FULL COUNCIL MEETING

Minutes of the Full Council Meeting of Newhaven Town Council
held at Meeching Hall, Fort Road, Newhaven
on **Tuesday January 14th 2024** at **7.15pm**

PRESENT: Councillors: Julie Carr (Chair & 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)
Sean Macleod (Chair of Regeneration & Strategic 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)
Insp. K. Forrest (Sussex Police)
x2 Representatives of Sussex Police
Rob Baker AECOM/Creative Futures
Alan Gravett AECOM/Creative Futures

C067/24 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.

C068/24 The meeting observed 1 minute's reverent silence in respect of the late Dr. Tony Bradbury, former Town Mayor and Councillor and GP to the Town of Newhaven for many years.

C069/24 APOLOGIES FOR ABSENCE

Cllr. Bishop.

C070/24 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.

C071/24 **TO CONSIDER AND ACCEPT A TEMPORARY LEAVE OF ABSENCE FROM COUNCILLORS LUCAS AND COOK DUE TO HEALTH ISSUES.**

Noted and accepted for the next six months.

C072/24 **TO CONSIDER WHETHER THE MINUTES OF THE FULL COUNCIL HELD ON TUESDAY 14th NOVEMBER 2023 ARE AN ACCURATE RECORD OF THE MEETING.**

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

C073/24 **PETITIONS AND PUBLIC QUESTIONS.**

None received.

C074/24 **TO RECEIVE A PRESENTATION FROM INSPECTOR KAYLEY FORREST OF SUSSEX POLICE REGARDING 'OPERATION SPINE'.**

Insp Forrest with the aid of two officers on her team updated the meeting regarding Operation 'Spine' and a range of other initiatives and actions, planned for 2024 and currently active in Newhaven and Lewes District.

19:28Hrs Cllr. Von Kurthy joins the meeting.

Insp. Forrest then answered a range of questions from those councillors present.

C075/24 **TO RECEIVE A PRESENTATION FROM ROB BAKER REGARDING THE ESTATE & ASSETS STRATEGY DEVELOPED BY CLEAR FUTURES.**

Mr. Barker, assisted by Mr. Gravatt presented an overview of the Estates & Assets Strategy to the meeting.

Both then answered a range of questions from those councillors present.

Mr. Barker and Mr Gravatt then left the meeting.

C076/24 **TO NOTE THE ACTS AND PROCEEDINGS OF THE FOLLOWING COMMITTEE MEETINGS:**

Planning & Development	28th November 2023 19th December 2023
Regeneration & Strategic Development	28th November 2023
Environment & Amenities	19th December 2023
Promotion, Partnership & Finance	12th December 2023
Personnel	4th December 2023

All noted.

C077/24 **TO RECEIVE REPORTS FROM DISTRICT AND COUNTY COUNCILLORS.**

COUNTY COUNCIL
Cllr S Macleod reported that the Bus Service Improvement Plan has been altered for Newhaven to remove the one way system and traffic lights which is now more acceptable.

DISTRICT COUNCIL

Cllr L Boniface updated the meeting regarding the incorrect council tax bills that have been received across the town. There is due to be an update and press release shortly.

- The Lewes District Council local plan is currently out to consultation to the public until the Thursday 8th February at 9am.
- The refuse bins collection dates are currently delayed, and this is causing confusion due to the website being incorrect. The paper calendars are coming out in February which will sort this out. LDC bins can only be used.
- Final plans for West Beach are coming to the planning meeting soon.

C078/24 **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 14th NOVEMBER 2023.**

Cllr P McLean-Knight reported on behalf of The Hillcrest that the wall is still ongoing, until it is known who is responsible (LDC or The Hillcrest), this work cannot go ahead, £6,000 has been spent already. The Hillcrest needs a trustee from Newhaven Town Council and the CTLA. (A request will be sent to the Town Clerk).

Cllr S Macleod requested that the councillors who are currently not attending have their outside bodies reallocated at the next Full Council meeting in March.

Cllr S Saunders updated the meeting with the CTLA being successful with CIL funding for an electric minibus. They do need more trustees like the Hillcrest.
Regarding The Railway Group Cllr Saunders informed the meeting of the need for volunteers to be a Station Partner and an idea would be to ask the Tree Wardens or other individuals or groups to join. Cllr Saunders to go to the next meeting with hopefully some names.

C079/24 **TO CONSIDER THE FINDINGS OF THE ESTATES & ASSETS STRATEGY REPORT BY CLEAR FUTURES – REPORT BY THE TOWN CLERK.**

The Clerk summarised his report. Following discussion, it was,

RESOLVED unanimously that,

The Town Clerk seek a further quotation from Clear Futures to carry out the following additional research with a view to conducting a workshop regarding the same involving all Town Councillors as soon as possible.

- Indicative costs and any attendant implications in converting the Mortuary Chapel to that of a residence from which the council could derive landlord income,

- Valuation of Meeching Hall on the basis of a potential sale and any implications surrounding the same, and how the resultant capital receipt could be used to (part?)/fund the reprovision of Eastside Social Hall on its existing footprint,

- Indicative costs and feasibility of the re-location of the Town Council Offices (18 Fort Road) and staff to the Marine Workshops, with either its commercial lease of those offices or conversion of the same to residential in order that the council can derive landlord income,

- Indicative/estimated costs and any attendant implications to achieve a medium refurbishment of both Denton & Mount Pleasant Hall and Lewes Road Hut, and

- Indicative/estimated costs and any attendant implications surrounding the refurbishment of the southern side of Newhaven Cemetery Chapel as a space for reflection and the provision of cremated remains commemorative niches within the same.

C080/24 TO CONSIDER AND AUTHORISE THE SUBMISSION OF AN 'EXPRESSION OF INTEREST' REGARDING OFFICE SPACE WITHIN THE MARINE WORKSHOP – REPORT BY THE TOWN CLERK.

The Town Clerk summarised his report and following discussion,

It was unanimously,

RESOLVED that the Town Clerk submit an Expression of Interest to Lewes District Council in this regard at an appropriate financial level.

C081/24 TO RE-CONSIDER AND AUTHORISE THE COMMISSIONING OF A 'RE-VISIONING EXERCISE' (DEFERRED DECISION) – REPORT BY THE TOWN CLERK.

The Town Clerk summarised his report and following discussion,

It was unanimously,

RESOLVED that further consideration of this matter be deferred until work on the Estates & Assets Strategy had progressed sufficiently.

C082/24 TO CONSIDER AND ADOPT THE TOWN COUNCIL BUDGET & PRECEPT FOR 2024-25 – REPORT BY THE TOWN CLERK.

The Town Clerk summarised his report, and following discussion, Cllr. S. Macleod,

PROPOSED that that the proposed Town Council Budget of **£672,340** be adopted for the Financial Year 2024/25 resulting in an annual Newhaven Town Council Band D Council Tax Precept of £169.77 for the same,

SECONDED by Cllr. L. Boniface, and following a majority vote of those councillors present, it was,

RESOLVED that the proposed Town Council Budget of **£672,340** be adopted for the Financial Year 2024/25 resulting in an annual Newhaven Town Council Band D Council Tax Precept of £169.77 for the same.

Cllr. Carr expressed the council's sincere thanks to Alison Campbel (RFO), Maxine Fifield (Dep. Town Clerk) and Ken Dry (Town Clerk) for their work in delivering this budget.

C083/24 TO CONSIDER AND AUTHORISE A BID TO THE LDC CIL FUND IN RESPECT OF DENTON PLAYGROUND – REPORT BY THE TOWN CLERK.

The Town Clerk summarised his report.

Cllrs S. Macleod, L. Macleod and Watts indicated their support for this potential project and explained their work to date on the project. Following discussion, it was

PROPOSED by Cllr. Wardle, 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,

SECONDED by Cllr. Taylor, and after a vote by those present it was unanimously,

RESOLVED 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.

C084/24 **TO RATIFY THE HIGHWAYS VERGES CONTRACT FOR 2024-25 – REPORT BY THE TOWN CLERK**.

The Town Clerk summarised his report, and Cllr. L. Boniface explained the support of both her and the Environment & Amenities Committee for the recommendations at hand. Following this

Cllr. S. Boniface,

PROPOSED 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.

SECONDED by Cllr Saunders

RESOLVED unanimously by all those present in the meeting, 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**.

C085/24 **TO CONSIDER AND NOTE AUDIT REPORTS – REPORT BY THE TOWN CLERK.**

The Town Clerk summarised his report. During discussion, Cllr. McLean-Knight commented on how good it was to see an Internal Audit Report which highlighted that all key processes were in place and that there were no discrepancies and thanked Alison Campbell (RFO) for her ongoing work.

Following discussion, it was unanimously,

RESOLVED to note the contents of both reports.

C086/24 **FINANCIAL REPORTS**

- Bank Reconciliation for 1st November to 31st December 2023
- Lists of Payments made for 1st November to 31st December 2023
- List of NTC Credit Card transactions for 1st November to 31st December 2023
- Income and expenditure by committee headings up to 31st December 2023

All noted.

There being no further business, the Meeting closed at 21:05Hrs.

Date: ……. **……**

Town Mayor

PLANNING & DEVELOPMENT COMMITTEE

Minutes of the Planning & Development Committee meeting
held at Meeching Hall, Fort Road, Newhaven
on **Tuesday 27th February 2024** at **8pm.**

PRESENT: Councillors Pinky McLean-Knight (Chair)
Steve Saunders (Vice Chair)
Shaun Boniface
Kim Bishop
Lesley Boniface (Sub for Cllr Noon)
Graham Amy

ALSO ATTENDING: Ken Dry, Town Clerk
X1 Member of the Public

P078/24 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.

P079/24 **APOLOGIES FOR ABSENCE**

Cllr. Noon

P080/24 **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.

P081/24 **TO CONSIDER WHETHER THE MINUTES OF THE MEETING OF THE PLANNING AND DEVELOPMENT COMMITTEE HELD ON TUESDAY 30TH JANUARY 2024 ARE AN ACCURATE RECORD OF THE MEETING.**

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

P082/24 **PETITIONS/PUBLIC QUESTIONS**

None received.

P083/24 **TO CONSIDER THE FOLLOWING PLANNING APPLICATIONS.**

LW/24/0041 **9 Thompson Road Denton**
Installation of side dormer with 2no. rooflights.

DRAFT

Following discussion, the committee

RESOLVED, that it on balance supported this application but acknowledged the comments of those objecting to it.

LW/24/0045

41 Court Farm Road Newhaven
Single storey rear extension, front porch extension, hip-to- gable roof extension to both sides, 2No. pitched roof front dormers, flat roof rear dormer, 2no. rear roof lights with alterations to fenestration.

Following discussion, the committee

RESOLVED that it had no objection to this application.

LW/24/0052

63 Brighton Road Newhaven
Change of use from existing 6-bed, 6-person HMO (C4) to a 7-bed, 7-person HMO (sui generis) with associated refuse and cycle storage provisions.

Cllr. Amy, informed the committee that he was the landlord of a nearby property.

Following discussion, the committee

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

- Overdevelopment
- Fire safety egress,

and requested that Planning Officers fully consider Fire Risk, consult Building Control have sight of a Construction Management Plan, and that 'Local Connections' be given priority for Newhaven residents.

LW/24/0067

Old Maritime Museum Fort Road Newhaven
Screening Opinion under Regulation 6 for Requirement for EIA in relation to proposed development of a restaurant Facility.

The Clerk informed the meeting that this application had since been removed from the Planning Authority's portal and that documents were no longer available.

This application was therefore not considered by this committee.

LW/24/0051

West Pier Amusement Arcade Fort Road
Demolition of existing structures and erection of a single storey restaurant, together with splash pads, outdoor gym, children's play areas, toilet and changing facilities, further informal open space and associated landscaping.

Following discussion, the committee

RESOLVED that it had no objection to this application.

DRAFT

LW/24/0074

14 Essex Mews Essex Place Newhaven
Variation of Section 106 Agreement dated 25th June 1985 in relation to outline application LW/85/0325 - To amend the age of men eligible to buy the property from 65 to 60.

Following discussion, the committee

RESOLVED that it had no objection to this application.

LW/3491/CC

High Cliff Academy, Southdown Road
Erection of temporary school buildings with site compound

Following discussion, the committee

RESOLVED that it welcomed this application.

LW/24/0079

52 And 52A Arundel Road Denton
Section 73A retrospective application for the erection of a garden building at the rear.

Following discussion, the committee

RESOLVED that it had no objection to this application.

LW/24/0065

52 First Avenue Newhaven
Demolition of existing garage and replacement with single storey rear/side extension and erection of single storey outbuilding at the rear of the garden.

Following discussion, the committee

RESOLVED that it had no objection to this application.

LW/24/0099
LW/24/0100

University Technical College Marine Workshops
Change of use of the existing University Technical College (UTC) building from Class F to a combined use of Class E & F, with installation of back-up power generator on a concrete plinth to existing area of hard standing on the East elevation.

Following discussion, the committee

RESOLVED that it had no objection to this application.

LW/24/0107

76 Valley Road Newhaven
Single storey front extension.

Following discussion, the committee

RESOLVED that it had no objection to this application.

LW/24/0088

32 Rookery Way Denton
Single storey rear extension, addition of 2no. dormers to front and rear to create first floor living space, and installation of rear raised terrace with privacy screen.

DRAFT

Following discussion, the committee

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

- Out of keeping with the 'street-scene',
- Overdevelopment, and
- Sets a precedent.

P084/24 **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 9:09pm.

Date: …… Chairman ……..…

DRAFT

DRAFT

PLANNING & DEVELOPMENT COMMITTEE

Minutes of the Planning & Development Committee meeting
held at Meeching Hall, Fort Road, Newhaven
on **Tuesday 30th January 2024** at **7:45pm.**

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

ALSO ATTENDING: Ken Dry, Town Clerk

P071/23 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.

P072/23 **APOLOGIES FOR ABSENCE**

Cllr. Taylor

P073/23 **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 Bishop declared that her son-in-law is an employee of FM Conways. (LW/886/CM)

Cllr. L. Boniface declared that she was a nearby resident regarding application LW/23/0750 and had been involved in the ongoing consultation regarding this application.

P074/23 **TO CONSIDER WHETHER THE MINUTES OF THE MEETING OF THE PLANNING AND DEVELOPMENT COMMITTEE HELD ON TUESDAY 19TH DECEMBER 2023 ARE AN ACCURATE RECORD OF THE MEETING.**

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

P075/23 **PETITIONS/PUBLIC QUESTIONS**

None received.

P076/23 **TO CONSIDER THE FOLLOWING PLANNING APPLICATIONS.**

LW/23/0757 **Land at Railway Road Newhaven**
Outline planning application with all matters reserved except access; removal of all existing structures, relocation of vehicle entrances and construction of 33 self-contained flats with associated parking and cycle parking.

Following discussion, the Committee

RESOLVED that whilst they had no objection to this application in principle, they felt that;

- greater detail regarding height of elevations is required,
- consideration of the potential for 'over-crowding' of existing residences, and
- the objections made to date via the LDC Planning Portal are pertinent.

LW/23/0754 **Newhaven Fort Gift Shop Newhaven Fort**
Insulation and cladding to Romney Hut, installation of bi-fold doors to Cafe and ramps/steps railings to Casemate 1 & 2.

Following discussion, the Committee

RESOLVED that they supported this application.

LW/23/0719 **Unit 9 Pine Estate Pine Close Newhaven**
Sub-dividing an existing industrial unit into 8 smaller industrial units with alterations to fenestration to front and rear.

Following discussion, the Committee

RESOLVED that they supported this application.

LW/23/0777 **19 Meeching Road Newhaven**
Change of use from existing 6-bed, 6-person HMO (C4) to a 7-bed, 7-person HMO (sui generis) with associated refuse and cycle storage provisions.

The Town Clerk informed the meeting that the Planning Authority had already agreed to this application.

LW/23/0781 **20 Wellington Road Denton**
Garage removal and provide single storey side extension.

Following discussion, the Committee

RESOLVED that they had no objection to this application.

TW/24/0001/TCA **36 Second Avenue Newhaven**
T1 - Sycamore - Fell to ground level. T3 - Sycamore - Crown lift low branches to 3.5m by removing 1.5m approximately and thin crown by 10%. T4 - Sycamore - Fell to ground level T5 - Sycamore - Fell to ground level.

The Town Clerk informed the meeting that the Planning Authority had already agreed to this application.

LW/886/CM **Plots 6 & 7, North Quay Road, Newhaven**
A height extension to the existing asphalt plant stack.

Following discussion, the Committee

RESOLVED that,

- They welcomed any action to address the ongoing problems of air quality being experienced by Newhaven residents from this existing operation, and particularly the long-term effects of ongoing particulate depositions to the surrounding aquifers,

- That the Planning Authority should actively consider conditions surrounding the annual monitoring/checking of stack emissions that are also in line with DEfRA requirements.

LW/24/0023 **10 Denton Drive Newhaven**
Demolition of existing conservatory and erection of a two storey wrap around extension at rear elevation.

Following discussion, the Committee

RESOLVED that they had no objection to this application.

LW/23/0750 **Former Newhaven Household Waste Recycling Site**
Change of use from household waste and recycling centre (public access) to a food waste collection and transfer site (no public access). This includes the creation of 16 parking spaces for electric vehicles and chargers on existing hard standing. Location of two mobile compactors, and creation of a fixed vehicular ramp to enable tipping into waste compactors. Replacement of the boundary fence. Creation of a footpath to the southern side of the entrance road and additional soft landscaping.

Following discussion, the Committee

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

- Site ingress/egress was of great concern being directly onto the C7 in close proximity to an existing mini roundabout and busy junction,

- In addition to the above issue, stated anticipated completion of food refuse collection rounds coincides with the existing 'school-run' and 'rush-hour' traffic,

- As with all rubbish and food recycling, the impact of foul-smelling odours is likely to be significant given the on-site presence of food compactors and collection vehicles, further exacerbated by no provision of a vehicle wash,

- The increased problem of rodent and airborne insects throughout the year and the sites overall proximity to nearby residences,

- The application shows no investment in Photovoltaic provision with all collection vehicles reliant upon the existing energy grid, and

- Overall, this development has little or no tangible benefit for Newhaven residents.

It was additionally **RESOLVED** that the Chair of this Committee write directly to the Planning Authority to reiterate these points and the apparent lack of thought and consideration in locating this operation at this location.

P077/23 **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 8:57pm.

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 27th February 2024** at **7:00pm.**

PRESENT: Councillors
Julie Carr (Chair)
Mark Wardle (Vice Chair)
Lesley Boniface
Shaun Boniface substituting for Linda Thomas
Lindsey Macleod substituting for Sean Macleod
Corina Watts
Pinky McLean-Knight

ALSO ATTENDING:
Ken Dry, Town Clerk
Maxine Fifield, Deputy Town Clerk
Alison Campbell, RFO
X1 Member of the Public

PPF022/24 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.

PPF023/24 **APOLOGIES FOR ABSENCE**

Received from Cllr. S Macleod. (Cllr. Thomas extended period of absence).

PPF024/24 **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. L. Boniface declared a personal interest regarding Agenda item 5 in that the group 'Just Friends' were a charitable beneficiary during her previous tenure as Mayor and additionally had connections with the Girl Guiding Association in respect of Agenda 5 and the Grant Application from 'Newhaven District Rangers'.

Cllr. Carr declared a personal interest in agenda items 5 and 6 in respect of two Grant Applications from 'Newhaven Baptist Church'.

Cllrs. Watts and L. Macleod declared a personal interest in Agenda Item 5 and the Grant Application made by 'Friends & Associates of Denton School' in that their children were pupils at Denton School.

DRAFT

PPF025/24 **TO CONSIDER WHETHER THE MINUTES OF THE MEETING OF THE PROMOTION, PARTNERSHIP & FINANCE COMMITTEE HELD ON TUESDAY 12TH DECEMBER 2023 ARE AN ACCURATE RECORD OF THE MEETING.**

The minutes of the meeting of the committee held on Tuesday 12th December 2023 were considered.

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

PPF026/24 **PETITIONS/PUBLIC QUESTIONS.**

None received.

PPF027/24 **TO CONSIDER AND APPROVE SMALL & LARGE DISCRETIONARY GRANT APPLICATIONS – REPORT BY THE TOWN CLERK**

The Town Clerk summarised his report and the matter of applicant/grant eligibility prior to the scoring of each application by council officers.

Following discussion of each eligible application, the committee unanimously,

RESOLVED, that

1. 'Newhaven District Rangers' (Small Grant) be awarded £500,
2. 'Newhaven Art Club' (Small Grant) be awarded £500,
3. Officers seek additional detail surrounding 'training costs' forming part of the 'Newhaven Bowling Club' (Large Grant) application and inform the committee by email as to their findings before any award is made,
4. 'Just Friends' (Large Grant) be awarded £1778 (rounded up from £1777.78),
5. 'Friends & Associates of Denton School' be awarded £2445 (rounded up from £2444.44)

PPF028/24 **TO CONSIDER & APPROVE, DISCRETIONARY COMMUNITY PARTNERSHIP GRANT APPLICATIONS - REPORT BY THE TOWN CLERK**

The Town Clerk summarised his report, and following discussion of each eligible application, the committee unanimously,

RESOLVED, that 'Hospitable Environment CIC' be awarded £6207 (rounded up from £6206.45)

PP029/24 **TO CONSIDER AND APPROVE AN EVENT APPLICATION - REPORT BY THE TOWN CLERK.**

The Town Clerk summarised his report and following discussion,

Cllr. L. Macleod,

PROPOSED that the 'Denton Community Challenge' event application be awarded the £500 applied for,

DRAFT

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

RESOLVED that,

The 'Denton Community Challenge' event application be awarded £500.

PP030/24 **TO CONSIDER & RECOMMEND FOR APPROVAL, THE FOLLOWING POLICIES - REPORT BY THE TOWN CLERK.**

i) Civic Protocol
ii) Hospitality Policy, and
iii) Reserves Policy

The Town Clerk summarised his report and in respect of the Civic Protocol informed the meeting that following recent Internal Audit advice para., 4.3 can be dispensed with.

Following discussion of each document it was unanimously,

RESOLVED, that

1. Each protocol/policy be recommended to Full Council for adoption with the following amendments and additional actions,

   Civic Protocol
   Para. 4.3 be deleted,
   Para. 3.1 sentence 2 be amended to read *'…is unable to attend the immediate past mayor (where they are a current Town Councillor) will be asked to represent the Town Mayor….'*
   Para. 4.1 sentence 1 be amended to *'The Town Mayor may select one or more local charities….'*

   That the Town Clerk conduct additional research into the possibility/legality of each mayor being provided with an additional sum of monies that are payable to their chosen charity(ies)

   Newhaven Town Council Hospitality Policy
   No further amendments.

   Newhaven Town Council Reserves Policy
   No further amendments.

   19:47Hrs Cllr. McLean-Knight leaves the meeting.

PP031/24 **BUDGET REPORT TO 20th FEBRUARY 2024.**

The contents of the report were noted.

The Meeting was closed at 19:50HRS.

Date: …… **Chairman……..**

DRAFT

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
Linda Thomas
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)

DRAFT

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.

DRAFT

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

DRAFT

ENVIRONMENT AND AMENITIES COMMITTEE

Minutes of a Meeting of the Environment and Amenities Committee held at Meeching Hall, Fort Road, Newhaven on **Tuesday 12th March 2025 at 7:15pm**

PRESENT: Councillors Lesley Boniface (Chair)
Graham Amy
Krissy Taylor
Jan Woodling
Corina Watts

ALSO ATTENDING: Ken Dry, Town Clerk
Maxine Fifield, Deputy Town Clerk
Alison Campbell RFO

EA30/24 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.

EA31/24 **APOLOGIES FOR ABSENCE**

Cllr Kim Bishop

EA32/24 **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.**

There were none.

EA33/24 **TO CONSIDER WHETHER THE MINUTES OF THE MEETING OF THE ENVIRONMENT & AMENITIES COMMITTEE HELD ON TUESDAY 19TH DECEMBER 2023 ARE AN ACCURATE RECORD OF THE MEETING.**

The Minutes of the Meeting held on Tuesday 19th December 2023 were considered for accuracy.

RESOLVED:
That these minutes be signed by the Chair as an accurate record of the proceedings.

EA34/24 **PETITIONS/PUBLIC QUESTION**

There were none.

DRAFT

EA35/24 **TO CONSIDER AND AUTHORISE A PROGRAMME OF COPPICE WORK TO WOODLAND BEHIND NEWHAVEN CEMETERY, NORE DOWN COTTAGE, LEWES ROAD, SUSSEX BN9 9AD – REPORT BY THE TOWN CLERK.**

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

RESOLVED,

That the committee recommends these works (£9970 Ex VAT) to Full Council for approval as required by the councils Financial Regulations.

EA36/24 **TO CONSIDER AND AUTHORISE THE INSTALLATION OF AN EV CHARGING POINT AT THE COUNCIL OFFICES. – REPORT BY THE TOWN CLERK & RFO.**

Officers summarised their report and following discussion, it was,

RESOLVED,
That,

1. J. Kirby be appointed to undertake these works for **£2155 Ex VAT**, and
2. An application for an OVEZ grant be madeto mitigate this cost further.

EA37/24 **TO CONSIDER AND AUTHORISE A RANGE OF REMEDIAL ELECTRICAL SAFETY WORKS TO COUNCIL OWNED SOCIAL HALLS – REPORT BY THE DEPUTY TOWN CLERK.**

The Deputy Town clerk summarised their report and following discussion, it was,

RESOLVED,
That,

A. That J Kirby be approached for a revised quotation. If not achieved, GM Monk be instructed to carry out these works for the cost of **£2079.40 Ex VAT**, and
B. That this work be financed from the relevant Cost Centre and Ledger Code (4015 Repairs & Maintenance) for each premises.

EA38/24 **BUDGET REPORTS TO 29TH FEBRUARY 2024.**

Noted.

There being no further business, the Meeting closed at 19:32Hrs.

Date: …… …… Chairman

DRAFT

County Council Report February 2024

Budget

The Council's **budget and Council Plan** for 2024/25 were approved at the meeting of Full Council on 6 February 2024. Councillors approved a £538m net revenue budget for 2024/25 with no new cuts to services. The decision not to reduce services was taken despite the rising cost of providing them and funding not keeping pace. In setting a balanced budget, Councillors agreed to use £14.3m of the Council's limited financial reserves to meet the shortfall and to increase council tax by 4.99%.

Roadworks
Newhaven Road, Lewes

There will be carrying targeted patch repairs in Newhaven Road, Lewes on **Tuesday 12 March** .

The road will remain open with temporary traffic lights in place between the hours of 9:30am-3pm.

Properties close to the carriageway may experience a temporary disturbance as this can be a noisy process and those properties may experience flashing lights and reversing sirens.

For information on roadworks and journey planning, visit www.One.Network.com. Please follow us on X (formerly Twitter) @esccroads or Facebook @EastSussexHighways for updates. If you would like to know more about East Sussex Highways and what we do, please visit our website www.eastsussexhighways.com.
Thank you,

More Homes for Ukrainians needed

With Ukrainians still being forced to flee their homes, and those already in the county looking for settled accommodation, residents are being asked to consider becoming a host family for those seeking refuge.

Since the beginning of the conflict in February 2022, more than 800 host families have welcomed over 1800 guests to the county, with local groups and organisations providing support and services to help them settle and achieve independence. Hosts

have played an invaluable role in helping Ukrainian guests to build an independent life in this country.

More information about the scheme can be found at https://www.eastsussex.gov.uk/community/supporting-refugees/ukraine/could-you-provide-a-safe-home-for-ukrainian-guests, alternatively residents wanting to find out more can email ukraine@eastsussex.gov.uk or call the advice line between 10am and 4pm, Monday to Friday on 01273 337010.

Ends.

Contact Information

Karen Bowles
01273 337291
07919 298427
karen.bowles@eastsussex.gov.uk

Update for Newhaven Town Council March 2024

Please accept my apologies that I am unable to join you at your upcoming meeting. I do however have the following updates for the parish.

Drop in Energy Price Cap

I am delighted to welcome Ofgem's announcement regarding a significant reduction in the energy price cap for the second quarter of 2024. This decision will bring about a 12.3% decrease compared to the previous quarter, effective from April 1 to June 30, 2024. For the average household using dual fuel and paying by direct debit, this means an annual savings of £238, equating to around £20 per month. This reduction signifies the lowest energy prices we've seen since the escalation of tensions due to Russia's invasion of Ukraine in February 2022, which significantly inflated wholesale energy costs. I attribute this positive development to the government's Energy Price Guarantee, which helped mitigate bill increases during that turbulent period. I am hopeful that this trend of declining energy prices will continue, aiming to return to historical averages.

Government Crackdown on Bonuses for Water Company Bosses

I am pleased to support the announcement that water bosses will be prohibited from receiving bonuses if their company has committed serious criminal breaches. This initiative, led by Ofwat, the water regulator, will undergo a consultation to determine the specific criteria for implementing such a ban, which may include instances like Category 1 or 2 pollution incidents or serious management failings. The ban, applicable to executive board members and Chief Executives, is expected to be enforced later this year pending consultation outcomes. If enacted, Ofwat will implement these measures by modifying the conditions of water company licenses, leveraging powers granted through the Environment Act 2021. Notably, last year, 10 water bosses received bonuses amounting to £2.5 million, highlighting the necessity of such regulatory measures. These actions align with the government's broader strategy to combat pollution, enhance water quality, and secure a sustainable water supply for the future. It is imperative that we hold water companies accountable for illegal behavior, and I encourage everyone to participate in the consultation process when it commences.

NHS Dental Recovery Plan

I am thrilled to endorse the Government's NHS Dental Recovery Plan, a crucial component of its long-term strategy to enhance access to NHS dentistry and fulfill the Prime Minister's commitment to reducing waiting lists. With £200 million in new Government funding, this plan outlines a comprehensive set of initiatives aimed at providing an additional 2.5 million NHS dental appointments over the next year, strategically allocating them where they are most needed and expanding preventative care for younger children to combat tooth decay.

You can search for local dentists using the NHS Find a Dentist Website (Find a dentist - NHS (www.nhs.uk) or you can call 0300 123 1663 for more information. Dentists are required to update the NHS Website to say whether they are accepting NHS patients. All NHS Dental Services are open to anyone from any area and you can receive care in any practice able to offer you an appointment

Launch of Pharmacy First

I am thrilled to welcome the launch of the Pharmacy First service, which commenced today, January 31st. This innovative service empowers community pharmacists to provide comprehensive care for patients without necessitating a visit to their GP. Alongside expansions to pharmacy blood pressure checking and contraception services, this initiative is projected to save up to 10 million general practice team appointments annually, facilitating quicker and more convenient access to care, including the provision of appropriate medicines for minor illnesses. Joined by the Prime Minister at a pharmacy for the launch, I have been a longstanding advocate for the Pharmacy First model, championing it even during my tenure as Minister for Primary Care.

Highly trained pharmacists will now have the capacity to assess and treat patients for various conditions without the need for a GP appointment or prescription, including sinusitis, sore throat, earache, infected insect bite, impetigo, shingles, and uncomplicated urinary tract infections in women under 65.

This launch signifies a significant step forward in enhancing access to healthcare, and I extend my gratitude to pharmacists nationwide for their invaluable contributions to our communities, providing essential advice and care.

Homes and Beds to help Hundreds of Rough Sleepers off the Streets

I welcome the news that a share of £220 million of government funding is being allocated to our local council today, aimed at preventing hundreds of families from facing

homelessness and providing essential support to help rough sleepers transition off the streets. Minister for Housing and Homelessness, Felicity Buchan, unveiled this funding boost, targeting areas most in need and emphasising specialist support for the most vulnerable individuals requiring mental health or substance misuse assistance.

The allocation includes £107 million to facilitate the provision of over 800 homes for rough sleepers, enabling councils to promptly acquire or rent properties to offer these individuals a secure environment as they rebuild their lives. Additionally, a £109 million boost to the Homelessness Prevention Grant expands the capacity of councils to intervene before evictions occur or to fund temporary accommodation, bringing the total fund to £1.2 billion and supporting more than 160,000 people since its inception in 2022.

Furthermore, an additional £6 million is earmarked to augment off-street spaces for rough sleepers during winter, ensuring access to warm and safe shelter along with essential services. With this investment, the government's commitment to tackling homelessness and eradicating rough sleeping is reinforced, with a total investment of £2.4 billion over three years (2022-25) dedicated to this crucial cause.

ENDS

N E W H A V E N T O W N C O U N C I L

Maxine Fifield
Deputy Town Clerk

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

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

To: Strategy & Regeneration Committee **Agenda Item 12**

Date: 30 January 2024

Report Contact: Deputy Town Clerk

Subject: Newhaven Neighbourhood Plan Review – Discussion Item

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1. Our Newhaven Neighbourhood Plan (NNP) runs to 2030 and it should have 4 yearly reviews, this hasn't happened to date. Our plan was originally examined under the 2012 National Planning Policy Framework (NPPF) which has been updated at least 4 times since with its latest update being in December 2023.

2. The review in our Newhaven Neighbourhood Plan needs to consist of at least the following, this is explained in an appendix which is taken from the Newhaven Neighbourhood Plan:
   a. Update statistics in the 'Profile of Newhaven'
   b. Assessment of whether the Neighbourhood Plan objectives are being achieved
   c. Assessment as to whether local guidance or studies would support delivery of plans or projects
   d. A review of the policy framework given any change in circumstances"

3. The Newhaven Neighbourhood Plan was prepared to be in general conformity with the Lewes Local Plan Part 1 (LPP1) – the Joint Core Strategy, which has been reviewed by Lewes District Council and found to be out of date.

4. The Lewes Local Plan Part 2 (LPP2) has subsequently been adopted (February 2020) and would (where any conflict is identified) supersede the policies of the NNP as the later adopted plan.

5. Lewes District Council are currently out to consultation with their local plan, this is underpinned by an updated evidence base including matters of housing land availability, housing need, affordable housing needs, employment needs and land availability, retail needs assessment, open space, landscape capacity, settlement hierarchy, green/blue infrastructure assessments and more.

6. Lewes District Council has published their latest evidence base in December 2023 which I have been told would be sufficient to use for updating our Newhaven Neighbourhood Plan, there may be minor changes to this evidence however later in 2024 which could then give extra work to change the Newhaven Neighbourhood Plan.

7. I have gone to three consultants in the South East to review our plan and have included them as an appendix. These are Parker Dann, Absolute Town Planning and FB Community Consultancy. Appendix 1.

Recommendations:

To review the quotes and comment.
To decide next steps and advise the Deputy Town Clerk of how to proceed.

PARKER DANN
Chartered Town Planning Consultants

Unit 42, Sussex Innovation Centre,
Science Park Square, Falmer,
Brighton, BN1 9SB
Tel: 01273 478654
www.parkerdann.co.uk

Pure Planning

Newhaven Town Council
By Email Only:
Maxine.fifield@newhaventowncouncil.gov.uk

17th November 2023

Dear Maxine,

RE: Request for Fee Quote for Review of the Newhaven Neighbourhood Plan

Thank you for inviting Parker Dann to quote for providing planning services to undertake a review of the Newhaven Neighbourhood Plan (NNP), we are well placed to assist the Town Council. Based near Lewes in East Sussex, we are a Chartered Town Planning Consultancy that has been in practice for over 30 years and has considerable local planning knowledge and experience. Specifically, I have over 10 years of planning policy experience, having joined Parker Dann from the role of Planning Policy Lead at Lewes District Council (LDC) in June 2020. I was the Planning Policy Lead (and Manager) from 1st April 2017 until June 2020 and held this role at the time the NNP was prepared, examined and 'made'.

The brief provided requests a methodology and our costs for reviewing the NNP based upon the commitment within the NNP as follows:

"Newhaven Town Council will carry out a review of the Neighbourhood Plan at 4-year intervals, using the SMART model, which will comprise of:

a. Update statistics in the 'Profile of Newhaven'
b. Assessment of whether the Neighbourhood Plan objectives are being achieved
c. Assessment as to whether local guidance or studies would support delivery of plans or projects
d. A review of the policy framework given any change in circumstances"

It is our professional view that a review of the NNP will conclude that a formal update/revision is required. It is our advice that the Town Council commission a review that sets out to scope and shape a proposal to update the NNP, because it is clearly evident that an update is required. For example, an update is required for the following reasons:

a. The NNP was examined under the 2012 NPPF (despite reference to the 2018 NPPF) – the NPPF has been updated at least 4 times since and is due a further, substantial, update later this year or early next year.
b. The NNP was prepared to be in general conformity with the Lewes Local Plan Part 1 (LPP1) – the Joint Core Strategy, which has been reviewed by LDC and found to be out of date. LPP1 is substantively out of date, as well as out of date due to matters of LDC not maintaining a five year land supply. A new Local Plan is being prepared that will identify new strategic and spatial priorities, including for housing and employment growth, as well as strong direction on matters of climate change resilience, environmental protections and sustainability.
c. The Lewes Local Plan Part 2 (LPP2) has subsequently been adopted (February 2020) and would (where any conflict is identified) supersede the policies of the NNP as the later adopted plan.
d. The 2021/22 AMR (p96) produced by LDC shows that the NNP objectives for housing and employment are not performing as expected since adoption. "*Target underachieved / fall in progress from previous monitoring data*"
e. The whole evidence base upon which the NNP is founded is both dated and out of date; in particular the following documents are identified:
    i. SHELAA 2015
    ii. Lewes District Joint Core Strategy 2016
    iii. Employment and Economic Land Assessment 2010 and update 2012
    iv. Hotel Futures Study 2009
    v. LDC Outdoor Playing Space Review 2004
    vi. LDC Recreational Space Study 2005
    vii. Strategic Tourism Vision and Action Plan 2015 - 2018
    viii. Building a Brighter Future - A Regeneration Strategy for Lewes District 2012-2015
    ix. LDC CIL Regulation 123 List
    x. Lewes District Shopping and Retail Study 2012
    xi. 'A Profile of Newhaven' produced by the Town Council in 2014 and updated in 2017
f. The new Lewes Local Plan will be underpinned by an updated evidence base including on matters of housing land availability, housing need, affordable housing needs, employment needs and land availability, retail needs assessment, open space, landscape capacity, settlement hierarchy, and green/blue infrastructure assessments and more. This evidence base should be available very soon and will have a bearing on the NNP
g. LPP1, LPP2, and the South Downs Local Plan policies have been supplemented by a number of Supplementary Planning Documents and Technical Advice Notes that may be relevant to reflect.

h. Section 38 of the Planning and Compulsory Purchase Act 2004 has been amended and when that amendment comes into force national 'development management' policies will form part of the statutory development plan and where there is any conflict national policy will take precedence.

In respect of plan effectiveness, national legislation and policy, local policy, local circumstances and evidence base, a revision of the NNP is required. On the evidence, it would not be possible to conclude (following a full review of the NNP) that a) the evidence base is up to date, that b) the plan objectives are being met, or that d) that the policy framework remains appropriate. It is not entirely clear at this stage whether "*local guidance or studies would support delivery of plans or projects*" and further discussion with the Town Council is required as to what exactly is envisaged by this criterion.

It is our advice that the Town Council's review of the NNP scope the requirements, and prepare a suitable programme, for the NNP revision/update and in doing so engage with LDC soonest as to the availability of the emerging new Local Plan evidence base to support this process. Discussions with LDC as to the appropriate timing of the updated NNP, in light of LDC producing a new strategic level plan, would also be sought. This is a pivotal moment for plan making in Lewes District and the NNP could benefit from a strong voice and proactive stance at this time.

The decision to revise/update the NNP is a formal decision to be taken by the Town Council, as the Neighbourhood Plan Body, and we believe this decision would be best informed by detailed engagement with LDC on the optimal scope and timeline for 'making' the revised plan. Early engagement with the community and stakeholders would promptly follow a Town Council decision to update the NNP, to invite wider feedback on what is required based upon the available evidence.

If the Town Council would like Parker Dann to review the plan to scope the NNP revision/update, in consultation with LDC, and provide a report to the Town Council, we would be happy to do so.

It is unlikely that the extent of any revision would be minor (non-material) and so a plan update would require a (Reg 14) pre-submission consultation and proceed through the stages to examination, however it may not require a referendum as outlined below (taken from the Locality Toolkit):

If a group wish to make modifications that do materially affect the policies in the neighbourhood plan, the plan would need to go through the later stages of the statutory process, from pre-submission consultation (Regulation 14) onwards, although a referendum may not be required (this is explained later in this section).

If updates are proposed by a group that would materially affect policies, there are certain additional requirements. These are:

• at the Regulation 14 consultation stage (pre-submission) the group must state whether it believes that the modifications are so significant or substantial as to change the nature of the plan, giving reasons;

• when sending the plan to the independent examiner, the LPA must state whether it believes that the modifications are so significant or substantial as to change the nature of the plan, giving reasons. A copy of the original plan must also be submitted to the independent examiner;

• the examiner will then decide whether the modifications proposed change the nature of the plan and the group must decide whether to proceed with the examination.

A referendum is not required if an examiner decides that the modifications are not so significant or substantial as to change the nature of the plan and would meet the basic conditions (with modifications if necessary). In this circumstance, an LPA must make the plan within 5 weeks of receiving the examiner's report (or as agreed with the group).

However, if the examiner finds that proposed modifications do change the nature of the plan, the LPA would need to publicise and consider the examiner's report in the same way as for a new neighbourhood plan and a referendum would be required.

Our fees for undertaking the review of the NNP to scope and timetable the plan revision, in consultation with LDC, would be in the region of £19,500 excluding VAT and this would include:

- Inception Meeting with Newhaven Town Council (NTC)
- 2 engagement meetings with LDC Planning Policy Team
- Planning Policy Road Map
- Scope the Evidence Base & identify locally specific requirements for further technical evidence
- Identify the sections of the NNP to be updated and where the policy/evidence supports
- Project meeting with the NTC to discuss findings
- Prepare a Report for NTC on the proposed scope and timeline for NNP update

This fee proposal does not quote for drafting a revised NNP or undertaking any wider public consultation as part of that process, this can be provided in future should you require it. We appreciate that the approach set out above (a review to scope the plan revision/update, rather than a review with no predetermined outcome) may not be what the Town Council expected in response to its request for a review of its plan; however, in light of the age of the evidence base, the changes in national and local policy and the situation in respect to LDC preparing a new Local Plan, this is our professional view as to what is needed.

I trust the above provides sufficient clarity on our recommended approach, however should you require any clarification, please don't hesitate to contact me.

Yours Sincerely,

Tondra

Tondra Thom BSc (hons) MSc MRTPI
Associate Director
For and on behalf of Parker Dann
tondra@parkerdann.co.uk

Absolute Town Planning Ltd
Parkers – Cornelius House
178-180 Church Road Hove
East Sussex
BN3 2DJ

Maxine Fifield
Deputy Town Clerk
Newhaven Town Council
18 Fort Road
Newhaven
BN9 9 QE

Date: 10/10/2023
Our Ref: ATPFP/Newhaven NPR
Your Ref:

Dear Maxine,

Town Planning Consultancy – Newhaven Neighbourhood Plan Review

Thank you for reaching out with regards a review of your Neighbourhood Plan I would be more than happy to assist. I should point out that I am a sole trader and any work undertaken on the project will be by me personally. To this end I have attached a CV to explain my background in Town Planning from the mid 1980's to date.

My apologies for taking some time to reply – I believe your email was on my last day before a period of annual leave. I am now able to respond in more detail to your request for assistance. Your mail explained you are seeking to carry out a review of the Neighbourhood Plan in 4-year intervals using the SMART[1] model, which will comprise of:

a) Updating statistics in the 'Profile of Newhaven' (currently dated 2014)
b) Assessment of whether the Neighbourhood Plan objectives are being achieved.
c) Assessment as to whether local guidance or studies would support delivery of plans or projects
d) A review of the policy framework given any change in circumstances

You have requested a detailed methodology, and this is included within Annexe A of this letter in far greater detail. In short, I suggest a fee range for this work of the fee range, based on the above hourly rate, is between £4,200 and £5,200 plus VAT. Time will be carefully monitored hence at this point a range is provided which will not be exceeded and you will appreciate the outcome of the review will not be known until it is completed.

I trust these figures work for you and that we can then move on to assist you in this case - however please do let me know if you wish me to provide more information on any point including indemnity certificates and other paperwork.

Yours sincerely

Ian Coomber BA(Hons) Cert TP MRTPI
Founder of Absolute Town Planning Ltd

[1] *specific, measurable, achievable, relevant, and time-bound*

ian@absolutetownplanning.com
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RTPI Chartered Town Planner

Registered Business No:10860488 VAT Registration: 275 0800 12

ANNEX A

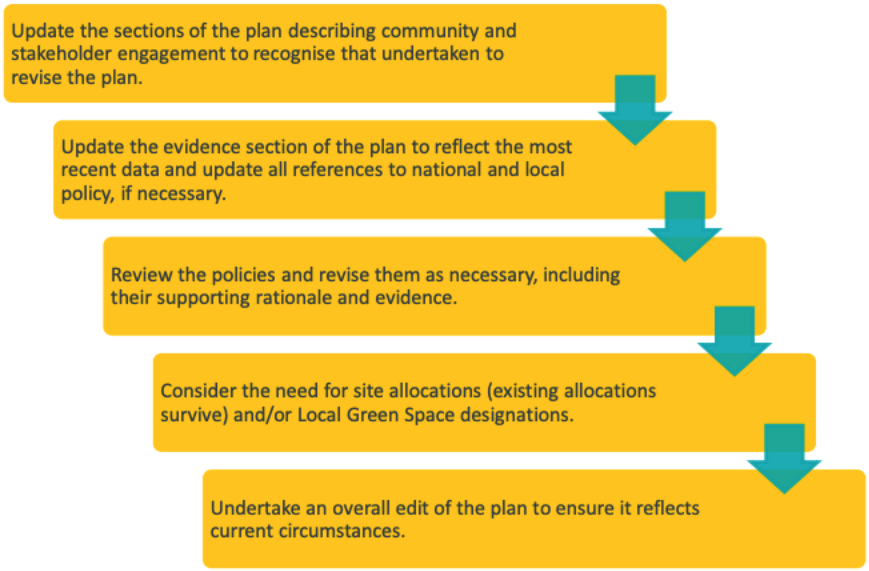
SCHEDULE OF SERVICES

Services/Methodology

Absolute Town Planning shall provide town planning services relating to a 4-year review of the Neighbourhood Plan for Newhaven – this includes:

1. Updating statistics in the 'Profile of Newhaven' – this can be done using more recent census data and is largely a desk-based project.
2. Assessment of whether the Neighbourhood Plan objectives are being achieved. The current plan has 7 clearly expressed objectives the effectiveness of which are to be assessed as part of the project with my professional judgement shared with the client.
3. Assessment as to whether local guidance or studies would support delivery of plans or projects is to be undertaken and this may include new initiatives not in place at the time of adopting the Neighbourhood Plan.
4. A review of the policy framework given any change in circumstances – this will include local policy that the plan must be in conformity with as well as national planning policy change (the NPPF) and legislative change.

With regards the broader 'methodology' Fig 9 of 'After the Neighbourhood Plan is Made: Implementation, Monitoring and Review – A Toolkit for Planners' includes the following I have extracted for ease of reference.



We will not know, at this stage, if any of the work listed in 1 to 4 above will result in anything other than modest revision and updates. Minor (non-material) updates that would not materially affect policies may be made by the LPA, with consent from the neighbourhood planning group. In these circumstances, there is no need to repeat Regulation 14 consultation, examination, and the referendum.

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RTPI Chartered Town Planner

Registered Business No:10860488 VAT Registration: 275 0800 12

Absolute Town Planning Ltd, on instruction, will be working closely with the Town Council, the Neighbourhood Forum along with Policy Officers at Lewes DC and ESCC.

If, following completion of this brief, further in-depth consultation is required and amendments to the Neighbourhood Plan that might prompt the need for an examiner Absolute Town Planning would be happy to continue with the next stage of the process.

Where updates are proposed that would materially affect policies, there are certain additional requirements. These are:

- at the Regulation 14 consultation stage (pre-submission) we must state whether it believes that the modifications are so significant or substantial as to change the nature of the plan, giving reasons;

- when sending the plan to the independent examiner, the LPA must state whether it believes that the modifications are so significant or substantial as to change the nature of the plan, giving reasons. A copy of the original plan must also be submitted to the independent examiner;

- the examiner will then decide whether the modifications proposed change the nature of the plan and the group must decide whether to proceed with the examination.

A referendum is not required if an examiner decides that the modifications are not so significant or substantial as to change the nature of the plan and would meet the basic conditions (with modifications if necessary) but if the examiner finds that proposed modifications do change the nature of the plan, the LPA would need to publicise and consider the examiner's report in the same way as for a new neighbourhood plan and a referendum would be required.

My professional judgement at this stage is only minor modifications are going to be needed here and some consultation perhaps with affected parties, but I do need to flag at this stage that the degree of amendment will ultimately impact on the brief. The methodology at this time simply addresses those matters requested.

Project Lead

As mentioned, Absolute Town Planning comprise exclusively of myself - Ian Coomber. Whilst I do call in assistance from time to time this is more around presentational work (visuals/maps and so on) the narrative and content will be all by one author.

I am also local (based in Hove) and know the area well. Being a freelance sole trader means that I can be flexible around time and like to develop good working relationships with clients especially public and voluntary sectors where I have worked as part of my career background.

I attach my CV and would welcome the opportunity to address the Town Council should you consider it necessary in your decision-making process.

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ANNEX B

FEES AND DISBURSEMENTS

Standard Fees

In almost all cases customers usually request a fixed fee in order to have a clear idea of costs from the outset. To establish a fixed fee the following hourly rate is applied and a figure reached based on assumptions of time taken to complete an instruction successfully.

On occasion customers prefer an hourly charge or indeed additional work not included within the 'fixed fee' arrangement. They are set out below:

- Ian Coomber BA(Hons) Cert TP MRTPI £175.00 per hour plus VAT

These hourly rates exclude Value Added Tax (VAT) and disbursements, which are charged as follows:

Value Added Tax (VAT)	VAT at time of invoicing (20%)
Travel	50 pence per mile (excl. VAT)
Application Submission Fees	At cost
Other Disbursements	At cost (e.g.: for obtaining copies of planning permissions)
Overnight Expenses	Where applicable these will be agreed with a client on the basis of a particular project's needs.

Fee

Absolute Town Planning undertake a wide variety of work from planning feasibilities, applications, appeals and policy matters. As an RTPI Member undertaking this work will prevent the company from submitting planning applications within the town for several years based on potential conflicts of interest and the RTPI Code of Conduct – this has been accommodated this within the fee.

The fee is solely to undertake the work as set out in the brief and explained in preceding sections of this note. If changes are proposed that require substantial additional consultation or a proposal being put before an Inspector, then additional fees will be incurred and Absolute Town Planning Ltd can advise further should that situation arise – however it is not anticipated.

The fee range, based on the above hourly rate, is between £4,200 and £5,200 plus VAT. It is proposed that the payments be phased at £2000 plus VAT on instruction and the balance on satisfactory completion of the work commissioned at this stage. Time will be carefully monitored hence at this point a range is provided which will not be exceeded and you will appreciate the outcome of the review will not be known until it is completed.

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ANNEX C

STANDARD TERMS OF ENGAGEMENT

All engagements accepted by Absolute Town Planning (hereafter abbreviated to ATP) are subject to the following terms of business except where changes are expressly agreed in writing.

1. We will observe the bylaws, regulations and ethical guidelines of the Royal Town Planning Institute and accept instructions to act for the Client on the basis that we will in accordance with those guidelines. Copies of the RTPI's Code of Professional Conduct are available from the RTPI's website www.rtpi.org.uk.
2. The Client is the person, company, authority or other body who instructs ATP to carry out the work, with contract between the Client and ATP.
3. If following receipt of our fee proposal, you instruct us to proceed or to continue with our services, we shall be entitled to assume your acceptance of the fee proposal and these terms.
4. The fee proposal is based on the Schedule of Works set out in Annex A, and should not be assumed to provide for further services. In the case of a 'fixed fee' this may on occasion be exceeded where further work creates demonstrable added value.
5. Further services are subject to written agreement between ATP and the Client.
6. Our fees for this commission as set out in the fee proposal remain open for acceptance for 3 months from the date of the fee proposal.
7. Clients are asked to note that any commission that involves submission of an application or appeal to a consent authority cannot be guaranteed success. This caveat is also applied to the Client's satisfaction with any relevant conditions of consent attached to a decision by the Local Planning Authority or Planning Inspectorate.
8. ATP will make every effort to meet the programme for work, but cannot accept any liability for delays or consequential costs however caused.
9. We will endeavour to provide professional services with reasonable care and skill. However, we will not be held responsible for any losses arising from the supply by you or others of incorrect or incomplete information, or a failure of you or others to supply any appropriate any information or your failure to act on our advice or respond promptly to communications from us or relevant authorities.
10. A preliminary invoice may be issued upon instruction, a further on submission of the planning application/appeal/pre-application advice request with a final invoice issued upon receipt of the decision notice. ATP reserves the right to issue interim invoices, in the event of undue delay on behalf of the Client/Local Planning Authority/Planning Inspectorate.
11. In addition to the time-based charges, invoices will include reasonable disbursements that may arise in association with the work (e.g. travel).
12. External costs to be incurred on your behalf, such as planning application fees or other statutory fees and Counsel's costs are payable in advance. We reserve the right not to proceed in this respect until such time as payment has been made in full.
13. Payment in full is due within 14 days of each invoice date At ATP's discretion, interest may be charged at the rate if 2 ½ per cent on a monthly basis from the due date on any invoice that remains unpaid for 14 days or more after the due date.
14. If it is necessary to carry out additional work outside of the agreed brief then this work will involve additional fees. We will provide an estimate of such fees before commencing additional work.
15. Any delay in receiving information, changes in the Client's instruction or any matter outside our control which leads to additional work may result in an additional fee.
16. This contract is personal to the Client and the services and all written reports or other communications shall be for the Client's benefit only and shall not be passed to any other person without our consent.
17. These Terms may not be varied except as mutually agreed in writing by the Client and the Company.
18. English Law shall apply to the Terms of Engagement and in the event of any dispute arising in relation to the same the English Courts will have exclusive jurisdiction.

ian@absolutetownplanning.com
www.absolutetownplanning.com

ANNEX D

ACCEPTANCE

I confirm the appointment of Absolute Town Planning as consulting planners for this project and agree to the terms set out in the covering letter and Annexes A, B, and C.

Name ……

On behalf of ……

Address……

……..

……Postcode…….

Phone …….

Email ……

Signed ……..

Date ……

Invoices should be submitted to the address below (if different):

……..

……..

……..

……..

……..

Marked for the attention of ……..

Purchase Order No. (if relevant) ……

ian@absolutetownplanning.com
www.absolutetownplanning.com

RTPI Chartered Town Planner

Registered Business No:10860488 VAT Registration: 275 0800 12

85 Graham Avenue
Brighton
East Sussex. BN1 8HB
Email: fbcommunityconsultancy@gmail.com
Tel: 07792050090
www.fbcommunityconsultancy.com

Estimate

Client Details:

Maxine Fifield IIT (Deputy Town Clerk)
Newhaven Town Council
18 Fort Rd, Newhaven BN9 9QE
Email: maxine.fifield@newhaventowncouncil.gov.uk

12th December 2023

Newhaven Neighbourhood Plan Review Support

Dear Maxine,

Thank you for asking FB Community Consultancy to provide you with a scope of service in relation to the review of the Newhaven Neighbourhood Plan. We have over 17 years' experience working with and supporting parish and town councils with community led planning initiatives. As of May 2023 – we have supported over 100 parishes with both their Parish and Neighbourhood Plans. We have supported over 20 communities with resident and stakeholder engagement and needs analysis. We aim to support communities become more resilient through effective engagement and community-led solutions such as neighbourhood planning. We are a highly experienced consultancy, specialising in facilitating community engagement processes, helping Parish/Town Councils, local authorities, organisations and local groups make informed decisions that align with the needs and aspirations of the community.

Introduction

The key aim of this project is to support Newhaven Town Council to review and deliver a Plan, which maximises the benefit to the community of any development which will need to be accommodated within the plan area and during the plan lifetime. The proposal outlines our approach and scope of work to assist Newhaven Town Council in engaging the community and relevant stakeholders effectively for

the purposes of reviewing the Newhaven Neighbourhood Plan (NNP). We believe community leaders, residents and service users/providers are best placed to identify their own needs and priorities, and we work closely with them to develop solutions that are tailored to their unique circumstances in a thorough, transparent, and inclusive way to ensure the reviewed Newhaven Neighbourhood Plan effectively addresses the community's needs and aspirations.

Objectives:

a. Facilitate an inclusive and transparent community engagement.
b. Assess and update the Newhaven Town Profile statistics with latest information.
c. Assess local plans in relation to the Newhaven Neighbourhood Plan.
c. Review National Planning Policy Framework (NPPF) in relation to the NNP.
d. Update the Newhaven Neighbourhood Plan and associated documents.
e. Ensure community voice is reflected in the process and the reviewed plan supported.

Proposed Scope of Work:

Please note – This comprehensive scope is being provided on the basis that the review might result in either:

a) material modifications which will not change nature of plan (an examination will be required but not referendum),or

b) material modifications which will change nature of plan (an examination and referendum will required)

However, should it be minor modification (non-material) then neither an examination nor referendum will be required. The estimated costings below will be revised as less process will be required. However, this modification will not result in 'remaking' of the NNP. Meaning, it will NOT benefit from NPPF para 14 where it gives protection to Plans which become part of development plans (local plans) 2 years or less before a decision is made.

On the assumption of the reviewed plan resulting in either a or b above, our consultancy services will engage a variety of techniques to reach out to different sections of the community and relevant stakeholders, and will encompass the activities below whilst assuming the following:

- Newhaven Town Council has established a steering group to manage the project – although we can support this step if it has not yet commenced.
- Newhaven Town Council has informed the Local Planning Authority (LPA) its intention to review the NNP and any comments received shared with us.

- The LPA and Town Council can support by providing required relevant supporting documents deemed necessary to the review of the NNP such as any evidence materials /studies already undertaken.
- When required, Newhaven Town Council can grant access to required necessary plan and image licences for use in preparing and publishing the
- Plan (i.e. parish online details etc.)

Project Management and Initiation
Provide project management throughout the review of the NNP as well as management of other colleagues. We will ensue identified relevant stakeholders and partners are fully engaged in the review process to meet the requirements of the Basic Conditions outlined in the NPPF.

Conduct an initial meeting with Town Council and Local Planning Authority to agree process, objectives, timelines, and desired outcomes. It will also define the structure of the activities to be undertaken.

Total of 4 days @ 420 per day = £1.680

Key Analysis
Identify key stakeholders, including community members, local authorities, community groups, and service providers. Develop a stakeholder engagement plan to ensure representation and involvement of diverse perspectives.

- Check performance of the Plan against any proposed indicators and or deliverables to evaluate its progress and effectiveness

- Carefully examine land use elements of the adopted plan such as, allocated sites and local green spaces against how new developments have evolved and whether they aligned with the Plan's visions, objectives and policies.

- Review the essential elements of the Plan such as the vision, objectives and policies and aspirations to assess their effectiveness, and relevance in relation to emerging community needs and local plans.

- Understand the local planning context, latest community demographics (with current census and other relevant data) as well as identify gaps and other specific issues facing the community.

- Review the national and local planning regulations, and other relevant policies to understand their context and implications on the NNP, to include:

- the evidence base of the Local Plan and other relevant, local development Plan documents, e.g. Housing/Sites allocations, Core Strategy, SA/SEA, Infrastructure Plan, Transport Strategy;
- current significant Planning proposals at pre-Planning and application stages; and
- any community survey report undertaken, and focus group reports;

Total of 3 days @ 420 per day = £1260

Community Consultation Design, Facilitation and Implementation
Design a tailored community consultation process that utilises a variety of engagement methods, such as ***open days, drop-in sessions, public meetings, surveys, workshops, and focus groups.*** This will allow us to determine the most appropriate platforms and tools for gathering community input, taking into consideration accessibility and inclusivity.

Facilitate community meetings, workshops, and other consultation events to encourage open dialogue and meaningful participation.
Compile and analyse community feedback and data collected during the consultation process. Synthesise findings into a comprehensive report that highlights key themes, concerns, and recommendations.

Inform- we will hold sessions both online and in person to inform the community about the review of the plan and gain initial feedback.

Involve – we will involve residents through workshops and focus sessions to evaluate the effectiveness of the current plan as well as identify new areas that require attention.

Include - we will work with residents, local groups and businesses to get informed and diverse opinions and feedback, and to gather additional insights and perspectives. Identify redundant and new policies and gather required evidence to support new ones.

Survey – we will undertake a community wide residents survey to gauge understanding, satisfaction and support for the revised NNP.

Findings – we will summarise all forms of community engagement, highlighting the strengths, weaknesses, opportunities, offer recommendations for adjustments or additions to enhance the plan's effectiveness through new and amened policies.

Feedback – we will continue to feedback to residents and all interested and relevant stakeholders through open days, workshops, drop in sessions etc.. at key stages of the plan.

Total of 8 days @ 420 a day = £3,360

Should the plan decide to allocate sites for housing, – we will review previous sites, call for sites if necessary and carry out an initial site assessment. We will then work with the clerk/steering group to apply to Locality (AECOM) to carry out further assessment with reasonable alternatives (this aspect has not been costed – will range from 5-7 days)

Draft Plan and Associated Documents

- Through thorough engagement processes and evidence gathering, ascertain relevance of existing policies and redundant ones to take out. Supported with robust evidence.
- Draft the Newhaven Neighbourhood Plan to include revised and new policies as well as retained ones. Capture key emerging issues for the Plan from evidence gathered. We would propose to review and validate with the LPA (at a meeting with the relevant officers) and the steering group for approval of the Pre-Submission - Draft. We will include a summary of the evidence base, the draft vision, objectives, land use allocations, planning policies, infrastructure investments and a delivery plan (setting out how each policy and proposal will be implemented.

- We will prepare the draft policies map to accompany the draft pre-submission plan

- Together with the Steering Group, we will meet with the LPA to discuss the revised policies being proposed to go to Regulation 14.

- Should a Strategic Environmental Assessment (SEA) be required, we will work with the steering group to apply to locality for this piece as part of the further site assessment for suitable alternatives.

Total of 7 days @450 per day = £3,150

Regulation 14 Consultation and Representations

In partnership with the steering group, we expect to organise and attend an open day exhibition of the Draft Plan and to support the preparation of the exhibition materials (assuming a combination of display boards of written content, colour Plans and images, and a consultation response form).

We will collect and log all representations made during Regulation 14. We will review each statutory representation and propose to the Steering Group an appropriate

response (either agree and amend or disagree) in a single schedule. We will also refer to the Draft SA where this has helped shape a response to an issue or indicate where there may need to be changes made to the Submission SA.

We expect to attend a meeting with officers of the LPA to discuss key representations during this stage and the suggested responses by the Steering Group.

Total of 6 days @450 per day = £2,700

Submission Plan and Sustainability Appraisal (SA & Strategic Environmental Assessment)

On the assumption that the LPA and the Steering Group can agree the proposed response to each representation, we will then prepare the **Submission Plan** and SA in the same format as the drafts (unless advised otherwise).

We will finalise the **Consultation Statement** to accompany the Submission Plan and SA. We will also prepare the **Basic Conditions Statement** which is a summary report demonstrating that the Plan has met all the basic conditions required in the process of preparing the final Plan.

Should the Neighbourhood Plan require a Habitats Regulation Assessment (HRA) or an Environmental Impact Assessment, we will seek guidance from Lewes District Council on which party should undertake this further technical report. The need for any of these will be requested to be made known to us during the screening opinion request to the LPA. If required, it is possible the LPA will lead on this or an application to locality will be submitted for this work to be carried out.

Total of 7 days @450 per day = £3150

Examination and Referendum

The LPA will lead from the Examination and play a key role through to a referendum (if required by LPA). We will prepare written representations and/or review the Examiner's report if required and will continue to support the steering group and Newhaven Town Council during these stages to maintain active community engagement to ensure a good turnout at referendum (if required).

Total for general support = £15,300 (excluding survey work)

Survey Work
All the above activities will inform the design of the residents survey. It will be structured to reflect the views captured and used to gauge how well the rest of the community resonate with them as well as seek further opinions.

We will support the neighbourhood plan steering group to undertake a community survey to incorporate a housing needs survey to obtain further information from households on their living, working, leisure and travel patterns; on their attitudes to development generally and key planning issues in Newhaven specifically. It will also seek residents' views on the current Newhaven Neighbourhood Plan objectives and policies.

The survey will be sent out via Newhaven Matters and will also be available for completion online. Completing the survey online reduces the amount of data entry. We recommend for better inclusivity, there should be the option for paper completions and the Newhaven Newsletter should be able to serve this purpose.

We will carry out the survey work based on which option below is chosen. The survey quotes below assumes a paper response rate of 10% for date entry purposes. Significant variations may be subject to additional charges.

Option 1

- Design survey (seeking Steering Group's feedback and input)
- Duplicate survey for online response – provide QR code and link to share
- Newhaven Town Council to reserve middle 8 pages of Newhaven Matters
- Data entry of returned paper forms (returned newsletter page to TC)
- Combine with online response and analyse data/response
- Write survey report.

Fee for above services: £5,060

Option 2 – Online survey (excludes any paper forms)

- Design survey (seeking Steering Group's feedback and input)
- duplicate approved survey for online responses
- analyse survey responses
- Write Survey report.

Fee for above services: £3,450

Summary of costings

Project Stage	**Number of days**	**Cost**

Project Management and Initiation	**4**	**£1,680**
Key Analysis	**3**	**£1,260**
Community Consultation Design, Facilitation and Implementation	**8**	**£3,360**
Draft Plan and Associated Documents	**7**	**£3,150**
Regulation 14 Consultation and Representations	**6**	**£2,700**
Submission Plan and Sustainability Appraisal (SA & Strategic Environmental Assessment)	**7**	**£3,150**
Survey Work (option 1)		**£5,060**
Total Costs		**£20,360**

Contingency	We recommend to allow for a 10% contingency
Travel Costs	We charge 45p per mile for travel to meetings and other in person events

Invoicing

We invoice as follows:

General support

50% at the outset of the process.
30% at start of draft pre -submission stage
20% at start of submission plan stage.

For survey work

50% at the start
50% on provision of Draft survey report

Next Steps:

We invite you to review this proposal and provide any feedback or additional requirements you may have. We would be more than happy to schedule a meeting or call to discuss the proposal in further detail and address any questions you might have.

Thank you for considering FB Community Consultancy for the community. We look forward to the opportunity to collaborate with Newhaven Town Council on the review of your Neighbourhood Plan.

For any further information relating to this service offer, then please contact:

Faustina Bayo
FB Community Consultancy
Fbcommunityconsultancy@gmail.com
07792050090

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: 19th March 2024

Report Contact: Town Clerk

Subject: **EV Van Procurement.**

1. The purpose of this report is to request council authority for officers to take all necessary actions in achieving the most advantageous and best value Lease Agreement for an Electric Van for the council.

2. The requisite infrastructure improvements and developments at the council offices are already well in hand to facilitate the councils operational use and storage of a Council Electrical Vehicle, in this context an EV Van similar in size to that of a 'SWB Ford Transit'.

3. Research by the RFO into a leased EV Van have been ongoing to this date, however issues of manufacturer output, UK vehicle stocks and overall general demand have made all potential leasing arrangements highly fluid in terms of cost (changing week to week) and actual supply of a chosen vehicle for a specific date.

4. As the councils own meeting schedule is rigid in terms of frequency it is virtually impossible to provide solid/fixed quotations for leasing from the open market for active consideration by the council.

5. Therefore, this report effectively seeks delegated authority for the Town Clerk and the RFO to research and enter into a vehicle lease contract at maximum advantage to the council without its prior resolution.

6. The expenditure implication of such a lease agreement for an EV Van with a maintenance package will be approximately £20K - £35K over a 4 year period with an anticipated increase in electrical supply costs to the council offices for its daily charging.

7. Currently the majority of operational activities requiring a vehicle are primarily undertaken by one key council officer in their own private vehicle who receives £1250pa vehicle allowance and mileage payments totalling circa £6000pa.

8. In overall financial terms it is unlikely that any financial savings will be derived from leasing an EV Van, however there would be a reduction in the overall environmental

impact created by the councils' operational activities in terms of CO2 to the atmosphere.

Recommendation.

That the council;

1. Provides delegated authority to the Town Clerk and RFO to source and secure the most financially advantageous lease agreement for an EV Van suitable for the councils ongoing and future operational needs, and

2. Requires sight of such agreement at the earliest opportunity.

N E W H A V E N T O W N C O U N C I L

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: 19th March 2024

Report Contact: Town Clerk

Subject: **Policies & Protocol**

1. The purpose of this report is to request council consideration and adoption of the following draft documents;

    - Civic Protocol
    - Hospitality Policy, and
    - Reserves Policy

2. None of these documents/policies currently exist for the council and as such the Town Clerk considered it prudent for each of these to be formally adopted by the council. There is no specific legal requirement for a council to have these policies, however it is considered 'best practice' to have them in place in order to establish the councils' position at the 'local level' and provide both transparency and probity for the electorate.

3. The Town Clerk has researched the existence and format of each policy across its neighbouring Town Councils and others across the UK resulting in initial drafts of each. These have then been considered by the Committee Chairs and then the Promotion Partnership & Finance Committee who resolved to recommend the same with minor revisions to Full Council.

4. Each policy has therefore been developed at the 'local level' given that their existence and content is not proscribed within legislation.

5. Each document together with all tracked changes can be seen at Appendices **A (Civic Protocol), B (Hospitality Policy) and C (Reserves Policy)** of this report.

6. **Civic Protocol.** This establishes the election and role of the mayor for the relevant Civic Year and has linkages into the draft Hospitality Policy.

7. **Hospitality Policy.** This is an important policy which effectively works in parallel with the current Code of Conduct and the Registered Interests of councillors. It clearly outlines the expected behaviours of both council officers and councillors providing transparency for all concerned and in particular, for the electorate.

8. **Reserves Policy.** This document outlines the councils' position in how it develops and maintains its General Reserves and encompasses not only best practice across UK Town and Parish Councils but also 'best practice' criteria suggested by the Joint Panel on Accountability and Governance (JPAG) Practitioners Guide. It is envisaged that this Policy will be reviewed annually.

9. There are no known budgetary or financial implications resultant of the adoption of each document.

Recommendation.

That the council adopts the Civic Protocol, Hospitality Policy and Reserves Policy with the Reserves Policy to be reviewed annually.

Newhaven Town Council
Civic Protocol

INTRODUCTION.

1.1 This protocol is designed to assist the Town Mayor and Deputy Town Mayor to understand their roles and responsibilities and to provide guidance for undertaking civic duties.

BACKGROUND.

1.2 Since it was established in 1974, the council has been styled as a Town Council which entitles the chairman of the council to the title of 'Town Mayor'.

1.3 The Town Mayor has the same rights and responsibilities as a council chairman, and the office and leadership role of the Town Mayor must be respected by all members and officers of the council at all times.

THE COUNCILLOR BECOMING MAYOR.

1.4 The Annual Council Meeting takes place in May each year and is a formal meeting of the Town Council which mixes the annual business of the council (appointment of committees etc) and the appointment of the Town and Deputy Town Mayor.

1.5 ~~Notwithstanding the statutory provisions relating to the above, t~~The election of the Town Mayor and Deputy Town Mayor will be in accordance with S15 of the Local Government Act 1972~~normally be in accordance with the following.~~

~~i. Subject to their consent, the Deputy Town Mayor will be elected Town Mayor on the condition they continue to meet the qualification criteria for Deputy Town Mayor. (1.5 iii – vi)~~

~~ii. In the event of the Deputy Town Mayor not meeting these requirements or not consenting to be elected Town Mayor, then the member who would qualify to be elected Deputy Town Mayor shall be elected Town Mayor.~~

~~iii. The Deputy Town Mayor shall be the member with the longest continuous service on the council subject to meeting the following qualification criteria:~~

~~iv. They must have served as chairman to at least one committee during their current term of office,~~

~~v. They must have a good attendance record at both council and committee meetings,~~

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vi. They must not have been subject of an upheld grievance or upheld code of conduct complaint within the preceding two years,

vii. The length of continuous service for a councillor who serves as Town Mayor shall be reset when the next Town Mayor is elected.

viii. In the event of two or more councillors meeting the qualification criteria the Deputy Town Mayor shall be determined by which councillor's surname comes first alphabetically.

ix. In the event of the Deputy Town Mayor not wishing to be elected Town Mayor they are not eligible to continue as Deputy Town Mayor for a continuous term. **NB:** It is not permissible for the Deputy Town Mayor to serve as Consort/Mayoress during their term of office.

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1.6 The Town Mayor may choose a consort, which can be their partner, a fellow councillor, a family member or a friend. The consort must be aged 18 years and upwards, and if female, she may be referred to as the mayoress.

1.7 The first item of business at the Annual Council Meeting is the election of the new Town Mayor and the outgoing Town Mayor will call for a nomination. The Deputy Town Mayor will usually have prepared a proposer and seconder for the meeting, each of whom may give a speech (the seconder giving a significantly shorter speech) outlining why they are proposing them for Town Mayor.

1.8 Once the New Town Mayor has been elected, the outgoing Town Mayor will remove the chain of office and invest the new Town Mayor with the same. The newly elected Town Mayor orally declares their Acceptance of the Office of Town Mayor.

1.9 The New Town Mayor will then give their speech which should ideally,

- Name their consort/mayoress and (if in attendance) present them with their chain,
- Announce their chosen charities, and
- Outline their objectives/theme for the year ahead.

1.10 Following the election of the new Deputy Mayor, and their oral declaration of Acceptance of the Office of Deputy Mayor the new Town Mayor will then invest them with their medal.

1.10 The outgoing Town Mayor should ~~will~~ give a speech that ~~which~~ will include:

- Reflecting on their year in office
- Thanking their consort/mayoress, the Communications & Events Officer, and others who have supported them during the year, and
- Announcing the total raised as part of their charitable fundraising.

1.12 The outgoing Town Mayor will then be presented with a Past Mayors Medal/badge and a vote of thanks will be given and their years' service as Town Mayor.

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THE ROLE OF THE TOWN MAYOR.

2.1 By virtue of their office, the Town Mayor should seek to use their influence and standing in the role to stimulate community pride, encourage business and promote the voluntary sector.

2.2 The Town Mayor will likely also have meetings with other dignitaries, attend engagements and generally be in the public eye for their time in office. The Town Mayor can expect to undertake a number of civic duties:

a. Hosting fundraising events to raise funds for their chosen charities/good causes
b. Hosting council functions
c. Attending functions across Newhaven such as presentations and official openings
d. Attending functions outside Newhaven as a representative of the town

2.3 The Town Mayor can also expect to undertake a number of duties as chairman of the council:

a. Presiding over meetings of the Full Council
b. Presiding over any meetings of the Town Meeting
c. Maintaining an oversight of council activity, ensuring, together with the Town Clerk, that the council makes legal decisions and operates effectively
d. Reinforcing the standards of behaviour expected of members of the council
e. Providing administrative line management for the Town Clerk

ADMINISTRATIVE SUPPORT FOR THE TOWN MAYOR.

3.1 Day-to-day support for the Town Mayor is provided by the Communications & Events Officer, under the general direction of the Town Clerk. The Communications & Events Officer is an employee of the council who, as well as undertaking other duties for the council, assists the Town Mayor in organising their term of office.

3.2 The Communications & Events Officer will usually meet with the Deputy Town Mayor in advance of the annual council meeting to discuss their ideas for their term in office. This will include making provisional plans for any events, discussing the objectives of the charitable fundraising and their general plans for their time as Town Mayor.

3.3 All invitations for the Town Mayor should be directed to the Communications & Events Officer who will ensure all necessary information is obtained. The Communications & Events Officer will then liaise with the Town Mayor before accepting/declining an invitation.

3.4 The Communications & Events Officer may arrange transport for the Town Mayor to attend events. Whilst the Town Mayor will usually use their own transport to attend functions within Newhaven, alternative forms of transport may be considered for engagements outside Newhaven. The Communications & Events Officer will provide guidance on this.

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LEADERSHIP SUPPORT.

3.5 The Town Mayor is ~~the~~ effectively the leader of the council and wider community. The Town Mayor should be expected to lead in all matters of concern in the life of the town.

3.6 The Town Clerk will provide guidance and support in the Town Mayor fulfilling their leadership role.

THE MAYOR'S ALLOWANCE.

3.7 Under s15(5) of the Local Government Act 1972, the Town Council provides an allowance to the Town Mayor to meet the expenses of their office. The allowance is intended to deal with the expectations of their office, and may be used in connection with wardrobe, contributions to raffles, fetes, attendance at charity events, sending flowers and payment of tickets for their consort. This allowance will be identified as 'Mayors Expenses' within the general budget of the council.

3.8 As much of the allowance will be used for hospitality purposes, it is imperative that the mayor keep a written record of expenditure supported by receipts in liaison with the RFO whereby a comprehensive record of expenditure can be presented at the end of the term. It is important that the purpose to which the allowance is put can withstand public scrutiny. Where an expenditure receipt has not been available e.g. ad-hoc purchase of raffle tickets at an event, then a written note from the Town Mayor is to be provided to the satisfaction of the RFO.

3.9 This allowance is determined in each annual round of budget setting for the council and will be paid direct to the incumbent in two equal (50%) instalments during that financial year. The second of these two installments will not be paid until the RFO has received all expenditure receipts equalling the first installment paid.

3.10~~.9~~ Any residual allowance or surplus should be returned to the RFO within 28 days of the end of their term as Mayor. Where the outgoing Mayor expresses their wish that any residue/surplus of their Mayoral Allowance should go to one of their chosen charities, then this will require a resolution of the Full Council.

3.11~~8~~ The Town Council will provide separate and specific budgets to purchase tickets for the Town Mayor to attend engagements where this is required, and to host small receptions (such as the Dieppe Raid commemorations or Mayors Christmas Carol Concert), to organise the council's civic events and to reimburse travel costs in connection with the same.

SUPPORT FROM THE DEPUTY TOWN MAYOR.

3.12~~9~~ The role of Deputy Town Mayor is to support the Town Mayor throughout the year by representing the council when the Town Mayor is unavailable.

3.13~~0~~ If the Town Mayor is absent from a Full Council meeting, the Deputy Town Mayor shall preside.

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3.141 The Deputy Town Mayor has no formal standing as Deputy Town Mayor when the Town Mayor is present but assumes the precedence and standing of the Town Mayor when they are deputising for them.

3.152 Invitations should not be sent to nor solicited by the Deputy Town Mayor and they should not normally attend functions in their own right except when deputising for the Town Mayor. Where the Deputy Town Mayor is invited to a function, it should be referred to the Communications & Events Officer as an invitation for the Town Mayor.

3.163 If the Town Mayor is unable to attend an engagement, the Deputy Town Mayor will be asked to deputise. Where the Deputy Town Mayor is unable to attend the immediate past mayor (where they are a current Town Councillor) will be asked to represent the Town Mayor and if they are unable to attend the Town Mayor may choose another councillor to serve as their representative

MAYORAL FUNDRAISING.

4.1 The Town Mayor maywill select one or more local charities or good causes to support during their term; it is usual for one or two to be chosen. The Town Mayor might select local charities/community groups, the local branch of a national charity or to raise funds for a specific project/initiative. The beneficiaries will be announced as part of a speech at the annual council meeting.

4.2 The Communications & Events Officer and Town Mayor will agree a programme of fundraising activity early in the civic year.

~~4.3 All funds raised and expenses incurred will be administer by the Town Council from a separate account in the name "Mayor of Newhaven Fundraising Account". Funds raised may not be used for any purpose other than a donation to the selected beneficiaries at the end of the civic year. All expenses incurred must be met by income gained from the fundraising activity.~~

4.4 At the end of the civic year the Communications & Events Officer will organise a cheque presentation and publicity, and the outgoing Town Mayor will announce the amount raised at the annual council meeting.

4.5 The Town Mayor may raise funds in a number of ways; for example,~~:~~

a. Hosting fundraising events such as dinners, quiz nights, golf days, afternoon teas or bake sales
b. Holding a Mayor's Ball
c. Undertaking sponsored activities

4.6 The Town Mayor may rely upon donations from local businesses to support the charitable fundraising, providing prizes for raffles, auctions and events. Many businesses readily support the fundraising efforts of the Town Mayor but the personal approach of a visit from the Town Mayor in their regalia can be very effective.

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PROTOCOL, PRECEDENCE & GIFTS.

PROTOCOL

5.1 The Mayor's Chain is the outward sign of civic office and may only be worn by the Town Mayor.

5.2 The Town Mayor should wear the chain at ceremonial occasions, such as the Dieppe Raid Commemorations, Remembrance Sunday, Christmas Carol Concert, when hosting dignitaries and when chairing Town Council meetings. The Town Mayor does not wear the chain at meetings other than Full Council.

5.3 The Town Mayor may also wear the chain when attending functions or undertaking duties as Town Mayor

5.4 The Town Mayor should not wear the chain when in another area without the express permission from the council for that area.

5.5 Civic insignia should never be worn with military uniform; It may be worn by a Town Mayor who is a member of the clergy with full canonicals with the chain over the gown and it may be worn over academic dress.

5.6 The Deputy Town Mayor may wear their insignia at Full Council meetings, civic events within Newhaven or when deputising for the Town Mayor.

PRECEDENCE.

5.7 The Town Mayor is first citizen of Newhaven and enjoys precedence over everyone except the King (or the Lord Lieutenant).

5.8 The Town Mayor should be addressed as "Mr/Madam Mayor". A female mayor is not a mayoress.

5.9 Precedence and protocol for visits/events may be set by custom and practice, except on Royal Visits where there is an established order. The Communications & Events Officer / Town Clerk can provide further guidance on precedence.

ACCEPTANCE OF GIFTS.

5.10 In the course of their duties the Town Mayor may be offered gifts. All Members should treat with extreme caution any offer of a gift, favour or hospitality that is made to them personally. As is the case with councillors in general, the Town Mayor remains subject to the council's code of conduct and the requirements for the registration of gifts and hospitality under the councils Hospitality Policy.

5.11 Be aware that the receipt of a gift/hospitality may be regarded as a personal interest and if a matter under consideration is likely to affect a person who gave you a gift or hospitality that must be declared at any committee or council meeting.

5.12 The Town Clerk can provide further guidance with respect the acceptance of gifts.

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Newhaven Town Council
Hospitality Policy

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Introduction.

This policy provides guidance for all Councillors, co-opted Councillors and officers of the Town Council when considering whether to accept gifts or hospitality from individuals or organisations, and if accepting such how to record this correctly.

It reflects directly on the public perception that Councillors and officers of the Town Council are acting in the public interest rather than for the personal advantage of friends and for what personal benefit they themselves derive from their position.

The Council must ensure that all Councillors and officers are aware that they should not use their position(s) with the Council for their own personal gain or for the personal gain of third parties (normally external companies and suppliers) to whom they have a professional or business association.

The law on acceptance of gifts and hospitality is set out in the Bribery Act 2010. These legal requirements are supplemented by the procedures adopted by this Town Council to provide a set of rules for the protection of both Councillors, the Town Council and its officers. Failure to follow this policy could lead to a code of conduct complaint or criminal proceedings under the Bribery Act 2010.

Code of Conduct.

When Councillors make their Declaration and Acceptance of Office, they acknowledge in writing that they will comply with the adopted Code of Conduct. It is important that Councillors understand the Code of Conduct and adhere to the same.

General Provisions.

The Council's guidance is that any Councillor or officer should treat any offer, gift, favour or hospitality that is made with caution as it may be perceived to have been made in connection with their position as a Councillor or officer.

The acceptance of gifts or hospitality is not always unlawful or inappropriate. However, the decision in every case is whether it is appropriate to accept any gift or hospitality that might be offered to you, the source of the gift or hospitality and having regard as to how it might be perceived.

If any Councillor or employee has any doubt over whether or not to accept a gift or hospitality, they should err on the side of caution or seek the advice of the Town Clerk.

Criminal Law.

It is a criminal offence to corruptly solicit or receive any gift, reward or advantage as an inducement to do, or forebearing to do, anything in respect of any transaction involving the Town Council. The onus would be on the individual to disprove corruption in relation to a gift from a person holding or seeking to obtain a contract from Newhaven Town Council.

Definitions.

For the purposes of this policy, the following definitions are implied:

a) A gift is defined as anything given, a present, either in or out of working hours, by suppliers or potential suppliers usually endorsed with their trade name or logo, or consumables such as food and drink.

b) Hospitality is defined as "a friendly and generous reception and entertainment of guests" - this will include lunches, dinners, drinks, events or accommodation paid or provided by potential suppliers of any goods or services.

c) A reward is defined as "a thing given in recognition of service, effort or achievement" – this will include remuneration, reimbursement and fee, offered, paid, promised or implied.

Appropriate Gifts and Hospitality.

There are circumstances during the formal course as a Councillor or officer where gifts and hospitality may be accepted:

- Civic hospitality provided by another public authority.
- Any formal invite to an event as a Councillor or officer of the Council.
- Normal and modest refreshment in connection with any meeting in the course of a Councillor or officers work (e.g., tea, coffee, normal beverages, biscuits and light lunches).
- Small low value gifts (below £25, such as pens, calendars, diaries, or other business stationery, flowers or other mementos or tokens).
- Tickets for sporting, cultural and entertainment events that are sponsored by Newhaven Town Council or bodies to which you have been appointed by Newhaven Town Council, and the tickets are offered in relation to that sponsorship or promotion.

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- Drinks or other modest refreshment in the normal course of socializing arising consequentially from Town Council business (e.g. a round of drinks after a meeting).

- Souvenirs and gifts from other public bodies intended as personal gifts (e.g. arising from a Civic event)

Invitations to local Community clubs or groups hospitality events in an official capacity as a Councillor or officer of Newhaven Town Council where hospitality is available.

Principles for Accepting Gifts and Hospitality.

In deciding whether it is appropriate to accept gifts or hospitality, the Councillor or officer must consider the following:

- Do not accept a gift or hospitality as an inducement or reward for anything you do as a Councillor or officer. If you have any suspicion that the motive behind the gift or hospitality is an inducement or reward you must decline it.

- Do not accept a gift or hospitality of significant value or whose value is excessive in the circumstances.

- Do not accept a gift or hospitality if acceptance might be open to misinterpretation. Such circumstances will include gifts and hospitality:

    i. From parties involved with Newhaven Town Council in a competitive tending or procurement process.

    ii. From applicants for planning permission and other applications for licences, consents and approvals in which Newhaven Town Council has an involvement, even as a consultee.

    iii. From applications for grants, including voluntary bodies and other bodies applying for public funding from Newhaven Town Council.

    iv. From parties in legal proceedings with Newhaven Town Council.

- Do not accept a gift or hospitality if you believe it would put you under any obligation to the provider as a consequence.

- Do not solicit any gift or hospitality, and avoid giving any perception of doing so.

Gifts Received and Donated to the Chairman/Mayor's Charity.

If~~On~~ accepting~~receiving~~ gifts or hospitality valued in excess of £25~~of value~~, Councillors or officers must declare the same and~~may~~ pass them onto the Town Clerk to be ~~Chairman/Mayor to be~~ used for fundraising activities for the current Mayors chosen charity(ies) rather than retaining them personally. Councillors or officers should indicate this intention to the provider and should register this on the Register of Gifts and Hospitality.

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Registration of Gifts and Hospitality.

Where Councillors or officers are offered a gift or hospitality, even if not accepted and regardless of monetary value, they must declare by completing the Gift and Hospitality Form to the Town Clerk, who will enter it onto the Council's Register of Gifts and Hospitality.

Two separate Registers will be held, one for Councillors and one for officers. All declarations must be made within 28 days of receipt of any offer or acceptance of any gift and/or hospitality.

In the situation of the Town Clerk being the intended recipient, they should include the entry in the Register of Gifts and Hospitality and inform the Chairman to countersign acceptance or decline.

For Councillors, the Monitoring Officer at Lewes District Council will give advice wherever possible, but it will be a matter for the Councillor to make the decision on whether to accept or decline.

Reporting of Inappropriate Gifts and Hospitality Offered.

It is a criminal offence for a person corruptly to give or offer a gift, reward or advantage as an inducement or reward to you for doing or forbearing to do anything as an officer or Councillor of Newhaven Town Council.

You must immediately report to the Town Clerk of Newhaven Town Council any circumstances where an inappropriate gift or hospitality has been offered to you. You may thereafter be required to assist the Police in providing evidence.

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Declaration of Gifts and Hospitality

Your Full Name	
Name of person or organisation from whom the gift or hospitality was received.	
Was the gift or hospitality accepted?	
Date gift or hospitality was received.	
Nature of gift or hospitality:	
When and where did you receive the gift or Hospitality?	
Was advice sought before acceptance and from whom?	
What is the estimated cost £?	
Any other comments	
Signature of Councillor/Officer	
Date	
Verifying Signature of the Town Clerk or Councillor.	
Date notification received.	

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Newhaven Town Council
Reserves Policy

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Introduction.

1.1 The Town Council is required by statute to maintain financial reserves sufficient to meet the needs of the organisation and in addition, has statutory limitations on how it spends certain receipts which it must ensure are accounted for separately to the council's general funds.

1.2 Whilst there is no statutory minimum (or maximum) level of reserves, the council has no power to hold revenue reserves other than those for reasonable working capital needs or specific earmarked purposes.

1.3 The Joint Panel on Accountability and Governance (JPAG) Practitioners' Guide, which sets out the 'proper practices' for how the council must maintain its accounts, recommends that the minimum level of general reserves should be between three and twelve months of net revenue expenditure (NRE). For an authority the size of Newhaven Town Council, six months is considered appropriate.

1.4 The council's Internal and External Auditors review the council's reserves and there justification annually. This policy sets out how the council will manage its reserves and is separate to any council Investment Policy which where relevant will sets out how the council will hold its reserves.

General Reserves.

2.1 The general reserve is not ringfenced (earmarked) for any specific expenditure, and its purpose is to mitigate the impact of any uneven cashflow or cover unexpected/emergency expenditure. It is not intended to fund on-going expenditure.

2.2 The general reserve will be replenished as part of the budget process in any year where it has been utilised for unexpected/emergency expenditure.

2.3 The council will hold a general reserve of at least 25% of its net revenue expenditure (NRE). This is the difference between its budgeted income and expenditure less any budgeted capital expenditure, expenditure from earmarked reserves and budgeted transfers to reserves.

Earmarked Reserves.

3.1 The council may establish ringfenced (earmarked) reserves for any reason where it reasonably believes it may incur expenditure in the future.

Capital Receipts Reserve.

4.1 Capital receipts are subject to statutory restrictions requiring they only be used for capital expenditure.

4.2 In accordance with Financial Regulations the council will hold a Capital Receipts Reserve (where relevant and appropriate) to ensure capital receipts are separately accounted for.

CIL Receipts Reserve.

5.1 CIL Receipts are subject to statutory restrictions requiring they only be used for certain kinds of expenditure.

5.2 The council will hold a CIL Receipts Reserve to ensure CIL receipts are separately accounted for.

Review and Variation to Policy.

6.1 This policy will be reviewed annually by the Promotion, Partnership & Finance Committee as part of setting the council annual budget.

6.2 Where it determines there is justification for doing so, the Promotion, Partnership & Finance Committee (or Full Council) may make decisions which are at variance to this policy.

Adopted by Full Council – xx/xx/xx

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N E W H A V E N T O W N C O U N C I L

Ken Dry
Town Clerk

TOWN COUNCIL OFFICES
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EAST SUSSEX
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Tel: (01273) 516100
Email: admin@newhaventowncouncil.gov.uk

To: Full Council **Agenda Item 15**

Date: 19th March 2024

Report Contact: Town Clerk

Subject: **Civility & Respect Pledge**

1. The purpose of this report is to request council consideration and sign up to the Civility & Respect Pledge and consider the development and adoption of a Councillor-Officer Protocol to support the same.

2. 'Civility & Respect' is defined as meaning;

   Politeness and courtesy in behaviour, speech, and in the written word.

   Examples of ways in which you can show respect are by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.

3. The National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC), and One Voice Wales (OVW), believe now is the time to put civility and respect at the top of the agenda and start a culture change for the local council sector.

4. The Civility and Respect Project Working Group set out a mission statement summarising the core aims and values for securing permanent change in the sector:

   'Civility and respect' should be at the heart of public life and good governance is fundamental to ensuring an effective and well-functioning democracy at all levels.

   The intimidation, abuse, bullying and harassment of councillors, professional officers and staff, in person or online, is totally unacceptable; whether that is by councillors, professional officers, staff or members of the public.

   This can prevent councils from functioning effectively, councillors from representing local people, discourage people from getting involved including standing for election, and undermine public confidence and trust in local democracy.

   National Association of Local Councils (NALC), county associations of local councils and One Voice Wales (OVW), as the membership organisations representing the first tier of local government in England and Wales, and Society of Local Council Clerks

(SLCC) as the professional body for clerks, are committed to working together to promote civility and respect in public life, good governance, positive debate and supporting the well-being of councillors, professional officers and staff.

To that end the Group will be working to deliver tangible resources, actions and interventions in four main areas: providing councils with the tools to support good governance; lobbying to strengthen the standards regime and encourage more people to get involved; training; and processes to intervene to provide support to struggling councils.'

5. By NTC signing up to the Civility and Respect pledge we are demonstrating that our council is committed to treating councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.

6. As such the Civility & Respect project primarily acknowledges and defines the roles and responsibilities of councillors and officers as the fundamental to the effective and cohesive operation of a council and suggests a Model Councillor-Officer Protocol to support the same.

7. **Model Councillor-Officer Protocol.[1] (Appendix 1)**
The purpose of the Protocol is to guide councillors and officers of the council in their relations with one another. The Protocol's intention is to build and maintain good working relationships between councillors and officers as they work together. Employees who are required to give advice to councillors are referred to as "officers" throughout.

8. A strong, constructive, and trusting relationship between councillors and officers is essential to the effective and efficient working of the council, and this Protocol also seeks to reflect the principles underlying the Code of Conduct which applies to councillors and the employment terms and conditions of officers. The shared objective is to enhance and maintain the integrity (real and perceived) of local government.

9. The following extract from the Local Government Association guidance on the 2020 Model councillor Code of Conduct states that:

"Both councillors and officers are servants of the public and are indispensable to one another. Together, they bring the critical skills, experience and knowledge required to manage an effective local authority.

At the heart of this relationship, is the importance of mutual respect. councillor-officer relationships should be conducted in a positive and constructive way. Therefore, it is important that any dealings between councillors and officers should observe reasonable standards of courtesy, should show mutual appreciation of the importance of their respective roles and that neither party should seek to take unfair advantage of their position or seek to exert undue influence on the other party.

Councillors provide a democratic mandate to the local authority and are responsible to the electorate whom they represent. They set their local authority's policy framework, ensure that services and policies are delivered and scrutinise local authority services.

[1] https://www.slcc.co.uk/news-publications/civility-respect-project/ Sourced 11/3/2024.

Chairs and vice chairs of committees have additional responsibilities. These responsibilities will result in increased expectations and relationships with officers that are more complex. Such councillors must still respect the impartiality of officers and must not ask them to undertake work of a party-political nature or compromise their position with other councillors or other officers.

Officers provide the professional advice and managerial expertise and information needed for decision making by councillors and to deliver the policy framework agreed by councillors. They are responsible for implementing decisions of councillors and the day-to-day administration of the local authority.

The roles are very different but need to work in a complementary way.

It is important for both sides to respect these differences and ensure that they work in harmony. Getting that relationship right is an important skill. That is why the code requires councillors to respect an officer's impartiality and professional expertise. In turn officers should respect a councillor's democratic mandate as the people accountable to the public for the work of the local authority. It is also important for a local authority to have a councillor-officer protocol which sets out how this relationship works and what both councillors and officers can expect in terms of mutual respect and good working relationships."

10. At present the council has not adopted/developed a Councillor-Officer Protocol.

11. **Roles & Responsibilities Guidance.[2] (Appendix 2)**
Councillors and officers have different but complementary roles. Councillors, as the democratically elected representatives of their areas, are there to set the budget and strategic direction of the council and ensure that the community's priorities are identified and delivered. The responsibility of officers is to advise the council on whether its decisions are lawful and to recommend ways in which decisions can be implemented. The council is responsible for decisions and officers take instructions from the council as a body, they are not answerable to any individual councillor – not even the chair.

12. The Roles and Responsibilities document (Appendix 2) expands on the guidance given in the Councillor-Officer Protocol, gives practical examples and explains some of the 'grey' areas. It ideally should be read alongside 'The Good Councillors Guide' and the Good Councillors series of publications published by NALC and Model Councillor Officer Protocol.

13. Signing up to the Civility & respect Pledge is a simple process, which requires councils to register and agree to the following statements:

    - Our council has agreed that it will treat all councillors, clerk and all employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.
    - Our council has put in place a training programme for councillors and staff.
    - Our council has signed up to Code of Conduct for councillors.
    - Our council has good governance arrangements in place including, staff contracts, and a dignity at work policy.

[2] *ibid*

- Our council will commit to seeking professional help in the early stages should civility and respect issues arise.
- Our council will commit to calling out bullying and harassment when if and when it happens.
- Our council will continue to learn from best practice in the sector and aspire to being a role model/champion council e.g., via the Local Council Award Scheme.
- Our council supports the continued lobbying for the change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate.

Recommendation.

That the council resolves to sign up to the Civility & Respect Pledge and advises the Town Clerk as to its wishes concerning the development of a Councillor-officer Protocol.

MODEL COUNCILLOR-OFFICER PROTOCOL

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INTRODUCTION

The purpose of this Protocol is to guide councillors and officers of the council in their relations with one another. The Protocol's intention is to build and maintain good working relationships between councillors and officers as they work together. Employees who are required to give advice to councillors are referred to as "officers" throughout.

A strong, constructive, and trusting relationship between councillors and officers is essential to the effective and efficient working of the council.

This Protocol also seeks to reflect the principles underlying the Code of Conduct which applies to councillors and the employment terms and conditions of officers. The shared objective is to enhance and maintain the integrity (real and perceived) of local government.

The following extract from the Local Government Association guidance on the 2020 Model councillor Code of Conduct states that:

> *"Both councillors and officers are servants of the public and are indispensable to one another. Together, they bring the critical skills, experience and knowledge required to manage an effective local authority.*
>
> *At the heart of this relationship, is the importance of mutual respect. councillor-officer relationships should be conducted in a positive and constructive way. Therefore, it is important that any dealings between councillors and officers should observe reasonable standards of courtesy, should show mutual appreciation of the importance of their respective roles and that neither party should seek to take unfair advantage of their position or seek to exert undue influence on the other party.*
>
> *councillors provide a democratic mandate to the local authority and are responsible to the electorate whom they represent. They set their local authority's policy framework, ensure that services and policies are delivered and scrutinise local authority services.*
>
> *[Councillors of the executive,] Chairs and vice chairs of committees have additional responsibilities. These responsibilities will result in increased expectations and relationships with officers that are more complex. Such councillors must still respect the impartiality of officers and must not ask them to undertake work of a party-political nature or compromise their position with other councillors or other officers.*
>
> *Officers provide the professional advice and managerial expertise and information needed for decision making by councillors and to deliver the policy framework agreed by councillors. They are responsible for implementing decisions of councillors and the day-to-day administration of the local authority.*
>
> *The roles are very different but need to work in a complementary way.*
>
> *It is important for both sides to respect these differences and ensure that they work in harmony. Getting that relationship right is an important skill. That is why the code requires councillors to respect an officer's impartiality and professional expertise. In*

turn officers should respect a councillor's democratic mandate as the people accountable to the public for the work of the local authority. It is also important for a local authority to have a councillor-officer protocol which sets out how this relationship works and what both councillors and officers can expect in terms of mutual respect and good working relationships."

This Protocol covers:

- The respective roles and responsibilities of the councillors and the officer;
- Relationships between councillors and officers;
- Where/who a councillor or an officer should go to if they have concerns;
- Who is responsible for making decisions.

BACKGROUND

This Protocol is intended to assist councillors and officers, in approaching some of the sensitive circumstances which arise in a challenging working environment.

The reputation and integrity of the council is significantly influenced by the effectiveness of councillors and the officer working together to support each other's roles.

The aim is effective and professional working relationships characterised by mutual trust, respect and courtesy. Overly close personal familiarity between councillors and officers is not recommended as it has the potential to damage this relationship

ROLES OF COUNCILLORS AND OFFICERS

The respective roles of councillors and officers can be summarised as follows:

- Councillors and officers are servants of the public and they are indispensable to one another, but their responsibilities are distinct.
- Councillors are responsible to the electorate and serve only for their term of office.
- Officers are responsible to the council. Their job is to give advice to councillors and to the council, and to carry out the council's work under the direction and control of the council and relevant committees.

Councillors

Councillors have four main areas of responsibility:

- To determine council policy and provide community leadership;
- To monitor and review council performance in implementing policies and delivering services;
- To represent the council externally; and
- To act as advocates for their constituents.

All councillors have the same rights and obligations in their relationship with the officer, regardless of their status and should be treated equally.

Councillors should not involve themselves in the day to day running of the council. This is the officer's responsibility, and the officer will be acting on instructions from the council or its committees, within an agreed job description.

In line with the councillors' Code of Conduct, a councillor must treat others with respect, must not bully or harass people and must not do anything which compromises, or is likely to compromise, the impartiality of those who work for, or on behalf of, the council.

Officers can expect councillors:

- to give strategic leadership and direction and to seek to further their agreed policies and objectives with the understanding that councillors have the right to take the final decision on issues based on advice
- to act within the policies, practices, processes and conventions established by the council
- to work constructively in partnership with officers acknowledging their separate and distinct roles and responsibilities
- to understand and support the respective roles and responsibilities of officers and their associated workloads, pressures and reporting lines
- to treat them fairly and with respect, dignity and courtesy
- to act with integrity, to give support and to respect appropriate confidentiality
- to recognise that officers do not work under the instruction of individual councillors or groups
- not to subject them to bullying, intimidation, harassment, or put them under undue pressure.
- to treat all officers, partners (those external people with whom the council works) and members of the public equally, and not discriminate based on any characteristic such as age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation.
- not to request officers to exercise discretion which involves acting outside the council's policies and procedures
- not to authorise, initiate, or certify any financial transactions or to enter into any contract, agreement or undertaking on behalf of the council or in their role as a councillor without proper and lawful authority
- not to use their position or relationship with officers to advance their personal interest or those of others or to influence decisions improperly
- to comply at all times with the councillors' Code of Conduct, the law, and such other policies, procedures, protocols and conventions agreed by the council.
- respect the impartiality of officers and do not undermine their role in carrying out their duties
- do not ask officers to undertake work, or act in a way, which seeks to support or benefit a particular political party or gives rise to an officer being criticised for operating in a party-political manner
- do not ask officers to exceed their authority where that authority is given

Chairs and vice-chairs of council and committees

Chairs and vice-chairs have additional responsibilities as delegated by the council. These responsibilities mean that they may have to have a closer working relationship with employees than other councillors do. However, they must still respect the impartiality of officers and must not ask them to undertake work or anything else which would prejudice their impartiality.

Officers

The primary role of officers is to advise, inform and support all members and to implement the agreed policies of the council.

Officers are responsible for day-to-day managerial and operational decisions within the council, including directing and overseeing the work of any more junior officers. councillors should avoid inappropriate involvement in such matters.

In performing their role officers will act professionally, impartially and with neutrality. Whilst officers will respect a councillor's view on an issue, the officer should not be influenced or pressured to make comments, or recommendations which are contrary to their professional judgement or views.

Officers must:

- implement decisions of the council and its committees which are lawful, which have been properly approved in accordance with the requirements of the law and are duly recorded. This includes respecting the decisions made, regardless of any different advice given to the council or whether the decision differs from the officer's view.
- work in partnership with councillors in an impartial and professional manner
- treat councillors fairly and with respect, dignity and courtesy
- treat all councillors, partners and members of the public equally, and not discriminate based on any characteristic such as age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation.
- assist and advise all parts of the council. Officers must always act to the best of their abilities in the best interests of the authority as expressed in the council's formal decisions.
- respond to enquiries and complaints in accordance with the council's standards protocol
- be alert to issues which are, or are likely to be, contentious or politically sensitive, and be aware of the implications for councillors, the media or other sections of the public.
- act with honesty, respect, dignity and courtesy at all times
- provide support and learning and development opportunities for councillors to help them in performing their various roles in line with the council's training and development policy

- not seek to use their relationship with councillors to advance their personal interests or to influence decisions improperly
- to act within the policies, practices, processes and conventions established by the council

Officers have the right not to support councillors in any role other than that of councillor, and not to engage in actions incompatible with this Protocol.

In giving advice to councillors, and in preparing and presenting reports, it is the responsibility of the officer to express his/her own professional views and recommendations. An officer may report the views of individual councillors on an issue, but the recommendation should be the officer's own. If a councillor wishes to express a contrary view they should not pressurise the officer to make a recommendation contrary to the officer's professional view, nor victimise an officer for discharging his/her responsibilities.

There are exceptional circumstances where a councillor can fulfil the role of officer, for example where there is a vacancy. This can only be done if the councillor is not paid for the role and should only ever be short-term while the council seeks to fill a vacancy. There will need to be a particular clear understanding of when the councillor is acting as a councillor and when acting as the Proper Officer.

The Relationship: General

Councillors and officers are indispensable to one another. However, their responsibilities are distinct. councillors are accountable to the public, whereas officers are accountable to the council as a whole.

At the heart of this Protocol is the importance of mutual respect and also of civility. councillor/officer relationships are to be conducted in a positive and constructive way. Therefore, it is important that any dealings between councillors and officers should observe standards of courtesy and that neither party should seek to take unfair advantage of their position nor seek to exert undue influence on the other party.

Individual councillors should not actively seek to undermine majority decisions of the corporate body, as this could then bring them into conflict with officers who have been charged with promoting and implementing the council's collectively-determined course of action.

Councillors should not raise matters relating to the conduct or capability of an officer, or of officers collectively, in a manner that is incompatible with this Protocol at meetings held in public or on social media. This is a long-standing tradition in public service. An officer has no means of responding to criticisms like this in public.

A councillor who is unhappy about the actions taken by, or conduct of, an officer should:

- avoid personal attacks on, or abuse of, the officer at all times
- ensure that any criticism is well founded and constructive
- ensure that any criticism is made in private

- take up the concern with the chair

Neither should an officer raise with a councillor matters relating to the conduct or capability of another councillor or officer or to the internal management of the council in a manner that is incompatible with the objectives of this Protocol.

Potential breaches of this Protocol are considered below.

Expectations

All councillors can expect:

- A commitment from officers to the council as a whole, and not to any individual councillor, group of councillors or political group;
- A working partnership;
- Officers to understand and support respective roles, workloads and pressures;
- A timely response from officers to enquiries and complaints;
- Officer's professional and impartial advice, not influenced by political views or personal preferences;
- Timely, up to date, information on matters that can reasonably be considered appropriate and relevant to their needs, having regard to any individual responsibilities or positions that they hold;
- Officers to be aware of and sensitive to the public and political environment locally;
- Respect, courtesy, integrity and appropriate confidentiality from officers and other councillors;
- Training and development opportunities to help them carry out their role effectively;
- Not to have personal issues raised with them by officers outside the council's agreed procedures;
- That officers will not use their contact with councillors to advance their personal interests or to influence decisions improperly.

Officers can expect from councillors:

- A working partnership;
- An understanding of, and support for, respective roles, workloads and pressures;
- Leadership and direction;
- Respect, courtesy, integrity and appropriate confidentiality;
- Not to be bullied or to be put under undue pressure;
- That councillors will not use their position or relationship with officers to advance their personal interests or those of others or to influence decisions improperly;
- That councillors will at all times comply with the council's adopted Code of Conduct.

Some general principles

Close personal relationships between councillors and officers can confuse their separate roles and get in the way of the proper conduct of council business, not least by creating a perception in others that a particular councillor or officer is getting preferential treatment.

Special relationships with particular individuals are not recommended as it can create suspicion that an employee favours that councillor above others.

The Proper Officer (usually called the Clerk) is the head of paid services and has a line-management responsibility to all other staff. Communications should be made directly with the Proper Officer, unless it is agreed by the Proper Officer that such communications may take place directly with other officers over a particular matter. Councillors should not give instructions directly to the Proper Officer's staff without the express approval of the Proper Officer.

COUNCILLORS' ACCESS TO INFORMATION AND TO COUNCIL DOCUMENTS

Councillors are free to approach officers to provide them with such information, explanation and advice as they may reasonably need in order to assist them in discharging their role as members of the council. This can range from a request for general information about some aspect of the council's activities to a request for specific information on behalf of a constituent. Such approaches should normally be directed to the Officer.

The legal rights of councillors to inspect council documents are covered partly by statute and partly by the common law.

The common law right of councillors is based on the principle that any member has a prima facie right to inspect council documents so far as their access to the documents is reasonably necessary to enable the member properly to perform their duties as a member of the council. This principle is commonly referred to as the "need to know" principle.

The exercise of this common law right depends therefore upon the councillor's ability to demonstrate that they have the necessary "need to know". In this respect a member has no right to "a roving commission" to go and examine documents of the council. Mere curiosity is not sufficient. The crucial question is the determination of the "need to know". This question must be determined by the officer.

In some circumstances (e.g. a committee member wishing to inspect documents relating to the functions of that committee) a councillor's "need to know" will normally be presumed. In other circumstances (e.g. a councillor wishing to inspect documents which contain personal information about third parties) a councillor will normally be expected to justify the request in specific terms. Any council information provided to a councillor must only be used by the councillor for the purpose for which it was provided i.e. in connection with the proper performance of the councillor's duties as a member of the council.

For completeness, councillors do, of course, have the same right as any other member of the public to make requests for information under the Freedom of Information Act 2000.

CORRESPONDENCE

Correspondence between an individual councillor and an officer should not normally be copied (by the officer) to any other councillor. Where exceptionally it is necessary to copy

the correspondence to another councillor, this should be made clear to the original councillor. In other words, a system of “silent copies” should not be employed. Acknowledging that the “BCC” system of e-mailing is used, it should be made clear at the foot of any e-mails if another councillor has received an e-mail by adding “CC councillor X.”

Official letters or emails on behalf of the council should normally be sent out under the name of the officer, rather than under the name of a councillor. It may be appropriate in certain circumstances (e.g. representations to a Government Minister) for a letter or email to appear over the name of the chair, but this should be the exception rather than the norm. Letters or emails which, for example, create obligations or give instructions on behalf of the council should never be sent out in the name of a councillor.

Correspondence to individual councillors from officers should not be sent or copied to complainants or other third parties if they are marked “confidential”. In doing so, the relevant officer should seek to make clear what is to be treated as being shared with the councillor in confidence only and why that is so.

PRESS AND MEDIA

Councils are accountable to their electorate. Accountability requires local understanding. This will be promoted by the council, explaining its objectives and policies to the electors and customers. Councils use publicity to keep the public informed and to encourage public participation. The council needs to tell the public about the services it provides. Good effective publicity should aim to improve public awareness of the council’s activities. Publicity is a sensitive matter in any political environment because of the impact it can have. Expenditure on publicity can be significant. It is essential to ensure that decisions on publicity are properly made in accordance with the Code of Recommended Practice on Local Authority Publicity and the council’s Media Protocol.

The officer may respond to press enquiries but should confine any comments to the facts of the subject matter and the professional aspects of the function concerned. On no account must an officer expressly or impliedly make any political opinion, comment or statement.

Any press release that may be necessary to clarify the council’s position in relation to disputes, major planning developments, court issues or individuals’ complaints should be approved by the officer.

The chair (or chair of a committee) may act as spokespersons for the council in responding to the press and media and making public statements on behalf of the council but should liaise with the officer on all forms of contact with the press and media. The council may also appoint individual councillors as spokespeople where there is an area of particular expertise but this should only be done with the agreement of the council.

The council must comply with the provisions of the Local Government Act 1986 (“the Act”) regarding publicity. All media relations work will comply with the national Code of Practice

for Local Government Publicity. The Code is statutory guidance and the council must have regard to it and follow its provisions when making any decision on publicity.

The LGA has produced useful guidance on the Publicity Code - https://www.local.gov.uk/publications/short-guide-publicity-during-pre-election-period

For more detailed information and guidance regarding the role of councillors in connection with the use of social media, reference should be made to the council's Social Media Protocol where there is one in place.

IF THINGS GO WRONG

Procedure for officers:

From time to time the relationship between councillors and the officer (or other employees) may break down or become strained. Whilst it is always preferable to resolve matters informally, it is important that the council adopts a formal grievance protocol or procedure.

The principal council's monitoring officer may be able to offer a mediation/conciliation role or it may be necessary to seek independent advice. The chair of the council should not attempt to deal with grievances or work related performance or line management issues on their own. The council should delegate authority to a small group of councillors to deal with all personnel matters.

The law requires all employers to have disciplinary and grievance procedures. Adopting a grievance procedure enables individual employees to raise concerns, problems or complaints about their employment in an open and fair way.

Where the matter relates to a formal written complaint alleging a breach of the councillors' Code of Conduct the matter must be referred to the principal council's monitoring officer in the first instance in line with the Localism Act 2011. The council may however try to resolve any concerns raised informally before they become a formal written allegation.

Procedure for councillors:

If a councillor is dissatisfied with the conduct, behaviour or performance of the officer or another employee, the matter should be reported to the chair and then raised with the officer in the first instance. If the matter cannot be resolved informally, it may be necessary to invoke the council's disciplinary procedure.

ROLES AND RESPONSIBILITIES

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INTRODUCTION

Local (parish and town) councillors and local council officers have different but complementary roles. Councillors, as the democratically-elected representatives of their areas, are there to set the budget and strategic direction of the council and ensure that the community's priorities are identified and delivered. The role of officers is to advise councillors, ensure that the council's strategy is delivered on a day-to-day basis and manage the operational and organisational side of the council.

This document briefly summarises those different roles and responsibilities, it should be read alongside 'The Good Councillors Guide' and the Good Councillors series of publications published by NALC (https://www.nalc.gov.uk/publications#the-good-councillor-s-guide) and Model Councillor Officer Protocol

THE ROLE OF COUNCILLORS

A councillor's primary role is to represent their local area (or ward where the council is warded) and the people who live in it. Councillors provide a bridge between the community and the council. As well as being an advocate for local residents and signposting them to the right people either at the local council or the principal authority, they should ensure that the community is informed about the issues that affect them.

In order to understand and represent local views and priorities, you need to build strong relationships and encourage local people to make their views known and engage with you and the council. Good communication and engagement are central to being an effective councillor.

Local councillors are expected to:

- respond to residents' queries and investigate their concerns (casework);

- communicate council decisions that affect the community;
- know their area and be aware of any problems;
- know and work with representatives of local organisations, interest groups and businesses;
- represent their community's views at council meetings.

Local councillors also collectively set the strategic direction for their council. All local councils need clear strategies and policies to enable them to achieve their vision for the area, make the best use of resources and deliver services that meet the needs of local communities. Individual councillors will contribute to the development of these policies and strategies, bringing their experience and the views and priorities of their area to the debate.

Individual councillors work together to serve the community and to help the council to make decisions on behalf of the local community. Councillors contribute to the work of the council by suggesting ideas, engaging in constructive debate and by responding to the needs and views of the community representing their constituents. Councillors comment on proposals to ensure the best outcome and vote to enable the council to make decisions. Councillors must accept the decisions of the council as a whole even if they do not agree with it.

The formal part of these roles is carried out by attending meetings and working with and listening to advice from the council officers. The local council might have committees and even sub-committees. This is more likely to be the case in larger councils and in those cases how far individual councillors contribute in particular policy areas will depend on which committees they have been appointed to. However 'full council' remains the sovereign body for setting the council's overarching strategy and budget so even where the council has committees which work in greater detail on particular areas, all councillors should contribute to the council's strategic framework.

Individual councillors do not have, and cannot be given, powers to make decisions on behalf of the local council. This applies to the chair as much as to the other councillors, although the chair does have personal responsibilities in connection with the running of formal meetings – see below. That said, local councillors can act as 'champions' on particular issues and it is perfectly acceptable, if a councillor happens to have experience in a particular field, that they take a lead on it, provided that has been agreed by the Full Council.

The less formal part of these roles of listening and talking to people, including the local elected members of the district, county or unitary council, will almost certainly take up more of the councillor's time. However, it is important to remember that "rules of behaviour" apply whenever activities of being a local councillor are being undertaken.

THE CHAIR

In some authorities the chair is called ‘the mayor’ but references are made to the chair in this document.

The main rules of law governing the role of the chair of a local council are set out in the Local Government Act 1972 which requires, for example:

- that the chair must preside at a meeting of the local council if they are present and;
- that it is the chair of a meeting who has the responsibility to sign the minutes (presented for approval at that meeting) as a true record.

It is the chair’s responsibility:

a) To determine that the meeting is properly constituted and that a quorum is present;
b) To inform themselves as to the business and objects of the meeting;
c) To preserve order in the conduct of those present;
d) To confine discussion within the scope of the meeting and reasonable limits to time;
e) To decide whether proposed motions and amendments are in order;
f) To formulate for discussion and decision questions which have been moved for the consideration of the meeting;
g) To decide points of order and other incidental questions which require decision at the time;
h) To ascertain the sense of the meeting by:
    a. Putting relevant questions to the meeting and taking the vote thereon (and if so minded giving a casting vote);
    b. Declaring the result; and
    c. Causing a ballot to be taken if duly demanded;
i) To approve the draft of the minutes or other record of proceedings presented to a meeting (with the consent of the meeting);
j) To adjourn the meeting when circumstances justify or require that course; and
k) To declare the meeting closed when its business has been completed or in the event of the meeting being very seriously disrupted.

The chair’s term of office continues until the appointment of a successor, other than where the chair resigns or is disqualified from office. A chair does not however legally have to resign following a vote of no confidence. This continuity also applies when the chair has not been re-elected following local elections. In this case, the chair does not have a vote on the appointment of a successor but does have a casting vote in the event of equal votes.

Outside of the meeting

The chair:

- is the person to whom notice of resignation is given by other councillors or the clerk;
- may convene extraordinary meetings of the council (on proper notice to the clerk);
- when attending ceremonial events, is the proper person to represent the local council;
- may receive an allowance to meet the expenses of his or her office.

Beyond that, the workings and decisions not taken by the council or, through the delegation scheme, by one of its committees or sub-committees are to be taken by the clerk to the local council. The chair may have an enhanced role, as functions may be delegated to the clerk in consultation with the chair (or the chair of a committee). This means, however, that the decision and the responsibility for it remains with the clerk (not the chair) but that the clerk must first bring the matter to the attention of the chair and take into account the views of the chair in coming to their decision.

It is also likely to be the case that the chair will be the person whom the clerk will approach:

- for information about the council and the parish;
- to seek to informally discuss matters with and;
- to informally consult on decisions that are in the clerk's remit to make or pass back to a formal meeting.

Correspondence to and from the council should normally be dealt with by the clerk, not by the chair, although, where there are no other administrative staff, the chair will be the most appropriate person to deal with correspondence in the absence of the clerk e.g. to sign letters giving effect to a council decision, or to send a 'holding' reply pending consideration of a matter by the council.

Committee chairs

In Councils which have committees the chair of the committee has similar duties and responsibilities as the chair of the council with regard to their committee and may be consulted by the clerk on relevant matters.

THE ROLE OF THE CLERK AND OTHER OFFICERS

The primary responsibility of officers is to advise the council on whether its decisions are lawful and to recommend ways in which decisions can be implemented. To help with this, officers can be asked to research topics of concern to the council and provide unbiased information to help the council to make appropriate choices.

Officers have a wide range of other responsibilities which should be set out in their job descriptions. Officers must recognise that the council is responsible for all decisions and that they take instructions from the council as a body. Officers are not answerable to any individual councillor – not even the chair.

The council must be confident that officers are, at all times, independent, objective and professional.

‘Proper officer’ is a title used in statute. It refers to the appropriate officer for the relevant function. In local councils, the proper officer is normally the clerk. In financial matters, the proper officer is known as the ‘responsible finance officer’.

The local council clerk is the ‘engine’ of an effective local council. They are its principal executive and adviser and, for the majority of smaller local councils, the officer responsible for the administration of its financial affairs. The clerk is sometimes a council’s only employee. Where a council has more than one employee, the clerk is the ultimate line manager for all other staff.

The clerk is required to give clear guidance to councillors, including the chair, before decisions are reached, even when that guidance may be unpalatable. The clerk has a key role in advising the council, and councillors, on governance, standards of conduct and procedural matters. They would also normally liaise with the monitoring officer at the principal authority on code of conduct issues and the councillors’ register of interests.

It is the duty of the clerk as the proper officer to assist councillors on matters of fact and law. Councillors (even where it is contrary to their personal wishes or expectations) should take fully into account the advice and guidance given by the clerk on the existence and applicability of the relevant facts or the law. Councillors should then seek means to make their policy decisions taking into account such guidance. Councillors should also accept as a fact that it is the duty of the clerk to minute any situation in which the advice given has not been heeded. The clerk is, however, an independent and objective officer of the council who takes instructions from the corporate body on policy and must in turn recognise that the council is responsible for all decisions

Some larger councils employ a range of administration and support staff and the clerk is normally responsible for advising the council on staffing provision and managing the recruitment process. In smaller councils, the clerk may also carry out the role of the finance officer. However, it is common, especially in larger councils, for a separate responsible finance officer to be appointed and given specific duties relating to the budget, annual accounts and audit to ensure proper financial management and transparency.

Many local councils encourage their clerks to seek professional recognition for the work that they do. A CiLCA qualified clerk is one of several pre-requisites for a local council achieving recognition through the Local Council Award Scheme (https://www.nalc.gov.uk/library/our-work/lcas/1855-lcas-guide/file) and also in becoming a council eligible to exercise the General Power of Competence.

In an emergency (e.g. to cover a temporary vacancy) a councillor may fulfil the role of clerk to the local council (this must be unpaid (see below)). However, it is not good practice for councillors to do this on anything other than a very temporary basis as it confuses officer/councillor roles.

It should be noted that councillors may not be paid employees of their council (as there is an unacceptable conflict of interest) and may not become employees of their former council until at least 12 months after ceasing to be a councillor.

MEETINGS

It is the clerk's responsibility to set the agenda for the meeting. This is often done in consultation with the chair and individual members can request the addition of relevant items but the agenda remains the clerk's responsibility. The clerk must sign the agenda and decide how it will be set out.

The summons to the meeting, agenda and relevant papers must be sent out at least three clear days before the meeting. The 'three clear' days is established in law to allow time for proper consideration of issues to be discussed. Items for decision cannot be added to the agenda after this time but must be taken at a future meeting.

At a meeting all councillors must comply with Standing Orders and the chair must ensure that Standing Orders are enforced.

Any 2 Members of a parish council may submit a written request signed by them to the Chair of the parish council to call an extraordinary meeting. In the event of the Chair not calling an extraordinary meeting within 7 days of receiving the request, the 2 members may call an extraordinary meeting. The chair of the Council or of a Committee may convene an extraordinary meeting at any time.

INFORMATION

Councillors are free to approach officers to provide them with such information, explanation and advice as they may reasonably need in order to assist them in discharging their role as members of the Council. This can range from a request for general information about some aspect of the Council's activities to a request for specific information on behalf of a constituent. Such approaches should normally be directed to the Clerk.

As regards the legal rights of councillors to inspect Council documents, these are covered partly by statute and partly by the common law.

The common law right of councillors is based on the principle that any member has a prima facie right to inspect council documents so far as their access to the documents is reasonably necessary to enable the member properly to perform their duties as a member of the council. This principle is commonly referred to as the "need to know" principle.

The exercise of this common law right depends therefore upon the councillor's ability to demonstrate that they have the necessary "need to know". In this respect a member has no right to "a roving commission" to go and examine documents of the council. Mere curiosity is not sufficient. The crucial question is the determination of the "need to know". This question must be determined by the officer.

In some circumstances (e.g. a committee member wishing to inspect documents relating to the functions of that committee) a councillor's "need to know" will normally be presumed. In other circumstances (e.g. a councillor wishing to inspect documents which contain personal information about third parties) a councillor will normally be expected to justify the request in specific terms. Any council information provided to a councillor must only be used by the councillor for the purpose for which it was provided i.e. in connection with the proper performance of the councillor's duties as a member of the council.

For completeness, councillors do, of course, have the same right as any other member of the public to make requests for information under the Freedom of Information Act 2000.

N E W H A V E N T O W N C O U N C I L

Ken Dry
Town Clerk

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

To: Full Council **Agenda Item 16**

Date: 19th March 2024

Report Contact: Town Clerk

Subject: **Coppicing Works (Newhaven Cemetery) Expenditure.**

1. The purpose of this report is to request council consider a recommendation from the Environment & Amenities Committee to carry out Coppice Work to Woodland at the rear of Newhaven Cemetery in response to 'Ash Die-Back'.

2. At their meeting of Tuesday March 12th 2024, the E&A Committee resolved to approve a quotation from contractor 'Bonny's Wood' for **£9970 Ex VAT** to effect these works, and for them to be financed from the 2024/25 Budget.

3. The original report to the E&A Committee can be seen at Appendix A of this report.

4. Financial Regulation 4.1 stipulates that all expenditure valued at £7500 and over be determined by Full Council.

Recommendation.

That the council resolves to approve this expenditure of **£9970 Ex VAT** as recommended by the Environment & Amenities Committee on Tuesday March 12th 2024.

16. Report - Appendix A

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: Environment & Amenities Committee [redacted]

Date: 12th March 2024

Report Contact: Clerk to the Council

Subject: **Coppice Work to Woodland at Rear of Newhaven Cemetery.**

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1. The purpose of this report is to request authorisation to implement a tranche of coppice works designed to tackle the prevalence of 'Ash Die-Back' and seek committee recommendation to Full Council as required by Financial Regulations.

2. Following a site visit by the Chair of this committee, the Town Clerk and Bonnys Wood contractors, it has been established that at the site to the rear of Newhaven Cemetery (immediately adjacent to the allotments) there is a significant presence of 'ash dieback' amongst the tree stock.

3. Many of the trees viewed have the disease which eventually results in structural failure of the tree and potential dangers of tree and branch falls. For this reason, the contractor has advised that felling and coppicing of all but healthy tree stock at this location is advised. The majority of felled wood will be retained on site for the purposes of biodiversity and habitat provision or chipped and left in situ.

4. The committee will be aware that Bonny's Wood have conducted other work for the town council on previous occasions, and that the standard of their work has been found to be excellent and their commitment to customer service and local wildlife very high. The Company proprietor is also fully qualified for this work being an ISI Certified Arborist and ISA qualified Tree Risk Assessor.

5. The town council's financial regulations state that where the value of works or specialist services the Clerk should strive to obtain 3 estimates. However, this is not required if the committee feels that it is in its best interests to use a contractor which it has already engaged for other work (Contracts 11.1.a. viii).

6. A quotation and scheduled of works can be seen at Appendix 1. As the value of the works quoted is **£9970 ex VAT** final approval is therefore required by Full Council (expenditure over £7500). This work will be programmed for the FY 2024-25.

Recommendation:

That the Committee recommends these works for Full Council approval.

N E W H A V E N T O W N C O U N C I L

Ken Dry
Town Clerk

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To: Full Council **Agenda Item 17**

Date: 19th March 2024

Report Contact: Town Clerk & RFO

Subject: **Earmarked Reserves for 2024/25.**

1. The purpose of this report is to request council consider and adopt Earmarked Reserves allocations for the FY 2024/25.

2. Appendix A sets out the proposed Earmarked Reserves allocations with the following explanatory notes;

   - Officers forecast total General Reserves of circa £1,051,037[1] as of March 31st 2024 which is comprised of £173,786 Neighbourhood CIL funds and General Fund Reserves of £877,251.

   - Of the General Fund Reserves (£877,251) the provision of an Operating Reserve allocation of £285,534 must take priority and is the total 'operating costs' required by the council for a six month period in the highly unlikely event that the council does not receive its Precept from LDC. This leaves £591,718 that can be 'earmarked' for specific projects (Earmarked Reserves) the council may wish to achieve in the next 12-36 months.

   - Officers have listed a range of projects totalling £534,945 that have either existed in the previous financial year or which they anticipate will be a likely requirement in the short to medium term which leaves £56,773 of Non Allocated Reserves which can be used for emergency/ad-hoc purposes should they arise during the financial year 24/25.

3. Whilst a good level of General Reserves significantly mitigates potential financial risk it can also draw criticism if not notionally allocated. It is therefore proactive and prudent to allocate budget to specific intended projects which effectively do not act as a binding commitment to deliver should a significant unknown financial issue arise that is in excess of the Non Allocated Reserves.

4. Those Earmarked Reserves listed at Appendix A are those which officers believe are necessary going forward, though it is obviously subject to the wishes of the council.

Recommendation.
That the council resolves to adopt a range of Earmarked Reserves for the Financial Year 2024/25.

[1] Subject to actual 2023/24 Budget out-turn and monies held at Bank as of March 31st 2024.

17. Report – Earmarked Reserves – Appendix 1

	Reserves & Agreed EMR Allocation	General Fund	Neighbourhood CIL	Towns Deal Advance Funding	Forecast Reserves at 31/3/24
		£ 877,251	**£ 173,786**	**£ -**	**£ 1,051,037**
	Operating Reserve (6 months)	£ 285,534			
		£ 591,718			
	Earmarked Reserves				
	Eastside Playground Replacement	£ 80,000	£ 80,000		
	Denton Playground CIL App Match Fund		£ 75,000		
	Road Safety Feasibility Studies	£ 15,000			
	Cem Rds Forecourt	£ 50,000			
	Strategic Visioning Ex	£ 7,000			
	Neighbourhood Plan Review	£ 50,000			
	Meeching Hall Alterations (£189,552)	£ 119,445			
	Lift Repairs @ 18 Fort Road	£ 8,500	£ -		
	Ecology/Species Surveys (Meeching Dwn, Valley Ponds +OENR) + Plans	£ 40,000			
	Open Space/Site Surveys (For GMC Contracts)	£ 20,000			
	Riverside Park Grounds Maintenance	£ 25,000			
	OENR Infrstructure	£ 25,000			
	Meeching Hall Urgent H&S Remedials	£ 25,000			
	Building Assets Strategy	£ 70,000			
	Sub Total	£ 534,945	£ 155,000	£ -	
	Non Allocated Reserves	**£ 56,773**	£ 18,786	£ -	

Reconciliation Summary

Month: JANUARY 2024

	AMOUNT	EXAMINER
CASHBOOK 1 Current Acct 60669288	£48,153.58	
CASHBOOK 2 B. Prem Acct 20669253	£771,071.11	
CASHBOOK 3 Petty Cash	£62.74	
CASHBOOK 4 R.Reward Acct 13831183	£373,636.50	
CASHBOOK 5 Credit Cards	0	
Petty Cash On-Site	£62.74	
Staff Salary Payment	£11635.68	
HMRC Remittance	£3818.89	
ESCC Pension Remittance	£3885.87	

Reported to Full Council:- / / 20

Resolved/Noted as Correct:- Y/N

Chairmans Signature:-

Newhaven Town Council

Bank Reconciliation Statement as at 31/01/2024
for Cashbook 1 - Current A/c

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Current A/c	26/01/2024		48,153.58
			48,153.58

Unpresented Payments (Minus)			Amount	
19/10/2023	113971	David Payne	40.00	
24/11/2023	114067	RBL Poppy Appeal	20.00	
12/12/2023	14085	We Print & Sign	84.00	
05/01/2024	114096	Jackson Lift Services Ltd	211.20	
19/01/2024	113986	North Laine Window Cleaning	24.00	
19/01/2024	113987	Clares Office Supplies Ltd	91.37	
23/01/2024	113989	J Kirby Electrical Ltd	456.00	
24/01/2024	113990	Rhino Rod	114.00	
26/01/2024	113991	Bonny's Wood	432.00	
29/01/2024	113992	AECOM Ltd	960.00	
30/01/2024	113993	Icthus Event Solutions Ltd	4,536.00	
				6,968.57
				41,185.01

Unpresented Receipts (Plus)

	0.00	
		0.00
		41,185.01
Balance per Cash Book is :-		**41,185.01**
Difference is :-		**0.00**

Signatory 1:

Name Alison Campbell Signed ..... Date 1/2/2024

Signatory 2:

Name Kim Bishop Signed ..... Date 23/02/24.

Bank Reconciliation up to 31/01/2024 for Cashbook No 1 - Current A/c

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
19/10/2023	113963	20.00		20.00		R	David Whitchurch
19/10/2023	113971	40.00			40.00		David Payne
13/11/2023	114055	1,782.00		1,782.00		R	Swan Fire UK Limited
13/11/2023	114057	500.00		500.00		R	Meeching Amateur Dramatics
17/11/2023	114066	84.00		84.00		R	Don Burtenshaw
24/11/2023	114067	20.00			20.00		RBL Poppy Appeal
05/12/2023	114077	4,258.20		4,258.20		R	Countrymans Contractors Ltd
05/12/2023	114079	230.00		230.00		R	Christian Funnell
12/12/2023	14085	84.00			84.00		We Print & Sign
13/12/2023	114082	1,794.00		1,794.00		R	J Kirby Electrical Ltd
14/12/2023	114087	146.67		146.67		R	Denma Cleaning Services Ltd
15/12/2023	114088	29.74		29.74		R	SouthCoast Services Sussex Ltd
15/12/2023	114089	168.00		168.00		R	Bonny's Wood
15/12/2023	33961		26.00	26.00		R	Receipt(s) Banked
21/12/2023	114091	216.00		216.00		R	J Kirby Electrical Ltd
21/12/2023	114092	103.80		103.80		R	Redlynch Leisure Installations
21/12/2023	114093	5,700.00		5,700.00		R	Tansleys Printers
21/12/2023	33994		26.00	26.00		R	Receipt(s) Banked
02/01/2024	0002059	1,106.26		1,106.26		R	Computer-Eyez (South) Ltd
02/01/2024	Dec 2023	238.01		238.01		R	Trade UK Account
02/01/2024	100787757	247.00		247.00		R	Lewes District Council
02/01/2024	100787964	205.00		205.00		R	Lewes District Council
02/01/2024	100789027	87.00		87.00		R	Lewes District Council
02/01/2024	10089030	367.00		367.00		R	Lewes District Council
02/01/2024	100899386	125.00		125.00		R	Lewes District Council
02/01/2024	101247911	384.00		384.00		R	Lewes District Council
02/01/2024	CCARD	32.00		32.00		R	Barclaycard
02/01/2024	CCARD	-32.00		-32.00		R	Barclaycard
02/01/2024	33951		52.00	52.00		R	Receipt(s) Banked
03/01/2024	33792		450.00	450.00		R	Receipt(s) Banked
04/01/2024	34030		205.77	205.77		R	Receipt(s) Banked
04/01/2024	34031		65.00	65.00		R	Receipt(s) Banked
05/01/2024	114094	368.64		368.64		R	Rentokil Initial UK Ltd
05/01/2024	114095	173.89		173.89		R	James Hallam Ltd
05/01/2024	114096	211.20			211.20		Jackson Lift Services Ltd
05/01/2024	114097	2,624.03		2,624.03		R	Playdale Playgrounds Ltd
05/01/2024	114098	22.07		22.07		R	Denma Cleaning Services Ltd
05/01/2024	33963		26.00	26.00		R	Receipt(s) Banked
05/01/2024	33995		26.00	26.00		R	Receipt(s) Banked
05/01/2024	33996		26.00	26.00		R	Receipt(s) Banked
05/01/2024	34022		743.53	743.53		R	Receipt(s) Banked
05/01/2024	34029		97.47	97.47		R	Receipt(s) Banked
08/01/2024	33980		26.00	26.00		R	Receipt(s) Banked
08/01/2024	34025		43.89	43.89		R	Receipt(s) Banked
09/01/2024	DD19.12.23	58.59		58.59		R	Barclays Bank
09/01/2024	114099	397.60		397.60		R	K & H Plumbing & Heating
09/01/2024	114100	967.50		967.50		R	Rhoda Funnell
10/01/2024	DD31.12.23	45.49		45.49		R	Barclaycard Payments

Bank Reconciliation up to 31/01/2024 for Cashbook No 1 - Current A/c

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
10/01/2024	113981	580.96		580.96		R	PPL PRS Ltd
10/01/2024	34023		147.91	147.91		R	Receipt(s) Banked
10/01/2024	Top Up AC		50,000.00	50,000.00		R	Receipt(s) Banked
10/01/2024	34001/24		75.00	75.00		R	Receipt(s) Banked
10/01/2024	TT 10.1.24		10.00	10.00		R	Receipt(s) Banked
10/01/2024	34026		687.68	687.68		R	Receipt(s) Banked
11/01/2024	34027		130.00	130.00		R	Receipt(s) Banked
12/01/2024	3720	4.90		4.90		R	Pipers News
12/01/2024	34028		21.66	21.66		R	Receipt(s) Banked
12/01/2024	33893		159.80	159.80		R	Receipt(s) Banked
14/01/2024	113982	500.00		500.00		R	Newhaven Families Forum
15/01/2024	34047	79.99		79.99		R	Advo Payroll
15/01/2024	3955724	17.59		17.59		R	Business Stream
15/01/2024	300286	9,693.98		9,693.98		R	Lewes District Council
15/01/2024	113984	171.00		171.00		R	K & H Plumbing & Heating
15/01/2024	VAT Refund		18,281.50	18,281.50		R	Receipt(s) Banked
15/01/2024	34020		4,543.00	4,543.00		R	Receipt(s) Banked
15/01/2024			26.00	26.00		R	Receipt(s) Banked
15/01/2024	33972		26.00	26.00		R	Receipt(s) Banked
15/01/2024	33991		26.00	26.00		R	Receipt(s) Banked
16/01/2024	TRANSFER	-990.00		-990.00		R	Bennett Funeral Services
16/01/2024	Correction		-990.00	-990.00		R	Receipt(s) Banked
16/01/2024	Correction		-990.00	-990.00		R	Receipt(s) Banked
16/01/2024	34018		390.00	390.00		R	Receipt(s) Banked
17/01/2024	BACS	3,862.98		3,862.98		R	East Sussex County Council
17/01/2024	TT16.1.24		18.00	18.00		R	Receipt(s) Banked
17/01/2024	33987		26.00	26.00		R	Receipt(s) Banked
18/01/2024	5023204	81.70		81.70		R	Investec Asset Finance PLC
18/01/2024	TT 18.1.24		63.75	63.75		R	Receipt(s) Banked
19/01/2024	FLGB486770	305.82		305.82		R	BNP Paribas Leasing Solutions
19/01/2024	016F62D9-2	537.44		537.44		R	E-On Energy Solutions Ltd
19/01/2024	60F9407A-2	359.14		359.14		R	E-On Energy Solutions Ltd
19/01/2024	CB778D50-2	412.66		412.66		R	E-On Energy Solutions Ltd
19/01/2024	8700093697	66.16		66.16		R	SSE
19/01/2024	3974817	155.15		155.15		R	Business Stream
19/01/2024	113986	24.00			24.00		North Laine Window Cleaning
19/01/2024	113987	91.37			91.37		Clares Office Supplies Ltd
19/01/2024	V021856721	87.32		87.32		R	EE
19/01/2024	33843		50.00	50.00		R	Receipt(s) Banked
22/01/2024	Q033A9	49.80		49.80		R	British Telecommunications Plc
22/01/2024	Q069KG	116.90		116.90		R	British Telecommunications Plc
22/01/2024	DD	3,945.54		3,945.54		R	HMRC (Inland Revenue)
22/01/2024	314387	134.99		134.99		R	Premier Managed Technologies G
22/01/2024	34034		283.00	283.00		R	Receipt(s) Banked
23/01/2024	A700C35C-2	124.04		124.04		R	E-On Energy Solutions Ltd
23/01/2024	FE7E4DA4-2	117.10		117.10		R	E-On Energy Solutions Ltd
23/01/2024	3982834	110.79		110.79		R	Business Stream
23/01/2024	3982486	75.26		75.26		R	Business Stream

Bank Reconciliation up to 31/01/2024 for Cashbook No 1 - Current A/c

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
23/01/2024	3981502	48.62		48.62		R	Business Stream
23/01/2024	113989	456.00			456.00		J Kirby Electrical Ltd
23/01/2024	33946		990.00	990.00		R	Receipt(s) Banked
23/01/2024	33942		283.00	283.00		R	Receipt(s) Banked
24/01/2024	BACS	11,635.68		11,635.68		R	Staff Salaries
24/01/2024	113990	114.00			114.00		Rhino Rod
24/01/2024	34036		64.80	64.80		R	Receipt(s) Banked
25/01/2024	1-01163952	845.61		845.61		R	ENGIE Gas Limited
25/01/2024	1-01163953	609.38		609.38		R	ENGIE Gas Limited
26/01/2024	113991	432.00			432.00		Bonny's Wood
26/01/2024	34035		86.64	86.64		R	Receipt(s) Banked
29/01/2024	CC 29.1.24	288.00		288.00		R	Credit Cards
29/01/2024	113992	960.00			960.00		AECOM Ltd
29/01/2024	34048		1,093.00	1,093.00		R	Receipt(s) Banked
30/01/2024	113993	4,536.00			4,536.00		Icthus Event Solutions Ltd
		63,446.56	77,316.40				

Signatory 1:

Name ALISON CAMPBELL Signed [signature] Date 1/2/2024

Signatory 2:

Name KIM BISHOP Signed [signature] Date 23/02/2024.

Today: **01 Feb 2024**

BARCLAYS

MRS ALISON MARIAN CAMPBELL

Transactions

BUSINESS FREE AUTO TRANS **20-49-76 60669288**

Available balance	**£46,563.17**
Last night's balance	£48,153.58
Overdraft limit	**£0.00**

Showing **94** transactions between **02/01/2024** and **30/01/2024** from 01/01/2024 to 31/01/2024

Date	Description	Money in	Money out	Balance
30/01/2024	Counter Credit BCARD1723921290124 BGC BCARD1723921290124 B GC INV 34048	£1,093.00 ✓		£48,153.58
29/01/2024	Remittance POST OFFICE CREDIT 100743 REM	£86.64 ✓		£47,060.58
29/01/2024	Direct Debit BCARD COMMERCIAL 5476760289527536 DDR		-£288.00 ✓	£46,973.94
26/01/2024	Cheque 113983 113983		-£990.00 ✓	£47,261.94
25/01/2024	Counter Credit BCARD1723921240124 BGC BCARD1723921240124 B GC INV 34036	£64.80 ✓		£48,251.94
25/01/2024	Direct Debit ENGIE GAS 10328543001 DDR		-£609.38 ✓	£48,187.14
25/01/2024	Direct Debit ENGIE GAS 10328542001 DDR		-£845.61 ✓	£48,796.52
24/01/2024	Cheque 113982 113982		-£500.00 ✓	£49,642.13
24/01/2024	Direct Debit NEWHAVEN TOWN BACS DDR SALARIES JAN 24		-£11,635.68 ✓	£50,142.13

23/01/2024	Cheque 114097 114097		-£2,624.03	£61,777.81
23/01/2024	Cheque 113984 113984		-£171.00	£64,401.84
23/01/2024	Direct Debit SCOTTISH WATER BUS 27452786 DDR		-£48.62	£64,572.84
23/01/2024	Direct Debit SCOTTISH WATER BUS 27441569 DDR		-£75.26	£64,621.46
23/01/2024	Direct Debit SCOTTISH WATER BUS 27154587 DDR		-£110.79	£64,696.72
23/01/2024	Direct Debit E.ON NEXT A-FE7E4DA4-001 DDR		-£117.10	£64,807.51
23/01/2024	Direct Debit E.ON NEXT A-A700C35C-001 DDR		-£124.04	£64,924.61
23/01/2024	Counter Credit DIGNITY FUNERALS 004257 BGC	£283.00		£65,048.65
23/01/2024	Counter Credit THE CO-OPERATIVE 50021635 BGC	£990.00		£64,765.65
22/01/2024	Bill Payment MONU STONEWORKS FEE-I-2651DA SILVA BB P	£283.00		£63,775.65
22/01/2024	Direct Debit NEWHAVEN TOWN BACS DDR INL-REV PAYE DEC23		-£3,945.54	£63,492.65
22/01/2024	Direct Debit BT DIRECT DEBITS SD41959890Q069 DDR		-£116.90	£67,438.19
22/01/2024	Direct Debit BT DIRECT DEBITS SD44945429Q033 DDR		-£49.80	£67,555.09
22/01/2024	Direct Debit PREMIER MANAGED TE 0NEW02 DDR		-£134.99	£67,604.89
19/01/2024	Counter Credit WAVE ACTIVE LIMITE Wave Active BGC	£50.00		£67,739.88
19/01/2024	Cheque 114094 114094		-£368.64	£67,689.88

19/01/2024	Cheque 114098 114098		-£22.07	£68,058.52
19/01/2024	Direct Debit SSE ENERGY SUPPLY 0047362-DD00178783 DD R		-£66.16	£68,080.59
19/01/2024	Direct Debit SCOTTISH WATER BUS 27368914 DDR		-£155.15	£68,146.75
19/01/2024	Direct Debit E.ON NEXT A-CB778D50-001 DDR		-£412.66	£68,301.90
19/01/2024	Direct Debit E.ON NEXT A-60F9407A-001 DDR		-£359.14	£68,714.56
19/01/2024	Direct Debit E.ON NEXT A-016F62D9-001 DDR		-£537.44	£69,073.70
19/01/2024	Direct Debit BNP PARIBAS LEASIN A1D67196 V1209395 DDR		-£305.82	£69,611.14
19/01/2024	Direct Debit EE LIMITED Q29509271487169412 DD R		-£87.32	£69,916.96
18/01/2024	Cash Withdrawal POST OFFICE KEN 18JAN 13.29 ATM	£63.75		£70,004.28
18/01/2024	Cheque 114082 114082		-£1,794.00	£69,940.53
18/01/2024	Direct Debit INVESTEC ASSET FIN 5023204-119649988 DDR		-£81.70	£71,734.53
17/01/2024	Counter Credit JOHN TOVEY 33987 BGC	£26.00		£71,816.23
17/01/2024	Cheque 113981 113981		-£580.96	£71,790.23
17/01/2024	Cheque 114095 114095		-£173.89	£72,371.19
17/01/2024	Direct Debit NEWHAVEN TOWN BACS DDR ESCC PENSIONS PEC 23		-£3,862.98	£72,545.08
16/01/2024	Counter Credit L Mendelsohn	£390.00		£76,408.06

	Invoice 34018 BGC			
16/01/2024	Counter Credit BCARD1723921150124 BGC BCARD1723921150124 B GC INVTT	£18.00		£76,018.06
16/01/2024	Cheque 114100 114100		-£967.50	£76,000.06
16/01/2024	Cheque 114099 114099		-£397.60	£76,967.56
16/01/2024	Cheque 114066 114066		-£84.00	£77,365.16
15/01/2024	Direct Debit ADVO PAY NEWHTC DDR		-£79.99	£77,449.16
15/01/2024	Direct Debit SCOTTISH WATER BUS 29821242 DDR		-£17.59	£77,529.15
15/01/2024	Direct Debit LEWES DISTRICT COU 300286 DDR		-£9,693.98	£77,546.74
15/01/2024	Counter Credit E Johnson-Bullock plot 35a BGC AL35A	£26.00		£87,240.72
15/01/2024	Counter Credit ANDREWS S 33972 BGC AL23A	£26.00		£87,214.72
15/01/2024	Counter Credit WOODS A&J 33969 BGC AL15	£26.00		£87,188.72
15/01/2024	Cheque 114092 114092		-£103.80	£87,162.72
15/01/2024	Counter Credit THE SOUTHERN CO-OP SOUTHERN CO-OPERAT BG C	£4,543.00		£87,266.52
15/01/2024	Counter Credit HMRC VAT 191895712 BGC	£18,281.50		£82,723.52
12/01/2024	Counter Credit Press Play Films From Press Play .. BG C	£159.80		£64,442.02
12/01/2024	Counter Credit HIBBERT S Hibbert 34028 BGC	£21.66		£64,282.22

12/01/2024	Cheque 114055 114055		-£1,782.00	£64,260.56
12/01/2024	Cheque 114079 114079		-£230.00	£66,042.56
12/01/2024	Direct Debit PIPERS NEWS STORES PIPERS15791 DDR		-£4.90	£66,272.56
11/01/2024	Cash Withdrawal POST OFFICE KEN 11JAN 13.42 ATM	£130.00		£66,277.46
11/01/2024	Cash Withdrawal POST OFFICE KEN 11JAN 13.11 ATM	£75.00		£66,147.46
11/01/2024	Counter Credit BCARD1723921100124 BGC BCARD1723921100124 B GC T TOWER	£10.00		£66,072.46
11/01/2024	Cheque 114077 114077		-£4,258.20	£66,062.46
11/01/2024	Cheque 114057 114057		-£500.00	£70,320.66
11/01/2024	Cheque 113963 113963		-£20.00	£70,820.66
10/01/2024	Funds Transfer NORCROSS DANC NORCROSSDANCE FT	£687.68		£70,840.66
10/01/2024	Funds Transfer 204976 20669253 TOP UP JAN 24 AC FT	£50,000.00		£70,152.98
10/01/2024	Direct Debit BARCLAYCARD BCD01723921311223 FIRS T DDR PAYMENT DDR		-£45.49	£20,152.98
10/01/2024	Counter Credit MOJDEH MIRFAKHRAEE hall hire Nov 3400 BG C	£147.91		£20,198.47
09/01/2024	Remittance POST OFFICE CREDIT 100742 REM	£43.89		£20,050.56
09/01/2024	Credit Payment CHARGES COMMISSION FOR PERIOD 13NOV/12DEC ********** **********		-£58.59	£20,006.67

08/01/2024	Cash Withdrawal POST OFFICE KEN 08JAN 13.07 ATM	£26.00		£20,065.26
08/01/2024	Remittance POST OFFICE CREDIT 100741 REM	£26.00		£20,039.26
08/01/2024	Counter Credit BCARD1723921050124 BGC BCARD1723921050124 B GC AL37B	£26.00		£20,013.26
08/01/2024	Cheque 114093 114093		-£5,700.00	£19,987.26
05/01/2024	Counter Credit P. FEIST INVOICE 34029 BGC	£97.47		£25,687.26
05/01/2024	Cash Withdrawal POST OFFICE KEN 05JAN 13.33 ATM	£78.00		£25,589.79
05/01/2024	Counter Credit N.I.P.P.E.R.S. RENT BGC	£743.53		£25,511.79
05/01/2024	Cheque 114091 114091		-£216.00	£24,768.26
05/01/2024	Cheque 114087 114087		-£146.67	£24,984.26
04/01/2024	Counter Credit J Younghusband 34031 BGC	£65.00		£25,130.93
04/01/2024	Counter Credit THE RUSSELL Rmf Inv 34030 BGC	£205.77		£25,065.93
03/01/2024	Counter Credit BCARD1723921020124 BGC BCARD1723921020124 B GC AL4	£52.00		£24,860.16
03/01/2024	Cheque 114089 114089		-£168.00	£24,808.16
03/01/2024	Cheque 114088 114088		-£29.74	£24,976.16
03/01/2024	Counter Credit THE CO-OPERATIVE 50021635 BGC	£450.00		£25,005.90
02/01/2024	Direct Debit LEWES DISTRICT COU		-£384.00	£24,555.90

	101247911 DDR		
02/01/2024	Direct Debit LEWES DISTRICT COU 100899386 DDR	-£125.00	£24,939.90
02/01/2024	Direct Debit LEWES DISTRICT COU 100789030 DDR	-£367.00	£25,064.90
02/01/2024	Direct Debit LEWES DISTRICT COU 100789027 DDR	-£87.00	£25,431.90
02/01/2024	Direct Debit LEWES DISTRICT COU 100787964 DDR	-£205.00	£25,518.90
02/01/2024	Direct Debit LEWES DISTRICT COU 100787757 DDR	-£247.00	£25,723.90
02/01/2024	Direct Debit SCREWFIX DIRECT LT 6331640012255717 DDR	-£238.01	£25,970.90
02/01/2024	Direct Debit COMPUTER EYEZ LTD EYEZ0002059 DDR	-£1,106.26	£26,208.91

LDC INVEST

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.

NEWHAVEN TOWN COUNCIL
FORT ROAD
NEWHAVEN
MID: 1723921
TID: 38286566
AID: A0000000031010
Visa Debit
VISA DEBIT
**** **** **** 7806
EXP 11/26
CONTACTLESS PAN.SEQ 3
SALE
MERCHANT COPY
AMOUNT £52.00
No CVM Used
09:55:36 02/01/24
AUTH CODE: 059601
RECEIPT 0016

NEWHAVEN TOWN COUNCIL
FORT ROAD
NEWHAVEN
MID: 1723921
TID: 38286566
AID: A0000000041010
Mastercard
MASTERCARD
**** **** **** 3732
START 06/22 EXP 06/27
CONTACTLESS PAN.SEQ 1
SALE
MERCHANT COPY
AMOUNT £26.00
No CVM Used
12:16:17 05/01/24
AUTH CODE: R04657
RECEIPT 0017

NEWHAVEN TOWN COUNCIL
FORT ROAD
NEWHAVEN
MID: 1723921
TID: 38286566
AID: A0000000041010
MASTERCARD
MASTERCARD
**** **** **** 5166
START 10/20 EXP 11/24
CONTACTLESS PAN.SEQ 2
SALE
MERCHANT COPY
AMOUNT £10.00
No CVM Used
11:18:10 10/01/24
AUTH CODE: 556171
RECEIPT 0018

NEWHAVEN TOWN COUNCIL
FORT ROAD
NEWHAVEN
MID:
TID: 1723921
AID: 38286566
A0000000031010
VISA DEBIT
VISA DEBIT
**** **** **** 9946
EXP 10/26
CONTACTLESS PAN.SEQ 0
SALE
MERCHANT COPY
AMOUNT £18.00
No CVM Used
13:32:36 15/01/24
UTH CODE: 015790
ECEIPT 0022

NEWHAVEN TOWN COUNCIL
FORT ROAD
NEWHAVEN
MID: 1723921
TID: 38286566
AID: A0000000041010
Mastercard
MASTERCARD
**** **** **** 8160
START 06/21 EXP 08/25
CONTACTLESS PAN.SEQ 3
SALE
MERCHANT COPY
AMOUNT £64.80
No CVM Used
09:32:43 24/01/24
AUTH CODE: R73037
RECEIPT 0025

NEWHAVEN TOWN COUNCIL
FORT ROAD
NEWHAVEN
MID: 1723921
TID: 38286566
AID: A0000000031010
VISA DEBIT
VISA DEBIT
**** **** **** 3350
START 05/21 EXP 06/25
ICC PAN.SEQ 0
SALE
MERCHANT COPY
AMOUNT £1093.00
Verified by PIN
PLEASE DEBIT MY ACCOUNT
14:22:11 29/01/24
40IF6:00
AUTH CODE: 029101
RECEIPT 0027

33951
AL4

33996
AL37B
Thomas

Pilfold
Tea Towel

INV 34036
Cole-Hall
1010 201

Invoice
34048

Grave
I-2730

Amanda
Crowder-Steele.

Bank Reconciliation Statement as at 31/01/2024
for Cashbook 2 - Business Premium

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Business Premium Account	31/01/2024		771,071.11
			771,071.11

Unpresented Payments (Minus)	Amount	
	0.00	
		0.00
		771,071.11

Unpresented Receipts (Plus)		
	0.00	
		0.00
		771,071.11

Balance per Cash Book is :-	**771,071.11**
Difference is :-	**0.00**

Signatory 1:

Name ALISON CAMPBELL Signed [signature] Date 1/2/2024

Signatory 2:

Name Kim Bishop Signed [signature] Date 23/02/2024.

Newhaven Town Council

Bank Reconciliation up to 31/01/2024 for Cashbook No 2 - Business Premium

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
10/01/2024	Top Up AC	50,000.00		50,000.00		R	Current A/c
		50,000.00	0.00				

Signatory 1:

Name ALISON CAMPBELL Signed [signature] Date 1/2/2024

Signatory 2:

Name KIM BISHOP Signed [signature] Date 23/02/2024

Today: **01 Feb 2024**

BARCLAYS

MRS ALISON MARIAN CAMPBELL

Transactions

Business Premium ME — 20-49-76 20669253

Available balance	**£771,071.11**
Last night's balance	£771,071.11
Overdraft limit	**n/a**

Showing **1** transaction between **10/01/2024** and **10/01/2024** from 01/01/2024 to 31/01/2024

Date	Description	Money in	Money out	Balance
10/01/2024	Funds Transfer 204976 60669288 TOP UP JAN 24 AC FT		-£50,000.00	£771,071.11

Need to view older transactions?

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

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Barclays 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.

Today: 10 Jan 2024

Mrs Alison Marian Campbell

BARCLAYS

Transfer money between your accounts

Your money has been transferred.

Date instruction received:	10 January 2024
Time instruction received:	08:37 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 Jan 24 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.

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

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

Newhaven Town Council

Bank Reconciliation Statement as at 31/01/2024
for Cashbook 3 - Petty Cash

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Petty Cash	31/01/2024		62.74
			62.74

Unpresented Payments (Minus)	Amount	
	0.00	
		0.00
		62.74

Unpresented Receipts (Plus)		
	0.00	
		0.00
		62.74

Balance per Cash Book is :-	**62.74**
Difference is :-	**0.00**

Signatory 1:

Name ALISON CAMPBELL Signed [signature] Date 1/2/2024

Signatory 2:

Name Kay Bishop Signed [signature] Date 23/02/2024

Newhaven Town Council

Bank Reconciliation up to 31/01/2024 for Cashbook No 3 - Petty Cash

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
02/01/2024	833	1.45		1.45		R	Sainsburys S'Markets
09/01/2024	834	1.45		1.45		R	Sainsburys S'Markets
24/01/2024	835	4.45		4.45		R	Sainsburys S'Markets
31/01/2024	836	1.45		1.45		R	Sainsburys S'Markets
		8.80	0.00				

Signatory 1:

Name Alison Campbell Signed ..... Date 1/2/2024

Signatory 2:

Name Kim Bishop Signed ..... Date 23/02/2024

855

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

SmartShop

BANANA FAIRTRADE LSE	
0.884 kg @ £0.90/kg	£0.80
JS APPLE PINKLADY X6	£2.70
TTD BELLAVERDE BROCC	£2.00
JS BABY BTN MUSH 200	£1.15
JS PLUM TOMATOES	£1.60
CATH CITY CHEDDAR	£3.50
Nectar Price Saving	-£1.75
PHILAD LIGHT 165G	£2.20
JS S/SKIM MLK 2.272L	£1.45
BM BERY/CHERY 370G	£3.30
Nectar Price Saving	-£0.70
LARGE DELI ROLLS OAT	£1.10
JS TAGLIATELLE	£0.75
NESCAFE ORGNL REFILL	£4.85
NESCAFE ORGNL REFILL	£4.85
2 X Nectar Price Saving	-£3.70
MCV LIGHT RICH TEA	£1.80

£3.00

14 BALANCE DUE	£25.90
Visa Debit	£25.90

contactless

£4.45

[ICC] ***********0303	
AID:	A0000000031010
PAN SEQUENCE:	06
MERCHANT:	****5520
AUTH CODE:	577821
TID:	****3993

No Cardholder Verification

CHANGE	£0.00

YOUR SAVINGS TODAY:	
PROMOTIONS	-£6.15

****
MY NECTAR SUMMARY
[C] **** **** **** 3184035

POINTS EARNED ON	£25.90
PREVIOUS POINTS BALANCE	5248
POINTS EARNED	25
NEW POINTS BALANCE	5273
YOUR POINTS ARE WORTH	£26.36

****
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

6292136064910100240124

C #9101 16:07:04 24JAN2024
S2136 R64

Thank you for your visit.

836

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	£10.00
CHANGE	£8.55

****
MY NECTAR SUMMARY
[C] **** **** **** 3526012

POINTS EARNED ON	£1.45
PREVIOUS POINTS BALANCE	326
POINTS EARNED	1
NEW POINTS BALANCE	327
YOUR POINTS ARE WORTH	£1.63

****
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
****

6292136071991500310124

C #9915 14:21:48 31JAN2024
S2136 R71

Thank you for your visit.

rd KL 91.124 -MC

837

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

POINTS EARNED ON	£1.45
PREVIOUS POINTS BALANCE	268
POINTS EARNED	1
NEW POINTS BALANCE	269
YOUR POINTS ARE WORTH	£1.34

****

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
****



6292136071166700090124

C #1667 12:29:00 09JAN2024
S2136 R71

Thank you for your visit.

ML 2/1/24

633

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] **** **** **** 5049015

POINTS EARNED ON	£1.45
PREVIOUS POINTS BALANCE	2312
POINTS EARNED	1
NEW POINTS BALANCE	2313
YOUR POINTS ARE WORTH	£11.56

****

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
****



6292136067601000020124

C #6010 08:30:46 02JAN2024
S2136 R67

Thank you for your visit.

Newhaven Town Council

Bank Reconciliation Statement as at 31/01/2024
for Cashbook 4 - Base Rate Reward Account

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Base Rase Reward Account	31/01/2024		373,636.50
			373,636.50

Unpresented Payments (Minus)	Amount	
	0.00	
		0.00
		373,636.50

Unpresented Receipts (Plus)		
	0.00	
		0.00
		373,636.50

Balance per Cash Book is :-	**373,636.50**
Difference is :-	**0.00**

Signatory 1:

Name Alison Campbell Signed [signature] Date 1/2/2024

Signatory 2:

Name Kim Bisher Signed [signature] Date 23/02/2024.

Today: **01 Feb 2024**

BARCLAYS

MRS ALISON MARIAN CAMPBELL

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 01/11/2023 to 31/01/2024

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?

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Bank Reconciliation Statement as at 31/01/2024
for Cashbook 5 - Credit Cards

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Card 1851 3279 KD	31/01/2024		0.00
Card 2597 1956 AC	31/01/2024		0.00
			0.00

Unpresented Payments (Minus)			Amount	
15/01/2024	CCARD	Sainsburys S'Markets	10.00	
15/01/2024	GB4CGZFAEU	Amazon Marketplace UK	11.38	
15/01/2024	GB4CK5XHAE	Amazon Marketplace UK	10.86	
17/01/2024	000008020	BS Fixings	17.99	
19/01/2024	MEM247965-	SLCC Enterprises Ltd	244.00	
19/01/2024	MEM247966-	SLCC Enterprises Ltd	36.00	
				330.23
				-330.23

Unpresented Receipts (Plus)

0.00	
	0.00
	-330.23
Balance per Cash Book is :-	**-330.23**
Difference is :-	**0.00**

Signatory 1:

Name ALISON CAMPBELL Signed ..... Date 1/2/2024

Signatory 2:

Name KIM BISHOP Signed K Bishop Date 23/02/24

Bank Reconciliation up to 31/01/2024 for Cashbook No 5 - Credit Cards

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
04/12/2023	CCARD	35.49		35.49		R	Sainsburys S'Markets
07/12/2023	ZA092864	40.00		40.00		R	Information Commissioner's Off
11/12/2023	411584842	200.00		200.00		R	Royal Mail Group Ltd
22/12/2023	CC Refund		19.49	19.49		R	Receipt(s) Banked
02/01/2024	CCARD	32.00		32.00		R	Barclaycard
15/01/2024	CCARD	10.00			10.00		Sainsburys S'Markets
15/01/2024	GB4CGZFAE	11.38			11.38		Amazon Marketplace UK
15/01/2024	GB4CK5XHAE	10.86			10.86		Amazon Marketplace UK
17/01/2024	000008020	17.99			17.99		BS Fixings
19/01/2024	MEM247965-	244.00			244.00		SLCC Enterprises Ltd
19/01/2024	MEM247966-	36.00			36.00		SLCC Enterprises Ltd
29/01/2024	CC 29.1.24		288.00	288.00		R	Receipt(s) Banked
		637.72	307.49				

Signatory 1:

Name ALISON CAMPBELL Signed ..... Date 1/2/2024

Signatory 2:

Name KIM BISHOP Signed ..... Date 23/02/2024

barclaycard commercial

barclaycard

SUMMARY FOR NEWHAVEN TOWN COUNCIL

Company reference:	5476760289527536
Statement date:	2 January 2024
Page number:	1 of 5
Monthly spend limit:	£8,000.00
Date of previous statement:	2 December 2023
Previous balance:	£1,712.60
Payment received:	£1,712.60 CR
Total of charges and adjustments:	£0.00
Total of new spending:	£288.00
New balance:	**£288.00**
Minimum payment:	**£34.88**
Payment due by:	**29 January 2024**
Available to spend:	**£7,712.00**
Total cashback earned this month (£):	0.00
Total cashback earned since anniversary (£):	0.00
Cashback redeemed (£):	0.00

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/DD/Bacs
Date 29/1/2024
Amount £288.00
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 29 January 2024. 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 : £10.71

Balance	Value	Monthly Rate	Estimated Interest*	Expiry Date
PURCHASE	288.00	2.050%	10.71	
CASH	0.00	2.429%	0.00	
Totals	**£288.00**		**£10.71**	

Paid in by and date

bank giro credit ABC

288.00 34.88 5476760289527536

29 January 2024

Please make your cheque payable to Barclaycard Commercial and include your company reference number on the payee line.

Cashier's Stamp and Initials

G 004474 BBA2143A 13485
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

Credit Cards CC 29.1 cashbook 29.1.24

<5476760289527536< 251629+< 73 X

202
15 JAN 2024

barclaycard commercial

barclaycard

SUMMARY FOR NEWHAVEN TOWN COUNCIL

Company reference:	5476760289527536
Statement date:	2 January 2024
Page number:	2 of 5

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	1,712.60
Total of payment, charges and adjustments		**£0.00**
27 Dec 2023	DIRECT DEBIT PAYMENT THANK YOU	1,712.60 CR

New balances by individual cardholder

Name	Card number	Monthly spend limit	Balance
E BOUHNIK	5476 7607 2626 0121	4,000	19.49 CR
A M CAMPBELL	5476 7600 2597 1956	4,000	272.00
K DRY	5476 7609 1851 3279	4,000	35.49
Total cardholder expenditure			**£288.00**
New balance			**£288.00**

barclaycard commercial

barclaycard

STATEMENT FOR E BOUHNIK

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:	5476760726260121
Statement date:	2 January 2024
Page number:	3 of 5
Monthly spend limit:	£4,000.00

Date	Description	Amount
22 Dec 2023	MEMBERSHIP FEE CREDIT	19.49 CR

0 new purchases / cash advances. **Total of spending.** **£19.49 CR**

G 004474 BBA2143A 13485
MISS E BOUHNIK
NEWHAVEN TOWN COUNCIL
18 FORT ROAD
NEWHAVEN
BN9 9QE

barclaycard commercial

barclaycard

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 January 2024
Page number:	4 of 5
Monthly spend limit:	£4,000.00

Date	Description	Amount
7 Dec 2023	WWW.ICO.ORG.UK 03031231113	40.00
081255504433	GOVERNMENT SERVICES NOT ELSEWHERE CLASSIFIED	
7 Dec 2023	ROYAL MAIL ONLINE SHOP INTERNET GBR	200.00
081205272463	POSTAGE STAMPS	
2 Jan 2024	CARD FEE	32.00
2 new purchases / cash advances.	**Total of spending.**	**£272.00**

G 004474 BBA2143A 13485
MRS A M CAMPBELL
NEWHAVEN TOWN COUNCIL
18 FORT ROAD
NEWHAVEN
BN9 9QE

barclaycard commercial

barclaycard

STATEMENT FOR K DRY

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:	5476760918513279
Statement date:	2 January 2024
Page number:	5 of 5
Monthly spend limit:	£4,000.00

Date	Description	Amount
4 Dec 2023	SAINSBURYS S/MKTS NEWHAVEN HARB	35.49
051285481473	GROCERY STORES, SUPERMARKETS	
1 new purchases / cash advances.	Total of spending.	£35.49

G 004474 BBA2143A 13485
MR K DRY
NEWHAVEN TOWN COUNCIL
18 FORT ROAD
NEWHAVEN
BN9 9QE

Reconciliation Summary

Month: FEBRUARY 2024

	AMOUNT	EXAMINER
CASHBOOK 1 Current Acct 60669288	£59,218·16	
CASHBOOK 2 B. Prem Acct 20669253	£721,071·11	
CASHBOOK 3 Petty Cash	£148·80	
CASHBOOK 4 R.Reward Acct 13831183	£373,636·50	
CASHBOOK 5 Credit Cards	0	
Petty Cash On-Site	£148·80	
Staff Salary Payment	£11419·65	
HMRC Remittance	£3613·87	
ESCC Pension Remittance	£3762·50	

Reported to Full Council:- / / 20

Resolved/Noted as Correct:- Y/N

Chairmans Signature:-

Bank Reconciliation Statement as at 29/02/2024
for Cashbook 1 - Current A/c

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Current A/c	29/02/2024		59,218.16
			59,218.16

Unpresented Payments (Minus)			Amount	
24/11/2023	114067	RBL Poppy Appeal	20.00	
14/02/2024	113994	Police & Crime Commissioner fo	5,914.88	
14/02/2024	113997	Playdale Playgrounds Ltd	15.12	
14/02/2024	113998	Jarlands	311.87	
14/02/2024	114002	GeoXphere Ltd	270.00	
14/02/2024	114003	Jackson Lift Services Ltd	861.60	
14/02/2024	114005	ESALC Ltd	90.00	
20/02/2024	114011	Edge IT Systems Ltd	368.40	
21/02/2024	114012	Police & Crime Commissioner fo	7,928.90	
22/02/2024	114013	Rhino Rod	102.00	
23/02/2024	114014	Brady Corp Ltd	52.50	
27/02/2024	114015	Willingdon Property Renovation	903.10	
27/02/2024	114016	Don Burtenshaw	2,928.00	
				19,766.37
				39,451.79

Unpresented Receipts (Plus)

	0.00	
		0.00
		39,451.79
Balance per Cash Book is :-		**39,451.79**
Difference is :-		**0.00**

Signatory 1:

Name Alison Campbell Signed ..... Date 4/3/2024

Signatory 2:

Name Kim Brown Signed ..... Date 5/3/2024

Bank Reconciliation up to 29/02/2024 for Cashbook No 1 - Current A/c

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
19/10/2023	113971	40.00		40.00		R	David Payne
24/11/2023	114067	20.00			20.00		RBL Poppy Appeal
12/12/2023	14085	84.00		84.00		R	We Print & Sign
05/01/2024	114096	211.20		211.20		R	Jackson Lift Services Ltd
19/01/2024	113986	24.00		24.00		R	North Laine Window Cleaning
19/01/2024	113987	91.37		91.37		R	Clares Office Supplies Ltd
23/01/2024	113989	456.00		456.00		R	J Kirby Electrical Ltd
24/01/2024	113990	114.00		114.00		R	Rhino Rod
26/01/2024	113991	432.00		432.00		R	Bonny's Wood
29/01/2024	113992	960.00		960.00		R	AECOM Ltd
30/01/2024	113993	4,536.00		4,536.00		R	Icthus Event Solutions Ltd
01/02/2024	0002059	1,542.01		1,542.01		R	Computer-Eyez (South) Ltd
01/02/2024	633164 Dec	96.23		96.23		R	Trade UK Account
01/02/2024	34051		47.83	47.83		R	Receipt(s) Banked
01/02/2024	34045		1,230.46	1,230.46		R	Receipt(s) Banked
02/02/2024	34039		743.53	743.53		R	Receipt(s) Banked
02/02/2024	34046		81.24	81.24		R	Receipt(s) Banked
05/02/2024	DD	54.02		54.02		R	Barclays Bank
05/02/2024	34042		1,191.30	1,191.30		R	Receipt(s) Banked
06/02/2024	34037		332.49	332.49		R	Receipt(s) Banked
06/02/2024	34054		43.32	43.32		R	Receipt(s) Banked
07/02/2024	34055		566.00	566.00		R	Receipt(s) Banked
08/02/2024	33997		272.00	272.00		R	Receipt(s) Banked
08/02/2024	34032		272.00	272.00		R	Receipt(s) Banked
08/02/2024	34038		272.00	272.00		R	Receipt(s) Banked
09/02/2024	3942	10.00		10.00		R	Pipers News
12/02/2024	DD12.2.24	38.22		38.22		R	Barclays Payments
13/02/2024	34044		129.96	129.96		R	Receipt(s) Banked
13/02/2024	34058		202.00	202.00		R	Receipt(s) Banked
13/02/2024	34053		47.88	47.88		R	Receipt(s) Banked
13/02/2024	34043		97.47	97.47		R	Receipt(s) Banked
13/02/2024	34024		55.86	55.86		R	Receipt(s) Banked
14/02/2024	114006	152.73		152.73		R	Denma Cleaning Services Ltd
14/02/2024	113994	5,914.88			5,914.88		Police & Crime Commissioner fo
14/02/2024	113995	244.80		244.80		R	PPL PRS Ltd
14/02/2024	113996	1,890.00		1,890.00		R	Clean Team Sussex
14/02/2024	113997	15.12			15.12		Playdale Playgrounds Ltd
14/02/2024	113998	311.87			311.87		Jarlands
14/02/2024	113999	48.00		48.00		R	North Laine Window Cleaning
14/02/2024	114000	142.32		142.32		R	J Kirby Electrical Ltd
14/02/2024	114001	300.00		300.00		R	Elevators Ltd
14/02/2024	114002	270.00			270.00		GeoXphere Ltd
14/02/2024	114003	861.60			861.60		Jackson Lift Services Ltd
14/02/2024	114005	90.00			90.00		ESALC Ltd
15/02/2024	6254359	9,433.45		9,433.45		R	Lewes District Council
15/02/2024	34387	79.99		79.99		R	Advo Payroll
15/02/2024	34059		225.00	225.00		R	Receipt(s) Banked
16/02/2024	BACS	3,885.87		3,885.87		R	East Sussex County Council

Bank Reconciliation up to 29/02/2024 for Cashbook No 1 - Current A/c

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
16/02/2024	114007	24.00		24.00		R	North Laine Window Cleaning
16/02/2024	34057		64.80	64.80		R	Receipt(s) Banked
19/02/2024	VI/1970696	81.70		81.70		R	Investec Asset Finance PLC
19/02/2024	114008	377.28		377.28		R	Willis Heating Ltd
19/02/2024	V021954181	87.32		87.32		R	EE
19/02/2024	114010	20.84		20.84		R	SouthCoast Services Sussex Ltd
19/02/2024	Top Up Feb		50,000.00	50,000.00		R	Receipt(s) Banked
19/02/2024	34056		47.83	47.83		R	Receipt(s) Banked
20/02/2024	314752+	386.24		386.24		R	Premier Managed Technologies G
20/02/2024	0002059	759.48		759.48		R	Computer-Eyez (South) Ltd
20/02/2024	114011	368.40			368.40		Edge IT Systems Ltd
21/02/2024	114012	7,928.90			7,928.90		Police & Crime Commissioner fo
21/02/2024	34040/CR63		-11.49	-11.49		R	Receipt(s) Banked
21/02/2024	CR63X		11.49	11.49		R	Receipt(s) Banked
22/02/2024	BACS	3,818.89		3,818.89		R	HMRC (Inland Revenue)
22/02/2024	1-01192655	1,344.80		1,344.80		R	ENGIE Gas Limited
22/02/2024	1-01192658	744.38		744.38		R	ENGIE Gas Limited
22/02/2024	KI016F62D9	778.66		778.66		R	E-On Energy Solutions Ltd
22/02/2024	60F9407A-2	587.52		587.52		R	E-On Energy Solutions Ltd
22/02/2024	CB778D50-2	432.78		432.78		R	E-On Energy Solutions Ltd
22/02/2024	FE7E4DA4-2	145.68		145.68		R	E-On Energy Solutions Ltd
22/02/2024	114013	102.00			102.00		Rhino Rod
23/02/2024	BACS	11,419.65		11,419.65		R	Staff Salaries
23/02/2024	4225315	49.05		49.05		R	Business Stream
23/02/2024	4227006	80.13		80.13		R	Business Stream
23/02/2024	4227846	111.22		111.22		R	Business Stream
23/02/2024	114014	52.50			52.50		Brady Corp Ltd
26/02/2024			361.00	361.00		R	Receipt(s) Banked
26/02/2024	34064		283.00	283.00		R	Receipt(s) Banked
27/02/2024	CC 2.2.24	385.17		385.17		R	Credit Cards
27/02/2024	00295899	68.36		68.36		R	SSE
27/02/2024	114015	903.10			903.10		Willingdon Property Renovation
27/02/2024	114016	2,928.00			2,928.00		Don Burtenshaw
27/02/2024	34063		47.90	47.90		R	Receipt(s) Banked
28/02/2024	Top Up	120.00		120.00		R	Petty Cash
28/02/2024	34047		120.00	120.00		R	Receipt(s) Banked
29/02/2024	34060		990.00	990.00		R	Receipt(s) Banked
29/02/2024	34052		29.07	29.07		R	Receipt(s) Banked
		66,455.73	57,753.94				

Signatory 1:

Name Alison Campbell Signed [signature] Date 4/3/2024

Signatory 2:

Name Lin Bratt Signed [signature] Date 5/3/2024

Today: **04 Mar 2024**

BARCLAYS

MRS ALISON MARIAN CAMPBELL

Transactions

BUSINESS FREE AUTO TRANS 20-49-76 60669288

Available balance	**£60,145.43**
Last night's balance	£57,997.63
Overdraft limit	**£0.00**

Showing **68** transactions between **01/02/2024** and **29/02/2024** from 01/02/2024 to 29/02/2024

Date	Description	Money in	Money out	Balance
29/02/2024	Counter Credit 34052 EAST SUSSEX GENERA ESCC 5002546727 K BGC	£29.07		£59,218.16
29/02/2024	Counter Credit THE CO-OPERATIVE -SIF 50021635 BGC 34060	£990.00		£59,189.09
28/02/2024	Cheque 114017 #CITY CASH CHQ		-£120.00	£58,199.09
28/02/2024	Cheque 114006 114006		-£152.73 VT	£58,319.09
27/02/2024	Counter Credit NEWHAVEN & SEAFORD SCA CADETS - 34047 NEWHAVEN TOWN COUN BG C	£120.00		£58,471.82
27/02/2024	Counter Credit CREATIVE FEEL DESI Reference - 34063 BGC	£47.90 VT		£58,351.82
27/02/2024	Counter Credit BCARD1723921260224 BGC BCARD1723921260224 B GC	£283.00 VT		£58,303.92
27/02/2024	Cheque 113995 113995		-£244.80 VT	£58,020.92
27/02/2024	Direct Debit SSE ENERGY SUPPLY 0047362-DD00217069 DD		-£68.36 VT	£58,265.72

	R			
27/02/2024	Direct Debit BCARD COMMERCIAL 5476760289527536 DDR		-£385.17	£58,334.08
26/02/2024	Counter Credit MOJDEH MIRFAKHRAEE hall hire Jan BGC	£361.00		£58,719.25
23/02/2024	Cheque 113996 113996		-£1,890.00	£58,358.25
23/02/2024	Direct Debit NEWHAVEN TOWN BACS DDR		-£11,419.65	£60,248.25
23/02/2024	Direct Debit SCOTTISH WATER BUS 27452786 DDR		-£49.05	£71,667.90
23/02/2024	Direct Debit SCOTTISH WATER BUS 27441569 DDR		-£80.13	£71,716.95
23/02/2024	Direct Debit SCOTTISH WATER BUS 27154587 DDR		-£111.22	£71,797.08
22/02/2024	Cheque 114000 114000		-£142.32	£71,908.30
22/02/2024	Cheque 113999 113999		-£48.00	£72,050.62
22/02/2024	Cheque 114007 114007		-£24.00	£72,098.62
22/02/2024	Cheque 114010 114010		-£20.84	£72,122.62
22/02/2024	Direct Debit E.ON NEXT A-FE7E4DA4-001 DDR		-£145.68	£72,143.46
22/02/2024	Direct Debit E.ON NEXT A-CB778D50-001 DDR		-£432.78	£72,289.14
22/02/2024	Direct Debit E.ON NEXT A-60F9407A-001 DDR		-£587.52	£72,721.92
22/02/2024	Direct Debit E.ON NEXT A-016F62D9-001 DDR		-£778.66	£73,309.44
22/02/2024	Direct Debit NEWHAVEN TOWN BACS DDR		-£3,818.89	£74,088.10

22/02/2024	Direct Debit ENGIE GAS 10328543001 DDR		-£744.38	£77,906.99
22/02/2024	Direct Debit ENGIE GAS 10328542001 DDR		-£1,344.80	£78,651.37
21/02/2024	Cheque 114008 114008		-£377.28	£79,996.17
21/02/2024	Cheque 114001 114001		-£300.00	£80,373.45
20/02/2024	Direct Debit COMPUTER EYEZ LTD EYEZ0002059 DDR		-£759.48	£80,673.45
20/02/2024	Direct Debit PREMIER MANAGED TE 0NEW02 DDR		-£386.24	£81,432.93
19/02/2024	Cash Withdrawal POST OFFICE KEN 19FEB 13.42 ATM	£47.83		£81,819.17
19/02/2024	Funds Transfer 204976 20669253 TOP UP FEB 23 AC FT	£50,000.00		£81,771.34
19/02/2024	Counter Credit BCARD1723921160224 BGC BCARD1723921160224 B GC	£64.80		£31,771.34
19/02/2024	Direct Debit INVESTEC ASSET FIN 5023204-119733129 DDR		-£81.70	£31,706.54
19/02/2024	Direct Debit EE LIMITED Q29509271495415858 DD R		-£87.32	£31,788.24
19/02/2024	Cheque 113990 113990		-£114.00	£31,875.56
16/02/2024	Remittance POST OFFICE CREDIT 100744 REM	£379.84		£31,989.56
16/02/2024	Direct Debit NEWHAVEN TOWN BACS DDR		-£3,885.87	£31,609.72
15/02/2024	Direct Debit LEWES DISTRICT COU 300286 DDR		-£9,433.45	£35,495.59
15/02/2024	Direct Debit ADVO PAY		-£79.99	£44,929.04

	NEWHTC DDR			
15/02/2024	Counter Credit Maindale Ltd T/A D 34059 BGC	£225.00		£45,009.03
14/02/2024	Cash Withdrawal POST OFFICE KEN 14FEB 14.22 ATM	£153.33		£44,784.03
14/02/2024	Cheque 113993 113993		-£4,536.00	£44,630.70
13/02/2024	Cheque 113985 113985		-£84.00	£49,166.70
12/02/2024	Direct Debit BARCLAYCARD BCD01723921310124 DDR		-£38.22	£49,250.70
09/02/2024	Cheque 113988 113988		-£40.00	£49,288.92
09/02/2024	Direct Debit PIPERS NEWS STORES PIPERS15791 DDR		-£10.00	£49,328.92
08/02/2024	Counter Credit MEECHING AMATEUR D 34038 BGC	£272.00		£49,338.92
08/02/2024	Counter Credit MEECHING AMATEUR D 34032 BGC	£272.00		£49,066.92
08/02/2024	Counter Credit MEECHING AMATEUR D 33997 BGC	£272.00		£48,794.92
07/02/2024	Counter Credit MEMORIALS OF DISTI 34055 BGC	£566.00		£48,522.92
07/02/2024	Cheque 113987 113987		-£91.37	£47,956.92
06/02/2024	Bill Payment 1ST NEWHAVEN INVOICE 34054 BBP	£43.32		£48,048.29
06/02/2024	Counter Credit Studio Tempo MAB FRM 77630572214668 BG C	£332.49		£48,004.97
06/02/2024	Cheque 113989 113989		-£456.00	£47,672.48
05/02/2024	Funds Transfer NORCROSS DANC	£1,191.30		£48,128.48

	34042 NORCROSS FT			
05/02/2024	Cheque 113992 113992		-£960.00	£46,937.18
05/02/2024	Cheque 113991 113991		-£432.00	£47,897.18
05/02/2024	Cheque 113986 113986		-£24.00	£48,329.18
05/02/2024	Credit Payment CHARGES COMMISSION FOR PERIOD 13DEC/14JAN ********** **********		-£54.02	£48,353.18
02/02/2024	Counter Credit J Younghusband 34046 BGC	£81.24		£48,407.20
02/02/2024	Counter Credit N.I.P.P.E.R.S. RENT BGC	£743.53		£48,325.96
02/02/2024	Cheque 114096 114096		-£211.20	£47,582.43
01/02/2024	Counter Credit THE RUSSELL Rmf Inv 34045 BGC	£1,230.46		£47,793.63
01/02/2024	Funds Transfer GRAVENOR KA INV 34051 FT	£47.83		£46,563.17
01/02/2024	Direct Debit SCREWFIX DIRECT LT 6331640012255717 DDR		-£96.23	£46,515.34
01/02/2024	Direct Debit COMPUTER EYEZ LTD EYEZ0002059 DDR		-£1,542.01	£46,611.57

Need to view older transactions?

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

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.

NEWHAVEN TOWN COUNCIL
FORT ROAD
NEWHAVEN
MID: 1723921
TID: 38286566
AID: A0000000031010
VISA DEBIT

VISA DEBIT
**** **** **** 1957
EXP 10/26
CONTACTLESS PAN.SEQ 0
SALE

MERCHANT COPY

AMOUNT £64.80

No CVM Used
09:21:31 16/02/24
AUTH CODE: 016324
RECEIPT 0030

NEWHAVEN TOWN COUNCIL
FORT ROAD
NEWHAVEN
MID: 1723921
TID: 38286566
AID: A0000000031010
Visa Debit

VISA DEBIT
**** **** **** 5409
START 07/23 EXP 07/28
ICC PAN.SEQ 0
SALE

MERCHANT COPY

AMOUNT £283.00

Verified by PIN
PLEASE DEBIT MY ACCOUNT
09:59:57 26/02/24
40IF6:00
AUTH CODE: 877177
RECEIPT 0031

Newhaven Town Council

Bank Reconciliation Statement as at 29/02/2024
for Cashbook 2 - Business Premium

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Business Premium Account	29/02/2024		721,071.11
			721,071.11

Unpresented Payments (Minus)	Amount	
	0.00	
		0.00
		721,071.11

Unpresented Receipts (Plus)		
	0.00	
		0.00
		721,071.11

Balance per Cash Book is :-	**721,071.11**
Difference is :-	**0.00**

Signatory 1:

Name ALISON CAMPBELL Signed [signature] Date 4/3/2024

Signatory 2:

Name KIM BISHOP Signed [signature] Date 5/3/2024

Newhaven Town Council

Bank Reconciliation up to 29/02/2024 for Cashbook No 2 - Business Premium

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
19/02/2024	Top Up Feb	50,000.00		50,000.00		R	Current A/c
		50,000.00	0.00				

Signatory 1:

Name ALISON CAMPBELL Signed ..... Date 4/3/2024

Signatory 2:

Name Kim Bishop Signed ..... Date 5/3/2024.

Today: **04 Mar 2024**

BARCLAYS

MRS ALISON MARIAN CAMPBELL

Transactions

Business Premium ME — 20-49-76 20669253

Available balance	**£724,030.73**
Last night's balance	£721,071.11
Overdraft limit	**n/a**

Showing **1** transaction between **19/02/2024** and **19/02/2024** from 01/02/2024 to 29/02/2024

Date	Description	Money in	Money out	Balance
19/02/2024	Funds Transfer 204976 60669288 TOP UP FEB 23 AC FT		-£50,000.00	£721,071.11

Need to view older transactions?

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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.

Today: 19 Feb 2024

Mrs Alison Marian Campbell

BARCLAYS

Transfer money between your accounts

Your money has been transferred.

Date instruction received:	19 February 2024
Time instruction received:	12:57 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 Feb 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.

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

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

Bank Reconciliation Statement as at 29/02/2024
for Cashbook 3 - Petty Cash

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Petty Cash	29/02/2024		148.80
			148.80

Unpresented Payments (Minus)	Amount	
	0.00	
		0.00
		148.80

Unpresented Receipts (Plus)		
	0.00	
		0.00
		148.80

Balance per Cash Book is :-	**148.80**
Difference is :-	**0.00**

Signatory 1:

Name ALISON CAMPBELL Signed ..... Date 4/3/2024

Signatory 2:

Name Kim Bishop Signed ..... Date 5/03/2024

Bank Reconciliation up to 29/02/2024 for Cashbook No 3 - Petty Cash

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
03/02/2024	837	20.55		20.55		R	Sainsburys S'Markets
09/02/2024	838	1.45		1.45		R	Sainsburys S'Markets
12/02/2024	839	3.54		3.54		R	Post Office Ltd
14/02/2024	840	1.45		1.45		R	Sainsburys S'Markets
21/02/2024	841	5.50		5.50		R	Sainsburys S'Markets
27/02/2024	842	1.45		1.45		R	Sainsburys S'Markets
28/02/2024	Top Up		120.00	120.00		R	Receipt(s) Banked
		33.94	120.00				

Signatory 1:

Name ALISON CAMPBELL Signed ..... Date 4/3/2024

Signatory 2:

Name ..... Signed ..... Date 5/3/2024.

pd SE 3/2/24

337

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 SUPER SOFT X8	£5.10
*JS SUPER SOFT X8	£5.10
*JS SUPER SOFT X8	£5.10
YORKSHIRE DECAF 80'S	£3.80
JS S/SKIM MLK 2.272L	£1.45
5 BALANCE DUE	£20.55
Visa Debit	£20.55

contactless)))

[ICC] ************0303	
AID:	A0000000031010
PAN SEQUENCE:	06
MERCHANT:	****5520
AUTH CODE:	025599
TID:	****4003

No Cardholder Verification

CHANGE £0.00

****

MY NECTAR SUMMARY

[C] **** **** **** 3184035

POINTS EARNED ON	£20.55
PREVIOUS POINTS BALANCE	5404
POINTS EARNED	20
NEW POINTS BALANCE	5424
YOUR POINTS ARE WORTH	£27.12

****

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

6292136074594000030224

C #5940 14:35:52 03FEB2024
S2136 R74

Thank you for your visit.

pd KL 9/2/24

838

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	£1.50
CHANGE	£0.05

****

MY NECTAR SUMMARY

[C] **** **** **** 3526012

POINTS EARNED ON	£1.45
PREVIOUS POINTS BALANCE	332
POINTS EARNED	1
NEW POINTS BALANCE	333
YOUR POINTS ARE WORTH	£1.66

****

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

****

6292136072293500090224

C #2935 10:24:14 09FEB2024
S2136 R72

Thank you for your visit.

pd KL
13/2/24

839

Post Office Ltd.
CERTIFICATE OF POSTING

Newhaven
1-2 Newhaven Square
Newhaven
East Sussex
BN9 9QS

Posting date:	12/02/2024 14:57
Session ID:	2-440538
After last acceptance time?	N
Destination Country	UK (EU)
Address Validated?	N
2nd Class	£5.49
Medium Parcel	
Weight	0.189 kg
PrePaid Amount	-£1.95

Reference number
0214-31DB-0290-98B2

£3.54

Building Name or Number: UNIT 2
Postcode: LE48DA

Delivery aim: within 3 working days.
Delivery confirmation 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

pd KL
14/2/24 -AC

840

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	£2.05
CHANGE	£0.60

****

MY NECTAR SUMMARY

[C] **** **** **** 3526012

POINTS EARNED ON	£1.45
PREVIOUS POINTS BALANCE	355
POINTS EARNED	1
NEW POINTS BALANCE	356
YOUR POINTS ARE WORTH	£1.78

****

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
****

6292136066459200140224

C #4592 10:40:35 14FEB2024
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

SmartShop

*GREETING CARD	£2.50
JS CHTINAD CRRY RICE	£3.25
Nectar Price Saving	-£0.75
JS LARGE EGGS X6	£1.85
JS S/SKIM MLK 2.272L	£1.45
HOVIS SOFT WHT MED	£1.39
*ZARBEES ADLT CGH SY	£9.00
THINK 25 Cashier Confirmed Over 16	
*JS PARACETAMOL X16	£0.39
*JS PARACETAMOL X16	£0.39
*CARAMEL WAFER X8	£2.25
MCCAIN QUICKCHIPS X2	£1.80
NES ORIG COFFEE	£7.20
Nectar Price Saving	-£1.70
*JS FACIAL TISSUES	£1.25
12 BALANCE DUE	£30.27
Visa Debit	£30.27

contactless

[ICC] ***********8286	
AID:	A0000000031010
PAN SEQUENCE:	07
MERCHANT:	****5520
AUTH CODE:	599938
TID:	****3993

No Cardholder Verification

CHANGE	£0.00

YOUR SAVINGS TODAY:

PROMOTIONS	-£2.45

****

MY NECTAR SUMMARY

[C] **** **** **** 9001057	
POINTS EARNED ON	£30.27
PREVIOUS POINTS BALANCE	3810
POINTS EARNED	30
NEW POINTS BALANCE	3840
YOUR POINTS ARE WORTH	£19.20

****

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

6292136064083800210224

C #838 15:57:49 21FEB2024
S2136 R64

Thank you for your visit.

Pd 27/2/24
AC - KL

842

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	
POINTS EARNED ON	£1.45
PREVIOUS POINTS BALANCE	372
POINTS EARNED	1
NEW POINTS BALANCE	373
YOUR POINTS ARE WORTH	£1.86

****

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
****

6292136074014200270224

C #142 11:29:54 27FEB2024
S2136 R74

Thank you for your visit.

Newhaven Town Council

Bank Reconciliation Statement as at 29/02/2024
for Cashbook 4 - Base Rate Reward Account

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Base Rase Reward Account	29/02/2024		373,636.50
			373,636.50

Unpresented Payments (Minus)	Amount	
	0.00	
		0.00
		373,636.50

Unpresented Receipts (Plus)		
	0.00	
		0.00
		373,636.50
	Balance per Cash Book is :-	**373,636.50**
	Difference is :-	**0.00**

Signatory 1:

Name Alison Campbell Signed [signature] Date 4/3/2024

Signatory 2:

Name Kim Bath Signed [signature] Date 5/3/2024

Today: **04 Mar 2024**

BARCLAYS

MRS ALISON MARIAN CAMPBELL

Transactions

Business Premium ME — 20-49-76 13831183

Available balance	**£375,033.80**
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 29/02/2024

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 29/02/2024
for Cashbook 5 - Credit Cards

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Card 1851 3279 KD	29/02/2024		0.00
Card 2597 1956 AC	29/02/2024		0.00
			0.00

Unpresented Payments (Minus)			Amount	
20/02/2024	1	Newton Newton Flag Makers Ltd	34.80	
				34.80
				-34.80

Unpresented Receipts (Plus)

			0.00	
				0.00
				-34.80
			Balance per Cash Book is :-	**-34.80**
			Difference is :-	**0.00**

Signatory 1:

Name Alison Campbell Signed [signature] Date 4/3/2024

Signatory 2:

Name [illegible] Signed [signature] Date 5/3/2024

Newhaven Town Council

Bank Reconciliation up to 29/02/2024 for Cashbook No 5 - Credit Cards

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
15/01/2024	CCARD	10.00		10.00		R	Sainsburys S'Markets
15/01/2024	GB4CGZFAE	11.38		11.38		R	Amazon Marketplace UK
15/01/2024	GB4CK5XHAE	10.86		10.86		R	Amazon Marketplace UK
16/01/2024	158571411	9.99		9.99		R	Amazon Marketplace UK
17/01/2024	000008020	17.99		17.99		R	BS Fixings
19/01/2024	MEM247965-	244.00		244.00		R	SLCC Enterprises Ltd
19/01/2024	MEM247966-	36.00		36.00		R	SLCC Enterprises Ltd
01/02/2024	CCARD	44.95		44.95		R	B & Q
20/02/2024	1	34.80			34.80		Newton Newton Flag Makers Ltd
27/02/2024	CC 2.2.24		385.17	385.17		R	Receipt(s) Banked
		419.97	385.17				

Signatory 1:

Name ALISON CAMPBELL Signed ..... Date 4/3/2024

Signatory 2:

Name ..... Signed ..... Date 5/3/2024

barclaycard commercial

barclaycard

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 February 2024
Page number:	1 of 4
Monthly spend limit:	£8,000.00
Date of previous statement:	2 January 2024
Previous balance:	£288.00
Payment received:	£288.00 CR
Total of charges and adjustments:	£0.00
Total of new spending:	£385.17
New balance:	**£385.17**
Minimum payment:	**£5.00**
Payment due by:	**27 February 2024**
Available to spend:	**£7,614.83**
Total cashback earned this month (£):	0.00
Total cashback earned since anniversary (£):	0.00
Cashback redeemed (£):	0.00

Chq No/DD/Bacs
Date 27/2/2024
Amount £385.17

1/3

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 February 2024. 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 : £10.32

Balance	Value	Monthly Rate	Estimated Interest*	Expiry Date
PURCHASE	385.17	2.050%	10.32	
CASH	0.00	2.429%	0.00	
Totals	**£385.17**		**£10.32**	

H2

022460 BBA2301A Page 1 of 3

Paid in by and date

bank giro credit ABC

385.17 5.00 5476760289527536

27 February 2024

Please make your cheque payable to Barclaycard Commercial and include your company reference number on the payee line.

Cashier's Stamp and Initials

G 012843 BBA2301A 55186
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 +
£

14 FEB 2024

Paragon cc 1105

Please do not write or mark below this line - Please enclose this with your payment

<5476760289527536< 251629+< 73 X

barclaycard commercial

barclaycard

SUMMARY FOR NEWHAVEN TOWN COUNCIL

Company reference: 5476760289527536
Statement date: 2 February 2024
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	288.00
Total of payment, charges and adjustments		**£0.00**
29 Jan 2024	DIRECT DEBIT PAYMENT THANK YOU	288.00 CR

New balances by individual cardholder

Name	Card number	Monthly spend limit	Balance
A M CAMPBELL	5476 7600 2597 1956	4,000	375.17
K DRY	5476 7609 1851 3279	4,000	10.00
Total cardholder expenditure			**£385.17**
New balance			**£385.17**

2/3

H2

022461 BBA2301A Page 2 of 3

barclaycard commercial

barclaycard

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 February 2024
Page number:	3 of 4
Monthly spend limit:	£4,000.00

Date	Description	Amount
9 Jan 2024 100155504434	WWW.HTTPS://BSFIXINGS. 01722337555 CONSTRUCTION MATERIALS	17.99
15 Jan 2024 160152718714	Amazon.co.uk*SS4F99W65 AMAZON.CO.UK GBR ALL OTHER DIRECT MARKETERS	10.86
15 Jan 2024 160152718714	Amazon.co.uk*N485C79C5 AMAZON.CO.UK GBR ALL OTHER DIRECT MARKETERS	11.38
16 Jan 2024 170185389244	AMZNMKTPLACE LONDON GBR MISCELLANEOUS AND RETAIL STORES	9.99
19 Jan 2024 220155184224	SLCC ENTERPRISES LTD TAUNTON GBR SCHOOLS AND EDUCATIONAL SERVICES NOT ELSEWHERE CLASSIFIED	244.00
19 Jan 2024 220155184224	SLCC ENTERPRISES LTD TAUNTON GBR SCHOOLS AND EDUCATIONAL SERVICES NOT ELSEWHERE CLASSIFIED	36.00
1 Feb 2024 020285481474	B&Q MARKETPLACE EASTLEIGH LUMBER AND BUILDING MATERIALS STORES	44.95
7 new purchases / cash advances.	**Total of spending.**	**£375.17**

G 012843 BBA2301A 55186
MRS A M CAMPBELL
NEWHAVEN TOWN COUNCIL
18 FORT ROAD
NEWHAVEN
BN9 9QE

barclaycard commercial

barclaycard

STATEMENT FOR K DRY

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:	5476760918513279
Statement date:	2 February 2024
Page number:	4 of 4
Monthly spend limit:	£4,000.00

Date	Description	Amount
15 Jan 2024	SAINSBURYS S/MKTS NEWHAVEN HARB	10.00
170185481474	GROCERY STORES, SUPERMARKETS	

1 new purchases / cash advances. **Total of spending.** **£10.00**

3/3

H2

022462 BBA2301A Page 3 of 3

G 012843 BBA2301A 55186
MR K DRY
NEWHAVEN TOWN COUNCIL
18 FORT ROAD
NEWHAVEN
BN9 9QE

Payments made between 01/01/2024 and 29/02/2024

						Nominal Ledger Analysis			
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
02/01/2024	Computer-Eyez (South) Ltd	0002059	1,106.26	1,106.26		501			Broadband & Licenses
02/01/2024	Lewes District Council	100787757	247.00	247.00		501			Non Domestic Rates 100787757
02/01/2024	Lewes District Council	100787964	205.00	205.00		501			Non Domestic Rates 100787964
02/01/2024	Lewes District Council	100789027	87.00	87.00		501			Non Domestic Rates 100789027
02/01/2024	Lewes District Council	10089030	367.00	367.00		501			Non Domestic Rates 100899386
02/01/2024	Lewes District Council	100899386	125.00	125.00		501			Non Domestic Rates 100899386
02/01/2024	Lewes District Council	101247911	384.00	384.00		501			Non Domestic Rates 101247911
02/01/2024	Barclaycard	CCARD	32.00			4058	101	32.00	Card Fee 2.1.2024
02/01/2024	Barclaycard	CCARD	-32.00			4058	101	-32.00	CC Fee Reverse 2.1.2024
02/01/2024	Trade UK Account	Dec 2023	238.01	238.01		501			Gorilla glue
05/01/2024	Rentokil Initial UK Ltd	114094	368.64	368.64		501			Sanitary Waste Removal
05/01/2024	James Hallam Ltd	114095	173.89	173.89		501			Additional Aviva Insurance
05/01/2024	Jackson Lift Services Ltd	114096	211.20	211.20		501			Lift Call Out
05/01/2024	Playdale Playgrounds Ltd	114097	2,624.03	2,624.03		501			Team Swing
05/01/2024	Denma Cleaning Services Ltd	114098	22.07	22.07		501			Cleaning Supplies
09/01/2024	K & H Plumbing & Heating	114099	397.60	397.60		501			Emergeny Call Out/Repairs x 2
09/01/2024	Rhoda Funnell	114100	967.50	967.50		501			Various Planning of Events
09/01/2024	Barclays Bank	DD19.12.23	58.59			4058	101	58.59	Fees & Charges Dec 2023
10/01/2024	PPL PRS Ltd	113981	580.96	580.96		501			Music Licensing - Denton Hall
10/01/2024	Barclaycard Payments	DD31.12.23	45.49			4058	101	45.49	Payment Machine Charges Dec 23
12/01/2024	Pipers News	3720	4.90	4.90		501			Newspapers Dec 20023
14/01/2024	Newhaven Families Forum	113982	500.00			4215	360	500.00	Large Grant Award
15/01/2024	K & H Plumbing & Heating	113984	171.00	171.00		501			Replace Faulty Radiator Valve
15/01/2024	Lewes District Council	300286	9,693.98	9,693.98		501			Ground Maintenance Jan 2024
15/01/2024	Advo Payroll	34047	79.99	79.99		501			Payroll services Jan 2024
15/01/2024	Business Stream	3955724	17.59	17.59		501			Water - Mortuary/Cemetery
	Subtotal Carried Forward:		18,676.70	18,072.62	0.00			604.08	

Payments made between 01/01/2024 and 29/02/2024

						Nominal Ledger Analysis			
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
16/01/2024	Bennett Funeral Services	TRANSFER	-990.00			101		-990.00	Sales Recpts Page 1325
17/01/2024	East Sussex County Council	BACS	3,862.98			4000	102	927.14	ESCC Pensions Dec 23
						4001	102	2,935.84	ESCC Pensions Dec 23
18/01/2024	Investec Asset Finance PLC	5023204	81.70	81.70		501			3 x Computer Leases
19/01/2024	E-On Energy Solutions Ltd	016F62D9-2	537.44	537.44		501			Electricity - Eastside Hall
19/01/2024	North Laine Window Cleaning	113986	24.00	24.00		501			Window Clean - NTC Offices
19/01/2024	Clares Office Supplies Ltd	113987	91.37	91.37		501			Stationery - Office
19/01/2024	Business Stream	3974817	155.15	155.15		501			Water - Denton Hall
19/01/2024	E-On Energy Solutions Ltd	60F9407A-2	359.14	359.14		501			Electric - Denton Hall
19/01/2024	SSE	8700093697	66.16	66.16		501			Electricity CCTV
19/01/2024	E-On Energy Solutions Ltd	CB778D50-2	412.66	412.66		501			Electric - Meeching Hall
19/01/2024	BNP Paribas Leasing Solutions	FLGB486770	305.82	305.82		501			Photocopier Leasing
19/01/2024	EE	V021856721	87.32	87.32		501			EE Mobile Phones
22/01/2024	Premier Managed Technologies G	314387	134.99	134.99		501			Photocopier Dec 2023
22/01/2024	HMRC (Inland Revenue)	DD	3,945.54			4000	102	1,553.40	PAYE Inc Tax Dec 23
						4000	102	989.86	Employee NI Dec 23
						4001	102	1,402.28	Employer NI Dec 23
22/01/2024	British Telecommunications Plc	Q033A9	49.80	49.80		501			T/P Rental - 611175 Jan 24
22/01/2024	British Telecommunications Plc	Q069KG	116.90	116.90		501			T/P Rental 513439 - Jan 24
23/01/2024	J Kirby Electrical Ltd	113989	456.00	456.00		501			Electrical Repairs Bandstand
23/01/2024	Business Stream	3981502	48.62	48.62		501			Water - Eastside Hall
23/01/2024	Business Stream	3982486	75.26	75.26		501			Water - Meeching Hall
23/01/2024	Business Stream	3982834	110.79	110.79		501			Water - Lewes Rd Hall
23/01/2024	E-On Energy Solutions Ltd	A700C35C-2	124.04	124.04		501			Electric Lewes Rd
23/01/2024	E-On Energy Solutions Ltd	FE7E4DA4-2	117.10	117.10		501			Electric NHTC Office
24/01/2024	Rhino Rod	113990	114.00	114.00		501			Clearing of Lewes Rd Ponds
24/01/2024	Staff Salaries	BACS	11,635.68			4000	102	11,461.08	Staff Salaires Jan 2024
						4008	102	147.15	Mileage KL
						4008	102	27.45	Mileage KD
	Subtotal Carried Forward:		40,599.16	21,540.88	0.00			19,058.28	

Payments made between 01/01/2024 and 29/02/2024

						Nominal Ledger Analysis			
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
25/01/2024	ENGIE Gas Limited	1-01163952	845.61	845.61		501			Gas - Meeching Hall
25/01/2024	ENGIE Gas Limited	1-01163953	609.38	609.38		501			Gas - NHTC Offices
26/01/2024	Bonny's Wood	113991	432.00	432.00		501			Tree Work Eastside Park
29/01/2024	AECOM Ltd	113992	960.00	960.00		501			BAS - Meeting & Presentation
29/01/2024	Credit Cards	CC 29.1.24	288.00			202		288.00	CC Payment Dec2023
30/01/2024	Icthus Event Solutions Ltd	113993	4,536.00	4,536.00		501			Xmas Lights Take Down 2023
01/02/2024	Computer-Eyez (South) Ltd	0002059	1,542.01	1,542.01		501			IT Support & Licensing
01/02/2024	Trade UK Account	633164 Dec	96.23	96.23		501			Hinge spring
05/02/2024	Barclays Bank	DD	54.02			4058	101	54.02	Bank Fees 13Dec-14 Jan 24
09/02/2024	Pipers News	3942	10.00	10.00		501			Weekly Office Newspaper
12/02/2024	Barclays Payments	DD12.2.24	38.22			4058	101	38.22	Card Payment Machine Jan 24
14/02/2024	Police & Crime Commissioner fo	113994	5,914.88	5,914.88		501			CCTV Transmission/Mainte
14/02/2024	PPL PRS Ltd	113995	244.80	244.80		501			Credit Music License MH
14/02/2024	Clean Team Sussex	113996	1,890.00	1,890.00		501			Cleaning - NTC Offices
14/02/2024	Playdale Playgrounds Ltd	113997	15.12	15.12		501			Plastic Plugs
14/02/2024	Jarlands	113998	311.87	311.87		501			Electricity - Xmas Lights
14/02/2024	North Laine Window Cleaning	113999	48.00	48.00		501			Window Clean - MH & ES
14/02/2024	J Kirby Electrical Ltd	114000	142.32	142.32		501			Electrical Work - MH
14/02/2024	Elevators Ltd	114001	300.00	300.00		501			Service & Inspection Feb 24
14/02/2024	GeoXphere Ltd	114002	270.00	270.00		501			Digital Mapping 2024/25
14/02/2024	Jackson Lift Services Ltd	114003	861.60	861.60		501			Fit new drive belts
14/02/2024	ESALC Ltd	114005	90.00	90.00		501			New Clerk Training - MF
14/02/2024	Denma Cleaning Services Ltd	114006	152.73	152.73		501			Credit of Urinal Cubes
15/02/2024	Advo Payroll	34387	79.99	79.99		501			Payroll Services Feb 2024
15/02/2024	Lewes District Council	6254359	9,433.45	9,433.45		501			Grounds Maintenance Feb 2024
16/02/2024	North Laine Window Cleaning	114007	24.00	24.00		501			Window Cleaning -
	Subtotal Carried Forward:		69,789.39	50,350.87	0.00			19,438.52	

						Nominal Ledger Analysis			
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
									NTC Offices
16/02/2024	East Sussex County Council	BACS	3,885.87			4000	102	932.26	ESCC Pensions Jan 24
						4001	102	2,953.61	ESCC Pensions Jan 24
19/02/2024	Willis Heating Ltd	114008	377.28	377.28		501			Replace water heater - MH
19/02/2024	SouthCoast Services Sussex Ltd	114010	20.84	20.84		501			3 x keys for MH
19/02/2024	EE	V021954181	87.32	87.32		501			Mobile Phones x 3 Feb 23
19/02/2024	Investec Asset Finance PLC	VI/1970696	81.70	81.70		501			3 x Computer Leases
20/02/2024	Computer-Eyez (South) Ltd	0002059	759.48	759.48		501			Sonic Wall Jan 24
20/02/2024	Edge IT Systems Ltd	114011	368.40	368.40		501			Epitaph Classic Yearly Fee 23
20/02/2024	Premier Managed Technologies G	314752+	386.24	386.24		501			Photocopier & Copies
21/02/2024	Police & Crime Commissioner fo	114012	7,928.90	7,928.90		501			CCTV Updating
22/02/2024	ENGIE Gas Limited	1-01192655	1,344.80	1,344.80		501			Gas - MH
22/02/2024	ENGIE Gas Limited	1-01192658	744.38	744.38		501			Gas - NTC
22/02/2024	Rhino Rod	114013	102.00	102.00		501			Clear Drain at Valley Pond
22/02/2024	E-On Energy Solutions Ltd	60F9407A-2	587.52	587.52		501			Electric - Denton
22/02/2024	HMRC (Inland Revenue)	BACS	3,818.89			4000	102	1,570.00	PAYE Inc Tax
						4000	102	834.42	Employee NI
						4001	102	1,414.47	Employer NI
22/02/2024	E-On Energy Solutions Ltd	CB778D50-2	432.78	432.78		501			Electric - Meeching Hall
22/02/2024	E-On Energy Solutions Ltd	FE7E4DA4-2	145.68	145.68		501			Electric - NTC
22/02/2024	E-On Energy Solutions Ltd	KI016F62D9	778.66	778.66		501			Electric - Eastside
23/02/2024	Brady Corp Ltd	114014	52.50	52.50		501			Signage Denton Hall
23/02/2024	Business Stream	4225315	49.05	49.05		501			Water - Eastside
23/02/2024	Business Stream	4227006	80.13	80.13		501			Water - MH
23/02/2024	Business Stream	4227846	111.22	111.22		501			Water - LRD
23/02/2024	Staff Salaries	BACS	11,419.65			4000	102	11,150.55	Staff Salaries Feb 24
						4008	102	269.10	Mileage KL
27/02/2024	SSE	00295899	68.36	68.36		501			CCTV Electric
27/02/2024	Willingdon Property Renovation	114015	903.10	903.10		501			Installation of Freezer - LRD
27/02/2024	Don Burtenshaw	114016	2,928.00	2,928.00		501			Rear Parking Area - NTC Office
27/02/2024	Credit Cards	CC 2.2.24	385.17			202		385.17	CC Payments Jan 2024
28/02/2024	Petty Cash	Top Up	120.00			210		120.00	Top Up Feb 2024 -
	Subtotal Carried Forward:		107,757.31	68,689.21	0.00			38,948.10	

Payments made between 01/01/2024 and 29/02/2024

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	Nominal Ledger Analysis A/c	Centre	£ Amount	Transaction Details
									CHQ114017
	Total Payments:		107,757.31	68,689.21	0.00			39,068.10	

Credit Cards

Payments made between 01/01/2024 and 29/02/2024

						Nominal Ledger Analysis			
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
02/01/2024	Barclaycard	CCARD	32.00			4058	101	32.00	CC Fee 2.1.2024
15/01/2024	Sainsburys S'Markets	CCARD	10.00			4150	201	10.00	Tea/Coffee
15/01/2024	Amazon Marketplace UK	GB4CGZFAE	11.38	11.38		501			Batteries - NTC Office
15/01/2024	Amazon Marketplace UK	GB4CK5XHA	10.86	10.86		501			AAA Batteris for the Office
16/01/2024	Amazon Marketplace UK	158571411	9.99	9.99		501			Card Machine Rolls
17/01/2024	BS Fixings	000008020	17.99	17.99		501			Wire Twist Tool
19/01/2024	SLCC Enterprises Ltd	MEM247965-	244.00	244.00		501			SLCC Membership AC
19/01/2024	SLCC Enterprises Ltd	MEM247966-	36.00	36.00		501			SLCC Membership AC
01/02/2024	B & Q	CCARD	44.95			4150	201	44.95	Cherry Urinal Blocks x 2
06/02/2024	Amazon Marketplace UK	135000281	7.99	7.99		501			Calendar & Stickers
15/02/2024	Amazon Marketplace UK	GB413718LA	20.39	20.39		501			Envelopes
20/02/2024	Newton Newton Flag Makers Ltd	1	34.80	34.80		501			D Day Flag 80 Flag of Peace
28/02/2024	Amazon Marketplace UK	1137749335	36.98	36.98		501			Door Entry Mats
	Total Payments:		517.33	430.38	0.00			86.95	

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Regeneration & Strategic Dev									
100	Regeneration & Strategic Dev								
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	29	8,056	15,052	6,996		6,996	53.5%	
4228	Bandstand	0	1,420	8,750	7,330		7,330	16.2%	
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	1,848	2,000	153		153	92.4%	
	Regeneration & Strategic Dev :- Indirect Expenditure	29	11,324	35,398	24,074	0	24,074	32.0%	0
	Net Income over Expenditure	(29)	(11,324)	(32,698)	(21,374)				
	Regeneration & Strategic Dev :- Income	0	0	2,700	2,700			0.0%	
	Expenditure	29	11,324	35,398	24,074	0	24,074	32.0%	
	Movement to/(from) Gen Reserve	(29)	(11,324)						
Promotion Partnership/Finance									
101	Administration & Office Costs								
1176	Precept Received	0	595,380	595,380	0			100.0%	
1190	Interest Received	0	10,383	290	(10,093)			3580.3%	
	Administration & Office Costs :- Income	0	605,763	595,670	(10,093)			101.7%	0
4012	Council Tax	0	0	4,150	4,150		4,150	0.0%	
4014	Utilities, Elec/Water/Sew/Fire	830	12,667	4,398	(8,269)		(8,269)	288.0%	
4015	Repairs and Maintenance	3,483	10,241	3,300	(6,941)		(6,941)	310.3%	
4017	IT Support	1,437	13,326	18,800	5,474		5,474	70.9%	
4021	Communications	164	2,466	3,000	534		534	82.2%	
4022	General Office Costs	330	7,396	6,000	(1,396)		(1,396)	123.3%	
4023	Printing & Stationery	119	4,029	4,000	(29)		(29)	100.7%	
4025	Insurance	0	18,041	15,500	(2,541)		(2,541)	116.4%	
4028	Elections	0	10,411	0	(10,411)		(10,411)	0.0%	10,411
4057	Audit Fees	0	2,056	2,500	444		444	82.2%	
4058	Bank Charges	92	563	800	237		237	70.4%	
4060	Loan Repayments	0	11,002	11,002	(0)		(0)	100.0%	
4081	Membership Subscriptions	0	2,837	3,350	513		513	84.7%	
4150	Consumables	0	222	250	28		28	88.9%	
	Administration & Office Costs :- Indirect Expenditure	6,454	95,258	77,050	(18,208)	0	(18,208)	123.6%	10,411
	Net Income over Expenditure	(6,454)	510,504	518,620	8,116				
6000	plus Transfer from EMR	0	10,411						

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
	Movement to/(from) Gen Reserve	(6,454)	520,915						
300	Community Engagement & Promoti								
1170	Newsletter - Advert Income	0	1,392	1,000	(392)			139.2%	
	Community Engagement & Promoti :- Income	0	1,392	1,000	(392)			139.2%	0
4024	Publications	0	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	Mayoral Expenses	0	654	1,600	946		946	40.9%	
4082	Hospitality	0	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	0	31,820	26,850	(4,970)	0	(4,970)	118.5%	0
	Net Income over Expenditure	0	(30,429)	(25,850)	4,579				
360	Support and Services								
4215	Grant Aid	0	1,250	45,000	43,750		43,750	2.8%	
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%	5,000
	Support and Services :- Indirect Expenditure	0	79,996	133,000	53,004	0	53,004	60.1%	5,000
	Net Expenditure	0	(79,996)	(133,000)	(53,004)				
6000	plus Transfer from EMR	0	5,000						
	Movement to/(from) Gen Reserve	0	(74,996)						
	Promotion Partnership/Finance :- Income	0	607,154	596,670	(10,484)			101.8%	
	Expenditure	6,454	207,075	236,900	29,825	0	29,825	87.4%	
	Net Income over Expenditure	(6,454)	400,080	359,770	(40,310)				
	plus Transfer from EMR	0	15,411						
	Movement to/(from) Gen Reserve	(6,454)	415,491						
	Environment & Amenities								
150	Cemetery-Building & Grounds								
1152	Excl Right of Burial Full Grav	0	12,023	14,000	1,977			85.9%	
1153	Excl Right of Burial Ashes Plo	283	849	4,000	3,151			21.2%	

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1154	Burial Single Depth	990	14,850	12,100	(2,750)			122.7%	
1155	Burial Double Depth	0	3,852	13,400	9,548			28.7%	
1156	Burial Triple Depth	0	3,450	1,674	(1,776)			206.1%	
1157	Burial/Scattering of Ashes	0	4,560	7,380	2,820			61.8%	
1158	Memorial Permits	1,218	7,781	6,300	(1,481)			123.5%	
	Cemetery-Building & Grounds :- Income	2,491	47,365	58,854	11,489			80.5%	0
4012	Council Tax	0	0	3,800	3,800		3,800	0.0%	
4014	Utilities, Elec/Water/Sew/Fire	0	43	1,000	957		957	4.3%	
4015	Repairs and Maintenance	34	5,865	2,500	(3,365)		(3,365)	234.6%	
4016	Grounds Maintenance	7,861	84,270	117,000	32,730		32,730	72.0%	
4150	Consumables	0	1	0	(1)		(1)	0.0%	
	Cemetery-Building & Grounds :- Indirect Expenditure	7,895	90,179	124,300	34,121	0	34,121	72.5%	0
	Net Income over Expenditure	(5,404)	(42,814)	(65,446)	(22,632)				
201	Denton Social Centre								
1010	Hall Hire Charges	1,222	14,313	11,000	(3,313)			130.1%	
	Denton Social Centre :- Income	1,222	14,313	11,000	(3,313)			130.1%	0
4012	Council Tax	0	0	3,050	3,050		3,050	0.0%	
4014	Utilities, Elec/Water/Sew/Fire	490	2,164	4,780	2,616		2,616	45.3%	
4015	Repairs and Maintenance	809	7,882	3,000	(4,882)		(4,882)	262.7%	3,369
4150	Consumables	75	91	260	169		169	35.1%	
	Denton Social Centre :- Indirect Expenditure	1,374	10,137	11,090	953	0	953	91.4%	3,369
	Net Income over Expenditure	(152)	4,176	(90)	(4,266)				
6000	plus Transfer from EMR	0	3,369						
	Movement to/(from) Gen Reserve	(152)	7,545						
202	East Side Social Centre								
1010	Hall Hire Charges	1,645	8,387	11,200	2,813			74.9%	
	East Side Social Centre :- Income	1,645	8,387	11,200	2,813			74.9%	0
4012	Council Tax	0	0	1,330	1,330		1,330	0.0%	
4014	Utilities, Elec/Water/Sew/Fire	698	3,292	5,500	2,208		2,208	59.9%	
4015	Repairs and Maintenance	38	3,085	1,750	(1,335)		(1,335)	176.3%	
	East Side Social Centre :- Indirect Expenditure	736	6,378	8,580	2,202	0	2,202	74.3%	0
	Net Income over Expenditure	909	2,009	2,620	611				

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
203	Lewes Road Social Centre								
1010	Hall Hire Charges	198	2,762	2,600	(162)			106.2%	
	Lewes Road Social Centre :- Income	198	2,762	2,600	(162)			106.2%	0
4012	Council Tax	0	0	1,030	1,030		1,030	0.0%	
4014	Utilities, Elec/Water/Sew/Fire	111	2,384	4,160	1,776		1,776	57.3%	
4015	Repairs and Maintenance	1,449	4,885	1,750	(3,135)		(3,135)	279.1%	
4150	Consumables	0	0	260	260		260	0.0%	
	Lewes Road Social Centre :- Indirect Expenditure	1,560	7,268	7,200	(68)	0	(68)	101.0%	0
	Net Income over Expenditure	(1,363)	(4,506)	(4,600)	(94)				
204	Meeching Hall								
1010	Hall Hire Charges	841	10,609	8,900	(1,709)			119.2%	
	Meeching Hall :- Income	841	10,609	8,900	(1,709)			119.2%	0
4012	Council Tax	0	0	2,300	2,300		2,300	0.0%	
4014	Utilities, Elec/Water/Sew/Fire	1,561	12,121	6,370	(5,751)		(5,751)	190.3%	
4015	Repairs and Maintenance	1,060	7,659	1,750	(5,909)		(5,909)	437.6%	
4021	Communications	204	204	750	546		546	27.2%	
4150	Consumables	0	4	260	256		256	1.5%	
	Meeching Hall :- Indirect Expenditure	2,826	19,987	11,430	(8,557)	0	(8,557)	174.9%	0
	Net Income over Expenditure	(1,985)	(9,378)	(2,530)	6,848				
301	Community Services								
1151	Memorial Slat on Bench	254	533	2,300	1,767			23.2%	
1160	Allotment Income Cemetery	0	1,547	1,600	53			96.7%	
1175	Grass Verge Income	0	2,454	2,800	346			87.6%	
1178	Misc Income	0	915	0	(915)			0.0%	
	Community Services :- Income	254	5,448	6,700	1,252			81.3%	0
4014	Utilities, Elec/Water/Sew/Fire	0	267	0	(267)		(267)	0.0%	
4200	CCTV Maintenance/Operating	13,901	15,441	6,500	(8,941)		(8,941)	237.6%	7,929
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	312	19,362	20,000	638		638	96.8%	
4213	Grass Verge Expenditure	0	16,668	16,000	(668)		(668)	104.2%	
4230	Play Areas	0	4,913	5,000	87		87	98.3%	
4234	Environmental Enhancements	98	10,413	15,000	4,587		4,587	69.4%	
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%	

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4241	Town Centre Planters	0	1,807	6,900	5,093		5,093	26.2%	
4248	Business Asset Management	0	24,629	0	(24,629)		(24,629)	0.0%	28,595
4500	Professional Fees	0	920	2,000	1,080		1,080	46.0%	
4510	Tree Work	0	6,392	9,000	2,608		2,608	71.0%	
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	14,310	129,585	137,500	7,915	0	7,915	94.2%	39,724
	Net Income over Expenditure	(14,056)	(124,137)	(130,800)	(6,663)				
6000	plus Transfer from EMR	7,929	39,724						
	Movement to/(from) Gen Reserve	(6,127)	(84,413)						
	Environment & Amenities :- Income	6,651	88,884	99,254	10,370			89.6%	
	Expenditure	28,702	263,534	300,100	36,566	0	36,566	87.8%	
	Net Income over Expenditure	(22,050)	(174,650)	(200,846)	(26,196)				
	plus Transfer from EMR	7,929	43,092						
	Movement to/(from) Gen Reserve	(14,122)	(131,558)						

Personnel

102 Staff Costs

4000	Salaries	14,487	161,472	171,100	9,628		9,628	94.4%	
4001	National Insurance & Pension	4,368	51,038	52,900	1,862		1,862	96.5%	
4007	Subsistence	0	0	200	200		200	0.0%	
4008	Travel	269	1,715	4,000	2,285		2,285	42.9%	
4009	Payroll Costs	67	656	876	220		220	74.9%	
4010	Training Staff & Councillors	75	2,041	3,000	959		959	68.0%	
4013	Employment Law/Health & Safety	0	7,829	7,300	(529)		(529)	107.2%	
	Staff Costs :- Indirect Expenditure	19,266	224,751	239,376	14,625	0	14,625	93.9%	0
	Net Expenditure	(19,266)	(224,751)	(239,376)	(14,625)				
	Personnel :- Income	0	0	0	0			0.0%	
	Expenditure	19,266	224,751	239,376	14,625	0	14,625	93.9%	
	Movement to/(from) Gen Reserve	(19,266)	(224,751)						

Earmarked Reserves

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
901	Earmarked Reserves								
1172	CIL Income	0	35,300	0	(35,300)			0.0%	
	Earmarked Reserves :- Income	0	35,300	0	(35,300)				0
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	0	100,460	0	(100,460)	0	(100,460)		81,616
	Net Income over Expenditure	0	(65,160)	0	65,160				
6000	plus Transfer from EMR	0	81,616						
	Movement to/(from) Gen Reserve	0	16,456						
	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	0	(65,160)	0	65,160				
	plus Transfer from EMR	0	81,616						
	Movement to/(from) Gen Reserve	0	16,456						
	Grand Totals:- Income	6,651	731,339	698,624	(32,715)			104.7%	
	Expenditure	54,451	807,144	811,774	4,630	0	4,630	99.4%	
	Net Income over Expenditure	(47,800)	(75,805)	(113,150)	(37,345)				
	plus Transfer from EMR	7,929	140,119						
	Movement to/(from) Gen Reserve	(39,871)	64,315						