sheets to both the external walls and roof; left exposed internally. On the rear elevation, there is a group of four timber framed wire glass windows and a single isolated wire glass window.

1.7 The main roof is pitched and covered with interlocking slate tiles. There are two dormer windows projecting out of the roof as well as one Velux rooflight to the south.

1.8 At the front end of the property, rainwater discharges via uPVC gutters and cast iron down pipes. This discharges into the underground drainage system.

Towards the rear, the gutters are uPVC as well as two fibre cement gutters and downpipes to match the cladding.

1.9 The windows to the building are white painted single glazed timber framed windows, painted shut internally. The internal doors are hollow timber whilst the front door and fire doors are solid timber.

1.10 The ground floor is solid concrete with a mixture of vinyl, carpeted and hardwood strip floor finishes.

1.11 Internal walls are a mixture of timber partition with plasterboard skim and paint finish and block work with plaster and paint finish. The first-floor walls are decorated with timber panels up to halfway and painted.

1.12 Ceiling linings were a mixture of plasterboard and suspended mineral tiles in a grid frame support system over the main hall.

1.13 Hardstanding's around the building are a mixture of tarmac and forked concrete slabs.

1.14 Bordering the property from the main road is a short front wall and gates as well as a timber panelled fence dividing it from the neighbouring property.

Meeching Hall: Building Report

2. Brief Description of Mechanical & Electrical Services

2.1.1 No access to the distribution boards was available on the day of the site visit, but based on the installations and age, it is assumed there is older type Electrical board feeding the heating system and general power including lighting. There are circuit breakers and mains isolators providing electrical safety to appliances. All appliances and wiring appear to be earthed.

2.1.2 Lighting throughout the building is by means of suspended fluorescent luminaires and exposed fixed light bulbs throughout the building.

2.1.3 Emergency lighting is supplied by maintained standard fittings with lit running man lighting or emergency LED lighting above running man signage.

2.1.4 Domestic-style smoke detectors were noted along with forms of firefighting equipment such as fire extinguishers. Break glass fire point noted.

2.1.5 Heating is provided to the building via both a wet LTWH system and electric heaters which appeared dated and vary in condition.

2.1.6 Cold water is from mains supply and hot water is provided by an electric water heater serving wash hand basins and kitchen sink.

3. Summary of the Building Fabric Condition

3.1.1 The building structure and fabric is in a reasonable condition. The following defects and maintenance items were identified:

3.1.2 Localised brick spalling was noted on all elevations. Damaged bricks and loose mortar should be replaced to enhance building appearance and structural integrity.

3.1.3 Paint failure to cast iron down pipes noted. Black gloss paint should be removed [it is recommended that a lead test is undertaken], to clean off any rust prior to redecoration. More extensive damage may require replacement components or patch repair to pipe.

3.1.4 Paint failure to white timber soffits noted. Timber should be repainted to create a sealant against moisture.

3.1.5 Externally, the paint on all of the window frames has failed and some identified with wet rot. The paint should be removed to determine extent of damage. Small sections of rot can be repaired with resin repairs, but areas of extensive rot may require more intensive repairs such as timber splicing, for instance the dormer windows.

3.1.6 The large sash windows on the ground floor North elevation require repointing between frame and masonry.

3.1.7 Fibre cement panels cracked, missing fixings, and missing large gaps of material. Where possible cracks should be filled with compatible putty filler, or the full panel should be replaced as well as additional fixings installed where missing. The roof panels were only visible internally and showed no signs of deterioration.

3.1.8 Moss and vegetation have built up on the slate roof tiles, in the gutters and gulley's. This should be cleaned to prevent moisture ingress and improve the functionality of the guttering system.

3.1.9 General redecoration required as hairline cracks were noted around the property.

3.1.10 Asbestos signs - The ACM register should be regularly reviewed and R+D should be undertaken prior to any refurbishments.

Meeching Hall: Building Report

4. Mechanical and Electrical Recommendations

4.1.1 During the inspection it must be noted that all services were untested and subject to a visual inspection only. It is recommended as part of a robust maintenance regime testing is undertaken and ongoing to ensure statutory compliances are met and the identification of any plant or systems requiring repair or replacement.

4.1.2 Ensure the 5 year fixed wire testing certificate is current.

4.1.3 Consideration should be given to upgrading the boiler as this appears aged as this will improve energy efficiency.

4.1.4 It is recommended that a full fire risk assessment is undertaken.

4.1.5 Some of the electric heaters appeared dated and could be upgraded.

4.1.6 Consideration should be given to upgrading the electrical services to more energy-efficient renewal sources.

5. Health & Safety Concerns

The ACM register should be regularly reviewed and R+D should be undertaken prior to any refurbishments and a fire risk assessment carried out.

6. Utilisation

The building is currently being used by various user groups from the local community including theatre group and fitness/yoga classes as an example.

7. Building Overall Assessment Condition

From the visual inspection, the building appears to be overall in fair condition for both the building fabric and mechanical and electrical services.

INSPECTORS OVERALL CONDITION ASSESSMENT				
BUILDING FABRIC				
1	2	3	4	5
BAD	POOR	FAIR	GOOD	EXCELLENT
		^		
MECHANICAL AND ELECTRICAL				
BAD	POOR	FAIR	GOOD	EXCELLENT
		^		

Meeching Hall: Photographic Schedule

External

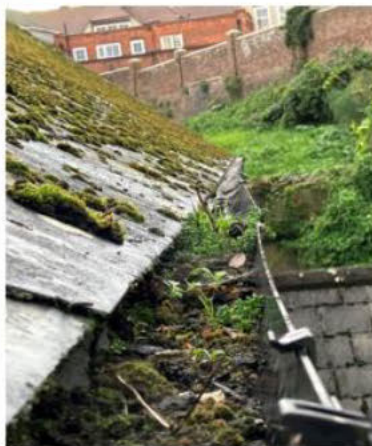
North Elevations (NE)



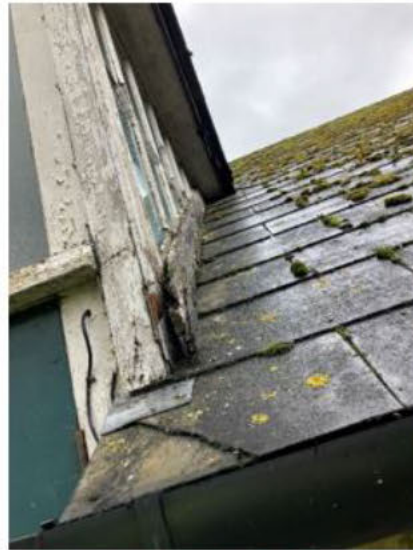
North Elevation 1- General View



North Elevation 2 - Stone Slab and Failed Decorative Finish to Downpipes



North Elevation 3 - Moss and Vegetation on Tiles and Gutters



North Elevation 4 - Wet Rot on Timber Window Frame



North Elevation 5 - Timber Fire Exit Doors



North Elevation 6 - Gap Between Masonry and Timber Frame Requires Filling



North Elevation 7 - Fibre Cement Panels



North Elevation 8 - Failed Paint to Soffits



North Elevation 9 - Side Profile of Dormer Window

END OF NORTH ELEVATION PHOTOS

South Elevations (SE)



South Elevation 1- General View

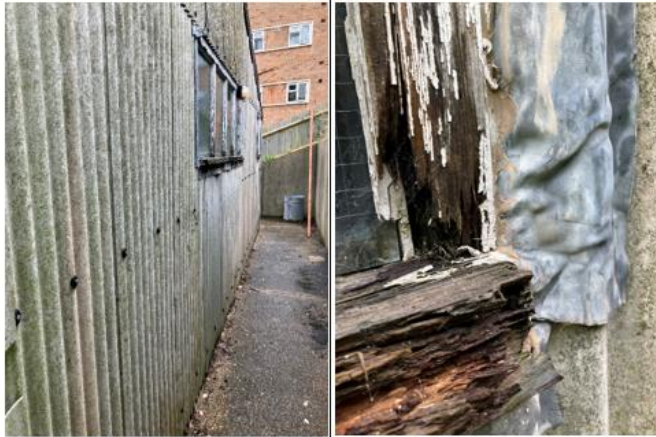


South Elevation 2- Timber Door

END OF SOUTH ELEVATION PHOTOS

Meeching Hall: Photographic Schedule

West Elevations (WE)



West Elevation 1- General View

West Elevation 2- Wet Rot on Timber Window Frames



West Elevation 3- Crack in Fibre Cement Panel

West Elevation 4- Broken Fibre Cement Panels

END OF WEST ELEVATION PHOTOS

East Elevation (EE)



East Elevation 1- General View

East Elevation 2 - White Painted Timber Frame Sash Window



East Elevation 3 - Double Solid Timber Front Doors

East Elevation 4 - Corroded Downpipe and Crack in Brickwork

End Of East Elevation Photos

Internal

Ground Floor (GF)



Ground Floor 1- Wood Flooring and Electric Heater



Ground Floor 2- Steps to Stage

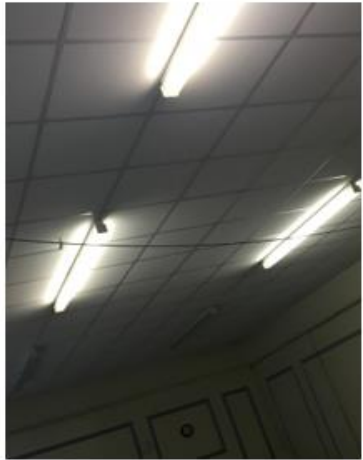


Ground Floor 3 - Area Behind Curtain



Ground Floor 4- Storage Room (Internal Rear Extension)

Meeching Hall: Photographic Schedule



Ground Floor 5 – Suspended Ceiling Over Main Hall



Ground Floor 6 – Internal Of Timber Fire Doors

First Floor (FF)



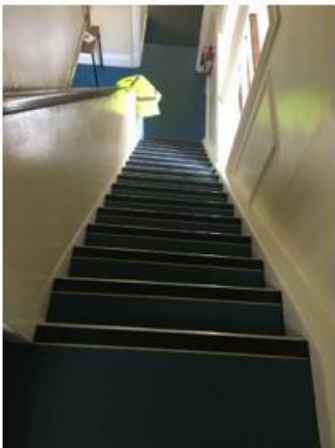
First Floor 3 – General View Of Main Room Facing West



First Floor 5 - Kitchenette



First Floor 6 – Carpet Lifting



First Floor 1 – Staircase With Vinyl Finish



First Floor 2 – Closed Fire Place With Grill Vent



First Floor 4 – General View of Main Room Facing East



First Floor 7 – Dormer Window



First Floor 8 – Wet Rot to Frames

END OF PHOTOS

Meeching Hall: Survey Data Capture

Element	Sub-Element	Construction Finish	Survey Data				Photo Ref.	Estimated Cost (£)
			Condition Grading	Condition Descriptor	Works Required (Years)	Comment		
Roofs	Structure	Pitched roof structure - Generally	3	Fair	10+	Limited access	North Elevation 9	
Roofs	Pitched_Roof_Coverings	Tiles	3	Fair	2-5	Moss and vegetation on slate tiles; consider cleaning off in the next two to five years.	North Elevation 3-4	£3,500.00
Roofs	Pitched_Roof_Drainage	Cast iron	3	Fair	2-5	Decorative finish failed and partially not connected on north elevation, repaint and re-joint within 2 years.	North Elevation 2	£1,500.00
Roofs	Fascias_Soffits	Timber	3	Fair	2-5	Flaking paint finish to soffits, consider repaint within next 2 years.	North Elevation 8	£3,500.00
Roofs	Pitched_Roof_Drainage	Plastic	3	Fair	2-5	Plastic guttering with cast iron down pipes. Vegetation noted in plastic guttering consider clearing within next 1-2 years.	North Elevation 3	£500.00
External_Walls_Windows_and_Doors	External_Envelope	Loadbearing Masonry	3	Fair	2-5	Localised brick spalling, damaged bricks to be replaced and mortar repointed in the next five years.	North Elevation 6	£5,000.00
External_Walls_Windows_and_Doors	External_Envelope	Component Timber Windows & Doors	2	Poor	1-2	Timber frames have wet rot, failed paint and rust spotting. Frames to be repaired and repainted within the next 12 months	North Elevation 4,6	£7,500.00
Roofs	Pitched_Roof_Coverings	Profiled fibre cement sheet	3	Fair	2-5	Only visible internally.	Ground Floor 4	
External_Walls_Windows_and_Doors	External_Envelope	Concrete Cladding /Infill/ Composite Construction.	1	Bad	0	Fibre cement cladding - major impact damage to right back rear corner with missing fixings. Replace panel - Undertake Asbestos testing prior to any works.	West Elevation 1,3,4	£4,000.00
Roofs	Pitched_Roof_Drainage	Fibre cement	4	Good	6-9	Cement downpipe good condition attached to fibre cement gutter above and connects to plastic gutter around the rear.	South Elevation 2	-
External_Walls_Windows_and_Doors	External_Envelope	Component Timber Windows & Doors	1	Bad	0	Rear window frames have wet rot and paint failed. Consider immediate repair.	West Elevation 2	£2,500.00
External_Walls_Windows_and_Doors	External_Envelope	Component Timber Windows & Doors	3	Fair	2-5	White painted timber door. Consider replacement within 5 years.	South Elevation 2	£1,500.00
Floors_and_Stairs	Floor_Structure	Ground Bearing Solid Floor Structure	4	Good	6-9	No material issues noted		-
Floors_and_Stairs	Floor_Construction_Finish	Concrete (and screed) Construction	4	Good	6-9	No material issues noted		-
Floors_and_Stairs	Floor_Applied_Finish	Vinyl / rubber / cork in tiles / sheet	4	Good	6-9	No material issues noted		-
Floors_and_Stairs	Internal_Staircase_Construction	Timber Structure, Treads and Balustrading/Handrails	4	Good	6-9	Timber staircase, steps are sheeted with vinyl	First Floor 1	-
Ceilings	Ceiling_Construction	Plaster / render / plasterboard	4	Good	6-9	No material issues noted	First Floor 3,4	-

Meeching Hall: Survey Data Capture

Element	Sub-Element	Construction Finish	Survey Data				Photo Ref.	Estimated Cost (£)
			Condition Grading	Condition Descriptor	Works Required (Years)	Comment		
Internal_Walls_and_Doors	Walls_Partitions_Construction_Finishes_and_Applied_Finishes	Walls and Partitions Plastered Finish.	4	Good	6-9	No material issues noted	First Floor 3,4	-
Internal_Walls_and_Doors	Doors	Hollow Core Timber/Laminate	4	Good	6-9	No material issues noted		-
Sanitaryware	Sanitaryware_	Generally	3	Fair	2-5	Kitchen - rust on convention hob but rest in good condition. Consider replacement within 5 years.	First Floor 5	£1,000.00
Floors_and_Stairs	Floor_Applied_Finish	Hardwood strip / wood block / sprung flooring	3	Fair	2-5	Minor scratches. Consider replacement within 5 years.	Ground Floor 1	£5,000.00
Floors_and_Stairs	Floor_Construction_Finish	Raised Access Floor Construction (Over Concrete Construction)	4	Good	6-9	Stage	Second Floor 2	-
Floors_and_Stairs	Floor_Applied_Finish	Vinyl / rubber / cork in tiles / sheet	3	Fair	2-5	Minor wear and tear, stains and scratches. Consider replacement in the next two to five years.	Ground Floor 3	£1,000.00
Floors_and_Stairs	Internal_Staircase_Construction	Timber Structure, Treads and Balustrading/Handrails	4	Good	6-9	Stairs to stage	Ground Floor 2	-
Ceilings	Ceiling_Construction	Suspended ceiling	4	Good	6-9	Suspended ceiling over main hall	Ground Floor 5	-
Ceilings	Ceiling_Construction	No Ceiling/ Exposed Structure	3	Fair	2-5	Exposed ceiling at rear fibre cement panels above.	Ground Floor 4	-
External_Walls_Windows_and_Doors	External_Envelope	Component Timber Windows & Doors	4	Good	6-9	Fire exit double doors open but not fully inspected	Ground Floor 6	-
Sanitaryware	Sanitaryware_	Generally	3	Fair	2-5	Aged consider replacement in the next two to five years.	First Floor 5	£5,000.00
Floors_and_Stairs	Floor_Applied_Finish	Carpet	4	Good	6-9	Minor staining and debris to Hoover	First Floor 6	-
Redecorations	Internal_Walls_Internal_Joinery_Windows_and_Doors	Painted	3	Fair	2-5	Requires repaint in the next two to five years.	First Floor 3	£1,500.00
Redecorations	Internal_Ceilings	Unpainted	4	Good	6-9	1 panel damaged the rest are fine	First Floor 3	-
Floors_and_Stairs	Floor_Structure	Suspended Floor Structure	3	Fair	2-5	Few areas of raised floorboards causing the carpet tiles to lift consider repairs in next two to five years.	First Floor 6	£2,000.00
Floors_and_Stairs	Floor_Applied_Finish	Carpet	3	Fair	2-5	Some carpet tiles sticking up and minor staining consider replacement in next two to five years.	First Floor 6	£1,000.00
Internal_Walls_and_Doors	Walls_Partitions_Construction_Finishes_and_Applied_Finishes	Walls and Partitions Plastered Finish.	4	Good	6-9	No material issues noted	First Floor 3	-
Redecorations	Internal_Walls_Internal_Joinery_Windows_and_Doors	Painted	3	Fair	2-5	Repaint required to timber panelling 50% of wall consider repaint in next two to five years.	First Floor 3	£2,500.00
External_Walls_Windows_and_Doors	External_Envelope	Component Timber Windows & Doors	3	Fair	2-5	Timber frames failed paint internally consider repaint in the next two to five years.	First Floor 3	£1,000.00
Floors_and_Stairs	Floor_Applied_Finish	Vinyl / rubber / cork in tiles / sheet	4	Good	6-9	In kitchen area		-
Sanitaryware	Sanitaryware_	Generally	4	Good	6-9	No material issues noted		-
Ceilings	Ceiling_Construction	Plaster / render / plasterboard	4	Good	6-9	No material issues noted		-
Redecorations	Internal_Ceilings	Painted	3	Fair	2-5	Hairline cracking above kitchen. Consider repairs in next two to five years.		£500.00

Condition Survey (High Level)

Town Council Office Report

13/10/2023

- Building Report
- Photographic Schedule
- Survey Data Capture

Town Council Office: Building Report

1. Description of Building Construction

1.1 The Town Council Offices is a three-storey structure, with brick masonry walls to the external envelope and a lift shaft comprised of reinforced concrete with a rendered finish.

1.2 The majority of the roof is pitched and covered by interlocking clay tiles. A small section of the roof is flat with an asphalt covering, which is accessed through the loft and bordered by a short parapet wall.

1.3 The rainwater discharges via a mixture of cast iron and uPVC gutters and down pipes. This discharges into the underground drainage system.

1.4 The windows and external doors to the building are uPVC and double glazed. The windows are dressed with brick arches and clay tile sills. Additionally, there is a small glass block window on the ground floor front elevation as well as two internal glass block windows on the first floor.

1.5 The ground floor is solid concrete with vinyl floor finishes. The first and second floor are suspended timber with carpeted finishes.

1.6 There is a water closet on the first and a disabled WC on the second floor finished with vinyl flooring and a small, tiled section on the walls above the sinks.

1.7 The lift shaft is internally clad with white metal sheets and extends up to the third storey.

1.8 Internal division walls were a mixture of timber partition with plasterboard skim and paint finish and block work with plaster and paint finish.

1.9 Ceiling linings are painted plasterboard.

1.10 Internal doors are hardwood, either flush design or with glazed sections.

1.11 Hardstanding's at the front of the building comprise of block paving, meanwhile the rear garden has a mixture of small paving slabs and gravel. There is a raised area with access onto the cul-de-sac behind the property.

1.12 Along the south elevation is a concrete paved walkway whereby the fire escape exits onto. Cement covered brick steps lead down to a raised section of the front garden. This does not access the block paved hardstanding.

1.13 There is a brick front wall separating the premises from the pavement and neighbouring properties.

Town Council Office: Building Report

2. Brief Description of Mechanical and Electrical Services

Electrical Installation

2.1.1 There is 1 No. main Distribution board feeding sub-distribution boards around the building supplying the; fire alarm panel, lighting, power and mechanical equipment with circuit breakers and mains isolators providing electrical safety to appliances.

2.1.2 The distribution is via distribution boards with old, coloured cables running in trunkings, conduits and cable clips in both the ceiling and floor void. Small power is supplied to the open plan desks via floor boxes with an underfloor distribution and flush sockets in kitchens and plantrooms.

2.1.3 All appliances and wiring are all earthed with secondary bonding to pipework, cable trays in the ceiling void.

2.1.4 Lighting throughout the building is by means of suspended T5 fluorescent luminaires in plantrooms and recessed fluorescents with indirect or opaque diffusers in the office areas and bulkheads in the toilet areas controlled locally by wall switches and PIR's.

2.1.5 Emergency lighting is supplied by maintained standard fittings supplement with lit running man lighting. The external lighting is via bulkhead lighting over the doors controlled via a daylight sensor around the building.

2.1.6 The building has a 4-zone fire alarm panel at the entrance door linked to; smoke detectors in every room with sounders and beacons in the communal areas and break glass units at the entrances to the building. And a number of fire extinguishers a round the building

Mechanical Installation

2.2.1 Heating is provided to the building via a wet system and domestic type boiler (InTec 260C) which is likely overdue a service given the information contained on the drop-down section.

2.2.2 The meeting room has a spilt unit for local air-conditioning with the condenser located on the external wall, with local controls

2.2.3 There are local extract vents installed in the ceiling void for every toilet area with the central fan and controls in the plantroom.

2.2.4 Cold water is from mains supply and hot water is provided by an electric water heater serving kitchen sink.

Town Council Office: Building Report

3. Summary of the Building Fabric Condition

The following defects and maintenance items were identified:

- 3.1.1 Broken and loose roof tiles noted on the pitched roof, which require replacement and refitting to prevent moisture ingress.
- 3.1.2 Moss and vegetation have built up on the clay roof tiles. This should be cleaned off to prevent the moisture travelling internally and affecting the roof structure.
- 3.1.3 Paint failure to cast iron down pipes noted, exposing it to air and moisture, resulting in rust. The black gloss paint should be removed, with caution (lead exposure), to clean off any rust prior to repaint. More extensive damage may require replacement components.
- 3.1.4 Paint failure to white timber soffits noted. Timber should be repainted to create a sealant against moisture.
- 3.1.5 General redecoration required as hairline cracks were noted around the property. Specialist structural survey required if cracking continues.
- 3.1.6 Crack to external concrete step on south elevation.
- 3.1.7 Generally, marks and stain to carpet areas. Professional clean required.
- 3.1.8 Localised brick spalling and completely loose bricks to garden walls. Repointing required.

4. Mechanical and Electrical Recommendations

- 4.1 During the inspection it must be noted that all services were untested and subject to a visual inspection only. It is recommended as part of a robust maintenance regime testing is undertaken and ongoing to ensure statutory compliances are met and the identification and rectified.
- 4.2 Consideration should be given to upgrading the boiler as this appears aged as this will improve energy efficiency.

Town Council Office: Building Report

5. Health & Safety Concerns

The only health and safety concern was the slipped and broken roof tiles, which should be repaired as soon as possible. It advised if the flat roof is being accessed by members of staff, appropriate edge protection should be installed.

6. Utilisation

Utilised solely for council members and any associated meetings, although the layout appears odd and cramped. An internal reconfiguration could be considered or utilising another building instead.

7. Building Overall Assessment Condition

From the visual inspection, the building appears to be overall in fair condition for both the building fabric and mechanical and electrical services.

INSPECTORS OVERALL CONDITION ASSESSMENT				
BUILDING FABRIC				
1	2	3	4	5
BAD	POOR	FAIR	GOOD	EXCELLENT
		^		
MECHANICAL AND ELECTRICAL				
BAD	POOR	FAIR	GOOD	EXCELLENT
		^		

Town Council Office: Photographic Schedule

EXTERNAL

East Elevations (EE)



East Elevation 1 - General view



East Elevation 2 - Front Garden



East Elevation 3 - Paint failure to cast iron downpipe



East Elevation 4 - Loose bricks from garden wall

South Elevations (SE)



South Elevation 1 - General View



South Elevation 2 - Paint failure on soffits



South Elevation 3 - Cracked concrete step



South Elevation 4 - Cracked cement on staircase

West Elevations (WE)



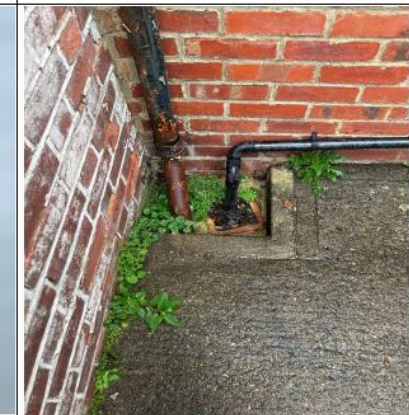
West Elevation 1 - General View from ground



West Elevation 2 - General View from raised area



West Elevation 3 - Slipped roof tile



West Elevation 4 - Vegetation growing in gully

Town Council Office: Photographic Schedule



West Elevation 5 – Paint failed on downpipe and efflorescence on wall



West Elevation 6 – Rear Garden



Roof 1- General view of pitched roof



Roof 2- Moss and vegetation growth



Roof 5 – Door frame



Roof 6 – Close up of door frame wet rot



West Elevation 7 – Brick steps to raised area



West Elevation 8 – Slabs



Roof 3- Broken tile



Roof 4 – Roof access through loft



Roof 7 – Flat roof over lift shaft



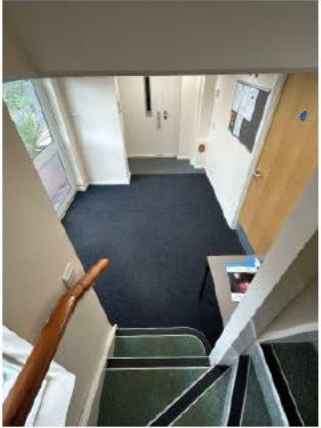
Roof 8 – Flat roof and parapet wall

Roof (R)

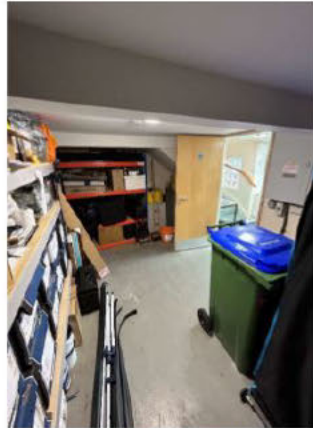
Town Council Office: Photographic Schedule

INTERNAL

Ground Floor



Ground Floor 1 - General View



Ground Floor 2 - Store room

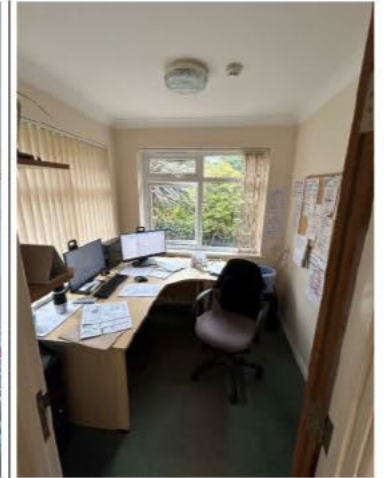
First Floor



First Floor 1 - Reception



First Floor 4 - Kitchen



First Floor 5 - Office room

Staircase



Staircase 1 - Staircase general view (ascent)



Staircase 2 - Staircase general view (descent)

END OF STAIRCASE PHOTOS (S)



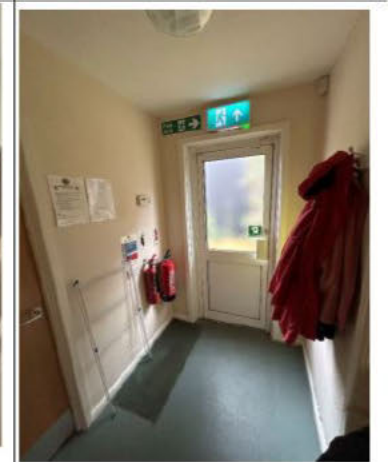
First Floor 2 - Office space



First Floor 3 - Interview Room



First Floor 6 - Corridor

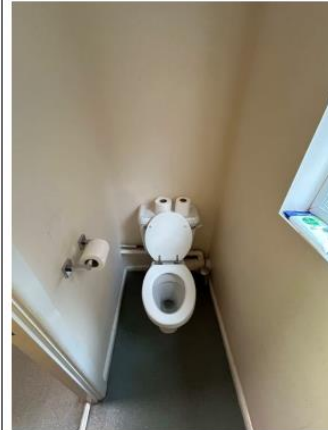


First Floor 7 - Fire exit

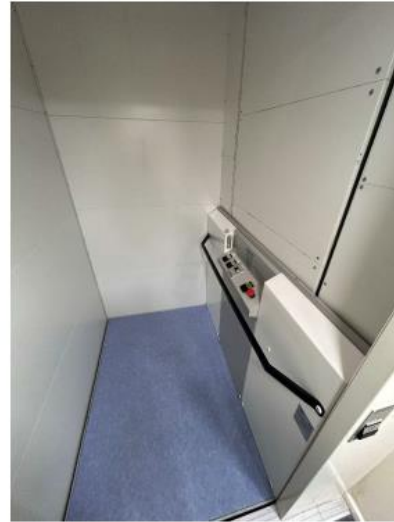
Town Council Office: Photographic Schedule



First Floor 8 – WC wash area



First Floor 9 – WC toilet



First Floor 12 – Internal of lift shaft



First Floor 13 – Hairline crack



Second Floor 1 - General View



First Floor 10 – Lift door



First Floor 11 – Internal lift shaft



Second Floor 2 – Disabled WC



Second Floor 3 – Lift door

Town Council Office: Photographic Schedule



Second Floor 4 – Meeting room



Second Floor 5 - Crack to wall and water stain between landing and meeting room



Second Floor 6 – Hairline crack



Second Floor 7 – Hairline crack to ceiling

Town Council Office: Survey Data Capture

Element	Sub-Element	Construction Finish	Survey Data				Photo Ref.	Estimated Cost (£)
			Condition Grading	Condition Descriptor	Works Required (Years)	Comment		
Roofs	Flat_Roof_Coverings	Asphalt	3	Fair	2-5	20% of roof area is flat. Vegetation and weathering noted in areas; consider replacement in 2-5 years.	Roof 7, 8	£15,000.00
Roofs	Pitched_Roof_Coverings	Tiles	3	Fair	2-5	Pitched clay tiles; vegetation and moss growth in areas to be cleaned off within 5 years.	Roof 2	£2,000.00
Roofs	Flat_Roof_Drainage	Cast iron	3	Fair	2-5	Paint failure in areas, to be repainted within 5 years.	East Elevation 3	£ 2,500.00
Roofs	Pitched_Roof_Drainage	Metal	3	Fair	0-1	Vegetation noted in areas to be cleared.	West Elevation 4	£1,000.00
Roofs	Flat_Roof_Drainage	Plastic	3	Fair	2-5	PVC downpipes.	South Elevation 2	-
Roofs	Structure	Flat roof structure and deck - Generally	3	Fair	10+	Limited visibility.		-
Roofs	Structure	Pitched roof structure - Generally	3	Fair	10+	Limited visibility.		-
External_Walls_Windows_and_Doors	External_Envelope	Component Timber Windows & Doors	2	Poor	1-2	Evidence of wet rot on door frame. Consider repair in the next 1-2 years.	Roof 5, 6	£1,500.00
Floors_and_Stairs	Floor_Structure	Suspended Floor Structure	3	Fair	2-5	No access beneath floor covering. 2 levels of suspended timber construction.		-
Floors_and_Stairs	Floor_Applied_Finish	Carpet	4	Good	6-9	No material issues noted		-
Floors_and_Stairs	Floor_Construction_Finish	Timber Boarded/Sheeted Construction	3	Fair	2-5	No access beneath floor covering. 2 levels of suspended timber construction.		-
Floors_and_Stairs	Floor_Applied_Finish	Vinyl / rubber / cork in tiles / sheet	4	Good	6-9	WC, minor staining.	First Floor 8	-
Floors_and_Stairs	Internal_Staircase_Construction	Timber Structure, Treads and Balustrading/Handrails	4	Good	6-9	No material issues noted		-
Ceilings	Ceiling_Construction	Plaster / render / plasterboard	4	Good	6-9	Consider redecoration in the next 6 to 9 years.		-
Ceilings	Ceiling_Construction	Other	3	Fair	10+	Hairline cracks noted in areas.	Second Floor 5, 6, 7	-

Town Council Office: Survey Data Capture

Element	Sub-Element	Construction Finish	Survey Data				Photo Ref.	Estimated Cost (£)
			Condition Grading	Condition Descriptor	Works Required (Years)	Comment		
Internal_Walls_and_Doors	Walls_Partitions_Construction_Finishes_and_Applied_Finishes	Walls and Partitions Plastered Finish.	3	Fair	10+	Hairline cracks noted in areas.	First Floor 13	-
Internal_Walls_and_Doors	Walls_Partitions_Construction_Finishes_and_Applied_Finishes	Walls and Partitions Applied Ceramic tiles	4	Good	10+	Small tiled section above basin.	First Floor 8 & Second Floor 2	-
Internal_Walls_and_Doors	Doors	Solid Timber	4	Good	10+	Overall good condition, fire doors not tested during inspection.	First Floor 6	-
Sanitaryware	Sanitaryware_	Generally	4	Good	10+	No material issues noted	First Floor 4, 8, 9 & Second Floor 2	-
Redecorations	Internal_Walls_Internal_Joinery_Windows_and_Doors	Unpainted	4	Good	10+	No material issues noted		-
Redecorations	Internal_Ceilings	Painted	4	Good	10+	No material issues noted		-
Floors_and_Stairs	Internal_Staircase_Construction	Timber Structure, Treads and Balustrading/Handrails	4	Good	10+	Lift, not tested during this inspection.	First Floor 11	-
Internal_Walls_and_Doors	Walls_Partitions_Construction_Finishes_and_Applied_Finishes	Glazed Screen Partition	4	Good	10+	Two small glass block window section.	Staircase 2	-
Floors_and_Stairs	Floor_Structure	Ground Bearing Solid Floor Structure	3	Fair	10+	Basement / store room.	Ground Floor 2	-
Floors_and_Stairs	Floor_Construction_Finish	Concrete (and screed) Construction	3	Fair	10+	Basement / store room. No access beneath floor covering.	Ground Floor 2	-
Floors_and_Stairs	Floor_Applied_Finish	Vinyl / rubber / cork in tiles / sheet	3	Fair	2-5	Basement / store room.	Ground Floor 2	£500.00
External_Walls_Windows_and_Doors	Block_Structure	Loadbearing Masonry	4	Good	10+	No material issues noted	East Elevation 1	-
External_Walls_Windows_and_Doors	Block_Structure	Timber Frame	4	Good	10+	No material issues noted		-
External_Walls_Windows_and_Doors	External_Envelope	Loadbearing Masonry	4	Good	10+	No material issues noted	East Elevation 1	-
External_Walls_Windows_and_Doors	External_Envelope	Component PVCu Windows & Doors	4	Good	10+	No material issues noted	East Elevation 1	-
External_Walls_Windows_and_Doors	External_Envelope	Component Metal Windows & Doors	4	Good	10+	No material issues noted	East Elevation 1	-
External_Walls_Windows_and_Doors	External_Envelope_Applied_Finishes	Render	4	Good	10+	10% of finishes. No recommendations.	East Elevation 1	-
External_Walls_Windows_and_Doors	External_Envelope_Applied_Finishes	Slate/Tile Hanging	2	Poor	1-2	Some clay tiles slipped, to be refitted or replaced in the next two years.	West Elevation 3	£2,500.00
Roofs	Fascias_Soffits	Timber	3	Fair	2-5	Paint failure; consider repaint in the next 2-5 years.	South Elevation 2	£5,000.00
Roofs	External_Envelope	Frameless Glazing	4	Good	10+	Small glass block window to front elevation.		-

Condition Survey (High Level)

Cemetery Chapel Report

13/10/2023

- Building Report
- Photographic Schedule
- Survey Data Capture

Cemetery Chapel: Building Report

1. Description of Building Construction

1.1 Cemetery Chapel is a single storey building, with solid flint masonry walls to the external envelope and corner pillar detailing.

1.2 The roof is of pitched roof construction with a timber framed structure. The roof covering is clay pan tiles with decorative cockscomb ridge tile detailing.

1.3 Rainwater drainage discharges via uPVC half-cut circular rainwater guttering and uPVC circular downpipes.

1.4 The windows are single-glazed stained glass leaded units thought to be original to the construction. The external doors are solid timber with a painted finish.

1.5 The ground floor is solid ground-bearing concrete with raised access flooring. The floor finishes include a mixture of ceramic tiles and carpeted.

1.6 Internal finishes to the wall compromise a painted plastered finish and painted exposed finishes in other areas.

1.7 The ceilings show the exposed timber rafters and sarking boards.

1.8 Hardstanding's around the building are a mixture of block paving and gravel.

2. Description of Mechanical & Electrical Services

2.1 There are two electrical distribution boards within the building, one in the chapel and one in the workshop. They appear to be feeding the electrical storage heating system and general power including lighting. There are circuit breakers and mains isolators providing electrical safety to appliances.

2.2 All appliances and wiring appear to be earthed.

2.3 Lighting throughout the building is by means of suspended fluorescent luminaires throughout the building.

2.4 Emergency lighting is supplied by maintained standard fittings.

2.5 A fire alarms system was not observed during the inspection, and it is advised these are installed as soon as possible.

2.6 There were forms of firefighting equipment such as fire extinguishers.

2.7 Heating is provided to the building through electrical storage heaters which appeared dated but in reasonable condition.

2.8 There appeared to be no water supply to this building.

2.9 There appears to be a redundant capped off gas supply.

Cemetery Chapel: Building Report

3. Summary on the Building Fabric Condition

The building structure and fabric is overall in a good condition. The floor construction is ground bearing solid concrete with raised access flooring to the Chapel room, both appear in a fair condition. The chapel has a carpeted covering which is lightly soiled, and the workshop has a tiled finish, which is perished and in need of a full replacement. The concrete steps leading up to each external door are in fair condition with evidence of wear and tear. The ceilings of both the chapel and the workshop are exposed timber rafters and sarking boards, which are in good condition. The internal walls have a painted plastered finish in fair condition and will require redecoration as part of an ongoing maintenance programme.

The external envelope is made up of load-bearing flint stone walls with corner detailing, which is in good condition. The external windows are single-glazed leaded windows and in good condition, however, there were a number of localised cracked/broken glazing panels which require repair. The doors are of solid timber and are in good condition. The pitched roof covering is clay pan tiles which seem to have been replaced relatively recently and are generally in good condition. The uPVC rainwater goods appear in good condition and seem to have been recently upgraded along with the roof covering. The painted timber fascia and soffits appear in good condition.

The following defects and maintenance items were identified:

- 3.1 Some slipped roof tiles on the chapel section.
- 3.2 Several cracked or damaged glazing panes to the leaded windows.
- 3.3 The tiled floor covering in the workshop are perished and require a full replacement.

3.4 The walls of the workshop appear damaged in areas with flaking finishes. These require a complete redecoration.

3.5 Damage was noted to the wall adjacent to the doorway arch in the workshop. Likely to have been caused by impact damage.

3.6 The external canopy connecting the two rooms has flaking finishes on the underside of the roof structure and requires redecoration.

3.7 Localised cracking to the head of the doors and hairline cracks throughout the building.

4. Mechanical and Electrical Recommendations

4.1 The installation of the electrical distribution boards appear consistent with a domestic building rather than a commercial building. It is advised that the distribution boards are within a locked store cupboard to prevent unauthorised access. Overall, the panels appear in reasonable condition, although they have not been tested during this inspection and no further documentation has been provided.

4.2 No fire alarms were noted in the building, it is recommended that a full fire risk assessment is undertaken.

4.3 The electrical storage heaters appeared dated and could be upgraded.

4.4 Consideration should be given to upgrading the electrical services to more energy-efficient renewal sources

Cemetery Chapel: Building Report

6. Utilisation

At present, the right-hand side of the building is regularly used as a chapel for funerals and the like. The left-hand side of the building is currently used as a workshop by the Council's contractors and not generating any income. As the building is used as a workshop, the floor covering is in poor condition and the walls show evidence of impact damage. The council could consider refurbishing the workshop and turning this into a rentable space. Meanwhile, a shed with electrical power could be provided as a workshop for the contractors elsewhere in the cemetery.

7. Building Overall Assessment Condition

From the visual inspection, the building appears to be overall in good condition for the building fabric and fair for mechanical and electrical services.

INSPECTORS OVERALL CONDITION ASSESSMENT				
BUILDING FABRIC				
1	2	3	4	5
BAD	POOR	FAIR	GOOD	EXCELLENT
			^	
MECHANICAL AND ELECTRICAL				
1	2	3	4	5
BAD	POOR	FAIR	GOOD	EXCELLENT
		^		

Cemetery Chapel : Photographic Schedule

EXTERNAL

North Elevations (NE)



North Elevation 1 - General View



North Elevation 2 - Leaded Stained Glass Window

END OF NORTH ELEVATION PHOTOS
West Elevations (WE)



West Elevation 1 - General View

NO PHOTO

END OF WEST ELEVATION PHOTOS

East Elevations (EE)



East Elevation 1 - General View



East Elevation 2 - Slipped Roof Tiles



East Elevation 3 - Broken Glazing Section

NO PHOTOS

END OF EAST ELEVATION PHOTOS

South Elevations (SE)



South Elevation 1 - General View



South Elevation 2 - Flint Wall with Masonry Plinth



South Elevation 3 - Debris to Drainage Gully

END OF SOUTH ELEVATION PHOTOS

Cemetery Chapel : Photographic Schedule

INTERNAL

Chapel (CH)



Chapel 1 – General View



Chapel 2 – General View



Chapel 3 – Timber Doors



Chapel 4 – Lightly Soiled Carpet

END OF CHAPEL PHOTOS

Workshop (WS)



Workshop 1 – General View



Workshop 2 – General View



Workshop 3 – General View



Workshop 4 – Tiled Floor Covering



Workshop 5 – Exposed Roof Structure



Workshop 6 – Plastered Wall Finish

END OF WORKSHOP PHOTOS

Cemetery Chapel : Photographic Schedule

Central Archway (CA)



Central Archway 1- General View



Central Archway 2- General View



Central Archway 3 – Exposed Roof Structure

NO PHOTO

END OF CENTRAL ARCHWAY PHOTOS

Cemetery Chapel: Survey Data Capture

Element	Sub-Element	Construction Finish	Survey Data				Photo Ref.	Estimated Cost (£)
			Condition Grading	Condition Descriptor	Works Required (Years)	Comment		
Floors_and_Stairs	Floor_Structure	Ground Bearing Solid Floor Structure	4	Good	10+			-
Floors_and_Stairs	Floor_Construction_Finish	Concrete (and screed) Construction	3	Fair	2-5	Consider refurbishment in 2 years		-
Floors_and_Stairs	Floor_Construction_Finish	Raised Access Floor Construction (Over Concrete Construction)	4	Good	10+			-
Floors_and_Stairs	Floor_Applied_Finish	Carpet	3	Fair	2-5	Some light stains, consider a professional carpet clean in the next two years.	Chapel 4	£ 500.00
Floors_and_Stairs	External_Staircase_Construction	Concrete Construction	3	Fair	2-5	Carry out minor repairs in the next two years		£ 1,500.00
Ceilings	Ceiling_Construction	No Ceiling/ Exposed Structure	4	Good	10+		Workshop 5	-
Internal_Walls_and_Doors	Walls_Partitions_Construction_Finishes_and_Applied_Finishes	Walls and Partitions Plastered Finish.	3	Fair	2-5	Consider redecoration in the next 2 years	Workshop 6	£ 2,000.00
Internal_Walls_and_Doors	Doors	Solid Timber	3	Fair	10+		Central Arch 4	-
Redecorations	Internal_Walls_Internal_Joinery_Windows_and_Doors	Unpainted	3	Fair	2-5	Carry out routine maintenance as required		-
Redecorations	Internal_Ceilings	Unpainted	3	Fair	2-5	Carry out routine maintenance as required		-
Floors_and_Stairs	Floor_Applied_Finish	Ceramic Tiles / Terrazzo	1	Bad	0	Floor covering is perished, require complete replacement	Workshop 4	£1,500.00
Internal_Walls_and_Doors	Walls_Partitions_Construction_Finishes_and_Applied_Finishes	Exposed Walls & Partitions / No Finish / Self finished.	3	Fair	2-5	Carry out routine maintenance as required		-

Cemetery Chapel: Survey Data Capture

Element	Sub-Element	Construction Finish	Survey Data				Photo Ref.	Estimated Cost (£)
			Condition Grading	Condition Descriptor	Works Required (Years)	Comment		
Redecorations	Internal_Walls_Internal_Joinery_Windows_and_Doors	Unpainted	3	Fair	2-5	Carry out routine maintenance as required		-
Redecorations	External_Windows_Doors_and_External_Joinery	Unpainted	3	Fair	2-5	Carry out routine maintenance as required		-
Redecorations	Internal_Ceilings	Unpainted	3	Fair	10+		Workshop 5	-
External_Walls_Windows_and_Doors	Block_Structure	Loadbearing Masonry	3	Fair	10+		South Elevation 2	-
External_Walls_Windows_and_Doors	External_Envelope	Loadbearing Masonry	4	Good	10+	Flint masonry walls, carry out routine maintenance as required	South Elevation 2	-
External_Walls_Windows_and_Doors	External_Envelope	Component Metal Windows & Doors	4	Good	6-9	Lead glazed windows, couple of cracks, carry out routine maintenance as required.	East Elevation 2	-
External_Walls_Windows_and_Doors	External_Envelope_Applied_Finishes	Exposed Envelope	4	Good	6-9	Carry out routine maintenance as required		-
Redecorations	External_Windows_Doors_and_External_Joinery	Unpainted	4	Good	6-9	Carry out routine maintenance as required		-
Roofs	Structure	Pitched roof structure - Generally	4	Good	6-9	Carry out routine maintenance as required		-
Roofs	Pitched_Roof_Coverings	Tiles	4	Good	6-9	Couple of slipped tiles, carry out routine maintenance as required.	East Elevation 2	£ 2,500.00
Roofs	Pitched_Roof_Drainage	Plastic	4	Good	6-9	Carry out routine maintenance as required, including the removal of vegetation which can create a blockage.		£ 500.00
Roofs	Fascias_Soffits	Timber	4	Good	6-9	Carry out routine maintenance as required		-
External_Walls_Windows_and_Doors	External_Envelope	Component Timber Windows & Doors	4	Good	6-9	Carry out routine maintenance as required		-

Condition Survey (High Level)

Mortuary Chapel Report

13/10/2023

- Building Report
- Photographic Schedule
- Survey Data Capture

Mortuary Chapel: Building Report

1. Description of Building Construction

1.1 Mortuary Chapel is a single storey building, with solid flint masonry walls to the external envelope.

1.2 The roof is of pitched timber framed construction with clay pan tiles and glazed rooflights.

1.3 Rainwater drainage discharges via uPVC half-cut circular rainwater guttering and uPVC circular downpipes. One cast iron pipe was noted on the rear elevation.

1.4 The windows are single-glazed leaded and in keeping with the original features. The internal and external doors are solid timber with either a painted or varnished finish.

1.5 The ground floor is made of solid concrete construction in one area and a suspended timber floor in the other.

1.6 Internal partition walls are a mixture of masonry, timber stud partitions and interlocking concrete panels. The walls either have a painted plastered finish, exposed concrete painted finish or exposed masonry painted finish. Ceramic tiles were noted to the sanitary area.

1.7 The ceilings are a mixture of solid painted plasterboard to one section and exposed timber boarding to the other section.

1.8 Hardstanding's around the building is stone paving.

1.9 There is a mixture of fencing and solid masonry walls that surround the building.

1.10 There is an additional single-storey structure adjacent to the Mortuary Chapel which serves as outdoor WC facilities. It has solid masonry walls with

polycarbonate roof sheeting and timber windows and doors. The building is not weathertight and doesn't appear fit for purpose.

2. Description of Mechanical & Electrical Services

2.1 There is a singular electrical distribution board within the building, feeding general power including lighting. There are circuit breakers and mains isolators providing electrical safety to appliances, although these were not tested during the inspection.

2.2 All appliances and wiring appear to be earthed, although not tested during this inspection.

2.3 Lighting throughout the building is by means of suspended fluorescent luminaires and exposed fixed light bulbs throughout the building.

2.4 Emergency lighting is supplied by maintained standard fittings. The external lighting is a mixture of LED emergency lighting and bulkhead lighting around the building.

2.5 No working fire alarms were visible during the inspection, and it is advised these are installed as soon as possible. There appeared to be one historic fire alarm which was heavily corroded and not in operation.

2.6 Domestic-style smoke detectors were noted along with forms of firefighting equipment such as fire extinguishers.

2.7 No heating is provided to the property which presents a risk for condensation.

2.8 It is assumed that cold water is from mains supply and serves the wash hand basin and the kitchen sink. It is assumed there is no gas within the building.

Mortuary Chapel: Building Report

3. Summary on the Building Fabric Condition

The building structure and fabric is in overall fair to poor condition. For the floor, the ground bearing solid floor structure appears in fair condition and the concrete screed finish appeared chipped and worn out in areas. Meanwhile, the suspended floor structure to the other section of the building appeared in fair condition, although no intrusive surveys were undertaken. Consideration should also be given to replacing the timber boards when installing a new floor covering. The ceiling finish is exposed revealing the timber rafters and timber boarding which appear in fair condition. The solid paint-plastered ceiling in the other room is in good condition and will require periodic decoration as part of ongoing maintenance. The internal walls and partitions are a mixture of finishes and generally appear unmaintained and in poor condition. Staining and flaking finishes were noted in several areas. There also appears to be an issue with rising damp that requires further investigation, which was evident from the bubbling finishes to the walls. The internal doors appear worn out and will require redecoration. The sanitaryware and kitchenette are dated and not fit for purpose and will need replacing. The internal joinery is unpainted and requires an overhaul and redecoration.

The external envelope is load-bearing masonry walls with a stone and flint finish and appears in good condition for the building's age. The external windows have numerous instances of cracking, broken, or missing glass panes and the frames are corroded in areas. Those in the worst condition will require replacing, whilst repairs could be undertaken to the other windows in fair condition. The external timber doors are also in fair condition and will require redecoration as part of ongoing maintenance. Externally, the roof covering appears in good condition and seems to have been replaced relatively recently. The rainwater goods are prominently uPVC with one cast iron downpipe. The uPVC rainwater goods appear in good condition and seem to have been recently upgraded along with the roof covering, whilst the cast iron downpipe appears in fair condition. The timber fascia and soffits remain in good condition. It was noted that several air vents in the external walls are blocked, and the external hardstanding seems to be bridging the building's damp-proof course in areas.

AECOM

CLEAR FUTURES

The external building serving as the WC facilities to both the Mortuary and the Chapel are in poor condition and not fit for purpose. The building is not weather-tight and is exposed to the external elements. The flat roof consists of a polycarbonate sheeting and will require a full replacement. The ground-bearing floor structure and the exposed screed finish are both in poor condition. The outer envelope consists of load-bearing solid masonry walls which are heavily stained but in overall fair condition. The interior ceramic wall finishes are in poor condition, as are the timber doors and windows. The internal sanitaryware is dated and kept in poor condition. Due to the extensive nature of repairs required to bring this building up to standard, consideration should be given to a complete demolition and rebuild.

In summary, the following defects and maintenance items were identified:

- 3.1 Internally, there appears to be evidence of rising damp and requires further investigation.
- 3.2 Overall, the internal partition walls are in poor condition with evidence of staining, flaking finishes and damaged finishes.
- 3.3 Broken glazing to the windowpanes with corroded frames in areas.
- 3.4 A crack in the waste drainage pipe on the southern elevation.
- 3.5 Blocked air vents on the eastern elevation with potential bridging of the DPC.
- 3.6 An active beehive in the roof soffit on the eastern elevation.
- 3.7 The sanitary provisions and kitchenette do not appear fit for purpose and require a full replacement.
- 3.8 Consideration should be given to a complete demolition and rebuild of the external WC building.

Mortuary Chapel: Building Report

4. Mechanical and Electrical Recommendations

4.1 During the inspection, one electrical disruption board was noted internally above a door. The installation appears consistent with a domestic building rather than a commercial building. It is advised that the distribution board is within a locked store cupboard to prevent unauthorised access. Overall, the panels appear in reasonable condition, although they have not been tested during this inspection and no further documentation has been provided.

4.2 No fire alarms were noted in the building, it is recommended that a full fire risk assessment is undertaken.

4.3 No heating is provided to the building increasing the risk of condensation.

5. Health & Safety Concerns

No immediate health and safety concerns.

6. Utilisation

Currently, the building is used as a gardening storage area for potting plants around the cemetery. Which means the building is not generating any income for the Council. The external WC building serves both the Chapel and Mortuary but doesn't appear well maintained or fit for purpose. Consideration should be given for a complete refurbishment of the building to provide a rentable space such as offices. In doing so, the building should be modified internally with a new layout to meet the change of use.

7. Building Overall Assessment Condition

From the visual inspection, the building appears to be overall in fair condition for both the building fabric and mechanical and electrical services.

INSPECTORS OVERALL CONDITION ASSESSMENT				
BUILDING FABRIC				
1	2	3	4	5
BAD	POOR	FAIR	GOOD	EXCELLENT
	^			
MECHANICAL AND ELECTRICAL				
BAD	POOR	FAIR	GOOD	EXCELLENT
		^		

Mortuary Chapel : Photographic Schedule

EXTERNAL

North Elevations (NE)



North Elevation 1 - General View



North Elevation 2 - Flint Wall on Masonry Plinth

END OF NORTH ELEVATION PHOTOS

East Elevations (EE)



East Elevation 1 - General View



East Elevation 2 - Roof Drainage

END OF EAST ELEVATION PHOTOS

South Elevations (SE)



South Elevation 1 - General View



South Elevation 2 - Damaged Waste Pipe



South Elevation 3 - Leaded Windows in Poor Condition

END OF SOUTH ELEVATION PHOTOS

West Elevations (WE)



West Elevation 1 - General View



West Elevation 2 - Damaged Glazing Panes



West Elevation 3 - Timber double-doors

NO PHOTO

END OF WEST ELEVATION PHOTOS

Mortuary Chapel : Photographic Schedule

INTERNAL

Morgue Area (MA)



Morgue 1 – General View



Morgue 2 – General View



Morgue 3 – Kitchenette



Morgue 4 – Original Timber Door



Morgue 5 – Stained Wall Finishes with Evidence of Moisture Ingress



Morgue 6 – Stained Wall Finishes



Morgue 7 – Damaged Wall Finishes, Requires Further Investigation

NO PHOTO

END OF MORGUE PHOTOS

Office Area (OA)



Office 1- General View



Office 2- General View



Office 3- Ceiling



Office 4 – Flaking Floor Finish and Rising Damp

Mortuary Chapel : Photographic Schedule

Sanitary Area (SA)



Office 5 – Corrode historic fire alarm

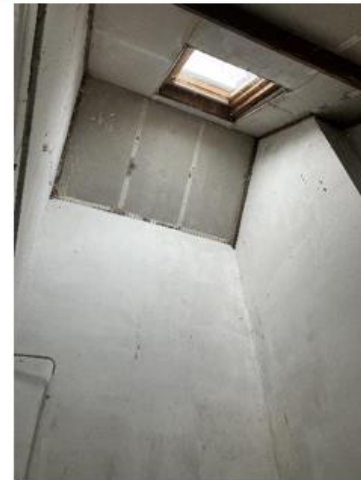


Office 6 – Electrical Distribution

END OF OFFICE PHOTOS



Sanitary Area 1 - General view



Sanitary Area 2 – Timber boarded ceiling



Sanitary Area 3 – Ceramic tiles



Sanitary Area 4 – Wash hand basin



Sanitary Area 5 – Internal Timber Door

NO PHOTO

END OF SANITARY AREA PHOTOS

Mortuary Chapel : Photographic Schedule

External Toilet Block (ET)



External Toilets 1 – Northern Elevation



External Toilets 2 – Eastern Elevation



External Toilets 3 – Southern Elevation



External Toilets 4 – Western Elevation



External Toilets 5 – General View



External Toilets 6 – General View



External Toilets 7 – Ceramic Wall Tiles



External Toilets 8 – Solid Floor



External Toilets 9 – Timber Window

NO PHOTO

END OF EXTERNAL TOILETS PHOTOS

Mortuary Chapel : Survey Data Capture

Element	Sub-Element	Construction Finish	Survey Data				Photo Ref.	Estimated Cost (£)
			Condition Grading	Condition Descriptor	Works Required (Years)	Comment		
Floors_and_Stairs	Floor_Structure	Ground Bearing Solid Floor Structure	3	Fair	10+	No material issues noted.		-
Floors_and_Stairs	Floor_Construction_Finish	Concrete (and screed) Construction	3	Fair	2-5	Consider re-screeding with new floor covering		£ 5,000.00
Floors_and_Stairs	Floor_Structure	Suspended Floor Structure	2	Poor	1-2	The external vents appeared blocked and the ground level is bridging the DPC causing rising damp within the property. Consider investigating further.	Office 4	£ 1,000.00
Floors_and_Stairs	Floor_Construction_Finish	Timber Boarded/Sheeted Construction	3	Fair	2-5	Consider renewing the boards when installing a new floor covering		£ 5,000.00
Floors_and_Stairs	Floor_Applied_Finish	Exposed Construction Finish	3	Fair	2-5	-		
Ceilings	Ceiling_Construction	No Ceiling/ Exposed Structure	3	Fair	2-5	Flaking finishes noted from condensation due to the lack of heating within the building. Consider redecorating in the next 2-5 years.		£ 1,000.00
Ceilings	Ceiling_Construction	Plaster / render / plasterboard	4	Good	6-9	Carry out redecoration in the next 5 years or sooner if changing the use of the building.		£ 3,500.00
Internal_Walls_and_Doors	Walls_Partitions_Construction_Finishes_and_Applied_Finishes	Walls and Partitions Plastered Finish.	2	Poor	1-2	Staining and flaking finishes in areas and evidence of rising damp. Further investigation recommended.	Office Area 4	£ 5,000.00
Internal_Walls_and_Doors	Walls_Partitions_Construction_Finishes_and_Applied_Finishes	Exposed Walls & Partitions / No Finish / Self finished.	2	Poor	1-2	Exposed brick sections experiencing rising damp. Further investigation recommended.	Office Area 5	Inc in above
Internal_Walls_and_Doors	Doors	Solid Timber	2	Poor	1-2	Original timber doors require redecoration	Morgue Area 4	£ 750.00
Internal_Walls_and_Doors	Walls_Partitions_Construction_Finishes_and_Applied_Finishes	Walls and Partitions Applied Ceramic tiles	2	Poor	1-2	Consider a full replacement		£ 500.00
Sanitaryware	Sanitaryware_	Generally	1	Bad	0	Currently unfit for purpose and requires major refurbishment	Sanitary Area 3, 4	£ 15,000.00
Redecorations	Internal_Walls_Internal_Joinery_Windows_and_Doors	Unpainted	2	Poor	1-2	Internal doors require redecoration. Flaking finishes noted in areas.	Sanitary Area 5	£ 750.00
Redecorations	Internal_Ceilings	Painted	3	Fair	2-5	Requires redecoration		£ 1,500.00
External_Walls_Windows_and_Doors	Block_Structure	Loadbearing Masonry	4	Good	10+	No material issues noted.		-
External_Walls_Windows_and_Doors	External_Envelope	Loadbearing Masonry	4	Good	10+	No material issues noted.		-
External_Walls_Windows_and_Doors	External_Envelope	Component Timber Windows & Doors	2	Poor	1-2	Windows has several sections of broken glazing panes. Consider replacing the windows with like for like and installing secondary glazing.	West Elevation 2	£ 5,000.00
External_Walls_Windows_and_Doors	External_Envelope_Applied_Finishes	Exposed Envelope	4	Good	10+	Flint and stone walls		-

Mortuary Chapel : Survey Data Capture

Element	Sub-Element	Construction Finish	Survey Data				Photo Ref.	Estimated Cost (£)
			Condition Grading	Condition Descriptor	Works Required (Years)	Comment		
Roofs	Structure	Pitched roof structure - Generally	4	Good	10+	No material issues noted.		-
Roofs	Pitched_Roof_Coverings	Tiles	4	Good	6-9	No material issues noted.		-
Roofs	Pitched_Roof_Drainage	Plastic	3	Fair	2-5	Rainwater goods appeared blocked in areas. Carry out routine maintenance as required.		-
Roofs	Fascias_Soffits	Timber	4	Good	6-9	Carry out routine maintenance as required		-
Redecorations	External_Windows_Doors_and_External_Joinery	Painted	2	Poor	1-2	Redecoration	West Elevation 3	£ 1,500.00
Roofs	Pitched_Roof_Drainage	Cast iron	3	Fair	2-5	Carry out routine maintenance as required		-
Roofs	Structure	Flat roof structure and deck - Generally	1	Bad	0	Not fit for purpose, demolish and rebuild. Building is not weather tight.	External Toilet 5	£ 60,000.00
Roofs	Flat_Roof_Coverings	Glazed areas / rooflights	1	Bad	0	Not fit for purpose, demolish and rebuild. Building is not weather tight.	External Toilet 5	
Floors_and_Stairs	Floor_Structure	Ground Bearing Solid Floor Structure	1	Bad	0	Not fit for purpose, demolish and rebuild. Building is not weather tight.		
Floors_and_Stairs	Floor_Construction_Finish	Concrete (and screed) Construction	1	Bad	0	Not fit for purpose, demolish and rebuild. Building is not weather tight.		
Floors_and_Stairs	Floor_Applied_Finish	Exposed Construction Finish	1	Bad	0	Not fit for purpose, demolish and rebuild. Building is not weather tight.	External Toilet 8	
Ceilings	Ceiling_Construction	No Ceiling/ Exposed Structure	1	Bad	0	Not fit for purpose, demolish and rebuild. Building is not weather tight.	External Toilet 5	
External_Walls_Windows_and_Doors	Block_Structure	Loadbearing Masonry	3	Fair	2-5	Not fit for purpose, demolish and rebuild. Building is not weather tight.		
External_Walls_Windows_and_Doors	External_Envelope	Loadbearing Masonry	3	Fair	2-5	Not fit for purpose, demolish and rebuild. Building is not weather tight.		
Internal_Walls_and_Doors	External_Envelope_Applied_Finishes	Ceramic Tiling	2	Poor	1-2	Not fit for purpose, demolish and rebuild. Building is not weather tight.	External Toilet 7	
External_Walls_Windows_and_Doors	External_Envelope	Component Timber Windows & Doors	2	Poor	1-2	Not fit for purpose, demolish and rebuild. Building is not weather tight.	External Toilet 9	
Sanitaryware	Sanitaryware_	Generally	1	Bad	0	Not fit for purpose, demolish and rebuild. Building is not weather tight.	External Toilet 6, 8	
Roofs	Pitched_Roof_Drainage	Cast iron	2	Poor	1-2	Not fit for purpose, demolish and rebuild. Building is not weather tight.	External Toilet 4	



D

Town Council Workshop Findings

Overview

The Town Councilor's participated in a face-to-face workshop on 9th October 2023, where we delved into potential aspirations and ideas to enhance understanding of Newhaven's asset portfolio. The following pages capture the opportunities and challenges that were discussed as part of the workshop.

Attendees:

Julie Car – Town Mayor

Kim Bishop – Deputy Town Mayor

Ken Dry - Town Clerk

Kristine Taylor

Steve Saunders

Lesley Boniface

Shaun Boniface



Workshop Insights: East Side Social Centre

Context

An essential part of the East Side community, it has served as a venue for parties and polling before finding its purpose as a nursery. There is a proposal to relocate it to the nearby Reck Park, but this idea has been met with significant resistance. The community has expressed strong opposition to the idea, preferring to maintain the park's current location rather than introducing a new building and parking facility. There will be a lot more buildings there due to new building permissions, to have a social centre there will be even more important.

Current use

- After-school club, nursery "Nippers"

Current positives

- The nursery is very important to the community

Opportunities

- A more multipurpose area for the whole community
- Demolish and rebuild as two stories
- If "nippers" are relocated, people worry about what happens to that space

Challenges

- High flood risk causing issues with insurance
- Lack of nearby parking
- Currently run down and damp



Workshop Insights: Denton & Mount Pleasant Social Centre

Context

The purpose of this social centre is to serve as a versatile hub for various community groups, including dance enthusiasts, stamp collectors, and the Denton Community Challenge initiative. Additionally, it hosts community gardening activities. Situated in a central and good condition building within Denton, the centre fosters a diverse range of community engagement and activities.

Current use

- Gardening, dance classes and community events

Current positives

- Perfect location in the community
- Great size
- Enough parking

Opportunities

- Design to make more multifunctional
- Improve amenities

Challenges

- Unattractive exterior building
- Prone to flooding



Workshop Insights: Lewes Road Hut

Context

The area behind and adjacent to the centre serves as a community garden space. The building holds sentimental value and maintains its distinctive character, known as a wooden shack. Situated alongside the "Jolly Boatman" pub, it is a well-used space that plays a central role in serving the entire valley community.

Current use

- Parties and community groups

Current positives

- Has sentimental value to the community

Opportunities

- Community gardens
- Café and bike hire
- Accessible location close to the park

Challenges

- Uninsulated
- Current state would need a lot of work doing to it
- Very dated



Workshop Insights: Meeching Hall

Context

This centrally located building offers the sole stage for two theatre groups. Despite its importance, it faces challenges such as limited parking and a lack of disabled access. In previous working meetings, various options and costs were discussed concerning its refurbishment. Options in favour of a full refurbishment include alignment with the town council's Business Plan, enhanced accessibility, modernisation, potential for attracting new users, preservation of architectural significance, and stewardship of town council assets. On the other hand, challenges against the full refurbishment revolve around its high cost, an unconvincing business case in terms of cost recovery, changing usage patterns of public halls, and the presence of alternative facilities, although the unique stage facility remains a distinct advantage.

Current use

- Drama groups, community groups, etc.

Current positives

- Sentimental value to the community
- Has a well-used stage for community groups
- Refurbished kitchen

Opportunities

- Housing development
- Redesign

Challenges

- High running costs
- Lack of parking
- Would cost a lot to make it meet sustainability standards



Workshop Insights: Town Council Office

Context

Owned by the council, this building currently houses offices that are not ideally centrally situated for visitor convenience. There are discussions surrounding the possibility of relocating the building and potentially leasing the space for alternative purposes.

Current use

- Town council offices

Current positives

- Owned by council
- Platform lift added

Opportunities

- Rent as offices
- Rent as social housing
- Minor upgrades
- UTC building (alternative option)

Challenges

- Basement damp



Workshop Insights: Cemetery Chapel & Mortuary

Context

The left wing of the chapel building could transform into a multiuse office, potentially relocating contractors from the chapel's wing. Additionally, it could serve as an overflow area during ceremonies, with the possibility of accommodating a florist.

Current use

- Storage and funeral services

Current positives

- Roof replaced 6 years ago

Opportunities

- Funeral services on one side with a florist or/and café on the other as well as space for overflow during funeral services
- Sell mortuary for housing

Challenges

- Lack of heating
- Poor toilet facilities







E Observational Report

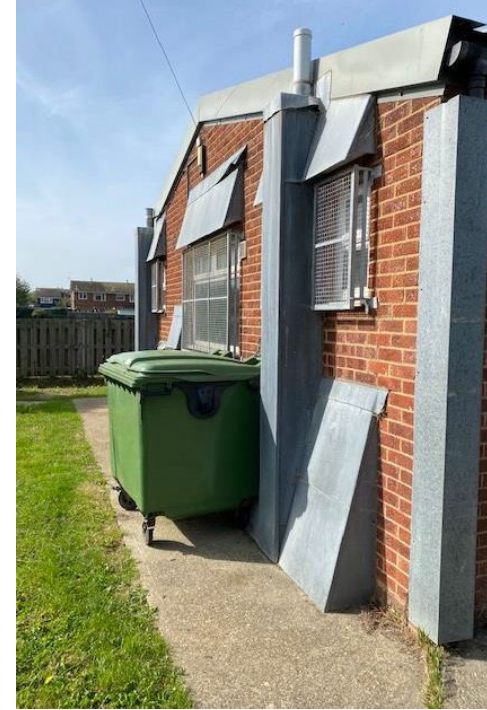
Site Observations: East Side Social Centre

- Facility is well used and hosts 20-30 children a day, and up to 50 during school holidays, ages 4-14 for after-school care
- Open during school closures, providing space for children from Newhaven and Seaford
- 4 staff work onsite
- Limited on-street car parking – children are picked up from their schools/ homes and dropped off
- Situated in the 'heart' of the community it serves, and within proximity to green open spaces, park and community garden.
- The building does not have parking facilities and parking locally appears difficult; however, the building does benefit from some access to outdoor 'play' space, albeit it is somewhat small.
- The building comprises of a main hall area, small raised stage, storerooms and small kitchen space, as well as male and female WCs.
- The main building entrance provides step free access to the main hall, however no other DDA facilities are provided and access to other parts of the building would be inaccessible.



Site Observations: Denton & Mount Pleasant Social Centre

- Used well by dance academies, events, art groups, school parties, religious groups etc. seven days a week
- Bookings are captured via filling out a fact sheet form
- Recently refurbished exterior, 8 weeks ago
- Clear guidance of fire evacuation policies, this is consistent across all of the sites
- A contractor looks after lawns.
- Good location, situated within a 'park / green space' and access to car parking.
- One large open hall area, with access to two medium-sized storerooms, basic kitchen facilities and male/female toilets.
- Step-free access to space, although no other DDA provisions on site such as Accessible WC.
- Good access to natural light throughout (visit conducted on a sunny day).
- External metal security grilles over the windows do look imposing and non-welcoming, however, this does not restrict views out internally.



Site Observations: Lewes Road Hut

- Used for drumming band, including storage of equipment
- Facility is currently being repainted for the school to temporarily use, for 14 children
- LDC own field behind the hut
- Not overly welcoming space and no direct on-street parking
- Adjacent playground and various cycle routes/walks for dog walkers.
- Situated close to green space and park, however no parking facilities within the area.
- One large open hall area, with access to two medium sized storerooms, basic kitchen facilities and male/female toilets.
- Step-free access to space, although no other DDA provisions on site such as Accessible WC.
- Good access to natural light (visit conducted on sunny day).



Site Observations: Meeching Hall

- Build in 1895
- Used primarily for theatre shows, by MAD (Meeching Amateur Dramatics), 4-5 times a week
- Also used for Elections and voting polls
- No disabled access
- Situated within walking distance of the town centre with some minimal on-site parking facilities.
- Comprising of a main hall with stage, kitchen, stores and WCs to the ground floor, whilst the first floor comprises of open 'office' space and kitchen facility.
- Whilst there is step free access via the side entrance to the main hall, the vast majority of the space is inaccessible, with no lift access to the first floor.
- Generally, all areas of the building have access to natural light.
- The main hall and stage area benefit from double height space, making it ideal for lighting rigs, etc. that would typically be used in a theatre setting.



Site Observations: Town Council Office

- Previously converted residential into commercial office
- Low ceiling on ground floor
- Situated within walking distance of the town centre.
- No apparent on-site parking (although there may be some parking to the rear of the building – TBC)
- The entrance to the building is via a step free path with information as to the town's history and local notice board.
- The entrance is step free and the ground floor house access to a lift with access to the first and second floor.
- The ground floor comprises of a small entrance lobby, with limited head height, lift and toilets and access to a narrow set of stairs leading to first and second floors.
- An audible alarm signals when the main entrance door is accessed, however no CCTV appears to be present.
- The first floor, comprises of reception area with waiting room, a small back-office area, and basic kitchen facility.
- The second floor comprises of two offices and a meeting room, as well as an accessible WC.
- All spaces have access to some natural light.



Site Observations: Cemetery Chapel & Mortuary

- Build in 1800, due for redecoration in 2023
- Right wing of the chapel is used for funerals and burials only
- The left wing is used for contractor storage, poor condition with damage to interior walls and doors
- Exterior condition of chapel well preserved, significant sense of arrival onto the site, surrounded by landscape and pleasant views
- Both buildings offer some historically significant and externally appear visually to be well maintained (given the age of the buildings).
- Both offer ample parking facilities and are easily accessible by car.
- Neither building is suitable in terms of accessibility, either due to stepped access, uneven / gravel pathways or narrow width corridors.
- Both buildings benefit from vaulted ceilings and large (in need of refurbishment) leaded light windows.
- The chapel (in use for small ceremonies) provides a sense as to how these other spaces could look and feel if they were to be refurbished.





F Town Councillors Survey

Survey Results

Rank the buildings based on their usage, with **1 representing the most frequently used** and **6 representing the most underutilised**.



Top three most utilised buildings

7
Participants

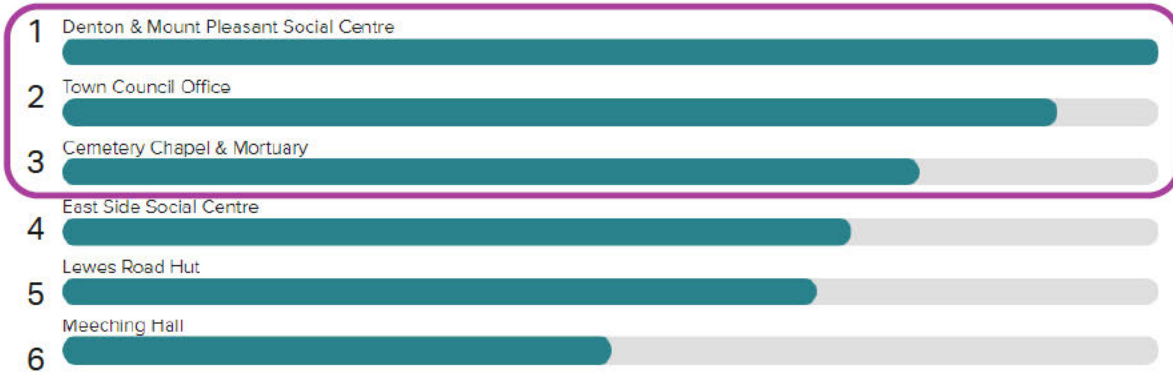
Prioritise the buildings based on their impact on the community, with **1 representing the one that has the most significant positive influence** and 6 indicating the least impactful.

Most significant positive influence



Survey Results

Prioritise the buildings based on their accessibility, where **1 represents the most accessible and 6 represents the least accessible.**



Most accessible buildings

"The town council needs a button to have an assisted door as it's heavy to open if you are in a wheelchair or don't have good strength."

"Meeching hall has already been identified as needing better access for DDA"

"Meeching is accessed via side entrance for people that are less able bodied"

What are the most significant opportunities and challenges you see in the NTC estate portfolio, either on a per-building basis or as a whole?

"Meeching hall needs a lot of money spent and used by some of the community. Town council offices could be bigger so we could hold our meetings and make it multipurpose. For day and evening use, Meeching hall could be used more often by community than councillors. East side needs a new building as it's mainly used by a child group its not fit for purpose."

"Meeching hall and East Side present the most challenges with the amount of repairs and maintenance required. Any work to either of these properties will attract a great deal of vocal query from the committee The fort road office is somewhat under used by the public as for some it is deemed a long way to walk. There is no parking outside the office"

"I see the opportunities to improved the accessibility to buildings which in turn will improve their usage. Increase the buildings facilities with ideas we gave in the meeting. Make the buildings more attractive. And repurpose some i.e. Meeching Hall and Town Council Offices."

"I think we need to keep and update/rebuild Denton social centre, Lewes Road hut and East Side social centre as these are used daily. The council office should be kept and rented out as a business hub. The Chapel needs to be updated with possibly the mortuary part sold off."

"Town Council Offices are easily accessible and in a good location with ease of on street parking. East Side Hall is highly utilised but in a very poor condition. Lewes Road Hall has no parking as the on-street parking can be a challenge but looking a bit tired. Meeching Hall has very high running costs and needs a lot of updating and improvements. Very underutilised."

G Interviews

Interview: East Side Social Centre

Interviewee Pam Perry runs the after-school care group N.I.P.P.E.R.S. which has been running since 1973.

Current usage:

- Term time: 1300-1800 Weekdays
- School Holidays: 0730-1800 Weekdays
- They currently serve 131 families, restricted from growth due to space, not need.

Current positives:

- It is convenient to local factories and transport connections

Current negatives:

- Building below flood plain, meaning an inability to get insurance, and constant damp, mould and wet walls
- They spent their own money decorating to make it up to safety standards
- The mould resistant paint has now failed and whole building has black mould
- Toilets often don't flush
- Wooden floor expands and causes significant trip hazards

Requirements:

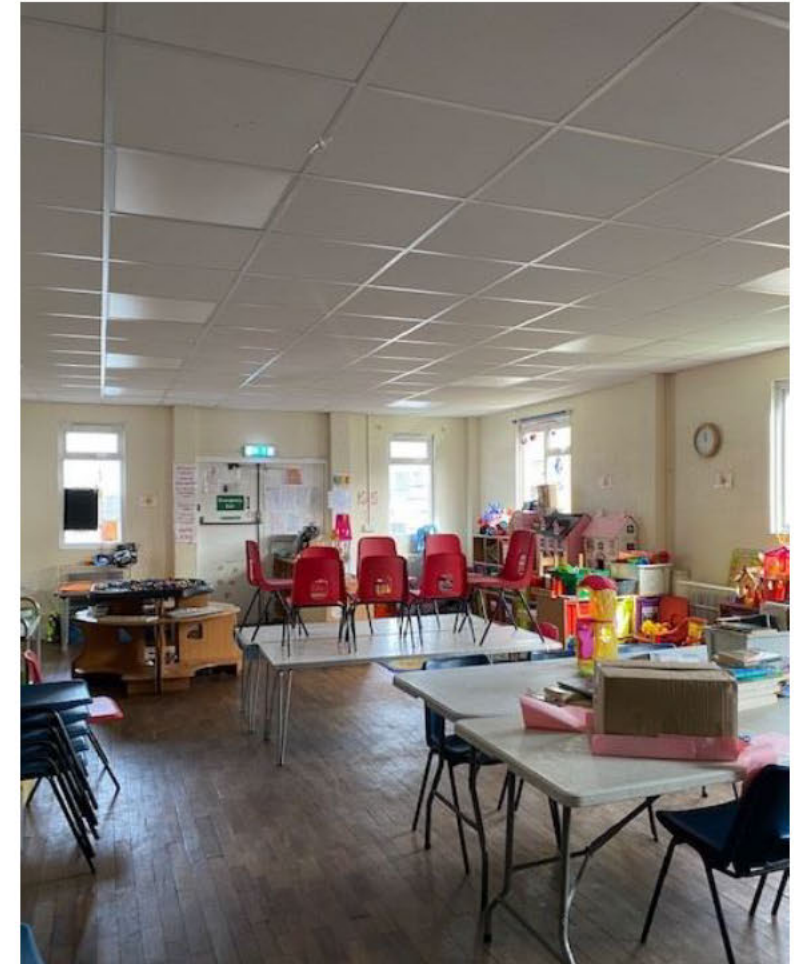
- Must be compliant with Ofsted and safeguarding
- Must be sole users during operational hours

Additions they would like:

- Sole use, mould free building
- Lots of outdoor space and preferably near a forest
- Reception/office area
- Kitchen and storage
- Large activities area

How would you rate the building? Poor, fair, good or excellent.

- Poor to fair



“In the committees' opinion, the fixing of certain issues has been completed to a 'make do' standard rather than one that will resolve the issue to enhance the building.”

Interview: Denton & Mount Pleasant Social Centre

Interviewee Sue Hibbert is a Yoga instructor who has used Denton & Mount for the last 3 years to host her classes.

Current use

- 8-15 users every Thursday morning

Current positives:

- Provides a location close for the community to exercise
- The windows can be opened for ventilation
- It is clean and the hard floors make it easy for sanitation
- Plenty of parking

Current negatives:

- Heater is old and ineffective and in winter it becomes very cold
- Kitchen doors don't shut
- Blinds broken, meaning lack of privacy and temperature control

Further information:

- In January it shut due to flooding

How would you rate the building? Poor, fair, good or excellent.

- Good

Interviewee Patricia Feist runs a weekly art club in Denton.

Current use

- 23-25 users once a week

Current negatives:

- Plumbing isn't good
- Dark
- Hot water taps are unreliable and one broken

Additions they would like:

- Working hot water
- Larger tables for activities

How would you rate the building? Poor, fair, good or excellent.

- Fair



Interview: Meeching Hall

Interviewee: Zara Mojdeh Mirfakhraee runs a dance studio that moved to Meeching Hall 2 years ago.

Current usage:

- Monday morning 1hr
- Wednesday evening 2hrs
- Friday morning 2hrs
- Over 50 clientele

Current positives:

- Safer than previous buildings
- Car park available

Current negatives:

- Occasional issues with intruders
- Doors don't shut properly so smells of cigarette smoke
- Heating barely works so very cold
- Rent is increasing rapidly, making it inaccessible

Further ideas/information:

- Upstairs could be turned into another large hall
- This is one of the only options in Newhaven
- Customers wouldn't go into town centre at night due to safety fears
- Youth Hub was built on Denton but feels

like a waste due to dangerous location

How would you rate the building? Poor, fair, good or excellent.

- Good for Newhaven but fair if compared to other nearby areas.

Interviewee: Margaret Banks runs private Ballroom & Latin – American Dance classes.

Current usage:

- Classes 2 mornings a week
- 1-4 pupils usually

Current positives:

- Convenient location
- Sentimental value

Current negatives:

- Floor slippery for dancing
- Would be nice to have larger mirrors for dancing.

How would you rate the building? Poor, fair, good or excellent

- Fair to good, ideal for my purposes





NEWHAVEN TOWN COUNCIL

Ken Dry
Town Clerk

TOWN COUNCIL OFFICES
18 FORT ROAD
NEWHAVEN
EAST SUSSEX
BN9 9QE

Tel: (01273) 516100
Email: admin@newhaventowncouncil.gov.uk

To: Full Council **Agenda Item 13**

Date: 16th January 2024

Report Contact: Town Clerk

Subject: **Expression of Interest in Office Space.**

1. The purpose of this report is to request council consideration and authorisation of an Expression of Interest to be made by the Council regarding office space within the Marine Workshops Building (aka the UTC)
2. Following a number of informal discussions with current and past town councillors, there has been growing desire for the Town Council to relocate its offices to the Marine Workshops Building (MWB) given a number of synergies surrounding building purpose and facilities as well as physical proximity with officers of the District Council.
3. The Town Clerk has visited the MWB on a number of occasions and has been afforded the opportunity to inspect and observe a number of available office spaces within the building. Of those available there is only one space that is of a suitable size to accommodate the existing officer cadre (+2 or 3 extra) that can also provide public access and is both self-sufficient in terms of toilets and a small kitchenette.
4. This same space (Appendix 1 - South Office Suite (133.19m²/1433.66ft²) – self-contained suite including kitchen area, own toilet and breakout rooms) is in close proximity to the main meeting room currently used by LDC for their committee and cabinet meetings. It is anticipated that NTC could use these also.
5. The Town Clerk is now in receipt of an Expression of Interest (EOI) (Appendix 1) to lease this space within the MWB which needs to be returned by **January 19th 2024**. As such this does not commit the Town Council to taking up this lease, but it is of parallel relevance to the deliberated outcome of the Estates and Assets Strategy.
6. With the latter information in mind, the Town Clerk has sought professional advice as to an initial opening offer for floor space rental as part of the EOI.

Recommendation.

That the council instruct the Town Clerk to submit this EOI at the professionally recommended and appropriate financial level.

13. Report – Appendix 1 – EOI Office Space



EXPRESSION OF INTEREST

TO LET

**Office premises : Marine Workshops, Railway Quay, Railway Approach,
Newhaven BN9 0ER**

Purpose of this document:

- To act as a base document against which the viability of the proposal or proposals can be assessed;
- To enable a fair and equal assessment of bids where there is more than one interested party

Please return the completed form to: property@lewes-eastbourne.gov.uk
by 19th January 2024.

Please quote reference: "MW EOI" on all correspondence

PROPOSAL	
Location:	Marine Workshops, Railway Quay, Railway Approach, Newhaven BN9 0ER
Organisation	Newhaven Town Council
Name	Council Offices, 18 Fort Road, Newhaven. BN9 9QE.
Position in Organisation:	Town Clerk
Address:	Council Offices, 18 Fort Road, Newhaven. BN9 9QE.

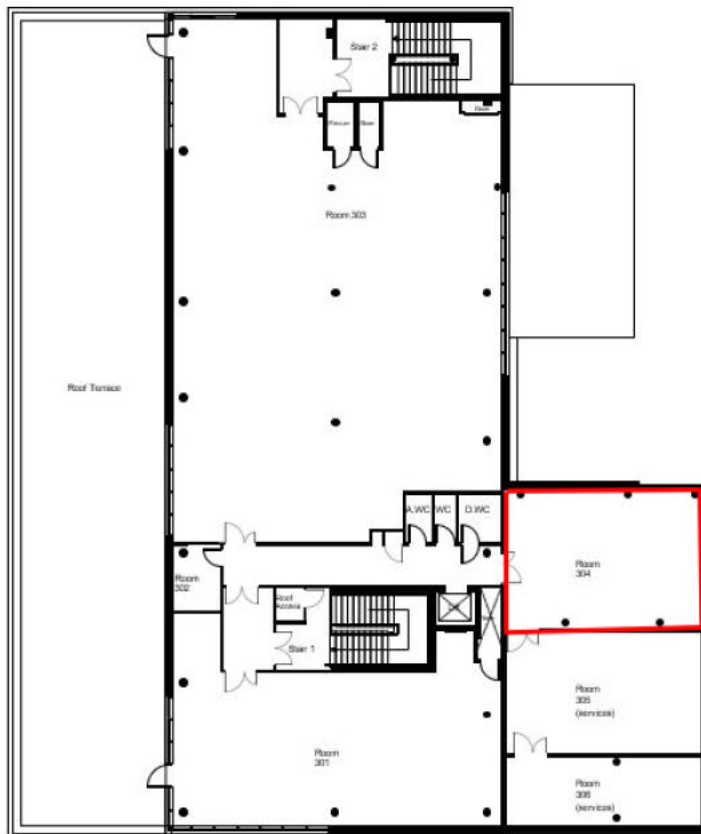
Telephone:	01273 516100		
Email:	ken.dry@nwhaventowncouncil.gov.uk		
Type of organisation: Local Authority/Town Council			
Registered Charity	N/A	Company limited by guarantee	N/A
Company limited by shares	N/A	Community Interest Company	N/A
Unincorporated club or association	N/A	Public Sector	
Other (please specify)		Registration Number	

Please note that the boxes below will automatically expand if needed

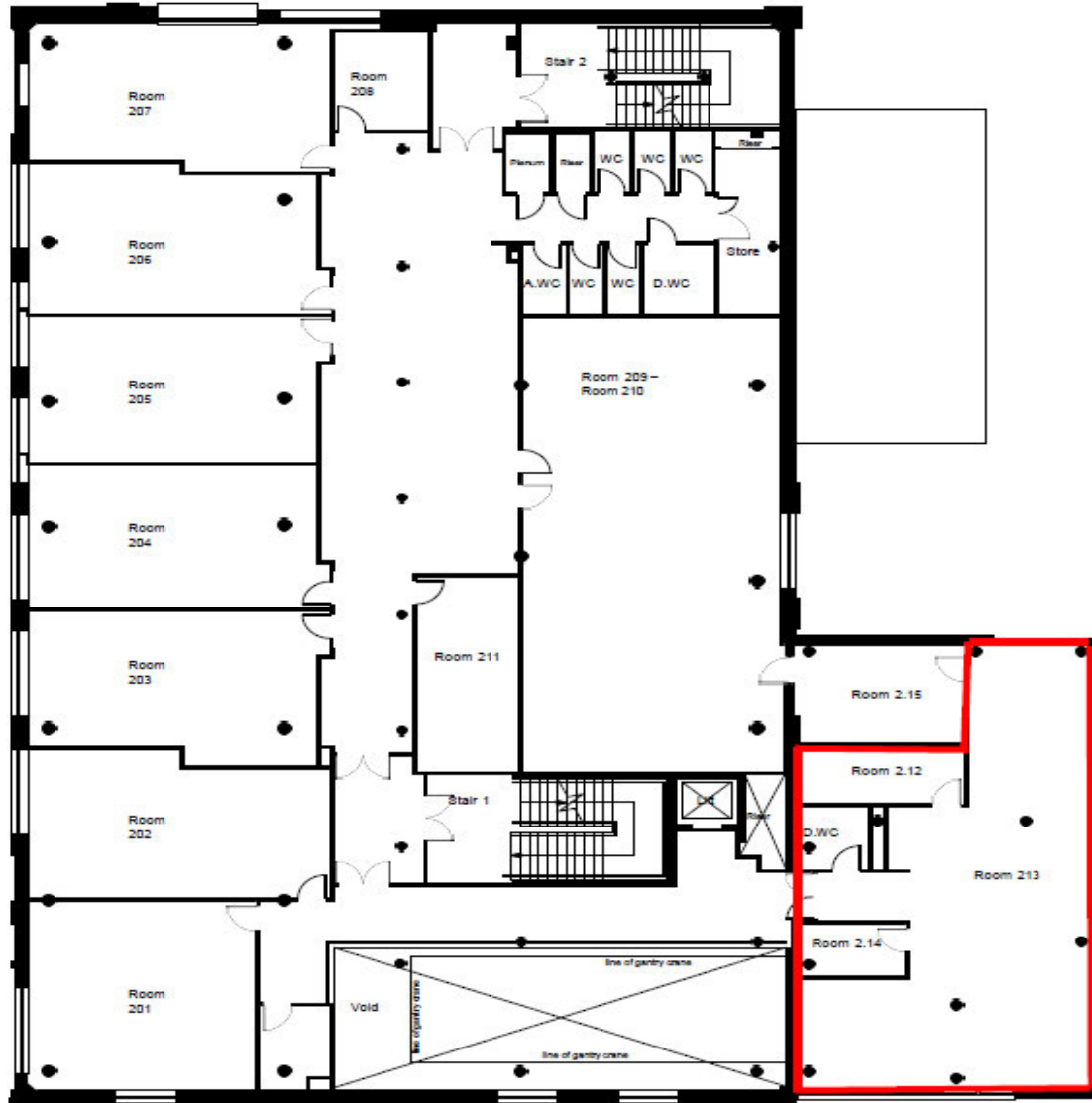
INTRODUCTION

Lewes District Council (LDC) is seeking tenants for office space on the 3rd and 2nd floors of Marine Workshops. The following spaces are currently available:

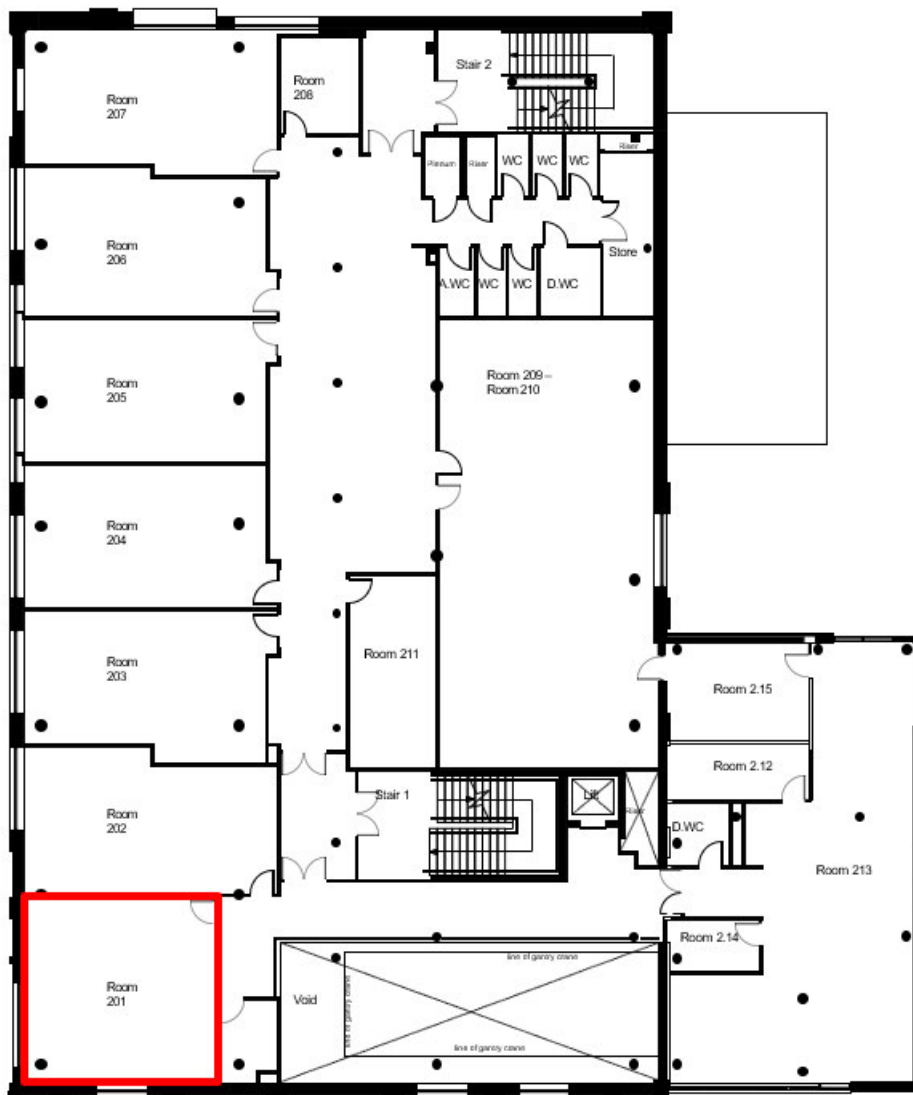
- **Room 304 (73m²/839.59ft²)** – large, dual aspect corner office



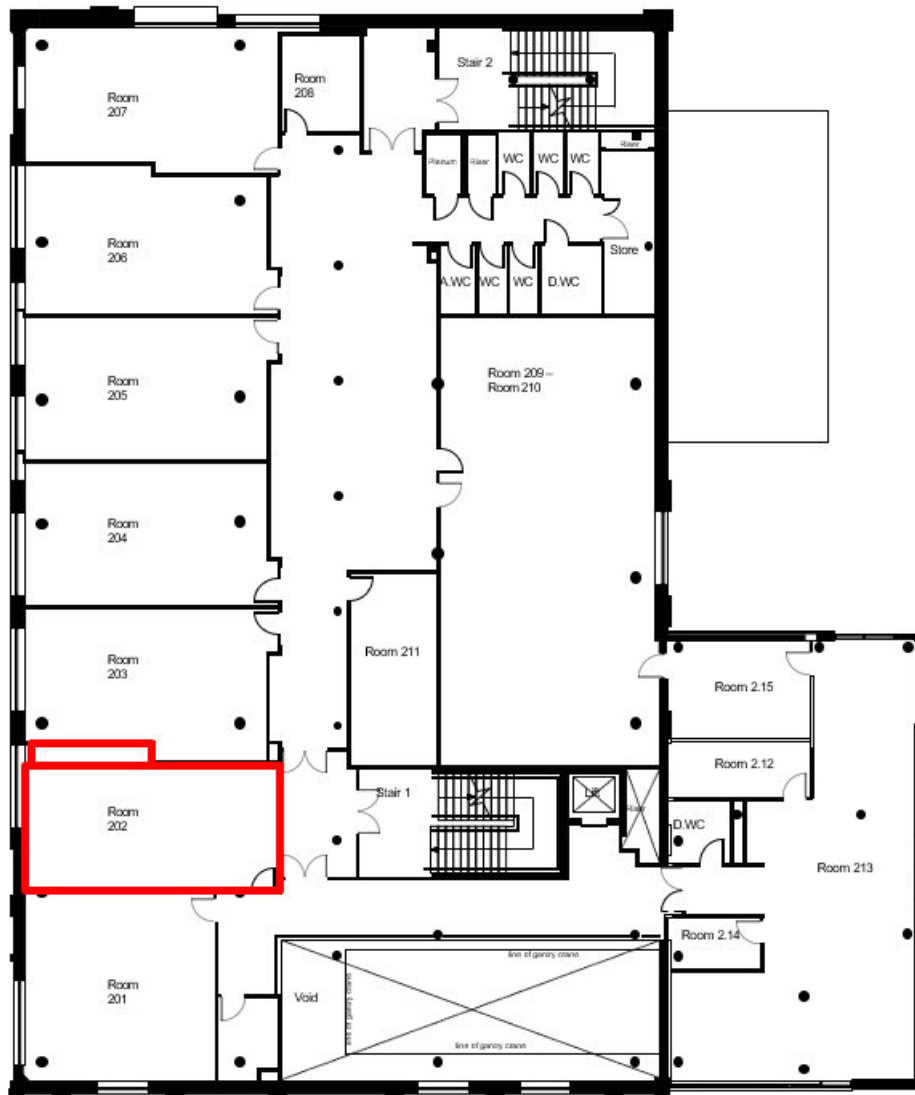
- **South Office Suite (133.19m²/1433.66ft²)** – self-contained suite including kitchen area, own toilet and breakout rooms.



- **Room 201 (56.94m²/612.90ft²)** – large, dual aspect corner office



- **Room 202 (57.39m²/617.75ft²)** – large, 10m long office



The Marine Workshops is a four storey Grade II listed building situated at Railway Quay on Newhaven Harbour. It lies adjacent to the River Ouse and building offers spectacular views across the river, town, and Downs.

The property stands in an important location in Newhaven and was briefly used as a University Technical College. LDC acquired the building in 2022 to bring it back into use as a marine, commercial, and civic space for Newhaven.

Newhaven is within an Enterprise Zone which is helping support the regeneration of the town and unlocking its potential; read more about the Enterprise Zone and what it means for the town here <https://newhavenenterprisezone.com/>

ADDITIONAL INFORMATION

Proposed lease terms:

- **Initial Annual Inclusive Rent**
Room 304: in the region of £19,000
South Suite: in the region of £34,000
Room 201: in the region of £14,000
Room 202: in the region £14,000
- **Lease Length:** Ideally 5–10 years

To arrange an internal inspection of the premises please contact:
property@lewes-eastbourne.gov.uk

PROPOSAL DETAILS

Which workspace(s) are you interested in?	South Office Suite (133.19m²/1433.66ft²) – self-contained suite including kitchen area, own toilet and breakout rooms.
Preferred length of lease required?	10 years
Preferred commencement date?	
Please confirm details of your rental offer.	£??K pa

Is any external funding required to support your use of the site? If so, please confirm amount, source and whether the funding has already been secured or your proposal is subject to funding being secured.

CLIMATE CHANGE AND SUSTAINABILITY

Please confirm if your proposal will help to support the aims of the Council's Climate Emergency Strategy, the full Strategy and Action Plan are available here:

https://www.lewes-eastbourne.gov.uk/media/2510/LDC-Climate-Change-and-Sustainability-update-November-2022/pdf/LDC_Climate_Change_and_Sustainability_update_-_November_2022.pdf?m=638210379624770000

8. RE-IMAGINING LEWES DISTRICT

Please confirm if your proposal will help to support the aims of the Council's Re-imagining Lewes District action plan, a copy of which can be found here:

https://www.lewes-eastbourne.gov.uk/media/1087/Lewes-District-Council-Corporate-Plan-2020-2024/pdf/Lewes_District_Council_Corporate_Plan_2020-2024.pdf?m=638119017216230000

AUTHORISED SIGNATORY

This section must be signed by someone authorised by the organisation (for example a Chairperson). An electronic signature is acceptable.

I confirm that to the best of my knowledge and belief, all the information in this Expression of Interest is true and correct. I understand that, should this proposal be further developed, you may ask for additional information at any stage of the application process.

Signed		Print name	
Position		Date	



NEWHAVEN TOWN COUNCIL

Ken Dry
Town Clerk

TOWN COUNCIL OFFICES
18 FORT ROAD
NEWHAVEN
EAST SUSSEX
BN9 9QE

Tel: (01273) 516100
Email: admin@newhaventowncouncil.gov.uk

To: Full Council **Agenda Item 14**

Date: 16th January 2024

Report Contact: Town Clerk

Subject: **Revisoning Exercise (Deferred Decision).**

1. The purpose of this report is to request council further consideration and appointment of a suitable contractor/consultant to facilitate and develop a five year Strategic Plan for the Town Council.
2. This matter was originally presented to Full Council on November 14th 2023, though a decision on the matter was deferred until the findings of the Estate & Asset Strategy could be considered further.
3. The original report and its appendices can be found at Appendix 1 and its contents remain unchanged since then.

Recommendations:

That the council,

- A. Instructs the Town Clerk to engage the Council HR and Governance Support organisation at a cost of £3400-£4000, and
- B. That the already identified Earmarked Reserve allocation of £7000 is utilised to cover this expenditure.



Ken Dry
Town Clerk

NEWHAVEN TOWN COUNCIL

TOWN COUNCIL OFFICES
18 FORT ROAD
NEWHAVEN
EAST SUSSEX
BN9 9QE

Tel: (01273) 516100

Email: admin@newhaventowncouncil.gov.uk

To: Full Council **Agenda Item 11**

Date: 14th November 2023

Report Contact: Town Clerk

Subject: **Revisioning Exercise.**

1. The purpose of this report is to request council consideration and appointment of a suitable contractor/consultant to facilitate and develop a five year Strategic Plan for the Town Council.

Background

2. The previous Strategic or Business Plan for the Town Council 'expired' in 2017 and as a result of the May 2023 Local Elections the Town Council now has a significant cadre of newly elected Town Councillors.
3. As the term of all the current Town Councillors is four years it is considered prudent to consider, formulate and implement the councils' aspirations over the coming term in order that it can align its finances and activities accordingly via a plan comprised of S.M.A.R.T. (Specific, Measurable, Achievable, Realistic and Time Bound) objectives.
4. Such a plan will provide a range of metrics against which the overall performance of the council can be compared and to provide focus for elected members and council officers alike.
5. The appointment of a suitably experienced/qualified 3rd party for the development of this plan is considered an important aspect by virtue of external critique through a 'fresh pair of eyes'.

Methodology

6. It is anticipated that the development of the plan will consist of the following chronological activities (subject to the availability of the chosen contractor/consultant).
 - A one day facilitated event/workshop (likely a Saturday) for all councillors and officers to appraise current council activities, 'brainstorm' councillor aspirations and formulate agreed objectives and prioritisation of the same, and as part of the same, determine any necessary revisions to the councils committee structure.

- Consultant formulation and writing of the five year plan into a draft document for further review by elected members and officers.
- Placement of the draft plan into the public domain (NTC Website, social media and Town Meeting) with an invitation of comments and observation from residents, stakeholders and other third parties to be followed by relevant and suitable adjustment where the council sees fit.
- Formal adoption and implementation of the final draft by the council at its Annual Full Council Meeting in May 2024

Quotations

7. The Clerk has sought the following three quotations via email on September 27th 2023 indicating the aforementioned anticipated methodology and a submission of quotation by Noon on October 11th 2023.

A. **Creative Huddle.**

Based in Bexhill, East Sussex, their previous experience and credentials can be read at **Appendix A**, showing their work with a range of notable companies including Screwfix, HSBC, Harper Collins, M&S, the RSPCA, Bupa and Harrods.

£6650 + VAT.

B. **Council HR and Governance Support.**

This relatively new/recent organisation has been formed under the leadership of Mr. James Corrigan whom a number of councillors may recall was Town Clerk for Seaford Town Council until approximately 4-5 years ago. As can be seen at **Appendix B**, Mr. Corrigan and a number of his associates have extensive experience in the sphere of Local Government, and this organisation demonstrates an extensive list of previous Parish & Town Councils.

Their quotation indicates an additional 1-1.5 days for a review of Committee Structure of £600 in addition to the £3400 quoted.

£3400 - £4000 + VAT

C. **ESALC (East Sussex Association of Local Councils).**

As the title indicates, this is the county association for East Sussex encompassing three Districts (Lewes, Rother & Wealden) which cover many subscribing Town & Parish Councils of which NTC is one. The CEO of ESALC is Mr. Trevor Leggo.

Mr. Leggo contacted the Town Clerk by telephone on September 29th 2023 to acknowledge receipt of his email but also to indicate that ESALC would/could only facilitate a 'brainstorming' session and nothing else. **Appendix C.**

£250 + VAT

Analysis

8. Creative Huddle certainly have significant expertise in facilitation and production of strategic plans for national companies within the 'commercial sector' and it can be deduced that their quoted fee is indicative of the same. There is little or no testimonial evidence of similar work with organisations within the sphere of Local Government,

however the fundamental principles of developing plans and strategies can be applied to any organisation, commercial or governmental.

9. The Council HR and Governance Support organisation is headed by Mr. Corrigan who has considerable experience in Local Government and supported by associates with similar experience at the District and Town & Parish council levels. This organisation has also provided similar services/work to a range of councils within the last five years.
10. Whilst ESALC and its CEO also have direct linkages through membership subscription of Town and Parish Councils and regularly assists the latter across a range of activities, they technically have not provided a quotation for the works as specified despite a comparable level of knowledge/expertise of their CEO to that of Mr. Corrigan and the Council HR and Governance Support organisation.
11. In the opinion of the Town Clerk, it is important that an impartial 3rd party critique is maintained throughout the entire plan development process (facilitation to completion of the written plan) particularly given the need for a fresh and integrated approach to the process and its likely subject matter throughout.

Finance

12. The council has already earmarked £7000 from its general reserves for this piece of work, and the net total of each quotation is below this figure.

Conclusion

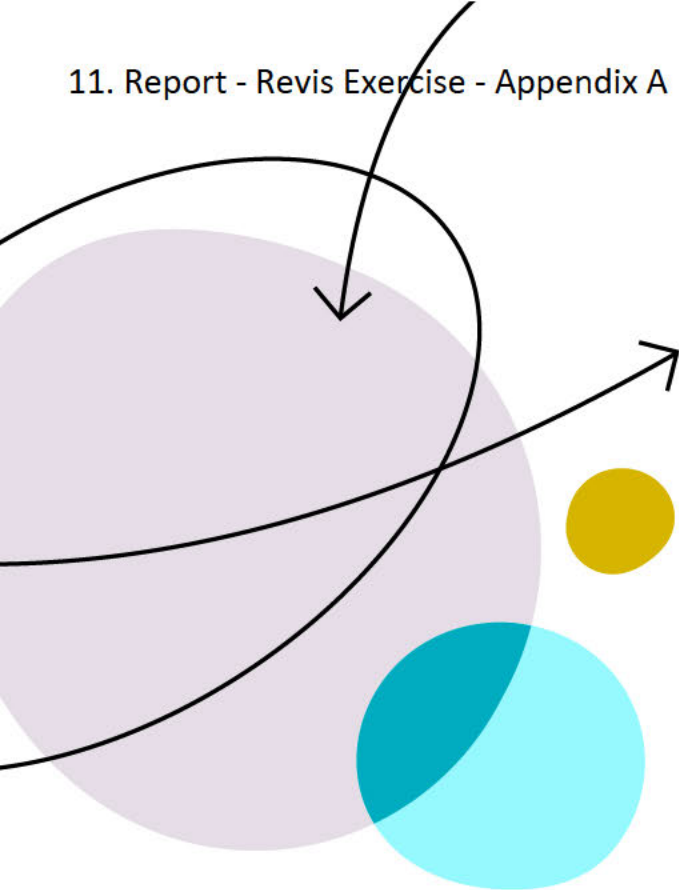
13. With the aforementioned analysis at hand, it is evident that the quotation supplied by the Council, HR and Governance Support organisation provides the 'best value for money' in terms of overall experience and cost. (£3400-£4000).

Recommendations:

That the council,

- A. Instructs the Town Clerk to engage the Council HR and Governance Support organisation at a cost of £3400-£4000, and
- B. That the already identified Earmarked Reserve allocation of £7000 is utilised to cover this expenditure.

11. Report - Revis Exercise - Appendix A



Credentials Workshops

CONTACT

James Allen, Founder
james@creativehuddle.co.uk
+44(0) 7814 725 686

“The team absolutely loved the session. Helped us make it the most successful offsite we have had. Thanks again! 👍”

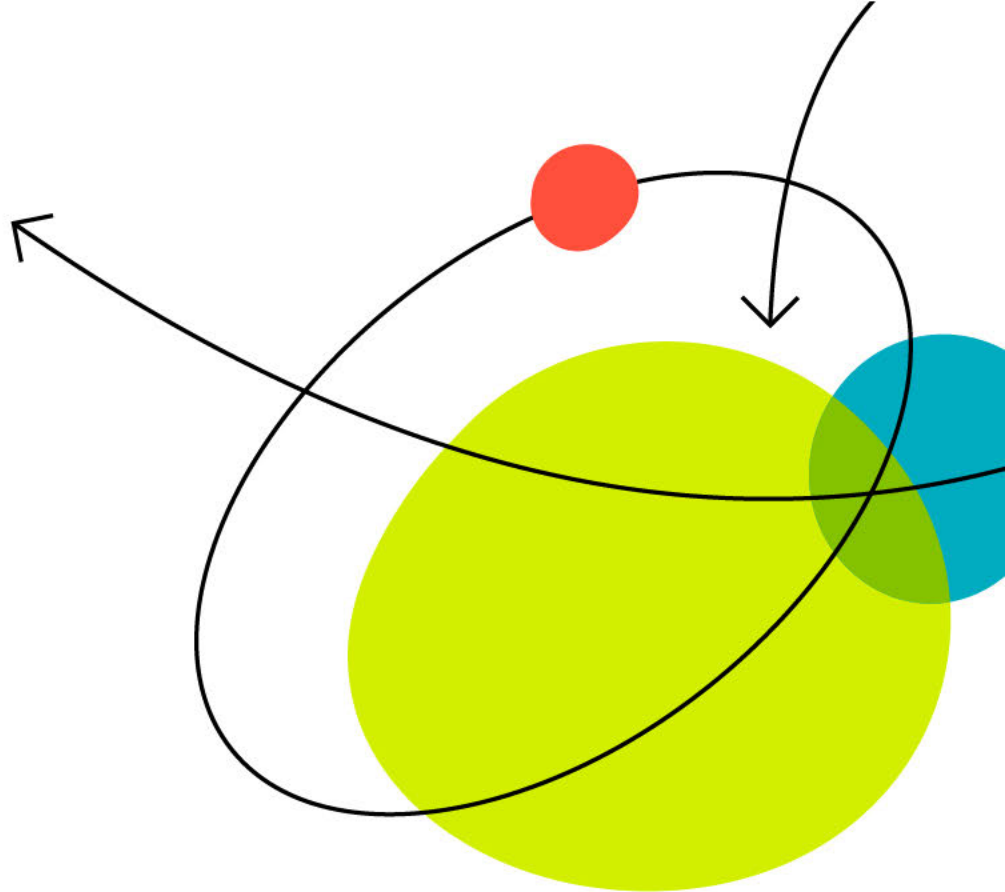


Google
Emea Ads Marketing

Thank you for your enquiry

We realise this is a key project for you: getting together to align on your team's priorities and approach to collaboration can have a big impact on your success.

We'll work with you to get the best results by understanding your team's objectives, members and desired outcomes, and helping you make positive steps forward, together.



Imagine the best meeting **ever**.

We design and run bespoke meetings, workshops, conferences and more for groups of any size.



Strategy

Leadership offsites and dynamic planning sessions to help you plot a competitive route for your company's future



Teamwork

Collaborative team sessions to help teams align on priorities, common goals, strengths and working styles



Innovation

Brainstorms and ideation sessions to help diverse groups solve problems and generate ideas for projects of any kind

“Many thanks for your work preparing, facilitating and reporting on the meeting. We were really pleased with the session and with the write-up of the outcomes. You’ve been great to work with throughout the process and have delivered the output that we were looking for, so many thanks. If we find ourselves with similar needs again, we’d hope to work with you in the future.”

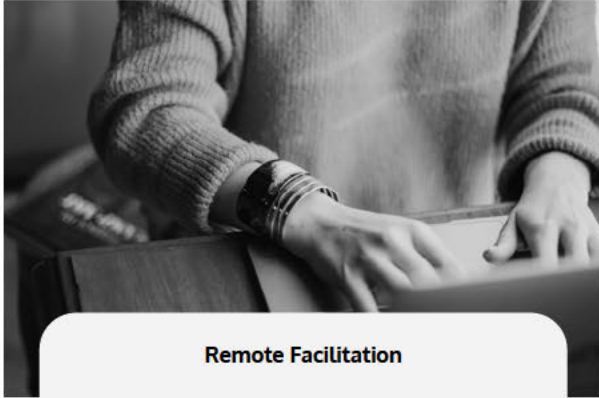


digital
radio
UK

Yvette Dore
Communications Director, Digital Radio UK

In-person or remote.

We love face-to-face sessions. But when you can't get together in-person, we can help you meet and collaborate effectively online.



Remote Facilitation

Engage us to design and facilitate an engaging remote event for you & your team, or a group of stakeholders



Tech Coaching

We can teach you how to use the best, most suitable technology so you can facilitate remotely yourself



Tech Support

Get help and guidance in transforming your physical event into a remote one with tech support from us on the day

Our Solution

We'll create and run a team workshop that uses field-tested tools and techniques to help you achieve insights and ideas for your specialist area.

We can also include pre- and post-workshop activity to tailor the content to your team and embed the learnings so the impact lasts.

Your Team

Good teams are the foundation of successful organisations. Regrouping at a Creative Huddle session has multiple advantages:

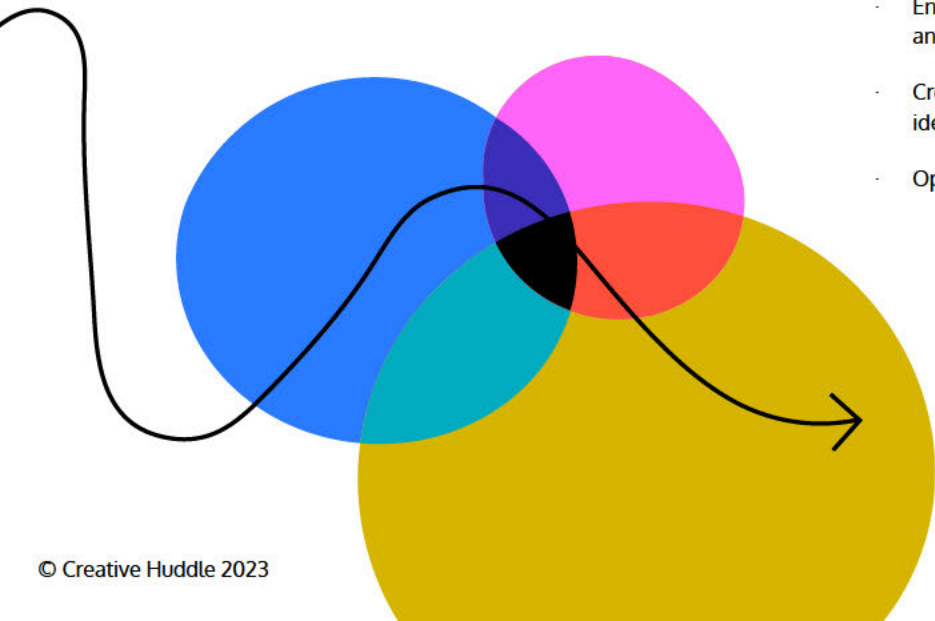
- Clarify purpose and strategy
- Consider common and individual goals
- Encourage curiosity and aid skill sharing and support between colleagues
- Create a safe environment that promotes idea-sharing and co-creation
- Optimise impact and efficiency

Our Fit

We tap into your team's innate skills and provide new ways of making the most of their talent and expertise.

Our experience in running team workshops across many industries means we can apply our broad learning to any given situation as it arises without straying from your objective.

This is what our clients find invaluable.



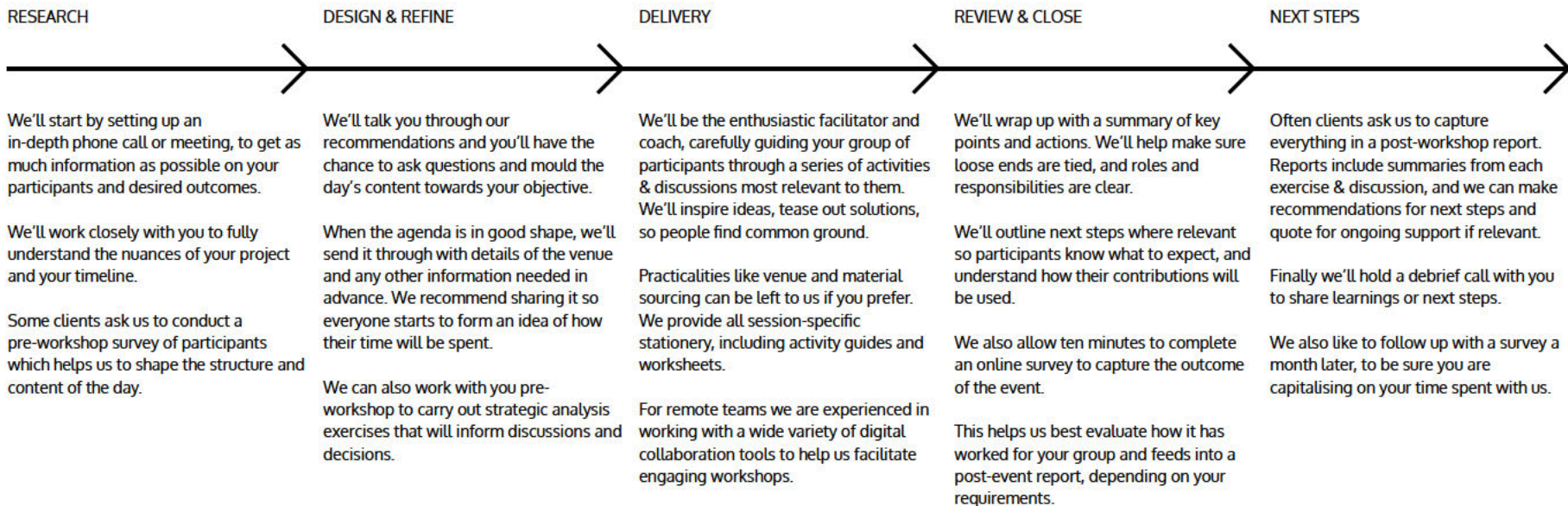
“I just had a catch up with one of the grads who I am coaching and he described the Innovation section of the program as the best part so far. The activities genuinely helped them think in different ways.”



ScrewFix
Learning & Development Manager

Working with us

A typical programme of engagement with a client



Workshops

Getting a group together with us can be powerful for a number of reasons:



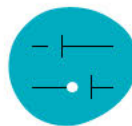
NEW IDEAS

Fresh thinking might be needed to tackle some of your trickier objectives, and a good way to do this is to gain new perspectives by brainstorming.



WORKING EFFECTIVELY

Prioritise and schedule work together, focus intently and be a master of meetings and project planning.



SHARING THE LOAD

Each person's ideas build on those of others, and everyone takes equal ownership of success and failure.



TEAM COMMUNICATION

Establish rules and best practices for delegation, feedback and knowledge sharing between team members.



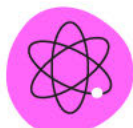
TRUST & SAFETY

Build a safe environment where team members feel comfortable and confident enough to take risks.



LEADERS & MANAGERS

We can help leaders and managers boost team spirit, encourage initiative and build engagement in their teams.



PLANNING

Most plans don't play out just as we expect - maybe you've come up against unforeseen obstacles or responsibilities that have shifted the landscape. It can be a good idea to revisit those plans and adjust / prioritise accordingly.



VISION, PURPOSE & MORALE

Achieve a clear sense the team is working on something meaningful, that matters and creates change. Building in some team building elements can build valuable morale and motivation.



BONDING

If you've lost any team members or welcomed new ones in recent months, a team workshop can help you refocus on your team's higher purpose, recognise achievements and build relationships.

WORKSHOP BEHAVIOURS

Great workshops depend on an open, collaborative approach.

We'll all get the most from the workshop if we approach it in a positive, open manner and follow a few ground rules. Here are a few pointers to bear in mind as you prepare:

Write everything down. We'll be supplying plenty of post-it notes and pens during the meeting, so make sure you use them! Write one idea per post-it note, in nice big capital letters.

Don't worry if it's a half-baked or rough idea - write it down first, then improve it. Every idea is a good idea because it leads to something new.

Say "yes and..." or "to build on that..." - ideas grow and evolve as more people add new details or elements.

Likewise release ownership of your idea if someone else wants to build on it - ideas are for everyone and everyone can take credit together.

Be present. This means no mobile phones or laptops.

Don't say "We've tried that before", or "That's too expensive", "That will never work", "That's a bad idea". Let's defer judgment to see where we get to before we start analysing and prioritising.

Use plain language. Try and avoid business-speak, jargon, acronyms - keep everything clear and simple so everyone understands.



Creative Thinking Prompts

Great ideas can be provoked by using the right techniques at the right time



SCENARIO PLANNING

Participants create several different future scenarios to illustrate the varying ways current issues could play out. How can they prepare for each scenario? Which is preferred and why?



NOVICE OR EXPERT?

We pair more experienced participants up with those just starting out, for a spot of reverse mentoring. The experts can guide the newbies, who in turn can provide fresh perspectives.



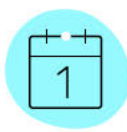
PERSPECTIVES

Looking at a problem from different angles or vantage points can change how it is perceived and interpreted. This activity helps participants look at their work from the perspective of others.



HURRIED HANDOVER

This activity challenges participants to provide a two-minute handover to an imaginary successor on the key responsibilities and actions of their job - revealing their methods and priorities.



ABSOLUTE BEGINNER

Imagine it's your first day in your current role: How would you approach things differently than your present self?



PROBLEM SWAP

Participants think of a current problem they are experiencing in their work. They then pair with another participant and swap problems. How would each solve the other's problem?



SUPERPOWERS

We ask participants to imagine they could solve a key business problem, just by clicking their fingers. What would they solve and what difference would it make? This can reveal perceived blocks to their progress.



NIGHTMARE SCENARIOS

What's the worst thing that could happen in your business? What keeps you up at night? This activity invites participants to share their fears and risks.



CONSTRAINTS

Constraints are often the source of our best ideas. Write a list of all the constraints you are working to for a current project. Then, make those constraints worse or introduce more. What new ideas does this provoke?

“When we set out to build our leadership programme at HarperCollins we wanted to involve only the best external suppliers, and when it comes to creativity and innovation that means Creative Huddle. They engaged with and worked alongside our creative director to build a highly engaging bespoke session that filled our leaders with ideas and inspiration.

I’d highly recommend Creative Huddle – they’re easy to work with, know their stuff and are passionate about what they do.”



Harper Collins
Human Resources Director

JAMES ALLEN
FOUNDER AND
LEAD FACILITATOR

FOUNDER AND LEAD FACILITATOR

James Allen

For the past 12 years James has facilitated brainstorming, meetings, focus groups, strategy workshops, team building events and conferences for a range of clients, from corporate household names including Marks & Spencer, American Express and Google to creative agencies, public sector bodies, charities and startups. He's worked on many kinds of projects with groups of varying sizes and backgrounds.

James's workshops are filled with field-tested tools and techniques to prompt and provoke participants into fruitful discussions and new ways of thinking. He's an avid collector of approaches from the worlds of facilitation, innovation, design thinking, brainstorming and decision-making, to help individuals collaborate effectively.

James is a member of the International Association of Facilitators, and we follow the IAF's Statement of Values and Code of Ethics, the only global professional standard for facilitation practice.



“Creative Huddle ran an offsite for our board to define our strategy for the coming years. It was incredibly helpful to have a skilled facilitator to help us analyse our business, clarify our thinking and challenge us to make decisions on our future direction.

Everything was clearly summarised in a concise report afterwards, which helped us maintain momentum and take tangible outcomes from the day.”



Munnelly Group Plc
Chief Financial Officer

Your investment

Fair, transparent fees

WORKSHOP FACILITATION

Number of Participants	1-25	25-50	50-100	100+
Workshop facilitation (full day)	£2850	£4850	£8500	POA
Workshop facilitation (half day)	£1950	£3500	£6500	POA
Workshop facilitation (90 mins)	£1650	£2950	£5550	POA

OPTIONAL EXTRAS

Bespoke workshop design (per day)	£1850
Pre-workshop survey (up to 20 participants)	£650
Team Health Check assessment	£35pp
Post-workshop report	£650
Pre-Workshop participant interviews	£150pp
Post-workshop individual coaching sessions	£150pp

Workshop facilitation: We will be present at all times during the event to ensure activities are executed to a high standard, and participants are fully briefed and supported.

Participants: If you have more than 100 participants, this may require additional facilitators - please ask us for a quote.

Bespoke workshop design: If you need to amend elements of the workshop to suit your needs, we can incorporate specific elements from your current projects or strategy.

Pre-workshop survey: We can provide an online survey for participants to surface any relevant issues or topics that can be further discussed during the workshop.

Post-workshop report: Reports include summaries from each exercise & discussion, and we can make recommendations for next steps and quote for ongoing support if relevant.

Team assessment survey & analysis: We have our own proprietary team assessment, which measures team performance and effectiveness according to ten components.

VAT is charged in addition to the above fees at standard UK rate.

Expenses: Travel and accommodation expenses are recharged at cost. For events outside the UK, we charge an additional £1850 for each day's travelling time.

Materials may include stationery and other equipment depending on the nature of your event. All will be agreed in advance and recharged at cost with receipts provided.

Payment terms are 30 days from date of invoice, issued on project commencement. For projects lasting longer than one month we invoice for 50% of the fee in advance, or on a monthly basis for work as it is carried out.

“I’ve spoken to a few of the team members on this and the resounding opinion was that it was a fantastic session.”



HSBC
Corporate Banking



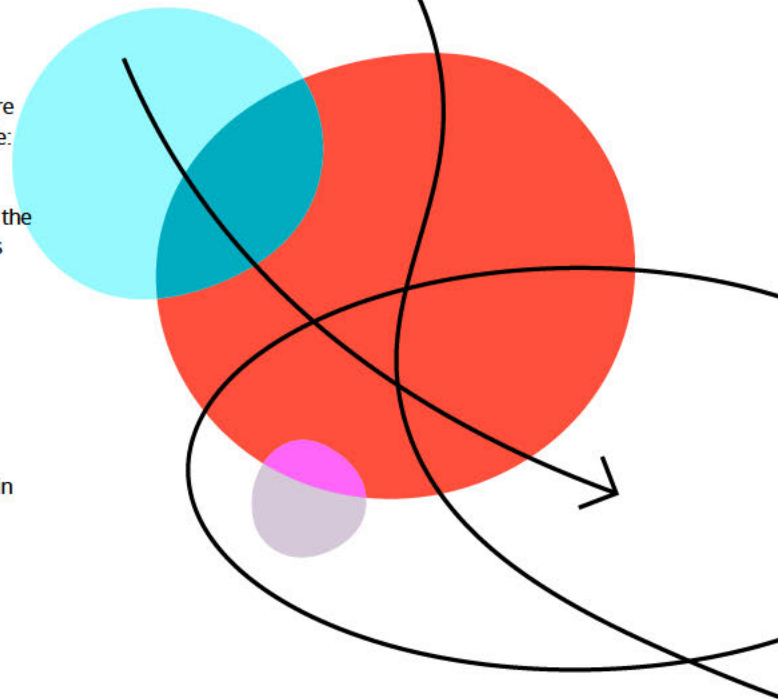
About Us

We use group dynamics, design thinking and brilliant facilitation to bring the very best out of your people.

Our bespoke meetings and workshops get everyone collaborating effectively to harness their collective strengths.

They are carefully designed, high energy events to help people combine to generate ideas, solve problems, share opinions and make decisions, and they generally include:

- **Idea and knowledge sharing** – vibrant, open discussions where participants debate the art of the possible and test out new theories and solutions
- **A focus on participation** – doing is far more effective than passive listening;
- **Peer-to-peer learning and feedback**, because everyone brings their own experience, understanding and perspective;
- **Flexibility**, because the content needs to move in the direction the workshop participants need.



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COMIC RELIEF

CASE STUDY

Future-focused idea sessions for a large international team

We ran two engaging and inspirational sessions to get 80 people networking, collaborating and generating ambitious ideas for their shared future.

THE BRIEF - Thinking big to create a shared vision of the future.

We worked with the EMEA Corporate Communications team for a global pharmaceutical company to run two idea generation sessions as part of their annual conference.

THE APPROACH - Two Creative Huddle facilitators led the group through two high-energy sessions to consider the future and create a strategy in response.

We first asked people to “Walk the Line” – to take a position according to their interpretation of the future and their perceived readiness to tackle it.

We then helped the group form small teams to create a roadmap to the future by considering several alternate scenarios.

Finally, we led them through a fast action planning process and they pitched big ideas to their colleagues.

THE OUTCOME - Many ideas were generated, setting up the following day for planning and goal setting to turn some of the best ideas into reality.

“Many thanks for your energetic facilitation. The client was thrilled.”

CASE STUDY

Stakeholder consultation meeting for Digital Radio UK

We ran two engaging and inspirational sessions to get 80 people networking, collaborating and generating ambitious ideas for their shared future.

THE BRIEF - We were contacted by Digital Radio UK (DRUK), the radio industry organisation working with Government, broadcasters, manufacturers, retailers, and a wide range of stakeholders to help secure UK radio's digital future.

DRUK were working with the Department of Digital, Culture, Media and Sport (DCMS) on a proposed roundtable meeting of stakeholders to assess and evaluate the next required steps to sustain a healthy and vibrant digital future for UK radio, help identify the central questions to be addressed by an action plan, and determine the work streams.

The meeting would be attended by around 25 delegates, and take place over three hours from 9am to midday. It would bring together a wide range of stakeholders, with differing views and objectives, with many nuances and complexities to be taken into account.

We were briefed to work in partnership with DRUK to plan and structure a meeting of this kind, moderate on the day, and draw up outputs.

THE APPROACH - We kicked off the project by attending a briefing meeting with DRUK and DCMS representatives to gain an in-depth understanding of the topic and participants.

We sought to understand the precise requirements in terms of the desired outcomes of the project and the nuances of the challenge.

Following this we prepared a detailed meeting agenda with our recommended structure and facilitation strategy to help the participants collaborate in the most effective way in the short time available.

We agreed this outline and made other final arrangements for the day over phone calls and emails.

On the day itself, after starting off the meeting with a check-in round for introductions and to ask participants to confirm their hopes for the day and ideal outcomes from their perspective, we moved on to examine the future vision for radio.

Continued...

CASE STUDY

Stakeholder consultation meeting for Digital Radio UK

We ran two engaging and inspirational sessions to get 80 people networking, collaborating and generating ambitious ideas for their shared future.

We did this by posing discussion questions including:

- What does the UK radio and audio market look like in 10 years' time? How does that differ to today?
- What platforms are audiences listening on? What proportion of listening will be analogue?
- Will there be a fundamental shift in the proportion of audio that is live radio vs on demand audio vs music streaming and if so how fast will this trend be?

- How will radio listening in car and in home change and evolve?
- What radio and audio devices will people be buying?

We then invited breakout groups to discuss:

- What specific actions can be taken – on an individual and collective basis – to ensure the success of radio across all digital platforms within the wider online audio environment?
- What can we come together to deliver that we wouldn't or couldn't on our own
- Where can we support each other to achieve outcomes that benefit us all?

Finally we challenged stakeholders to define, based on the discussions they had just had, what should be the key priorities and actions? How should this diverse group organise themselves? Who is responsible for what? What are the next steps and milestones? What are the external/public messages, and when should they be made?

THE OUTCOME - The meeting successfully assessed the options and appetite for broadcasters, the supply chain, and other stakeholders to work together with Government and Ofcom to deliver a healthy and digital future for UK radio in the face of challenges & opportunities from online audio.

“Many thanks for your work preparing, facilitating and reporting on the meeting. We were really pleased with the session and with the write-up of the outcomes. You've been great to work with throughout the process and have delivered the output that we were looking for, so many thanks. If we find ourselves with similar needs again, we'd hope to work with you in the future.”

Thank you

CONTACT

James Allen, Founder
james@creativehuddle.co.uk
+44(0) 7814 725 686



Ken Dry MA CiLCA ICCM Dip (Hons)

19th October 2023

Town Clerk

Newhaven Town Council

18 Fort Road

Newhaven

East Sussex

BN9 9QE

Dear Ken,

Strategic Planning

Further to your email of the 18th of October 2023, requesting a variation on the fees quoted for three session days reduced to one whole day session on a Saturday please see below alternative quote as well as the existing quote for your consideration. If you require anything further or any clarification, please do let us know

As an organisation we have supported numerous Councils with their strategic planning including recent work at Northampton Town Council, Berwick Town Council and Edenbridge Town Council. As a result of this work, we were also asked to produce an article on the subject for Councils Direct publication.

We now have several consultants who can support this work to the highest standards, all of whom are highly experienced, please see attached profiles for myself, Peter Finnis, David Ashlee, and David Carden as an example. The timeframe for delivery of the project will have implications as to who is available when and if you appoint CHRGS to undertake the project.

I have detailed each element of work that you require below with an estimated cost / number of days work. Please note that where a quote to complete the work is given this is never exceed, if we commit more hours than expected to complete the task that would be at our expense. However, if we expend less time, we will reduce the invoice accordingly.

1(1) Required support

Production of a 5yr Strategy/Plan

“Using x3 half day Face to Face facilitated Workshops (venue in Newhaven) to ideally include all 18 Town Councillors and 6 officers.

Workshop 1. Brainstorming ideas and aspirations

Workshop 2. Galvanising/prioritising ideas and aspirations

Workshop 3. Discussion on how to implement those prioritised ideas and aspirations and agreeing (where necessary) a suitable committee system to aid delivery.

Resultant of the workshops; production of a Strategy/Plan Document and presentation of the same to a Full Council meeting for adoption.”

Each of the three session would require a fee of **£600** which includes the time to prepare for each session and attend on site.

The expenses for each session would depend on the consultant undertaking the work as some are more local than others, however we would cap this at **£150** per session for those travelling the furthest but it could be as little as **£30** per session for those who are closest.

The fee to produce the draft strategy would be three day’s work at £400 per day, **£1200**, with the fee to attend a Council meeting being **£400** plus expenses as above if face to face, if via zoom **£150**. The Strategic Plan will contain SMART (Specific, Measurable, Achievable, Realist and Time constrained) targets and therefore enable the Council to ensure the correct staff resource is in place to deliver the objectives and that the Council is operating as effectively and efficiently as possible.

In terms of availability this is fluid as we take on new projects already tendered for, but at present, we would have some consultants available in November, December with most being available by the second week in January. I would not however recommend undertaking the sessions in December as people tend to have lots on in that short working month and therefore getting a significant turnout may be difficult.

1(2) Variation of support

“Would you be willing /able to provide a revised quotation on the basis of all 3 workshops (Brainstorm, Prioritising and Implementation/Committee Set-up) being dealt with in one day and any additional costs if that day were to be a Saturday?”

Additionally, can you just clarify if the consideration for developing a new committee system as part of that day is included in your quotation?”

The fee to prepare for the combined session and attend on site would be a total of **£800**. The expenses being the same as above save that there may be a requirement to stay over two nights so increasing the maximum costs to **£250**). If the session were on a Saturday, the fee would be the same.

To prepare a detailed report containing review and proposal around the committee structure as part of the final report would attract an additional one and a half days work (maximum could be less) which as a maximum would be **£600**.

2 Summary of Fees (all are maximum fees)

	Item	Fee	Accepted and authorised
1	Preparation and support for 3 “event” days	£1800, (maximum) plus maximum expenses £150 per session)	
2	Prepare and support combined one day event	£800 (maximum) plus maximum £250 expenses)	
3	Prepare ancillary detailed evidenced based report on committee structure 1.5 days’ work maximum	£600 (maximum)	
4	To prepare a report with the conclusions of the event days for the Council to consider, max 3 days’ work	£1200 (maximum)	
5	Attend Council virtually to present report virtually or in person	£150 or £400 (plus max £150 expenses)	

Please do not hesitate to contact us should you require any further information or clarification an any of the above. We look forward to hearing from you as soon as you are able.

Kind regards,

James Corrigan
Director

Personal profile

James Corrigan

James has been the head of paid service at three large pioneering and innovative Town Councils over a period of 22 years prior to which he was a practicing Local Government lawyer for 11 years as well as a part time Parish Clerk for eight years. A leader who enables individual and team building and development to ensure the best possible service.

Since 2021 James has been the Director of Councils HR and Governance Support where together with the ever-growing team, he provides HR and Governance advice to over 100 client Councils as well as delivering projects such as Organisational Reviews, investigations, recruitment and disciplinaries including settlement agreements.

James was a National Advisor (part-time) for the Society of Local Council Clerks for 10 years giving primarily HR advice to Clerks / Councils and was a trained evaluator of posts in accordance with the 2004 National Agreement. Building on this he qualified as a full member of the Chartered Institute of Personnel Development. Achieving many HR successes including leading the first Council in the Country (of any size) to complete single status, first Town Council to secure Investors in People and supporting two Modern Apprentices to win national awards. He uniquely now provides qualified HR support to Councils as a highly experienced former Town Clerk and Local Government Lawyer.

During his time as Town Clerk / Chief Executive notable successes were achieved including.

- Winner of National Council of the Year
- First Council in the Country to achieve Investors in People status
- First Council in the Country to complete single status review
- First Local Council to be awarded 5 Green Flag Awards
- Secured in excess of £3 million in grants over a four-year period
- Winner of Princes Trust award for services to youth
- Developing business plans resulting in the biggest grossing commercial income Town Council in the Country at over £1.7 million per annum
- Developing large capital projects including £2 million football Academy and £1.6 million restaurant and golf venue
- Re-designed a medium sized Town Council from a one with 12 employees and a budgeted income of £950, 000 to a large Town Council with 48 employees and a budgeted income of in excess of £2.4 million

Facilities and operations that have been managed include.

- Restaurant and events venue generating in excess of £550,000 per annum revenue income
- Theatre, restaurant, and café facility generating in excess of £500,000 income
- Award winning golf course running at an annual profit of over £100,000 per annum
- A large youth football academy including 10 pitches, café and changing facility
- Numerous events some attracting over 10,000 visitors
- A vibrant profitable seafront including all cafes and concessions as well as beach huts and art features

Whilst working in County Durham James was commissioned by Durham County Council to develop part of their bid for Unitary Status. This included the development of their community plan via Parish and Town Councils and as a result securing funding on a permanent basis for a County Association from the County Unitary. Also involved in the Unitary development of Hartlepool Borough Council in 1996 as part of his post graduate management degree.

Whilst working full time as a Town Clerk / Chief Executive James also undertook ad hoc work for other Local Councils including delivering training, HR advice, recruitment, and Council reviews. Also employed by County Associations to deliver training on their behalf, primarily Durham and Sussex & Surrey CALC's but including Hertfordshire and Cumbria.

A member of the board of the fledgling professional arm of the SLCC and was an active member of the NALC Larger Councils Committee.

Holder of three professional qualifications, a qualified Chartered Lawyer, Chartered Manager, and Chartered HR CIPD professional, also holds CILCA.

Now a full-time Consultant working in the Council sector providing advice and support in HR, Governance, Business Planning, Project development, visioning, and efficiency reviews. He is the only consultant in the sector with extensive experience as a Town Clerk whilst also being CIPD qualified.

James has been involved with over 100 Local Councils as a consultant undertaking various aspects of work including ongoing HR and governance support, organisational reviews, job evaluation, training, visioning days, redundancies, organising settlement agreements and investigations.

James Corrigan

CMgr FCMI, FCILEx., Chartered MCIPD, DMS, PG Dip HR, PG Dip L&SM

jamescorrigan@chrgs.co.uk

07805 472859



Recent testimonials James Corrigan

Councillor Peter Atkinson **Ferryhill Town Council**

“James has a great work ethic and vast experience in Local Government workings. He also easily adjusts to any given situation or business problem. James is always willing to help others and goes that extra mile to achieve goals. A pleasure to have worked with him and I have no hesitation recommending him to potential clients and businesses.”

Emma Payne PSLCC BA Hons **Town Clerk at Stotfold Town Council**

“James is the epitome of a seasoned local government professional. He provides creative assistance and counsel on a range of topics within HR and governance. His profound expertise, acquired through years of involvement in local government, remains applicable and fitting. I have engaged his services multiple times to deliberate upon potentially challenging situations, and he consistently devises pragmatic approaches to address the matters.”

Gareth Davies **Town Clerk Hexham**

“Getting James on board as our strategic HR advisor was, in retrospect, a great decision - he's clear sighted, well informed, experienced and easy to work with. Getting James on board as our strategic HR advisor was, in retrospect, a great decision - he's clear sighted, well informed, experienced and easy to work with.”

Belina Boyer FSLCC **Parish Clerk**

“Having James and his team undertaking the reviews avoided numerous sources of conflict within the team and between staff and Council. James Corrigan and Council HR and Governance Support completed a re-evaluation of all council posts as well as a separate organisational review for us. His insight into the local council sector shone through in all our conversations. His knowledge and expertise meant that both staff and Councillors trusted and respected his judgement, even if not always palatable. James's assessments were clear, honest and authoritative.”



Personal profile Peter Finnis

Peter has been a corporate chief officer for two large borough/district councils (Eastbourne Borough and Lewes District), culminating in a local government career of 40 years continuous service. He holds a professional qualification in public administration from Brighton University. He took early retirement in October 2020 and is now a part-time Consultant working in the Council sector providing training, advice and support, primarily in Governance, Democracy, Standards and Organisational Reviews, as well as conducting independent formal investigations.

Peter's main professional specialisms are in local democracy and corporate governance, and he has extensive experience in training and developing elected members and staff in these areas. As a former Statutory Monitoring Officer and Clerk to the Council, Peter's knowledge of the democratic process and constitutional lawfulness is extremely broad. An experienced leader of teams and individuals, Peter places great importance on coaching and developing others to enable them to succeed and prosper, thus delivering the best possible service. He has been the lead officer in conducting all elections in the localities for many years.

Peter has a passion for creating innovative projects that directly benefit local communities. In 2007, he created and introduced the country's first local authority devolved ward budget scheme which allowed local Councillors to fund hundreds of community projects and improvements in their areas. Similar schemes have now appeared around the country and many approached Peter for guidance in advance of their creation.

Following his early retirement in 2020, he became a CIC Board Director for Volunteers Network in Eastbourne and helped create the town's first community larder with the objectives of combatting both poverty and food waste. This was hugely successful and, again, led to the subsequent creation of other similar schemes, particularly in areas of high deprivation. This work was recognized nationally and led to the Volunteers Network being honoured with the Queens Award for Voluntary Services in 2022.

Peter has been a lead figure in a number of major organisational, political and strategic reviews and re-organisations. In the lead up to the last major local government review, which introduced Cabinet style systems in 2000, Peter pre-empted the legislation by a year to introduce a pilot in Eastbourne and constructed a whole new constitution around it. This was such a success that, when the subsequent national legislation was formally introduced, nonsignificant changes to the Eastbourne model were required.

He has taken the lead in implementing two major district council organisational reviews and, in 2011, won for Eastbourne the overall South-East Council of the Year IESE award for

the transformation of Eastbourne Borough Council just two years after it was ranked bottom of the league by the Audit Commission.

In 2015, Peter was a lead officer in merging the workforces of Eastbourne and Lewes, introducing the innovative 'customer first' form of agile working to create a single workforce serving two authorities covering much of East Sussex with a population totaling over 200,000.

In addition to all the above, Peter was a District Council chief officer for many other central service areas, including Corporate Planning, Emergency Planning, Human Resources, Legal Services, Press and Public Relations, and Strategic Development. As such, he was always seen as a key advisor to the Chief Executive and Council Leaders. As Monitoring Officer, Peter had the autonomous role in upholding standards and ethics and, due to his open style and extensive knowledge, he was always seen as a fair and trusted colleague and advisor by all the Councillors he worked with.

As an associate for Council HR and Governance Support Peter has used his expertise to provide training to Local Councils in areas such as Chairmanship, code of conduct and member officer relationships. He has also acted as a Locum Town Clerk, most recently at Midsomer Town Council.

Peter's style is to be open and friendly but also firm in identifying problems and issues. He enjoys providing innovative solutions, always focusing on the desired outcome.

[Recent Testimonial](#)

"Peter Finnis joined Midsomer Norton Town Council at a challenging time. The Council's Locum Clerk was moving on after six months with the Office staff-base consisting of just a single part-time employee. In addition, the recent local elections had seen a large turnover of Councillors with seven members elected for the first time.

The first priority for the Council was to secure a stable and effective staffing structure. Peter's experience was invaluable in directing the Council's limited resources in the most effective way by using external HR and Governance Consultants to guide and manage the entire process of recruitment. This quickly returned favourable results with top quality candidates coming forward and leading to the appointment of two permanent members of staff.

With the Council consisting of so many members new to the field of local government, in addition to providing Councillors with ongoing day-to-day support (in his role as Locum Clerk), Peter also delivered a bespoke training session, tailored to the Council's specific needs, which helped new and existing members to understand their roles in the Town Council and the Council's role within the national democratic framework.

Peter has worked effectively with Councillors and staff and leaves Midsomer Norton Town Council in a very strong, positive position going forward.”

Councillor Gordon Mackay, Mayor Midsomer Norton Town Council



David Ashlee

PROFILE

An experienced strategic and operational manager. Having over 25 years' experience of senior management in local government (the past 16 as a chief executive), David has a wide range of skills that enable him to effectively manage complex organisations. Committed to excellent service delivery, David understands the importance of efficiency and has developed a good track record of continuous service improvement.

MANAGEMENT / LEADERSHIP STYLE

David has developed a strong leadership style and is confident in setting out a clear organisational direction. His facilitative management style enables him to gain trust and loyalty amongst his workforce and the confidence of his Councillors. Politically astute, David is able to provide clear and consistent advice and has a particular ability to simplify complex issues and plot clear strategies to overcome difficult situations.

AREAS OF SPECIALISATION

David specialises in understanding organisational dynamics. Experienced in managing change, David has overseen considerable growth within his previous organisation as well as developing new and improved governance arrangements. In addition, David specialises in resource management, be that human, physical or financial resources and has a strong track record of developing productive working arrangements with external partners.

PREVIOUS EXPERIENCE

David has worked for 3 different local authorities in the principal and town and parish sectors. Since beginning his career in 1986, David has worked at many different organisational levels covering a range of different services and functions including strategic and policy roles and commercial / direct delivery roles. Overall, David has 37 years' experience. David was seconded to the Audit Commission in 2002 to carry out Best Value and CPA inspections at two different local authorities (district and metropolitan councils) and was also the lead peer reviewer for the first ever peer review carried out in the town and parish sector of local government working with both the Local Government Association and the National Association of Local Councils. He has now successfully completed a number of various commissions as an associate consultant with Council HR and Governance Support.

QUALIFICATIONS AND TRAINING

David has a Master's Degree in Strategic Management from Brunel University and a BA (Hons) Degree in Leisure Studies from Leeds Metropolitan University. He also holds the Certificate in Local Council Administration (CiLCA), has completed a wide range of specific courses (various HR related training, service specific training and professional development courses), and completed the ODPM Leadership Course. David has also completed a Prince II project

management training course and was a member of the Society of Local Authority Chief Executives (SOLACE) and the Society of Local Council Clerks (SLCC).

CONSULTANCY WORK

David has undertaken a number of appointments since becoming an associate of CHRGS Ltd. These have included investigations, Locum Clerk work and Governance reviews all to the customers' satisfaction.

Personal profile

David Carden

David Carden was Town Clerk of Burgess Hill, an active larger local council, between 1993 and 2015. He has extensive experience in local government having worked for a District Council, County Council and a London Borough and before that worked in the commercial sector. David commenced his career as a Graduate Trainee for SEEBord in Management Services. Prior to joining Burgess Hill Town Council, he was Deputy Director in a large Leisure Services Department, where he specialised in rural community development, community development, project management and leisure planning.

Burgess Hill Town Council was one of the first Quality Councils in the country and was voted Local Council of the Year in 2006 in the National Association of Local Councils National Awards. More recently they won the Sussex Business Awards Customer Service category in and were voted Employer of the Year by Further Education Sussex for their work with staff development and training. David was also runner-up in the NALC Clerk of the Year competition.

David is a Fellow of the Society of Local Council Clerks and has also served on the National Association of Local Councils Larger Local Councils Committee. He has several post graduate qualifications including a DMS (Leisure Management), Diploma in Strategic Management as well as industry-based qualifications.

David now works as a management consultant in the Local Council sector and a trainer/coach/mentor for town and parish clerks. He is an Associate of the Sussex and Surrey Association of Local Councils. David has also undertaken some work for the Kent Association of Local Councils. He specialises in organisational and staff reviews, visioning/business planning, recruitment of Town and Parish Clerks, devolution of services/partnerships, leadership, personal development, mentoring/coaching, project and performance management and community capacity building. David is also President of the Sussex Branch of the Society of Local Council Clerks.

David was until recently, a part-time Programme Support Manager for West Sussex County Council assisting with local council liaison. He has also developed a Leadership Programme for Local Council Clerks, in partnership with Chris Watt from the London School of Economics. The programme has been adopted by Sussex and Surrey Association and Hertfordshire Association of Local Councils as part of their Continuing Professional Development Programme for Clerks.

Some clients of Council HR & governance Support

Horley Town Council
Barry Town Council
Ludgershall Town Council
Polegate Parish Council
Kidlington Parish Council
Hexham Town Council
Forest Row Parish Council
London Colney Parish Council
Midsommer Norton Town Council
Martock Parish Council
Swaffham Town Council
Worth Parish Council
St Stephens Parish Council
Woodham Ferrers & Bicknacre Parish Council
Ware Town Council
Hatfield Town Council
Beckington Parish Council
Wanborough Parish Council
Chard Town Council
Berwick Town Council
Bridgewater Town Council
Frome Town Council
Northampton Town Council
Verwood Town Council



Visioning leading to a business plan

Trevor Leggo

Chief Executive

Sussex Associations of Local Councils

Suggested approach for Newhaven Town Council

What are we seeking to achieve ?

- How many of your residents understand what the Town Council has achieved or might achieve ?
- If someone moved into your community and attended a Town Council Meeting would they go home afterwards and think the Council was business like and wish to be associated with it or, would it reinforce their stereotypical view of local councils ?
- If I walked into a local pub or coffee shop and spoke to residents about local services, do you think the Town Council would be mentioned in a favourable light ?
- If you have answered NO to any of the above, a Business Plan should help.

It is a very simple process that works with any size of council

- Meeting with all councillors and the staff team in an informal setting where all are encouraged to contribute.
- The starting point is an 'ice breaker' – *What is good about living in Newhaven and what is not so good ?* With no conferring councillors will write their views on a post it note.
- Next we move on to what individual councillors would like to see achieved over the next 3 – 5 years; at this point everything is in and nothing out. Again a post it note exercise and we look at each idea in turn – predictably these often fall into convenient groups.

The process - continued

- From the ideas suggested a wish list emerges, captured by the Town Clerk and turned into a report for the next appropriate meeting.
- A draft plan is produced looking at priorities for Years 1, 2 and 3
- At this point councillors meet again informally to affirm the priorities
- SALC is happy to act as the 'critical friend' throughout this process
- A consultation version is produced by the Council for public comment
- The final version should be available to present at the Annual Town Meeting held between March and June.

What are the benefits ?

- Creates clarity of purpose, the public have a better understanding of the ability of the Council to support the community.
- Helps focus the minds of councillors and assists budgeting
- Assists the Council in its staff appraisal process where clear objectives have been set
- It is a low cost / no cost quick win for a council needing to establish or rebuild public confidence
- Gives a council a greater measure of confidence in dealing with other agencies by being viewed as business like.
- We can think of no dis-benefits !



NEWHAVEN TOWN COUNCIL

Ken Dry
Clerk to the Council

TOWN COUNCIL OFFICES
18 FORT ROAD
NEWHAVEN
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BN9 9QE

Tel: (01273) 516100
Email: admin@newhaventowncouncil.gov.uk

To: Full Council **Agenda Item 15**

Date: 16th January 2024

Report contact: Town Clerk

Subject: **Town Council Budget and Precept 2024-25**

1. The purpose of this report is to present a draft budget for the FY2024-25 recommended by the Promotion, Partnership & Finance (PP&F) Committee for Full Council additional consideration and adoption.
2. The original report (including its own Appendix) is at Appendix 1 and provides the background to the development of this draft budget for 2024/25.
3. At its meeting of December 12th 2023, the PP&F committee made no changes to the draft budget presented to them and recommended that Full Council should ratify the proposed budget of £672,430 for the Financial Year 2024/25
4. The Council Tax Base (CTB) figure for Newhaven 2024/25 has been confirmed by Lewes District Council as 3960.8 and results in an annual Newhaven Town Council Band D Council Tax of £169.77 for that year. This is a £15.35 increase on the 2022/23 amount of £154.42.
5. LDC has also confirmed that it will also continue with the system of 'special expenses'¹, so that the cost of each open space which it owns and maintains is charged only to the Council taxpayers in that part of the district in which the open space is located.
6. Both the Town Clerk and the RFO strongly advise against the release of general reserve funds to mitigate the budget/precept as has happened in the three previous financial years, as such an approach is financially unsustainable and will result in significantly higher annual % increases in subsequent Budget/Precept years.
7. Recommendation.

That the Council ratifies and adopts the proposed Budget of £672,430 and the resultant Newhaven Town Band D Council Tax Precept of £169.77 for the Financial Year 2024/25.

¹ (Special Expenses have no impact on Town or Parish Council precepts or Council Tax amounts but are an addition to Lewes District Council's Council Tax where applicable).



NEWHAVEN TOWN COUNCIL

Ken Dry
Clerk to the Council

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To: Promotion, Partnership & Finance Committee **Agenda Item 6**

Date: 12th December 2023

Report contact: Town Clerk

Subject: **Draft Budget and Precept 2024-25**

1. The purpose of this report is to present a draft budget for the FY2024-25 and seek member consideration and its recommendation for adoption to Full Council scheduled for 16th January 2024.
2. Councillors will already be acutely aware of the current economic situation within the UK and the pressures being felt by residents, community groups, and local businesses of which effectively the Town Council is one.
3. At the time of writing this report, the Clerk is aware that inflation is currently at 4.6% and is forecast to fall very slowly to circa 2% by the end of 2025.¹
4. With this in mind officers have developed a budget that is prudent and reflects the economic pressures at hand. In developing this initial draft Budget/Precept of £672,430 (Appendix A), the following approach has been adopted and incorporated within the various expenditure and income lines;
 - Actual expenditure for the previous FY, expenditure for FY2023-24 to date, together with forecast expenditure to 31 March 2024 has been actively considered and adjusted accordingly,
 - A general uplift of 5.5% has been applied across the proposed budget,
 - Cemetery Fees for 2024/25 have remained unchanged for physical interment activities which were agreed at Full Council November 14th 2023 (Min.Ref. C062/23 refers) and have been incorporated,
 - Hall Rental Rates, which were increased by differing rates (Min.Ref. C062/23 refers) have also been incorporated,
 - Grant Aid (360.4215) and Partnership Cont/Event Support (360.4218) provisions have been reduced to £35K each. The latter includes a notional £8K provision for a Newhaven Bonfire Event,
 - Community Partnership Grants (360.4226) provision has remained unchanged at £35K,

¹<https://www.bankofengland.co.uk/explainers/will-inflation-in-the-uk-keep-rising> 30/11/23

- Previous provisions for 'Devolution' items (301. 4517, 4521, 4522, and 4523 have been removed from the Budget for potential provision as Earmarked Reserves (General Reserves) as they arise, and
- Carry forwards have not been used this year,

Councillors were also provided the opportunity to attend an informal drop-in meeting at the council offices (30th November 2023) to discuss this first draft and several 1-2-1 meetings with individual councillors were also accommodated.

5. The Council Tax Base (CTB) figure for Newhaven 2024/25 is anticipated to be confirmed as 3960.8 and has been used in calculating the Precept at Appendix A.

LDC has yet to confirm the above in writing and that it will also continue with the system of 'special expenses'², so that the cost of each open space which it owns and maintains is charged only to the Council taxpayers in that part of the district in which the open space is located. There is currently no reason to suggest that this will be any different for the next FY.

6. As per the initial Draft Budget at Appendix A, a Precept of £672,430 is required.

To find the effect on a Band D Council Taxpayer, the Precept is divided by the Council Tax Base (3960.8 as at 5 above) which produces a Council Tax Band D annual charge for Newhaven Town Council of £169.77 for the year.

This proposed 24/25 budget results in a £15.35 (9.9%) increase on the 2022/23 amount (£154.42) for Newhaven Town Council as part of the annual Council Tax payable by a Band D council taxpayer.

7. Some members will recall previous Budget/Precept decisions made at Full Council;
 - FY 2021/22 - Release of £45,250 from General Reserves to ensure a 0% increase of the NTC Council Tax Precept.
 - FY 2022/23 - Release of £70,200 from General Reserves to ensure a 0% increase of the NTC Council Tax Precept, and
 - FY 2023/24 - Release of £113,150 from General reserves to ensure a 3% reduction in the NTC Council Tax Precept.

Both the Town Clerk and the RFO strongly advise against any similar decision for the FY 2024/25 or subsequent financial years, as such an approach is financially unsustainable and will result in significantly higher annual % increases in subsequent Budget/Precept years.

8. Recommendation.

That the committee recommends this draft Budget/Precept of £672,430 for the Financial Year 2024/25 to the next meeting of Full Council, scheduled for 16th January 2024.

² (Special Expenses have no impact on Town or Parish Council precepts or Council Tax amounts but are an addition to Lewes District Council's Council Tax where applicable).

Newhaven Town Council 2024/25

Annual Budget - By Centre													
		Previous Year (22/23)		Brought Forward	Net Virement	Current FY 2023-24		Proposed Budget		% Change on FY 22/23	EMR	Carried Forward	Narrative
		Budget	Actual			Budget	Actual @ 30/10/23	2024/2025					
REGENERATION & STRATEGIC DEVELOPMENT													
100	Regeneration & Strategic Development												
1013	Bar at Bandstand	-	2,584			2,700	-	2,700					Ticket Sales
	Total Income	-	2,584			2,700	-	2,700					
4218	Partnership Cont/Event Support	14,018	4,938			15,052	7,839	12,000		-20%			Newhaven Festival & B@B 19000
4228	Bandstand	8,439	5,020			8,750	1,040	2,000		-77%			4000
4229	District Heating Study	235	7,369			-	-	-		0%			
4233	Neighbourhood Plan	-	-			-	-	-		0%			
4242	Coastal Communities	2,406	-			2,406	-	-		0%			2406
4245	Pocket Park Project	199	7			190	-	-		-100%			190
4247	Match Funding Reserve	27,030	-			7,000	-	-		-100%			7000
4500	Professional Fees	7,584	1,890			2,000	880	2,500		25%			Festival Curator Fees
	Overhead Expenditure	59,911	19,224			35,398	9,759	16,500		-53%			
	Movement to/(from) Gen Reserve	- 59,911	- 16,640			- 32,698	- 9,759	- 13,800		-58%			
PROMOTION, PARTNERSHIP & FINANCE													
101	Administration & Office Costs												
1050	Miscellaneous Income	-	559			-	-	-					
1176	Precept Received	579,241	579,241			595,380	595,380	-		-100%			
1190	Interest Received	100	3,108			290	5,464	15,400		5210%			5464
	Total Income	579,341	582,908			595,670	600,844	15,400		-97%			
4012	Rates	3,991	7,685			4,150	-	4,368		5%			
4014	Utilities - Elec/Water/Sew/Fire	3,807	3,099			4,398	9,540	12,000		173%			
4015	Repairs & Maintenance	3,045	5,594			3,300	5,004	3,492		6%			
4017	IT Support	18,284	15,417			18,800	8,365	19,894		6%			
4019	Facilities Management	-	48			-	-	-					
4021	Communications	5,556	2,789			3,000	1,457	2,000		6%			3174
4022	General Office Costs	6,257	7,922			6,000	6,799	6,349		6%			
4023	Printing & Stationery	5,459	4,030			4,000	2,855	4,350		6%			4233
4025	Insurance	7,469	15,002			15,500	17,200	18,100		17%	17,200		3 Year Contract (Check Full Council Minutes)
4028	Elections	5,150	-			-	-	-					
4057	Audit Fees	2,451	985			2,500	1,845	2,600		6%			2645
4058	Bank Charges	515	674			800	232	800		0%			
4060	Loan Charges	11,010	11,002			11,002	5,501	11,002		0%			
4081	Membership Subscriptions	3,371	2,877			3,350	2,557	3,545		6%			ESALC, NALC, LCR Mag, LDALC, N/H CC & SLCC Subscriptions
4090	Superannuation - Past Employees	700	-			-	-	-					
4150	Consumables	515	60			250	97	265		6%			
	Overhead Expenditure	77,580	77,184			77,050	61,452	88,765		15%			
	Movement to/from General Reserve	501,761	505,724			518,620	539,392						
300	Community Engagement & Promotion												
1170	Newsletter - Advert Income	1,000	1,547			1,000	558	1,000		0%			
	Total Income	1,000	1,547			1,000	558	1,000					
4024	Publications	18,000	20,486			20,000	19,636	27,000		35%			Newhaven Matters Plus Postal Costs
4030	Advertising - Recruitment	500	1,955			500	-	500		0%			
4031	Advertising & Publicity	500	1,219			500	183	500		0%			
4079	Young Mayors Allowance	1,000	-			500	-	500		0%			
4080	Mayors Allowance	1,600	1,129			1,600	933	1,600		0%			
4082	Hospitality	600	11			600	-	600		0%			
4221	Dieppe Raid/Remembrance	4,500	2,791			3,000	4,271	5,000		67%			
4224	Town Crier	150	150			150	20	150		0%			
	Overhead Expenditure	26,850	25,303			26,850	25,043	35,850		34%			
	Movement to/from General Reserve	25,850	23,756			25,850	24,485	34,850		35%			
360	Support and Services												
1015	Funding Income	-	-			-	-	-					
1174	Misc Income	-	-			-	-	-					
	Total Income	-	-			-	-	-					
4215	Grant Aid	33,798	30,026			65,000	-	35,000		-46%			55
4218	Partnership Cont/Event Support	20,000	19,412			38,000	36,650	35,000		-8%			38
4226	Community Partnership Grants	25,000	18,204			30,000	41,796	30,000		0%			44
4227	Jubilee Street Parties	-	3,740			-	-	-					
	Bonfire Celebrations	-	-			-	-	-					Subsumed/allocated to Event Support 4218
	Overhead Expenditure	78,798	71,382			133,000	78,446	100,000		-25%			
	Movement to/from General Reserve	78,798	71,382			133,000	78,446	100,000		-25%			
ENVIRONMENT & AMENITIES													
150	Cemetery - Building & Grounds												
1016	Misc Income	-	912			-	-	-					
1152	Exclusive Right of Burial Full Grave	14,000	21,220			14,000	6,876	15,000		7%			14000
1153	Exclusive Right of Burial Ashes Plot	4,000	3,025			4,000	566	4,000		0%			4000
1154	Burial Single Depth	3,500	13,899			12,100	12,870	18,000		49%			12100
1155	Burial Double Depth	6,000	16,646			13,400	2,568	13,400		0%			
1156	Burial Triple Depth	1,550	-			1,674	-	1,674		0%			
1157	Burial/Scattering of Ashes	7,000	7,463			7,380	3,990	7,880		7%			7380
1158	Memorial Permits	8,000	6,590			6,300	4,779	8,695		38%			6300
	Total Income	44,050	67,931			58,854	31,649	68,649		17%			
4012	Rates	3,646	8,286			3,800	-	4,000		5%			
4014	Utilities - Elec/Water/Sew/Fire	1,167	45			1,000	737	1,058		6%			
4015	Repairs & Maintenance	5,000	1,618			2,500	10,307	5,000		100%			
4016	Grounds Maintenance	89,880	95,675			117,000	45,617	123,809		6%			Reneg of GMC Cont - anticipated uplift due to fuel increases
4029	East Side Changing Rooms	-	-			-	-	-					
	Overhead Expenditure	99,693	105,624			124,300	56,661	133,867		8%			
	Movement to/from General Reserve	55,643	37,693			65,446	25,012	65,218		0%			
201	Denton Social Centre												
1010	Hall Hire Charges	8,000	10,595			11,000	9,343	11,640		6%			
	Total Income	8,000	10,595			11,000	9,343	11,640					
4012	Rates	2,937	5,215			3,050	-	3,227		5%			
4014	Utilities - Elec/Water/Sew/Fire	3,183	2,719			4,780	1,263	2,877		6%			Based on 12 months plus 5.5%
4015	Repairs & Maintenance	3,000	2,506			3,000	5,373	3,174		6%			
4150	Consumables	266	109			260	-	260		0%			
	Overhead Expenditure	9,386	10,549			11,090	6,636	9,538		-14%			
	Movement to/from General Reserve	1,386	46			90	2,707	2,102					
202	East Side Social Centre												
1010	Hall Hire Charges	10,000	11,248			11,200	3,718	9,442		-16%			



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To: Full Council **Agenda Item 16**

Date: 16th January 2024

Report Contact: Town Clerk

Subject: **Bid for CIL Funding (Denton Playground).**

1. The purpose of this report is to request council authorisation for a match funded Bid Application to be made to the Lewes District Council Community Infrastructure Levy Fund regarding the replacement of Denton Playground on its existing footprint.
2. In consultation with Cllrs. Lucas, Watts, L. Macleod and S. Macleod and following a number of initial site meetings with a representative of Playdale, a new playground design plan has been achieved to the satisfaction of those councillors (Appendix 1.) with an indicative cost of £135K.
3. The same councillors have indicated their wish for the council to make a match funding CIL funding application for £75K. An estimated project cost £150K is comprised of £75K from the CIL fund and £75K from the town councils own 'Neighbourhood CIL' monies which currently total £145K as part of its General Reserves.
4. Given the timelines at hand the Town Clerk has already submitted a CIL Expression of Interest (Appendix 2) on November 17th 2023.
5. It is anticipated that the council will be invited to make a formal CIL Bid in late Jan/Feb 2024 and after passing through a number of CIL Boards a final decision will be made at LDC Cabinet in June/July 2024.
6. Subsequently the Town Clerk has consulted with another two contractor/companies for this work though at the time of writing this report has yet to receive their design quotations. Once the latter have been secured all three quotation/designs will be reported to a future Full Council meeting for consideration and ratification.
7. Initial Planning advice from the Head of Planning at LDC has indicated that formal Planning Permission for this work/project may well be required.

Recommendation

That the council authorises a Formal CIL Bid for £75K to the LDC bidding process and allocates £75K of existing NTC 'Neighbourhood CIL' monies to match the same and fund this project.



Lewes District Council
CIL Bidding Expressions of Interest

Project Description:	Re-design and Re-provisioning of Playground Equipment within existing 'footprint'
Project Address Location:	Denton Recreation Ground, Denton Road, Newhaven. BN9 0PX.
Name of Provider bidding for funds: (this should be the provider that will deliver the project and be responsible for paying for the project)	Newhaven Town Council, Council Offices, 18 Fort Road, Newhaven. East Sussex. BN9 9QE
Which source of funding are you applying for?	<ul style="list-style-type: none"> ○ Local Pot (Towns, Parishes and District Council)
Type of Infrastructure:	<ul style="list-style-type: none"> ○ Community facilities
Items of infrastructure that it is proposed CIL Funding will pay for:	Playground equipment, minor ground works and attendant safety surfacing.
Estimated Project Cost (£):	£150K
Amount being requested from CIL (£):	£75K

<p>Matched Funding Please describe if there is matched funding, where is it from and is it secured.</p>	<p>£75K Newhaven Town Council 'Neighbourhood CIL' receipts from LDC. (Subject to Full Council Resolution)</p>
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	YES	NO
<p>Does the project appear in the IDP (Infrastructure Delivery Plan)/ Neighbourhood Plan/ or other relevant document? And if so which one?</p>	<p>Newhaven Neighbourhood Plan 2017-2030, Objective 4: Open Space, health & well-being (p26) - the protection and improvement of existing open spaces and outdoor recreational facilities and the provision of substantial new public open space.</p>	
<p>Can the project be delivered in the next 5 years?</p>	<p>Yes</p>	
<p>If the project is not wholly within Lewes District CIL Charging area is there matched funding from the relevant Authority or a letter of support? For example, Wealden, South Downs National Park, Brighton and Hove.</p>	<p>N/A</p>	<p>N/A</p>
<p>How has development resulted in the need for this infrastructure?</p>	<ol style="list-style-type: none"> 1. Existing provision is over 10 years old and currently fails to address matters of 'inclusivity' and socialisation of children of differing needs. 2. Ward Councillors first hand knowledge of the site and anecdotal feedback from parents and their children. 3. Feedback from local Primary School children as to preferred play equipment. 	

<p>Project Contact:</p>	<p>Name: Ken Dry, Town Clerk, Newhaven Town Council</p>
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	<p>Address: Council Offices, 18 Fort Road, Newhaven. BN9 9QE</p> <p>Telephone: 01273 516100</p> <p>Email: ken.dry@newhaventowncouncil.gov.uk</p>
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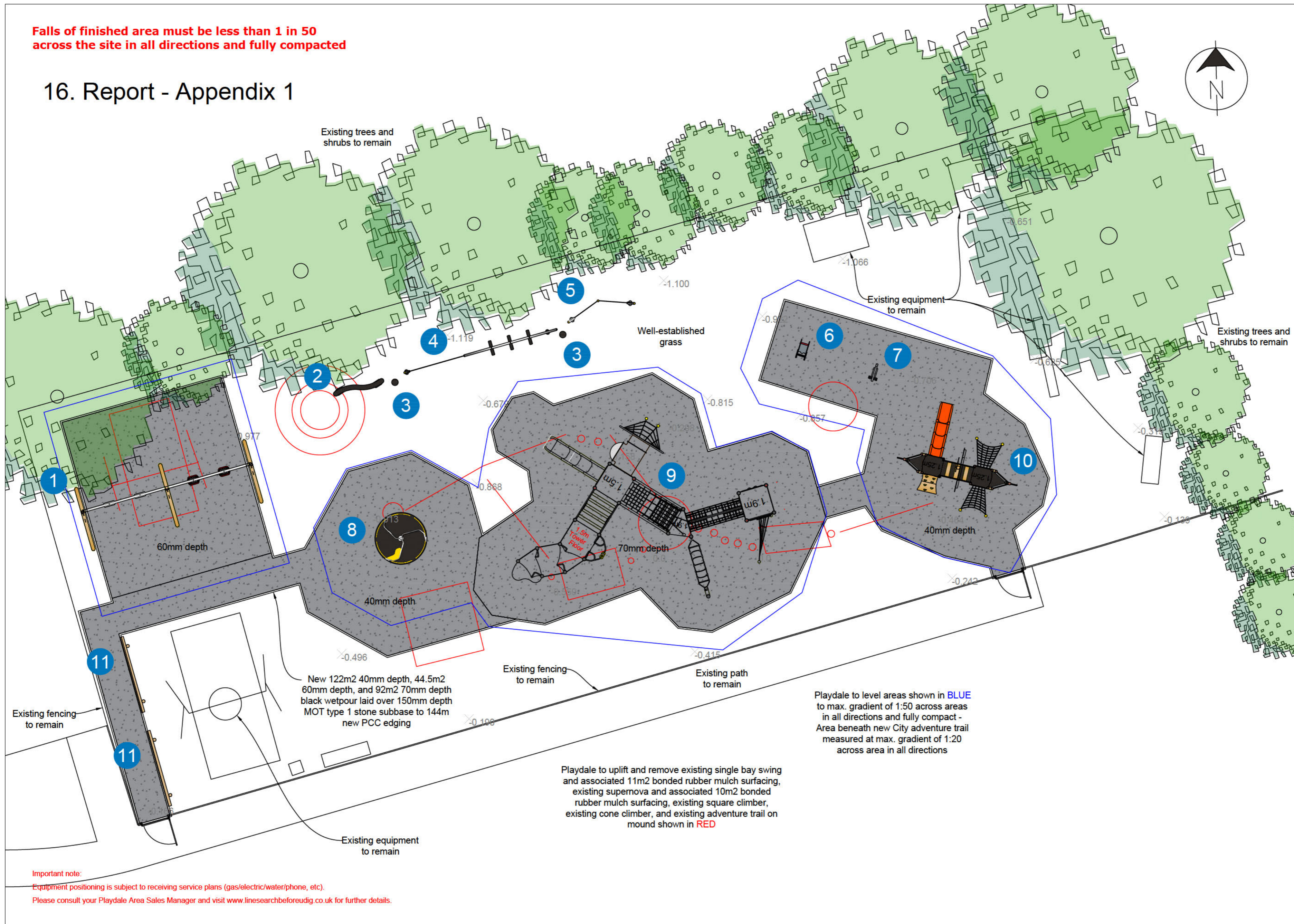
Once this form is completed please send to

CIL.Lewes@lewes-eastbourne.gov.uk

**If you do have any queries please do not hesitate to contact us. Please dial
01273 41000 and ask to speak to a Member of Planning Policy.**

Falls of finished area must be less than 1 in 50 across the site in all directions and fully compacted

16. Report - Appendix 1



General Notes & Key

1. Timber (Double Bay) Junior Swing Frame with 2x flat and 2x cradle seats – SGF*
2. City Wobble Board
3. City Rubber Step 4 No.
4. City Combo 2 (TT/RW)
5. City Andes
6. Spring Whale (302110) - SGF*
7. Timber Turtle Springer
8. Inclusive Orbit (1 No Seat Station) Yellow - SGF*
9. Rap Lite (Plastic Slide) Blue/Orange
10. Play Galleon Plus (Plastic Slide) - SGF*
11. Safety Barrier - TGF*

Client Approval

Name	
Signature	
Date	

i Our steel in the ground fixing system offers superior guarantees. Ask your Area Manager for more information.

Important note:
 Equipment positioning is subject to receiving service plans (gas/electric/water/phone, etc).
 Please consult your Playdale Area Sales Manager and visit www.linesearchbeforeuidg.co.uk for further details.

Proposed Play Area for:
Newhaven Town Council - Newhaven
 Scheme No: 25501rev1/ESU Date: 15/11/23 Drawn by: LS

1:100 @ A2



www.playdale.co.uk
 f t y



All plans are to scale unless otherwise stated. Artists impressions are provided as a visual only and may not accurately represent the layout of the finished site. All plans, quotations and correspondence between Playdale and the addressee are to remain strictly confidential between those parties only. Playdale reserve the right to make modification in design and specification.



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Ken Dry
Town Clerk

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To: Full Council **Agenda Item 17**

Date: 16th January 2024

Report Contact: Town Clerk

Subject: **Highways Verges Contract 2024-25.**

1. The purpose of this report is to seek ratification of a 12 month contract extension of the existing contractor, (Countrymans) for maintenance of the Towns Highways Verges at a cost of **£15,377.**
2. At its meeting of December 19th 2023, the Environment & Amenities (E&A) considered this matter and has recommended that the current contract with Countrymans be extended for a further 12 months to maintain the towns Highways Verges.
3. The background of this matter can be read within the original E&A report at Appendix A.
4. Financial Regulations currently requires all expenditure in excess of £7500 to be authorised by Full Council.

Recommendation

That the council ratifies the E&A committee recommendation to extend the current Highways Verges contract with Countrymans for a further 12 months at a cost of **£15,377.**



NEWHAVEN TOWN COUNCIL

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Town Clerk

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To: Environment & Amenities Committee **Agenda Item 5.**

Date: 19th December 2023

Report Contact: Ken Dry - Town Clerk

Subject: **Highways Verges and Wildflower Zones 2024-25**

1. The purpose of this report is to seek;
 - i) committee consideration to extend the current Highways Verges contract with Countrymans for 2024-25 at a cost of £15,377 and recommend the same to the next scheduled meeting of Full Council,
 - ii) committee consideration and acceptance of the quotations (in part or full) of Countryman's for the establishment of potential Wildflower Zones across the Town.

Background.

2. In previous successive years the Town Clerk has sought quotations from a range of contractors for self-management of Highways Verges across the Town. In each and every year Countrymans have been the only one (occasionally 2) of seven contractors who have submitted a quotation for this work.
3. In this current year 2023-24 it has been established through cumulative experience that x6 Urban and x2 Meadow Verge cuts has been the optimal approach which has also been supported by the feedback received through the recent NTC Highways Verges residents survey.
4. As the Town Council prefers to use the 'self-managed' approach to its Highways Verges (owned by East Sussex County Council (ESCC)) this enables it to receive a circa £3000pa subsidy from ESCC.
5. In consultation with the committee Chair, a quotation(s) has also been sought from Countryman's for the establishment of a range of Wildflower Zones to compliment this approach at key areas across the Town.

Highways Verges Contract.

6. In the context of the Highways Verges maintenance contract with Countryman's there currently exists a contract clause permitting a one year extension of the same to the mutual satisfaction of both parties. The contractor has expressed their willingness to the latter approach by way of their quotation detailed at para. 9 below.

7. Section 11.1a of the town council's Financial Regulations states that;

"Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to..." inter alia

"... iv). for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;

... viii). where the council has considered a report and resolved that it is in its best interests, a tender/quotation may be invited for the execution of work, provision of goods or services, from a contractor or supplier selected by it or negotiated with a contractor already engaged by the council;..."

8. For the Financial Year 2024-25, officers have made a budget provision of £16,931 (*Exp. Line 301.4213*) which reflects an inflationary budget uplift of circa 6% on the current contract price of £15,462.

9. Following a number of minor changes to the areas (m2) of Urban and Meadow cut, Countryman's for 2024/25 have quoted **£15,377** for the Highways Verges maintenance (x6 Urban and x2 Meadow cuts). This leaves a 2024-25 budget balance of £1469.

10. As this Highways Verges Contract is valued at £15,377, authorisation to award this must be made by Full Council as per NTC Financial Regulations.

Wildflower Zones.

11. Following a range of site visits with officers and the committee Chair, a number of potentially suitable sites for Wildflower Zones have been identified and Countryman's have provided the following quotation(s);

- *To cut vegetation within marked out area as low as possible and remove arisings from site.*
- *To cultivate the ground within the marked-out area.*
- *To spread wildflower seed.*
- *To supply and spread topsoil over working area.*

Lee way- £485.00 plus VAT

Metcalf - £305.00 plus VAT

Verge opposite KFC - £415.00 plus VAT

Verge Opposite McDonalds - £465.00 plus VAT

Sainsbury's entrance- £415.00 plus VAT

Sainsburys/Denton corner- £675.00 plus VAT

Denton Corner Bus stop Verge- £465.00 plus VAT

12. The total cost value of these sites is £3225+VAT, however Countryman's have offered a revised figure of **£2215 + VAT** if they were instructed to provide all. Whilst the wildflower seed mix will be a perennial, and a cut and collect will be supplied in this year (24/25) free of charge, future ongoing annual maintenance will be quoted on an 'at need' basis in future years.
13. This initial expenditure (12. Above £2215+VAT)) can be technically mitigated by the previously mentioned ESCC subsidy (circa £3000) providing latitude for an additional ad-hoc reactive works budget provision totalling £2254 for the Highways Verges. (£1469+(£3000-2215)).
14. Whilst the matter of the establishment of Wildflower Zones technically falls outside the Highways Verges contract provision, members may wish to accept the Wildflower Zones quotation(s) in part or full by virtue of Financial Regulation 11.1a(viii) or instruct the Town Clerk to seek a further two quotations for the same.
15. Members will already be aware of the professional and excellent work provided by Countryman's to date and their willingness to react and assist the council wherever possible regarding the towns Highways Verges.

Recommendation:

That the committee,

- A. Recommends the acceptance of a 12 month extension to the current Highways Verges contract with Countryman's at a cost of **£15,377** to the next scheduled meeting of Full Council, and
- B. The committee instructs the Town Clerk/RFO as to what, if any, of the Wildflower Zones it wishes to establish, and authorises that relevant expenditure.



NEWHAVEN TOWN COUNCIL

Ken Dry
Town Clerk

TOWN COUNCIL OFFICES
18 FORT ROAD
NEWHAVEN
EAST SUSSEX
BN9 9QE

Tel: (01273) 516100
Email: admin@newhaventowncouncil.gov.uk

To: Full Council **Agenda Item 18**

Date: 16th January 2024

Report Contact: Town Clerk

Subject: **Audit Reports.**

1. The purpose of this report is to request council consideration and noting of the following reports and their contents;
 - Newhaven Town Council Interim Internal Audit Report – 2023-24, and
 - Newhaven Town Council External Audit Certificate 2022-2023
2. Both of the above documents were scheduled to be presented to the Audit Committee on December 12th 2023 for their consideration and noting. This meeting however was inquorate and therefore no business could be transacted in this regard.
3. In light of the above the Town Clerk has considered it prudent to present both documents to Full Council for the purposes of expediency and transparency.

Recommendation

That the council notes the content of both reports.

18. Report - Appendix A - Interim Internal Audit Report



MULBERRY & CO

Chartered Certified Accountants
Registered Auditors
& Chartered Tax Advisors

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Our Ref: MARK/NEW003

Mrs A Campbell
Newhaven Town Council
18 Fort Road
Newhaven
BN9 9QE

8 November 2023

Dear Alison

Re: Newhaven Town Council
Internal Audit Year Ended 31 March 2024 – Interim Audit report

Executive summary

Following completion of our interim internal audit on 8 November 2023 we enclose our report for your kind attention and presentation to the council. The audit was conducted 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.

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. Testing requirements follow those detailed in the audit plan previously sent to the council, a copy of this is available on request. The report concludes with an opinion as to whether each assertion has been met or not at the interim audit. Where appropriate **recommendations for action are shown in bold text and are summarised in the table at the end of the report.**

Our sample testing did not uncover any errors or misstatements that require reporting to the external auditor at this time, 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 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 Newhaven 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 Michelle Webber on behalf 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 27 years' experience in the financial sector with the last 12 years specialising in local government.

Your auditor is independent from the management of the financial controls and procedures of the council and has no conflicts of interest with the audit client, nor do they provide any management or financial assistance to the client.

Engagement Letter

An engagement letter was previously issued to the council covering the 2023/24 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. As part of the inherent risk assessment, we have concluded that:

- There have been no reported 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

It is our 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.

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A. BOOKS OF ACCOUNT**Internal audit requirement**

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

Audit findings

The interim audit was conducted on site with the RFO. The RFO had prepared the information advised in advance of the visit, and I have the impression that accounting records are neatly maintained and easily accessible. Other information was reviewed through discussion with the RFO and a review of the council website www.newhaventowncouncil.gov.uk

The council continues to use the Rialtas Business Solutions (RBS) accounting package for recording the day-to-day financial transactions of the council. This is an industry specific accounting package and I make no recommendation to change. The system is used regularly to record transactions and produce management information reports for review at council meetings.

B. FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS**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.

Audit findings***Check the publication and minuting of the prior year audited AGAR and notice of conclusion of audit***

The external auditor's report for 2022/23 was not qualified and audit comments 'We note the smaller authority did not comply with Regulation 15 of the Accounts and Audit Regulations 2015 as it failed to make proper provision during the year 2023/2024 for the exercise of public rights, since the notice regarding the period for the exercise of public rights was not published before the start period. As a result, the smaller authority must answer 'No' to Assertion 4 of the Annual Governance Statement for 2023/24 and ensure that it makes proper provision for the exercise of public rights during 2023/.2025. The external audit report for 2022-2023 has been published on the council website, along with the Notice of Conclusion of Audit, and will be reported to the council on 14 November 2023.

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 the individual councillor's Register of Members' Interests forms.

Confirm that the council is compliant with the relevant transparency code

As the council's income and expenditure exceeds £25,000, it is not a statutory requirement to follow the requirements of the Local Government Transparency Code, although it is recommended best practice to do so. There is transparency data on the website but not under a set page.

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, and it is clear the council has made every effort to comply with the website requirements.

Confirm that the council meets regularly throughout the year

In addition to full council the council has a committee structure. Terms of reference for each committee are published on the council website, along with future meeting dates and historic agendas and minutes for council and committee meetings.

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

I was able to confirm 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. All the supporting reports are uploaded to the website along with the agenda for every meeting.

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

Draft minutes are uploaded to the council website. It is recommended to state on the website page that all minutes are draft until adopted at the subsequent meeting.

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

The Standing Orders are based on the current NALC model and were most recently reviewed and adopted by council on 11 April 2023 (minute ref C074/23).

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

Financial Regulations are based on the current NALC model and were last reviewed and adopted by council on 11 April 2023 (minute ref C074/23). 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:

FR 4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- *the council for all items over £7,500;*
- *a duly delegated committee of the council for items over £2,000;*
- or • the Clerk, for any items valued at £2,000 and below.*

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk.

Contracts may not be disaggregated to avoid controls imposed by these regulations

FR 4.5. In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £3500. The Clerk shall in the first instance advise the Chairman and/or the relevant Committee Chair of such an action and subsequently report this to the council as soon as practicable thereafter.

Based on the level of financial activity of the council, these authorisation thresholds appear appropriate.

I reviewed a sample of recent invoices and found these had been approved in accordance with the thresholds contained within the Financial Regulations, and approval, where needed, recorded in the minutes of meetings.

The council has Financial Regulations in place regarding the award of contracts, and this includes:

FR 11.1 (g) When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £7,500 and above £2,000 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.

The Council has not renewed any contracts and tenders awarded during the year to date.

Confirm all section 137 expenditure meets the guidelines and does not exceed the annual per elector limit of £9.93 per elector

The council has adopted the General Power of Competence (GPC) and the section 137 thresholds do not apply.

Check receipt of VAT refund matches last submitted VAT return

The council submits its VAT return on a quarterly basis. I reviewed the submission for the period ending 30 June 2023 which showed a refund amount due of £14,040.76. I was able to confirm receipt of this amount to the council's bank account on 8 August 2023. The council is up to date with its VAT submissions.

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.

C. RISK MANAGEMENT AND INSURANCE

Internal audit requirement

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

Audit findings

The council has a risk management policy which was most recently reviewed and approved by council on 16 May 2023 (minute ref C013/23). I reviewed the policy and the risk assessment record, which details the types of risk identified, who might be harmed and how, assigns a perceived risk level, records action taken and how the risk is managed. This type of approach is suitable for a council of this size with limited risks and demonstrates that the council takes its risk management responsibilities seriously.

I confirmed that the council has a valid insurance policy in place with Aviva which expires on 31 May 2024. The policy includes Public Liability and Employers Liability cover of £10 million each and a Fidelity Guarantee of £250,000 which is insufficient for a council of this size, **I would recommend that the council looks increase it to £1 Million as it should cover the amount of funds in the bank accounts at its highest point during the year.**

The listed asset cover appears appropriate based on the items recorded on the council's asset register.

D. BUDGET, PRECEPT AND RESERVES

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.

Audit findings

The council set a precept of £595,380 for 2023/24. With a tax base of 3,855.6, this equates to a band D equivalent of £154.92 (compared to the average in England of £79.35).

The RFO confirmed that the 2024/25 budget setting process has begun in October 2023, with the aim to agree the budget and precept at the 16 January 2024 council meeting.

The RFO presents the budget performance information at every other council meeting for review. This shows spend against budget showing the % spent against budget.

At the time of the interim audit the income was 104% and Expenditure was 69.2% of budget which is where we would expect it to be. The full amount of precept received.

The council began the year with a balance of £1,210,270 with £374,474.00 of this amount earmarked for legitimate projects and Community Infrastructure Levy (CIL). This leaves circa £835,000 as a general reserve.

The Joint Panel on Accountability and Governance (JPAG) Practitioner's guide states '*the generally accepted recommendation with regard to the appropriate minimum level of a smaller authority's general reserve is that this should be maintained at between three and twelve months of net revenue expenditure*' (para 5.33). The general reserve balance was not within the

recommended range, however since year end audit, funds have been allocated to ear marked reserves. The General reserve after these movements means that it's now within the recommended range.

E. INCOME

Internal audit requirement

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

Audit findings

Apart from the precept, the council budgets to receive income from the bank interest, cemetery fees, Hall hire charges, newsletter advertising, allotments, and Bandstand. The council reviewed its fees and charges at the meeting held on 11 April 2023 (minute ref C072/23).

Unbudgeted amounts received during the year came from community infrastructure levy, miscellaneous income, and VAT refunds. From a review of the accounting records, income appears to be recorded with sufficient narrative detail to identify the source and allocated to the most appropriate nominal code.

F. PETTY CASH

Internal audit requirement

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

Audit findings

The council has petty cash of £200.00 it is listed on RBS system as a separate account and all the postings are for sundry items and it's replenished every month, I was able to confirm receipts and that VAT had been claimed. The council has credit cards which are used by the Clerk and RFO. They are paid in full every month and all the receipts are posted and reconciled on the RBS system and report to council at every meeting.

G. PAYROLL

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.

Audit findings

The Council has 6 employees, and all have a signed contract of employment. The salary is aligned to the NJC scale point range.

The council uses a third party for processing payroll, who calculates the PAYE and pension deductions. I reviewed the payslips for September and October 2023 and the payroll deductions appear correct. The salary payments are authorised and paid by the council in the same way as other payments. I reminded the Clerk that only salary, HMRC and pension payments should be included in box 4 on the Annual Governance and Accountability Return (AGAR) and any other staff costs should be recorded in box 6.

There are no councillor allowances.

H. ASSETS AND INVESTMENTS

Internal audit requirement

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

Audit findings

The council has a fixed asset register in place which includes details of asset location, date of acquisition, cost or proxy cost, condition, estimated useful life and insurance and replacement values. Assets are correctly listed at cost/proxy cost, or where gifted/donated, given a nominal £1 value for the purpose of the asset register.

The council has a Public Works Loan Board (PWLB) loan which was taken out for the Town Council Building. The payments and statement will be review at year end.

The council has no long-term investments.

I. BANK AND CASH

Internal audit requirement

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

Audit findings

Financial Regulation 2.2 states *'On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman or a member cheque/account signatory, shall verify bank reconciliations and credit card statements (for all accounts) produced by the RFO. The member shall sign the reconciliations, the original bank statements and the month-end Trial Balance as evidence of verification and additionally physically check and verify the Petty Cash held at that time This activity shall on conclusion be reported, including any exceptions, to and noted by the council.'*

Bank reconciliations are completed monthly and presented to council at every meeting for review. I reviewed the reconciliations presented for the interim audit and was able to confirm the balances to the bank statements and found no errors.

I noted that the reconciliation and bank statement have been signed by the chairman in accordance with the Financial Regulations.

Balances held are not within the £85,000 protection limit offered by the Financial Services Compensation Scheme (FSCS).

J. YEAR END ACCOUNTS

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.

Audit findings

Testing to be conducted at final audit.

K. LIMITED ASSURANCE REVIEW

Internal audit requirement

IF the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")

Audit findings

The council did not certify itself exempt in 2022/23 due to exceeding the income and expenditure limits and this test does not apply.

L: PUBLICATION OF INFORMATION

Internal audit requirement

The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation

Audit findings

Testing to be conducted at final audit.

M: EXERCISE OF PUBLIC RIGHTS - INSPECTION OF ACCOUNTS**Internal audit requirement**

The authority has demonstrated that during summer 2022 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.

Audit findings

Inspection – key dates	2022/23 Actual
Date AGAR signed by council	16 May 2023
Date inspection notice issued	5 June 2023
Inspection period begins	5 June 2023
Inspection period ends	14 July 2023
Correct length (30 working days)	Yes
Common period included (first 10 working days of July)	Yes

As the issued date is the same as commence date it didn't satisfy the requirements of this control objective, as such it was not met for 2022/23, and assertion 4 on the Annual Governance Statement cannot therefore be signed off by the council.

N: PUBLICATION REQUIREMENTS**Internal audit requirement**

The authority has complied with the publication requirements for 2022/23. Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website / webpage.

Before 1 July 2023 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 2022/23, approved and signed, page 4*
- *Section 2 - Accounting Statements 2022/23, approved and signed, page 5*

Not later than 30 September 2023 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.

Audit findings

I was able to confirm that the Notice of Public Rights is published on the council website along with the Notice of Conclusion of audit and External Auditor Report and I was able to confirm that the publication requirements for 2022/23 have been met.

O. TRUSTEESHIP**Internal audit requirement**

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

Audit findings

The council has no trusts.

Achievement of control assertions at interim audit date

Based on the tests conducted during the interim audit, our conclusions on the achievement of the internal control objectives are summarised in the table below. A further review and update of this opinion will be conducted at the final audit.

	INTERNAL CONTROL OBJECTIVE	YES	NO	NOT COVERED
A	Appropriate accounting records have been properly kept throughout the financial year	√		
B	This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for	√		
C	This authority assesses the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these	√		
D	The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	√		
E	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for	√		
F	Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for	√		
G	Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	√		
H	Asset and investments registers were complete and accurate and properly maintained.	√		
I	Periodic bank account reconciliations were properly carried out during the year.	√		
J	Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	√		
K	If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")</i>			√
L	The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation	√		
M	The authority, during the previous year (2022-23) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set)</i> .		√	
N	The authority has complied with the publication requirements for 2022/23 AGAR.	√		
O	Trust funds (including charitable) – The council met its responsibilities as a trustee.			√

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

Yours sincerely

m. webber

Michelle Webber
For Mulberry & Co

Interim Audit - Points Carried Forward

Audit Point	Audit Findings	Council comments
RISK MANAGEMENT AND INSURANCE	I would recommend that the council looks increase it to £1.5 Million as it should cover the amount of funds in the bank accounts at its highest point during the year.	

Section 3 – External Auditor’s Report and Certificate 2022/23

In respect of **Newhaven Parish Council – ES0066**

1 Respective responsibilities of the auditor and the authority

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

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

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

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2022/23

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

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

We note that the smaller authority did not comply with Regulation 15 of the Accounts and Audit Regulations 2015 as it failed to make proper provision during the year 2023/24 for the exercise of public rights, since the notice regarding the period for the exercise of public rights was not published before the start of the period. As a result, the smaller authority must answer ‘No’ to Assertion 4 of the Annual Governance Statement for 2023/24 and ensure that it makes proper provision for the exercise of public rights during 2024/25.

3 External auditor certificate 2022/23

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

Date

07/08/2023

Payments made between 01/11/2023 and 31/12/2023

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
01/11/2023	Computer-Eyez (South) Ltd	02059	1,298.26	1,298.26		501			IT Support
01/11/2023	Lewes District Council	100787757	247.00	247.00		501			Non Domestic Rates 100787757
01/11/2023	Lewes District Council	100787964	205.00	205.00		501			Non Domestic Rates 100787964
01/11/2023	Lewes District Council	100789027	87.00	87.00		501			Non Domestic Rates 100789027
01/11/2023	Lewes District Council	100789030	367.00	367.00		501			Non Domestic Rates 100789030
01/11/2023	Lewes District Council	100899386	125.00	125.00		501			Non Domestic Rates 100899386
01/11/2023	Lewes District Council	101247911	384.00	384.00		501			Non Domestic Rates 101247911
01/11/2023	Trade UK Account	October 23	231.10	231.10		501			Weedol
06/11/2023	Barclays Bank	DD	38.65			4058	101	38.65	Charges 13/9-12/10 2023
10/11/2023	Pipers News	15791	9.80	9.80		501			Weekly Newspapers
13/11/2023	Mulberry & Co	114044	252.90	252.90		501			Mid Year Audit 2023-24
13/11/2023	Denma Cleaning Services Ltd	114045	140.38	140.38		501			Various cleaning supplies DH
13/11/2023	Haven Security Ltd	114046	60.00	60.00		501			Security work NTC Offices
13/11/2023	J Kirby electrical Ltd	114047	1,680.00	1,680.00		501			Emergency Lighting Eastside
13/11/2023	Bonny's Wood	114048	6,336.00	6,336.00		501			Gowing Season 2nd cut Valley
13/11/2023	Countrymans Contractors Ltd	114049	2,859.40	2,859.40		501			Wildflower cutting 1 of 2
13/11/2023	Clares Office Supplies Ltd	114050	23.86	23.86		501			Toilet Roll
13/11/2023	SouthCoast Services Sussex Ltd	114051	229.21	229.21		501			Eastside Emergency Door Repair
13/11/2023	G Burley & Sons Ltd	114052	2,037.60	2,037.60		501			Removal of garage - Cemetery
13/11/2023	Bay Media Ltd	114053	2,898.00	2,898.00		501			Banners - West Quay 2023
13/11/2023	Alert 2020 Services Ltd	114054	75.00	75.00		501			Denton Hall Wasp Removal
13/11/2023	Swan Fire UK Limited	114055	1,782.00	1,782.00		501			Fire Risk Assessment - All
13/11/2023	NH, Lewes & District Mencap	114056	300.00			4218	360	300.00	Event Grant Award
13/11/2023	Meeching Amateur Dramatics	114057	500.00			4215	360	500.00	Small Grant Award
13/11/2023	Rotary Club of Newhaven	114058	250.00			4215	360	250.00	Small GrantAward
15/11/2023	Julie Carr	114060	329.66			4221	300	113.69	Dieppe Raid Aug/Sep 23

Subtotal Carried Forward:

22,746.82

21,328.51

0.00

1,202.34

Payments made between 01/11/2023 and 31/12/2023

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
						4221	300	128.70	Dieppe Raid Expenses Aug 23
						4022	101	87.27	Vietnamese Visit - Mayoral Exp
15/11/2023	Lewes District Council	300286	9,433.45	9,433.45		501			Grounds Maintenance
16/11/2023	Ms C Mills	114062	106.00			1152	150	106.00	Refund - Over payment 33739
16/11/2023	Mr E Hillier	114063	106.00			1152	150	106.00	Over Payment - 33854
16/11/2023	Mr G Hillier	114064	106.00			1152	150	106.00	Over payment - Refund 33855
17/11/2023	Don Burtenshaw	114066	84.00	84.00		501			Graffiti clean - Bus Shelter
17/11/2023	Advo Payroll	33342	79.99	79.99		501			Payroll services
17/11/2023	E-On Energy Solutions Ltd	60F9407A-2	136.77	136.77		501			Electricity - Denton
17/11/2023	E-On Energy Solutions Ltd	CB778D50-2	94.63	94.63		501			Electricity Meeching Hall
17/11/2023	ESCC Pensions	DD	3,636.35			4001	102	3,636.35	ESCC Staff Pensions Oct 2023
19/11/2023	EE	V021660518	90.16	90.16		501			Mobile phone bill October 23
20/11/2023	Premier Managed Technologies G	312123/576	166.97	166.97		501			Photocopier - Printing
20/11/2023	British Telecommunications Plc	FO96DL	26.76	26.76		501			Final Phone Bill 01273 516100
21/11/2023	E-On Energy Solutions Ltd	016F62D9-2	203.84	203.84		501			Electric Supply Eastside
21/11/2023	ENGIE Gas Limited	1032854200	575.31	575.31		501			Gas supply Meeching Hall
21/11/2023	ENGIE Gas Limited	1032854300	468.24	468.24		501			Gas supply NTC Offices
21/11/2023	Investec Asset Finance PLC	119483576	81.70	81.70		501			3 x Computer Leases
21/11/2023	E-On Energy Solutions Ltd	A7000C35C	84.57	84.57		501			Electricity Supply - Lewes Rd
21/11/2023	E-On Energy Solutions Ltd	FE7E4DA-21	120.77	120.77		501			Electricity Supply NTC Offices
22/11/2023	HMRC PAYE	DD	3,414.35			4000	102	1,208.80	PAYE Inc Tax
						4000	102	911.87	Employee NI
						4001	102	1,293.68	Employer NI
23/11/2023	Business Stream	3552141	53.05	53.05		501			Water Eastside Hall
23/11/2023	Business Stream	3553787	75.26	75.26		501			Water Meeching Hall
23/11/2023	Business Stream	3554352	445.90	445.90		501			Water Lewes Road Hall
24/11/2023	RBL Poppy Appeal	114067	20.00	20.00		501			Type B Wreath
24/11/2023	Brady Corp Ltd	114068	295.12	295.12		501			200l Yellow Grit Bin
Subtotal Carried Forward:			42,652.01	33,865.00	0.00			8,787.01	

Payments made between 01/11/2023 and 31/12/2023

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
24/11/2023	Tates of Sussex	114069	23.96	23.96		501			Round tree stakes
24/11/2023	Gopak Ltd	114070	284.26	284.26		501			2 x Folding tables - LRD
24/11/2023	Bonny's Wood	114071	5,966.40	5,966.40		501			Tree Care War Memorial Green
24/11/2023	Staff Salaries	BACS	15,579.91			4000	102	15,309.91	Staff Salaries Nov 23
						4008	102	36.00	Travel Expenses KD
						4008	102	226.80	Travel Expenses KL
						4008	102	7.20	Travel Expenses MF
27/11/2023	Glasdon UK Ltd	114072	498.00	498.00		501			Jubilee Bin
27/11/2023	Credit Cards	Oct 2023	320.74			202		320.74	Barclaycard Oct 2023
28/11/2023	North Laine Window Cleaning	114073	24.00	24.00		501			Window cleaning - NTC Offices
28/11/2023	Pipers News	114074	7.35	7.35		501			Newspaper delivery - Weekly
28/11/2023	AECOM Ltd	114075	28,594.80	28,594.80		501			Estate & Asset Strategy Survey
28/11/2023	Royal Mail Group Ltd	27136	1,140.31	1,140.31		501			N/H Matters Delivery Winter 23
28/11/2023	Royal Mail Group Ltd	27136X	-1,140.31			4022	101	-1,140.31	Stamps - Err Corr=CC
30/11/2023	SSE	IV00080663	63.95	63.95		501			Electricity CCTV
01/12/2023	Computer-Eyez (South) Ltd	0002059	1,366.23	1,366.23		501			Headsets for Phones
01/12/2023	Lewes District Council	100787757	247.00	247.00		501			Non Domestic Rates 100787757
01/12/2023	Lewes District Council	100787964	205.00	205.00		501			Non Domestic Rates 100787964
01/12/2023	Lewes District Council	100789027	87.00	87.00		501			Non Domestic Rates 100789027
01/12/2023	Lewes District Council	10089030	367.00	367.00		501			Non Domestic Rates 100789030
01/12/2023	Lewes District Council	100899386	125.00	125.00		501			Non Domestic Rates 100899386
01/12/2023	Lewes District Council	101247911	384.00	384.00		501			Non Domestic Rates 101247911
01/12/2023	Trade UK Account	633164Oct	247.57	247.57		501			Batteries
01/12/2023	Petty Cash	Top Up	150.00			210		150.00	Top Up Petty Cash 1.12.23
04/12/2023	Barclays Bank	DD	52.18			4058	101	52.18	Charges & Fees Nov 2023
05/12/2023	James Hallam Ltd	114076	801.00	801.00		501			Rebuild cost assessment
05/12/2023	Countrymans Contractors Ltd	114077	4,258.20	4,258.20		501			Urban verges Nov 2023
Subtotal Carried Forward:			102,305.56	78,556.03	0.00			23,749.53	

Payments made between 01/11/2023 and 31/12/2023

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
05/12/2023	Hillcrest Community Centre	114078	183.60	183.60		501			Hire Hillcrest Centre Deposit
05/12/2023	Christian Funnell	114079	230.00	230.00		501			2 x Memorial Plaques
06/12/2023	Ashley Swayne	113974X	-20.00			4218	360	-20.00	Photo Competition 2023
07/12/2023	North Laine Window Cleaning	114080	48.00	48.00		501			Window Cleaning MH & ES
07/12/2023	Clean Team Sussex	114081	1,570.00	1,570.00		501			Cleaning @ Meeching Hall
08/12/2023	Pipers News	3720dd	7.35	7.35		501			Newspapers Dec 20023
11/12/2023	British Telecommunications Plc	Q046QF	252.44	252.44		501			Broadband WM39678038
12/12/2023	We Print & Sign	14085	84.00	84.00		501			6 x T-shirts - KL
13/12/2023	J Kirby Electrical Ltd	114082	1,794.00	1,794.00		501			Emergency Lighting Repairs DH
14/12/2023	Clares Office Supplies Ltd	114086	91.37	91.37		501			Various stationery items
14/12/2023	Denma Cleaning Services Ltd	114087	146.67	146.67		501			Various cleaning items
15/12/2023	SouthCoast Services Sussex Ltd	114088	29.74	29.74		501			6 New Keys Cut - Lewes Rd Hall
15/12/2023	Bonny's Wood	114089	168.00	168.00		501			Tree Inspection - NH Cemetery
15/12/2023	Advo Payroll	33638	79.99	79.99		501			Payroll Processing December 23
15/12/2023	Lewes District Council	6253873	9,433.45	9,433.45		501			Gounds Maintenance
15/12/2023	ESCC Pensions	DDR	5,499.64			4000	102	1,314.77	ESCC Pensions Nov 2023
						4001	102	4,184.87	ESCC Pensions Nov 2023
18/12/2023	Icthus Event Solutions Ltd	114083	18,324.00		3,054.00	4210	301	15,270.00	Christmas Lights 2023
18/12/2023	Investec Asset Finance PLC	119567160	81.70	81.70		501			3 x Computer Leases
19/12/2023	E-On Energy Solutions Ltd	CB778D50-2	256.46	256.46		501			Electricity - Meeching Hall
19/12/2023	EE	V021758313	88.03	88.03		501			Mobile Telephone Bills x 3
20/12/2023	E-On Energy Solutions Ltd	016F62D9-2	313.28	313.28		501			Electricity - East Side
20/12/2023	Premier Managed Technologies G	313516	340.69	340.69		501			Photocopier
20/12/2023	E-On Energy Solutions Ltd	60F9407A-2	451.74	451.74		501			Electricity - Denton SC
21/12/2023	ENGIE Gas Limited	1-01133201	1,305.39	1,305.39		501			Gas - Meeching Hall
Subtotal Carried Forward:			143,065.10	95,511.93	3,054.00			44,499.17	

Payments made between 01/11/2023 and 31/12/2023

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
21/12/2023	ENGIE Gas Limited	1-01133203	901.41	901.41		501			Gas - NHTC Offices
21/12/2023	J Kirby Electrical Ltd	114091	216.00	216.00		501			Xmas Light Repairs
21/12/2023	Redlynch Leisure Installations	114092	103.80	103.80		501			Clamp Rope Fixings
21/12/2023	Tansleys Printers	114093	5,700.00	5,700.00		501			Newhaven Matters Winter 2023
21/12/2023	Ms L Boniface	TT21.12.23	18.00			4080	300	18.00	2 x Mayors Charity T-Towels
21/12/2023	Ms L Boniface	TT21.12X	-18.00			4080	300	-18.00	TT21.12.23 X
22/12/2023	E-On Energy Solutions Ltd	A700C35C-2	171.95	171.95		501			Electricity Supply - Lewes Rd
22/12/2023	HMRC PAYE Dec 23	DDR	6,558.64			4000	102	2,678.20	PAYE Inc Tax
						4000	102	1,620.63	Employee NI
						4001	102	2,259.81	Employer NI
22/12/2023	Staff Salaries	DDR	11,521.97			4000	102	11,239.37	Staff Salaries Dec 2023
						4008	102	265.50	Mileage KL
						4008	102	2.70	Mileage KD
						4008	102	3.60	Mileage MF
						4008	102	10.80	Mileage AC
22/12/2023	Staff Salaries	ERR CORR	-0.40			4000	102	-0.40	Err Corr
22/12/2023	E-On Energy Solutions Ltd	FE7E4DA4-2	137.58	137.58		501			Electricity Supply - NTCO
27/12/2023	Business Stream	3763569	49.05	49.05		501			Water - Eastside Hall
27/12/2023	Business Stream	3764543	80.13	80.13		501			Water - Meeching Hall
27/12/2023	Business Stream	3765015	111.22	111.22		501			Water Lewes Road Hall
27/12/2023	Credit Cards	CC 27.12	1,712.60			202		1,712.60	CC Payment 27.12.2023
Total Payments:			170,329.05	102,983.07	3,054.00			64,291.98	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Regeneration & Strategic Dev</u>								
<u>100 Regeneration & Strategic Dev</u>								
1013 Bar @ Bandstand Ticket Sales	0	0	2,700	2,700			0.0%	
Regeneration & Strategic Dev :- Income	0	0	2,700	2,700				0
4218 Partnership Cont/Event Support	168	8,027	15,052	7,025		7,025	53.3%	
4228 Bandstand	0	1,040	8,750	7,710		7,710	11.9%	
4242 Coastal Communities	0	0	2,406	2,406		2,406	0.0%	
4245 Pocket Park Project	0	0	190	190		190	0.0%	
4247 Match Funding Reserve	0	0	7,000	7,000		7,000	0.0%	
4500 Professional Fees	0	880	2,000	1,120		1,120	44.0%	
Regeneration & Strategic Dev :- Indirect Expenditure	168	9,947	35,398	25,451	0	25,451	28.1%	0
Net Income over Expenditure	(168)	(9,947)	(32,698)	(22,751)				
Regeneration & Strategic Dev :- Income	0	0	2,700	2,700			0.0%	
Expenditure	168	9,947	35,398	25,451	0	25,451	28.1%	
Movement to/(from) Gen Reserve	(168)	(9,947)						
<u>Promotion Partnership/Finance</u>								
<u>101 Administration & Office Costs</u>								
1176 Precept Received	0	595,380	595,380	0			100.0%	
1190 Interest Received	4,908	10,383	290	(10,093)			3580.3%	
Administration & Office Costs :- Income	4,908	605,763	595,670	(10,093)			101.7%	0
4012 Rates	0	0	4,150	4,150		4,150	0.0%	
4014 Utilities, Elec/Water/Sew/Fire	990	11,090	4,398	(6,692)		(6,692)	252.2%	
4015 Repairs and Maintenance	290	5,656	3,300	(2,356)		(2,356)	171.4%	
4017 IT Support	1,337	10,625	18,800	8,175		8,175	56.5%	
4021 Communications	284	1,818	3,000	1,182		1,182	60.6%	
4022 General Office Costs	204	6,876	6,000	(876)		(876)	114.6%	
4023 Printing & Stationery	37	3,221	4,000	779		779	80.5%	
4025 Insurance	668	17,868	15,500	(2,368)		(2,368)	115.3%	
4057 Audit Fees	0	2,056	2,500	444		444	82.2%	
4058 Bank Charges	52	355	800	445		445	44.3%	
4060 Loan Repayments	0	11,002	11,002	(0)		(0)	100.0%	
4081 Membership Subscriptions	0	2,557	3,350	793		793	76.3%	
4150 Consumables	101	219	250	31		31	87.7%	
Administration & Office Costs :- Indirect Expenditure	3,963	73,343	77,050	3,707	0	3,707	95.2%	0
Net Income over Expenditure	945	532,420	518,620	(13,800)				

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
300 Community Engagement & Promoti								
1170 Newsletter - Advert Income	833	1,392	1,000	(392)			139.2%	
Community Engagement & Promoti :- Income	833	1,392	1,000	(392)			139.2%	0
4024 Publications	6,650	26,286	20,000	(6,286)		(6,286)	131.4%	
4030 Advertising - Recruitment	0	0	500	500		500	0.0%	
4031 Advertising & Publicity	0	253	500	247		247	50.6%	
4079 Young Mayors Allowance	0	0	500	500		500	0.0%	
4080 Mayors Allowance	(491)	711	1,600	889		889	44.4%	
4082 Hospitality	94	94	600	506		506	15.6%	
4221 Dieppe Raid	0	4,513	3,000	(1,513)		(1,513)	150.4%	
4224 Town Crier	0	20	150	130		130	13.3%	
Community Engagement & Promoti :- Indirect Expenditure	6,253	31,877	26,850	(5,027)	0	(5,027)	118.7%	0
Net Income over Expenditure	(5,420)	(30,485)	(25,850)	4,635				
360 Support and Services								
4215 Grant Aid	0	750	45,000	44,250		44,250	1.7%	
4218 Partnership Cont/Event Support	0	36,950	58,000	21,050		21,050	63.7%	
4226 Community Partnership Grants	0	41,796	30,000	(11,796)		(11,796)	139.3%	
Support and Services :- Indirect Expenditure	0	79,496	133,000	53,504	0	53,504	59.8%	0
Net Expenditure	0	(79,496)	(133,000)	(53,504)				
Promotion Partnership/Finance :- Income	5,741	607,154	596,670	(10,484)			101.8%	
Expenditure	10,216	184,715	236,900	52,185	0	52,185	78.0%	
Movement to/(from) Gen Reserve	(4,475)	422,439						
Environment & Amenities								
150 Cemetery-Building & Grounds								
1152 Excl Right of Burial Full Grav	(318)	8,744	14,000	5,256			62.5%	
1153 Excl Right of Burial Ashes Plo	0	566	4,000	3,434			14.2%	
1154 Burial Single Depth	0	12,870	12,100	(770)			106.4%	
1155 Burial Double Depth	0	3,852	13,400	9,548			28.7%	
1156 Burial Triple Depth	0	0	1,674	1,674			0.0%	
1157 Burial/Scattering of Ashes	0	4,560	7,380	2,820			61.8%	
1158 Memorial Permits	326	6,280	6,300	20			99.7%	
Cemetery-Building & Grounds :- Income	8	36,872	58,854	21,982			62.6%	0
4012 Rates	0	0	3,800	3,800		3,800	0.0%	

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Detailed Income & Expenditure by Budget Heading 01/01/2024

Month No: 9

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4014 Utilities, Elec/Water/Sew/Fire	18	43	1,000	957		957	4.3%	
4015 Repairs and Maintenance	308	5,817	2,500	(3,317)		(3,317)	232.7%	
4016 Grounds Maintenance	7,861	68,547	117,000	48,453		48,453	58.6%	
4150 Consumables	0	1	0	(1)		(1)	0.0%	
Cemetery-Building & Grounds :- Indirect Expenditure	8,187	74,409	124,300	49,891	0	49,891	59.9%	0
Net Income over Expenditure	(8,179)	(37,537)	(65,446)	(27,909)				
<u>201 Denton Social Centre</u>								
1010 Hall Hire Charges	1,466	12,184	11,000	(1,184)			110.8%	
Denton Social Centre :- Income	1,466	12,184	11,000	(1,184)			110.8%	0
4012 Rates	0	0	3,050	3,050		3,050	0.0%	
4014 Utilities, Elec/Water/Sew/Fire	(0)	1,220	4,780	3,560		3,560	25.5%	
4015 Repairs and Maintenance	410	6,535	3,000	(3,535)		(3,535)	217.8%	3,369
4150 Consumables	0	0	260	260		260	0.0%	
Denton Social Centre :- Indirect Expenditure	410	7,755	11,090	3,335	0	3,335	69.9%	3,369
Net Income over Expenditure	1,057	4,429	(90)	(4,519)				
6000 plus Transfer from EMR	0	3,369						
Movement to/(from) Gen Reserve	1,057	7,798						
<u>202 East Side Social Centre</u>								
1010 Hall Hire Charges	1,272	6,122	11,200	5,078			54.7%	
East Side Social Centre :- Income	1,272	6,122	11,200	5,078			54.7%	0
4012 Rates	0	0	1,330	1,330		1,330	0.0%	
4014 Utilities, Elec/Water/Sew/Fire	310	2,098	5,500	3,402		3,402	38.1%	
4015 Repairs and Maintenance	41	3,047	1,750	(1,297)		(1,297)	174.1%	
East Side Social Centre :- Indirect Expenditure	351	5,145	8,580	3,435	0	3,435	60.0%	0
Net Income over Expenditure	921	977	2,620	1,643				
<u>203 Lewes Road Social Centre</u>								
1010 Hall Hire Charges	293	2,339	2,600	261			90.0%	
Lewes Road Social Centre :- Income	293	2,339	2,600	261			90.0%	0
4012 Rates	0	0	1,030	1,030		1,030	0.0%	
4014 Utilities, Elec/Water/Sew/Fire	558	2,043	4,160	2,117		2,117	49.1%	
4015 Repairs and Maintenance	1,254	3,374	1,750	(1,624)		(1,624)	192.8%	
4150 Consumables	0	0	260	260		260	0.0%	
Lewes Road Social Centre :- Indirect Expenditure	1,813	5,417	7,200	1,783	0	1,783	75.2%	0
Net Income over Expenditure	(1,520)	(3,079)	(4,600)	(1,521)				

Continued over page

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>204 Meeching Hall</u>								
1010 Hall Hire Charges	1,837	9,067	8,900	(167)			101.9%	
Meeching Hall :- Income	<u>1,837</u>	<u>9,067</u>	<u>8,900</u>	<u>(167)</u>			<u>101.9%</u>	<u>0</u>
4012 Rates	0	0	2,300	2,300		2,300	0.0%	
4014 Utilities, Elec/Water/Sew/Fire	1,594	9,335	6,370	(2,965)		(2,965)	146.5%	
4015 Repairs and Maintenance	1,252	6,463	1,750	(4,713)		(4,713)	369.3%	
4021 Communications	0	0	750	750		750	0.0%	
4150 Consumables	0	4	260	256		256	1.5%	
Meeching Hall :- Indirect Expenditure	<u>2,846</u>	<u>15,802</u>	<u>11,430</u>	<u>(4,372)</u>	<u>0</u>	<u>(4,372)</u>	<u>138.2%</u>	<u>0</u>
Net Income over Expenditure	<u>(1,009)</u>	<u>(6,735)</u>	<u>(2,530)</u>	<u>4,205</u>				
<u>301 Community Services</u>								
1151 Memorial Slat on Bench	(230)	278	2,300	2,022			12.1%	
1160 Allotment Income Cemetery	1,534	1,547	1,600	53			96.7%	
1175 Grass Verge Income	2,454	2,454	2,800	346			87.6%	
1178 Misc Income	15	915	0	(915)			0.0%	
Community Services :- Income	<u>3,773</u>	<u>5,194</u>	<u>6,700</u>	<u>1,506</u>			<u>77.5%</u>	<u>0</u>
4014 Utilities, Elec/Water/Sew/Fire	0	267	0	(267)		(267)	0.0%	
4200 CCTV Maintenance/Operating	0	1,540	6,500	4,960		4,960	23.7%	
4201 Dog Bins/Emptying	0	0	1,000	1,000		1,000	0.0%	
4202 Defibrillator Elec/Pads	0	0	2,100	2,100		2,100	0.0%	
4210 Christmas Lights	15,270	15,270	20,000	4,730		4,730	76.3%	
4213 Grass Verge Expenditure	3,549	16,668	16,000	(668)		(668)	104.2%	
4230 Play Areas	0	4,913	5,000	87		87	98.3%	
4234 Environmental Enhancements	245	7,951	15,000	7,049		7,049	53.0%	
4235 Amenity Areas	0	21,844	19,000	(2,844)		(2,844)	115.0%	3,200
4236 Allotments	0	1,456	2,800	1,344		1,344	52.0%	
4241 Town Centre Planters	0	1,807	6,900	5,093		5,093	26.2%	
4248 Business Asset Management	23,829	23,829	0	(23,829)		(23,829)	0.0%	28,595
4500 Professional Fees	0	920	2,000	1,080		1,080	46.0%	
4510 Tree Work	140	6,032	9,000	2,968		2,968	67.0%	
4511 Tree Wardens	0	2,703	3,600	897		897	75.1%	
4512 Banners on Riverside	0	2,770	2,600	(170)		(170)	106.5%	
4521 Riverside Park	0	0	18,000	18,000		18,000	0.0%	
4522 Ouse Estuary Nature Reserve	0	0	5,000	5,000		5,000	0.0%	
4523 Avis Road Rec (Opp Tates Garag	0	0	2,500	2,500		2,500	0.0%	
4524 Drove Park Community Group	0	0	500	500		500	0.0%	
Community Services :- Indirect Expenditure	<u>43,033</u>	<u>107,970</u>	<u>137,500</u>	<u>29,530</u>	<u>0</u>	<u>29,530</u>	<u>78.5%</u>	<u>31,795</u>
Net Income over Expenditure	<u>(39,260)</u>	<u>(102,776)</u>	<u>(130,800)</u>	<u>(28,024)</u>				
6000 plus Transfer from EMR	0	31,795						
Movement to/(from) Gen Reserve	<u>(39,260)</u>	<u>(70,982)</u>						

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Environment & Amenities :- Income	8,650	71,778	99,254	27,476			72.3%	
Expenditure	56,640	216,498	300,100	83,602	0	83,602	72.1%	
Net Income over Expenditure	<u>(47,990)</u>	<u>(144,720)</u>	<u>(200,846)</u>	<u>(56,126)</u>				
plus Transfer from EMR	0	35,164						
Movement to/(from) Gen Reserve	<u>(47,990)</u>	<u>(109,556)</u>						
<u>Personnel</u>								
<u>102 Staff Costs</u>								
4000 Salaries	28,938	132,053	171,100	39,047		39,047	77.2%	
4001 National Insurance & Pension	(5,641)	42,331	52,900	10,569		10,569	80.0%	
4007 Subsistence	0	0	200	200		200	0.0%	
4008 Travel	283	1,271	4,000	2,729		2,729	31.8%	
4009 Payroll Costs	67	523	876	353		353	59.7%	
4010 Training Staff & Councillors	0	1,966	3,000	1,034		1,034	65.5%	
4013 Employment Law/Health & Safety	39	7,815	7,300	(515)		(515)	107.1%	
Staff Costs :- Indirect Expenditure	<u>23,685</u>	<u>185,960</u>	<u>239,376</u>	<u>53,416</u>	<u>0</u>	<u>53,416</u>	<u>77.7%</u>	<u>0</u>
Net Expenditure	<u>(23,685)</u>	<u>(185,960)</u>	<u>(239,376)</u>	<u>(53,416)</u>				
Personnel :- Income	0	0	0	0			0.0%	
Expenditure	23,685	185,960	239,376	53,416	0	53,416	77.7%	
Movement to/(from) Gen Reserve	<u>(23,685)</u>	<u>(185,960)</u>						
<u>Earmarked Reserves</u>								
<u>901 Earmarked Reserves</u>								
1172 CIL Income	0	35,300	0	(35,300)			0.0%	
Earmarked Reserves :- Income	<u>0</u>	<u>35,300</u>	<u>0</u>	<u>(35,300)</u>				<u>0</u>
9034 Towns Deal - East Side Project	0	18,459	0	(18,459)		(18,459)	0.0%	2,110
9035 Towns Deal - 1st Floor Library	0	82,001	0	(82,001)		(82,001)	0.0%	79,506
Earmarked Reserves :- Indirect Expenditure	<u>0</u>	<u>100,460</u>	<u>0</u>	<u>(100,460)</u>	<u>0</u>	<u>(100,460)</u>		<u>81,616</u>
Net Income over Expenditure	<u>0</u>	<u>(65,160)</u>	<u>0</u>	<u>65,160</u>				
6000 plus Transfer from EMR	0	81,616						
Movement to/(from) Gen Reserve	<u>0</u>	<u>16,456</u>						
Earmarked Reserves :- Income	0	35,300	0	(35,300)			0.0%	
Expenditure	0	100,460	0	(100,460)	0	(100,460)	0.0%	
Net Income over Expenditure	<u>0</u>	<u>(65,160)</u>	<u>0</u>	<u>65,160</u>				
plus Transfer from EMR	0	81,616						
Movement to/(from) Gen Reserve	<u>0</u>	<u>16,456</u>						

Detailed Income & Expenditure by Budget Heading 01/01/2024

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	14,391	714,233	698,624	(15,609)			102.2%	
Expenditure	90,710	697,581	811,774	114,193	0	114,193	85.9%	
Net Income over Expenditure	<u>(76,318)</u>	<u>16,652</u>	<u>(113,150)</u>	<u>(129,802)</u>				
plus Transfer from EMR	0	116,780						
Movement to/(from) Gen Reserve	<u>(76,318)</u>	<u>133,432</u>						

Credit Cards

Payments made between 01/11/2023 and 31/12/2023

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
01/11/2023	Amazon Marketplace UK	100064411	21.49	21.49		501			Compatible cable
01/11/2023	Amazon Marketplace UK	GB372NUMUM	11.98	11.98		501			A4 Self seal envelopes
06/11/2023	Amazon Marketplace UK	1857821245	17.69	17.69		501			Telephone adapter
07/11/2023	Adobe Systems Software Ireland	012164300	198.96	198.96		501			Acrobat Pro KD
08/11/2023	Amazon Marketplace UK	GB379JEBCA	28.37	28.37		501			A5 paper
09/11/2023	Amazon Marketplace UK	1393616355	8.98	8.98		501			Whit Dome Bolt Nut Cap Covers
09/11/2023	Amazon Marketplace UK	1935790045	14.98	14.98		501			Hex Nut Covers
13/11/2023	Amazon Marketplace UK	1601417845	13.98	13.98		501			Key Tags x 100
21/11/2023	Royal Mail Group Ltd	411403195	162.50	162.50		501			1st & 2nd Class Stamps
23/11/2023	Royal Mail Group Ltd	411436411	97.50	97.50		501			1st Class Large Letter Stamps
28/11/2023	Roal Mail Group Ltd	27136	1,140.31			4022	101	1,140.31	Stamps
28/11/2023	City Compay Seals	CCARD	9.00			4022	101	9.00	Red Foil Wafer x 10
30/11/2023	Playdale Playgrounds Ltd	37865	24.91	24.91		501			Nuts/Caps
01/12/2023	Trade UK Account	1036580804	16.91	16.91		501			Fire Angel Heat Alarm - ES
07/12/2023	Information Commissioner's Off	ZA092864	40.00	40.00		501			Data Protection Fee 2024
11/12/2023	Royal Mail Group Ltd	411584842	200.00	200.00		501			1st & 2nd Class Stamps
Total Payments:			2,007.56	858.25	0.00			1,149.31	

Reconciliation Summary

Month: NOVEMBER 2023

	AMOUNT	EXAMINER
CASHBOOK 1 Current Acct 60669288	£70,503.82	<i>K Bhaf</i>
CASHBOOK 2 B. Prem Acct 20669253	£867,459.98	<i>K Bhaf</i>
CASHBOOK 3 Petty Cash	£1857	<i>K Bhaf</i>
CASHBOOK 4 R.Reward Acct 13831183	£372,339.94	<i>K Bhaf</i>
CASHBOOK 5 Credit Cards	0	<i>K Bhaf</i>
Petty Cash On-Site		
Staff Salary Payment	£15,579.91	<i>K Bhaf</i>
HMRC Remittance	£3636.35	<i>K Bhaf</i>
ESCC Pension Remittance	£3414.35	<i>K Bhaf</i>

Reported to Full Council:-

/ / 20

Resolved/Noted as

Correct:-

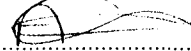
Y/N

Chairmans Signature:-

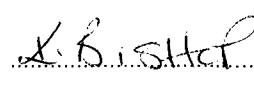
Bank Reconciliation Statement as at 30/11/2023
for Cashbook 1 - Current A/c

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current A/c	30/11/2023		70,503.82
			<u>70,503.82</u>
<u>Unpresented Payments (Minus)</u>			<u>Amount</u>
15/11/2022	113659	Affinity Rowing Club	991.00
28/03/2023	CHQ113744	Sussex Markets	15.00
26/09/2023	113937	ESALC Ltd	300.00
10/10/2023	113942	The Dot Collective	1,500.00
12/10/2023	113949	ESALC Ltd	144.00
19/10/2023	113963	David Whitchurch	20.00
19/10/2023	113971	David Payne	40.00
19/10/2023	113974	Ashley Swayne	20.00
13/11/2023	114046	Haven Security Ltd	60.00
13/11/2023	114047	J Kirby electrical Ltd	1,680.00
13/11/2023	114055	Swan Fire UK Limited	1,782.00
13/11/2023	114058	Rotary Club of Newhaven	250.00
13/11/2023	114057	Meeching Amateur Dramatics	500.00
13/11/2023	114056	NH, Lewes & District Mencap	300.00
15/11/2023	114060	Julie Carr	329.66
24/11/2023	114071	Bonny's Wood	5,966.40
24/11/2023	114070	Gopak Ltd	284.26
27/11/2023	114072	Glasdon UK Ltd	498.00
			<u>14,680.32</u>
			55,823.50
<u>Unpresented Receipts (Plus)</u>			
			0.00
			<u>0.00</u>
			55,823.50
		Balance per Cash Book is :-	55,823.50
		Difference is :-	0.00

Signatory 1:

Name AUSON CAMPBELL Signed  Date 11/12/2023

Signatory 2:

Name K Bishop Signed  Date 8/01/2023

Bank Reconciliation up to 30/11/2023 for Cashbook No 1 - Current A/c

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
15/11/2022	113659	991.00			991.00	<input type="checkbox"/>	Affinity Rowing Club
28/03/2023	CHQ113744	15.00			15.00	<input type="checkbox"/>	Sussex Markets
19/09/2023	113928	100.00		100.00		R <input checked="" type="checkbox"/>	RBL Poppy Appeal
26/09/2023	113929	3,360.00		3,360.00		R <input checked="" type="checkbox"/>	M & M Developers LLP
26/09/2023	113938	3,770.00		3,770.00		R <input checked="" type="checkbox"/>	Toms Property Services
26/09/2023	113937	300.00			300.00	<input type="checkbox"/>	ESALC Ltd
26/09/2023	113936	81.93		81.93		R <input checked="" type="checkbox"/>	Tates of Sussex
26/09/2023	113931	2,250.00		2,250.00		R <input checked="" type="checkbox"/>	Clean Team Sussex
26/09/2023	CANX113938	-3,770.00		-3,770.00		R <input checked="" type="checkbox"/>	Toms Property Services
10/10/2023	113942	1,500.00			1,500.00	<input type="checkbox"/>	The Dot Collective
10/10/2023	113940	400.00		400.00		R <input checked="" type="checkbox"/>	Jamie Crawford Storyteller
10/10/2023	113939	294.67		294.67		R <input checked="" type="checkbox"/>	Tates of Sussex
12/10/2023	113953	91.34		91.34		R <input checked="" type="checkbox"/>	Denma Cleaning Services Ltd
12/10/2023	113949	144.00			144.00	<input type="checkbox"/>	ESALC Ltd
12/10/2023	113956	350.00		350.00		R <input checked="" type="checkbox"/>	Rhino Bytes
12/10/2023	113952	280.68		280.68		R <input checked="" type="checkbox"/>	Brady Corp Ltd
18/10/2023	113959	82.89		82.89		R <input checked="" type="checkbox"/>	SLCC Enterprises Ltd
18/10/2023	113960	268.20		268.20		R <input checked="" type="checkbox"/>	Stuart Morris Textiles
19/10/2023	113961	180.00		180.00		R <input checked="" type="checkbox"/>	Claire Cross
19/10/2023	113962	120.00		120.00		R <input checked="" type="checkbox"/>	Martin Brewer
19/10/2023	113963	20.00			20.00	<input type="checkbox"/>	David Whitchurch
19/10/2023	113964	40.00		40.00		R <input checked="" type="checkbox"/>	Alison Eaves
19/10/2023	113965	80.00		80.00		R <input checked="" type="checkbox"/>	Christopher Cook
19/10/2023	113966	80.00		80.00		R <input checked="" type="checkbox"/>	Bevevrley Chumbley
19/10/2023	113967	40.00		40.00		R <input checked="" type="checkbox"/>	Izabela Migalska
19/10/2023	113968	60.00		60.00		R <input checked="" type="checkbox"/>	Stephen Day
19/10/2023	113969	40.00		40.00		R <input checked="" type="checkbox"/>	Helen Hubbard
19/10/2023	113970	20.00		20.00		R <input checked="" type="checkbox"/>	John Exley
19/10/2023	113971	40.00			40.00	<input type="checkbox"/>	David Payne
19/10/2023	113972	20.00		20.00		R <input checked="" type="checkbox"/>	Simon Watkins
19/10/2023	113973	20.00		20.00		R <input checked="" type="checkbox"/>	Kerry McHardy
19/10/2023	113974	20.00			20.00	<input type="checkbox"/>	Ashley Swayne
19/10/2023	113975	20.00		20.00		R <input checked="" type="checkbox"/>	Frances Valdes
19/10/2023	113976	20.00		20.00		R <input checked="" type="checkbox"/>	Steve Mackins
19/10/2023	113977	20.00		20.00		R <input checked="" type="checkbox"/>	Julie Harding
19/10/2023	113978	40.00		40.00		R <input checked="" type="checkbox"/>	Ruth Farber-Nathan
19/10/2023	113979	20.00		20.00		R <input checked="" type="checkbox"/>	Mark Glassman
24/10/2023	114041	1,344.00		1,344.00		R <input checked="" type="checkbox"/>	Don Burtenshaw
24/10/2023	114042	188.00		188.00		R <input checked="" type="checkbox"/>	Pulse South Coast
24/10/2023	114043	68.15		68.15		R <input checked="" type="checkbox"/>	Clares Office Supplies Ltd
27/10/2023	33915		91.56	91.56		R <input checked="" type="checkbox"/>	Receipt(s) Banked
01/11/2023	October 23	231.10		231.10		R <input checked="" type="checkbox"/>	Trade UK Account
01/11/2023	100787757	247.00		247.00		R <input checked="" type="checkbox"/>	Lewes District Council
01/11/2023	100787964	205.00		205.00		R <input checked="" type="checkbox"/>	Lewes District Council
01/11/2023	100789027	87.00		87.00		R <input checked="" type="checkbox"/>	Lewes District Council
01/11/2023	100789030	367.00		367.00		R <input checked="" type="checkbox"/>	Lewes District Council
01/11/2023	100899386	125.00		125.00		R <input checked="" type="checkbox"/>	Lewes District Council
01/11/2023	101247911	384.00		384.00		R <input checked="" type="checkbox"/>	Lewes District Council

Bank Reconciliation up to 30/11/2023 for Cashbook No 1 - Current A/c

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
01/11/2023	02059	1,298.26		1,298.26		R <input checked="" type="checkbox"/>	Computer-Eyez (South) Ltd
01/11/2023	33916		23.94	23.94		R <input checked="" type="checkbox"/>	Receipt(s) Banked
01/11/2023	33920		743.53	743.53		R <input checked="" type="checkbox"/>	Receipt(s) Banked
02/11/2023			125.00	125.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
02/11/2023	33924		20.00	20.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
02/11/2023	33930		129.96	129.96		R <input checked="" type="checkbox"/>	Receipt(s) Banked
03/11/2023	33929		615.23	615.23		R <input checked="" type="checkbox"/>	Receipt(s) Banked
06/11/2023	DD	38.65		38.65		R <input checked="" type="checkbox"/>	Barclays Bank
06/11/2023	33921		250.40	250.40		R <input checked="" type="checkbox"/>	Receipt(s) Banked
06/11/2023	33923		146.31	146.31		R <input checked="" type="checkbox"/>	Receipt(s) Banked
08/11/2023	33913		47.83	47.83		R <input checked="" type="checkbox"/>	Receipt(s) Banked
08/11/2023	33934		63.86	63.86		R <input checked="" type="checkbox"/>	Receipt(s) Banked
08/11/2023	33925		1,110.04	1,110.04		R <input checked="" type="checkbox"/>	Receipt(s) Banked
09/11/2023	33817 plus		816.00	816.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
10/11/2023	15791	9.80		9.80		R <input checked="" type="checkbox"/>	Pipers News
13/11/2023	114044	252.90		252.90		R <input checked="" type="checkbox"/>	Mulberry & Co
13/11/2023	114045	140.38		140.38		R <input checked="" type="checkbox"/>	Denma Cleaning Services Ltd
13/11/2023	114046	60.00			60.00	<input type="checkbox"/>	Haven Security Ltd
13/11/2023	114047	1,680.00			1,680.00	<input type="checkbox"/>	J Kirby electrical Ltd
13/11/2023	114048	6,336.00		6,336.00		R <input checked="" type="checkbox"/>	Bonny's Wood
13/11/2023	114049	2,859.40		2,859.40		R <input checked="" type="checkbox"/>	Countrymans Contractors Ltd
13/11/2023	114050	23.86		23.86		R <input checked="" type="checkbox"/>	Clares Office Supplies Ltd
13/11/2023	114051	229.21		229.21		R <input checked="" type="checkbox"/>	SouthCoast Services Sussex Ltd
13/11/2023	114052	2,037.60		2,037.60		R <input checked="" type="checkbox"/>	G Burley & Sons Ltd
13/11/2023	114053	2,898.00		2,898.00		R <input checked="" type="checkbox"/>	Bay Media Ltd
13/11/2023	114054	75.00		75.00		R <input checked="" type="checkbox"/>	Alert 2020 Services Ltd
13/11/2023	114055	1,782.00			1,782.00	<input type="checkbox"/>	Swan Fire UK Limited
13/11/2023	114058	250.00			250.00	<input type="checkbox"/>	Rotary Club of Newhaven
13/11/2023	114057	500.00			500.00	<input type="checkbox"/>	Meeching Amateur Dramatics
13/11/2023	114056	300.00			300.00	<input type="checkbox"/>	NH, Lewes & District Mencap
13/11/2023	33918		1,093.00	1,093.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
14/11/2023	33914		285.00	285.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
15/11/2023	300286	9,433.45		9,433.45		R <input checked="" type="checkbox"/>	Lewes District Council
15/11/2023	114060	329.66			329.66	<input type="checkbox"/>	Julie Carr
15/11/2023	33928		129.96	129.96		R <input checked="" type="checkbox"/>	Receipt(s) Banked
15/11/2023	191895712		15,785.15	15,785.15		R <input checked="" type="checkbox"/>	Receipt(s) Banked
15/11/2023	Various		154.47	154.47		R <input checked="" type="checkbox"/>	Receipt(s) Banked
16/11/2023	33931		47.83	47.83		R <input checked="" type="checkbox"/>	Receipt(s) Banked
17/11/2023	DD	3,636.35		3,636.35		R <input checked="" type="checkbox"/>	ESCC Pensions
17/11/2023	60F9407A-2	136.77		136.77		R <input checked="" type="checkbox"/>	E-On Energy Solutions Ltd
17/11/2023	CB778D50-2	94.63		94.63		R <input checked="" type="checkbox"/>	E-On Energy Solutions Ltd
17/11/2023	33342	79.99		79.99		R <input checked="" type="checkbox"/>	Advo Payroll
17/11/2023	33927		86.64	86.64		R <input checked="" type="checkbox"/>	Receipt(s) Banked
19/11/2023	V021660518	90.16		90.16		R <input checked="" type="checkbox"/>	EE
20/11/2023	312123/576	166.97		166.97		R <input checked="" type="checkbox"/>	Premier Managed Technologies G
20/11/2023	FO96DL	26.76		26.76		R <input checked="" type="checkbox"/>	British Telecommunications Plc
20/11/2023	33926		146.20	146.20		R <input checked="" type="checkbox"/>	Receipt(s) Banked
20/11/2023	33933		225.00	225.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked

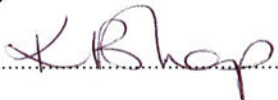
Bank Reconciliation up to 30/11/2023 for Cashbook No 1 - Current A/c

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
21/11/2023	A7000C35C	84.57		84.57		<input checked="" type="checkbox"/>	E-On Energy Solutions Ltd
21/11/2023	FE7E4DA-21	120.77		120.77		<input checked="" type="checkbox"/>	E-On Energy Solutions Ltd
21/11/2023	016F62D9-2	203.84		203.84		<input checked="" type="checkbox"/>	E-On Energy Solutions Ltd
21/11/2023	119483576	81.70		81.70		<input checked="" type="checkbox"/>	Investec Asset Finance PLC
21/11/2023	1032854200	575.31		575.31		<input checked="" type="checkbox"/>	ENGIE Gas Limited
21/11/2023	1032854300	468.24		468.24		<input checked="" type="checkbox"/>	ENGIE Gas Limited
22/11/2023	DD	3,414.35		3,414.35		<input checked="" type="checkbox"/>	HMRC PAYE
23/11/2023	3554352	445.90		445.90		<input checked="" type="checkbox"/>	Business Stream
23/11/2023	3552141	53.05		53.05		<input checked="" type="checkbox"/>	Business Stream
23/11/2023	3553787	75.26		75.26		<input checked="" type="checkbox"/>	Business Stream
23/11/2023	33922		58.16	58.16		<input checked="" type="checkbox"/>	Receipt(s) Banked
23/11/2023	33936		2,377.00	2,377.00		<input checked="" type="checkbox"/>	Receipt(s) Banked
23/11/2023	33944		47.88	47.88		<input checked="" type="checkbox"/>	Receipt(s) Banked
24/11/2023	BACS	15,579.91		15,579.91		<input checked="" type="checkbox"/>	Staff Salaries
24/11/2023	114071	5,966.40			5,966.40	<input type="checkbox"/>	Bonny's Wood
24/11/2023	114070	284.26			284.26	<input type="checkbox"/>	Gopak Ltd
24/11/2023	Top Up AC		50,000.00	50,000.00		<input checked="" type="checkbox"/>	Receipt(s) Banked
27/11/2023	114072	498.00			498.00	<input type="checkbox"/>	Glasdon UK Ltd
27/11/2023	Oct 2023	320.74		320.74		<input checked="" type="checkbox"/>	Credit Cards
27/11/2023	33895		19.38	19.38		<input checked="" type="checkbox"/>	Receipt(s) Banked
27/11/2023	33945		101.00	101.00		<input checked="" type="checkbox"/>	Receipt(s) Banked
30/11/2023	IV00080663	63.95		63.95		<input checked="" type="checkbox"/>	SSE
		<u>77,658.01</u>	<u>74,740.33</u>				

Signatory 1:

Name  Signed ALISON CAMPBELL Date 1/12/2023

Signatory 2:

Name  Signed K. Bishop Date 8/01/2023

Transactions

BUSINESS FREE AUTO TRANS 20-49-76 60669288

Available balance	£67,475.02
Last night's balance	£70,503.82
Overdraft limit	£0.00

Showing 98 transactions between 01/11/2023 and 30/11/2023 from 01/11/2023 to 30/11/2023

Date	Description	Money in	Money out	Balance
30/11/2023	Cheque 114052 114052		£2,037.60 ✓	£70,503.82
30/11/2023	Direct Debit SSE ENERGY SUPPLY 0047362-DD00069390 FIR ST DDR PAYMENT DDR		£63.95 ✓	£72,541.42
28/11/2023	Remittance POST OFFICE CREDIT 100638 REM	£101.00 ✓		£72,605.37
28/11/2023	Cheque 114051 114051		£229.21 ✓	£72,504.37
27/11/2023	Direct Debit BCARD COMMERCIAL 5476760289527536 DDR		£320.74 ✓	£72,733.58
27/11/2023	Cheque 114045 114045		£140.38 ✓	£73,054.32
27/11/2023	Cheque 113975 113975		£20.00 ✓	£73,194.70
27/11/2023	Counter Credit EAST SUSSEX GENERA ESCC 5002511062 K BGC	£19.38 ✓		£73,214.70
24/11/2023	Remittance POST OFFICE CREDIT 100637 REM	£47.88 ✓		£73,195.32
	Funds Transfer			

24/11/2023	204976 20669253 TOP UP NOV 2023 AC FT	£50,000.00 ✓	£73,147.44
24/11/2023	Direct Debit NEWHAVEN TOWN BACS DDR	-£15,579.91 ✓	£23,147.44
23/11/2023	Cash Withdrawal POST OFFICE KEN 23NOV 09.42 ATM	£58.16 ✓	£38,727.35
23/11/2023	Cheque 114048 114048	-£6,336.00 ✓	£38,669.19
23/11/2023	Cheque 114049 114049	-£2,859.40 ✓	£45,005.19
23/11/2023	Direct Debit SCOTTISH WATER BUS 27441569 DDR	-£75.26 ✓	£47,864.59
23/11/2023	Direct Debit SCOTTISH WATER BUS 27452786 DDR	-£53.05 ✓	£47,939.85
23/11/2023	Direct Debit SCOTTISH WATER BUS 27154587 DDR	-£445.90 ✓	£47,992.90
23/11/2023	Counter Credit CPJ FIELD OPERATIN 33936 COOPER & SON BG C	£2,377.00 ✓	£48,438.80
22/11/2023	Cheque 114053 114053	-£2,898.00 ✓	£46,061.80
22/11/2023	Cheque 114043 114043	-£68.15 ✓	£48,959.80
22/11/2023	Cheque 113969 113969	-£40.00 ✓	£49,027.95
22/11/2023	Cheque 114050 114050	-£23.86 ✓	£49,067.95
22/11/2023	Direct Debit NEWHAVEN TOWN BACS DDR	-£3,414.35 ✓	£49,091.81
21/11/2023	Cheque 114044 114044	-£252.90 ✓	£52,506.16
21/11/2023	Cheque 114054 114054	-£75.00 ✓	£52,759.06
	Cheque		

21/11/2023	113967 113967		-£40.00 ✗	£52,834.06
21/11/2023	Direct Debit INVESTEC ASSET FIN 5023204-119483576 DDR		-£81.70 ✗	£52,874.06
21/11/2023	Direct Debit E.ON NEXT A-016F62D9-001 DDR		-£203.84 ✗	£52,955.76
21/11/2023	Direct Debit E.ON NEXT A-FE7E4DA4-001 DDR		-£120.77 ✗	£53,159.60
21/11/2023	Direct Debit E.ON NEXT A-A700C35C-001 DDR		-£84.57 ✗	£53,280.37
21/11/2023	Direct Debit ENGIE GAS 10328543001 DDR		-£468.24 ✗	£53,364.94
21/11/2023	Direct Debit ENGIE GAS 10328542001 DDR		-£575.31 ✗	£53,833.18
20/11/2023	Cash Withdrawal POST OFFICE KEN 20NOV 10.18 ATM	£146.20 ✗		£54,408.49
20/11/2023	Direct Debit BT DIRECT DEBITS SD44941398F096 LAST DD R PAYMENT DDR		-£26.76 ✗	£54,262.29
20/11/2023	Direct Debit EE LIMITED Q29509271470687431 DD R		-£90.16 ✗	£54,289.05
20/11/2023	Direct Debit PREMIER MANAGED TE ONEW02 DDR		-£166.97 ✗	£54,379.21
20/11/2023	Cheque 113972 113972		-£20.00 ✗	£54,546.18
20/11/2023	Counter Credit THE CO-OPERATIVE 50021635 BGC	£225.00 ✗		£54,566.18
17/11/2023	Cash Withdrawal POST OFFICE KEN 17NOV 10.15 ATM	£47.83 ✗		£54,341.18
17/11/2023	Counter Credit HIBBERT S Hibbert 33927 BGC	£86.64 ✗		£54,293.35
17/11/2023	Direct Debit NEWHAVEN TOWN BACS DDR		-£3,636.35 ✗	£54,206.71

17/11/2023	Direct Debit E.ON NEXT A-CB778D50-001 DDR	-£94.63 ✓	£57,843.06
17/11/2023	Direct Debit E.ON NEXT A-60F9407A-001 DDR	-£136.77 ✓	£57,937.69
17/11/2023	Direct Debit ADVO PAY NEWHTC DDR	-£79.99 ✓	£58,074.46
16/11/2023	Cheque 114059 114059	-£2,250.00 ✓	£58,154.45
16/11/2023	Cheque 113939 113939	-£294.67 ✓	£60,404.45
16/11/2023	Cheque 113962 113962	-£120.00 ✓	£60,699.12
16/11/2023	Cheque 113936 113936	-£81.93 ✓	£60,819.12
15/11/2023	Cash Withdrawal POST OFFICE KEN 15NOV 11.38 ATM	£129.96 ✓	£60,901.05
15/11/2023	Counter Credit UNISON ESAB 828/56/96/940/CR54 BG C	£154.47 ✓	£60,771.09
15/11/2023	Cheque 114041 114041	-£1,344.00 ✓	£60,616.62
15/11/2023	Cheque 113928 113928	-£100.00 ✓	£61,960.62
15/11/2023	Cheque 113965 113965	-£80.00 ✓	£62,060.62
15/11/2023	Direct Debit LEWES DISTRICT COU 300286 DDR	-£9,433.45 ✓	£62,140.62
15/11/2023	Counter Credit HMRC VAT 191895712 BGC	£15,785.15 ✓	£71,574.07
14/11/2023	Counter Credit CPJ FIELD OPERATIN INV 33914 BGC	£285.00 ✓	£55,788.92
13/11/2023	Counter Credit BRUNSDON M J 33918 BGC	£1,093.00 ✓	£55,503.92

13/11/2023	Cheque 113940 113940		-£400.00 ✗	£54,410.92
13/11/2023	Cheque 114042 114042		-£188.00 ✗	£54,810.92
13/11/2023	Cheque 113979 113979		-£20.00 ✗	£54,998.92
10/11/2023	Remittance POST OFFICE CREDIT 100636 REM	£816.00 ✗		£55,018.92
10/11/2023	Direct Debit PIPERS NEWS STORES PIPERS15791 DDR		-£9.80 ✗	£54,202.92
09/11/2023	Cheque 113956 113956		-£350.00 ✗	£54,212.72
08/11/2023	Funds Transfer NORCROSS DANC NORCROSS33925 FT	£1,110.04 ✗		£54,562.72
08/11/2023	Counter Credit LISA FAIRFIELD 33934 IGNITE BGC	£63.86 ✗		£53,452.68
08/11/2023	Cheque 113968 113968		-£60.00 ✗	£53,388.82
08/11/2023	Cheque 113970 113970		-£20.00 ✗	£53,448.82
08/11/2023	Counter Credit Watts Corina 33913 BGC	£47.83 ✗		£53,468.82
07/11/2023	Cheque 113929 113929		-£3,360.00 ✗	£53,420.99
07/11/2023	Cheque 113960 113960		-£268.20 ✗	£56,780.99
07/11/2023	Cheque 113964 113964		-£40.00 ✗	£57,049.19
07/11/2023	Cheque 113976 113976		-£20.00 ✗	£57,089.19
06/11/2023	Counter Credit Studio Tempo MAB 33923 BGC	£146.31 ✗		£57,109.19
	Counter Credit			

06/11/2023	MOJDEH MIRFAKHRAEE hall hire october BGC	£250.40 ✓	£56,962.88
06/11/2023	Cheque 113952 113952	-£280.68 ✓	£56,712.48
06/11/2023	Cheque 113953 113953	-£91.34 ✓	£56,993.16
06/11/2023	Cheque 113966 113966	-£80.00 ✓	£57,084.50
06/11/2023	Credit Payment CHARGES COMMISSION FOR PERIOD 13SEP/12OCT ***** *****	-£38.65 ✓	£57,164.50
03/11/2023	Cheque 113961 113961	-£180.00 ✓	£57,203.15
02/11/2023	Remittance POST OFFICE CREDIT 100635 REM	£91.56 ✓	£57,383.15
02/11/2023	Counter Credit J Younghusband 33930 BGC	£129.96 ✓	£57,291.59
02/11/2023	Cheque 113959 113959	-£82.89 ✓	£57,161.63
02/11/2023	Cheque 113977 113977	-£20.00 ✓	£57,244.52
02/11/2023	Cheque 113973 113973	-£20.00 ✓	£57,264.52
02/11/2023	Funds Transfer VAUGHAN J A EARTHQUAKE FT	£20.00 ✓	£57,284.52
02/11/2023	Funds Transfer VAUGHAN J A EARTHQUAKE FT	£125.00 ✓	£57,264.52
01/11/2023	Counter Credit N.I.P.E.R.S. RENT BGC	£743.53 ✓	£57,139.52
01/11/2023	Counter Credit THE RUSSELL Rmf Inv 33929 BGC	£615.23 ✓	£56,395.99
01/11/2023	Counter Credit Fairhead Pippa AFFINITY ROWING CL BG	£23.94 ✓	£55,780.76

C

01/11/2023	Cheque 113978 113978	-£40.00 ✓	£55,756.82
01/11/2023	Direct Debit COMPUTER EYEZ LTD EYEZ0002059 DDR	-£1,298.26 ✓	£55,796.82
01/11/2023	Direct Debit LEWES DISTRICT COU 101247911 DDR	-£384.00 ✓	£57,095.08
01/11/2023	Direct Debit LEWES DISTRICT COU 100899386 DDR	-£125.00 ✓	£57,479.08
01/11/2023	Direct Debit LEWES DISTRICT COU 100789030 DDR	-£367.00 ✓	£57,604.08
01/11/2023	Direct Debit LEWES DISTRICT COU 100789027 DDR	-£87.00 ✓	£57,971.08
01/11/2023	Direct Debit LEWES DISTRICT COU 100787964 DDR	-£205.00 ✓	£58,058.08
01/11/2023	Direct Debit LEWES DISTRICT COU 100787757 DDR	-£247.00 ✓	£58,263.08
01/11/2023	Direct Debit SCREWFIX DIRECT LT 6331640012255717 DDR	-£231.10 ✓	£58,510.08

Need to view older transactions?

If you have registered for online statements, then follow the link to view them

If you don't have online statements, then statements may still be visible in Barclays Cloud It

If you can't find the relevant statement/transactions online, you can order a copy statement

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

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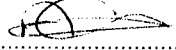
Barclays Bank PLC. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority (Financial Services Register number: 122702).

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

Bank Reconciliation Statement as at 30/11/2023
for Cashbook 2 - Business Premium

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Premium Account	30/11/2023	0	867,459.98
			<u>867,459.98</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			867,459.98
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			867,459.98
		Balance per Cash Book is :-	867,459.98
		Difference is :-	0.00

Signatory 1:

Name ALISON CAMPBELL Signed  Date 1/12/2023

Signatory 2:

Name K Bishop Signed K. Bishop Date 8/01/2024

Bank Reconciliation up to 30/11/2023 for Cashbook No 2 - Business Premium

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
24/11/2023	Top Up AC	50,000.00		50,000.00		R <input checked="" type="checkbox"/>	Current A/c
		<u>50,000.00</u>	<u>0.00</u>				

Signatory 1:

Name ALISON CAMPBELL Signed  Date 11/12/2023

Signatory 2:

Name Kim Bissett Signed  Date 8/12/2024



Transactions

Business Premium ME 20-49-76 20669253

Available balance	£867,459.98
Last night's balance	£867,459.98
Overdraft limit	n/a

Showing 1 transaction between **24/11/2023** and **24/11/2023** from 01/11/2023 to 30/11/2023

Date	Description	Money in	Money out	Balance
24/11/2023	Funds Transfer 204976 60669288 TOP UP NOV 2023 AC FT		-£50,000.00 ✗	£867,459.98

Need to view older transactions?

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

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Today: 24 Nov 2023

Mrs Alison Marian Campbell



Transfer money between your accounts

Your money has been transferred.

Date instruction received: 24 November 2023

Time instruction received: 08:36 GMT

Transfer from: 20-49-76 20669253
Barclays Bank UK PLC
Business Premium ME

Transfer to: 20-49-76 60669288
Barclays Bank UK PLC
BUSINESS FREE AUTO TRANS

Description: *Top Up Nov 2023 AC*

Amount transferred: £50,000.00 (GBP)

Transfers are processed immediately if there are sufficient funds available in the account the money is being transferred from.


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

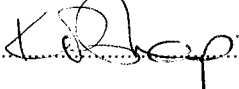
Bank Reconciliation Statement as at 30/11/2023
for Cashbook 3 - Petty Cash

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	30/11/2023	0	18.57
			<u>18.57</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			18.57
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			18.57
		Balance per Cash Book is :-	18.57
		Difference is :-	0.00

Signatory 1:

Name AUSON CAMPBELL Signed  Date 1/12/2023

Signatory 2:

Name KIM BISHOP Signed  Date 8/01/2024


Bank Reconciliation up to 30/11/2023 for Cashbook No 3 - Petty Cash

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
01/11/2023	814	1.45		1.45		R <input type="checkbox"/>	Sainsburys S'Markets
06/11/2023	815	10.65		10.65		R <input type="checkbox"/>	Sainsburys S'Markets
14/11/2023	816	1.45		1.45		R <input type="checkbox"/>	Sainsburys S'Markets
15/11/2023	817	75.00		75.00		R <input type="checkbox"/>	Sainsburys S'Markets
15/11/2023	818	4.90		4.90		R <input type="checkbox"/>	Sainsburys S'Markets
20/11/2023	819	1.45		1.45		R <input type="checkbox"/>	Sainsburys S'Markets
20/11/2023	820	4.20		4.20		R <input type="checkbox"/>	Post Office Ltd
24/11/2023	821	59.50		59.50		R <input type="checkbox"/>	Lifeboats RNLI Sales Ltd
27/11/2023	822	1.20		1.20		R <input type="checkbox"/>	Morrisons Daily
30/11/2023	823	1.65		1.65		R <input type="checkbox"/>	Co-op Food
		<u>161.45</u>	<u>0.00</u>				

Signatory 1:

Name ALISON CAMPBELL Signed  Date 1/12/2023

Signatory 2:

Name Katy Bissett Signed  Date 8/01/2024

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814

Sainsbury's

Helping everyone eat better
NEWHAVEN HARBOUR
01273 612036

Sainsbury's Supermarkets Ltd
33 Holborn London EC1N 2HT
www.sainsburys.co.uk
Vat Number : 660 4548 36

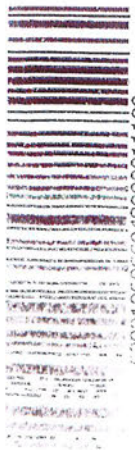
JS S/SKIM MILK 2.272L £1.45
JS S/FRUIT MANGO £0.89
BALANCE DUE £2.34
CASH £2.35

CHANGE £0.01

MY NECTAR SUMMARY
POINTS EARNED ON 5049015 £2.34
PREVIOUS POINTS BALANCE 887
POINTS EARNED 2
NEW POINTS BALANCE 889
YOUR POINTS ARE WORTH £4.44

Check your Nectar app to see points earned on offers.

***** For a chance to win 100,000 Nectar points please tell us how we did at lettuce-know.com



6292136065348300011123

C #3483 08:43:17 01NOV2023
S2136 R66

Thank you for your visit.

Sainsbury's

Good food for all of us
NEWHAVEN HARBOUR
01273 612036

Sainsbury's Supermarkets Ltd
33 Holborn London EC1N 2HT
www.sainsburys.co.uk
Vat Number : 660 4548 36

NESCAFE ORGNL REFILL £4.85 ✓
Nectar Price Saving -£1.35 ✓
KENCO RICH REFILL £4.75 ✓
JS S/SKIM MILK 1.136L £1.20 ✓
JS S/SKIM MILK 1.136L £1.20 ✓

4 BALANCE DUE £10.65
CASH £20.00

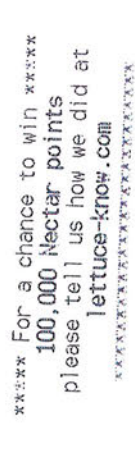
CHANGE £9.35 ✓

YOUR SAVINGS TODAY:
PROMOTIONS -£1.35

MY NECTAR SUMMARY
POINTS EARNED ON 5049015 £10.65
PREVIOUS POINTS BALANCE 947
POINTS EARNED 10
NEW POINTS BALANCE 957
YOUR POINTS ARE WORTH £4.78

Check your Nectar app to see points earned on offers.

***** For a chance to win 100,000 Nectar points please tell us how we did at lettuce-know.com



629213606655900061123

C #5559 16:54:14 06NOV2023
S2136 R66

Thank you for your visit.

Sainsbury's

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01273 612036

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www.sainsburys.co.uk
Vat Number : 660 4548 36

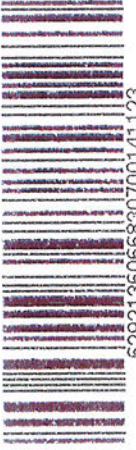
JS S/SKIM MILK 2.272L £1.45
1 BALANCE DUE £1.45
CASH £5.00

CHANGE £3.55

MY NECTAR SUMMARY
POINTS EARNED ON 5049015 £1.45
PREVIOUS POINTS BALANCE 1055
POINTS EARNED 1
NEW POINTS BALANCE 1056
YOUR POINTS ARE WORTH £5.28

Check your Nectar app to see points earned on offers.

***** For a chance to win 100,000 Nectar points please tell us how we did at lettuce-know.com



6292136066830700141123

C #8307 13:34:14 14NOV2023
S2136 R66

Thank you for your visit.

Sainsbury's

Good food for all of us
NEWHAVEN HARBOUR
01273 612036

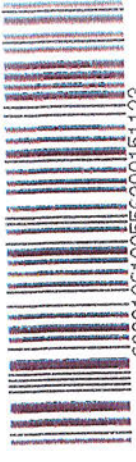
Sainsbury's Supermarkets Ltd
33 Holborn London EC1N 2HT
www.sainsburys.co.uk
Vat Number : 660 4548 36

2023 TEAL GIFT CARD £20.00
2023 TEAL GIFT CARD £20.00
2023 TEAL GIFT CARD £10.00
2023 TEAL GIFT CARD £10.00
2023 TEAL GIFT CARD £15.00

5 BALANCE DUE £75.00
CASH £75.00

CHANGE £0.00

***** For a chance to win 100,000 Nectar points please tell us how we did at lettuce-know.com



6292136102556300151123

C451 #5563 14:57:40 15NOV2023
S2136 R102

Thank you for your visit.

A031 300

619

20V

819

Sainsbury's

Good food for all of us
NEWHAVEN HARBOUR
01273 612036

Sainsbury's Supermarkets Ltd
33 Holborn London EC1N 2HT
www.sainsburys.co.uk
Vat Number : 660 4548 36

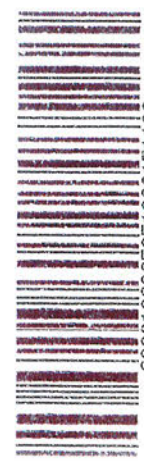
P/G PYRMID T/BAG £4.90
1 BALANCE DUE £4.90
CASH £10.00

CHANGE £5.10

MY NECTAR SUMMARY
[C] **** * 9694014 £4.90
POINTS EARNED ON 7677
PREVIOUS POINTS BALANCE 4
POINTS EARNED 7681
NEW POINTS BALANCE £38.40
YOUR POINTS ARE WORTH *****

Check your Nectar app to see points earned on offers.

***** For a chance to win 100,000 Nectar points please tell us how we did at lettuce-know.com *****



6292136065251300151123

C #2513 14:51:09 15NOV2023
S2136 R65

Thank you for your visit.

4150 10

Sainsbury's

Good food for all of us
NEWHAVEN HARBOUR
01273 612036

Sainsbury's Supermarkets Ltd
33 Holborn London EC1N 2HT
www.sainsburys.co.uk
Vat Number : 660 4548 36

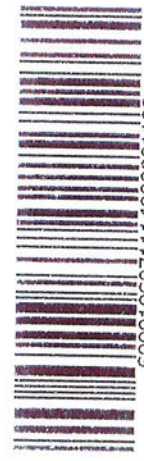
JS S/SKIM MLK 2.272L £1.45
1 BALANCE DUE £1.45
CASH £1.45

CHANGE £0.00

MY NECTAR SUMMARY
[C] **** * 3526012 £1.45
POINTS EARNED ON 54
PREVIOUS POINTS BALANCE 1
POINTS EARNED 55
NEW POINTS BALANCE £0.27
YOUR POINTS ARE WORTH *****

Check your Nectar app to see points earned on offers.

***** For a chance to win 100,000 Nectar points please tell us how we did at lettuce-know.com *****



6292136071114200201123

C #1142 09:38:28 20NOV2023
S2136 R71

Thank you for your visit.

Post Office Ltd.
Your Receipt
Newhaven
1-2, Newhaven Square
Newhaven
East Sussex
BN1 9DS
FAD: 274907

VAT REG No: GB 172 6705 02
Date of Issue: 20/11/2023 15:45
SESSION: 2-423004

	ex VAT	inc VAT	Total(£)
(E)Signed For 1st	4.20	4.20	4.20
(S)=Standard Rate (Z)=Zero Rate (E)=Exempt			
DG Screen Dom	0.00		0.00
TOTAL DUE TO POST OFFICE			4.20

Cash BALANCE FROM CUSTOMER 4.20
0.00

* * * * * We'd love your feedback
You could win a £100 One4all Gift Card
Visit postoffice.co.uk/feedback

Please retain for future reference

Thank You

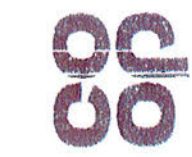
819
20V
619



Lifeboats

RNLI (SALES) LTD

REG. CHARITY NO. 209603



Store: Newhaven, Fort Road
Tel: 01323 811111

Qty Item Price Total
1 CP SEMI-SKIM MLK £1.65 £1.65 B

BALANCE DUE £1.65
CASH £10.00
CHANGE DUE £8.35

Card by Petty Cash MK

By becoming a Co-op Member you could have earned:
£0.03 to spend in the Co-op
We'd have also given the same amount you would've earned today to community causes.

Join us today - download the Co-op App, ask in store or visit COOP.CO.UK/membership

Thank you for shopping at Co-op.
Open Till Store Date Time
1971 2 4:30 30/11/23 08:57:50 1805
You were served by Abdul

*£22
£29
£29
11/12*



Morrisons Supermarkets Ltd 803 70L
0345 611 6111
VAT No. 343473355
Melanie.diffey@morrisonsplc.co.uk

QTY	DESCRIPTION	PRICE	AMOUNT
1	MELITA MILK DEALS	£1.20	£1.20 F
2	M BRIT S/SKIM MILK	£1.20	£2.40 D
1	LITTLE TREES DAISY	£1.50	£1.50 A
1	GV YELLOW W/PAPERS	£20.80	£20.80 A
	BALANCE DUE		£25.95
	Card		£25.95

Debit Mastercard PAYMENT
AID :A0000000041010
PAN :*****1110 CONTACTLESS

EXP :0127 TRN: 315425
Seq :00 TID: ****8506
MID :**57049
AuthCode:11 - 566890

CHANGE £0.00
Number of items: 5

DESCRIPTION	NET	VAT	TOTAL
A 20.0%	£18.58	£3.72	£22.30
D 0.0%	£2.40	£0.00	£2.40
F 0.0%	£1.25	£0.00	£1.25
TOTAL	£22.23	£3.72	£25.95

YAT SUMMARY YAT NO. 343473355

Morrisons More

Earn More Points when you buy selected products in store, online and every time you buy fuel. You can also access Exclusive Prices and receive offers just for you.

Download the Morrisons More app to start saving today!

www.morrisons.com/more

27/11/2023 09:49:16 00362 071 0070 0322
Help is available if you're experiencing domestic abuse Call Refuge's National Domestic Abuse Helpline on 0800 2000 247 Download the Brightsky app

Thank you for shopping
At Morrisons

VOLUNTEER	REG	Terminal
FRIDAY 24 NOVEMBER 2023	12:13	002551
1 WINTER WELLIES C CARD 20		£4.25
1 WINTER WELLIES C CARD 20		£4.25
1 BRINGING HOME THE TREE C		£4.50
1 BRINGING HOME THE TREE C		£4.50
1 LIFEBOAT HARBOUR C CARD		£4.75
1 OUT ON A SHOUT C CARD 20		£4.75
1 HOME FOR CHRISTMAS C CAR		£4.50
1 LOCAL ACTION C CARD V23		£6.00
1 LOCAL ACTION C CARD V23		£6.00
1 LOCAL ACTION C CARD V23		£6.00
1 GILES CARTOON C CARD 202		£5.00
1 GILES CARTOON C CARD 202		£5.00

TOTAL £59.50
CASH £59.50

V.A.T. No. 256 4406 04
LIFESAVING SHOPPING
CONTACT : 0300 300 9913
RNLI - NEWHAVEN

SCAN ME



SHOP RNLI
GIFTS FOR
ALL THE
FAMILY

Bank Reconciliation Statement as at 30/11/2023
for Cashbook 4 - Base Rate Reward Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Base Rate Reward Account	30/11/2023		372,339.94
			<u>372,339.94</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			372,339.94
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			372,339.94
		Balance per Cash Book is :-	372,339.94
		Difference is :-	0.00

Signatory 1:

Name AUSA CAMPBELL Signed [Signature] Date 1/12/2023

Signatory 2:

Name King Bisset Signed [Signature] Date 8/01/2024



Transactions

Business Premium ME **20-49-76 13831183**

Available balance	£372,339.94
Last night's balance	£372,339.94
Overdraft limit	n/a

Showing 1 transaction between **04/09/2023** and **04/09/2023** from 01/09/2023 to 30/11/2023

Date	Description	Money in	Money out	Balance
04/09/2023	Credit Payment INTEREST PAID GROSS FOR PERIOD 5JUN/ 3SEP	£1,207.85		£372,339.94

Need to view older transactions?

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

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

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

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

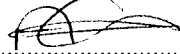
Barclays Bank PLC. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority (Financial Services Register number: 122702).

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

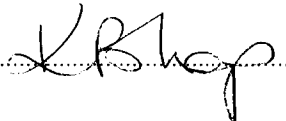
**Bank Reconciliation Statement as at 30/11/2023
for Cashbook 5 - Credit Cards**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Card 1851 3279 KD	30/11/2023		0.00
Card 2597 1956 AC	30/11/2023		0.00
			<u>0.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
06/11/2023 1857821245 Amazon Marketplace UK		17.69	
08/11/2023 GB379JEBCA Amazon Marketplace UK		28.37	
09/11/2023 1935790045 Amazon Marketplace UK		14.98	
			<u>61.04</u>
			-61.04
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			-61.04
		Balance per Cash Book is :-	-61.04
		Difference is :-	0.00

Signatory 1:

Name ALISON CAMPBELL Signed  Date 1/12/2023

Signatory 2:

Name Katy Bishop Signed  Date 8/01/2024

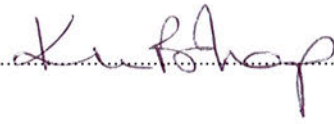
Bank Reconciliation up to 30/11/2023 for Cashbook No 5 - Credit Cards

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
11/09/2023	SEP 11,23	5.00		5.00		<input checked="" type="checkbox"/>	meta platforms ireland limited
11/09/2023	CCARD	-5.00		-5.00		<input checked="" type="checkbox"/>	Meta Platforms
03/10/2023	1548865235	25.48		25.48		<input checked="" type="checkbox"/>	Amazon Marketplace UK
04/10/2023	100042611	13.54		13.54		<input checked="" type="checkbox"/>	Amazon Marketplace UK
05/10/2023	7937081359	39.22		39.22		<input checked="" type="checkbox"/>	National Association of Local
05/10/2023	05/10/2023	150.00		150.00		<input checked="" type="checkbox"/>	Black Mountains College
10/10/2023	8057973	27.03		27.03		<input checked="" type="checkbox"/>	Amazon Marketplace UK
10/10/2023	DD	32.00		32.00		<input checked="" type="checkbox"/>	Barclaycard
01/11/2023	100064411	21.49		21.49		<input checked="" type="checkbox"/>	Amazon Marketplace UK
01/11/2023	GB372NMUM	11.98		11.98		<input checked="" type="checkbox"/>	Amazon Marketplace UK
06/11/2023	1857821245	17.69			17.69	<input type="checkbox"/>	Amazon Marketplace UK
08/11/2023	GB379JEBCA	28.37			28.37	<input type="checkbox"/>	Amazon Marketplace UK
09/11/2023	1935790045	14.98			14.98	<input type="checkbox"/>	Amazon Marketplace UK
27/11/2023	Oct 2023		320.74	320.74		<input checked="" type="checkbox"/>	Receipt(s) Banked
		<u>381.78</u>	<u>320.74</u>				

Signatory 1:

Name ALISON CAMPBELL Signed  Date 11/12/2023

Signatory 2:

Name Katy Bishop Signed  Date 8/01/2024

SUMMARY FOR NEWHAVEN TOWN COUNCIL

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

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

Company reference: 5476760289527536
Statement date: 2 November 2023
Page number: 1 of 4
Monthly spend limit: £8,000.00

Date of previous statement: 2 October 2023
Previous balance: £5,745.08
Payment received: £5,745.08 CR
Total of charges and adjustments: £0.00
Total of new spending: £320.74
New balance: £320.74
Minimum payment: £35.20
Payment due by: 27 November 2023
Available to spend: £7,679.26

Total cashback earned this month (£): 0.00
Total cashback earned since anniversary (£): 0.00
Cashback redeemed (£): 0.00

Chq No (DD) Bacs

Date 27/11/2023

Amount £320.74

Officer

Councillors

Payment instructions

Thank you for using Barclaycard Commercial. Your bank account 6****288 at 20 -**- 76 will be debited with the agreed payment or the minimum payment (whichever is greater) on or immediately after 27 November 2023. If your balance is lower than your agreed payment, we will debit the full balance. If you are unable to make the minimum payment please contact us as soon as possible by calling the telephone number listed above.

If you wish to pay any additional amount, please allow sufficient time for your payment to reach us.

- By Debit Card: Payments can be made over the phone by the payment due date shown on your statement. Please make the payment before 6.00 pm on this date.

- By Bank Transfer: From a Barclays UK account using telephone /online banking, please make the payment before 6.00pm on the payment due date shown on your statement. From a non-Barclays UK account, allow 2 working days before the payment due date and we will process the payment when received. Please refer to your bank for specific payment timescales as they will usually be shorter. Barclaycard details are: Sort code: 20 00 00, Account Number: 23988260. Please use your card number/account number as the reference.

- At a Branch: Payments in cash can be made at a Barclays Branch and must be made on or before the payment due date shown on your statement.

If paying by cheque at Barclays Branch allow 2 working days. At other banks, allow 2 working days before the payment due date, for both cash and cheque payments.

- By Post: Payments by cheque (made payable to Barclaycard Commercial) must be received 4 working days before the payment due date shown on your statement. Send your cheque and giro to Barclaycard Commercial, Po Box 291, Sheffield, S98 1SB. Please write your name, account number and post code on the back of the cheque.

Additional payments received will not be deducted from the direct debit amount to be taken.

Interest information

Total of next months estimated interest : £10.97

Balance	Value	Monthly Rate	Estimated Interest*	Expiry Date
PURCHASE	320.74	2.050%	10.97	
CASH	0.00	2.429%	0.00	
Totals	£320.74		£10.97	

Paid in by and date

bank giro credit ABC

320.74

35.20

5476760289527536

27 November 2023

Please make your cheque payable to Barclaycard Commercial and include your company reference number on the payee line.

Cashier's Stamp and Initials

G 004449 BBA2838A 34629
MR KENNETH DRY
NEWHAVEN TOWN COUNCIL
18 FORT ROAD
NEWHAVEN
BN9 9QE



Barclays Bank PLC
Automated Bulk Credit Clearing
Barclaycard
Commercial
04-06

Total Cash *

Cheques +

£

25-16-29

Please do not write or mark below this line - Please enclose this with your payment

8 NOV 2023

Summary Box	
The information contained in this table summarises the key product features not displayed elsewhere on the statement and is not intended to replace any terms and conditions	
Interest Free Period	Maximum of 56 days for purchases if you pay your balance in full and on time each month.
Interest Charging Information	The periods over which interest is charged are as follows: Purchases – If the balance is not repaid in full, interest on the outstanding balance is charged from the date the transaction is charged to your account (posting date) until payment is received. Cash withdrawals – From the date the transaction is charged to your account (posting date) until it is paid in full. If your balance is not paid in full, interest will be charged on the total balance, not just on the outstanding balance after payment. Interest will be charged daily. By repaying more of your balance, or by making your repayments sooner, you will pay less interest.
Allocation of payments	If you do not pay your balance in full we will apply payments we receive to reduce higher interest rate balances before lower interest rate balances. For further details, please refer to your credit card terms and conditions.
Minimum repayment	You must pay at least the minimum payment every month. This will be the higher of: • £5, or the full balance if less than £5 • an amount equal to any interest, account fees or Default Charges added to your Account since your last statement plus 1% of the statement balance excluding interest billed that month. If you only make your minimum repayment each month it will take you longer and cost you more to clear your balance.
Fees	We will charge an annual fee, per card, at account opening and on each anniversary of your account opening. Gold Card with Introductory Balance Transfer £0.00 Gold Card £32.00 Platinum Card £78.00
Charges	Cash fee 3% (min. £3) Copies of statements £3.00 Copies of transactions £5.00
Foreign Usage	Payment Scheme Exchange Rate Depending on your card type, rates can be found at either: • Visa: http://www.visaeurope.com/en/cardholders/exchange_rates.aspx • MasterCard: https://www.mastercard.com/global/currencyconversion/index.html
	One or more of the following may apply: Non Sterling transaction fee 2.99% of transaction (no minimum) Cash Fee 3% (min. £3)
Default Charges	Late payment £12 Over credit limit £12 Returned payment £12 You can avoid paying additional charges by staying within your credit limit and ensuring that your monthly payments are received on time.
Estimated Interest (as shown on the front of your statement)	This is an estimate of next month's interest, based on the minimum payment reaching us on the payment due date. It is for guidance only and could vary, depending on a number of factors including when your payment reaches us, the amount that you repay and if there is a change to your interest rate (please refer to your Terms and Conditions for details of these changes).
For full details of your account please see your Credit Card Agreement. This information is available in large print, Braille or audio format by calling 0800 008 008.	

Barclaycard is a trading name of Barclays Bank PLC. Barclays Bank PLC is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority (Financial Services Register number: 122702). Registered in England No: 1026167. Registered Office: 1 Churchill Place, London E14 5HP.

SUMMARY FOR NEWHAVEN TOWN COUNCIL

Company reference:	5476760289527536
Statement date:	2 November 2023
Page number:	2 of 4

Balance	Value	Monthly Rate	Estimated Interest*	Expiry Date
Simple Standard Rate p.a: 24.60% (27.6% compound equivalent)		Simple Cash Rate p.a: 29.15% (33.4% compound equivalent)		
* See reverse for details				
Payments, charges and adjustments				
BALANCE FROM PREVIOUS STATEMENT				5,745.08
Total of payment, charges and adjustments				£0.00
27 Oct 2023	DIRECT DEBIT PAYMENT THANK YOU			5,745.08 CR
New balances by individual cardholder				
Name	Card number	Monthly spend limit	Balance	
A M CAMPBELL	5476 7600 2597 1956	4,000	47.01	
K DRY	5476 7609 1851 3279	4,000	273.73	
Total cardholder expenditure				£320.74
New balance				£320.74



2

2

0 1 2 3 4 5 6 7 8 9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

STATEMENT FOR A M CAMPBELL

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

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

Company reference: 5476760289527536
Card number: 5476760025971956
Statement date: 2 November 2023
Page number: 3 of 4
Monthly spend limit: £4,000.00

Date	Description	Amount
4 Oct 2023	AMZNMktplace amazon.co.uk GBR	13.54
051052718713	MISCELLANEOUS AND RETAIL STORES	
1 Nov 2023	AMZNMktplace amazon.co.uk GBR	21.49
021152718713	MISCELLANEOUS AND RETAIL STORES	
1 Nov 2023	Amazon.co.uk*H25H87AJ4 AMAZON.CO.UK GBR	11.98
021152718713	ALL OTHER DIRECT MARKETERS	
3 new purchases / cash advances. Total of spending.		£47.01

G 004449 BBA2838A 34629
MRS A M CAMPBELL
NEWHAVEN TOWN COUNCIL
18 FORT ROAD
NEWHAVEN
BN9 9QE

STATEMENT FOR K DRY

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

Company reference: 5476760289527536
 Card number: 5476760918513279
 Statement date: 2 November 2023
 Page number: 4 of 4
 Monthly spend limit: £4,000.00

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



Date	Description	Amount
3 Oct 2023	AMZNMktplace amazon.co.uk GBR	25.48
041052718713	MISCELLANEOUS AND RETAIL STORES	
5 Oct 2023	BLACKMOUNTAINSCOLLEGE TALGARTH LND	150.00
061085383903	COLLEGES, UNIVERSITIES, PROFESSIONAL SCHOOLS AND JUNIOR COLLEGES	
5 Oct 2023	EB *MAKING THE PLANNIN 801-413-7200 ENG	39.22
061015122623	BUSINESS SERVICES NOT ELSEWHERE CLASSIFIED	
10 Oct 2023	AMZNMktplace amazon.co.uk GBR	27.03
111052718713	MISCELLANEOUS AND RETAIL STORES	
2 Nov 2023	CARD FEE	32.00
4 new purchases / cash advances.		
Total of spending.		£273.73

G 004449 BBA2838A 34629
 MR K DRY
 NEWHAVEN TOWN COUNCIL
 18 FORT ROAD
 NEWHAVEN
 BN9 9QE

Reconciliation Summary

Month: DECEMBER 2023

	AMOUNT	EXAMINER
CASHBOOK 1 Current Acct 60669288	£ 27315.17	K Bhag.
CASHBOOK 2 B. Prem Acct 20669253	£ 821,071.11	K Bhag
CASHBOOK 3 Petty Cash	£ 71.54	K Bhag
CASHBOOK 4 R.Reward Acct 13831183	£ 373,636.50	K Bhag
CASHBOOK 5 Credit Cards	0	
Petty Cash On-Site	£ 71.54	K Bhag
Staff Salary Payment	£ 11521.57	K Bhag
HMRC Remittance	£ 5499.64	K Bhag
ESCC Pension Remittance	£ 6558.64	K Bhag

Reported to Full Council:-

/ / 20

Resolved/Noted as

Correct:-

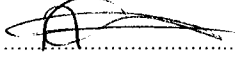
Y/N

Chairmans Signature:-


**Bank Reconciliation Statement as at 31/12/2023
for Cashbook 1 - Current A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current A/c	31/12/2023		27,315.17
			<u>27,315.17</u>
<u>Unpresented Payments (Minus)</u>			<u>Amount</u>
19/10/2023	113963	David Whitchurch	20.00
19/10/2023	113971	David Payne	40.00
13/11/2023	114055	Swan Fire UK Limited	1,782.00
13/11/2023	114057	Meeching Amateur Dramatics	500.00
17/11/2023	114066	Don Burtenshaw	84.00
24/11/2023	114067	RBL Poppy Appeal	20.00
05/12/2023	114077	Countrymans Contractors Ltd	4,258.20
05/12/2023	114079	Christian Funnell	230.00
12/12/2023	14085	We Print & Sign	84.00
13/12/2023	114082	J Kirby Electrical Ltd	1,794.00
14/12/2023	114087	Denma Cleaning Services Ltd	146.67
15/12/2023	114088	SouthCoast Services Sussex Ltd	29.74
15/12/2023	114089	Bonny's Wood	168.00
21/12/2023	114091	J Kirby Electrical Ltd	216.00
21/12/2023	114092	Redlynch Leisure Installations	103.80
21/12/2023	114093	Tansleys Printers	5,700.00
			<u>15,176.41</u>
			12,138.76
<u>Unpresented Receipts (Plus)</u>			
15/12/2023	33961		26.00
21/12/2023	33994		26.00
			<u>52.00</u>
			12,190.76
		Balance per Cash Book is :-	12,190.76
		Difference is :-	0.00

Signatory 1:

Name Alison Campbell Signed  Date 31/12/2023

Signatory 2:

Name Kay Bristel Signed  Date 8/01/2024

Bank Reconciliation up to 31/12/2023 for Cashbook No 1 - Current A/c

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
15/11/2022	113659	991.00		991.00		R <input checked="" type="checkbox"/>	Affinity Rowing Club
28/03/2023	CANX113744	-15.00		-15.00		R <input checked="" type="checkbox"/>	Sussex Markets
28/03/2023	CHQ113744	15.00		15.00		R <input checked="" type="checkbox"/>	Sussex Markets
26/09/2023	113937	300.00		300.00		R <input checked="" type="checkbox"/>	ESALC Ltd
10/10/2023	113942	1,500.00		1,500.00		R <input checked="" type="checkbox"/>	The Dot Collective
12/10/2023	113949	144.00		144.00		R <input checked="" type="checkbox"/>	ESALC Ltd
19/10/2023	113963	20.00			20.00	<input type="checkbox"/>	David Whitchurch
19/10/2023	113971	40.00			40.00	<input type="checkbox"/>	David Payne
19/10/2023	113974	20.00		20.00		R <input checked="" type="checkbox"/>	Ashley Swayne
13/11/2023	114046	60.00		60.00		R <input checked="" type="checkbox"/>	Haven Security Ltd
13/11/2023	114047	1,680.00		1,680.00		R <input checked="" type="checkbox"/>	J Kirby electrical Ltd
13/11/2023	114055	1,782.00			1,782.00	<input type="checkbox"/>	Swan Fire UK Limited
13/11/2023	114058	250.00		250.00		R <input checked="" type="checkbox"/>	Rotary Club of Newhaven
13/11/2023	114057	500.00			500.00	<input type="checkbox"/>	Meeching Amateur Dramatics
13/11/2023	114056	300.00		300.00		R <input checked="" type="checkbox"/>	NH, Lewes & District Mencap
15/11/2023	114060	329.66		329.66		R <input checked="" type="checkbox"/>	Julie Carr
16/11/2023	114062	106.00		106.00		R <input checked="" type="checkbox"/>	Ms C Mills
16/11/2023	114063	106.00		106.00		R <input checked="" type="checkbox"/>	Mr E Hillier
16/11/2023	114064	106.00		106.00		R <input checked="" type="checkbox"/>	Mr G Hillier
17/11/2023	114066	84.00			84.00	<input type="checkbox"/>	Don Burtenshaw
24/11/2023	114071	5,966.40		5,966.40		R <input checked="" type="checkbox"/>	Bonny's Wood
24/11/2023	114070	284.26		284.26		R <input checked="" type="checkbox"/>	Gopak Ltd
24/11/2023	114069	23.96		23.96		R <input checked="" type="checkbox"/>	Tates of Sussex
24/11/2023	114067	20.00			20.00	<input type="checkbox"/>	RBL Poppy Appeal
24/11/2023	114068	295.12		295.12		R <input checked="" type="checkbox"/>	Brady Corp Ltd
27/11/2023	114072	498.00		498.00		R <input checked="" type="checkbox"/>	Glasdon UK Ltd
28/11/2023	114073	24.00		24.00		R <input checked="" type="checkbox"/>	North Laine Window Cleaning
28/11/2023	114074	7.35		7.35		R <input checked="" type="checkbox"/>	Pipers News
28/11/2023	27136	1,140.31		1,140.31		R <input checked="" type="checkbox"/>	Royal Mail Group Ltd
28/11/2023	114075	28,594.80		28,594.80		R <input checked="" type="checkbox"/>	AECOM Ltd
28/11/2023	27136X	-1,140.31		-1,140.31		R <input checked="" type="checkbox"/>	Royal Mail Group Ltd
01/12/2023	633164Oct	247.57		247.57		R <input checked="" type="checkbox"/>	Trade UK Account
01/12/2023	101247911	384.00		384.00		R <input checked="" type="checkbox"/>	Lewes District Council
01/12/2023	100787757	247.00		247.00		R <input checked="" type="checkbox"/>	Lewes District Council
01/12/2023	100787964	205.00		205.00		R <input checked="" type="checkbox"/>	Lewes District Council
01/12/2023	100789027	87.00		87.00		R <input checked="" type="checkbox"/>	Lewes District Council
01/12/2023	10089030	367.00		367.00		R <input checked="" type="checkbox"/>	Lewes District Council
01/12/2023	100899386	125.00		125.00		R <input checked="" type="checkbox"/>	Lewes District Council
01/12/2023	0002059	1,366.23		1,366.23		R <input checked="" type="checkbox"/>	Computer-Eyez (South) Ltd
01/12/2023	Top Up	150.00		150.00		R <input checked="" type="checkbox"/>	Petty Cash
04/12/2023	DD	52.18		52.18		R <input checked="" type="checkbox"/>	Barclays Bank
04/12/2023	33981		26.00	26.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
04/12/2023	34010		64.80	64.80		R <input checked="" type="checkbox"/>	Receipt(s) Banked
05/12/2023	114076	801.00		801.00		R <input checked="" type="checkbox"/>	James Hallam Ltd
05/12/2023	114077	4,258.20			4,258.20	<input type="checkbox"/>	Countrymans Contractors Ltd
05/12/2023	114078	183.60		183.60		R <input checked="" type="checkbox"/>	Hillcrest Community Centre
05/12/2023	114079	230.00			230.00	<input type="checkbox"/>	Christian Funnell
05/12/2023	33897		112.63	112.63		R <input checked="" type="checkbox"/>	Receipt(s) Banked

Bank Reconciliation up to 31/12/2023 for Cashbook No 1 - Current A/c

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
05/12/2023	33989		52.00	52.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
06/12/2023	113974X	-20.00		-20.00		R <input checked="" type="checkbox"/>	Ashley Swayne
06/12/2023	33965		26.00	26.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
06/12/2023			566.00	566.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
06/12/2023	33982		52.00	52.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
06/12/2023	33973		26.00	26.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
06/12/2023	33999		743.53	743.53		R <input checked="" type="checkbox"/>	Receipt(s) Banked
06/12/2023			26.00	26.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
06/12/2023	33977		26.00	26.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
06/12/2023	33957		52.00	52.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
06/12/2023	34008		923.81	923.81		R <input checked="" type="checkbox"/>	Receipt(s) Banked
07/12/2023	114080	48.00		48.00		R <input checked="" type="checkbox"/>	North Laine Window Cleaning
07/12/2023	114081	1,570.00		1,570.00		R <input checked="" type="checkbox"/>	Clean Team Sussex
07/12/2023	33966		26.00	26.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
07/12/2023	33960		26.00	26.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
07/12/2023	34014		101.00	101.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
07/12/2023	34002		327.18	327.18		R <input checked="" type="checkbox"/>	Receipt(s) Banked
07/12/2023	33970		26.00	26.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
07/12/2023	33959		26.00	26.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
07/12/2023	34000+		326.04	326.04		R <input checked="" type="checkbox"/>	Receipt(s) Banked
08/12/2023	3720dd	7.35		7.35		R <input checked="" type="checkbox"/>	Pipers News
11/12/2023	Q046QF	252.44		252.44		R <input checked="" type="checkbox"/>	British Telecommunications Plc
11/12/2023	33943		194.40	194.40		R <input checked="" type="checkbox"/>	Receipt(s) Banked
11/12/2023	33962		26.00	26.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
11/12/2023	33829		1,980.00	1,980.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
11/12/2023	33952		26.00	26.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
11/12/2023	33955		26.00	26.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
11/12/2023	33976		26.00	26.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
11/12/2023	33986		26.00	26.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
11/12/2023	33985		26.00	26.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
11/12/2023	33937		570.00	570.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
12/12/2023	14085	84.00			84.00	<input type="checkbox"/>	We Print & Sign
12/12/2023	33984		26.00	26.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
12/12/2023	34012		26.00	26.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
12/12/2023	33974		52.00	52.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
12/12/2023	33953		26.00	26.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
12/12/2023	34013		26.00	26.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
12/12/2023	TTMC 12.12		18.00	18.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
12/12/2023	33968		26.00	26.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
12/12/2023	33971		26.00	26.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
12/12/2023	33975		26.00	26.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
13/12/2023	114082	1,794.00			1,794.00	<input type="checkbox"/>	J Kirby Electrical Ltd
13/12/2023	TTMC 13.12		18.00	18.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
13/12/2023	TTMC 13121		36.00	36.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
13/12/2023	34003		64.41	64.41		R <input checked="" type="checkbox"/>	Receipt(s) Banked
13/12/2023	33967		26.00	26.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
13/12/2023	33950		26.00	26.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
13/12/2023	33949		26.00	26.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked

Bank Reconciliation up to 31/12/2023 for Cashbook No 1 - Current A/c

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
14/12/2023	114086	91.37		91.37		R <input checked="" type="checkbox"/>	Clares Office Supplies Ltd
14/12/2023	114087	146.67			146.67	<input type="checkbox"/>	Denma Cleaning Services Ltd
14/12/2023	33935		55.06	55.06		R <input checked="" type="checkbox"/>	Receipt(s) Banked
14/12/2023	TTMC14.12		418.00	418.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
14/12/2023	34004		1,359.13	1,359.13		R <input checked="" type="checkbox"/>	Receipt(s) Banked
14/12/2023	34009		81.24	81.24		R <input checked="" type="checkbox"/>	Receipt(s) Banked
14/12/2023	33983		26.00	26.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
14/12/2023	33979		26.00	26.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
14/12/2023	34007		162.45	162.45		R <input checked="" type="checkbox"/>	Receipt(s) Banked
15/12/2023	6253873	9,433.45		9,433.45		R <input checked="" type="checkbox"/>	Lewes District Council
15/12/2023	33638	79.99		79.99		R <input checked="" type="checkbox"/>	Advo Payroll
15/12/2023	DDR	5,499.64		5,499.64		R <input checked="" type="checkbox"/>	ESCC Pensions
15/12/2023	114088	29.74			29.74	<input type="checkbox"/>	SouthCoast Services Sussex Ltd
15/12/2023	114089	168.00			168.00	<input type="checkbox"/>	Bonny's Wood
15/12/2023	34006		108.30	108.30		R <input checked="" type="checkbox"/>	Receipt(s) Banked
15/12/2023	34005		129.96	129.96		R <input checked="" type="checkbox"/>	Receipt(s) Banked
15/12/2023	33961		26.00		26.00	<input type="checkbox"/>	Receipt(s) Banked
15/12/2023	33958		52.00	52.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
18/12/2023	119567160	81.70		81.70		R <input checked="" type="checkbox"/>	Investec Asset Finance PLC
18/12/2023	114083	18,324.00		18,324.00		R <input checked="" type="checkbox"/>	Ichthus Event Solutions Ltd
18/12/2023	34015+2		1,446.22	1,446.22		R <input checked="" type="checkbox"/>	Receipt(s) Banked
18/12/2023	Top Up Dec		50,000.00	50,000.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
18/12/2023	33956		26.00	26.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
18/12/2023	33837		50.00	50.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
19/12/2023	CB778D50-2	256.46		256.46		R <input checked="" type="checkbox"/>	E-On Energy Solutions Ltd
19/12/2023	V021758313	88.03		88.03		R <input checked="" type="checkbox"/>	EE
20/12/2023	313516	340.69		340.69		R <input checked="" type="checkbox"/>	Premier Managed Technologies G
20/12/2023	016F62D9-2	313.28		313.28		R <input checked="" type="checkbox"/>	E-On Energy Solutions Ltd
20/12/2023	60F9407A-2	451.74		451.74		R <input checked="" type="checkbox"/>	E-On Energy Solutions Ltd
20/12/2023	33845		50.00	50.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
20/12/2023	33964		26.00	26.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
20/12/2023	33954		26.00	26.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
20/12/2023	33990		52.00	52.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
21/12/2023	1-01133201	1,305.39		1,305.39		R <input checked="" type="checkbox"/>	ENGIE Gas Limited
21/12/2023	1-01133203	901.41		901.41		R <input checked="" type="checkbox"/>	ENGIE Gas Limited
21/12/2023	TT21.12X	-18.00		-18.00		R <input checked="" type="checkbox"/>	Ms L Boniface
21/12/2023	TT21.12.23	18.00		18.00		R <input checked="" type="checkbox"/>	Ms L Boniface
21/12/2023	114091	216.00			216.00	<input type="checkbox"/>	J Kirby Electrical Ltd
21/12/2023	114092	103.80			103.80	<input type="checkbox"/>	Redlynch Leisure Installations
21/12/2023	114093	5,700.00			5,700.00	<input type="checkbox"/>	Tansleys Printers
21/12/2023	33994		26.00		26.00	<input type="checkbox"/>	Receipt(s) Banked
21/12/2023	33978		26.00	26.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
21/12/2023	33988		26.00	26.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
21/12/2023	TT 21.12		18.00	18.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
22/12/2023	DDR	6,558.64		6,558.64		R <input checked="" type="checkbox"/>	HMRC PAYE Dec 23
22/12/2023	DDR	11,521.97		11,521.97		R <input checked="" type="checkbox"/>	Staff Salaries
22/12/2023	FE7E4DA4-2	137.58		137.58		R <input checked="" type="checkbox"/>	E-On Energy Solutions Ltd
22/12/2023	A700C35C-2	171.95		171.95		R <input checked="" type="checkbox"/>	E-On Energy Solutions Ltd

Bank Reconciliation up to 31/12/2023 for Cashbook No 1 - Current A/c

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
22/12/2023	ERR CORR	-0.40		-0.40		R <input checked="" type="checkbox"/>	Staff Salaries
22/12/2023	34017		540.00	540.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
27/12/2023	3765015	111.22		111.22		R <input checked="" type="checkbox"/>	Business Stream
27/12/2023	3764543	80.13		80.13		R <input checked="" type="checkbox"/>	Business Stream
27/12/2023	3763569	49.05		49.05		R <input checked="" type="checkbox"/>	Business Stream
27/12/2023	CC 27.12	1,712.60		1,712.60		R <input checked="" type="checkbox"/>	Credit Cards
27/12/2023	33947		26.00	26.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
27/12/2023	34011		225.00	225.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
29/12/2023	33948		26.00	26.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
29/12/2023	34019		70.00	70.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
31/12/2023	33992		26.00	26.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
		<u>120,346.22</u>	<u>62,033.16</u>				

Signatory 1:

Name ALISON CAMPBELL Signed  Date 31/1/2024

Signatory 2:

Name Kay BISHOP Signed  Date 8/01/2024



Transactions

BUSINESS FREE AUTO TRANS 20-49-76 60669288

Available balance	£24,555.90
Last night's balance	£27,380.54
Overdraft limit	£0.00

Showing **107** transactions between **01/12/2023** and **02/01/2024** from 01/12/2023 to 31/12/2023

Date	Description	Money in	Money out	Balance
02/01/2024	Counter Credit SARAH MATTHEWS 33992 ALLOTMENT BGC	£26.00 ✓		£27,315.17
02/01/2024	Cheque 114086 114086		-£91.37 ✓	£27,289.17
29/12/2023	Counter Credit ANDREW BLANN Inv 33948 AL2B BGC	£26.00 ✓		£27,380.54
29/12/2023	Counter Credit K Taylor 34019 BGC	£70.00 ✓		£27,354.54
27/12/2023	Direct Debit BCARD COMMERCIAL 5476760289527536 DDR		-£1,712.60 ✓	£27,284.54
27/12/2023	Direct Debit SCOTTISH WATER BUS 27452786 DDR		-£49.05 ✓	£28,997.14
27/12/2023	Direct Debit SCOTTISH WATER BUS 27441569 DDR		-£80.13 ✓	£29,046.19
27/12/2023	Direct Debit SCOTTISH WATER BUS 27154587 DDR		-£111.22 ✓	£29,126.32
27/12/2023	Counter Credit Critchley Stanley 33947 BGC	£26.00 ✓		£29,237.54
	Cheque			

20/12/2023	Cheque 114069 114069		-£23.96 ✗	£69,168.68
20/12/2023	Direct Debit E.ON NEXT A-60F9407A-001 DDR		-£451.74 ✗	£69,192.64
20/12/2023	Direct Debit E.ON NEXT A-016F62D9-001 DDR		-£313.28 ✗	£69,644.38
20/12/2023	Direct Debit PREMIER MANAGED TE ONEW02 DDR		-£340.69 ✗	£69,957.66
20/12/2023	Counter Credit FINE MARKETING CON SPONSORSHIP33845 BGC	£50.00 ✗		£70,298.35
19/12/2023	Remittance POST OFFICE CREDIT 100640 REM	£188.45	ALSA 26 USE VALUE 16245 ✗	£70,248.35
19/12/2023	Counter Credit BCARD1723921181223 BGC BCARD1723921181223 B GC	£1,446.22 ✗ ignite		£70,059.90
19/12/2023	Cheque 114047 114047		-£1,680.00 ✗	£68,613.68
19/12/2023	Cheque 114081 114081		-£1,570.00 ✗	£70,293.68
19/12/2023	Cheque 114080 114080		-£48.00 ✗	£71,863.68
19/12/2023	Direct Debit EE LIMITED Q29509271478949476 DD R		-£88.03 ✗	£71,911.68
19/12/2023	Direct Debit E.ON NEXT A-CB778D50-001 DDR		-£256.46 ✗	£71,999.71
18/12/2023	Counter Credit SHORER M P BUS A MIKE SHORER PHOTOS BG C	£50.00 ✗		£72,256.17
18/12/2023	Counter Credit A Smith 33956 BGC	£26.00 ✗		£72,206.17
18/12/2023	Funds Transfer 204976 20669253 TOP UP DEC 23 AC FT	£50,000.00 ✗		£72,180.17
	Counter Credit			

18/12/2023	BCARD1723921151223 BGC BCARD1723921151223 B GC	£52.00	AL9 33958 H	£22,180.17
18/12/2023	Direct Debit INVESTEC ASSET FIN 5023204-119567160 DDR		-£81.70 H	£22,128.17
15/12/2023	Cash Withdrawal POST OFFICE KEN 15DEC 12.35 ATM	£129.96	H	£22,209.87
15/12/2023	Counter Credit HIBBERT S Hibbert 34006 BGC	£108.30	H	£22,079.91
15/12/2023	Cheque 114060 114060		-£329.66 H	£21,971.61
15/12/2023	Cheque 113937 113937		-£300.00 H	£22,301.27
15/12/2023	Cheque 114068 114068		-£295.12 H	£22,601.27
15/12/2023	Cheque 113949 113949		-£144.00 H	£22,896.39
15/12/2023	Direct Debit ADVO PAY NEWHTC DDR		-£79.99 H	£23,040.39
15/12/2023	Direct Debit NEWHAVEN TOWN BACS DDR		-£5,499.64 H	£23,120.38
15/12/2023	Direct Debit LEWES DISTRICT COU 300286 DDR		-£9,433.45 H	£28,620.02
14/12/2023	Counter Credit J Youngusband 34009 BGC	£81.24	H	£38,053.47
14/12/2023	Funds Transfer NORCROSS DANC 32612 NORCROSS FT	£1,359.13	H	£37,972.23
14/12/2023	Cash Withdrawal POST OFFICE KEN 14DEC 13.19 ATM	£600.00	H	£36,613.10
14/12/2023	Counter Credit BCARD1723921131223 BGC BCARD1723921131223 B GC	£80.00	TT x2 TT x4 AL3A-33949 H	£36,013.10
14/12/2023	Counter Credit RHODA FUNNELL TEA TOWELS BGC	£55.06	H	£35,933.10

14/12/2023	Cheque 113942 113942		-£1,500.00 <i>✗</i>	£35,878.04
14/12/2023	Cheque 114063 114063		-£106.00 <i>✗</i>	£37,378.04
13/12/2023	Counter Credit BCARD1723921121223 BGC BCARD1723921121223 B GC	£44.00	<i>ALGA TT x2 ✗</i>	£37,484.04
13/12/2023	Counter Credit MISS C R SAUNDERS 33967 BGC	£26.00	<i>AL14 ✗</i>	£37,440.04
13/12/2023	Cheque 114064 114064		-£106.00 <i>✓</i>	£37,414.04
13/12/2023	Funds Transfer VAUGHAN J A EARTHQUAKE FT	£64.41	<i>✗</i>	£37,520.04
12/12/2023	Counter Credit TUPPEN L Allotment 33968 BGC	£26.00	<i>✗</i>	£37,455.63
12/12/2023	Counter Credit WILKS O F 33974 BGC	£52.00	<i>AL24 ✗</i>	£37,429.63
12/12/2023	Counter Credit BURROWS D 34012 BGC	£26.00	<i>AL25B ✗</i>	£37,377.63
11/12/2023	Bill Payment WAGSTAFF BRDWY JWAGSTAFF-33829 BBP	£1,980.00	<i>✗</i>	£37,351.63
11/12/2023	Funds Transfer WHITE CA INV33962 FT	£26.00	<i>AL11B ✗</i>	£35,371.63
11/12/2023	Remittance POST OFFICE CREDIT 100639 REM	£454.18	<i>✗</i>	£35,345.63
11/12/2023	Counter Credit M Foligni Mauricio BGC	£194.40	<i>✗</i>	£34,891.45
11/12/2023	Direct Debit BT GROUP PLC WM39678038-000035 DDR		-£252.44 <i>✗</i>	£34,697.05
11/12/2023	Counter Credit Confue Frederick 33605 BGC	£26.00	<i>AL26A 339586 ✗</i>	£34,949.49
11/12/2023	Counter Credit S Confue 33976 BGC	£26.00	<i>✗</i>	£34,923.49

11/12/2023	Counter Credit C Aldridge 33955 BGC	£26.00 ✖	£34,897.49
11/12/2023	Counter Credit CPJ FIELD OPERATIN CPJ FIELD BGC	£570.00 ✖	£34,871.49
08/12/2023	Cheque 114070 114070	-£284.26 ✖	£34,301.49
08/12/2023	Direct Debit PIPERS NEWS STORES PIPERS15791 DDR	-£7.35 ✖	£34,585.75
07/12/2023	Funds Transfer KEEN A D 33952 FT	£26.00 ✖	£34,593.10
07/12/2023	Counter Credit MOJDEH MIRFAKHRAEE hall hire Nov 3400 BG C	£326.04 ✖	£34,567.10
07/12/2023	Cash Withdrawal POST OFFICE KEN 07DEC 13.55 ATM	£260.00 ✖	£34,241.06
07/12/2023	Cheque 114058 114058	-£250.00 ✖	£33,981.06
07/12/2023	Counter Credit CHICK B D & C M 33960 BGC	£26.00 ✖	£34,231.06
06/12/2023	Counter Credit THE RUSSELL Rmf Inv 34008 BGC	£923.81 ✖	£34,205.06
06/12/2023	Funds Transfer PLANCK RM+DA PLOT 13B FT	£26.00 ✖	£33,281.25
06/12/2023	Counter Credit N.I.P.P.E.R.S. RENT BGC	£743.53 ✖	£33,255.25
06/12/2023	Cheque 114075 114075	-£28,594.80 ✖	£32,511.72
06/12/2023	Cheque 114062 114062	-£106.00 ✖	£61,106.52
06/12/2023	Counter Credit THE CO-OPERATIVE 50021635 BGC	£566.00 ✖	£61,212.52
05/12/2023	Counter Credit STANYARD K&A 33965 Stanyard BGC	£26.00 ✖	£60,646.52

05/12/2023	Counter Credit KELLY GILBERT 33897 BGC	£112.63 ✓	£60,620.52
05/12/2023	Cheque 114071 114071	-£5,966.40 ✓	£60,507.89
05/12/2023	Cheque 114072 114072	-£498.00 ✓	£66,474.29
05/12/2023	Cheque 114073 114073	-£24.00 ✓	£66,972.29
05/12/2023	Cheque 114074 114074	-£7.35 ✓	£66,996.29
04/12/2023	Counter Credit MOORE C 34010 BGC	£64.80 ✓	£67,003.64
04/12/2023	Counter Credit Cande Fatima 3360 BGC	£26.00 ✓	£66,938.84
04/12/2023	Cheque 114056 114056	-£300.00 ✓	£66,912.84
04/12/2023	Cheque 114046 114046	-£60.00 ✓	£67,212.84
04/12/2023	Credit Payment CHARGES COMMISSION FOR PERIOD 13OCT/12NOV ***** *****	-£52.18 ✓	£67,272.84
01/12/2023	Cheque 114065 CHQ	-£150.00 ✓	£67,325.02
01/12/2023	Direct Debit COMPUTER EYEZ LTD EYEZ0002059 DDR	-£1,366.23 ✓	£67,475.02
01/12/2023	Direct Debit LEWES DISTRICT COU 100899386 DDR	-£125.00 ✓	£68,841.25
01/12/2023	Direct Debit LEWES DISTRICT COU 100789030 DDR	-£367.00 ✓	£68,966.25
01/12/2023	Direct Debit LEWES DISTRICT COU 100789027 DDR	-£87.00 ✓	£69,333.25
01/12/2023	Direct Debit LEWES DISTRICT COU	-£205.00 ✓	£69,420.25

	100787964 DDR		
01/12/2023	Direct Debit LEWES DISTRICT COU 100787757 DDR	-£247.00 ✗	£69,625.25
01/12/2023	Direct Debit LEWES DISTRICT COU 101247911 DDR	-£384.00 ✗	£69,872.25
01/12/2023	Direct Debit SCREWFIX DIRECT LT 6331640012255717 DDR	-£247.57 ✗	£70,256.25

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

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

1723921 ✓

NEWHAVEN TOWN COUNCIL

FORT ROAD
NEWHAVEN
MID: 1723921
TID: 38286566
AID: A0000000031010

VISA DEBIT

**** * 6267
EXP 08/26
CONTACTLESS PAN.SEQ 0
SALE

MERCHANT COPY

AMOUNT £26.00

No CVM Used

09:37:27 12/12/23

AUTH CODE: 012626

RECEIPT 0003

NEWHAVEN TOWN COUNCIL ✓

FORT ROAD
NEWHAVEN
MID: 1723921
TID: 38286566
AID: A0000000031010

Visa DEBIT
VISA DEBIT

**** * 6822
EXP 08/28
CONTACTLESS PAN.SEQ 0
SALE

MERCHANT COPY

AMOUNT £18.00

Verified by
Cardholder Device

10:55:39 12/12/23
AUTH CODE: 003859

RECEIPT 0004

NEWHAVEN TOWN COUNCIL ✓

FORT ROAD
NEWHAVEN
MID: 1723921
TID: 38286566
AID: A0000000041010

MASTERCARD
MASTERCARD

**** * 5166
EXP 11/24
CONTACTLESS PAN.SEQ 2
SALE

MERCHANT COPY

AMOUNT £18.00

No CVM Used

11:09:46 13/12/23

AUTH CODE: 847582

RECEIPT 0005

NEWHAVEN TOWN COUNCIL ✓

FORT ROAD
NEWHAVEN
MID: 1723921
TID: 38286566
AID: A0000000031010

Visa Debit
VISA DEBIT

**** * 5403
EXP 02/27
CONTACTLESS PAN.SEQ 0
SALE

MERCHANT COPY

AMOUNT £36.00

No CVM Used

11:23:02 13/12/23

AUTH CODE: 784860

RECEIPT 0006

NEWHAVEN TOWN COUNCIL ✓

FORT ROAD
NEWHAVEN
MID: 1723921
TID: 38286566
AID: A0000000031010

VISA DEBIT
VISA DEBIT

**** * 5766
EXP 02/25
CONTACTLESS PAN.SEQ 0
SALE

MERCHANT COPY

AMOUNT £26.00

No CVM Used

12:33:32 13/12/23

AUTH CODE: 013274

RECEIPT 0007

NEWHAVEN TOWN COUNCIL ✓

FORT ROAD
NEWHAVEN
MID: 1723921
TID: 38286566
AID: A0000000041010

Debit Mastercard
MASTERCARD DEBIT

**** * 1842
EXP 02/26
CONTACTLESS PAN.SEQ 1
SALE

MERCHANT COPY

AMOUNT £52.00

No CVM Used

10:31:09 15/12/23

AUTH CODE: 852967

RECEIPT 0008

DR - G MCAO

Plot 6A
INV 34013

T- Towels
2

2x
Tea
Towels

MRS S GEORGIADIS

4x
Tea Towels

INV 33949
ALBA

AL 9 - Pagdon
INV: 33958

NEWHAVEN TOWN COUNCIL
FORT ROAD
NEWHAVEN
MID: 1723921
TID: 38286566
AID: A0000000041010
Debit Mastercard

MASTERCARD DEBIT
**** * 8629
START 10/22 EXP 11/26
CONTACTLESS PAN.SEQ 0
SALE
*** RE-PRINT ***

MERCHANT COPY
AMOUNT £18.00
No CVM Used
11:04:07 21/12/23
AUTH CODE: 622453
RECEIPT 0012

NEWHAVEN TOWN COUNCIL
FORT ROAD
NEWHAVEN
MID: 1723921
TID: 38286566
AID: A0000000041010
Mastercard

MASTERCARD
**** * 3132
START 09/22 EXP 10/27
CONTACTLESS PAN.SEQ 6
SALE

MERCHANT COPY
AMOUNT £26.00
No CVM Used
09:09:38 20/12/23
AUTH CODE: R02938
RECEIPT 0011

NEWHAVEN TOWN COUNCIL
FORT ROAD
NEWHAVEN
MID: 1723921
TID: 38286566
AID: A0000000041010
Mastercard

MASTERCARD
**** * 6537
START 09/23 EXP 09/28
ICC PAN.SEQ 1
SALE

MERCHANT COPY
AMOUNT £1446.22
Verified by PIN
PLEASE DEBIT MY ACCOUNT
14:53:07 18/12/23
40IF6:00
AUTH CODE: 288672
RECEIPT 0009

NEWHAVEN TOWN COUNCIL
FORT ROAD
NEWHAVEN
MID: 1723921
TID: 38286566
AID: A0000000041010
MASTERCARD

MASTERCARD
**** * 1543
START 12/49 EXP 08/26
CONTACTLESS PAN.SEQ 0
SALE

MERCHANT COPY
AMOUNT £26.00
No CVM Used
12:54:02 21/12/23
AUTH CODE: R26683
RECEIPT 0014

NEWHAVEN TOWN COUNCIL
FORT ROAD
NEWHAVEN
MID: 1723921
TID: 38286566
AID: A0000000041010
Mastercard

MASTERCARD
**** * 2119
START 06/21 EXP 08/25
CONTACTLESS PAN.SEQ 3
SALE

MERCHANT COPY
AMOUNT £26.00
No CVM Used
11:31:45 21/12/23
AUTH CODE: R84943
RECEIPT 0013

£18

T. Towels.

AL 12B
Condren

lgmta

Inv No's.
33938
33998
34015

AL 33B
Bradshaw

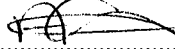
33978

AL 27A
Gardner

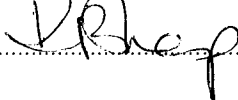
Bank Reconciliation Statement as at 31/12/2023
for Cashbook 2 - Business Premium

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Premium Account	31/12/2023		821,071.11
			<u>821,071.11</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			821,071.11
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			821,071.11
		Balance per Cash Book is :-	821,071.11
		Difference is :-	0.00

Signatory 1:

Name ALISON CAMPBELL Signed  Date 31/1/2024

Signatory 2:

Name Kim Bristle Signed  Date 8/01/2024

Bank Reconciliation up to 31/12/2023 for Cashbook No 2 - Business Premium

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
04/12/2023	Int Paid		3,611.13	3,611.13		R <input checked="" type="checkbox"/>	Receipt(s) Banked
13/12/2023	114083	18,324.00		18,324.00		R <input checked="" type="checkbox"/>	Icthus Event Solutions Ltd
13/12/2023	114083X	-18,324.00		-18,324.00		R <input checked="" type="checkbox"/>	Icthus event Solutions Ltd
18/12/2023	Top Up Dec	50,000.00		50,000.00		R <input checked="" type="checkbox"/>	Current A/c
		<u>50,000.00</u>	<u>3,611.13</u>				

Signatory 1:

Name ALISON CAMPBELL Signed  Date 31/12/2023

Signatory 2:

Name Katy Brolter Signed  Date 8/01/2024



Transactions

Business Premium ME

20-49-76 20669253

Available balance	£821,071.11
Last night's balance	£821,071.11
Overdraft limit	n/a

Showing 2 transactions between 04/12/2023 and 18/12/2023 from 01/12/2023 to 31/12/2023

Date	Description	Money in	Money out	Balance
18/12/2023	Funds Transfer 204976 60669288 TOP UP DEC 23 AC FT		-£50,000.00	£821,071.11
04/12/2023	Credit Payment INTEREST PAID GROSS FOR PERIOD 4SEP/ 3DEC	£3,611.13		£871,071.11

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Today: 18 Dec 2023

Mrs Alison Marian Campbell



Transfer money between your accounts

Your money has been transferred.

Date instruction received: 18 December 2023

Time instruction received: 10:06 GMT

Transfer from: 20-49-76 20669253
Barclays Bank UK PLC
Business Premium ME

Transfer to: 20-49-76 60669288
Barclays Bank UK PLC
BUSINESS FREE AUTO TRANS

Description: *Top Up Dec 23 AC*

Amount transferred: £50,000.00 (GBP)

Transfers are processed immediately if there are sufficient funds available in the account the money is being transferred from.

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

Bank Reconciliation Statement as at 31/12/2023
for Cashbook 3 - Petty Cash

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	31/12/2023		71.54
			<u>71.54</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			71.54
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			71.54
		Balance per Cash Book is :-	71.54
		Difference is :-	0.00

Signatory 1:

Name ALISON CAMPBELL Signed [Signature] Date 31/1/2024

Signatory 2:

Name King Bissett Signed [Signature] Date 8/01/2024

Bank Reconciliation up to 31/12/2023 for Cashbook No 3 - Petty Cash

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
01/12/2023	Top Up		150.00	150.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
05/12/2023	824	17.49		17.49		R <input checked="" type="checkbox"/>	Co-op Food
05/12/2023	825	20.00		20.00		R <input checked="" type="checkbox"/>	Ashley Swayne
05/12/2023	826	7.74		7.74		R <input checked="" type="checkbox"/>	Range
05/12/2023	827	3.45		3.45		R <input checked="" type="checkbox"/>	Post Office Ltd
05/12/2023	828	20.25		20.25		R <input checked="" type="checkbox"/>	Co-op Food
07/12/2023	829	7.00		7.00		R <input checked="" type="checkbox"/>	Sainsburys S'Markets
13/12/2023	830	1.65		1.65		R <input checked="" type="checkbox"/>	Coop
19/12/2023	831	8.45		8.45		R <input checked="" type="checkbox"/>	Sainsburys S'Markets
19/12/2023	832	11.00		11.00		R <input checked="" type="checkbox"/>	Post Office Ltd
		<u>97.03</u>	<u>150.00</u>				

Signatory 1:

Name ALISON CAMPBELL Signed  Date 31/1/2024

Signatory 2:

Name Signed Date

Pd
ML-KL
5/12/2023

826

Pd
5/12/23

824



Unit 2
The Drove
Newhaven
East Sussex
BN9 0AD
01273076819
VAT no. 591272335



Store: Newhaven, Fort Road
Tel: TBC

SALE TRANSACTION

071697	2PKRed/Blue tablecvr	£1.29
071697	2PKRed/Blue tablecvr	£1.29
071697	2PKRed/Blue tablecvr	£1.29
071696	2PK Cream table cver	£1.29
071696	2PK Cream table cver	£1.29
071696	2PK Cream table cver	£1.29

No. items 6
Balance to pay **£7.74**

Local Cash **£10.00**

CHANGE **£2.26**

Last day to change your mind is 19/12/2023
This does not affect your statutory rights
Exclusions apply - See overleaf for details

Let us know how we did today?
For your chance to win a £200 gift card
www.therange.co.uk/customerfeedback

Today you were served by Patricia

STORE TILL OP NO. TRANS. DATE TIME
0200 6 114360 235254 05/12/2023 15:16



99902020000062352547

Qty	Item	Price	Total
1	CP LARGE WOVEN B	£1.00	£1.00 R
1	Cadbury Heroes Po	£3.50	£3.50 R
1	Cadbury Heroes Po	£3.50	£3.50 R
1	Cadbury Heroes Po	£3.50	£3.50 R
1	ROB AP/BLK NAS F	£1.60	£1.60 R
1	ROB ORG NAS F/SQ	£1.60	£1.60 R
1	Nsafe Ori Def In	£3.49	£3.49 R
1	Anchor Spreadabl	£2.50	£2.50 B
1	RSTLR ALL DAY BR	£1.50	£1.50 B
1	DOVE A/P ROLL DM	£1.75	£1.75 R
1	CP WHOLE CUCUMBE	£0.80	£0.80 B
1	CP CARROTS	£0.60	£0.60 B
1	CP TR SALTED CRS	£1.75	£1.75 R
1	NEW YORK ORIG BA	£2.40	£2.40 B
1	CP CURLY KALE	£0.80	£0.80 B
1	Mars Single 51g	£0.80	£0.80 R
1	CP CAFE LATTE	£1.25	£1.25 B
1	FRDG RAIDR SLW R	£1.25	£1.25 B
1	FRDG RAIDR SLW R	£1.25	£1.25 B
1	CP TR SALTED CRS	£1.75	£1.75 R
1	Cp Chocolate Twi	£1.00	£1.00 B
1	Cp Chocolate Twi	£1.00	£1.00 B

BALANCE DUE	£38.59
MP Co-op Cucumber	£0.08
MP Choc Twist	£0.20
MP Cafe Latte	£0.10
CREDIT/DEBIT	£38.21

Member Card: *****3393

Your Reward	Earned	Balance
	£0.19	£2.04

Community Reward We'll give the same amount you've earned today to community causes.

To make the most of your membership, download the Co-op App or visit coop.co.uk/membership

Thank you for shopping at Co-op.

Debit Mastercard
 *****1110 000 ICC
 CONTACTLESS MasterCard Paypass
 EXPIRY: 01/27
 MERCHANT: 08258
 AUTH CODE: 862965
 CRYPTOGRAM: BBC495F8E4FCE6E1
 AID: A0000000041010
 TID: ****5902

Your account will be debited with the above amount
No cardholder verification
PLEASE KEEP FOR YOUR RECORDS

Op	Till	Store	Date	Time	Txn
1962	2	4130	05/12/23	10:21:57	4425

You were served by Tina

825

NEWHAVEN TOWN COUNCIL

Payment Voucher

PAYEE Ashley Swayne			
Invoice Date	Invoice Number	Date Received	Order Number
			NTC
			NTC
			NTC
			NTC
			NTC
			NTC
			NTC

Narrative to appear on Payment Schedule and Remittance Advice

count Code			Cost Centre			Sub-Analysis (if needed)	VAT (Note 1)	Net
2	1	8	3	6	0	Insects Runner up	V	20.00

Sub Total (Exc VAT)	£	20.00
VAT	£	-
INVOICE TOTAL	£	20.00

Comments/Special Instructions

Goods Received	Prices Checked	Certified for Payment	Authority Officer
			Councillor
			Councillor

Payment Method	Cheque Number : 113974	D.Debit	S.Order
-----------------------	-------------------------------	----------------	----------------

- Notes.
- 1. VAT
 - S for standard rate goods (20%)
 - Z for zero rated goods (0%)
 - E for exempt goods (0%)
 - 2. Invoice certification: *Goods Received* must not be completed by the officer who placed the order. *Goods Received* and *Certified for Payment* must be completed by different officers.
- Chq cancelled*
Petty Cash Issued.

Post Office Ltd.
CERTIFICATE OF POSTING

Newhaven
1-2 Newhaven Square
Newhaven
East Sussex
BN9 9DS

Posting date: 05/12/2023 15:28
Session ID: 2-426594 N
After last acceptance time?
Destination Country: UK (EU)
Address Validated? £3.45
Signed For 1st
Large Letter
Weight: 0.030 kg

Reference number
KL70877326588

Building Name or Number
SOUTHOVER HOUSE Postcode
BN71AB

Delivery aim: next working day. Proof of
delivery and signature at royalmail.com.

PLEASE REFER TO SEPARATE TERMS AND
CONDITIONS

For information about Royal Mail services,
please visit www.royalmail.com

PLEASE RETAIN AS YOUR PROOF OF POSTING
This is not a financial receipt
Thank You

You could win a £100 One4all Gift Card
Visit postoffice.co.uk/feedback

Please retain for future reference

Thank You

Store: Newhaven, Fort Road
Tel: TBC

Qty	Item	Price	Total
1	Clb Pch 370G	£3.50	£3.50 R
1	CP VEGAN MINCE P	£1.25	£1.25 B
1	CP VEGAN MINCE P	£1.25	£1.25 B
1	CP VEGAN MINCE P	£1.25	£1.25 B
1	CP VEGAN MINCE P	£1.25	£1.25 B
1	CP VEGAN MINCE P	£1.25	£1.25 B
1	Clb Flp Crtn 300	£3.50	£3.50 R
1	Clb Flp Crtn 300	£3.50	£3.50 R
1	Clb Flp Crtn 300	£3.50	£3.50 R

BALANCE DUE £20.25
CASH £25.00
CHANGE DUE £4.75

By becoming a Co-op Member you could
have earned:

£0.12 to spend in the Co-op

We'd have also given the same amount
you would've earned today to community
causes.

Join us today - download the
Co-op App, ask in store or visit
coop.co.uk/membership

Thank you for shopping at Co-op

08 Till Store Date Txn
1861 3 4130 05/12/23 17:34:31 5008

You were served by Karim



Store: Newhaven, Fort Road
Tel: TBC

Qty	Item	Price	Total
1	CP SEMI-SKIM MLK	£1.65	£1.65 B

BALANCE DUE £1.65
CASH £2.00
CHANGE DUE £0.35

By becoming a Co-op Member you could
have earned:

£0.03 to spend in the Co-op

We'd have also given the same amount
you would've earned today to community
causes.

Join us today - download the
Co-op App, ask in store or visit
coop.co.uk/membership

Thank you for shopping at Co-op.

08 Till Store Date Txn
1962 2 4130 13/12/23 09:28:45 8524

You were served by Tina

PK
CLB
AL-KB



£3.50

MLK

927

sd
se 7/12

829

Sainsbury's

Good food for all of us

NEWHAVEN HARBOUR
01273 612036

Sainsbury's Supermarkets Ltd
33 Holborn London EC1N 2HT
www.sainsburys.co.uk
Vat Number : 660 4543 36

SmartShop

BANANA FAIRTRADE LSE		
0.874 kg @ £0.90/kg	£0.79	
JS PINKLADY APPLE X4	£2.40	
R&R PEARS X4	£2.10	
JS CHKN S W/B 1.35KG	£3.95	
WARBS/ORIGINAL	£1.60	
THINK 25 Cashier Confirmed Over 16		
*JS IBUPROFEN X16	£0.40	
*JS IBUPROFEN X16	£0.40	
KENCO RICH COFF	£7.00	

8 BALANCE DUE	£18.64
Visa Debit	£18.64

contactless)))

[ICC] *****8576
 AID: A0000000031010
 PAN SEQUENCE: 01
 MERCHANT: ****5520
 AUTH CODE: 063571
 TID: ****3997

No Cardholder Verification

CHANGE	£0.00
--------	-------

MY NECTAR SUMMARY

[C] **** * 3184035	
POINTS EARNED ON	£18.64
PREVIOUS POINTS BALANCE	12849
POINTS EARNED	18
NEW POINTS BALANCE	12867
YOUR POINTS ARE WORTH	£64.33

Check your Nectar app to see points earned on offers.

**** For a chance to win ****
 100,000 Nectar points
 please tell us how we did at
 lettuce-know.com

PLEASE KEEP FOR YOUR RECORDS
PUBLISHED TERMS AND CONDITIONS APPLY



6292136068311500071223

C	#3115	08:54:20	07DEC2023
	S2136	R68	

Thank you for your visit.

sd
se 19/12/23
AE

831

Sainsbury's

Good food for all of us

NEWHAVEN HARBOUR
01273 612036

Sainsbury's Supermarkets Ltd
33 Holborn London EC1N 2HT
www.sainsburys.co.uk
Vat Number : 660 4543 36

SmartShop

JS WHITE SDLSS GRAPE	£2.00
BANANA FAIRTRADE LSE	
0.862 kg @ £0.90/kg	£0.78
TTD VINE TOMATOES	£2.00
JS S/SKIM MLK 2.272L	£1.45
THINK 25 Cashier Confirmed Over 16	
*JS IBUPROFEN X16	£0.40
*JS IBUPROFEN X16	£0.40
NESCAFE ORGNL REFILL	£4.85
NESCAFE ORGNL REFILL	£4.85
2 X Nectar Price Saving	-£2.70

8 BALANCE DUE	£14.03
Visa Debit	£14.03

contactless)))

[ICC] *****8286
 AID: AC000000031010
 PAN SEQUENCE: 07
 MERCHANT: ****5520
 AUTH CODE: 528088
 TID: ****3990

No Cardholder Verification

CHANGE	£0.00
--------	-------

YOUR SAVINGS TODAY:

PROMOTIONS	-£2.70
------------	--------

MY NECTAR SUMMARY

[C] **** * 9001057	
POINTS EARNED ON	£14.03
PREVIOUS POINTS BALANCE	3543
POINTS EARNED	14
NEW POINTS BALANCE	3557
YOUR POINTS ARE WORTH	£17.78

Check your Nectar app to see points earned on offers.

**** For a chance to win ****
 100,000 Nectar points
 please tell us how we did at
 lettuce-know.com

PLEASE KEEP FOR YOUR RECORDS
PUBLISHED TERMS AND CONDITIONS APPLY



6292136061081900181223

C	#819	16:02:15	18DEC2023
	S2136	R61	

Thank you for your visit.

ML
20/12/23

832

Post Office Ltd.
Your Receipt

FAD: 274907

Newhaven
1-2 Newhaven Square
Newhaven
East Sussex
BN9 9QS

VAT REG No. GB 172 6705 02
Date of Issue: 19/12/2023 14:08
SESSION: 3-351932

Special £2.20		
5 @ 2.20		11.00
TOTAL DUE TO POST OFFICE		11.00
Cash	FROM CUSTOMER	11.00
BALANCE		0.00

* * * * *
We'd love your feedback
You could win a £100 One4all Gift Card
Visit postoffice.co.uk/feedback
* * * * *

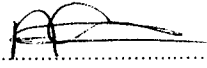
Please retain for future reference

Thank You

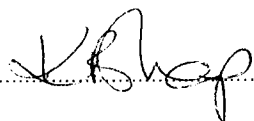
Bank Reconciliation Statement as at 31/12/2023
for Cashbook 4 - Base Rate Reward Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Base Rase Reward Account	31/12/2023		373,636.50
			<u>373,636.50</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			373,636.50
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			373,636.50
		Balance per Cash Book is :-	373,636.50
		Difference is :-	0.00

Signatory 1:

Name ALISON CAMPBELL Signed  Date 31/12/2023

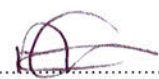
Signatory 2:

Name Kim Bishop Signed  Date 8/01/2024

Bank Reconciliation up to 31/12/2023 for Cashbook No 4 - Base Rate Reward Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
04/12/2023	Int Dec23		1,296.56	1,296.56		R <input checked="" type="checkbox"/>	Receipt(s) Banked
		<u>0.00</u>	<u>1,296.56</u>				

Signatory 1:

Name ALISON CAMPBELL Signed  Date 31/1/2024

Signatory 2:

Name Katy Bishop Signed  Date 8/10/2024



Transactions

Business Premium ME

20-49-76 13831183

Available balance	£373,636.50
Last night's balance	£373,636.50
Overdraft limit	n/a

Showing 1 transaction between **04/12/2023** and **04/12/2023** from 01/12/2023 to 31/12/2023

Date	Description	Money in	Money out	Balance
04/12/2023	Credit Payment INTEREST PAID GROSS FOR PERIOD 4SEP/ 3DEC	£1,296.56		£373,636.50

Need to view older transactions?

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

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

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

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

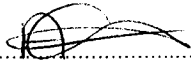
Barclays Bank PLC. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority (Financial Services Register number: 122702).

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


Bank Reconciliation Statement as at 31/12/2023
for Cashbook 5 - Credit Cards

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Card 1851 3279 KD	31/12/2023		0.00
Card 2597 1956 AC	31/12/2023		0.00
			0.00
<u>Unpresented Payments (Minus)</u>			<u>Amount</u>
07/12/2023 ZA092864	Information Commissioner's Off		40.00
11/12/2023 411584842	Royal Mail Group Ltd		200.00
			240.00
			-240.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			0.00
			-240.00
		Balance per Cash Book is :-	-240.00
		Difference is :-	0.00

Signatory 1:

Name ALISON CAMPBELL Signed  Date 31/12/2023

Signatory 2:

Name Kim Bishop Signed  Date 8/01/2024


Bank Reconciliation up to 31/12/2023 for Cashbook No 5 - Credit Cards

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
03/11/2023	CC Refund		21.49	21.49		R <input checked="" type="checkbox"/>	Receipt(s) Banked
06/11/2023	1857821245	17.69		17.69		R <input checked="" type="checkbox"/>	Amazon Marketplace UK
07/11/2023	012164300	198.96		198.96		R <input checked="" type="checkbox"/>	Adobe Systems Software Ireland
08/11/2023	GB379JEBCA	28.37		28.37		R <input checked="" type="checkbox"/>	Amazon Marketplace UK
09/11/2023	1935790045	14.98		14.98		R <input checked="" type="checkbox"/>	Amazon Marketplace UK
09/11/2023	1393616355	8.98		8.98		R <input checked="" type="checkbox"/>	Amazon Marketplace UK
13/11/2023	1601417845	13.98		13.98		R <input checked="" type="checkbox"/>	Amazon Marketplace UK
21/11/2023	411403195	162.50		162.50		R <input checked="" type="checkbox"/>	Royal Mail Group Ltd
23/11/2023	411436411	97.50		97.50		R <input checked="" type="checkbox"/>	Royal Mail Group Ltd
28/11/2023	27136	1,140.31		1,140.31		R <input checked="" type="checkbox"/>	Roal Mail Group Ltd
28/11/2023	CCARD	9.00		9.00		R <input checked="" type="checkbox"/>	City Compay Seals
30/11/2023	37865	24.91		24.91		R <input checked="" type="checkbox"/>	Playdale Playgrounds Ltd
01/12/2023	1036580804	16.91		16.91		R <input checked="" type="checkbox"/>	Trade UK Account
07/12/2023	ZA092864	40.00			40.00	<input type="checkbox"/>	Information Commissioner's Off
11/12/2023	411584842	200.00			200.00	<input type="checkbox"/>	Royal Mail Group Ltd
27/12/2023	CC 27.12		1,712.60	1,712.60		R <input checked="" type="checkbox"/>	Receipt(s) Banked
		<u>1,974.09</u>	<u>1,734.09</u>				

Signatory 1:

Name AISON CAMPBELL Signed  Date 31/1/2024

Signatory 2:

Name Kim Bissett Signed  Date 8/01/2024

SUMMARY FOR NEWHAVEN TOWN COUNCIL

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

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

Chq No (DDY) 8803

Date 27/12/2023

Amount £1712.60

Officer

Councillors

Company reference: 5476760289527536
Statement date: 2 December 2023
Page number: 1 of 4
Monthly spend limit: £8,000.00

Date of previous statement: 2 November 2023
Previous balance: £320.74
Payment received: £320.74 CR
Total of charges and adjustments: £0.00
Total of new spending: £1,712.60
New balance: £1,712.60
Minimum payment: £17.12
Payment due by: 27 December 2023
Available to spend: £6,287.40

Total cashback earned this month (£): 0.00
Total cashback earned since anniversary (£): 0.00
Cashback redeemed (£): 0.00

Payment instructions

Thank you for using Barclaycard Commercial. Your bank account 6****288 at 20 -**- 76 will be debited with the agreed payment or the minimum payment (whichever is greater) on or immediately after 27 December 2023. If your balance is lower than your agreed payment, we will debit the full balance. If you are unable to make the minimum payment please contact us as soon as possible by calling the telephone number listed above.

If you wish to pay any additional amount, please allow sufficient time for your payment to reach us.

- **By Debit Card:** Payments can be made over the phone by the payment due date shown on your statement. Please make the payment before 6.00 pm on this date.

- **By Bank Transfer:** From a Barclays UK account using telephone /online banking, please make the payment before 6.00pm on the payment due date shown on your statement. From a non-Barclays UK account, allow 2 working days before the payment due date and we will process the payment when received. Please refer to your bank for specific payment timescales as they will usually be shorter. Barclaycard details are: Sort code: 20 00 00, Account Number: 23988260. Please use your card number/account number as the reference.

- **At a Branch:** Payments in cash can be made at a Barclays Branch and must be made on or before the payment due date shown on your statement.

If paying by cheque at Barclays Branch allow 2 working days. At other banks, allow 2 working days before the payment due date, for both cash and cheque payments.

- **By Post:** Payments by cheque (made payable to Barclaycard Commercial) must be received 4 working days before the payment due date shown on your statement. Send your cheque and giro to Barclaycard Commercial, Po Box 291, Sheffield, S98 1SB. Please write your name, account number and post code on the back of the cheque.

Additional payments received will not be deducted from the direct debit amount to be taken.

Interest information

Total of next months estimated interest : £45.55

Balance	Value	Monthly Rate	Estimated Interest*	Expiry Date
PURCHASE	1,712.60	2.050%	45.55	
CASH	0.00	2.429%	0.00	
Totals	£1,712.60		£45.55	

Paid in by and date

1712.60

27 December 2023

bank giro credit

17.12

5476760289527536

Please make your cheque payable to Barclaycard Commercial and include your company reference number on the payee line.

Cashier's Stamp and Initials

G 011479 BBA2991A 75043
MR KENNETH DRY
NEWHAVEN TOWN COUNCIL
18 FORT ROAD
NEWHAVEN
BN9 9QE



Barclays Bank PLC
Automated Bulk Credit Clearing
Barclaycard
Commercial
04-06

25-16-29

Total Cash *
Cheques +

£

Please do not write or mark below this line - Please enclose this with your payment

SUMMARY FOR NEWHAVEN TOWN COUNCIL

Company reference: 5476760289527536
 Statement date: 2 December 2023
 Page number: 2 of 4



Balance	Value	Monthly Rate	Estimated Interest*	Expiry Date
Simple Standard Rate p.a: 24.60% (27.6% compound equivalent)			Simple Cash Rate p.a: 29.15% (33.4% compound equivalent)	
* See reverse for details				
Payments, charges and adjustments				
	BALANCE FROM PREVIOUS STATEMENT			320.74
Total of payment, charges and adjustments				£0.00
27 Nov 2023	DIRECT DEBIT PAYMENT THANK YOU			320.74 CR
New balances by individual cardholder				
Name	Card number	Monthly spend limit		Balance
A M CAMPBELL	5476 7600 2597 1956	4,000		1,462.82
K DRY	5476 7609 1851 3279	4,000		249.78
Total cardholder expenditure				£1,712.60
New balance				£1,712.60

STATEMENT FOR A M CAMPBELL

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

Company reference: 5476760289527536
Card number: 5476760025971956
Statement date: 2 December 2023
Page number: 3 of 4
Monthly spend limit: £4,000.00

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

Date	Description	Amount
3 Nov 2023	AMZNMktplace amazon.co.uk GBR	21.49 CR ✓
061152718713	MISCELLANEOUS AND RETAIL STORES	65
6 Nov 2023	AMZNMktplace amazon.co.uk GBR	17.68 ✓
061152718713	MISCELLANEOUS AND RETAIL STORES	
8 Nov 2023	Amazon.co.uk*H21SY7YB4 AMAZON.CO.UK GBR	28.37 ✓
091152718713	ALL OTHER DIRECT MARKETERS	
9 Nov 2023	AMZNMktplace amazon.co.uk GBR	14.98 ✓
091152718713	MISCELLANEOUS AND RETAIL STORES	98
9 Nov 2023	AMZNMktplace amazon.co.uk GBR	8.99 ✓
101152718713	MISCELLANEOUS AND RETAIL STORES	
13 Nov 2023	AMZNMKTPLACE LONDON GBR	13.98 ✓
141185389243	MISCELLANEOUS AND RETAIL STORES	
16 Nov 2023	ROYAL MAIL ONLINE SHOP INTERNET GBR	162.50 ✓
171105272463	POSTAGE STAMPS	
21 Nov 2023	ROYAL MAIL ONLINE SHOP INTERNET GBR	97.50 ✓
221105272463	POSTAGE STAMPS	
28 Nov 2023	PAYPAL *ROYALMAILGR 35314369001 GBR	1,140.31 ✓
011281402253	COURIER SERVICES-AIR OR GROUND,FREIGHT FORWARDERS	
9 new purchases / cash advances. Total of spending.		£1,462.82

G 011479 BBA2991A 75043
MRS A M CAMPBELL
NEWHAVEN TOWN COUNCIL
18 FORT ROAD
NEWHAVEN
BN9 9QE

STATEMENT FOR K DRY

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

Company reference: 5476760289527536
 Card number: 5476760918513279
 Statement date: 2 December 2023
 Page number: 4 of 4
 Monthly spend limit: £4,000.00

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



Date	Description	Amount
7 Nov 2023	ADOBE SYSTEMS SOFTWARE ADOBELY/BILLIRL 081155204723 COMPUTER SOFTWARE STORES	198.96 ✓
28 Nov 2023	CITY COMPANY SEALS WICKFORD LND 291185383903 MISCELLANEOUS GENERAL MERCHANDISE STORES	9.00 ✓
30 Nov 2023	B&Q LTD EASTLEIGH 011285481473 LUMBER AND BUILDING MATERIALS STORES	16.91 ✓
30 Nov 2023	WWW.PLAYDALE.CO.UK 01452 543235 011285481473 INDUSTRIAL SUPPLIES NOT ELSEWHERE CLASSI	24.91
4 new purchases / cash advances. Total of spending.		£249.78

3/3

H2

019835 BBA2991A Page 3 of 3

G 011479 BBA2991A 75043
 MR K DRY
 NEWHAVEN TOWN COUNCIL
 18 FORT ROAD
 NEWHAVEN
 BN9 9QE