



ADDITIONAL FULL COUNCIL MEETING

Minutes of the Additional Full Council Meeting of Newhaven Town Council
held at Meeching Hall, Fort Road, Newhaven
on **Tuesday July 16th 2024 at 7.15pm**

PRESENT: Councillors: Pinky McLean-Knight (Chair & Town Mayor)
Lesley Boniface (Chair of Environment & Amenities)
Lindsey Macleod (Chair of Personnel)
Mark Wardle (Chair of Promotion, Partnership & Finance)
Kim Bishop
Graham Amy
Linda Thomas
Krissy Taylor
Corina Watts
Jan Woodling
Julie Carr

ALSO ATTENDING: Ken Dry, Town Clerk

C039/24 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.

C040/24 **APOLOGIES FOR ABSENCE**

Cllrs. S. Macleod, S. Boniface, Saunders, Cook and Browne.

Absent: Cllr. C. von Kurthy

C041/24 **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.

C042/24 **TO CONSIDER WHETHER THE MINUTES OF THE ANNUAL MEETING OF THE TOWN COUNCIL HELD ON TUESDAY 11th JUNE 2024 ARE AN ACCURATE RECORD OF THE MEETING.**

RESOLVED:

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

C043/24 **PETITIONS AND PUBLIC QUESTIONS.**

None received.

C044/24 TO FURTHER CONSIDER AND AUTHORISE THE APPOINTMENT OF A CONTRACTOR FOR THE RENOVATION/REPLACEMENT OF THE PLAYGROUND AND ITS EQUIPMENT AT DENTON RECREATION GROUND PLAYGROUND.

The report of the Town Clerk was considered, and following further discussion, it was,

PROPOSED by Cllr. L. Boniface, that HAG's be commissioned for this work at a cost of £97,497 and that the Town Clerk seek to augment this with additional 'sensory' play equipment within the available budget,

SECONDED by Cllr. Wardle

It was then unanimously

RESOLVED that HAG's be commissioned for this work at a cost of £97,497 and that the Town Clerk seek to augment this with additional 'sensory' play equipment within the available budget.

The Town Clerk confirmed that he would continue to seek quotations for the addition of recessed goals, basketball boards/hoops for the adjacent MUGA on site as part of the project.

C045/24 EXCLUSION OF PRESS AND PUBLIC - TO RESOLVE THAT THE PRESS AND PUBLIC BE EXCLUDED FROM THE REMAINDER OF THE MEETING IN ACCORDANCE WITH THE PROVISIONS OF SECTION 1(2) OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT, 1960, IN VIEW OF THE CONFIDENTIAL NATURE OF THE MATTERS TO BE DISCUSSED.

RESOLVED

C046/24 CONFIDENTIAL - TO CONSIDER THE COUNCILS CURRENT POSITION WITH REGARDS TO GROUNDS MAINTENANCE AND AGREE ANY ACTIONS GOING FORWARD

The background report of the Town Clerk was considered. Following discussion of the issues at hand there was a consensus opinion,

1. That the Town Clerk make contact with neighbouring Town Councils in order to establish a collective approach to the issues at hand, and
2. In parallel to the above, source additional vegetation management quotations for each and every NTC open space and playground, with a possible 'hybrid-approach' with respect to Newhaven Cemetery.

There being no further business, the Meeting closed at 20:47Hrs.

Date:

Town Mayor



Newhaven Town Council Co-Option Application Form

Name: Jessa Chapman	
Address: [REDACTED] Lewes Road, Newhaven, BN9 9SH	
Telephone Number: [REDACTED]	
Are you 18yrs old or over? Yes/No Yes	
Which Ward do you wish to apply for? Please tick:	
Denton Ward <input checked="" type="checkbox"/>	South Ward <input type="checkbox"/>
North Ward <input type="checkbox"/>	Central Ward <input type="checkbox"/>

Please detail any experience you may have that is relevant to Newhaven Town Council.
(Where necessary continue on a separate sheet)

Please see attached.

**Is there any other information you would like to disclose regarding your application?
(Where necessary continue on a separate sheet)**

I am in the process of joining the Liberal Democrats.

Use of Personal Information.

The Town Council will use your information, including that which you provide on this application, to assess your suitability to be a Town Councillor.

Declaration & Consent.

I confirm that I have read the section entitled 'Use of Personal Information' and in signing this form I consent to the use and disclosure of my information included thereon.

I declare the information on this form to be true and correct.

SIGNED..  NAME..Jessa.Chapman.....

DATE... 11th July 2024

Once completed, please return this form, together with the completed Co-Option Eligibility form to: -

Ken Dry (Town Clerk), Newhaven Town Council, 18 Fort Road, Newhaven. East Sussex BN9 9QE.
Telephone – 01273 516100
E-Mail – ken.dry@newhaventowncouncil.gov.uk

Newhaven Town Council Co-Option Eligibility Form

1. In order to be eligible for co-option as a Newhaven Town Councillor, you must satisfy certain criteria. You must satisfy (a) and (b) below and at least one of the options (c)-(f).

Please tick which apply to you:

- a. I am 18 years of age or over: and
- b. I am a British Citizen or a Citizen of the Commonwealth or a citizen of any member state of the European Union; and
- c. I am registered as a local government elector for the Town; or
- d. I have, during the whole of the twelve months preceding the date of my co-option occupied, as owner or tenant, land or other premises in the parish: or
- e. My principal or only place of work during those twelve months has been in the town.
- f. I have during the whole of those twelve months resided in the Town or within 3 miles of it

2. Please note that under Section 80 of the Local Government Act 1972 a person is disqualified from being a town councillor if he/she:

- Is employed by the Town Council or holds paid office (other than Chairman, Vice-Chairman or Deputy Chairman) under the Town Council (including joint boards or committees);
- Is employed by an entity controlled by the Town Council.
- Is the subject of a bankruptcy restrictions order or an interim bankruptcy restrictions order or a debt relief restrictions order or an interim debt relief restrictions order: or
- Has within five years before the date of this co-option, or since his/her co-option been convicted in the UK, Channel Islands or Isle of Man of any offence and has been sentenced to imprisonment (whether suspended or not) for not less than three months without the option of a fine; or
- Is otherwise disqualified under Part III of the Representation of the People Act 1983 (relating to corrupt or illegal electoral practices and offences relating to donations) or the Audit Commission Act 1998.

Use of Personal Information.

The Town Council will use your information, including that which you provide on this application, to assess your suitability to be a Town Councillor.

Declaration & Consent.

I ...Jessa Chapman.....hereby confirm that I am eligible for the vacancy of Newhaven Town Councillor and I am not disqualified from being a town councillor under s80 of the Local Government Act 1972 and that the information given on this form is true and correct.

I confirm that I have read the section entitled 'Use of Personal Information' and in signing this form I consent to the use and disclosure of my information included thereon.



NAME.....Jessa Chapman.....

DATE.....11th July 2024.....

Relevant experience

I have been interested in politics for many years. I would describe myself as politically active. I am also extremely passionate about my local area. I moved to Newhaven, from Brighton, seven years ago. I love living here.

I believe in taking action rather than sitting and complaining about something. I am the type of person to pick up street rubbish, rather than walk past it. I think if we all took a bit more care of our local area, and the people and animals that inhabit it, we would have a more rewarding environment.

I was part of the campaign group, Stop the Slops, formed quickly to challenge Lewes District Council's placement of a food waste collection site. As a new dog owner, I use that park regularly. I chat to people as I walk my dog and I discovered the majority of people knew nothing about these proposals. I then printed some flyers and went door knocking with them. It was a nerve wracking experience, as someone who has never done that before, but it was too important to take a back seat over. Ultimately that decision has been "paused" but we feel confident that a new site, away from people's homes, will be chosen.

I would relish the chance to be more involved with my local area and the residents. I am friendly and approachable and I can always find some common ground when talking to people. I have had a varied life and I bring those experiences with me. I work on a farm currently, within project management, sales, marketing and PR. I am customer facing, as is my dog. We chat to many people on a weekly basis. We dip into their lives and I feel privileged to have those interactions, while maintaining a professional boundary.



Newhaven Town Council Co-Option Application Form

Name:	
Address:	█ Gibbon Road, Newhaven
Telephone Number:	█
Are you 18yrs old or over? Yes/No	
Which Ward do you wish to apply for? Please tick:	
Denton Ward <input type="checkbox"/>	South Ward <input type="checkbox"/>
North Ward <input type="checkbox"/>	Central Ward <input type="checkbox"/>

Please detail any experience you may have that is relevant to Newhaven Town Council.
(Where necessary continue on a separate sheet)

--

**Is there any other information you would like to disclose regarding your application?
(Where necessary continue on a separate sheet)**

Use of Personal Information.

The Town Council will use your information, including that which you provide on this application, to assess your suitability to be a Town Councillor.

Declaration & Consent.

I confirm that I have read the section entitled 'Use of Personal Information' and in signing this form I consent to the use and disclosure of my information included thereon.

I declare the information on this form to be true and correct.

SIGNED...  NAME.....

DATE.....

Once completed, please return this form, together with the completed Co-Option Eligibility form to: -

**Ken Dry (Town Clerk), Newhaven Town Council, 18 Fort Road, Newhaven. East Sussex BN9 9QE.
Telephone – 01273 516100
E-Mail – ken.dry@newhaventowncouncil.gov.uk**

Newhaven Town Council Co-Option Eligibility Form

1. In order to be eligible for co-option as a Newhaven Town Councillor, you must satisfy certain criteria. You must satisfy (a) and (b) below and at least one of the options (c)-(f).

Please tick which apply to you:

- a. I am 18 years of age or over: and
- b. I am a British Citizen or a Citizen of the Commonwealth or a citizen of any member state of the European Union; and
- c. I am registered as a local government elector for the Town; or
- d. I have, during the whole of the twelve months preceding the date of my co-option occupied, as owner or tenant, land or other premises in the parish: or
- e. My principal or only place of work during those twelve months has been in the town.
- f. I have during the whole of those twelve months resided in the Town or within 3 miles of it

2. Please note that under Section 80 of the Local Government Act 1972 a person is disqualified from being a town councillor if he/she:

- Is employed by the Town Council or holds paid office (other than Chairman, Vice-Chairman or Deputy Chairman) under the Town Council (including joint boards or committees);
- Is employed by an entity controlled by the Town Council.
- Is the subject of a bankruptcy restrictions order or an interim bankruptcy restrictions order or a debt relief restrictions order or an interim debt relief restrictions order: or
- Has within five years before the date of this co-option, or since his/her co-option been convicted in the UK, Channel Islands or Isle of Man of any offence and has been sentenced to imprisonment (whether suspended or not) for not less than three months without the option of a fine; or
- Is otherwise disqualified under Part III of the Representation of the People Act 1983 (relating to corrupt or illegal electoral practices and offences relating to donations) or the Audit Commission Act 1998.

Use of Personal Information.

The Town Council will use your information, including that which you provide on this application, to assess your suitability to be a Town Councillor.

Declaration & Consent.

Ihereby confirm that I am eligible for the vacancy of Newhaven Town Councillor and I am not disqualified from being a town councillor under s80 of the Local Government Act 1972 and that the information given on this form is true and correct.

I confirm that I have read the section entitled 'Use of Personal Information' and in signing this form I consent to the use and disclosure of my information included thereon.

SIGNED..  NAME.....

DATE.....



PLANNING & DEVELOPMENT COMMITTEE

Minutes of the Planning & Development Committee meeting
held at Meeching Hall, Fort Road, Newhaven
on Tuesday 25th June 2024 at 7:15pm.

PRESENT: Councillors Pinky McLean-Knight (Chair)
Kim Bishop
Lesley Boniface
Krissy Taylor
Graham Amy

ALSO ATTENDING: Ken Dry, Town Clerk

P009/24 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.

P010/24 **APOLOGIES FOR ABSENCE**

Cllrs Saunders and S. Boniface.

P011/24 **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.

P012/24 **TO CONSIDER WHETHER THE MINUTES OF THE MEETING OF THE PLANNING AND DEVELOPMENT COMMITTEE HELD ON TUESDAY 28th MAY 2024 ARE AN ACCURATE RECORD OF THE MEETING.**

RESOLVED:

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

P013/24 **PETITIONS/PUBLIC QUESTIONS**

None received.

P014/24 **TO CONSIDER THE FOLLOWING PLANNING APPLICATIONS.**

LW/24/0382

Seahaven Swim and Fitness Centre Chapel Street

Replacement of the existing aluminium composite corrugated sheet roofing with

standing seam system including improvement to the facias, soffits and gutters along with installation of PV arrangement to the south elevation, edge protection, and installation of topfix standing seam guard rail system.

Following discussion the committee unanimously,

RESOLVED, that they had no objection to this application.

LW/24/0386

2 Wellington Road Denton

Demolition of existing garage and replacement with single storey outbuilding with associated landscaping.

Following discussion, the committee,

RESOLVED, that they had no objection to this application, but with the following caveats,

- That this should be for domestic use only and not for 'business purposes', and
- The drive should be permeable to aid surface water drainage.

LW/24/0397

Newhaven Fire Station Fort Road

Change of use from fire station to emergency services vehicle maintenance workshop with associated alterations, extensions and landscaping.

Following discussion, the committee,

RESOLVED, that they had no objection to this application, but measures are required to prevent the egress of water and foam from the site.

P015/24

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 7:50pm.

Date:

Chairman



PLANNING & DEVELOPMENT COMMITTEE

Minutes of the Planning & Development Committee meeting
held at Meeching Hall, Fort Road, Newhaven
on Tuesday 27th August 2024 at 7:15pm.

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

ALSO ATTENDING: Cllr Wardle
Cllr Woodling
Ken Dry, Town Clerk
Mr. Chris Morley,
Mrs. Sharon Banks
X3 Members of the Public

P025/24 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.

P026/24 **APOLOGIES FOR ABSENCE**

None.

P027/24 **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 Bishop declared that she lived opposite the property under application LW/24/0472 and in the same road as application LW/24/0430.

Cllr Amy declared that he was a resident of Court Farm Road, Newhaven which was relevant to planning applications LW/24/0430 and LW/24/0472, and that he has previously met with Mr. Chris Morley the applicant of LW/24/0472.

P028/24 **TO CONSIDER WHETHER THE MINUTES OF THE MEETING OF THE PLANNING AND DEVELOPMENT COMMITTEE HELD ON TUESDAY 30TH JULY 2024 ARE AN ACCURATE RECORD OF THE MEETING.**

RESOLVED:

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

P029/24 **PETITIONS/PUBLIC QUESTIONS**

There were no public petitions received.

The Chair invited Mr. Chris Morley to speak in support of his application LW/24/0472 where he iterated that this concerned a temporary permission for a 3 year period.

The Chair then invited Mrs. Sharon Banks to speak in opposition to application LW/24/0472 where she informed the meeting of her concerns as a next-door neighbour surrounding the matters of fire risk and the overall unsightliness of the property which she felt would be exacerbated by the proposed planning application.

Following further discussion between both committee members, Mr. Morley and Mrs Banks it became apparent that there was a consensus between both parties for a mutually satisfactory aesthetic approach to the building/fence material(s) to be used.

P030/24 **TO CONSIDER THE FOLLOWING PLANNING APPLICATIONS.**

19:22Hrs Cllrs Bishop and Amy leave the meeting.

LW/24/0472

79 Court Farm Road Newhaven

Section 73a retrospective application for temporary permission for 3 years for a storage unit to the front of the property.

Following discussion, the committee,

RESOLVED, that they supported this application on the proviso that a mutually satisfactory material(s) was to be used for the elevation to the neighbouring property.

19:41Hrs Cllrs Bishop and Amy rejoin the meeting and are informed of the previous resolution.

LW/24/0430

117 Court Farm Road Newhaven

Change of use from C3 residential dwelling house to C2 children's residential home.

Following discussion, the committee, by a vote of 4:3

RESOLVED, that they objected to this

application for the following reasons;

- Insufficient on and off street parking for the numbers of staff outlined and additionally visitors, and
- There are no bus services close to this location as the application appears to suggest.

LW/24/0476

21 Cantercrow Hill Denton

Prior Notification Under The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) Schedule 2, Part 1, Class AA for Enlargement of a dwellinghouse by construction of additional storeys to increase the total height from 5.0m to 6.2m.

Following discussion, the committee unanimously,

RESOLVED that they objected to this application on the grounds that;

- The design was overbearing, and
- Detrimental to the local 'street-scene'.

LW/24/0513

50 Meeching Road Newhaven

Construction of rear garden access stairs and door.

Following discussion, the committee unanimously,

RESOLVED that they had no objection to this application.

SDNP/24/03443/PIP

Homested, Lewes Road, Newhaven

Erection of 1no dwelling on plot adjacent to existing dwelling.

Following discussion, the committee unanimously,

RESOLVED that they objected to this application on the grounds that;

- The application contained insufficient information regarding the intended structure(s) for the site, and
- They were concerned with the potential impacts upon the environment, wildlife and light pollution.

P031/24

**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 8:16pm.

Date:

Chairman

DRAFT



PLANNING & DEVELOPMENT COMMITTEE

Minutes of the Planning & Development Committee meeting
held at Meeching Hall, Fort Road, Newhaven
on Tuesday 30th July 2024 at 7:15pm.

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

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

P016/24 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.

P017/24 **APOLOGIES FOR ABSENCE**

None.

P018/24 **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.

P019/24 **TO CONSIDER WHETHER THE MINUTES OF THE MEETING OF THE PLANNING AND DEVELOPMENT COMMITTEE HELD ON TUESDAY 25th JUNE 2024 ARE AN ACCURATE RECORD OF THE MEETING.**

RESOLVED:

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

P020/24 PETITIONS/PUBLIC QUESTIONS

None received.

P021/24 TO CONSIDER THE FOLLOWING PLANNING APPLICATIONS.

LW/24/0390

Land at Westdean Avenue Newhaven

Erection of a two storey holiday let.

Following discussion the committee unanimously,

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

- Not within the planning boundary
- Lack of Infrastructure (roads, drainage etc)
- Would set a precedent

LW/24/0398

39 Celandine Way Newhaven

Conversion of the existing detached garage into a habitable space, including alterations to fenestration.

Following discussion the committee, with one abstention,

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

- Additional pressure for on-street parking
- Habitable proposal with no physical boundary
- Has the potential to be used as an Air BnB and therefore if approval of the application is minded by the Planning Authority it should be with the caveat that it remains accommodation for a 'family member'.

LW/24/0458

10 Denton Drive Newhaven

Conversion of existing side/rear conservatory into single storey orangery, including alterations to fenestration and erection of detached single storey outbuilding at side elevation

Following discussion the committee unanimously,

RESOLVED, that they had no objection to this application.

P022/24 **TO CONSIDER AND NOTE A REPORT ON RECENT PLANNING DECISIONS MADE BY LEWES DISTRICT COUNCIL.**

Noted.

P023/24 **TO DISCUSS AND AGREE ANY TECHNICAL EVIDENCE ON SITES FORMING PART OF THE LDC LATEST 'CALL FOR SITES' EXERCISE AND THE UPDATED DEVELOPMENT CAPACITY STUDY.**

Noted without comments.

P024/24 **TO DISCUSS AND FORMULATE ANY COMMENTS FOR THE SDNPA CONSULTATION EXERCISE.**

Noted without comments.

There being no further business, the Meeting closed at 8:07pm.

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 27th August 2024 at 8:20pm.

PRESENT: Councillors: Shaun Boniface (Vice Chair)
Lesley Boniface
Mark Wardle
Krissy Taylor
Kim Bishop
Jan Woodling

ALSO ATTENDING: Ken Dry, Town Clerk

RSD0001/24 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.

RSD0002/24 **APOLOGIES FOR ABSENCE**

None.

RSD0003/24 **TO CONSIDER WHETHER THE MINUTES OF THE MEETING OF THE REGENERATION AND STRATEGIC DEVELOPMENT COMMITTEE HELD ON TUESDAY 30TH JANUARY ARE AN ACCURATE RECORD OF THE MEETING.**

The Minutes of the Meeting held on Tuesday 30th January 2024 were considered.

RESOLVED:

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

RSD0004/24 **DECLARATIONS OF INTEREST**

None declared.

RSD0005/24 **PETITIONS/PUBLIC QUESTIONS**

None received

RSD0006/24 **TOWNS DEAL PROJECT UPDATE – ORAL REPORT BY THE TOWN CLERK.**

The Town Clerk informed the meeting that the Eastside Allotments Project was now physically complete with all 14 allotments having been allocated to tenants.

With a retention payment of circa £12K yet to be made in May 2025, the project had come in £14K under budget with those unspent monies returning to the Town Deal Board budget subject to the financing of signage for the site.

Members indicated their satisfaction with the delivery of the project and the overall visual improvements that have been achieved through its completion.

RSD0007/24 DENTON PLAYGROUND INSTALLATION – ORAL REPORT BY THE TOWN CLERK.

The Town Clerk informed the meeting that;

- He had recently had on-line and site meetings with HAGs representatives regarding the project and that the works were anticipated to commence in mid-October 2024 and take 4-6 weeks to complete.
- The only potential risks at this point are thought to be those of the weather in that the wet-pour surfacing had to be installed in totally dry conditions for it to work and adhere. If wet weather did delay this the subcontractor employed for this would make the project a priority on their works list when there was dry weather.
- A separate contractor has been sourced and instructed to provide recessed football goals, new basketball hoops and boards and court marking for the MUGA at a cost of £13,750 and that installation of these would be circa mid-September 2024 lasting 1 week and before HAGs arrived on site for the main play area works.
- The original CIL 'expression of interest' application was for £150K (on a 50:50 match funded basis - £75k:£75k) and was predicated upon the first quotation received which indicated a total cost for the play area (excluding the MUGA) works of £137K. Since then, two further quotations were sought, and with Full Councils selection of HAGs and a request for additional 'sensory' play equipment, the actual cost will be circa £100K.
- LDC CIL have since indicated that the CIL award which has been agreed by LDC Cabinet will only be for £50-52K (as the MUGA was not stipulated on the EOI or primary CIL Application) which means that NTC will be committed to the MUGA improvements and the CIL match funding, totaling circa £65,750. This is within the EMR commitment of £75K already agreed by Full Council for this project.

RSD0008/24 MARKING OF VE (VICTORY IN EUROPE) AND VJ (VICTORY OVER JAPAN) DAYS – DISCUSSION ITEM.

The Town Clerk informed the meeting that;

- 2025 was the 80th Anniversary of both historic events.
- VE day would be on May 8th 2025 with VJ day being August 15th 2025.
- Buckingham Palace, through its Pageant Masters website indicated that VE Day 2025 would be marked as a special day, encouraging Beacon Lighting and other commemorative activities. However, and possibly because there is still 12 months to run, there were no indications regarding the marking of VJ

day at this point in time through Buckingham Palace or the Royal British Legion.

Notwithstanding the continued vacancy of a Communications & Events Officer, the committee requested that arrangements be initiated for Beacon Lighting involving the Deputy Lieutenant of East Sussex.

RSD0009/24 TO AUTHORISE THE INSTALLATION OF METAL FABRICATED STEPS AT THE REAR YARD OF THE COUNCIL OFFICES – REPORT BY THE TOWN CLERK

The committee unanimously,

RESOLVED, that contractor Don Burtenshaw be engaged to supply and install prefabricated steps at the rear yard on the council offices at 18 Fort Road at a cost of £3035+VAT.

RSD0010/24 NEWHAVEN CEMETERY TOILETS – DISCUSSION ITEM

The Town Clerk informed the meeting that he had attended a number of meetings with Architects at the cemetery in order to secure quotations to draw up plans and make Planning Applications for the following items of work;

- Widening the main gate access and providing new gates at the main entrance of the cemetery,
- Resurfacing the cemetery entrance/courtyard with solid road surface and reinstatement of the 'bull-nose' kerbs to this, and
- Renovation or replacement of the existing cemetery toilets.

In these discussions the Town Clerk was informed that in respect of the cemetery toilets, it would likely be cheaper to renovate and augment the existing structure than demolished and replace the existing with a containerised/modular toilet block/unit.

Once more information and plan drawings were at hand the Town Clerk would update the committee.

RSD0011/24 ADVERTISING AT 'THE SIDINGS' (CLLR. S. BONIFACE) – DISCUSSION ITEM

The Vice Chair informed the Town Clerk that this agenda item only concerned 'The Sidings' and was nothing to do with advertising there.

The Vice Chair and Cllr. L. Boniface informed the meeting that there were indications that LDC were looking to potentially rent/lease 'The Sidings' for the provision of various events and that this was an excellent opportunity for the council to take the lead and start running events for the benefit of the residents at this increasingly popular venue.

RESOLVED, that the Town Clerk establish contact with LDC officers regarding the same.

RSD0012/24 TOWN NOTICEBOARDS AND PAID ADVERTISING (CLLR. S. BONIFACE) – DISCUSSION ITEM

The Vice Chair informed the meeting Peacehaven TC is currently charging for 'advertising' on its noticeboards and that perhaps NTC should also.

Following discussion of this, the committee,

RESOLVED, that advertising and printing/photocopying by the council office on behalf of third parties should be incorporated in a Fees & Charges Report for Full Council consideration and that the Town Clerk seek quotations for new Town Noticeboards designed to accommodate advertising as well as statutory notices.

RSD0013/24 INCOME & EXPENDITURE REPORT TO AUGUST 19TH 2024.

The Town Clerk informed the meeting of what each expenditure/income line concerned and that in the forthcoming budget development process for FY 24/25 suggested provisions would be made that would address the councils' events aspirations.

The committee noted the report.

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

Date:

.....

Chairman

DRAFT

The Effect of Covid on CTLA Dial-a-Ride Services

Why the Support of our local Councils is so vital

The 4 Towns Dial-a-Ride (4TDaR) fulfils a vital role in helping more vulnerable and isolated local people maintain their social inclusion in everyday activities enabling them to travel for the purposes of attending social interactions/personal business/medical and shopping, thereby helping them to maintain some independence and dignity and to avoid becoming socially isolated and lonely.

Despite often being eligible for free travel on mainstream bus services, users of the Dial-a-Ride (DaR) service, despite having to pay a fare as Concessionary Bus Passes are not valid on this category of service), often elect to travel by the DaR as they are unable to walk the short distance from home to bus stop and from bus stop to final destination. The DaR service is door-to-door.

CTLA operates a total of four different schemes throughout the County to accommodate the travel wishes of older and more vulnerable people – though age is not in itself a barrier to use of the service. Costly to operate, they are partially supported by grants from local Town Councils and East Sussex County Council.

Even after taking into account grants and on-bus revenue, the service still requires top-up funding from the charity. This deficit is generated from other contracts the charity operates which make a surplus and from in-house fundraising.

Since 2019 this funding gap has risen sharply from around £18,000 per annum to its current £28,000 per annum, despite CTLA being proactive and reducing the number of buses and drivers employed to more closely match the reduced demand.

Newhaven residents are the second biggest single user group of the 4TDaR making in excess of 1,000 passenger-trips every year, although this is less than the number pre-covid.

In common with many community transport operators, the number of passenger-trips per annum on the 4TDaR and indeed across all of the other DaR services that CTLA operates within East Sussex is still below that experienced pre-pandemic as many older people still perceive that Covid is a real threat. Other factors have also led to the decline including: -

Greater use of internet-based services for shopping since the pandemic

Many meetings taking place online rather than face to face – started in the pandemic but continued beyond it

The emergence of many localised very small arrangements between friends and neighbours which started in the pandemic and continued – e.g. offering lifts, picking up medicines/shopping.

The challenge for CTLA over the coming 12 months is to re-market the service, to try and increase numbers travelling and reach more lonely and vulnerable persons who can benefit from this gateway transport service, as well as convincing those who used to travel but currently do not that it is again safe to do so. The valued support of our grant partners is vital in helping us to keep the service running whilst we look to make adjustments or explore new travel needs.

4 Towns DaR: Total Passenger-Trips Per Month on 4 Towns Dial-a-Ride showing the Impact of Covid-19 on Patronage.

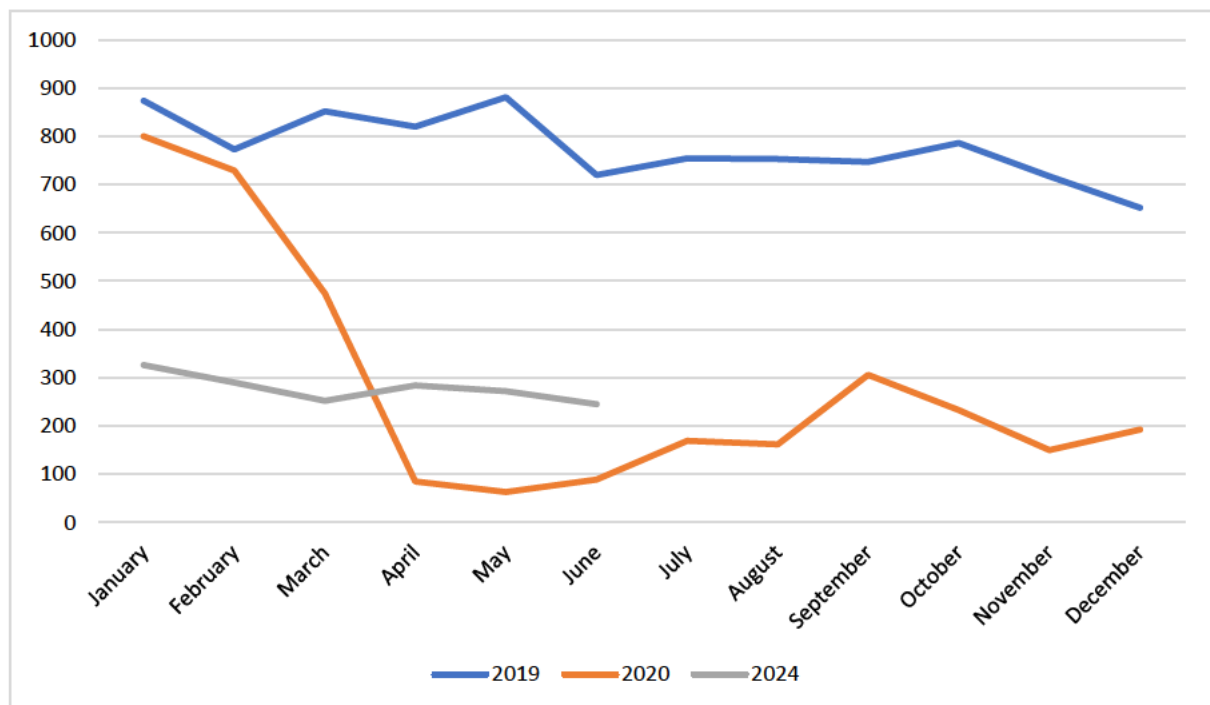
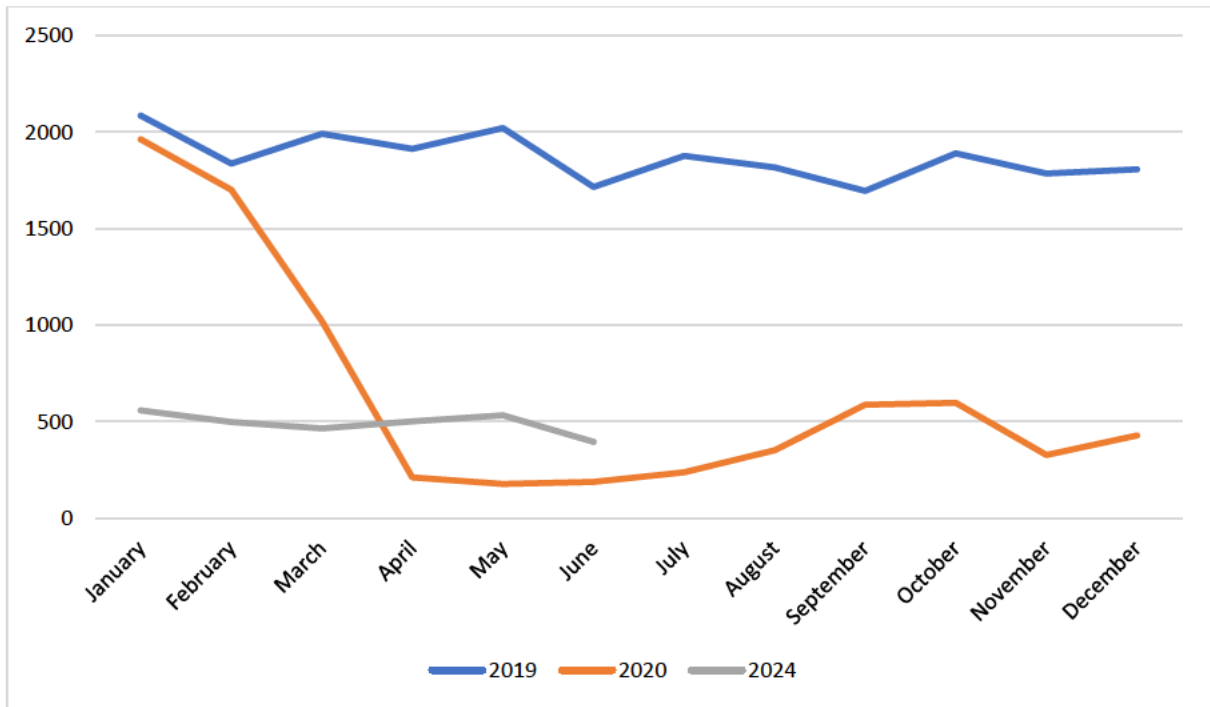


Figure 5: Total Passenger-Trips Per Month on all Dial-a-Rides showing the Impact of Covid-19 on Patronage but not including Shopping or Prescription Deliveries.



2019 Vs 2020 Vs 2024 Calendar Year On Year Comparison of DaR Passenger-Trips

Service	Total Pax-Trips per year 2019	Total Pax-Trips per year 2023	Ave Pax-Trips/month 2019	Ave Pax-Trips/month 2023
4 Towns DaR	12404	3059	1034	255
All Services	22,443	6,053	1,870	504



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 10.**

Date: 17th September 2024

Report Contact: Town Clerk

Subject: **Emergency Decision Report.**

1. The purpose of this report is to inform the council of an emergency decision made to award £3500 to Seahaven Pride.
2. Seahaven Pride was an event set to take place on August 24/25th 2024.
3. On Tuesday August 20th 2024, the Town Clerk received an urgent telephone call from the organisers explaining that a number of their event sponsors had withdrawn their financial support and that if they did not secure alternative funding the event would have to be cancelled.
4. Following receipt of an Event Funding Application, the Town Clerk contacted all councillors by email requesting a simple majority vote on this matter via MS Forms by close of business Wednesday 21st August 2024.
5. Of the councillors who voted, the following results were recorded;
 - Seven to two councillors were against awarding Seahaven Pride £5000 Event Funding
 - Five to three were for awarding Seahaven Pride £3500 Event Funding.
6. However, before the award of £3500 could be authorised and made, the organisers/applicant publicly announced late on Thursday 22nd August that the event was cancelled due to the prevailing and forecast weather conditions for August 24/25th.
7. Processing and payment of the award was therefore halted on the morning of Friday August 23rd 2024.

For Information and noting.



NEWHAVEN TOWN COUNCIL

Alison Campbell
Responsible Finance Officer

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

Tel: (01273) 516100

Email: admin@newhaventowncouncil.gov.uk

To: Full Council **Agenda Item 11**

Date: 17th September 2024

Report Contact: Responsible Finance Officer

Subject: **Fees & Charges for the Financial Year 2025-26**

1. The purpose of this report is to request council consideration of proposed Fees & Charges for the following aspects of council service provision;

- Newhaven Cemetery (Burial, Memorialisation & Chapel Usage)
- Social Centre/Hall (Rental rates for regular and casual users)
- Allotment Charges (Tenancy Fees for NTC Allotments)
- Office Photocopy & Printing Service for General Public Charges
- Legal Copy Certification & Signature Charge

Background

2. The fees for each of these service provisions are normally considered and set at this time of year in preparation for the next Financial Year (25/26) in order to aid the development of that year's budget/precept.

3. Councillors will already be acutely aware of the current economic situation within the UK and the pressures still being felt by residents, community groups, and local businesses of which effectively the Town Council is one.

4. At the time of writing this report, officers are aware that inflation is currently at 2.2% despite projections indicating that this would fall to 2% by the end of 2025. It is anticipated that inflation will be at 3% in April 2025 and will not meet the Bank of England inflation target of 2% as the current Bank of England Rate is at 5%.

5. The Bank of England is still citing the following causes of the current levels of inflation in the UK;

- The COVID Pandemic which led to a shortage of products and services followed by sudden and huge demand.
- The Russian invasion of Ukraine has led to significant increases in the price of gas and additionally higher food costs which are continuing.
- Businesses are charging more for their goods and services because of higher material and production costs.

- There are currently more job vacancies than people to fill them, as fewer people are seeking work following the pandemic, which means employers are having to offer higher wages to attract applicants.

6. With this in mind, the officers consider it advisable and prudent to increase Fees & Charges by 3% on average as part of its overall budget/precept setting process for 2025/26.

Newhaven Cemetery – Fees & Charges 2025/26

7. Officers propose that cemetery fees & charges be held at 2024/25 levels for the next financial year in acknowledgement and response to the continued lower standards of grounds maintenance received under the current Grounds Maintenance Contract through Lewes District Council and their contractors.
8. The only proposed change to that at paragraph 7 above is the introduction of a Transfer of Exclusive Rights of Burial Fee of £50. This will be effective from April 1st 2025.
9. A comparative table of the existing 2024/25 and proposed 2025/26 Fees & Charges can be seen at **Appendix 1**. The proposed fees would be effective from April 1st 2025.

Social Centre/Hall Rental Fees

10. As part of the review of our Halls, officers have looked at our Hall usage and expenditure for a 12 month period from September 2023 – August 2024 and these can be seen at Table 1 below. Officers propose a 3% increase in our rental fees for casual users and 5% for regular users & voluntary/charity organisations.

	DENTON HALL	EASTSIDE HALL	LEWES RD HALL	MEECHING HALL
Utilities	£3,539.68	£4,612.31	£3,665.37	£9,895.10
Business Rates	£2,744.50	£1,197.60	£923.15	£2,045.90
Repairs & Maintenance	£10,580.31	£4,847.91	£7,014.87	£6,966.23
Total	£16,864.49	£10,657.82	£11,603.39	£18,907.23
Income from Hall Hire	£16,381.11	£11,514.80	£7,362.32	£12,204.44
Gross Profit	-£483.38	£856.98	-£4,241.07	-£6,702.79

Table 1.

A comparative table of current (2024/25) and proposed Fees & Charges can be seen at **Appendix 2**. These fees include VAT (20%) and would be effective from April 1st 2025.

11. By way of comparison, the Hillcrest Centre is currently the only other similar provider of casual/ad-hoc hall space rental within the town and its current rates can be seen at Table 2 below.

		Hourly Rates				
		Standard Bookings for community groups, individuals & charities		Commercial Bookings for Companies, businesses & agencies		
ROOM HIRE	Seating Capacity	OFF PEAK	PEAK	OFF PEAK	PEAK	WEEKEND
HALL	100 seated/ 150 standing	£15.75	£19.00	£21.63	£24.75	£38.25
ART ROOM	50	£11.75	£14.00	£17.75	£20.25	£38.25
ROOMS 4 & 5	25	£11.75	£14.00	£17.75	£20.25	£38.25
ROOM 9	35	£11.75	£14.00	£17.75	£20.25	£38.25

All prices stated may be subject to change at any time and include VAT.
 OFF PEAK: Monday – Friday 9am – 5pm
 PEAK: Monday – Friday 5pm – 10pm

Table 2.

12. On the matter of the specific monthly agreement benefiting Meeching Amateur Dramatic group it is proposed that their monthly fee be increased by 3% and similarly that of the monthly fee benefiting NIPPERS from £288 to £297 and £786.80 to £811 respectively.

Allotment Charges

13. Under current legislation (The Allotment Act 1950), allotment holders must be provided at least 12-months' notice of any increase in charges.

14. In November 2023 council resolved (Min C062/23 refers) that for the current financial year (24/25) allotment charges will increase to £55 for a full (10 Rod) plot and £27.50 for a half (5 Rod) plot effective from 1st January 2025 for which plot holders have already had written notice as of January 2024.

15. It is now proposed that for the financial year 2025/26, allotment charges should be increased to £57 for a full (10 Rod) plot and £28.50 a half (5 Rod) plot, effective from January 1st 2026 for that calendar year. This is an increase of circa 3% and notice of this will be made in January 2025 together with their invoice for the current 24/25 charges indicated at paragraph 14 above.

Photocopying & Printing Charges

16. Officers propose to introduce a new charge for photocopying, printing & laminating for the general public.

17. With increasing requests for advertising on our notice boards coming through via email and many a visitor to the Town Council Offices requesting photocopying, these do come at a cost to the Town Council.

A comparison of fees charged and the proposed fees to be charged, plus the actual costs of our copies can be seen at Table 3 below.

Name of Company	A4 Black	A4 Colour	A5 Black	A5 Colour	A3 Black	A3 Colour	A5 plus Laminating
Rymans	0.35p	0.85p	N/A	N/A	0.60p	£1.65	N/A
ESCC	0.20p	0.50p	N/A	N/A	0.30p	£1.00	N/A
LDC	0.50p	0.50p	0.50p	0.50p	0.50p	0.50p	N/A
Dees Newsagent	0.25p	0.75p	N/A	N/A	N/A	N/A	N/A
Newhaven Town Council							
	A4 Black	A4 Colour	A5 Black	A5 Colour	A3 Black	A3 Colour	A5 plus Laminating
Actual Cost of Copy	0.00424p	0.04235p					
Proposed Cost of Copy	0.50p	0.50p	0.50p	0.50p	0.50p	0.50p	£1.00

Table 3.

Recommendations:

1. That the proposed Fees & Charges for Newhaven Cemetery as detailed at Appendix 1 are implemented on April 1st 2025.
2. That the proposed Social Centre/Hall rental rates as detailed at Appendix 2 are implemented on April 1st 2025.
3. That the proposed Allotment Charges (£57 for a full size and £28.50 for a half size plot) are implemented on January 1st 2026 for that calendar year and that current allotment holders be provided 12 months prior notice of the same.
4. That the proposed Photocopying & Printing charges be introduced as detailed in Table 3 on April 1st 2025.

11. Report - Appendix 1 - Proposed Cemetery Fees

NEWHAVEN TOWN COUNCIL

Lewes Road Cemetery

Proposed FEES AND CHARGES - 1st APRIL 2025 to 31st MARCH 2026

- ❖ Please note that all fees will be doubled for non-parishioners, with the exception of 2a and 2b, which will be charged at £55.00 (2a) and £160.00 (2b)
- ❖ A parishioner who moves into a home or hospital outside the town prior to death will be charged resident rates
- ❖ A parishioner who purchases a grave and then moves away from the town will be charged resident rates for interments, memorials etc.

		Current 2024-2025 Residents of Newhaven Parish	Proposed 2025-2026 Residents of Newhaven Parish
1	PURCHASE OF EXCLUSIVE RIGHT OF BURIAL (50 YRS)	£	£
a.	Infants Grave	188	188
b.	Ordinary Grave	1,093	1,093
2	INTERMENT FEES		
a.	Infant/Child	Nil	Nil
b.	up to one month old age 17 and under	Nil	Nil
c.	Ordinary Grave:		
	Single Depth	990	990
	Double Depth	1,284	1,284
	Triple Depth	1,725	1,725
d.	Re-opening Grave		
	Single Depth	990	990
	Double Depth	1,284	1,284
e.	Ashes		
	Burial	285	285
	Scattering	65	65
3	MEMORIALS		
a.	Headstone, footstone, vase, scroll, open book etc	225	225
b.	Kerb or flat stone (may include headstone, etc)	283	283
c.	Additional Inscription	101	101
d.	Memorial Tablet	225	225
4	GARDEN OF REMEMBRANCE		
a.	Purchase of Exclusive Right of Burial	283	283
b.	Interment Fee	285	285
c.	Memorial Tablet 12" x 12" x 2" only (any stone)	225	225
5	HIRE OF CHAPEL		
	Please note that if there is to be no interment within the Cemetery, a charge will be made for the use of the Chapel	50	50
6	TRANSFER OF EXCLUSIVE RIGHTS OF BURIAL		
	Please note that this would be for the remainder of the time left from the original purchase.		50

11. Report - Appendix 2 - Proposed Social Centre Fees

NEWHAVEN TOWN COUNCIL

Social Centre

Current Fees & Charges 1st April 2024 - 31st MARCH 2025

	Regular Users & Voluntary/Charity Organisations	Casual Users
	£ per hour Inc VAT	£ per hour Inc VAT
MEECHING HALL - MAIN HALL (Maximum of 110 people) 1st April to 31st March	16.80	33.00
MEECHING HALL - COMMITTEE ROOMS (Maximum of 30 people) 1st April to 31st March	10.50	17.70
DENTON & MOUNT PLEASANT SOCIAL CENTRE (Maximum of 100 people) 1st April to 31st March	12.90	33.00
EAST SIDE SOCIAL CENTRE & LEWES ROAD HALL (Maximum of 60 people) 1st April to 31st March	11.40	26.40
<p>NOTE For all users a £50 cash damage deposit is payable on collection of keys. A 'Regular User' = Hire of Hall for six months advanced bookings and a min. of fortnightly use. Children and Adults Parties = Four Hours Flat Rate Total £75</p>		

NEWHAVEN TOWN COUNCIL

Social Centre

Proposed Fees & Charges 1st April 2025 - 31st MARCH 2026

	Regular Users & Voluntary/Charity Organisations	Casual Users
	£ per hour Inc VAT	£ per hour Inc VAT
MEECHING HALL - MAIN HALL (Maximum of 110 people) 1st April to 31st March	17.70 Increase of 5%	34.00 Increase of 3%
MEECHING HALL - COMMITTEE ROOMS (Maximum of 30 people) 1st April to 31st March	11.05 Increase of 5%	18.25 Increase of 3%
DENTON & MOUNT PLEASANT SOCIAL CENTRE (Maximum of 100 people) 1st April to 31st March	13.60 Increase of 5%	34.00 Increase of 3%
EAST SIDE SOCIAL CENTRE & LEWES ROAD HALL (Maximum of 60 people) 1st April to 31st March	11.75 Increase of 5%	27.20 Increase of 3%
<p>NOTE For all users a £50 cash damage deposit is payable on collection of keys. A 'Regular User' = Hire of Hall for six months advanced bookings and a min. of fortnightly use. Children and Adults Parties = Four Hours Flat Rate Total £75</p>		



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: 17th September 2024

Report Contact: Town Clerk

Subject: **Execution of Additional CCTV Legal Documents.**

1. The purpose of this report is to seek resolution of the council to 'execute' an 'Information Sharing Agreement' (ISA) and a 'Personal Data Processing Agreement' (PDPA) between Newhaven Town Council and Sussex Police in respect to CCTV provision and operation across the town of Newhaven.
2. The Town Council currently does not monitor any video/audio achieved through its CCTV cameras, neither does it collect, store or process the same; These functions are undertaken by Sussex Police.
3. Notwithstanding the above, the Town Council is still defined as a Data Processor under current legislation and as part of the ongoing partnership with Sussex Police, the council is required to enter into both of these agreements.
4. Both agreements can be read at Appendix 1 (ISA) and Appendix 2 (PDPA).

Recommendation.

That the council resolves to execute both agreements without delay.

INFORMATION SHARING AGREEMENT



INFORMATION SHARING AGREEMENT (ISA) BETWEEN

SUSSEX POLICE
the **Police**

AND

NEWHAVEN TOWN COUNCIL
the signatory **Partner(s)**
ISA Version v2.1

This ISA must not be circulated until approved by the Information Management team. Once approved, it will be returned to enable signatories to be collected and sharing to commence.

SECTION 1:

1. Data Protection Impact Assessment (DPIA)
2. Purpose
3. Statutory Powers to Process Personal Data
4. How / what information will be shared
5. Restrictions on information supplied.

SECTION 2:

1. ISA Overview
2. Introduction
3. Purpose
4. Partners
5. Statutory powers to process personal data
6. The Agreement
- 6.1 Data quality
- 6.2 Security and Audit
- 6.3 Constraints on the use of information
- 6.4 Review of the information sharing agreement
7. Breaches
8. Data Subject Rights
9. Freedom of Information Act (FOIA) 2000
10. Signatories

SECTION 3 - Page 12:

Police and Partner Signatures

Section 4 – Page 13:

- Appendix A: Summary of the Obligations of Councils as Controllers
Appendix B: Offer Of Support V1.0
Appendix C: Sample Staff Confidentiality Agreement
Appendix D: Data Protection request forms and storage
Appendix E: Email sharing and Government Security Classification (GSC)

SUMMARY INFORMATION:

Date Agreement comes into force:	01/03/2024
Date Agreement review:	01/03/2025
Police Primary Contact:	Jo Atkinson – EA900
Police Secondary Contact:	Shane Baker – CB102

FORCE DATA PROTECTION OFFICER (DPO) AND POLICIES LINKS:

Sussex Police DPO
DPO@sussex.police.uk
[Sussex Police Privacy Notices](#)
[Data Protection Policy](#)

SECTION 1

1. DATA PROTECTION IMPACT ASSESSMENT (DPIA)

- i. For the types of processing set out in UK GDPR Article 35(1), to the data controller must assess the processing of an individual's personal data using a DPIA to ensure all risks surrounding the processing have been assessed, and measures identified to mitigate those risks.
- ii. Sussex Police has completed a DPIA to outline the risks of and mitigating measures for processing of Public Facing CCTV (PFCCTV) data, which is available on request. It is advised that Partners to this agreement complete their own DPIA to detail their assessment of processing risks and mitigation measures specific to their authority.
- iii. Additional documents have been included in the agreement in relation to:
 - Appendix A: Summary of the Obligations of Councils as Controllers
 - Appendix B: Offer Of Support V1.0
 - Appendix C: Sample Staff Confidentiality Agreement

2. PURPOSE

- i. The information can only be shared for the purpose described in this agreement and where there is a legal basis for sharing the information.
- ii. No information shall be disclosed without a legal basis for doing so. All disclosures must comply with the signatories' legal obligation under the UK Data Protection Legislation by reference to the Code of Practice, Acts and Regulation listed at paragraph 3(i) below.
- iii. The Purpose of this Agreement is to support information sharing, specifically footage on PFCCTV between Local Authorities and Sussex Police to allow Police access to CCTV footage for a Law Enforcement purpose.
- iv. This will enable action to be taken to enable public protection, reduce anti-social behaviour and support law enforcement purposes (as detailed in section 3.1.v) within the local authority area by incorporating measures aimed at facilitating the collection and exchange of relevant information.
- v. Sussex Police require access to the PFCCTV to enhance the safety of those who live, work, trade and visit Sussex (particularly in the areas covered by the cameras) and as evidence to detect, investigate and prosecute crime. By allowing access to the camera live feed, LA are supporting in the prevention, investigation and detection of crime, the apprehension and prosecution of offenders, the maintenance of public order and the reduction of vandalism. The CCTV footage may also be used to support the statutory obligations and duties of the Police / LA and to resolve complaints against Officers carrying out their duties.

3. STATUTORY POWERS TO PROCESS PERSONAL DATA

- i. The principal legislative instruments that provide powers to lawfully share information under this Agreement are:
 - CCTV Code of Practice
 - Data Protection Act 2018
 - Human Rights Act 1998
 - Crime and Disorder Act 1998
 - General Data Protection Regulation 2018 (GDPR UK – Keeling Schedule)
- ii. A lawful basis for sharing personal and special category information (including distinction between employment and law enforcement purposes) must be identified and detailed in this ISA.
- iii. Partners Lawful basis for processing Personal Data Article 6 (1) UK GDPR:
Where personal data processing under this agreement falls outside of the law enforcement purposes, processing must still be necessary for a wider policing purpose.
 - (e) Public task: processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.

- iv. Partners Lawful basis for processing Special Category Data Article 9 (2) UK GDPR:
- (g) Processing is necessary for reasons of substantial public interest (see below for the conditions), on the basis of Domestic Law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject;
- v. Police Lawful basis for processing sensitive data for DPA 2018, Part 3 Law Enforcement Purpose:
It is understood that most of the personal data processing undertaken under the remit of this agreement will fall under Data Protection Act 2018, Part 3, Law Enforcement Processing.
- For the purposes of this Agreement, the Police will process Personal Data under Police's statutory functions and where processing is necessary for the performance of a task carried out for that purpose by a competent authority. The definition of statutory function for 'law enforcement purposes' is 'purposes of the prevention, investigation, detection or prosecution of criminal offences or the execution of criminal penalties, including the safeguarding against and the prevention of threats to public security.
 - The police will process Special Category data where the processing is strictly necessary for the law enforcement purpose and the processing meets at least one of the conditions in Schedule 8, Part 3 DPA 2018 namely:
 - Judicial and statutory purposes/administration of justice;
 - Processing appropriate for individual's vital interests;
 - Safeguarding of children and of individuals at risk;
 - Legal claims and judicial acts;
 - Preventing fraud;
- vi. Partner signatories to this agreement are **Processors** in relation to the data shared under this agreement, as defined by the [ICO](#).

4. HOW / WHAT INFORMATION WILL BE SHARED

- i. Partner processing of data:
- The Partner will provide Sussex Police with a live feed into their PFCCTV systems to allow them to fulfil their statutory responsibilities.
 - The Partner will allow real time and legacy access to Police for both law enforcement and civil purposes as detailed in the Appendix B.
 - Police access to PFCCTV will be limited to only those that need it for a valid operational policing purpose and will be supported by an auditable record. Any abuse of the system will be referred to Police Professional Standards for action.
 - Police live access will be in a secure control room environment with specific reviewing areas for legacy / live matters, as is the current process for viewing Partner CCTV.
 - Whilst the new technology supports remote access (use on mobile devices), there is no current plan to utilise this technology for the foreseeable future. Any significant changes or developments will only be undertaken in agreement with the signatories.
 - The Partner can monitor the PFCCTV for their purposes, which will be addressed in their local DPIA.
 - For the purpose of this Agreement, the Partner will use CCTV:

Newhaven Town Council will not access the CCTV images/audio, therefore they are listed as a Processor.

- ii. Sussex Police support the individual's right of privacy and this is a paramount consideration when processing footage obtained from PFCCTV.
- iii. The community at large should be satisfied that there is responsible and accountable supervision of CCTV schemes in public places. Sussex Police will only view live footage where it is relevant, necessary and proportionate to an incident, investigation or operation.
- iv. CCTV operators will record reference numbers and reasons as to why they have viewed the footage to ensure auditable reassurance.
- v. It may be necessary to extract / retain footage for evidential purposes. Any retained footage will be securely stored on the Police Digital Evidence Management System (DEMS) under the relevant Management of Police Information retention period. If extracted, the police become the data controller for the footage and will process it in line with Police processes and policy.
- vi. Any evidentially required footage will be extracted to the DEMS and retained under Management of Policing Information, based on the severity and nature of the crime this will be 6, 10 or 100 years. At this stage, the Police will be the Data Controller and assume all the responsibilities associated with Subject Rights and disclosure.
- vii. Police may share this information with other Police Forces or agencies following a justifiable request for information. This will only be the relevant, necessary and proportionate footage to ensure compliance with the data minimisation principles.
- viii. Footage viewed in real time will only be held on the Local Authority PFCCTV system for a maximum 31 days, it will not be retained in any capacity on police systems.
- ix. Footage used for any further processing (for criminal proceedings, etc) will be redacted / edited to ensure all third parties are removed and only the person / incident of interest are visible. This ensures compliance with the protection of the rights and freedoms of others and the Human Rights Act. It is not possible to conduct these redactions at the point of retention as the requirements for evidential purposes are not clear at this stage, also not all offenders / suspects may have been identified and evidential value could be lost if removed too early.
- x. Data will not routinely be processed outside of the EEA, however there may be occasions to provide CCTV to other Police Forces outside of the EEA. Any processing of this nature will be fully reviewed and authorised by Supervisory (as outlined in Force policies) before being shared. Redactions will be applied to ensure only the relevant, necessary and proportionate information is shared for the data subject.
- xi. This Agreement does not constitute an overarching permission for the broad, comprehensive or unchallenged sharing of data. It provides a framework for the sharing of specific information which aligns with the objectives set out in the Agreement.

5. RESTRICTIONS ON INFORMATION SUPPLIED

- i. All shared data will be held in line with the Partner agencies retention schedule or until no longer operationally required.
- ii. Information shared under this Agreement will be securely stored and disposed of when no longer required for the purpose for which it is provided unless further retention is justified as lawful.
- iii. Information processed by the Police is classified as OFFICIAL – SENSITIVE and comes with clearly marked handling instructions. Any improper disclosure, copying, distribution or use of this information is prohibited and any subsequent personal data breach will be the responsibility of the Partner agency causing the breach.
- iv. The sharing Partner(s) controllership of any shared information throughout its lifecycle is outlined under 3.vi.
- v. Partners must ensure that individuals can exercise their rights regarding their personal data. Sussex Police has offered to support the processing of data subjects rights as detailed in Appendix A and Appendix B of this agreement.

- vi. Acceptance of section 5.v above will vary between local authorities depending on their decisions to process the personal data. For the purpose of this Agreement, subject rights will be handled as detailed below:

Newhaven Town Council will not access the CCTV images / audio, therefore they are listed as a Processor. Newhaven Town Council will forward all access requests to Sussex Police for processing.

- vii. Partners can refer a Subject Access Request (SAR) / Freedom of Information Act (FOIA) to the Police by forwarding it to: data.protection@sussex.police.uk
- viii. Members of the public can make SAR / FOIA requests to Sussex Police using: [Sussex Police website](#)
- ix. If any Partner identifies a potential breach, they should follow the guidance under Section 2.7 – Breaches. It will be the responsibility of each Data Controller to assess potential breaches in line with their policy and procedures.
- x. Partners are accountable for the data breaches directly caused by their employees or contractors on their systems. If a breach is caused by technological / system errors or threat actors gaining access, they will manage the breach and liaise with other Partners or the ICO if deemed necessary.
- xi. Partners are responsible under UK GDPR Article 33 for deciding whether the breach is notifiable to the ICO and to risk assess whether individuals need to be notified (if the breach is likely to result in a high risk to their rights and freedoms of others).
- xii. If the breach relates to processing of information by Sussex Police for law enforcement purposes, they will be responsible for the breach, including determining whether to notify the ICO and impacted data subjects.
- xiii. If the Partner staff cause a data breach whilst viewing the CCTV, they are responsible for determining whether to notify the ICO and impacted data subjects. If the Partner does not access the CCTV, this will not be a consideration.
- xiv. If a breach is identified, Partner organisations agree to notify the respective Data Protection Officer as soon as possible.
- xv. Un-redacted copies of this document must not be shared outside of Partner organisations (sharing with councillors is permitted) without permission from signatories.

SECTION 2:

1. ISA OVERVIEW

- i. The following Data Protection legislation impacts on the sharing requirements for this ISA:
 - The UK General Data Protection Regulation (UK GDPR) 2018
 - The Data Protection Act 2018

2. INTRODUCTION

- i. The Police are committed to partnership working and are continually looking for opportunities to enhance professional working practices.
- ii. This ISA (the “Agreement”) outlines the need for the signatories to work together to share information in line with the Policing Purposes as set out in the Management of Police Information Code of Practice. The Policing Purposes are described as:
 - Protecting life and property.
 - Preserving order.
 - Preventing the commission of offences.
 - Bringing offender to justice and
 - Any duty or responsibility arising from common or statute law.
- iii. This ISA ensures information is processed lawfully and determines the roles and responsibilities of each organisation to ensure the sharing is accurate, necessary, proportionate and lawful.
- iv. The Police are committed to tackling Crime and Disorder and supporting Public Protection in collaboration with members of this Agreement.
- v. The purpose of this document is to enable routine and effective information sharing between the Partners. It will incorporate measures aimed at:
 - Facilitating a coordinated approach that targets crime and anti-social behaviour and supports and enables public protection (safeguarding).
 - Facilitating the collection and exchange of relevant information
 - Ensuring that the sharing of information meets one or more of the policing purposes
 - Where appropriate, supporting the pursuit of criminal or civil proceedings.
- vi. It is the responsibility of each Partner to ensure:
 - Information is shared securely with the point of contact.
 - The information shared is documented by the owning organisation.
 - Information is shared only on a ‘need to know’ basis.
 - There are clear procedures to be followed regarding information sharing.
 - Information will only be used for the reason(s) it has been obtained.
- vii. This Agreement will clarify any specific arrangements.
- viii. Sharing within this ISA is covered by [UK Data Protection Legislation](#) and all applicable laws and regulations relating to the processing of personal data and privacy (including guidance issued by the Information Commissioners Office (ICO)). The schedules form part of this Agreement and shall have effect as if set out in full in the body of this Agreement.
- ix. It is the responsibility of all Partners to ensure that all information shared is:
 - as a minimum, that the date, time and summary of the data shared is recorded (ideally copies of data shared should be retained, especially if amended / sanitised)
 - a mechanism exists by which the flow and integrity of information can be controlled
 - appropriate training on this agreement and the DPA 2018 is given to all relevant staff
 - adequate arrangements exist to test adherence to the Agreement
 - sharing is covered under each Partners Privacy Notice (must be available on request)
 - each Partner’s [Data Protection Policy](#) is made available to all Partners (must be available on request)

- x. Neither Partner shall be liable or accept liability in respect of actions, proceedings, or penalty by a data subject or the ICO following the use or possession of the Shared Personal Data (including special category of data).
- xi. Partners undertake to have in place throughout the term of this agreement, appropriate technical and organisational security measures to prevent unauthorised or unlawful processing of the shared personal data, including accidental loss or destruction.

3. PURPOSE

- i. This Agreement sets out the framework for sharing personal data between the Partners. It defines the principles and procedures that shall be adhered to and the responsibilities between Partners.

4. PARTNERS

- i. Details of all Partners, including their name and address and ICO registration number (if applicable), will be provided on request.

5. STATUTORY POWERS TO PROCESS PERSONAL DATA

- i. The principal legislative instruments that provide powers to lawfully share information under this Agreement are detailed in Section 1, Paragraph 3.
- ii. Police Part 3 Processing: Any Information sharing under this agreement for the law enforcement purpose will comply with the Data Protection Principles set out in DPA 2018 Sections 29, 32, 40, Schedule 2 and Schedule 8.
- iii. All Information Sharing Agreements will be compliant with the European Convention of Human Rights and the Human Rights Act 1998, in particular, Article 8 of the Convention.
- iv. There are other pieces of legislation that place powers or duties to share information on public authorities – this list is not meant to be exhaustive. All information sharing must be conducted in accordance with one or more of the legal powers / duties.
- v. Personal data shall be processed fairly, in a transparent manner and lawfully and in particular, shall not be processed unless at least one of the lawful basis for processing exists under Article 6 of the UK GDPR.
- vi. Special Category Personal Data shall be processed fairly, in a transparent manner and lawfully and in particular, shall not be processed unless at least one of the lawful basis for processing exists under Article 6 of the UK GDPR and a separate condition for processing special category data under Article 9 is met.
- vii. Personal data relating to criminal convictions and offences or related security measures shall be processed fairly, in a transparent manner and lawfully and in particular, shall not be processed unless at least one of the lawful basis for processing exists under Article 6 of the UK GDPR and a separate condition for processing special category data under Article 9 is met and shall comply with Article 10 and only be carried out only under the control of official authority.
- viii. Transferring sensitive personal data from Part 3 (Law Enforcement Purpose) to Part 2 (General Processing): Personal data, including Special Category Personal will only be transferred from DPA 2018 Part 3 into DPA 2018 Part 2 processing as special category personal data where a condition in DPA 2018 Schedule 8 is met. The data will then be processed as special category data where the requirements and conditions are met. See Section 2, Paragraph 3.

6. THE AGREEMENT

- i. This Agreement has been formulated to facilitate the exchange of information between Partners. It is, however, incumbent on all Partners to recognise that any information shared must be justified on the merits of each case.
- ii. Information sharing within the community is undertaken to remove or minimise discriminatory practices. This includes where victimisation is based on characteristics such as race, sex, disability, gender, sexual orientation, age, religious or other belief, marriage and civil partnership and gender reassignment.
- iii. It is incumbent that all staff regularly assess their information sharing activities and monitor any impacts to ensure compliance with the Equality Act 2010. We should not disclose personal information about an individual's identity unless we have their permission to do so, or the disclosure is necessary for the purpose of preventing or investigating crime. It is essential that all disclosures falling under the Gender Recognition Act are thoroughly assessed before being shared to ensure the individual's privacy is respected. For further assistance, please see section 22 of the Gender Recognition Act, which offers protection to people who possess a Gender Recognition Certificate (GRC). Not everyone who identifies under the 'trans umbrella' will have a GRC, but it is still essential that their privacy is protected. The Data Protection Act and organisational Codes of Ethics, or similar, will offer protection to those people who do not hold a GRC.
- iv. This ISA applies to any personal or confidential information, irrespective of the medium in which it is held e.g. paper based, electronic (including the cloud), images or disc. Legal advice on this Agreement should be sought in any case of doubt. It should be applied while following established and agreed processes within the Partner organisations.
- v. By signing up to this Agreement, signatories are committed to a positive approach to information sharing and agree to meet the outlined commitments and processes.
- vi. It is the responsibility of each Partner to ensure that:
 - Information shared is in accordance with the law.
 - Appropriate staff training and awareness are provided in relation to Data Protection, including information sharing.
 - Information is shared responsibly and in accordance with professional and ethical standards.
 - Any restrictions on the sharing of the information contained in the disclosure, in addition to those contained within this Agreement, should be clearly noted.
 - Information exchanges and refusals are recorded in such a way as to provide an auditable record. (see Appendix D Data Protection Request Form and Storage)
 - Information shared under this agreement will be appropriately marked under the Government Security Classification (GSC) and have handling conditions applied where necessary (see Appendix E (Email Sharing and GSC). This is necessary to maintain the security of the data shared between signatories.
 - Replies may be communicated via e-mail should the recipient subscribe to an encrypted / secure email server (see Appendix E (Encrypted Emails - Secure Domain Email Addresses) for guidance).
 - Bulk / Special Category Data can be provided over low scoring email addresses if they are encrypted for Force minimum standards (see Appendix E (Bulk Personal / Special Category Data) for guidance).
- vii. This Agreement does not give agencies an automatic right to receive or provide information. It is a process for information sharing in cases where it is suitable to do so.
- viii. If you are transferring data outside the EEA, then you must record the measures that the organisation receiving the personal data has taken to provide adequate safeguards under the UK Data Protection Legislation.
- ix. The Police utilise a business analytics tool that provides interactive, accessible, visually immersive and easy to interpret data using multiple sources. This data pooling will be proportionate and for specific purposes.
- x. Any Partners named in this document may terminate their involvement at any time. They must inform all the single points of contact, who in turn will inform their relevant Information Governance Manager.
- xi. Any Partner may make suggestions for amendments to the agreement at any time in consultation with Sussex Police Information Management team.

6.1 DATA QUALITY

- i. It is the responsibility of all Partners to ensure that the information is of sufficient quality for its intended purpose, bearing in mind accuracy, validity, reliability, timeliness, relevance and completeness.
- ii. The Police will take every reasonable step to ensure that inaccurate personal data is erased or rectified without delay and will notify the Partners to this agreement of the erasure or rectification.
- iii. If a Partner decides to erase or rectify personal data, it is their responsibility to contact all Partners that have received the relevant data as soon as possible.

6.2 SECURITY AND AUDIT

- i. Partners of this agreement will implement information security measures suitable for the type and sensitivity of the data being processed. Partners are at liberty to request copies of each other's:
 - Information Security Policy
 - Records/Information Management Policy
 - Data Protection Policy
- ii. Signatories may exercise their right under this Agreement to audit compliance in relation to its shared information. This will require the signatories to evidence data protection compliance and to provide details of any further processing of specific personal / special category information.
- iii. Signatories need to ensure sufficient technical processes are in place to protect their systems and the data held within from cyber-attacks.

6.3 CONSTRAINTS ON THE USE OF INFORMATION

- i. Information will only be used for the specific purpose for which it was shared. All requests will be processed in line with the respective legislation.
- ii. All information that is disclosed under this Agreement remains the property of the original data owner. The Partners shall not assign, sub-contract or transfer its rights or obligations under this Agreement in whole or part to any third Partner without prior written consent of the other Partners.
- iii. Information will not be shared where disclosure would prejudice ongoing criminal proceedings unless there is an overriding safety requirement to do so.
- iv. This Agreement does not constitute an overarching permission for the broad, comprehensive, or unchallenged sharing of Personal Data. It provides a framework for the sharing of Information which aligns with the objectives set out below.

6.4 REVIEW OF THE INFORMATION SHARING AGREEMENT

- i. This Agreement will be reviewed 12 months after its implementation and every two years thereafter.
- ii. Any changes will be signed and verified by Information Management and the Agreement may be published on the Police websites.
- iii. Signatories of this ISA may undertake checks with Partners to ensure sharing is compliant with the processes and constraints stipulated within this agreement.

7. BREACHES

- i. Any breaches of security, confidentiality or other violations of shared data must be reported to the owning agency as soon as possible and in any case within 24 hours.
- ii. The Partners shall each comply with its obligation to report a personal data breach to the appropriate supervisory authority and (where applicable) data subjects under UK Data Protection Legislation. Partners shall each inform the other Partner of any personal data breach irrespective of whether there is a requirement to notify any supervisory authority or data subject(s).
- iii. Any breach of information by a Partner is their responsibility. Each agency is accountable for any misuse of information supplied and the consequences of such misuse. Any disclosure of information by an employee made in bad faith, or for motives of personal gain, will be the subject of an internal inquiry and be treated as a serious matter.
- iv. The Partners shall provide reasonable assistance as is necessary to each other to facilitate the handling of any data security breach. In the event of a dispute or claim brought by a data subject or the Data Protection Authority concerning the processing of Shared Personal Data against either or both Partners, the Partners will inform each other about any such disputes or claims and will cooperate with a view to settling them amicably in a timely fashion.
- v. Partners undertake to ensure that any use or reuse of the data disclosed is lawful, compliant with the data protection principles and processed using appropriate safeguards to the rights and freedoms of the data subject.
- vi. Breaches of this Agreement will lead to a review and possible termination of this Agreement (including the destruction of all previously shared information).

8. DATA SUBJECT RIGHTS

- i. Please see Section 1.5 of this ISA which outlines the additional provisions made by Sussex Police for compliance with Data Protection subject rights.
- ii. Each Partner (controller) will inform the Partners Data Protection Officer (DPO) within 2 working days of any changes made through rights of erasure, restriction or rectification.

9. FREEDOM OF INFORMATION ACT (FOIA) 2000

- i. All FOI requests will be managed in accordance with the FOIA and / or Environmental Information Regulations
- ii. Any FOI requests will be passed to the owning Partner within 2 working days to enable compliance (Section 10 of the FOIA or Regulation 5 of the Environmental Information Regulations).
- iii. In the interests of transparency, and to assist in meeting the fairness principle, Partners may publish this agreement on their website. Where this is not felt appropriate the rationale and any exemptions being claimed should be recorded internally.

10. SIGNATORIES

- i. All agencies that are part of the information sharing process will be, upon signing this Agreement, bound to comply with its terms.
- ii. Any Partner to this Agreement may withdraw on giving written notice to the other Signatories. The withdrawing Partner will be bound to comply with those relevant terms of this Agreement, which remain effective following withdrawal.
- iii. Where the Chief Executive or Director leaves the organisation, it is not a requirement to re-sign the ISA. If a signatory changes, contact details of the new SPOC must be circulated in writing to all Partners.

SECTION 3 – SIGNATURES

I hereby agree that the information in this document is correct and confirm that my electronic signature authenticates this agreement.

Police Primary Contact:

Full Name	Jo Atkinson
Warrant / Pay / Fin	EA900
Email Address	Joanne.Atkinson@sussex.police.uk
Role and Rank	Inspector – Strategic Support
Date of Signature	01/03/2024

ISA approved for circulation by Information Governance:

Full Name	Carl Lovell
Warrant / Pay / Fin	63488
Email Address	carl.lovell@sussex.police.uk
Role and Rank	Information Governance Supervisor
Date of Signature	01/03/2024

Partner Agency Signatories *(Repeat if multiple Partners / signatories):*

I, the undersigned, on behalf of my organisation, agree to this Information Sharing Agreement.

Partner Organisation **Newhaven Town Council**

Full Name	Cllr. Pinky McLean-Knight
Job Title	Chairman, Newhaven Town Council
Email Address	admin@newhaventowncouncil.gov.uk
Date of Signature	17/9/24
Privacy Notice Link	N/A
Data Protection Policy Link	N/A

SECTION 4 – APPENDICES

APPENDIX A: SUMMARY OF THE OBLIGATIONS OF COUNCILS AS CONTROLLERS



Obligations_Of_Contr
ollers_Document_v2.d

APPENDIX B: OFFER OF SUPPORT V1.0



Offer_of_Support_v1.
0.docx

APPENDIX C: SAMPLE STAFF CONFIDENTIALITY AGREEMENT V1.0



Sample_Staff_Confide
ntiality_Agreement_v1.

APPENDIX D: DATA PROTECTION REQUEST FORMS AND STORAGE



ISA Doc -Data
Protection Request Fo

APPENDIX E: EMAIL SHARING AND GSC



Email Sharing and
GSC.docx

This Agreement is made on 17th September 2024

BETWEEN

(1) **Sussex Police**, at Sussex Police Headquarters, Church Lane, Lewes, East Sussex BN7 2DZ (**Sussex Police**); and

(2) **Newhaven Town Council (Local Authority)**,

each a party and together the parties.

BACKGROUND

(A) Sussex Police and the Local Authority entered into an Information Sharing Agreement on 01/03/2024 (**ISA**) that may require the Local Authority to process Personal Data on behalf of Sussex Police.

(B) This Personal Data Processing Agreement (**Agreement**) sets out the additional terms, requirements and conditions on which the Local Authority will process Personal Data when providing services under the ISA. This Agreement contains the mandatory clauses required by Article 28(3) of the retained EU law version of the General Data Protection Regulation ((*EU*) 2016/679) for contracts between controllers and processors and the General Data Protection Regulation ((*EU*) 2016/679).

AGREED TERMS

1. Definitions and Interpretation

The following definitions and rules of interpretation apply in this Agreement.

1.1 Definitions:

Commissioner: the Information Commissioner (see Article 4(A3), UK GDPR and section 114, DPA 2018).

Controller, Processor, Data Subject, Personal Data, Personal Data Breach and Processing: have the meanings given to them in the Data Protection Legislation.

Controller: has the meaning given to it in section 6, DPA 2018.

Data Protection Legislation: all applicable data protection and privacy legislation in force from time to time in the UK including without limitation the UK GDPR; the Data Protection Act 2018 (and regulations made thereunder) (**DPA 2018**); and the Privacy and Electronic Communications Regulations 2003 (SI 2003/2426) as amended; and all other legislation and regulatory requirements in force from time to time which apply to a party relating to the use of Personal Data (including, without limitation, the privacy of electronic communications); and the guidance and codes of practice issued by the Commissioner or other relevant regulatory authority and which are applicable to a party.

Data Subject: the identified or identifiable living individual to whom the Personal Data relates

EEA: the European Economic Area.

Personal Data: means any information relating to an identified or identifiable living individual that is processed by the Local Authority on behalf of Sussex Police as a result of, or in connection with, the provision of the services under the ISA; an identifiable living individual is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of the individual.

Processing, processes, processed, process: any activity that involves the use of the Personal Data. It includes, but is not limited to, any operation or set of operations which is performed on the Personal Data or on sets of the Personal Data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction. Processing also includes transferring the Personal Data to third-parties.

Personal Data Breach: a breach of security leading to the accidental, unauthorised or unlawful destruction, loss, alteration, disclosure of, or access to, the Personal Data.

Processor: a natural or legal person, public authority, agency or other body which processes personal data on behalf of the Controller.

Purposes: the services to be provided by the Local Authority to Sussex Police as described in the ISA.

Records: has the meaning given to it in Clause 12.

Term: this Agreement's term as defined in Clause 10.

UK GDPR: has the meaning given to it in section 3(10) (as supplemented by section 205(4)) of the DPA 2018.

1.2 This Agreement is subject to the terms of the ISA and is incorporated into the ISA. Interpretations and defined terms set forth in the ISA apply to the interpretation of this Agreement.

1.3 A reference to writing or written includes email.

1.4 In the case of conflict or ambiguity between any of the provisions of this Agreement and the provisions of the ISA, the provisions of this Agreement will prevail.

2. Personal data types and processing purposes

2.1 Sussex Police and the Local Authority agree and acknowledge that for the purpose of the Data Protection Legislation:

(a) Sussex Police is the Controller and the Local Authority is the Processor.

(b) Sussex Police retains control of the Personal Data and remains responsible for its compliance obligations under the Data Protection Legislation, including but not limited to, providing any required notices and obtaining any required consents, and for the written processing instructions it gives to the Local Authority.

3. Local Authority's obligations

3.1 The Local Authority will only process the Personal Data to the extent, and in such a manner, as is necessary for the Purposes in accordance with Sussex Police's written instructions, The Local Authority will not process the Personal Data for any other purpose or in a way that does not comply with this Agreement or the Data Protection Legislation. The Local Authority must promptly notify Sussex Police if, in its opinion, Sussex Police's instructions do not comply with the Data Protection Legislation.

3.2 The Local Authority must comply promptly with any Sussex Police written instructions requiring the Local Authority to amend, transfer, delete or otherwise process the Personal Data, or to stop, mitigate or remedy any unauthorised processing.

- 3.3 The Local Authority will maintain the confidentiality of the Personal Data and will not disclose the Personal Data to third-parties unless Sussex Police or this Agreement specifically authorises the disclosure, or as required by domestic law, court or regulator (including the Commissioner). If a domestic law, court or regulator (including the Commissioner) requires the Local Authority to process or disclose the Personal Data to a third-party, the Local Authority must first inform Sussex Police of such legal or regulatory requirement and give Sussex Police an opportunity to object or challenge the requirement, unless the domestic law prohibits the giving of such notice.
- 3.4 The Local Authority will reasonably assist Sussex Police, at no additional cost to Sussex Police, with meeting Sussex Police compliance obligations under the Data Protection Legislation, taking into account the nature of the Local Authority's processing and the information available to the Local Authority, including in relation to Data Subject rights, data protection impact assessments and reporting to and consulting with the Commissioner under the Data Protection Legislation.
- 3.5 The Local Authority must notify Sussex Police promptly of any changes to the Data Protection Legislation that may reasonably be interpreted as adversely affecting the Local Authority's performance of the ISA or this Agreement.

4. Local Authority's employees/contractors

- 4.1 The Local Authority will ensure that its relevant employees/contractors:
- (a) are informed of the confidential nature of the Personal Data and are bound by written confidentiality obligations and use restrictions in respect of the Personal Data;
 - (b) have undertaken training on the Data Protection Legislation and how it relates to their handling of the Personal Data and how it applies to their particular duties; and
 - (c) are aware both of the Local Authority's duties and their personal duties and obligations under the Data Protection Legislation and this Agreement.

5. Security

- 5.1 The Local Authority must at all times implement appropriate technical and organisational measures against accidental, unauthorised or unlawful processing, access, copying, modification, reproduction, display or distribution of the Personal Data, and against accidental or unlawful loss, destruction, alteration, disclosure or damage of Personal Data.
- 5.2 The Local Authority must implement such measures to ensure a level of security appropriate to the risk involved, including as appropriate:
- (a) the pseudonymisation and encryption of personal data;
 - (b) the ability to ensure the ongoing confidentiality, integrity, availability and resilience of processing systems and services;
 - (c) the ability to restore the availability and access to personal data in a timely manner in the event of a physical or technical incident; and
 - (d) a process for regularly testing, assessing and evaluating the effectiveness of the security measures.

6. Personal data breach

- 6.1 The Local Authority will immediately and in any event without undue delay notify Sussex Police in writing if it becomes aware of:

- (a) the loss, unintended destruction or damage, corruption, or unusability of part or all of the Personal Data. The Local Authority will restore such Personal Data at its own expense as soon as possible.
- (b) any accidental, unauthorised or unlawful processing of the Personal Data; or
- (c) any Personal Data Breach.

6.2 Where the Local Authority becomes aware of (a), (b) and/or (c) above, it will, without undue delay, also provide Sussex Police with the following written information:

- (a) description of the nature of (a), (b) and/or (c), including the categories of in-scope Personal Data and approximate number of both Data Subjects and the Personal Data records concerned;
- (b) the likely consequences; and
- (c) a description of the measures taken or proposed to be taken to address (a), (b) and/or (c), including measures to mitigate its possible adverse effects.

6.3 Immediately following any accidental, unauthorised or unlawful Personal Data processing or Personal Data Breach, the parties will co-ordinate with each other to investigate the matter. Further, the Local Authority will reasonably co-operate with Sussex Police at no additional cost to Sussex Police, in Sussex Police's handling of the matter, including but not limited to:

- (a) assisting with any investigation;
- (b) providing Sussex Police with physical access to any facilities and operations affected;
- (c) facilitating interviews with the Local Authority's employees, former employees and others involved in the matter including, but not limited to, its officers and directors;
- (d) making available all relevant records, logs, files, data reporting and other materials required to comply with all Data Protection Legislation or as otherwise reasonably required by Sussex Police; and
- (e) taking reasonable and prompt steps to mitigate the effects and to minimise any damage resulting from the Personal Data Breach or accidental, unauthorised or unlawful Personal Data processing.

6.4 The Local Authority will not inform any third-party of any accidental, unauthorised or unlawful processing of all or part of the Personal Data and/or a Personal Data Breach without first obtaining Sussex Police's written consent, except when required to do so by domestic law.

6.5 The Local Authority agrees that Sussex Police has the sole right to determine:

- (a) whether to provide notice of the accidental, unauthorised or unlawful processing and/or the Personal Data Breach to any Data Subjects, the Commissioner, other in-scope regulators, law enforcement agencies or others, as required by law or regulation or in Sussex Police's discretion, including the contents and delivery method of the notice; and
- (b) whether to offer any type of remedy to affected Data Subjects, including the nature and extent of such remedy.

6.6 The Local Authority will cover all reasonable expenses associated with the performance of the obligations under clause 6.1 to clause 6.3 unless the matter arose from Sussex Police's specific written instructions, negligence, wilful default or breach of this Agreement, in which case Sussex Police will cover all reasonable expenses.

6.7 The Local Authority will also reimburse Sussex Police for actual reasonable expenses that Sussex Police incurs when responding to an incident of accidental, unauthorised or unlawful processing and/or a Personal Data Breach to the extent that the Local Authority caused such, including all costs of notice and any remedy as set out in Clause 6.5.

7. Cross-border transfers of personal data

7.1 The Local Authority (and any subcontractor) must not transfer or otherwise process the Personal Data outside the UK or, the EEA without obtaining Sussex Police's prior written consent.

8. Subcontractors

8.1 The Local Authority may only authorise a third-party (subcontractor) to process the Personal Data if:

- (a) Sussex Police provides written consent prior to the appointment of each subcontractor working days after the Local Authority supplies Sussex Police with full details in writing regarding such subcontractor;
- (b) the Local Authority enters into a written contract with the subcontractor that contains terms substantially the same as those set out in this Agreement, in particular, in relation to requiring appropriate technical and organisational data security measures, and, upon Sussex Police's written request, provides Sussex Police with copies of the relevant excerpts from such contracts;
- (c) the Local Authority maintains control over all of the Personal Data it entrusts to the subcontractor; and
- (d) the subcontractor's contract terminates automatically on termination of this Agreement for any reason.

8.2 Where the subcontractor fails to fulfil its obligations under the written agreement with the Local Authority which contains terms substantially the same as those set out in this Agreement, the Local Authority remains fully liable to Sussex Police for the subcontractor's performance of its agreement obligations.

8.3 The Parties agree that the Local Authority will be deemed by them to control legally any Personal Data controlled practically by or in the possession of its subcontractors.

8.4 On Sussex Police's written request, the Local Authority will audit a subcontractor's compliance with its obligations regarding the Personal Data and provide Sussex Police with the audit results. Where Sussex Police concludes reasonably that the subcontractor is in material default of its obligations regarding the Personal Data, Sussex Police may in writing instruct the Local Authority to instruct the subcontractor to remedy such deficiencies within two days.

9. Complaints, data subject requests and third-party rights

9.1 The Local Authority must, at no additional cost to Sussex Police, take such technical and organisational measures as may be appropriate, and promptly provide such information to Sussex Police as Sussex Police may reasonably require, to enable Sussex Police to comply with:

- (a) the rights of Data Subjects under the Data Protection Legislation, including, but not limited to, subject access rights, the rights to rectify, port and erase personal data, object to the processing and automated processing of personal data, and restrict the processing of personal data; and

(b) information or assessment notices served on Sussex Police by the Commissioner or other relevant regulator under the Data Protection Legislation.

9.2 The Local Authority must notify Sussex Police immediately in writing if it receives any complaint, notice or communication that relates directly or indirectly to the processing of the Personal Data or to either party's compliance with the Data Protection Legislation.

9.3 The Local Authority must notify Sussex Police within two days if it receives a request from a Data Subject for access to their Personal Data or to exercise any of their other rights under the Data Protection Legislation.

9.4 The Local Authority will give Sussex Police, at no additional cost to Sussex Police, its full co-operation and assistance in responding to any complaint, notice, communication or Data Subject request.

9.5 The Local Authority must not disclose the Personal Data to any Data Subject or to a third-party other than in accordance with Sussex Police's written instructions, or as required by domestic law.

10. Term and termination

10.1 This Agreement will remain in full force and effect so long as:

(a) the ISA Agreement remains in effect; or

(b) the Local Authority retains any of the Personal Data related to the ISA in its possession or control (**Term**).

10.2 Any provision of this Agreement that expressly or by implication should come into or continue in force on or after termination of the ISA in order to protect the Personal Data will remain in full force and effect.

10.3 The Local Authority's failure to comply with the terms of this Agreement is a material breach of the ISA. In such event, Sussex Police may terminate the ISA or any part of the ISA involving the processing of the Personal Data effective immediately on written notice to the Local Authority without further liability or obligation of Sussex Police.

10.4 If a change in any Data Protection Legislation prevents either party from fulfilling all or part of its ISA obligations, the parties may agree to suspend the processing of the Personal Data until that processing complies with the new requirements. If the parties are unable to bring the Personal Data processing into compliance with the Data Protection Legislation within 30 days, either party may terminate the ISA on not less than 30 working days.

11. Data return and destruction

11.1 At Sussex Police's request, the Local Authority will give Sussex Police, or a third-party nominated in writing by Sussex Police, a copy of or access to all or part of the Personal Data in its possession or control in the format and on the media reasonably specified by Sussex Police.

11.2 On termination of the ISA for any reason or expiry of its term, the Local Authority will as directed in writing by Sussex Police securely delete or destroy or return and not retain, all or any of the Personal Data related to this Agreement in its possession or control.

11.3 If any law, regulation, or government or regulatory body requires the Local Authority to retain any documents, materials or Personal Data that the Local Authority would otherwise be required to return

or destroy, it will notify Sussex Police in writing of that retention requirement, giving details of the documents, materials or Personal Data that it must retain, the legal basis for such retention, and establishing a specific timeline for deletion or destruction once the retention requirement ends.

- 11.4 The Local Authority will certify in writing to Sussex Police that it has deleted or destroyed the Personal Data within two days after it completes the deletion or destruction.

12. Records

- 12.1 The Local Authority will keep detailed, accurate and up-to-date written records regarding any processing of the Personal Data, including but not limited to, the access, control and security of the Personal Data, approved subcontractors, the processing purposes, categories of processing, and a general description of the technical and organisational security measures referred to in Clause 5.1 (**Records**).

- 12.2 The Local Authority will ensure that the Records are sufficient to enable Sussex Police to verify the Local Authority's compliance with its obligations under this Agreement and the Data Protection Legislation and the Local Authority will provide Sussex Police with copies of the Records upon request.

13. Audit

- 13.1 The Local Authority will permit Sussex Police and its third-party representatives to audit the Local Authority's compliance with its Agreement obligations, on at least 2 days' notice, during the Term. The Local Authority will give Sussex Police and its third-party representatives all necessary assistance to conduct such audits at no additional cost to Sussex Police. The assistance may include, but is not limited to:

- (a) physical access to, remote electronic access to, and copies of the Records and any other information held at the Local Authority's premises or on systems storing the Personal Data;
- (b) access to and meetings with any of the Local Authority's personnel reasonably necessary to provide all explanations and perform the audit effectively; and
- (c) inspection of all Records and the infrastructure, electronic data or systems, facilities, equipment or application software used to process the Personal Data.

- 13.2 The notice requirements in Clause 13.1 will not apply if Sussex Police reasonably believes that a Personal Data Breach has occurred or is occurring, or the Local Authority is in material breach of any of its obligations under this Agreement or any of the Data Protection Legislation.

- 13.3 If a Personal Data Breach occurs or is occurring, or the Local Authority becomes aware of a breach of any of its obligations under this Agreement or any of the Data Protection Legislation, the Local Authority will:

- (a) within 24 hours of the triggering event, conduct its own audit to determine the cause;
- (b) produce a written report that includes detailed plans to remedy any deficiencies identified by the audit;
- (c) provide Sussex Police with a copy of the written audit report; and
- (d) remedy any deficiencies identified by the audit within 2 days.

- 13.4 At Sussex Police's written request, the Local Authority will:

- (a) conduct an information security audit before it first begins processing any of the Personal Data and repeat that audit on at least an annual basis;
- (b) produce a written report that includes detailed plans to remedy any security deficiencies identified by the audit;
- (c) provide Sussex Police with a copy of the written audit report; and
- (d) remedy any deficiencies identified by the audit within 2 days.

14. Warranties

14.1 The Local Authority warrants and represents that:

- (a) its employees, subcontractors, agents and any other person or persons accessing the Personal Data on its behalf are reliable and trustworthy and have received the required training on the Data Protection Legislation;
- (b) it and anyone operating on its behalf will process the Personal Data in compliance with the Data Protection Legislation and other laws, enactments, regulations, orders, standards and other similar instruments;
- (c) it has no reason to believe that the Data Protection Legislation prevents it from providing any of the ISA's services; and
- (d) considering the current technology environment and implementation costs, it will take appropriate technical and organisational measures to prevent the accidental, unauthorised or unlawful processing of Personal Data and the loss or damage to, the Personal Data, and ensure a level of security appropriate to:
 - (i) the harm that might result from such accidental, unauthorised or unlawful processing and loss or damage;
 - (ii) the nature of the Personal Data protected; and
 - (iii) comply with all applicable Data Protection Legislation and its information and security policies, including the security measures required in Clause 5.1.

14.2 Sussex Police warrants and represents that the Local Authority's expected use of the Personal Data for the Purposes and as specifically instructed by Sussex Police will comply with the Data Protection Legislation.

15. Indemnification

15.1 The Local Authority agrees to indemnify, keep indemnified and defend at its own expense Sussex Police against all costs, claims, damages or expenses incurred by Sussex Police or for which Sussex Police may become liable due to any failure by the Local Authority or its employees, subcontractors or agents to comply with any of its obligations under this Agreement and/or the Data Protection Legislation.

15.2 Any limitation of liability set forth in the ISA will not apply to this Agreement's indemnity or reimbursement obligations.

16. Notice

16.1 Any notice or other communication given to a party under or in connection with this Agreement must be in writing and delivered to:

For Sussex Police: data.protection@sussex.police.uk

For the Local Authority: admin@newhaventowncouncil.gov.uk

This Agreement has been entered into on the date stated at the beginning of it.

Signed for and on behalf of **Sussex Police**

Authorised signature: Superintendent Jim Collen

Print Name: Jim Collen

Title: Head of Information Management / Data Protection Officer

Date: 03/05/2024

Signed for and on behalf of **Newhaven Town Council**

Authorised signature: _____

Print Name: Cllr. Pinky McLean-Knight

Title: Chairman/Town Mayor

Date: 17th September 2024



NEWHAVEN TOWN COUNCIL

Ken Dry
Town Clerk

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

Tel: (01273) 516100

Email: admin@newhaventowncouncil.gov.uk

To: Full Council **Agenda Item 14.**

Date: 17th September 2024

Report Contact: Town Clerk

Subject: **Review of Financial Regulations and Standing Orders.**

1. The purpose of this report is to seek the council's adoption of the following documents that have been reviewed by the Town Clerk and RFO;

NTC Financial Regulations, and
NTC Standing Orders

2. Both documents are normally reviewed at the Annual Full Council meeting (May) each year, however this has been the first opportunity to do so this year. Both documents individually and collectively form the primary procedural framework on which council finances and meeting conduct are based.

3. **Financial Regulations (Appendix 1).** Other than the updating of typographic and financial information, in consultation with the councils Internal Auditors it has been necessary to adjust regulations 5 and 6 to reflect necessary banking and operational processes necessary for the gradual change to online banking for the council and to maximise the effectiveness of ongoing council/councillor oversight of all financial payment procedures (authorising invoice payments etc.).

4. Due to personal circumstances of many councillors, invoice authorisation by members of the Promotion Partnership & Finance Committee (PP&F) alone was found to be too 'narrow', therefore this process has been widened to any two councillors.

5. Additionally, the requirements of the councils current Bankers (Barclays PLC) have become significantly onerous regarding bank mandates which has been further exacerbated by often inadequate customer service and conflicting advice.

6. Appendix 1 shows those changes and amendments via 'track changes' (in red) on the previously adopted document.

7. **Standing Orders (Appendix 2).** No substantive changes were deemed necessary on this occasion.

Recommendation.

That the council resolves to adopt both the reviewed Financial Regulations and Standing orders as proposed.



NEWHAVEN TOWN COUNCIL Financial Regulations

Index

1. General	2
2. Accounting and Audit (Internal and External)	4
3. Annual Estimates (Budget) and Forward Planning	5
4. Budgetary Control and Authority to Spend	6
5. Banking Arrangements and Authorisation of Payments	7
6. Instructions for the Making of Payments	8
7. Payment of Salaries.....	10 ⁹
8. Loans and Investments.....	11 ¹⁰
9. Income.....	11
10. Orders for Work, Goods and Services.....	12 ¹¹
11. Contracts.....	12
12. Payments under Contracts for Building or other Construction Works.....	14 ¹³
13. Stores and Equipment	15 ¹⁴
14. Assets, Properties and Estates	15 ¹⁴
15. Insurance	15 ¹⁴
16. Charities.....	16 ¹⁵
17. Risk Management.....	16 ¹⁵
18. Delegation.....	16 ¹⁵
19. Suspension and Revision of Financial Regulations	16 ¹⁵
20. Reserves Policy.....	17 ¹⁶

Formatted: Line spacing: single, Tab stops: 1 cm, Left + Not at 1.5 cm

1. General

- 1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders and any individual financial regulations relating to contracts.
- 1.2. The council is responsible in law for ensuring that its financial management is adequate and effective, and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.
- 1.3. The council's accounting control systems must include measures:
 - for the timely production of accounts;
 - that provide for the safe and efficient safeguarding of public money;
 - to prevent and detect inaccuracy and fraud; and
 - identifying the duties of officers.
- 1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. A breach of these Regulations by an employee is gross misconduct.
- 1.7. Members of council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.
- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council.
- 1.9. The RFO;
 - acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the council its accounting records and accounting control systems;
 - ensures the accounting control systems are observed;
 - maintains the accounting records of the council up to date in accordance with proper practices;
 - assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
 - produces financial management information as required by the council.

- 1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations.
- 1.11. The accounting records determined by the RFO shall in particular contain:
- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
 - a record of the assets and liabilities of the council; and
 - wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- 1.12. The accounting control systems determined by the RFO shall include:
- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
 - procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
 - identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
 - procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
 - measures to ensure that risk is properly managed.
- 1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:
- setting the final budget or the precept (council tax requirement);
 - approving accounting statements;
 - approving an annual governance statement;
 - borrowing;
 - writing off bad debts;
 - declaring eligibility for the General Power of Competence; and
 - addressing recommendations in any report from the internal or external auditors,
- shall be a matter for the full council only.
- 1.14. Additionally, the council must:
- determine and keep under regular review the bank mandate for all council bank accounts;

- approve any grant or a single commitment in excess of £5,000; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the Personnel committee in accordance with its terms of reference.

1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

2. Accounting and audit (internal and external)

- 2.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.
- 2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman or a member cheque/account signatory, shall verify bank reconciliations and credit card statements (for all accounts) produced by the RFO. The member shall sign the reconciliations, the original bank statements and the month-end Trial Balance as evidence of verification and additionally physically check and verify the Petty Cash held at that time. This activity shall on conclusion be reported, including any exceptions, to and noted by the council.
- 2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.
- 2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.
- 2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.
- 2.6. The internal auditor shall:
- be competent and independent of the financial operations of the council;

- report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
 - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - have no involvement in the financial decision making, management or control of the council.
- 2.7. Internal or external auditors may not under any circumstances:
- perform any operational duties for the council;
 - initiate or approve accounting transactions; or
 - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.
- 2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

3. Annual estimates (budget) and forward planning

- 3.1. Each committee shall review its three-year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the council not later than the end of November each year including any proposals for revising the forecast.
- 3.2. The RFO must each year, by no later than December, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the Promotion Partnership & Finance Committee and the council.
- 3.3. The council shall consider annual budget proposals in relation to the council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 3.4. The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.

3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

4. Budgetary control and authority to spend.

4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the council for all items over £7,500;
- a duly delegated committee of the council for items over £2,000; or
- the Clerk, for any items valued at £2,000 and below.

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year unless requested by committee and approved by the council.

4.4. The salary budgets are to be reviewed by the Personnel Committee at least annually for the following financial year and such review shall be evidenced by the minutes. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.

4.5. In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £3500. The Town Clerk (or Executive Officer in the absence of [the Town Clerk](#)), shall in the first instance advise the Chairman and/or the relevant Committee Chair of such an action and subsequently report this to the council as soon as practicable thereafter.

4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available, and the requisite borrowing approval has been obtained.

4.7. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.

4.8. The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget.

- 4.9. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

5. Banking arrangements and authorisation of payments

- 5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency. Bank signatories shall be the following officers, the Town Clerk, the Executive Officer and the RFO.
- 5.2. Each calendar month, the RFO will produce, with a covering summary sheet, a 'financial package' of Bank Account Reconciliations including Company Credit Card Payments, Petty Cash and all payments made which is to be checked and verified as correct by a Town Councillor. Each of these 'finance packages' will form part of the agenda for the next scheduled council meeting.
- 5.3. The council shall review those financial package(s) for compliance and, having satisfied itself shall approve them by a resolution of the council. The approved 'financial packages' shall be signed by the chair of the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.
- 5.4. The RFO will collate all invoices for payment into a 'payment schedule' which shall be examined, verified and certified by the Town Clerk or Executive Officer to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.
- 5.5. The RFO shall also examine all invoices within each 'payment schedule' for arithmetical accuracy and analyse them to the appropriate expenditure heading within the council's financial software package. The RFO shall take all steps to pay all invoices submitted, and which are in order, and in good time.
- 5.6. Following the checks detailed at 5.4 and 5.5 above, all invoices in each 'payment schedule' will be checked and verified correct for payment by no less than two councillors ~~or members of the current Promotion, Partnership & Finance Committee~~ who will each initial every invoice in a signature 'box' stamped thereon. Alternatively, this process may include electronic copies of each invoice, also summarised in an invoice list and sent in an email from the RFO to those councillors for approval/authorisation or rejection.
- 5.7. Using the councils Internet Banking facilities, the RFO shall enter that 'payment schedule' of verified invoices and their individual amounts, which will then be checked and then authorised for payment by the Town Clerk or Executive Officer.
- 5.8. In the context of Paras., 5.2 – 5.7, the roles of the Town Clerk, Executive Officer and RFO are interchangeable in order to retain operational efficiency, continuity and transparency. Records of all

BAC's ~~or other electronic payments~~ ~~payments and~~ their schedules and process receipts are to be retained in electronic and/or hard copy formats.

- 5.9. The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:
- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council;
 - b) Due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively, salaries, PAYE and NI, superannuation fund, utilities, regular maintenance contracts and the like), provided that a list of such payments shall be submitted to the next appropriate meeting of council.
 - c) Fund transfers within the council's banking arrangements, provided that a list of such payments shall be submitted to the next appropriate meeting of council.
 - d) Items of equipment and the like required for the day-to-day operation of the council's business up to a limit of £2000, provided that a list of such payments shall be submitted to the next appropriate meeting of the council.
- 5.10. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council. Any Revenue or Capital Grant in excess of £7,500 shall before payment, be subject to ratification by resolution of the council.
- 5.11. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest unless a dispensation has been granted.

Formatted: Indent: Left: 0 cm, First line: 0 cm

6. Instructions for the making of payments

- 6.1. The council will make safe and efficient arrangements for the making of its payments.
- 6.2. The Town Clerk, or Executive Officer or RFO shall give instruction that a payment shall be made.
- 6.3. All payments shall be effected by BAC's, cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of council or duly delegated committee or in accordance with financial regulation 5.9 above.
- 6.4. Following those checks detailed at 5.3-5.6, cheques or orders for payment drawn on the bank account in accordance with a verified 'payment schedule' shall be signed and authorised by two of the following officers, the Town Clerk, or Executive Officer or RFO.

- 6.5. Payment for certain items such as utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members of the current Promotion, Partnership & Finance Committee and countersigned by the Chairman/Mayor and one of the following officers, the Town Clerk, or Executive Officer or RFO, and any payments are reported to council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every four years.
- 6.6. Payment for certain items may be made by banker's standing order provided that the instructions are verified by two members of the current Promotion, Partnership & Finance Committee and signed by the Town Clerk or Executive Officer or RFO, all payment documentation is to be retained and the payments reported to council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the council at least every four years.
- 6.7. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.
- 6.8. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 6.9. The council shall ensure that anti-virus, anti-spyware and firewall, software with automatic updates, together with a high level of security, is used.
- 6.10. A corporate credit card account will be opened by the council and will be specifically restricted to use by the Town Clerk, Executive Officer and RFO and shall be subject to automatic payment in full at each month-end. Any expenditure using the Credit Card shall be subject to those provisos at 4.1 and 4.5 above. Purchases made using the credit card account will be included in the list of payments submitted to the next appropriate meeting of the council. Receipts for purchases made with the credit card will be retained and reconciled with the monthly statement received from the bank. Personal credit or debit cards of members or staff shall not be used under any circumstances.
- 6.11. The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.
- a) The RFO shall maintain a petty cash float of up to £100 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
 - b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
 - c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to council under 5.2 above.
- 6.12. The RFO shall procure and maintain a single Debit Card from the council Bankers for use in connection with the councils primary operating Bank Account under the following provisos;
- a) The Debit Card shall remain under the direct control of the RFO and be kept securely within the office safe whilst not in use.

- b) The Debit Card shall be 'chip & pin' technology with a maximum daily spend limit of £100 and for the primary use of withdrawing cash from an ATM to rebalance the councils Petty Cash float (£100)
- c) All Debit Card usage/transaction receipts are to be retained and accounted for in every monthly 'financial package' (as per paras 5.2 – 5.3 above).

7. Payment of salaries

- 7.1. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by the Personnel Committee.
- 7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.
- 7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the approval of the Personnel Committee.
- 7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record. This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
 - a) by any councillor who can demonstrate a need to know;
 - b) by the internal auditor;
 - c) by the external auditor; or
 - d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.
- 7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- 7.6. An effective system of personal performance management should be maintained for the senior officers.
- 7.7. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.
- 7.8. Before employing interim staff, the council must consider a full business case.

8. Loans and investments

- 8.1. All borrowings shall be effected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full council.
- 8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as hire purchase or leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.
- 8.3. All loans and investments shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.
- 8.4. The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 8.5. All investments of money under the control of the council shall be in the name of the council.
- 8.6. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.7. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. Income

- 9.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 9.2. Particulars of all charges to be made for work done, services rendered, or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.
- 9.3. The council will review all fees and charges at least annually, following a report by the Town Clerk and/or RFO.
- 9.4. Any sums found to be irrecoverable, and any bad debts shall be reported to the council and shall be written off in the year.
- 9.5. All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.

- 9.6. The origin of each receipt shall be entered on a separate sheet which will accompany the paying in slip.
- 9.7. Personal cheques shall not be cashed out of money held on behalf of the council.
- 9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9. Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.
- 9.10. Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere within these regulations.
- 9.11. By resolution of the council the RFO may procure an electronic Debit/Credit Card machine provided by the councils chosen Bankers and directly linked to the councils primary operating Bank Account for the purpose of taking payment for council services from a third party either in person or by way of a telephone call.
- 9.12. This Card Machine will use 'chip and pin' as well as 'contactless' technology and have the facility of printing payment receipts for the 3rd party and a copy for the council's financial records. All copy payment receipts are to be retained and accounted for in every monthly 'financial package' (as per paras 5.2 – 5.3 above).
- 9.13. Payments received via the Card Machine may be refunded at the discretion of the Town Clerk, Executive Officer or RFO either by re-presentation of the original payment card or duly authorised BACs payment direct to the cardholder's bank account.

10. Orders for work, goods and services

- 10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2. Order forms shall be controlled by the RFO.
- 10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11.1 below.
- 10.4. A member may not issue an official order or make any contract on behalf of the council.

11. Contracts

- 11.1. Procedures as to contracts are laid down as follows:

Adopted by Full Council 14th November 2023

- a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (ix) below:
- i. for the supply of gas, electricity, water, sewerage and telephone services;
 - ii. for specialist services such as are provided by legal professionals acting in disputes
 - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or for existing machinery or equipment or plant;
 - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;
 - v. for additional audit work of the external auditor;
 - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price;
 - vii. for professional services in which the personal skill and experience of the person is of primary importance;
 - viii. where the council has considered a report and resolved that it is in its best interests, a tender/quotation may be invited for the execution of work, provision of goods or services, from a contractor or supplier selected by it or negotiated with a contractor already engaged by the council; and
 - ix. where the council resolves to approach Lewes District Council, East Sussex County Council or another public sector body to obtain goods, materials or services through their contracts with suppliers or contractors in order to take advantage of their expertise and of the competitive terms that the body has been able to negotiate due to economies of scale.
- b. Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £25,000 or more, the council shall comply with Regulations 109 to 114 of the Regulations. For the purposes of Regulation 110 of the same
- i) a contracting authority advertises an opportunity if it does anything to put the opportunity in the public domain or bring the opportunity to the attention of economic operators generally or to any class or description of economic operators which is potentially open-ended, with a view to receiving responses from economic operators who wish to be considered for the award of the contract; and
 - (ii) accordingly, a contracting authority does not advertise an opportunity where it makes the opportunity available only to a number of particular economic operators who have been selected for that purpose (whether ad hoc or by virtue of their membership of some closed category such as a framework agreement), regardless of how it draws the opportunity to the attention of those economic operators.
- c. The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works

contract which exceed those thresholds specified in the Government Procurement Agreement, as amended from time to time which INCLUDE VAT.¹

- d. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.
- e. Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- f. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- g. Any invitation to tender issued under this regulation shall be subject to Standing Order 19d and shall refer to the terms of the Bribery Act 2010.
- h. When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £7,500 and above £2,000 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.
- i. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- j. Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.

12. Payments under contracts for building or other construction works.

- 12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract,

¹ As of January 1st 2024~~2~~: Public Works Contracts £5,336,937, Public Service Contracts £213,477 and Public Supply Contracts £213,477

excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.

- 12.3. Any variation to a contract or addition to or omission from a contract must be approved by the council and Clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.

13. Stores and equipment

- 13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 13.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.

14. Assets, properties and estates

- 14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 14.2. No property shall be sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £500.
- 14.3. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date.

15. Insurance

- 15.1. Following the annual risk assessment (per Financial Regulation 17), the RFO shall effect all insurances and negotiate all claims on the council's insurers in consultation with the Town Clerk.
- 15.2. The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.

- 15.3. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim and shall report these to council at the next available meeting.
- 15.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the council.

16. Charities

- 16.1. Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

17. Risk management

- 17.1. The council is responsible for putting in place arrangements for the management of risk. The Clerk with the RFO shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.
- 17.2. When considering any new activity, the Clerk with the RFO shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

18. Delegation

In all of these matters, the Clerk shall act in the absence of the RFO and the RFO shall act in the absence of the Clerk.

19. Suspension and revision of financial regulations

- 19.1. It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Town Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these financial regulations.

- 19.2. The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

20 Reserves policy

- 20.1. The council shall maintain specific and general reserves as it may from time to time determine. These reserves shall be released to the Town Clerk or a committee or sub-committee of the council by resolution of the council. The resolution will set out the purpose of the intended expenditure and the limits of the delegation to authorise expenditure from the released money.
- 20.2. The RFO shall monitor the reserves and a report on the reserve's amounts shall be presented to council at least twice a year, as part of the budget setting process and when the previous year's outturn is known.
- 20.3. Specific reserves are set aside for projects that council wishes to pursue, and for asset management. There will be a general reserve to allow for adequate cash flow and protect the council against unforeseen circumstances.
- 20.4. Where partnership co-operation would allow a project to proceed more speedily or for it to be enhanced, then partnership funding will be sought. Wherever possible the council will seek external funding to allow reserves expenditure to be maximised or for project enhancement.



NEWHAVEN TOWN COUNCIL

Standing Orders

Index

1. Rules of debate at meetings	2
2. Disorderly conduct at meetings	4
3. Meetings generally	4
4. Committees and sub-committees	7
5. Ordinary council meetings	8
6. Extraordinary meetings of the council and committees and sub-committees	9
7. Previous resolutions	10
8. Voting on appointments	10
9. Motions for a meeting that require written notice to be given to the Proper Officer	10
10. Motions at a meeting that do not require written notice	11
11. Management of Information	12
12. Draft minutes	13
13. Code of conduct and dispensations	13
14. Code of conduct complaints	14
15. Proper Officer	15
16. Responsible Finance Officer	16
17. Accounts and accounting statements	16
18. Estimates/precepts	17
19. Financial controls and procurement	17
20. Handling staff matters	19
21. Responsibilities to provide information	19
22. Responsibilities under Data Protection Legislation	20
23. Canvassing of and recommendations by councillors	20
24. Relations with the press/media	21
25. Execution and sealing of legal deeds	21
26. Communicating with District and County Councillors	21
27. Restrictions on councillor activities	21
28. Standing orders generally	22

1. Rules of debate at meetings

- a Councillors shall address the presiding Chair.
- b A Councillor shall indicate that he wishes to speak by raising a hand and Councillors shall be heard in the order in which they indicated. If two or more Councillors indicate at once, the presiding Chair shall call upon one of them to speak before the other.
- c Whenever the presiding Chair speaks during a debate all other Councillors shall be silent.
- d Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chair of the meeting.
- e A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- f A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.
- g If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- h An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- i If an amendment to the original motion is carried, the original motion becomes the substantive motion upon which further amendment(s) may be moved.
- j A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- k Subject to standing order 1(l) below, only one amendment shall be moved and debated at a time. If there is more than one amendment, the order shall be directed by the chair of the meeting.
- l One or more amendments may be discussed together if the chair of the meeting considers this expedient but each amendment shall be voted upon separately.
- m A councillor may not move more than one amendment to an original or substantive motion.
- n The mover of a motion or the mover of an amendment shall have a right of reply, not exceeding 3 minutes.
- o Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate of the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- p With the consent of the meeting, a motion or amendment may be withdrawn by the


proposer. No councillor may speak upon the said motion or amendment unless permission for the withdrawal of the motion or amendment has been refused.


- q Unless permitted by the chair of the meeting, a councillor may speak once in the debate on a motion except:
- i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. in exercise of a right of reply.
- r During the debate of a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- s A point of order shall be decided by the chair of the meeting and his decision shall be final.
- t When a motion is under debate, no other motion shall be moved except:
- i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory requirements.
- u Before an original or substantive motion is put to the vote, the chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- v Excluding motions moved under standing order 1(t) above, the contributions or speeches by a councillor shall relate only to the motion under discussion. No speech by a mover of a motion shall exceed 5 minutes and no other speech shall exceed 3 minutes except by consent of the Council.


2. Disorderly conduct at meetings







- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chair of the meeting may move that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) above is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. Meetings generally

 Full Council meetings

 Committee meetings

 Sub-committee meetings

-  a Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.
-   b At least three clear days' notice of Council meetings must be given to councillors and the public. The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.
-  c Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.
-   d Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. Public questions may also be asked on matters which are not on the agenda, provided that notice has been given to the Clerk at least three working days before the date of

the meeting.

- e The period of time designated for public participation at a meeting in accordance with standing order 3(d) above shall not exceed 15 minutes unless directed by the chair of the meeting.
- f Subject to standing order 3(e) above, a member of the public shall not speak for more than 3 minutes.
- g In accordance with standing order 3(d) above, a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.
- h A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort).The chair of the meeting may at any time permit a person to be seated when speaking.
- i A person who speaks at a meeting shall direct his comments to the chair of the meeting.
- j Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.
- ?? k Members of the public may not orally report or comment about a meeting as it takes place if they are present at a meeting of the town council or its committees but otherwise may:
 - i. film, photograph or make an audio recording of a meeting;
 - ii. use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later;
 - iii. report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting.
- ?? l The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.
- ? m Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in his absence be done by, to or before the Vice-Chair of the Council (if any).
- ? n The Chair, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair, if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.



- o Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors or councillors with voting rights present and voting.



- p The chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.

See standing orders 5(h) and (i) below for the different rules that apply in the election of the Chair of the Council at the annual meeting of the council.

- q Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.

- r The minutes of a meeting shall include an accurate record of the following:
 - i. the time and place of the meeting;
 - ii. the names of councillors present and absent;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - v. if there was a public participation session; and
 - vi. the resolutions made.



- s A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.



- t No business may be transacted at a meeting unless at least one-third of the whole number of members of the council are present and in no case shall the quorum of a meeting be less than three.

See standing order 4g below for the quorum of a committee or sub-committee meeting.



- u If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.

- v A meeting shall not exceed a period of 3 hours.

4. Committees and sub-committees

- a Unless the council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.
- b The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the council.
- c Unless the council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.
- d The council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of full council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c) above, appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c) above, appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee are unable to attend; and
 - vi. may dissolve a committee.
- e Unless Council has named a Chair, every committee shall at its first meeting before proceeding to any other business, elect a Chair and may elect a Vice Chair.
- f A committee shall have delegated powers, which may be to conclude the matter referred to it or may be to progress matters to a specified point where a report to Council is required. A committee may make decisions that are binding on the Council as empowered by its remit.
- g Except where ordered by the Council the quorum of the Planning Committee shall be one third of its membership and for any other committee at least one half of its membership.
- h The Council or a committee may appoint working parties. A working party may co-opt others to help it progress business to a point where a report is brought to Council or committee for a decision. A working party cannot make decisions that are binding upon the Council or committee.

- i The Standing Orders on rules of debate (except those parts relating to speaking more than once) shall apply to committee and sub-committee meetings.
- j Members of committees wishing to submit items for inclusion on the Agenda shall consult the chair of the committee and the Clerk at least 14 clear days before the next meeting of the committee.

5. Ordinary council meetings

- a In an election year, the annual meeting of the council shall be held on or within 14 days following the day on which the new councillors elected take office.
- b In a year which is not an election year, the annual meeting of a council shall be held on such day in May as the council may direct.
- c If no other time is fixed, the annual meeting of the council shall take place at 6pm.
- d In addition to the annual meeting of the council, at least three other ordinary meetings shall be held in each year on such dates and times as the council directs.
- e The election of the Chair, who shall be the Town Mayor, and Vice-Chair, who shall be the Deputy Town Mayor, of the Council shall be the first business completed at the annual meeting of the Council.
- f The Chair of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the council. The Mayor is normally appointed for only one year.
- g The Vice-Chair of the Council, if any, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the council.
- h In an election year, if the current Chair of the Council has not been re-elected as a member of the council, he shall preside at the meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but must give a casting vote in the case of an equality of votes.
- i In an election year, if the current Chair of the Council has been re-elected as a member of the council, he shall preside at the meeting until a new Chair of the Council has been elected. He may exercise an original vote in respect of the election of the new Chair of the Council and must give a casting vote in the case of an equality of votes.

- j Following the election of the Chair of the Council and Vice-Chair (if any) of the Council at the annual meeting of the council, the business of the annual meeting shall include:
- i. In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of his acceptance of office form unless the council resolves for this to be done at a later date;
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the council;
 - iii. Receipt of the minutes of any meetings of committees which have taken place since the last Council meeting;
 - iv. Consideration of the recommendations made by a committee;
 - v. Review of the terms of reference for committees;
 - vi. Appointment of members to existing committees;
 - vii. Appointment of any new committees in accordance with standing order 4 above;
 - viii. Review of representation on or work with external bodies and arrangements for reporting back;
 - ix. In an election year, to make arrangements with a view to the council becoming eligible to exercise the general power of competence in the future;
 - x. Confirmation of arrangements for insurance cover in respect of all insured risks;
 - xi. Review of the council's and/or staff subscriptions to other bodies; and
 - xii. Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council.

6. Extraordinary meetings of the council and committees and sub-committees

- a The Chair of the Council may convene an extraordinary meeting of the council at any time.
- b If the Chair of the Council does not or refuses to call an extraordinary meeting of the council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the council. The public notice giving the time, place and agenda for such a meeting must be signed by the two councillors.
- c The chair of a committee may convene an extraordinary meeting of the committee at any time.
- d If the chair of a committee does not or refuses to call an extraordinary meeting within 7 days of having been requested by to do so by 2 members of the committee, any 2 members of the committee may convene an extraordinary meeting of a committee. The statutory public notice giving the time, venue and agenda for such a meeting must be signed by the 2 members.

7. Previous resolutions

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 9 councillors to be given to the Proper Officer in accordance with standing order 9 below, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) above has been disposed of, no similar motion may be moved within a further six months.

8. Voting on appointments

- a Where more than the required number of persons have been nominated for a position or positions to be filled by the Council, the position or positions shall be filled after a ballot conducted by single transferable vote. Any tie may be settled by the Chair's casting vote.
- b Where a person is to be co-opted to the Town Council, the Town Councils agreed Policy and Procedure shall be followed.

9. Motions for a meeting that require written notice to be given to the Proper Officer

- a A motion shall relate to the responsibilities of the meeting which it is tabled for and in any event shall relate to the performance of the council's statutory functions, powers and obligations or an issue which specifically affects the council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 10 working days before the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b) above, correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) above is not clear in meaning, the motion shall be rejected until the mover of the

motion resubmits it in writing to the Proper Officer so that it can be understood at least 10 working days before the meeting.

- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f Subject to standing order 9(e) above, the decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Notice of every motion received in accordance with the Council's standing orders shall be dated and numbered in the order received and shall be filed and the file shall be open to inspection by all councillors.
- h Every motion rejected in accordance with the Council's standing orders shall be duly recorded with a note by the Proper Officer giving reasons for its rejection in a file for that purpose, which shall be open to inspection by all councillors.

10. Motions at a meeting that do not require written notice

- a The following motions may be moved at a meeting without written notice to the Proper Officer;
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to approve the absences of councillors;
 - iii. to approve the accuracy of the minutes of the previous meeting;
 - iv. to dispose of business, if any, remaining from the last meeting;
 - v. to move to a vote;
 - vi. to defer consideration of a motion;
 - vii. to refer a motion to a particular committee or sub-committee;
 - viii. to appoint a person to preside at a meeting;
 - ix. to change the order of business on the agenda;
 - x. to proceed to the next business on the agenda;
 - xi. to close or adjourn debate;
 - xii. to require a written report;
 - xiii. to receive nominations to a committee or sub-committee;
 - xiv. to appoint a committee or sub-committee and their members;
 - xv. to dissolve a committee or sub-committee;
 - xvi. to note the minutes of a meeting of a committee or sub-committee;
 - xvii. to consider a report and/or recommendations made by a committee or sub-committee;
 - xviii. to consider a report and/or recommendations made by an employee, professional

- advisor, expert or consultant;
- xix. to authorise legal deeds to be signed by two councillors and witnessed (see standing orders 24 (a) and (b) below.);
 - xx. to authorise the payment of monies;
 - xxi. to amend a motion relevant to the original or substantive motion under consideration which shall not have the effect of nullifying it;
 - xxii. to give leave to withdraw a resolution or an amendment;
 - xxiii. to give the consent of the Council if such consent is required by standing orders;
 - xxiv. to appoint representatives to outside bodies and to make arrangements for those representatives to report back the activities of outside bodies;
 - xxv. to answer questions from councillors;
 - xxvi. to consider otherwise than in committee a question affecting an employee of the Council (see standing order 20);
 - xxvii. to extend the time limits for speaking;
 - xxviii. to exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest;
 - xxix. to not hear further from a councillor or a member of the public;
 - xxx. to exclude a councillor or member of the public for disorderly conduct;
 - xxxi. to temporarily suspend the meeting;
 - xxxii. to suspend a particular standing order (unless it reflects mandatory statutory requirements);
 - xxxiii. to adjourn the meeting; or
 - xxxiv. to close a meeting.

11. Management of information

See also standing order 21.

- a The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.
- b The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).
- c The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.

Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.

12. Draft minutes

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i) above.
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.

13. Code of conduct and dispensations

See also standing order 3(s) above.

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the council.
- b Unless granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.
- c Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the council's code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.
- d Councillors with a prejudicial interest which is not a disclosable pecuniary interest in relation to any item of business being transacted at a meeting may (i) make representations, (ii) answer questions and (iii) give evidence relating to the business being transacted but must, thereafter, leave the room or chamber.
- e Dispensation requests shall be in writing and submitted to the Proper Officer as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- f A decision as to whether to grant a dispensation shall be made by the Proper Officer.

- g A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- h Subject to standing orders 13(e) and (g) above, dispensations requests shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.
- i A dispensation may be granted in accordance with standing order 13(f) above if having regard to all relevant circumstances the following applies:
 - i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business or
 - ii. granting the dispensation is in the interests of persons living in the council's area or
 - iii. it is otherwise appropriate to grant a dispensation.

14. Code of conduct complaints

- a Upon notification by the District Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the council's code of conduct, the Proper Officer shall, subject to standing order 11 above, report this to the council.
- b Where the notification in standing order 14(a) above relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Council of this fact, and the Chair shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the council has agreed what action, if any, to take in accordance with standing order 14(d) below.
- c The council may:
 - i. provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter.
- d Upon notification by the District Council that a councillor or non-councillor with voting rights

has breached the council's code of conduct, the council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.

15. Proper Officer

- a The Proper Officer shall be the Clerk. The Proper Officer shall fulfil the duties assigned to the Proper Officer in standing orders or by statute, regulation or order. In the event of the absence of the Clerk the Responsible Financial Officer shall perform such of these functions as cannot wait until the Clerk returns.

- b The Proper Officer shall:
 - i at least three clear days before a meeting of the council, a committee and a sub-committee serve on councillors a summons, by email, confirming the time, place and the agenda provided any such email contains the electronic signature and title of the Proper Officer. Paper copies of all agendas and reports will be available for all councillors at the meeting. Any councillor may choose to additionally receive the above summons by delivery or post at their residences at least 3 clear days before the meeting.
See standing order 3(b) above for the meaning of clear days for a meeting.
 - ii. give public notice of the time, place and agenda at least three clear days before a meeting of the council or a meeting of a committee or a sub-committee (provided that the public notice with agenda of an extraordinary meeting of the council convened by councillors is signed by them);
See standing order 3(b) above for the meaning of clear days for a meeting.
 - iii. subject to standing order 9 above, include on the agenda all motions in the order received unless a councillor has given written notice at least 10 days before the meeting confirming his withdrawal of it;
 - iv. convene a meeting of full council for the election of a new Chair of the Council, occasioned by a casual vacancy in his office;
 - v. make available for inspection the minutes of meetings;
 - vi. receive and retain copies of byelaws made by other local authorities;
 - vii. retain acceptance of office forms from councillors;
 - viii. retain a copy of every councillor's register of interests;
 - ix. assist with responding to requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the council's policies and procedures relating to the same;
 - x. receive and send general correspondence and notices on behalf of the council except where there is a resolution to the contrary;
 - xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other

- legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
See also standing order 24 below.
 - xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the council in accordance with the council's financial regulations;
 - xiv. for every planning application notified to the Council, record the date on which it was received, the LDC reference number and the place to which it refers as soon as it is received;
 - xv. refer every planning application received to the Planning & Development Committee. Details of plans shall be available to councillors and the public at the Council's offices during normal opening hours;

 - xvi. refer a planning application received by the Council to the Chairman or in his absence Vice-Chairman (if there is one) of the Planning & Development Committee] or the Chairman or in his absence the Vice-Chairman of the Council within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Planning & Development committee.

 - xvii. manage access to information about the council via the publication scheme; and
 - xviii. retain custody of the seal of the council (if any) which shall not be used without a resolution to that effect.
See also standing order 24 below.

16. Responsible Financial Officer

- a The Clerk will undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. Accounts and accounting statements

- a "Proper practices" in standing orders refer to the most recent version of Governance and Accountability for Local Councils – a Practitioners' Guide (England).
- b All payments by the council shall be authorised, approved and paid in accordance with the law, proper practices and the council's financial regulations.
- c The Responsible Finance Officer shall supply to each meeting of any committee which has delegated powers to spend sections of the town council's budget a statement summarising the income, expenditure and balances held in the section of the budget under the remit of that committee. This statement will include a comparison with the budget for the financial

year.

- d The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 September in each year a statement to summarise:
- i. the council's aggregate receipts and payments for the year to date;
 - ii. the balances held at the end of the first six months of the year
- and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- e As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
- i. each councillor with a statement summarising the council's receipts and payments for the year to date for information; and
 - ii. to the full council the accounting statements for the year in the form of Section 1 of the annual return, as required by proper practices, for consideration and approval.
- f The year end accounting statements shall be prepared in accordance with proper practices and applying the form of accounts determined by the council (receipts and payments, or income and expenditure) for a year to 31 March. A completed draft annual return shall be presented to each councillor before the end of the following month of May. The annual return of the council, which is subject to external audit, including the annual governance statement, shall be presented to council for consideration and formal approval before 30 June.

18. Estimates/precepts

- a The Council shall approve written estimates for the coming financial year no later than January.
- b Any committee desiring to incur expenditure shall give the Proper Officer a written estimate of the expenditure recommended for the coming year no later than November.

19. Financial controls and procurement

- a The council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
- i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;

- iv. the inspection and copying by councillors and local electors of the council's accounts and/or orders of payments; and
 - v. procurement policies (subject to standing order 19(c) below) including the setting of values for different procedures where a contract has an estimated value of less than £25,000.
- b Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 19(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015. For the purposes of Regulation 110 of the same
- i) a contracting authority advertises an opportunity if it does anything to put the opportunity in the public domain or bring the opportunity to the attention of economic operators generally or to any class or description of economic operators which is potentially open-ended, with a view to receiving responses from economic operators who wish to be considered for the award of the contract; and
 - (ii) accordingly, a contracting authority does not advertise an opportunity where it makes the opportunity available only to a number of particular economic operators who have been selected for that purpose (whether ad hoc or by virtue of their membership of some closed category such as a framework agreement), regardless of how it draws the opportunity to the attention of those economic operators.
- d Subject to additional requirements in the financial regulations of the council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
- i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one other person after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the council or a committee or sub-committee with delegated responsibility.

- e Neither the council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

The full requirements of The Public Contract Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed those thresholds specified in the Government Procurement Agreement, as amended from time to time which INCLUDE VAT.¹

20. Handling staff matters

- a A matter personal to a member of staff that is being considered by a meeting of council or the Personnel committee is subject to standing order 11 above.
- b Performance appraisals for all council employees will be carried out in accordance with the Council's policy.
- c Disciplinary and grievance matters shall be handled in accordance with the Council's policy.
- d Records documenting reasons for an employee's absence due to ill health or details of a medical condition shall be made available only to those persons with responsibility for the same.
- e Any persons responsible for all or part of the management of staff shall treat the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters as confidential and secure.
- f The council shall keep all written records relating to employees secure. All paper records shall be secured and locked and electronic records shall be password protected and encrypted.
- g Only persons with line management responsibilities shall have access to staff records referred to in standing orders 20(e) and (f) above if so justified.
- h Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 20(e) and (f) above shall be provided only to the Clerk and/or the Chair of the Personnel Committee.

21. Responsibilities to provide information

- a Requests for information held by the council shall be handled in accordance with the council's

¹ As of January 1st 2024: Public Works Contracts £5,336,937, Public Service Contracts £213,477 and Public Supply Contracts £213,477

policy in respect of handling requests under the Freedom of Information Act 2000 and the Data Protection Act 1998.

- b Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the chair of the Policy & Resources Committee. The said committee shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000.
- c The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.

22. Responsibilities under data protection legislation

Below is not an exclusive list. See also standing order 11.

- a The Council may appoint a Data Protection Officer.
- b The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.
- c The Council shall have a written policy in place for responding to and managing a personal data breach.
- d The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.
- e The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.
- f The Council shall maintain a written record of its processing activities.

23. Canvassing of and recommendations by councillors

- a Canvassing councillors or the members of a committee or sub-committee, directly or indirectly, for appointment to or by the Council shall disqualify the candidate from such an appointment. The Proper Officer shall disclose the requirements of this standing order to every candidate.

- b A councillor or a member of a committee or sub-committee shall not solicit a person for appointment to or by the Council or recommend a person for such appointment or for promotion; but, nevertheless, any such person may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.
- c This standing order shall apply to tenders as if the person making the tender were a candidate for an appointment.

24. Relations with the press/media

Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

25. Execution and sealing of legal deeds

See also standing orders 15(b)(xii) and (xviii) above.

- a A legal deed shall not be executed on behalf of the council unless authorised by a resolution.
- b Subject to standing order 25 (a) above, any two councillors may sign, on behalf of the council, any deed required by law and the Proper Officer shall witness their signatures.

26. Communicating with District and County councillors

- a An invitation to attend a meeting of the council shall be sent, together with the agenda, to the councillors of the District and County Council representing electoral wards within the parish of Newhaven.
- b Unless the council otherwise orders, a copy of each letter ordered to be sent to the District or County Council shall be sent to the District or County Councillor representing the relevant electoral ward within the parish of Newhaven.

27. Restrictions on councillor activities

- a. Unless authorised by a resolution, no councillor shall:
 - i. inspect any land and/or premises which the council has a right or duty to inspect; or

- ii. issue orders, instructions or directions.

28. Standing orders generally

- a All or part of a standing order, except one that incorporates mandatory statutory requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the council's standing orders, except one that incorporates mandatory statutory requirements, shall be proposed by a special motion, the written notice by at least 2 councillors to be given to the Proper Officer in accordance with standing order 9 above.
- c The Proper Officer shall provide a copy of the council's standing orders to a councillor as soon as possible after he has delivered his acceptance of office form.
- d The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.
- e A councillor's failure to observe standing orders more than 3 times in one meeting may result in them being excluded from the meeting in accordance with standing orders.



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 15.**

Date: 17th September 2024

Report Contact: Town Clerk

Subject: **Timetable for Review of Existing Council Policy Documents.**

1. The purpose of this report is to seek the council's approval of a suggested timetable of reviews of each of its existing Policies.
2. Appendix A lists all current policies in descending 'importance/priority'. Financial Regulations, Standing Orders and Committee Terms of Reference are not considered 'policies' in this context and are always reviewed annually.
3. As all existing and future policies/procedures must be applied by the council as a 'Corporate Body', then Full Council must be the final arbiter for the adoption of every council policy with pertinent committees having the function of review or formulation and subsequent recommendation to Full Council for adoption.
4. In general terms, it is suggested that each document review should initially be undertaken by officers involving comparative research to similar documents utilised by other Town & Parish Councils, NALC, SLCC & ESALC for the incorporation of any 'best practice' where relevant.
5. The resultant iterations can then be submitted to the Councils legal advisors (Worknest) for their track change input and then reported to the relevant committee or direct to Full Council.
6. In some cases, it may be judged that a particular policy/document may well be defunct or no longer applicable/relevant due to changes in operational processes/procedures or legislative provision.
7. The time necessary to review each document will likely depend upon the following factors;
 - Actual size/length and complexity of the document,
 - Available officer capacity,
 - Changes/additions resultant of legislative change,
 - Date of last Review/Adoption, and
 - The documents priority in the overall context of council operations.

8. Once each document has been reviewed/formulated and adopted by Full Council, a 'footer' indicating the adoption date and next review date will be placed on each.
9. Appendix A also shows anticipated completion dates for each; however, these may be additionally complicated by officer workloads and/or subsequent committee decisions.

Recommendation.

That the council resolves to adopt this timetable and process for existing policy review and into the future.

Reconciliation Summary

Month: JUNE 2024

	AMOUNT	EXAMINER
CASHBOOK 1 Current Acct 60669288	£144,443.77	Cwatts
CASHBOOK 2 B. Prem Acct 20669253	£977,521.64	Cwatts
CASHBOOK 3 Petty Cash	£50.68	Cwatts
CASHBOOK 4 R.Reward Acct 13831183	£94,292.49	Cwatts
CASHBOOK 5 Credit Cards	0	Cwatts
Petty Cash On-Site	£50.68	Cwatts
Staff Salary Payment	£10,234.00	Cwatts
HMRC Remittance	£2954.24	Cwatts
ESCC Pension Remittance	£3798.54	Cwatts

Reported to Full Council:-

/ / 20

Resolved/Noted as

Correct:-

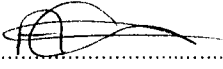
Y/N

Chairmans Signature:-

**Bank Reconciliation Statement as at 30/06/2024
for Cashbook 1 - Current A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current A/c	30/06/2024		144,443.77
			<u>144,443.77</u>
<u>Unpresented Payments (Minus)</u>			<u>Amount</u>
13/03/2024 114035	ESALC Ltd		96.00
26/03/2024 114108	National Association of Local		51.71
23/04/2024 114122	Just Get It Done		30.00
21/05/2024 114150	ESALC Ltd		96.00
23/05/2024 114152	Newhaven Chamber of Commerce		40.00
11/06/2024 114153	Candy Dewdney		570.00
11/06/2024 114154R	Clare Dewdney		570.00
26/06/2024 L34202	Blakedown Landscapes (SE) Ltd		27,602.24
26/06/2024 L34202/2	Blakedown Landscapes (SE) Ltd		50,000.00
			<u>79,055.95</u>
			65,387.82
<u>Unpresented Receipts (Plus)</u>			
			0.00
			<u>0.00</u>
			65,387.82
		Balance per Cash Book is :-	65,387.82
		Difference is :-	0.00

Signatory 1:

Name ALISON CAMPBELL Signed  Date 11/7/2024

Signatory 2:

Name CORINA WATTS Signed  Date 21/9/2024

Bank Reconciliation up to 30/06/2024 for Cashbook No 1 - Current A/c

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
24/11/2023	114067	20.00		20.00		R <input checked="" type="checkbox"/>	RBL Poppy Appeal ✓
13/03/2024	114035	96.00			96.00	<input type="checkbox"/>	ESALC Ltd
25/03/2024	114103	180.00		180.00		R <input checked="" type="checkbox"/>	Don Burtenshaw ✓
26/03/2024	114108	51.71			51.71	<input type="checkbox"/>	National Association of Local
23/04/2024	114122	30.00			30.00	<input type="checkbox"/>	Just Get It Done
15/05/2024	114142	81,637.75		81,637.75		R <input checked="" type="checkbox"/>	Blakedown Landscapes (SE) Ltd ✓
15/05/2024	114141	125.00		125.00		R <input checked="" type="checkbox"/>	Rhino Bytes ✓
17/05/2024	114145	3,756.00		3,756.00		R <input checked="" type="checkbox"/>	Don Burtenshaw ✓
17/05/2024	114144	238.49		238.49		R <input checked="" type="checkbox"/>	Playdale Playgrounds Ltd ✓
17/05/2024	114144ERR	-30.00		-30.00		R <input checked="" type="checkbox"/>	Playdale ✓
21/05/2024	114149	3,464.00		3,464.00		R <input checked="" type="checkbox"/>	Clean Team Sussex ✓
21/05/2024	114150	96.00			96.00	<input type="checkbox"/>	ESALC Ltd
23/05/2024	114151	40.80		40.80		R <input checked="" type="checkbox"/>	SouthCoast Services Sussex Ltd ✓
23/05/2024	114152	40.00			40.00	<input type="checkbox"/>	Newhaven Chamber of Commerce
30/05/2024	114147	666.60		666.60		R <input checked="" type="checkbox"/>	Pulse South Coast ✓
03/06/2024	0002059	1,389.20		1,389.20		R <input checked="" type="checkbox"/>	Computer-Eyez (South) Ltd ✓
03/06/2024	1007878857	247.00		247.00		R <input checked="" type="checkbox"/>	Lewes District Council ✓
03/06/2024	100787964	205.00		205.00		R <input checked="" type="checkbox"/>	Lewes District Council ✓
03/06/2024	100789027	87.00		87.00		R <input checked="" type="checkbox"/>	Lewes District Council ✓
03/06/2024	100789030	403.00		403.00		R <input checked="" type="checkbox"/>	Lewes District Council ✓
03/06/2024	100899386	125.00		125.00		R <input checked="" type="checkbox"/>	Lewes District Council ✓
03/06/2024	101247911	384.00		384.00		R <input checked="" type="checkbox"/>	Lewes District Council ✓
03/06/2024	55717May24	52.13		52.13		R <input checked="" type="checkbox"/>	Trade UK Account ✓
03/06/2024	34148		42.00	42.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked ✓
04/06/2024	MAY 24	38.96		38.96		R <input checked="" type="checkbox"/>	Barclays Bank ✓
05/06/2024	34153		75.00	75.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked ✓
05/06/2024	34155		78.75	78.75		R <input checked="" type="checkbox"/>	Receipt(s) Banked ✓
06/06/2024	34161		85.05	85.05		R <input checked="" type="checkbox"/>	Receipt(s) Banked ✓
06/06/2024	34128/58		1,573.50	1,573.50		R <input checked="" type="checkbox"/>	Receipt(s) Banked ✓
06/06/2024	34161+		0.45	0.45		R <input checked="" type="checkbox"/>	Receipt(s) Banked ✓
07/06/2024	4876	10.80		10.80		R <input checked="" type="checkbox"/>	Pipers News ✓
07/06/2024	34154		101.00	101.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked ✓
07/06/2024	34162		1,284.87	1,284.87		R <input checked="" type="checkbox"/>	Receipt(s) Banked ✓
07/06/2024	34152		75.00	75.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked ✓
10/06/2024	0173921524	43.65		43.65		R <input checked="" type="checkbox"/>	Barclaycard Payments Ltd ✓
10/06/2024	Q048YP	278.60		278.60		R <input checked="" type="checkbox"/>	British Telecommunications Plc ✓
10/06/2024	34120		285.00	285.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked ✓
10/06/2024	34159+3pt		305.00	305.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked ✓
11/06/2024	114153	570.00			570.00	<input type="checkbox"/>	Candy Dewdney
11/06/2024	114154	5,570.00		5,570.00		R <input checked="" type="checkbox"/>	Candy Dewdney ✓
11/06/2024	114154X	-5,570.00		-5,570.00		R <input checked="" type="checkbox"/>	Candy Dewdney ✓
11/06/2024	114154R	570.00			570.00	<input type="checkbox"/>	Clare Dewdney
11/06/2024	34165		136.80	136.80		R <input checked="" type="checkbox"/>	Receipt(s) Banked ✓
12/06/2024	2364/9990	4,254.00		4,254.00		R <input checked="" type="checkbox"/>	TerraFirma Landscape Architect ✓
12/06/2024	66730	268.20		268.20		R <input checked="" type="checkbox"/>	Stuart Morris Textiles Ltd ✓
12/06/2024	211	24.00		24.00		R <input checked="" type="checkbox"/>	North Laine Window Cleaning ✓
12/06/2024	365899	32.34		32.34		R <input checked="" type="checkbox"/>	City Electrical Factors ✓
12/06/2024	34160		373.80	373.80		R <input checked="" type="checkbox"/>	Receipt(s) Banked ✓

Bank Reconciliation up to 30/06/2024 for Cashbook No 1 - Current A/c

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
14/06/2024	34163		103.20	103.20		R <input checked="" type="checkbox"/>	Receipt(s) Banked ✓
14/06/2024	34166		60.00	60.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked ✓
17/06/2024	0012030363	1,098.00		1,098.00		R <input checked="" type="checkbox"/>	Arval UK Limited ✓
17/06/2024	6255904	9,433.45		9,433.45		R <input checked="" type="checkbox"/>	Lewes District Council ✓
17/06/2024	ESCC MAY24	5,665.40		5,665.40		R <input checked="" type="checkbox"/>	Pension ESCC ✓
18/06/2024	VI/1970696	81.70		81.70		R <input checked="" type="checkbox"/>	Investec Asset Finance PLC ✓
18/06/2024	016F62D9-2	224.27		224.27		R <input checked="" type="checkbox"/>	E-On Energy Solutions Ltd ✓
18/06/2024	60F9407A-2	91.60		91.60		R <input checked="" type="checkbox"/>	E-On Energy Solutions Ltd ✓
18/06/2024	CB778D50-2	93.37		93.37		R <input checked="" type="checkbox"/>	E-On Energy Solutions Ltd ✓
18/06/2024	35830	79.99		79.99		R <input checked="" type="checkbox"/>	Advo Payroll ✓
19/06/2024	V022351892	94.94		94.94		R <input checked="" type="checkbox"/>	EE ✓
19/06/2024	KD Top Up		82,000.00	82,000.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked ✓
19/06/2024	34150		566.00	566.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked ✓
19/06/2024	TT 19.6.24		10.00	10.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked ✓
20/06/2024	F071RL	-32.16		-32.16		R <input checked="" type="checkbox"/>	British Telecommunications Plc ✓
20/06/2024	318568	193.11		193.11		R <input checked="" type="checkbox"/>	Premier Managed Technologies G ✓
21/06/2024	F035FW	-12.32		-12.32		R <input checked="" type="checkbox"/>	British Telecommunications Plc ✓
21/06/2024	A700C35C-2	86.16		86.16		R <input checked="" type="checkbox"/>	E-On Energy Solutions Ltd ✓
21/06/2024	FE7E4DA4-2	107.55		107.55		R <input checked="" type="checkbox"/>	E-On Energy Solutions Ltd ✓
21/06/2024	HMRC MAY24	6,792.61		6,792.61		R <input checked="" type="checkbox"/>	PAYE Payments ✓
24/06/2024	5152809	120.12		120.12		R <input checked="" type="checkbox"/>	Business Stream ✓
24/06/2024	5151409	95.98		95.98		R <input checked="" type="checkbox"/>	Business Stream ✓
24/06/2024	SS JUNE 24	10,234.00		10,234.00		R <input checked="" type="checkbox"/>	Staff Salaries ✓
25/06/2024	1-01326174	947.48		947.48		R <input checked="" type="checkbox"/>	ENGIE Gas Limited ✓
25/06/2024	1-01326175	206.12		206.12		R <input checked="" type="checkbox"/>	ENGIE Gas Limited ✓
25/06/2024	533990284	17,645.12		17,645.12		R <input checked="" type="checkbox"/>	James Hallam Ltd ✓
25/06/2024	34164		193.50	193.50		R <input checked="" type="checkbox"/>	Receipt(s) Banked ✓
25/06/2024	34171		50.40	50.40		R <input checked="" type="checkbox"/>	Receipt(s) Banked ✓
25/06/2024	34168		75.00	75.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked ✓
26/06/2024	27154/254	5,752.00		5,752.00		R <input checked="" type="checkbox"/>	Tansleys Printers ✓
26/06/2024	2871/2873	2,755.20		2,755.20		R <input checked="" type="checkbox"/>	Bonny's Wood ✓
26/06/2024	1847	72.00		72.00		R <input checked="" type="checkbox"/>	ESALC Ltd ✓
26/06/2024	L34202	27,602.24			27,602.24	<input type="checkbox"/>	Blakedown Landscapes (SE) Ltd
26/06/2024	L34202/2	50,000.00			50,000.00	<input type="checkbox"/>	Blakedown Landscapes (SE) Ltd
26/06/2024	47625	90.93		90.93		R <input checked="" type="checkbox"/>	Denma Cleaning Services Ltd ✓
26/06/2024	01627490	126.29		126.29		R <input checked="" type="checkbox"/>	Clares Office Supplies Ltd ✓
26/06/2024	MX000151	300.00		300.00		R <input checked="" type="checkbox"/>	MX Sound & Lighting ✓
26/06/2024	79860	414.00		414.00		R <input checked="" type="checkbox"/>	The Sign Shop Horsham Ltd ✓
26/06/2024	18027	59.64		59.64		R <input checked="" type="checkbox"/>	Hillcrest Community Centre ✓
26/06/2024	215	48.00		48.00		R <input checked="" type="checkbox"/>	North Laine Window Cleaning ✓
26/06/2024	8682	126.00		126.00		R <input checked="" type="checkbox"/>	J Kirby Electrical Ltd ✓
26/06/2024	ATSD17624	300.00		300.00		R <input checked="" type="checkbox"/>	Art Techniques ✓
26/06/2024	150624	350.00		350.00		R <input checked="" type="checkbox"/>	Beach Entertainments ✓
26/06/2024	24.06.2024	150.00		150.00		R <input checked="" type="checkbox"/>	Nick Pynn Music ✓
26/06/2024	047	375.00		375.00		R <input checked="" type="checkbox"/>	The Highlander Joker ✓
26/06/2024	ES 25.6.24	86.52		86.52		R <input checked="" type="checkbox"/>	Pam Perry ✓
26/06/2024	Top Up AC		150,000.00	150,000.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked ✓
27/06/2024	JUNE 2024	4,128.05		4,128.05		R <input checked="" type="checkbox"/>	Credit Cards ✓

Bank Reconciliation up to 30/06/2024 for Cashbook No 1 - Current A/c

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
27/06/2024	34170		75.00	75.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked ✓
		<u>245,377.59</u>	<u>237,549.32</u>				

Signatory 1:

Name ALISON CAMPBELL Signed  Date 1/7/2024

Signatory 2:

Name CORINA WATTS Signed  Date 2/7/2024



Transactions

BUSINESS FREE AUTO TRANS

20-49-76 60669288

Available balance	£140,753.64
Last night's balance	£144,443.77
Overdraft limit	£0.00

see credit

Showing **85** transactions between **03/06/2024** and **28/06/2024** from 01/06/2024 to 30/06/2024

Date	Description	Money in	Money out	Balance
28/06 /2024	Bill Payment JAMES HALLAM 19580174 NTC BBP		-£17,645.12 ✗	£144,443.77
27/06 /2024	Counter Credit PAULA BLACK INVOICE 34170 BGC	£75.00 ✗		£162,088.89
27/06 /2024	Direct Debit BCARD COMMERCIAL 5476760289527536 DDR		-£4,128.05 ✗	£162,013.89
26/06 /2024	Bill Payment DON BURTENSHAW 3008 NTC BBP		-£180.00 ✗	£166,141.94
26/06 /2024	Bill Payment ERAN BACKLER INV47 NTC BBP		-£375.00 ✗	£166,321.94
26/06 /2024	Bill Payment NICHOLAS PYNN SUSSEX DAY NTC BBP		-£150.00 ✗	£166,696.94
26/06 /2024	Bill Payment RICHARD CHAMBERLAI 150624 BBP		-£350.00 ✗	£166,846.94
26/06 /2024	Bill Payment ART TECHNIQUES T/A ATSD17624 BBP		-£300.00 ✗	£167,196.94
26/06	Bill Payment J KIRBY ELECTRICAL		-£126.00 ✗	£167,496.94

/2024	8682 NTC BBP		
26/06 /2024	Bill Payment MITCHELL MULVAY 215 NTC BBP	-£48.00 ✗	£167,622.94
26/06 /2024	Bill Payment HILLCREST COMMUNIT 18027 - NTC BBP	-£59.64 ✗	£167,670.94
26/06 /2024	Bill Payment LLOYDS BANK COMMER INV-79860 NTC BBP	-£414.00 ✗	£167,730.58
26/06 /2024	Bill Payment PAMELA PERRY BOXES NTC BBP	-£86.52 ✗	£168,144.58
26/06 /2024	Bill Payment CLIFFORD DOWDING MX000151 NTC BBP	-£300.00 ✗	£168,231.10
26/06 /2024	Bill Payment THE BUSINESS SUPPL SINV01627490 NTC BBP	-£126.29 ✗	£168,531.10
26/06 /2024	Bill Payment HSBC INVOICE FINAN 000000436381 BBP	-£90.93 ✗	£168,657.39
26/06 /2024	Bill Payment EAST SUSSEX ALC LT 1847 NTC BBP	-£72.00 ✗	£168,748.32
26/06 /2024	Bill Payment TREE CARE AT BONNY 2871/2873 NTC BBP	-£2,755.20 ✗	£168,820.32
26/06 /2024	Bill Payment TANSLEYS PRINTERS 27154/27254 NTC BBP	-£5,752.00 ✗	£171,575.52
26/06 /2024	Remittance POST OFFICE CREDIT 100753 REM	£193.50 ✗	£177,327.52
26/06 /2024	Funds Transfer 204976 13831183 TOP UP AC 260624 FT	£150,000.00 ✗	£177,134.02
25/06 /2024	Cash Deposit POST OFFICE KEN 25JUN 14.51 ATM	£50.40 ✗	£27,134.02
25/06 /2024	Direct Debit ENGIE GAS 10328543001 DDR	-£206.12 ✗	£27,083.62
25/06	Direct Debit ENGIE GAS	-£947.48 ✗	£27,289.74

/2024	10328542001 DDR		
24/06 /2024	Direct Debit NEWHAVEN TOWN BACS DDR	-£10,234.00 ✓	£28,237.22
24/06 /2024	Direct Debit SCOTTISH WATER BUS 27452786 DDR	-£95.98 ✓	£38,471.22
24/06 /2024	Direct Debit SCOTTISH WATER BUS 27154587 DDR	-£120.12 ✓	£38,567.20
24/06 /2024	Cheque 114147 114147	-£666.60 ✓	£38,687.32
21/06 /2024	Direct Debit NEWHAVEN TOWN BACS DDR	-£6,792.61 ✓	£39,353.92
21/06 /2024	Direct Debit E.ON NEXT LTD A-FE7E4DA4-001 DDR	-£107.55 ✓	£46,146.53
21/06 /2024	Direct Debit E.ON NEXT LTD A-A700C35C-001 DDR	-£86.16 ✓	£46,254.08
21/06 /2024	Counter Credit BTPYMTZ2ANTLPARTID PYMTBTRR0007836147 BG C	£12.32 ✓	£46,340.24
20/06 /2024	Counter Credit BCARD1723921190624 BGC BCARD1723921190624 B GC	£10.00 ✓ <i>T. Towel - Mayer Charity</i>	£46,327.92
20/06 /2024	Direct Debit PREMIER MANAGED TE ONEW02 DDR	-£193.11 ✓	£46,317.92
20/06 /2024	Counter Credit BTPYMTZ2ANTLPARTID PYMTBTRR0007836071 BG C	£32.16 ✓	£46,511.03
19/06 /2024	Funds Transfer 204976 13831183 KD TOP UP 190624 FT	£82,000.00 ✓	£46,478.87
19/06 /2024	Cheque 114142 114142	-£81,637.75 ✓	£35,521.13
19/06 /2024	Direct Debit EE LIMITED Q29509271528456689 DD	-£94.94 ✓	£46,116.62

R			
19/06 /2024	Counter Credit THE CO-OPERATIVE 50021635 BGC	£566.00 ✓	£46,211.56
18/06 /2024	Cheque 114148 114148	-£208.49 ✓	£45,645.56
18/06 /2024	Direct Debit ADVO PAY NEWHTC DDR	-£79.99 ✓	£45,854.05
18/06 /2024	Direct Debit E.ON NEXT LTD A-CB778D50-001 DDR	-£93.37 ✓	£45,934.04
18/06 /2024	Direct Debit E.ON NEXT LTD A-60F9407A-001 DDR	-£91.60 ✓	£46,027.41
18/06 /2024	Direct Debit E.ON NEXT LTD A-016F62D9-001 DDR	-£224.27 ✓	£46,119.01
18/06 /2024	Direct Debit INVESTEC ASSET FIN 5023204-120139713 DDR	-£81.70 ✓	£46,343.28
17/06 /2024	Direct Debit LEWES DISTRICT COU 300286 DDR	-£9,433.45 ✓	£46,424.98
17/06 /2024	Direct Debit NEWHAVEN TOWN BACS DDR	-£5,665.40 ✓	£55,858.43
17/06 /2024	Direct Debit ARVAL UK LTD NE3560 DDR	-£1,098.00 ✓	£61,523.83
17/06 /2024	Cheque 114145 114145	-£3,756.00 ✓	£62,621.83
17/06 /2024	Counter Credit Amy Coleman 34168 BGC	£75.00 ✓	£66,377.83
14/06 /2024	Counter Credit NEWHAVEN & SEAFORD NEWHAVEN TOWN COUN BG C INV: 34166	£60.00 ✓	£66,302.83
14/06 /2024	Counter Credit HIBBERT S Hibbert 34163 BGC	£103.20 ✓	£66,242.83
14/06	Cheque		

/2024	114141 114141		-£125.00 ✓	£66,139.63
13/06 /2024	Cheque 114149 114149		-£3,464.00 ✓	£66,264.63
13/06 /2024	Cheque 114151 114151		-£40.80 ✓	£69,728.63
12/06 /2024	Bill Payment CITY ELECTRICAL FA NHV/365899 NTC BBP		-£32.34 ✓	£69,769.43
12/06 /2024	Bill Payment MITCHELL MULVAY 211 NTC BBP		-£24.00 ✓	£69,801.77
12/06 /2024	Bill Payment STUART MORRIS TEXT 66730 NTC BBP		-£268.20 ✓	£69,825.77
12/06 /2024	Bill Payment THE TERRAFIRMA CON 2364/9990 NTC BBP		-£4,254.00 ✓	£70,093.97
12/06 /2024	Counter Credit Studio Tempo MAB INV. 34160 BGC	£373.80 ✓		£74,347.97
11/06 /2024	Counter Credit The Unity Coach Lt 34165 BGC	£136.80 ✓		£73,974.17
10/06 /2024	Direct Debit BARCLAYCARD BCD01723921310524 DDR		-£43.65 ✓	£73,837.37
10/06 /2024	Direct Debit BT GROUP PLC WM39678038-000037 DDR		-£278.60 ✓	£73,881.02
10/06 /2024	Counter Credit MOJDEH MIRFAKHRAEE hall hire May BGC	£305.00 ✓		£74,159.62
10/06 /2024	Counter Credit Bantock Angela 34120 - BANTOCK BGC	£285.00 ✓		£73,854.62
07/06 /2024	Counter Credit MR J L LAST INV 34152 BGC	£75.00 ✓		£73,569.62
07/06 /2024	Funds Transfer NORCROSS DANC 34162 NORCROSS FT	£1,284.87 ✓		£73,494.62
07/06	Cheque			

/2024	114067 114067		-£20.00 ✗	£72,209.75
07/06 /2024	Direct Debit PIPERS NEWS STORES PIPERS15791 DDR		-£10.80 ✗	£72,229.75
06/06 /2024	Counter Credit TILLEYS STONEMASON INV 34154 BGC	£101.00 ✗		£72,240.55
06/06 /2024	Funds Transfer VAUGHAN J A EARTHQUAKE FT	£0.45 ✗		£72,139.55
06/06 /2024	Counter Credit BCARD1723921050624 BGC BCARD1723921050624 B GC	£75.00 ✗		£72,139.10
06/06 /2024	Funds Transfer VAUGHAN J A PHOENIX DRUMMERS FT	£85.05 ✗		£72,064.10
06/06 /2024	Counter Credit N.I.P.P.E.R.S. RENT BGC	£1,573.50 ✗		£71,979.05
05/06 /2024	Cash Deposit POST OFFICE KEN 05JUN 12.48 ATM	£78.75 ✗		£70,405.55
04/06 /2024	Credit Payment CHARGES COMMISSION FOR PERIOD 15APR/12MAY ***** *****		-£38.96 ✗	£70,326.80
03/06 /2024	Direct Debit SCREWFIX DIRECT LT 6331640012255717 DDR		-£52.13 ✗	£70,365.76
03/06 /2024	Direct Debit LEWES DISTRICT COU 101247911 DDR		-£384.00 ✗	£70,417.89
03/06 /2024	Direct Debit LEWES DISTRICT COU 100899386 DDR		-£125.00 ✗	£70,801.89
03/06 /2024	Direct Debit LEWES DISTRICT COU 100789030 DDR		-£403.00 ✗	£70,926.89
03/06 /2024	Direct Debit LEWES DISTRICT COU 100789027 DDR		-£87.00 ✗	£71,329.89
03/06	Direct Debit LEWES DISTRICT COU		-£205.00 ✗	£71,416.89

/2024	100787964 DDR		
03/06 /2024	Direct Debit LEWES DISTRICT COU 100787757 DDR	-£247.00 ✓	£71,621.89
03/06 /2024	Direct Debit COMPUTER EYEZ LTD EYEZ0002059 DDR	-£1,389.20 ✓	£71,868.89
03/06 /2024	Counter Credit EAST SUSSEX GENERA ESCC 5002586052 K BGC	£42.00 ✓	£73,258.09

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.

TeaTowel

NEWHAVEN TOWN COUNCIL

FORT ROAD

NEWHAVEN

MID: 1723921

TID: 38286566

AID: A0000000031010

Visa

VISA DEBIT

**** * 1958

EXP 11/25

CONTACTLESS PAN.SEQ 3

SALE

MERCHANT COPY

AMOUNT £10.00

No CVM Used

13:32:16 19/06/24

AUTH CODE: 003859

RECEIPT 0075

NEWHAVEN TOWN COUNCIL

FORT ROAD

NEWHAVEN

MID: 1723921

TID: 38286566

AID: A0000000031010

VISA DEBIT

VISA DEBIT

**** * 7936

EXP 08/25

CONTACTLESS PAN.SEQ 0

SALE

MERCHANT COPY

AMOUNT £75.00

No CVM Used

12:21:22 05/06/24

AUTH CODE: 005533

RECEIPT 0074

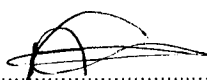
Twinning Assoc

INV: 34153
KATHERINE
WALSH

Bank Reconciliation Statement as at 30/06/2024
for Cashbook 2 - Business Premium

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Premium Account	30/06/2024		977,521.64
			<u>977,521.64</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			977,521.64
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			977,521.64
		Balance per Cash Book is :-	977,521.64
		Difference is :-	0.00

Signatory 1:

Name ALISON CAMPBELL Signed  Date 1/7/2024

Signatory 2:

Name CORINA WATTS Signed  Date 2/9/2024

Bank Reconciliation up to 30/06/2024 for Cashbook No 2 - Business Premium

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
03/06/2024	4MAR/2JUN		3,655.91	3,655.91		R <input checked="" type="checkbox"/>	Receipt(s) Banked
		<u>0.00</u>	<u>3,655.91</u>				

Signatory 1:

Name ALISON CAMPBELL Signed  Date 11/7/2024

Signatory 2:

Name CORINA WATTS Signed  Date 21/9/2024

Today: 01 Jul 2024



MRS ALISON MARIAN CAMPBELL

Transactions

Business Premium ME

20-49-76 20669253

Available balance

£977,521.64

Last night's balance

£977,521.64

Overdraft limit

n/a

Showing 1 transaction between 03/06/2024 and 03/06/2024 from 01/06/2024 to 30/06/2024

Date	Description	Money in	Money out	Balance
03/06/2024	Credit Payment INTEREST PAID GROSS FOR PERIOD 4MAR/ 2JUN	£3,655.91	✓	£977,521.64

Need to view older transactions?

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

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

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

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

Barclays Bank PLC. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority (Financial Services Register number: 122702).

Barclays Bank UK PLC. Registered no. 9740322. Barclays Insurance Services Company Limited. Registered no. 973765. Barclays Investment Solutions Limited. Registered no. 2752982. Barclays Bank PLC. Registered no. 1026167. All registered in England. Registered office for all: 1 Churchill Place, London E14 5HP.

Bank Reconciliation Statement as at 30/06/2024
for Cashbook 3 - Petty Cash

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	30/06/2024		50.68
			<u>50.68</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			50.68
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			50.68
		Balance per Cash Book is :-	50.68
		Difference is :-	0.00

Signatory 1:

Name ALISON CAMPBELL Signed  Date 1/7/2024

Signatory 2:

Name CORINA WATTS Signed  Date 2/7/2024

Bank Reconciliation up to 30/06/2024 for Cashbook No 3 - Petty Cash

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
11/06/2024	118	4.20		4.20 ✓		R <input checked="" type="checkbox"/>	Sainsburys S'Markets
12/06/2024	119	1.45		1.45 ✓		R <input checked="" type="checkbox"/>	Sainsburys S'Markets
12/06/2024	120	5.20		5.20 ✓		R <input checked="" type="checkbox"/>	Post Office Ltd
18/06/2024	121	1.45		1.45 ✓		R <input checked="" type="checkbox"/>	Sainsburys S'Markets
21/06/2024	122	4.90		4.90 ✓		R <input checked="" type="checkbox"/>	Sainsburys S'Markets
21/06/2024	123	3.49		3.49 ✓		R <input checked="" type="checkbox"/>	Halfords
		<u>20.69</u>	<u>0.00</u>				

Signatory 1:

Name ALISON CAMPBELL Signed  Date 1/7/2024

Signatory 2:

Name CORINA WATTS Signed  Date 2/9/2024

123

halfords

How did we do today?

We're keen to improve our services, so tell us what you think and we'll enter you in a prize draw to win £250.

Just visit
www.giveusasteer.com

NEWHAVEN
Unit C, The Drive
01273 515885
VAT Number: GB797077669
www.halfords.com

FOR VAN

SALE

783742 TWX Dash Matt Wipes	£3.49
VAT Amount	£0.58
Total	£3.49

A Premium Motoring Club Member could have saved £3.49 today

Cash	£5.00
Cash Change	£1.51

Store: 0867 Till: 001 Tran: 732498
Date: 21/06/2024 12:46:02

Item(s) Sold: 1
Item(s) Returned: 0

Please retain for your records



0 8 6 7 0 0 1 7 3 2 4 9 8 2 1 0 6 2 4

Thank you for shopping at
Halfords
Joshua served you today.

122

Sainsbury's

Good food for all of us

NEWHAVEN HARBOUR
01273 612036

Sainsbury's Supermarkets Ltd
6 Holborn London EC1N 2HT
www.sainsburys.co.uk
vat Number : 660 4548 36

EGG PYRMID 1/BAG £4.90

1 BALANCE DUE £4.90
CASH £5.00

CHANGE £0.10

MY NECTAR SUMMARY

MY NECTAR APP 3526012	
POINTS EARNED ON	£4.90
PREVIOUS POINTS BALANCE	586
POINTS EARNED	4
NEW POINTS BALANCE	590
YOUR POINTS ARE WORTH	£2.95

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
letuce-know.com



6292136073568700210624

#5687 12:53:49 21JUN2024
S2136 R73

Thank you for your visit.

121

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 £5.00

CHANGE £3.55

MY NECTAR SUMMARY

[C] **** * 3526012
POINTS EARNED ON £1.45
PREVIOUS POINTS BALANCE 583
POINTS EARNED 1
NEW POINTS BALANCE 584
YOUR POINTS ARE WORTH £2.92

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



6292136065766300180624

C #7663 12:17:36 18JUN2024
S2136 R65

Thank you for your visit.

118

Denton

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

*DOMESTOS £2.10
*DOMESTOS £2.10

2 BALANCE DUE £4.20
CASH £4.20

CHANGE £0.00

MY NECTAR SUMMARY

[C] **** * 3526012
POINTS EARNED ON £4.20
PREVIOUS POINTS BALANCE 575
POINTS EARNED 4
NEW POINTS BALANCE 579
YOUR POINTS ARE WORTH £2.89

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



6292136065363300110624

C #3633 10:49:51 11JUN2024
S2136 R65

Thank you for your visit.

119

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 £2.00

MY NECTAR SUMMARY
[C] **** * 3526012
POINTS EARNED ON £1.45
PREVIOUS POINTS BALANCE 579
POINTS EARNED 1
NEW POINTS BALANCE 580
YOUR POINTS ARE WORTH £2.90

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



6292136065422400120624

C #4224 10:47:14 12JUN2024
S2136 R65

Thank you for your visit.

120



Lewes District Council



Post Office Ltd.
CERTIFICATE OF POSTING

Ken Dry
Newhaven Town Council
18 Fort Road
Newhaven
East Sussex BN9 9QE

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

Posting date: 12/06/2024 12:45
Session ID: 3-385262
After last acceptance time? N

Destination Country UK (EU)
Address Validated? N
Signed For 1st £5.20
Large Letter
Weight 0.440 kg

Reference number
WD008730751GB

Building Name or Number Postcode
TOWN HALL BN214UG

Delivery aim: next working day. Proof of
delivery and signature at royalmail.com.

PLEASE REFER TO SEPARATE TERMS AND
CONDITIONS

For information about Royal Mail services,
please visit www.royalmail.com

PLEASE RETAIN AS YOUR PROOF OF POSTING
This is not a financial receipt
Thank You

PREPARED & SIGNED VERSION

Dear Mr. Dry

Eastside Recreation Ground - Grant Funding Agreeeme

By way of introduction, I am one of the lawyers at Lewes D
working with Anna Salmon on the preparation of the replac
project.

I understand that the grant document has been agreed so I
and enclosed the Grant Agreement in duplicate, for signature. Please note that I have
revised the District Council's address as this has recently changed to 6 High Street in
Lewes.

I would be grateful if you could arrange for both documents to be executed on behalf of
Newhaven Town Council.

Please do not date the documents but return them to me at the **Eastbourne** address
below and I will request that the agreement is executed on behalf of the Council. A copy
of the completed Grant will then be returned to you for your records.

If you have not already done so, please also forward your insurance details in accordance
with the grant requirements.

Posted 12/06/24

Lewes & Eastbourne Legal Services

(Acting for Lewes District Council and Eastbourne Borough Council)

Lewes District Council
6 High Street
Lewes BN7 2AD
www.lewes.gov.uk
01273 471600 DX: 3118 Lewes 1


Eastbourne Borough Council
Town Hall, Grove Road
Eastbourne BN21 4UG
www.eastbourne.gov.uk
01323 410000 DX: 6921 Eastbourne

Working in partnership with Eastbourne
Homes Limited

Bank Reconciliation Statement as at 30/06/2024
for Cashbook 4 - Base Rate Reward Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Base Rase Reward Account	30/06/2024		94,292.49
			<u>94,292.49</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			94,292.49
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			94,292.49
		Balance per Cash Book is :-	94,292.49
		Difference is :-	0.00

Signatory 1:

Name ALISON CAMPBELL Signed  Date 1/7/2024

Signatory 2:

Name CORINA WATTS Signed  Date 2/9/2024

Bank Reconciliation up to 30/06/2024 for Cashbook No 4 - Base Rate Reward Account

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
03/06/2024	4MAR/2JUN		1,258.69	1,258.69		R <input checked="" type="checkbox"/>	Receipt(s) Banked
19/06/2024	KD Top Up	82,000.00		82,000.00		R <input checked="" type="checkbox"/>	Current A/c
26/06/2024	Top Up AC	150,000.00		150,000.00		R <input checked="" type="checkbox"/>	Current A/c
		<u>232,000.00</u>	<u>1,258.69</u>				

Signatory 1:

Name ALISON CAMPBELL Signed  Date 1/7/2024

Signatory 2:

Name CORINA WATTS Signed  Date 2/9/2024

Today: 01 Jul 2024



MRS ALISON MARIAN CAMPBELL

Transactions

Business Premium ME

20-49-76 13831183

Available balance

£94,292.49

Last night's balance

£94,292.49

Overdraft limit

n/a

Showing 3 transactions between 03/06/2024 and 26/06/2024 from 01/06/2024 to 30/06/2024

Date	Description	Money in	Money out	Balance
26/06/2024	Funds Transfer 204976 60669288 TOP UP AC 260624 FT		-£150,000.00 ✗	£94,292.49
19/06/2024	Funds Transfer 204976 60669288 KD TOP UP 190624 FT		-£82,000.00 ✗	£244,292.49
03/06/2024	Credit Payment INTEREST PAID GROSS FOR PERIOD 4MAR/ 2JUN	£1,258.69 ✗		£326,292.49

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.

19 Jun 2024

MR Kenneth John Dry



We've transferred your money

Date transfer was set up

19 Jun 2024

Time transfer was set up

09:53:43 GMT

Transfer from

Rate Reward Acct

Barclays Bank UK PLC

20-49-76 13831183

Transfer to

BUSINESS FREE AUTO TRANS

Barclays Bank UK PLC

20-49-76 60669288

Reference

KD Top Up 190624

Amount

£82,000.00

We process transfers straight away as long as there's enough money in the account the money is being transferred from. If you set up your transfer on a weekend or bank holiday, we'll make the transfer on the next working day.

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

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

26 Jun 2024

MRS Alison Marian Campbell



We've transferred your money

Date transfer was set up

26 Jun 2024

Time transfer was set up

09:10:19 GMT

Transfer from

Business Premium ME

Barclays Bank UK PLC

20-49-76 13831183

Transfer to

BUSINESS FREE AUTO TRANS

Barclays Bank UK PLC

20-49-76 60669288

Reference

Top Up AC 260624

Amount

£150,000.00

We process transfers straight away as long as there's enough money in the account the money is being transferred from. If you set up your transfer on a weekend or bank holiday, we'll make the transfer on the next working day.

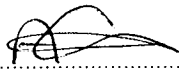
Barclays Bank UK PLC. is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and Prudential Regulation Authority (Financial Services Register No.759676).

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

**Bank Reconciliation Statement as at 30/06/2024
for Cashbook 5 - Credit Cards**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Card 1851 3279 KD	30/06/2024		0.00
Card 2597 1956 AC	30/06/2024		0.00
			0.00
<u>Unpresented Payments (Minus)</u>			<u>Amount</u>
25/06/2024 M2G-56438 DTW Tools & Machinery Ltd		510.31	
25/06/2024 107434 DTW Tools & Machinery Ltd		342.00	
25/06/2024 8898 Piggotts Flags & Branding Ltd		432.90	
25/06/2024 GB434N1YAB Amazon Marketplace UK		111.12	
25/06/2024 GB434N1Y2 Amazon Marketplace UK		111.12	
25/06/2024 GB43412ZAB Amazon Marketplace UK		16.45	
25/06/2024 GB43419FAB Amazon Marketplace UK		16.44	
26/06/2024 1041631757 B&Q Financial Services		44.95	
27/06/2024 56042 Playdale Playgrounds Ltd		76.70	
27/06/2024 131867161 Amazon Marketplace UK		450.00	
27/06/2024 1408575955 Amazon Marketplace UK		28.98	
28/06/2024 AJ71825068 Apple Retail UK Ltd		428.00	
			2,568.97
			-2,568.97
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			0.00
			-2,568.97
		Balance per Cash Book is :-	-2,568.97
		Difference is :-	0.00

Signatory 1:

Name ALISON CAMPBELL Signed  Date 1/7/2024

Signatory 2:

Name CORINA WATTS Signed  Date 2/9/2024

Bank Reconciliation up to 30/06/2024 for Cashbook No 5 - Credit Cards

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
16/05/2024	412464713	177.50		177.50		R <input checked="" type="checkbox"/>	Royal Mail Group Ltd ✓
22/05/2024	509655-1	142.40		142.40		R <input checked="" type="checkbox"/>	SLCC Enterprises Ltd ✓
24/05/2024	3ME28777UN	1,267.00		1,267.00		R <input checked="" type="checkbox"/>	Royal Mail Group Ltd ✓
23/06/2024	132759091	6.82		6.82		R <input checked="" type="checkbox"/>	Amazon Marketplace UK ✓
23/06/2024	693316305	12.99		12.99		R <input checked="" type="checkbox"/>	Amazon Marketplace UK ✓
25/06/2024	M2G-56438	510.31			510.31	<input type="checkbox"/>	DTW Tools & Machinery Ltd
25/06/2024	107434	342.00			342.00	<input type="checkbox"/>	DTW Tools & Machinery Ltd
25/06/2024	389821	356.00		356.00		R <input checked="" type="checkbox"/>	Toilets+ ✓
25/06/2024	8898	432.90			432.90	<input type="checkbox"/>	Piggotts Flags & Branding Ltd
25/06/2024	GB434N1YAB	111.12			111.12	<input type="checkbox"/>	Amazon Marketplace UK
25/06/2024	GB434N1Y2	111.12			111.12	<input type="checkbox"/>	Amazon Marketplace UK
25/06/2024	GB43412ZAB	16.45			16.45	<input type="checkbox"/>	Amazon Marketplace UK
25/06/2024	GB43419FAB	16.44			16.44	<input type="checkbox"/>	Amazon Marketplace UK
26/06/2024	1041631757	44.95			44.95	<input type="checkbox"/>	B&Q Financial Services
27/06/2024	56042	76.70			76.70	<input type="checkbox"/>	Playdale Playgrounds Ltd
27/06/2024	98952	75.62		75.62		R <input checked="" type="checkbox"/>	The Flag Shop ✓
27/06/2024	131867161	450.00			450.00	<input type="checkbox"/>	Amazon Marketplace UK
27/06/2024	1408575955	28.98			28.98	<input type="checkbox"/>	Amazon Marketplace UK
27/06/2024	GB42XIAAAB	22.99		22.99		R <input checked="" type="checkbox"/>	Amazon Marketplace UK ✓
27/06/2024	GB42NLBCAB	79.99		79.99		R <input checked="" type="checkbox"/>	Amazon Marketplace UK ✓
27/06/2024	BM20240500	156.00		156.00		R <input checked="" type="checkbox"/>	GMO GlobalSign Ltd ✓
27/06/2024	JUNE 2024		4,128.05	4,128.05		R <input checked="" type="checkbox"/>	Receipt(s) Banked ✓
28/06/2024	045740534	1,585.94		1,585.94		R <input checked="" type="checkbox"/>	Carpetright ✓
28/06/2024	AJ71825068	428.00			428.00	<input type="checkbox"/>	Apple Retail UK Ltd
28/06/2024	127163760	244.80		244.80		R <input checked="" type="checkbox"/>	Squarespace Ireland Limited ✓
		<u>6,697.02</u>	<u>4,128.05</u>				

Signatory 1:

Name ALISON CAMPBELL Signed  Date 1/7/2024

Signatory 2:

Name CORINA WATTS Signed  Date 2/9/2024

SUMMARY FOR NEWHAVEN TOWN COUNCIL

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

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



Card No. DD Bacs
Date 27/6/2024
Amount £4128.05
Officer [Signature]
Councillors [Signature]

Company reference: 5476760289527536
Statement date: 2 June 2024
Page number: 1 of 4
Monthly spend limit: £8,000.00

Date of previous statement: 2 May 2024
Previous balance: £519.84
Payment received: £519.84 CR
Total of charges and adjustments: £0.00
Total of new spending: £4,128.05
New balance: £4,128.05
Minimum payment: £41.28
Payment due by: 27 June 2024
Available to spend: £3,871.95

Total cashback earned this month (£): 0.00
Total cashback earned since anniversary (£): 0.00
Cashback redeemed (£): 0.00

Payment instructions

Thank you for using Barclaycard Commercial. Your bank account 6****288 at 20 -**- 76 will be debited with the agreed payment or the minimum payment (whichever is greater) on or immediately after 27 June 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 : £135.13

Balance	Value	Monthly Rate	Estimated Interest*	Expiry Date
PURCHASE	4,128.05	2.050%	135.13	
CASH	0.00	2.429%	0.00	
Totals	£4,128.05		£135.13	

Paid in by and date

bank giro credit ABC

4 128 .05

4 1 .28

5 476760289527536

27 June 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 007179 BBA2896A 15116
MR KENNETH DRY
NEWHAVEN TOWN COUNCIL
18 FORT ROAD
NEWHAVEN
BN9 9QE



Barclays Bank PLC
Automated Bulk Credit Clearing
Barclaycard
Commercial
04-06

Total Cash *
Cheques +

£	

25-16-29

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

<5476760289527536< 251629+< 73 X

25 JUN 2024
202

1/3

1/2

011170 BBA2896A Page 1 of 3

11100 0011100

Summary Box

The information contained in this table summarises the key product features not displayed elsewhere on the statement and is not intended to replace any terms and conditions.

Interest Free Period	Maximum of 56 days for purchases if you pay your balance in full and on time each month.							
Interest Charging Information	<p>The periods over which interest is charged are as follows:</p> <p>Purchases - If the balance is not repaid in full, interest on the outstanding balance is charged from the date the transaction is charged to your account (posting date) until payment is received.</p> <p>Cash withdrawals - From the date the transaction is charged to your account (posting date) until it is paid in full.</p> <p>If your balance is not paid in full, interest will be charged on the total balance, not just on the outstanding balance after payment.</p> <p>Interest will be charged daily. By repaying more of your balance, or by making your repayments sooner, you will pay less interest.</p>							
Allocation of payments	If you do not pay your balance in full we will apply payments we receive to reduce higher interest rate balances before lower interest rate balances. For further details, please refer to your credit card terms and conditions.							
Minimum repayment	<p>You must pay at least the minimum payment every month. This will be the higher of:</p> <ul style="list-style-type: none"> • £5, or the full balance if less than £5 • an amount equal to any interest, account fees or Default Charges added to your Account since your last statement plus 1% of the statement balance excluding interest billed that month. <p>If you only make your minimum repayment each month it will take you longer and cost you more to clear your balance.</p>							
Fees	<p>We will charge an annual fee, per card, at account opening and on each anniversary of your account opening.</p> <table border="0"> <tr> <td>Gold Card with Introductory Balance Transfer</td> <td>£0.00</td> </tr> <tr> <td>Gold Card</td> <td>£32.00</td> </tr> <tr> <td>Platinum Card</td> <td>£78.00</td> </tr> </table>		Gold Card with Introductory Balance Transfer	£0.00	Gold Card	£32.00	Platinum Card	£78.00
Gold Card with Introductory Balance Transfer	£0.00							
Gold Card	£32.00							
Platinum Card	£78.00							
Charges	<table border="0"> <tr> <td>Cash fee</td> <td>3% (min. £3)</td> </tr> <tr> <td>Copies of statements</td> <td>£3.00</td> </tr> <tr> <td>Copies of transactions</td> <td>£5.00</td> </tr> </table>		Cash fee	3% (min. £3)	Copies of statements	£3.00	Copies of transactions	£5.00
Cash fee	3% (min. £3)							
Copies of statements	£3.00							
Copies of transactions	£5.00							
Foreign Usage	Payment Scheme Exchange Rate	<p>Depending on your card type, rates can be found at either:</p> <ul style="list-style-type: none"> • Visa: http://www.visaeurope.com/en/cardholders/exchange_rates.aspx • MasterCard: https://www.mastercard.com/global/currencyconversion/index.html 						
	<p>One or more of the following may apply:</p> <table border="0"> <tr> <td>Non Sterling transaction fee (no minimum)</td> <td>2.99% of transaction</td> </tr> <tr> <td>Cash Fee</td> <td>3% (min. £3)</td> </tr> </table>	Non Sterling transaction fee (no minimum)	2.99% of transaction	Cash Fee	3% (min. £3)			
Non Sterling transaction fee (no minimum)	2.99% of transaction							
Cash Fee	3% (min. £3)							
Default Charges	<table border="0"> <tr> <td>Late payment</td> <td>£12</td> </tr> <tr> <td>Over credit limit</td> <td>£12</td> </tr> <tr> <td>Returned payment</td> <td>£12</td> </tr> </table> <p>You can avoid paying additional charges by staying within your credit limit and ensuring that your monthly payments are received on time.</p>		Late payment	£12	Over credit limit	£12	Returned payment	£12
Late payment	£12							
Over credit limit	£12							
Returned payment	£12							

Estimated interest
(as shown on the front of your statement)

This is an estimate of next month's interest, based on the minimum payment reaching us on the payment due date. It is for guidance only and could vary, depending on a number of factors including when your payment reaches us, the amount that you repay and if there is a change to your interest rate (please refer to your Terms and Conditions for details of these changes).

For full details of your account please see your Credit Card Agreement.

This information is available in large print, Braille or audio format by calling 0800 008 008.

Barclaycard is a trading name of Barclays Bank PLC. Barclays Bank PLC is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority (Financial Services Register number: 122702). Registered in England No: 1026167. Registered Office: 1 Churchill Place, London E14 5HP.

SUMMARY FOR NEWHAVEN TOWN COUNCIL

Company reference: 5476760289527536
 Statement date: 2 June 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				519.84
Total of payment, charges and adjustments				£0.00
28 May 2024	DIRECT DEBIT PAYMENT THANK YOU			519.84 CR
New balances by individual cardholder				
Name	Card number	Monthly spend limit	Balance	
A M CAMPBELL	5476 7600 2597 1956	4,000	3,972.05	
K DRY	5476 7609 1851 3279	4,000	156.00	
Total cardholder expenditure				£4,128.05
New balance				£4,128.05

How to switch your Barclaycard
 If your current Barclaycard business card is no longer right for your business, you can change to one of our other cards, subject to eligibility. You can see all our cards and use our card selector tool to find the right one for your business at barclaycard.co.uk/business/cards/card-selector

2/3
 HIZ
 U11176 BBAZ886A Page 2 of 3

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 June 2024
Page number: 3 of 4
Monthly spend limit: £4,000.00

Date	Description	Amount
5 May 2024 060582305094	SQUARESPACE 127163760 NEW YORK NY COMPUTER AND DATA PROCESSING SERVICES	244.80 ✕
7 May 2024 080517979674	Carptright Limited Purfleet GBR FURNITURE, HOME FURNISHINGS AND EQUIPMENT STORES	1,585.94 ✕
16 May 2024 170505272464	ROYAL MAIL ONLINE SHOP INTERNET GBR POSTAGE STAMPS	177.50 ✕
21 May 2024 220555184224	THE FLAG SHOP LTD CHESTERFIELD GBR MISCELLANEOUS AND RETAIL STORES	75.62 ✕
22 May 2024 230552692014	AMZNBUSINESS*HY03Z1394 amazon.co.uk LUX MISCELLANEOUS AND RETAIL STORES	79.99 ✕
22 May 2024 230555184224	SLCC ENTERPRISES LTD TAUNTON GBR SCHOOLS AND EDUCATIONAL SERVICES NOT ELSEWHERE CLASSIFIED	142.40 ✕
23 May 2024 240585383904	AMAZON* AC 23.5.24 LONDON LND MISCELLANEOUS GENERAL MERCHANDISE STORES	6.82 ✕
23 May 2024 240585383904	AMAZON* AC 23.5.24 LONDON LND MISCELLANEOUS GENERAL MERCHANDISE STORES	12.99 ✕
23 May 2024 240552692014	AMZNBUSINESS*HY8GO0PI4 amazon.co.uk LUX MISCELLANEOUS AND RETAIL STORES	22.99 ✕
24 May 2024 270585383904	TOILETS+ NORFOLK LND BUSINESS SERVICES NOT ELSEWHERE CLASSIFIED	356.00 ✕
24 May 2024 270581402254	PAYPAL *ROYALMAILGR 03452660858 GBR COURIER SERVICES-AIR OR GROUND,FREIGHT FORWARDERS	1,267.00 ✕
11 new purchases / cash advances. Total of spending.		£3,972.05

G 007179 BBA2896A 15116
MRS A M CAMPBELL
NEWHAVEN TOWN COUNCIL
18 FORT ROAD
NEWHAVEN
BN9 9QE

STATEMENT FOR K DRY

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

Company reference: 5476760289527536
 Card number: 5476760918513279
 Statement date: 2 June 2024
 Page number: 4 of 4
 Monthly spend limit: £4,000.00

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

Date	Description	Amount
9 May 2024 150585481474	GMO GLOBALSIGN LIM MAIDSTONE COMPUTER NETWORK/INFORMATION SERVICES	156.00
1 new purchases / cash advances. Total of spending.		£156.00

G 007179 BBA2896A 15116
 MR K DRY
 NEWHAVEN TOWN COUNCIL
 18 FORT ROAD
 NEWHAVEN
 BN9 9QE

Reconciliation Summary

Month: July 2024

	AMOUNT	EXAMINER
CASHBOOK 1 Current Acct 60669288	£67,872.00	<i>C. Watts</i>
CASHBOOK 2 B. Prem Acct 20669253	£977,521.64	<i>C. Watts</i>
CASHBOOK 3 Petty Cash	£89.56	<i>C. Watts</i>
CASHBOOK 4 R.Reward Acct 13831183	£94,292.49	<i>C. Watts</i>
CASHBOOK 5 Credit Cards	£ 0	<i>C. Watts</i>
Petty Cash On-Site	£89.56	<i>C. Watts</i>
Staff Salary Payment	£8644.69	<i>C. Watts</i>
HMRC Remittance	£2954.24	<i>C. Watts</i>
ESCC Pension Remittance	£3363.24	<i>C. Watts</i>

Reported to Full Council:-

/ / 20

Resolved/Noted as

Correct:-

Y/N

Chairmans Signature:-


**Bank Reconciliation Statement as at 31/07/2024
for Cashbook 1 - Current A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current A/c	31/07/2024		67,872.00
			<u>67,872.00</u>
<u>Unpresented Payments (Minus)</u>			<u>Amount</u>
13/03/2024 114035	ESALC Ltd		96.00
26/03/2024 114108	National Association of Local		51.71
27/06/2024 114155	MAD Bonfire Society		6,000.00
29/07/2024 TW 30.7.24	Anne Moore - Tree Warden		60.28
			<u>6,207.99</u>
			61,664.01
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			61,664.01
		Balance per Cash Book is :-	61,664.01
		Difference is :-	0.00

Signatory 1:

Name ALISON CAMPBELL Signed  Date 1/8/2024

Signatory 2:

Name CORINA WATTS Signed  Date 6/9/2024

Bank Reconciliation up to 31/07/2024 for Cashbook No 1 - Current A/c

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
13/03/2024	114035	96.00			96.00	<input type="checkbox"/>	ESALC Ltd
26/03/2024	114108	51.71			51.71	<input type="checkbox"/>	National Association of Local
23/04/2024	114122	30.00		30.00		R <input checked="" type="checkbox"/>	Just Get It Done
21/05/2024	114150	96.00		96.00		R <input checked="" type="checkbox"/>	ESALC Ltd
23/05/2024	114152	40.00		40.00		R <input checked="" type="checkbox"/>	Newhaven Chamber of Commerce
11/06/2024	114153	570.00		570.00		R <input checked="" type="checkbox"/>	Candy Dewdney
11/06/2024	114154R	570.00		570.00		R <input checked="" type="checkbox"/>	Clare Dewdney
26/06/2024	L34202	27,602.24		27,602.24		R <input checked="" type="checkbox"/>	Blakedown Landscapes (SE) Ltd
26/06/2024	L34202/2	50,000.00		50,000.00		R <input checked="" type="checkbox"/>	Blakedown Landscapes (SE) Ltd
27/06/2024	114155	6,000.00			6,000.00	<input type="checkbox"/>	MAD Bonfire Society
27/06/2024	114156	3,500.00		3,500.00		R <input checked="" type="checkbox"/>	Culture Connect Project CIC
01/07/2024	002059	1,605.20		1,605.20		R <input checked="" type="checkbox"/>	Computer-Eyez (South) Ltd
01/07/2024	May/June24	417.77		417.77		R <input checked="" type="checkbox"/>	Trade UK Account
01/07/2024	100787757	247.00		247.00		R <input checked="" type="checkbox"/>	Lewes District Council
01/07/2024	100787964	205.00		205.00		R <input checked="" type="checkbox"/>	Lewes District Council
01/07/2024	100789027	87.00		87.00		R <input checked="" type="checkbox"/>	Lewes District Council
01/07/2024	100789030	403.00		403.00		R <input checked="" type="checkbox"/>	Lewes District Council
01/07/2024	100899386	125.00		125.00		R <input checked="" type="checkbox"/>	Lewes District Council
01/07/2024	101247911	384.00		384.00		R <input checked="" type="checkbox"/>	Lewes District Council
01/07/2024	01062242	216.16		216.16		R <input checked="" type="checkbox"/>	SSE
01/07/2024	34177		66.00	66.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
01/07/2024	34178		305.00	305.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
02/07/2024			485.00	485.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
02/07/2024	34180		786.80	786.80		R <input checked="" type="checkbox"/>	Receipt(s) Banked
02/07/2024	34184		1,547.96	1,547.96		R <input checked="" type="checkbox"/>	Receipt(s) Banked
03/07/2024	34183		68.40	68.40		R <input checked="" type="checkbox"/>	Receipt(s) Banked
03/07/2024	34189		102.60	102.60		R <input checked="" type="checkbox"/>	Receipt(s) Banked
03/07/2024	34181		63.00	63.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
03/07/2024	34186		129.00	129.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
04/07/2024	34182		310.80	310.80		R <input checked="" type="checkbox"/>	Receipt(s) Banked
05/07/2024	JUNE 24	37.42		37.42		R <input checked="" type="checkbox"/>	Barclays Bank
05/07/2024	114157	100.00		100.00		R <input checked="" type="checkbox"/>	Petty Cash
05/07/2024	411800x5	779.15		779.15		R <input checked="" type="checkbox"/>	Pyrotec Fire Protection Ltd
05/07/2024	165412	130.00		130.00		R <input checked="" type="checkbox"/>	Natural England
05/07/2024	929	6,240.00		6,240.00		R <input checked="" type="checkbox"/>	Diversity Environmental Consul
05/07/2024	2400/176	1,176.00		1,176.00		R <input checked="" type="checkbox"/>	Wynnes & Seaford Fencing
05/07/2024	2634/10039	3,898.08		3,898.08		R <input checked="" type="checkbox"/>	TerraFirma Landscape Architect
05/07/2024	4329	2,376.00		2,376.00		R <input checked="" type="checkbox"/>	Countrymans Contractors Ltd
05/07/2024	SDE001	1,566.60		1,566.60		R <input checked="" type="checkbox"/>	Covert Protection
05/07/2024	1060	200.00		200.00		R <input checked="" type="checkbox"/>	Jamie Crawford Storyteller
08/07/2024	HMRC VAT		46,477.90	46,477.90		R <input checked="" type="checkbox"/>	Receipt(s) Banked
09/07/2024	2xHistory		10.00	10.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
10/07/2024	0172392106	19.36		19.36		R <input checked="" type="checkbox"/>	Barclaycard Payments Ltd
11/07/2024	34191		570.00	570.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
11/07/2024	34174		207.00	207.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
12/07/2024	5132	13.50		13.50		R <input checked="" type="checkbox"/>	Pipers News
15/07/2024	RI00121435	549.00		549.00		R <input checked="" type="checkbox"/>	Arval UK Limited
15/07/2024	5335460	18.44		18.44		R <input checked="" type="checkbox"/>	Business Stream

Bank Reconciliation up to 31/07/2024 for Cashbook No 1 - Current A/c

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
15/07/2024	36199	79.99		79.99		R <input checked="" type="checkbox"/>	Advo Payroll
15/07/2024	6256176	9,739.29		9,739.29		R <input checked="" type="checkbox"/>	Lewes District Council
15/07/2024	34185		77.40	77.40		R <input checked="" type="checkbox"/>	Receipt(s) Banked
17/07/2024	ESCC 6.24	3,798.54		3,798.54		R <input checked="" type="checkbox"/>	Pension ESCC
17/07/2024	KI016F62D9	97.94		97.94		R <input checked="" type="checkbox"/>	E-On Energy Solutions Ltd
17/07/2024	KI-60F9407	63.13		63.13		R <input checked="" type="checkbox"/>	E-On Energy Solutions Ltd
17/07/2024	KICB778D50	69.48		69.48		R <input checked="" type="checkbox"/>	E-On Energy Solutions Ltd
17/07/2024	ERR ESCC	-3,798.54		-3,798.54		R <input checked="" type="checkbox"/>	Pension ESCC
17/07/2024	ESCC6.24C	3,363.24		3,363.24		R <input checked="" type="checkbox"/>	Pension ESCC
18/07/2024	VI1970696	36.00		36.00		R <input checked="" type="checkbox"/>	Investec Asset Finance PLC
18/07/2024	34195		225.00	225.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
19/07/2024	FLLB566467	257.82		257.82		R <input checked="" type="checkbox"/>	BNP Paribas Leasing Solutions
19/07/2024	KI-A700C35	78.74		78.74		R <input checked="" type="checkbox"/>	E-On Energy Solutions Ltd
19/07/2024	V022458395	93.43		93.43		R <input checked="" type="checkbox"/>	EE
19/07/2024			50.40	50.40		R <input checked="" type="checkbox"/>	Receipt(s) Banked
19/07/2024			570.00	570.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
22/07/2024	HMRC JUN24	2,954.24		2,954.24		R <input checked="" type="checkbox"/>	PAYE Payments
22/07/2024	3193116	268.17		268.17		R <input checked="" type="checkbox"/>	Premier Managed Technologies G
22/07/2024	5355568	616.57		616.57		R <input checked="" type="checkbox"/>	Business Stream
23/07/2024	1-01356342	49.40		49.40		R <input checked="" type="checkbox"/>	ENGIE Gas Limited
23/07/2024	1-01356343	141.15		141.15		R <input checked="" type="checkbox"/>	ENGIE Gas Limited
23/07/2024	KI-FE7E4DA	101.36		101.36		R <input checked="" type="checkbox"/>	E-On Energy Solutions Ltd
24/07/2024	5366601	120.58		120.58		R <input checked="" type="checkbox"/>	Business Stream
24/07/2024	5364898	101.26		101.26		R <input checked="" type="checkbox"/>	Business Stream
24/07/2024	SS JULY 24	8,644.69		8,644.69		R <input checked="" type="checkbox"/>	Staff Salaries
24/07/2024	34123		510.00	510.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
25/07/2024	34175		626.94	626.94		R <input checked="" type="checkbox"/>	Receipt(s) Banked
29/07/2024	1203178	209.20		209.20		R <input checked="" type="checkbox"/>	SSE
29/07/2024	July 24	3,162.67		3,162.67		R <input checked="" type="checkbox"/>	Credit Cards
29/07/2024	TW 30.7.24	60.28			60.28	<input type="checkbox"/>	Anne Moore - Tree Warden
29/07/2024	34201		2,186.00	2,186.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
29/07/2024	34202		103.20	103.20		R <input checked="" type="checkbox"/>	Receipt(s) Banked
29/07/2024	34194		225.00	225.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
29/07/2024	34173		980.10	980.10		R <input checked="" type="checkbox"/>	Receipt(s) Banked
30/07/2024	34172		75.00	75.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
31/07/2024	34188		120.00	120.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
		139,658.26	56,878.50				

Signatory 1:

Name AUSON CAMPBELL Signed  Date 1/8/2024

Signatory 2:

Name Signed Date

Today: 01 Aug 2024

Val



MRS ALISON MARIAN CAMPBELL

Transactions

BUSINESS FREE AUTO TRANS

20-49-76 60669288

Available balance	£61,897.99
Last night's balance	£67,872.00
Overdraft limit	£0.00

Showing 75 transactions between 01/07/2024 and 31/07/2024 from 01/07/2024 to 31/07/2024

Date	Description	Money in	Money out	Balance
31/07 /2024	Counter Credit NEWHAVEN & SEAFORD NEWHAVEN TOWN COUN BG C	£120.00 ✓		£67,872.00
31/07 /2024	Remittance POST OFFICE CREDIT 100756 REM	£2,909.60 ✓		£67,752.00
29/07 /2024	Counter Credit EDWARDS K 34172 BGC	£75.00 ✓		£64,842.40
29/07 /2024	Funds Transfer 204976 20669253 LDC - INV 34173 FT	£980.10 ✓		£64,767.40
29/07 /2024	Direct Debit SSE ENERGY SUPPLY 0047362-DD00560492 DD R		-£209.20 ✓	£63,787.30
29/07 /2024	Direct Debit BCARD COMMERCIAL 5476760289527536 DDR		-£3,162.67 ✓	£63,996.50
29/07 /2024	Counter Credit THE CO-OPERATIVE 50021635 BGC	£225.00 ✓		£67,159.17
26/07 /2024	Cheque 114152 114152		-£40.00 ✓	£66,934.17

25/07 /2024	Counter Credit THE PCC FOR SUSSEX SPA1 2000378885 K BGC	£626.94 ✓	£66,974.17
24/07 /2024	Counter Credit Powney Lisa 34123 BGC	£510.00 ✓	£66,347.23
24/07 /2024	Direct Debit NEWHAVEN TOWN BACS DDR	-£8,644.69 ✓	£65,837.23
24/07 /2024	Direct Debit SCOTTISH WATER BUS 27452786 DDR	-£101.26 ✓	£74,481.92
24/07 /2024	Direct Debit SCOTTISH WATER BUS 27154587 DDR	-£120.58 ✓	£74,583.18
23/07 /2024	Direct Debit E.ON NEXT LTD A-FE7E4DA4-001 DDR	-£101.36 ✓	£74,703.76
23/07 /2024	Direct Debit ENGIE GAS 10328543001 DDR	-£141.15 ✓	£74,805.12
23/07 /2024	Direct Debit ENGIE GAS 10328542001 DDR	-£49.40 ✓	£74,946.27
22/07 /2024	Direct Debit SCOTTISH WATER BUS 27368914 DDR	-£616.57 ✓	£74,995.67
22/07 /2024	Direct Debit PREMIER MANAGED TE ONEW02 DDR	-£268.17 ✓	£75,612.24
22/07 /2024	Direct Debit NEWHAVEN TOWN BACS DDR	-£2,954.24 ✓	£75,880.41
19/07 /2024	Direct Debit E.ON NEXT LTD A-A700C35C-001 DDR	-£78.74 ✓	£78,834.65
19/07 /2024	Direct Debit BNP PARIBAS LEASIN A1D67196 V2321830 DDR	-£257.82 ✓	£78,913.39
19/07 /2024	Direct Debit EE LIMITED Q29509271536698260 DD R	-£93.43 ✓	£79,171.21
18/07 /2024	Counter Credit TILLEYS STONEMASON INV 34195 BGC	£225.00 ✓	£79,264.64

18/07 /2024	Direct Debit INVESTEC ASSET FIN 5023204-120222618 DDR		-£36.00 ✓	£79,039.64
17/07 /2024	Direct Debit E.ON NEXT LTD A-CB778D50-001 DDR		-£69.48 ✓	£79,075.64
17/07 /2024	Direct Debit E.ON NEXT LTD A-60F9407A-001 DDR		-£63.13 ✓	£79,145.12
17/07 /2024	Direct Debit E.ON NEXT LTD A-016F62D9-001 DDR		-£97.94 ✓	£79,208.25
17/07 /2024	Direct Debit NEWHAVEN TOWN BACS DDR		-£3,363.24 ✓	£79,306.19
15/07 /2024	Counter Credit HIBBERT S Hibbert 34185 BGC	£77.40 ✓		£82,669.43
15/07 /2024	Direct Debit LEWES DISTRICT COU 300286 DDR		-£9,739.29 ✓	£82,592.03
15/07 /2024	Direct Debit ADVO PAY NEWHTC DDR		-£79.99 ✓	£92,331.32
15/07 /2024	Direct Debit SCOTTISH WATER BUS 29821242 DDR		-£18.44 ✓	£92,411.31
15/07 /2024	Direct Debit ARVAL UK LTD NE3560 DDR		-£549.00 ✓	£92,429.75
15/07 /2024	Cheque 114156 114156		-£3,500.00 ✓	£92,978.75
12/07 /2024	Direct Debit PIPERS NEWS STORES PIPERS15791 DDR		-£13.50 ✓	£96,478.75
11/07 /2024	Counter Credit HOWARDS FIRE PROTE 34174 BGC	£207.00 ✓		£96,492.25
11/07 /2024	Counter Credit JACQUELINE PARKER 34191 BGC	£570.00 ✓		£96,285.25
10/07 /2024	Counter Credit BCARD1723921090724 BGC BCARD1723921090724 B GC	£10.00 ✓		£95,715.25

/2024	114150 114150		-£96.00 ✓	£65,310.16
04/07 /2024	Cheque 114122 114122		-£30.00 ✓	£65,406.16
03/07 /2024	Cash Deposit POST OFFICE KEN 03JUL 14.26 ATM	£63.00 ✓		£65,436.16
03/07 /2024	Counter Credit The Unity Coach Lt 34189 BGC	£102.60 ✓		£65,373.16
03/07 /2024	Funds Transfer VAUGHAN J A PHOENIX DRUMMERS FT	£68.40 ✓		£65,270.56
03/07 /2024	Bill Payment BLAKEDOWN LANDSCAP L34202 NTC2 BBP		-£37,602.24 ✓	£65,202.16
02/07 /2024	Bill Payment BLAKEDOWN LANDSCAP L34202 NTC1 BBP		-£40,000.00 ✓	£102,804.40
02/07 /2024	Funds Transfer NORCROSS DANC NORCROSS-JUNE FT	£1,547.96 ✓		£142,804.40
02/07 /2024	Counter Credit N.I.P.P.E.R.S. RENT BGC	£786.80 ✓		£141,256.44
02/07 /2024	Cheque 114153 114153		-£570.00 ✓	£140,469.64
02/07 /2024	Cheque 114154 114154		-£570.00 ✓	£141,039.64
02/07 /2024	Counter Credit THE CO-OPERATIVE 50021635 BGC	£485.00 ✓		£141,609.64
01/07 /2024	Funds Transfer PARSONS CG 34178 FT	£305.00 ✓		£141,124.64
01/07 /2024	Counter Credit JAMIL M N 34177 BGC	£66.00 ✓		£140,819.64
01/07 /2024	Direct Debit SSE ENERGY SUPPLY 0047362-DD00514098 DD R		-£216.16 ✓	£140,753.64

10/07 /2024	Direct Debit BARCLAYCARD BCD01723921300624 DDR	-£19.36 ✓	£95,705.25
08/07 /2024	Remittance POST OFFICE CREDIT 100755 REM	£310.80 ✓	£95,724.61
08/07 /2024	Counter Credit HMRC VAT 191895712 BGC	£46,477.90 ✓	£95,413.81
05/07 /2024	Bill Payment JAMIE CRAWFORD STO 1060 NTC BBP	-£200.00 ✓	£48,935.91
05/07 /2024	Bill Payment COVERT PROTECTION SDE001 BBP	-£1,566.60 ✓	£49,135.91
05/07 /2024	Bill Payment COUNTRYMANS CONTRA SI-4329 NTC BBP	-£2,376.00 ✓	£50,702.51
05/07 /2024	Bill Payment THE TERRAFIRMA CON 2364/10039 NTC BBP	-£3,898.08 ✓	£53,078.51
05/07 /2024	Bill Payment RJ + AS JESTY TRAD 2400/176 NTC BBP	-£1,176.00 ✓	£56,976.59
05/07 /2024	Bill Payment DIVERSITY ENVIRONM INV929 BBP	-£6,240.00 ✓	£58,152.59
05/07 /2024	Bill Payment NATURAL ENGLAND 165412 NTC BBP	-£130.00 ✓	£64,392.59
05/07 /2024	Bill Payment PYROTEC FIRE PROTE 4114800/1/2/3/6NTC BB P	-£779.15 ✓	£64,522.59
05/07 /2024	Cheque 114157 CHQ	-£100.00 ✓	£65,301.74
05/07 /2024	Credit Payment CHARGES COMMISSION FOR PERIOD 13MAY/12JUN ***** *****	-£37.42 ✓	£65,401.74
04/07 /2024	Remittance POST OFFICE CREDIT 100754 REM	£129.00 ✓	£65,439.16
04/07	Cheque		

01/07 /2024	Direct Debit LEWES DISTRICT COU 101247911 DDR <i>NTCO - N101624639018</i>	-£384.00 ✓	£140,969.80
01/07 /2024	Direct Debit LEWES DISTRICT COU 100899386 DDR <i>ES - N101626909900</i>	-£125.00 ✓	£141,353.80
01/07 /2024	Direct Debit LEWES DISTRICT COU 100789030 DDR <i>CEM - N101625909010</i>	-£403.00 ✓	£141,478.80
01/07 /2024	Direct Debit LEWES DISTRICT COU 100789027 DDR <i>LRD - N101625909001</i>	-£87.00 ✓	£141,881.80
01/07 /2024	Direct Debit LEWES DISTRICT COU 100787964 DDR <i>MH - N101624609000</i>	-£205.00 ✓	£141,968.80
01/07 /2024	Direct Debit LEWES DISTRICT COU 100787757 DDR <i>DENTON - N101623860003</i>	-£247.00 ✓	£142,173.80
01/07 /2024	Direct Debit SCREWFIX DIRECT LT 6331640012255717 DDR	-£417.77 ✓	£142,420.80
01/07 /2024	Direct Debit COMPUTER EYEZ LTD EYEZ0002059 DDR	-£1,605.20 ✓	£142,838.57

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.

BANK COPY

BARCLAYS BANK UK PLC

BRANCH 20-27-91 18
EASTBOURNE TERMINUS ROAD

20-49-76
60669288

TIMED AT 09:54 ON 05/07/2024

WITHDRAWAL GBP 100.00

ISN	Serial	Narrative
5977386964	114157	

IDV Data

EU Photocard Driving Licence
Country:
Licence Number:

SRS Mandate

NEWHAVEN TOWN COUNCIL

FORT ROAD
NEWHAVEN

MID: 1723921

TID: 38286566

AID: A0000000041010

Debit Mastercard

MASTERCARD DEBIT

**** * 5444

START 07/22 EXP 11/24

CONTACTLESS PAN.SEQ 0

SALE

MERCHANT COPY

AMOUNT £10.00

No CVM Used

13:31:49 09/07/24

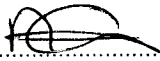
AUTH CODE: 482791

RECEIPT 0076

Bank Reconciliation Statement as at 31/07/2024
for Cashbook 2 - Business Premium

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Premium Account	31/07/2024		977,521.64
			<u>977,521.64</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			977,521.64
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			977,521.64
		Balance per Cash Book is :-	977,521.64
		Difference is :-	0.00

Signatory 1:

Name ALISON CAMPBELL Signed  Date 1/8/2024

Signatory 2:

Name CORINA WATTS Signed  Date 6/9/2024

sal

Today: 31 Jul 2024



MRS ALISON MARIAN CAMPBELL

Transactions

Business Premium ME

20-49-76 20669253

Available balance	£977,521.64
Last night's balance	£977,521.64
Overdraft limit	n/a

Showing 2 transactions between 05/07/2024 and 29/07/2024 from 01/07/2024 to 31/07/2024

Date	Description	Money in	Money out	Balance
29/07/2024	Funds Transfer 204976 60669288 LDC - INV 34173 FT		-£980.10 ✓	£977,521.64
05/07/2024	Counter Credit LEWES DISTRICT COU 100219 BGC	£980.10 ✓		£978,501.74

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.

29 Jul 2024

MRS Alison Marian Campbell



We've transferred your money

Date transfer was set up

29 Jul 2024

Time transfer was set up

10:56:25 GMT

Transfer from

Business Premium ME

Barclays Bank UK PLC

20-49-76 20669253

Transfer to

BUSINESS FREE AUTO TRANS

Barclays Bank UK PLC

20-49-76 60669288

Reference

LDC - INV 34173

Amount

£980.10

We process transfers straight away as long as there's enough money in the account the money is being transferred from. If you set up your transfer on a weekend or bank holiday, we'll make the transfer on the next working day.

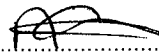
Barclays Bank UK PLC. is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and Prudential Regulation Authority (Financial Services Register No.759676).

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


Bank Reconciliation Statement as at 31/07/2024
for Cashbook 3 - Petty Cash

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	31/07/2024		89.56
			<u>89.56</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			89.56
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			89.56
		Balance per Cash Book is :-	89.56
		Difference is :-	0.00

Signatory 1:

Name ALISON CAMPBELL Signed  Date 1/8/2024

Signatory 2:

Name CORINA WATTS Signed  Date 6/9/2024

Bank Reconciliation up to 31/07/2024 for Cashbook No 3 - Petty Cash

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
01/07/2024	124	1.65		1.65		R <input checked="" type="checkbox"/>	Co-op Food
04/07/2024	125	22.98		22.98		R <input checked="" type="checkbox"/>	Shepherds
05/07/2024	126	1.40		1.40		R <input checked="" type="checkbox"/>	The Beacon Centre
05/07/2024	114157		100.00	100.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
08/07/2024	127	1.20		1.20		R <input checked="" type="checkbox"/>	Sainsburys S'Markets
11/07/2024	128	1.35		1.35		R <input checked="" type="checkbox"/>	Co-op Food
12/07/2024	129	5.05		5.05		R <input checked="" type="checkbox"/>	Sainsburys S'Markets
16/07/2024	130	1.65		1.65		R <input checked="" type="checkbox"/>	Co-op Food
19/07/2024	131	13.94		13.94		R <input checked="" type="checkbox"/>	B & Q
19/07/2024	132	10.25		10.25		R <input checked="" type="checkbox"/>	Range
26/07/2024	133	1.65		1.65		R <input checked="" type="checkbox"/>	Co-op Food
		<u>61.12</u>	<u>100.00</u>				

Signatory 1:

Name ALISON CAMPBELL Signed  Date 1/8/2024

Signatory 2:

Name CORINA WATTS Signed  Date 6/9/2024



124

Store: Newhaven, Fort Road
Tel: TBC

Qty	Item	Price	Total
1	CP SEMI-SKIM MLK	£1.65	£1.65 B
	BALANCE DUE	£1.65	
	CASH	£2.00	
	CHANGE DUE	£0.35	

Co-op Members always save more,
and they help us support local
communities too.

Join us today - download the
Co-op App, ask in store or visit
coop.co.uk/membership

Thank you for shopping at Co-op.

Op Till Store Date Time Txn
503 2 4130 01/07/24 10:25:00 4651

You were served by Dianna



128

Store: Newhaven, Fort Road
Tel: TBC

Qty	Item	Price	Total
1	CP 2PINT SEMI S	£1.35	£1.35 B
	BALANCE DUE	£1.35	
	CASH	£1.50	
	CHANGE DUE	£0.15	

Co-op Members always save more,
and they help us support local
communities too.

Join us today - download the
Co-op App, ask in store or visit
coop.co.uk/membership

Thank you for shopping at Co-op

Op Till Store Date Time Txn
1204 3 4130 1/07/24 08:56:35 5600

You were served by Jimmy

Jim

Sainsbury's

127

Good food for all of us
NEWHAVEN HARBOUR
01273 612036

Sainsbury's Supermarkets Ltd
33 Holborn London EC1N 2HT
www.sainsburys.co.uk
Contact Number : 660 4548 36

5	S/SKIM MLK 1.136L	£1.20
1	BALANCE DUE	£1.20
	CASH	£1.20

CHANGE £0.00

MY NECTAR SUMMARY

[C] **** *6012	
POINTS EARNED ON	£1.20
PREVIOUS POINTS BALANCE	601
POINTS EARNED	1
NEW POINTS BALANCE	602
YOUR POINTS WORTH	£3.01

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



6292136066070200080724

C #702 09:30:01 08JUL2024
S2136 R66

Thank you for your visit.

Jim

Sainsbury's
Good food for all of us
 NEWHAVEN HARBOUR
 01273 612036

129



131

Sainsbury's Supermarkets Ltd
 33 Holborn London EC1N 2HT
 www.sainsburys.co.uk
 Vat Number : 660 4548 36

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

*JS SUPER SOFT X8 £5.05
 1 BALANCE DUE £5.05
 CASH £10.00

OFFICE

CHANGE £4.95

2x BLUE CIRCLE POSTCRETE 20KG
 5018719100152 £6.97 £13.94

2 Item(s) DEEP WATER SIGN

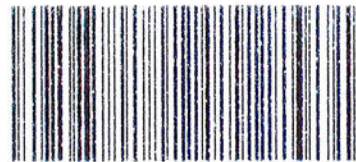
TOTAL VALUE PONDS £13.94

Cash -£15.00
 Cash £1.06

 MY NECTAR SUMMARY
 *****6012
 EARNED ON £5.05
 POINTS BALANCE 602
 EARNED 5
 POINTS BALANCE 607
 YOUR POINTS ARE WORTH £3.03

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



RT1137113701190724003897

Transaction in accordance with notified terms and conditions.

 Shopping is now faster and easier than ever with the B&Q app. Search "B&Q" in the App Store and Google Play store today.

Please retain for your records. Jan

19/07/2024 09:10 1137 001 0038



6292136066233400120724

C #2334 11:04:33 12JUL2024
 S2136 R66

Thank you for your visit. Jan

RECEIPT
 The Beacon Centre
 POF N: POF9

126

Entry at : 05/07/24 09:36
 Payment at : 05/07/24 09:58
 Tariff : 5
 Hourly No : 19222 - 1
 Transaction : 71542

Transaction Amount
 *** GBP 1.40
 (Inc UAT 20%: GBP 0.23)
 Without taxes 1.17

XX

THANK YOU FOR YOUR VISIT
 00
 A000000031010
 *****1625
 VISA CONTACTLESS ISSUE 0
 SALE
 GBP1.40
 NO CARDHOLDER
 VERIFICATION
 RETAIN FOR YOUR RECORDS
 05/07/24 09:58
 APPROVED: 878248
 TID ****0164
 MID **33927

AC-K-D Rd
 5/7/24



Unit 2
The Drove
Newhaven
East Sussex
BN9 0AD
01273076819
VAT no. 591272335

SALE TRANSACTION

624698 ROB ORANGE NAS 1LTR £1.75
377920 SPRING WATER 24PACK £4.25
377920 SPRING WATER 24PACK £4.25

No. items 3 *Dieppe*
Balance to pay *RMD* £10.25
Local Cash £10.25

Last day to change your mind is 02/08/2024
This does not affect your statutory rights
Exclusions apply - See overleaf for details

Let us know how we did today?
For your chance to win a £200 gift card
www.therange.co.uk/customer-feedback

Today you were served by wendy

STORE TILL OP NO. TRANS. DATE TIME
0200 6 112787 313437 19/07/2024 09:32



99902020000063134371

132

130



Store: Newhaven, Fort Road
Tel: TBC

Qty	Item	Price	Total
1	CP SEMI-SKIM MLK	£1.65	£1.65 B
	BALANCE DUE		£1.65
	CASH		£10.00
	CHANGE DUE		£8.35

Co-op Members always save more,
and they help us support local
communities too.

Join us today - download the
Co-op App, ask in store or visit
coop.co.uk/membership

Thank you for shopping at Co-op.

Op Till Store Date Time Txn
1962 2 4130 18/07/24 11:05:30 2053

You were served by Tina

W

CO OWNED BY YOU.
OP RIGHT BY YOU.

133

Store: Newhaven, Fort Road
Tel: TBC

Qty	Item	Price	Total
1	CP SEMI-SKIM MLK	£1.65	£1.65 B
	BALANCE DUE		£1.65
	CASH		£1.65

Co-op Members always save more,
and they help us support local
communities too.

Join us today - download the
Co-op App, ask in store or visit
coop.co.uk/membership

Thank you for shopping at Co-op

Op Till Store Date Time Txn
0015 3 4130 26/07/24 10:26:53 9300

You were served by Clive

W

Shepherds Peacehaven

Unit 3 Bolney Avenue, Peacehaven, East Sussex, BN10 8HF

Tel 01273 580750

Web Email peacehaven@shepherdsuk.co.uk

Customer PO No.	Newhaven Town Council
Invoice Date	04/07/2024
Customer No.	00B115B
Sales Order No.	SO0154653
Plot No.	

Invoice to:

B115 - SHEPHERDS PEACEHAVEN CASH
TRADE

Deliver to:

B115 - SHEPHERDS PEACEHAVEN CASH
TRADE

Supplied By:

Shepherds Peacehaven
Unit 3 Bolney Avenue
Peacehaven
East Sussex
BN10 8HF

Mob:

Tel:

Email:

ALLOTMENTS

Mob:

Tel:

Email:

Item Code	Description	Quantity	UOM	Unit Price £	VAT (%)	Line Total £
PF150W	9 X 150MM FLAT BOARD 5M WHITE	1.00	EACH	19.15	20	19.15

Payment Method	Payment Amount
Cash GBP £	£25.00

Bank Details

Account Name: Specialist Building Products Limited
Sort Code: 202023
Account Number: 93961303

Remittances To: Remittances@specbd.co.uk

Queries To: Creditcontrol@specbd.co.uk

Net Goods Less Discount	£	19.15
Net Delivery Charge	£	0.00
Net Goods & Delivery	£	19.15
VAT Total	£	3.83
Total	£	22.98
Total Outstanding to Pay	£	22.98

Shepherds UK is a trading name of Specialist Building Products Ltd.

Company Reg No. 01268689

Registered Address. Friars Gate, 1011 Stratford Road, Shirley, Solihull, West Midlands, B90 4BN

VAT Reg. 864450710



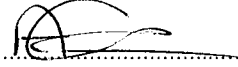
SI00169899

5/7 AC-KL
Pd 125

Bank Reconciliation Statement as at 31/07/2024
for Cashbook 4 - Base Rate Reward Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Base Rate Reward Account	31/07/2024		94,292.49
			<u>94,292.49</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			94,292.49
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			94,292.49
		Balance per Cash Book is :-	94,292.49
		Difference is :-	0.00

Signatory 1:

Name ALISON CAMPBELL Signed  Date 1/8/2024

Signatory 2:

Name CORINA WATTS Signed  Date 6/9/2024

✓al

Today: 31 Jul 2024



MRS ALISON MARIAN CAMPBELL

Transactions

Business Premium ME **20-49-76 13831183**

Available balance	£94,292.49
Last night's balance	£94,292.49
Overdraft limit	n/a

Showing **No** transactions between and from 01/07/2024 to 31/07/2024

Date	Description	Money in	Money out	Balance
No Transaction Found				

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

✓al

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

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

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

Barclays Bank PLC. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority (Financial Services Register number: 122702).

Barclays Bank UK PLC. Registered no. 9740322. Barclays Insurance Services Company Limited. Registered no. 973765. Barclays Investment Solutions Limited. Registered no. 2752982. Barclays Bank PLC. Registered no. 1026167. All registered in England. Registered office for all: 1 Churchill Place, London E14 5HP.

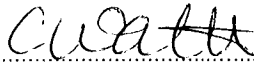
Bank Reconciliation Statement as at 31/07/2024
for Cashbook 5 - Credit Cards

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Card 1851 3279 KD	31/07/2024		0.00
Card 2597 1956 AC	31/07/2024		0.00
			0.00
<u>Unpresented Payments (Minus)</u>			<u>Amount</u>
27/06/2024 56042	Playdale Playgrounds Ltd	76.70	
17/07/2024 17.7.2024	Williams Fabrics	11.83	
24/07/2024 119293	DTW Tools & Machinery Ltd	459.00	
25/07/2024 447YKSABEI	Amazon Marketplace UK	15.14	
26/07/2024 284966	One Stop Promotion	126.79	
29/07/2024 GB449PJ6AB	Amazon Marketplace UK	6.73	
29/07/2024 GB44A08JAB	Amazon Marketplace UK	13.46	
			709.65
			-709.65
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			0.00
			-709.65
		Balance per Cash Book is :-	-709.65
		Difference is :-	0.00

Signatory 1:

Name AISON CAMPBELL Signed  Date 1/8/2024

Signatory 2:

Name CORINA WATTS Signed  Date 6/8/2024

Bank Reconciliation up to 31/07/2024 for Cashbook No 5 - Credit Cards

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
12/06/2024	ERR CORR	111.11		111.11		<input checked="" type="checkbox"/>	Amazon Marketplace UK
25/06/2024	M2G-56438	510.31		510.31		<input checked="" type="checkbox"/>	DTW Tools & Machinery Ltd
25/06/2024	107434	342.00		342.00		<input checked="" type="checkbox"/>	DTW Tools & Machinery Ltd
25/06/2024	8898	432.90		432.90		<input checked="" type="checkbox"/>	Piggotts Flags & Branding Ltd
25/06/2024	GB434N1YAB	111.12		111.12		<input checked="" type="checkbox"/>	Amazon Marketplace UK
25/06/2024	GB434N1Y2	111.12		111.12		<input checked="" type="checkbox"/>	Amazon Marketplace UK
25/06/2024	GB43412ZAB	16.45		16.45		<input checked="" type="checkbox"/>	Amazon Marketplace UK
25/06/2024	GB43419FAB	16.44		16.44		<input checked="" type="checkbox"/>	Amazon Marketplace UK
25/06/2024	CRGB434N1Y	-111.12		-111.12		<input checked="" type="checkbox"/>	Amazon Marketplace UK
26/06/2024	1041631757	44.95		44.95		<input checked="" type="checkbox"/>	B&Q Financial Services
27/06/2024	56042	76.70			76.70	<input type="checkbox"/>	Playdale Playgrounds Ltd
27/06/2024	131867161	450.00		450.00		<input checked="" type="checkbox"/>	Amazon Marketplace UK
27/06/2024	1408575955	28.98		28.98		<input checked="" type="checkbox"/>	Amazon Marketplace UK
28/06/2024	AJ71825068	428.00		428.00		<input checked="" type="checkbox"/>	Apple Retail UK Ltd
17/07/2024	17.7.2024	11.83			11.83	<input type="checkbox"/>	Williams Fabrics
24/07/2024	119293	459.00			459.00	<input type="checkbox"/>	DTW Tools & Machinery Ltd
25/07/2024	447YKSABEI	15.14			15.14	<input type="checkbox"/>	Amazon Marketplace UK
26/07/2024	284966	126.79			126.79	<input type="checkbox"/>	One Stop Promotion
26/07/2024	23221282	92.00		92.00		<input checked="" type="checkbox"/>	DFDS
29/07/2024	GB449PJ6AB	6.73			6.73	<input type="checkbox"/>	Amazon Marketplace UK
29/07/2024	GB44A08JAB	13.46			13.46	<input type="checkbox"/>	Amazon Marketplace UK
29/07/2024	93171751	222.88		222.88		<input checked="" type="checkbox"/>	Indeed Ireland Operations Ltd
29/07/2024	94826367	263.49		263.49		<input checked="" type="checkbox"/>	Indeed Ireland Operations Ltd
29/07/2024	55971	92.04		92.04		<input checked="" type="checkbox"/>	Playdale Playgrounds Ltd
29/07/2024	July 24		3,162.67	3,162.67		<input checked="" type="checkbox"/>	Receipt(s) Banked
		<u>3,872.32</u>	<u>3,162.67</u>				

Signatory 1:

Name AUSON CAMPBELL Signed  Date 1/8/2024

Signatory 2:

Name CORINA WATTS Signed  Date 6/9/2024

SUMMARY FOR NEWHAVEN TOWN COUNCIL

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

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

Company reference: 5476760289527536
Statement date: 2 July 2024
Page number: 1 of 4
Monthly spend limit: £8,000.00

Date of previous statement: 2 June 2024
Previous balance: £4,128.05
Payment received: £4,128.05 CR
Total of charges and adjustments: £0.00
Total of new spending: £3,162.67
New balance: £3,162.67
Minimum payment: £31.62
Payment due by: 29 July 2024
Available to spend: £4,837.33

Total cashback earned this month (£): 0.00
Total cashback earned since anniversary (£): 0.00
Cashback redeemed (£): 0.00



Chq No/DD/Bacs
Date 29/7/2024
Amount £3162.67
Officer [Signature]
Councillors [Signature]

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 July 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 : £103.13

Balance	Value	Monthly Rate	Estimated Interest*	Expiry Date
PURCHASE	3,162.67	2.050%	103.13	
CASH	0.00	2.429%	0.00	
Totals	£3,162.67		£103.13	

Paid in by and date

3162.67

29 July 2024

Cashier's Stamp and Initials

G 004509 BBA2056A 58222
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

bank giro credit ABC

31.62 5476760289527536

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

Total Cash *
Cheques +

£

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

SUMMARY FOR NEWHAVEN TOWN COUNCIL

Company reference: 5476760289527536
 Statement date: 2 July 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			4,128.05
Total of payment, charges and adjustments				£0.00
27 Jun 2024	DIRECT DEBIT PAYMENT THANK YOU			4,128.05 CR
New balances by individual cardholder				
Name	Card number	Monthly spend limit	Balance	
A M CAMPBELL	5476 7600 2597 1956	4,000	617.13	
K DRY	5476 7609 1851 3279	4,000	2,545.54	
Total cardholder expenditure				£3,162.67
New balance				£3,162.67

How to switch your Barclaycard

If your current Barclaycard business card is no longer right for your business, you can change to one of our other cards, subject to eligibility. You can see all our cards and use our card selector tool to find the right one for your business at barclaycard.co.uk/business/cards/card-selector

4/3

12

00/989 BBAZ000A Page 2 of 3

Reconciliation Summary

Month: AUGUST 2024

	AMOUNT	EXAMINER
CASHBOOK 1 Current Acct 60669288	£162,882.71	<i>CWatts</i>
CASHBOOK 2 B. Prem Acct 20669253	£1,033,736.64	<i>CWatts</i>
CASHBOOK 3 Petty Cash	£74.91	<i>CWatts</i>
CASHBOOK 4 R.Reward Acct 13831183	£94,292.49	<i>CWatts</i>
CASHBOOK 5 Credit Cards	0	<i>CWatts</i>
Petty Cash On-Site	£74.91	<i>CWatts</i>
Staff Salary Payment	£8,635.48	<i>CWatts</i>
HMRC Remittance	£2,930.71	<i>CWatts</i>
ESCC Pension Remittance	£2,944.68	<i>CWatts</i>

Reported to Full Council:-

/ / 20

Resolved/Noted as

Correct:-

Y/N

Chairmans Signature:-

Bank Reconciliation Statement as at 31/08/2024
for Cashbook 1 - Current A/c

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current A/c	30/08/2024		162,882.71
			<u>162,882.71</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			162,882.71
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			162,882.71
		Balance per Cash Book is :-	162,882.71
		Difference is :-	0.00

Signatory 1:

Name ALISON CAMPBELL Signed  Date 2/9/2024

Signatory 2:

Name CORINA WATTS Signed  Date 6/9/2024

Bank Reconciliation up to 31/08/2024 for Cashbook No 1 - Current A/c

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
13/03/2024	114035	96.00		96.00		R <input checked="" type="checkbox"/>	ESALC Ltd
26/03/2024	114108	51.71		51.71		R <input checked="" type="checkbox"/>	National Association of Local
27/06/2024	114155	6,000.00		6,000.00		R <input checked="" type="checkbox"/>	MAD Bonfire Society
29/07/2024	TW 30.7.24	60.28		60.28		R <input checked="" type="checkbox"/>	Anne Moore - Tree Warden
31/07/2024	34192		75.00	75.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
01/08/2024	N101623860	247.00		247.00		R <input checked="" type="checkbox"/>	Lewes District Council
01/08/2024	N101624609	205.00		205.00		R <input checked="" type="checkbox"/>	Lewes District Council
01/08/2024	N101625909	87.00		87.00		R <input checked="" type="checkbox"/>	Lewes District Council
01/08/2024	1016259090	403.00		403.00		R <input checked="" type="checkbox"/>	Lewes District Council
01/08/2024	N101626909	125.00		125.00		R <input checked="" type="checkbox"/>	Lewes District Council
01/08/2024	N101624639	384.00		384.00		R <input checked="" type="checkbox"/>	Lewes District Council
01/08/2024	June 2024	185.80		185.80		R <input checked="" type="checkbox"/>	Trade UK Account
01/08/2024	02059	1,427.61		1,427.61		R <input checked="" type="checkbox"/>	Computer-Eyez (South) Ltd
01/08/2024	CH8235	295.00		295.00		R <input checked="" type="checkbox"/>	Lynns Travel Ltd
01/08/2024	9303781496	47.86		47.86		R <input checked="" type="checkbox"/>	Brady Corp Ltd
01/08/2024	81865	372.00		372.00		R <input checked="" type="checkbox"/>	PJ Products Ltd
01/08/2024	6385	19.20		19.20		R <input checked="" type="checkbox"/>	SouthCoast Services Sussex Ltd
01/08/2024	MCR2553	2,493.00		2,493.00		R <input checked="" type="checkbox"/>	Michaels Civic Robes
01/08/2024	BK216541-1	718.00		718.00		R <input checked="" type="checkbox"/>	SLCC Enterprises Ltd
01/08/2024	MEM250002-	416.00		416.00		R <input checked="" type="checkbox"/>	SLCC Enterprises Ltd
01/08/2024	4314	450.00		450.00		R <input checked="" type="checkbox"/>	Countrymans Contractors Ltd
01/08/2024	2886	4,248.00		4,248.00		R <input checked="" type="checkbox"/>	Bonny's Wood
01/08/2024	0744	1,504.66		1,504.66		R <input checked="" type="checkbox"/>	Chroma Vision Ltd
01/08/2024	2073/10062	1,941.98		1,941.98		R <input checked="" type="checkbox"/>	TerraFirma Landscape Architect
01/08/2024	WSGSC 1019	513.00		513.00		R <input checked="" type="checkbox"/>	Wilkins Safety Group South Coa
01/08/2024	225	24.00		24.00		R <input checked="" type="checkbox"/>	North Laine Window Cleaning
01/08/2024	48168	111.46		111.46		R <input checked="" type="checkbox"/>	Denma Cleaning Services Ltd
02/08/2024	34203		80.00	80.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
02/08/2024	34203		28.00	28.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
02/08/2024	34196/199		202.00	202.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
02/08/2024	34206		225.00	225.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
05/08/2024	BB JULY 24	32.44		32.44		R <input checked="" type="checkbox"/>	Barclays Bank
05/08/2024	34169		257.36	257.36		R <input checked="" type="checkbox"/>	Receipt(s) Banked
07/08/2024	34209		78.75	78.75		R <input checked="" type="checkbox"/>	Receipt(s) Banked
08/08/2024	DR2024	51.98		51.98		R <input checked="" type="checkbox"/>	Amazon Marketplace
08/08/2024	34157		288.00	288.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
08/08/2024	34179		288.00	288.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
08/08/2024	34211		288.00	288.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
09/08/2024	5374	10.80		10.80		R <input checked="" type="checkbox"/>	Pipers News
09/08/2024	34218		34.20	34.20		R <input checked="" type="checkbox"/>	Receipt(s) Banked
12/08/2024	0172392107	18.16		18.16		R <input checked="" type="checkbox"/>	Barclaycard Payments Ltd
12/08/2024	34215		68.40	68.40		R <input checked="" type="checkbox"/>	Receipt(s) Banked
14/08/2024	34214		352.80	352.80		R <input checked="" type="checkbox"/>	Receipt(s) Banked
14/08/2024	34217		161.25	161.25		R <input checked="" type="checkbox"/>	Receipt(s) Banked
14/08/2024	34205		20.00	20.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
15/08/2024	300286	9,567.98		9,567.98		R <input checked="" type="checkbox"/>	Lewes District Council
15/08/2024	RI00122803	549.00		549.00		R <input checked="" type="checkbox"/>	Arval UK Limited
15/08/2024	6496	326.40		326.40		R <input checked="" type="checkbox"/>	SouthCoast Services Sussex Ltd

Bank Reconciliation up to 31/08/2024 for Cashbook No 1 - Current A/c

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
15/08/2024	4383	4,474.20		4,474.20		R	Countrymans Contractors Ltd
15/08/2024	2211 +3	1,630.00		1,630.00		R	Clean Team Sussex
15/08/2024	SB20240447	2,016.00		2,016.00		R	PKF Littlejohn LLP
15/08/2024	DIIBC1188A	911.00		911.00		R	Denton Island Indoor Bowls Clu
15/08/2024	281844 + 1	5,871.12		5,871.12		R	Piggotts Flags & Branding Ltd
15/08/2024	3033/36/37	2,556.00		2,556.00		R	Don Burtenshaw
15/08/2024	2893	576.00		576.00		R	Bonny's Wood
15/08/2024	4847	6,324.00		6,324.00		R	Cosmo Construction (UK) Ltd
15/08/2024	28564158	25,911.42		25,911.42		R	AECOM Ltd
15/08/2024	125219	81.70		81.70		R	Focus Finance Ltd
15/08/2024	0010400075	59.99		59.99		R	Tates of Sussex
16/08/2024	DD	2,944.68		2,944.68		R	Pension ESCC
16/08/2024	34213		77.40	77.40		R	Receipt(s) Banked
16/08/2024	Aug 24		56,000.00	56,000.00		R	Receipt(s) Banked
19/08/2024	V022554232	97.21		97.21		R	EE
19/08/2024	34220		201.60	201.60		R	Receipt(s) Banked
20/08/2024	319792.169	271.16		271.16		R	Premier Managed Technologies G
20/08/2024	60F9407A-3	55.45		55.45		R	E-On Energy Solutions Ltd
20/08/2024	A700C35C-3	53.16		53.16		R	E-On Energy Solutions Ltd
20/08/2024	CB778D50-3	67.63		67.63		R	E-On Energy Solutions Ltd
20/08/2024	016F62D9-2	99.77		99.77		R	E-On Energy Solutions Ltd
20/08/2024	34115		3,113.00	3,113.00		R	Receipt(s) Banked
21/08/2024	FE7E4DA4-3	104.99		104.99		R	E-On Energy Solutions Ltd
22/08/2024	1-01382871	52.48		52.48		R	ENGIE Gas Limited
22/08/2024	1-01382872	119.58		119.58		R	ENGIE Gas Limited
22/08/2024	HMRC JUL24	2,930.71		2,930.71		R	PAYE Payments
22/08/2024	JS915884M	1,000.80		1,000.80		R	Jackson Lift Services Ltd
22/08/2024	786.80		786.80	786.80		R	Receipt(s) Banked
22/08/2024	34222		101.00	101.00		R	Receipt(s) Banked
22/08/2024	34216		1,173.87	1,173.87		R	Receipt(s) Banked
23/08/2024	5593578	91.15		91.15		R	Business Stream
23/08/2024	5595810	115.28		115.28		R	Business Stream
23/08/2024	5595067	42.51		42.51		R	Business Stream
23/08/2024	SS AUG 24	8,635.48		8,635.48		R	Staff Salaries
23/08/2024	34227		50.00	50.00		R	Receipt(s) Banked
23/08/2024	34229		100.00	100.00		R	Receipt(s) Banked
23/08/2024	34228		50.00	50.00		R	Receipt(s) Banked
23/08/2024	34225		50.00	50.00		R	Receipt(s) Banked
28/08/2024	36543	79.99		79.99		R	Advo Payroll
29/08/2024	01367875	216.16		216.16		R	SSE
29/08/2024	TT 28.8.24	10.00		10.00		R	Steph Georgalakis
29/08/2024	TT 28.8ERR	-10.00		-10.00		R	Steph G
29/08/2024	CC 29.8.24	2,055.48		2,055.48		R	Credit Cards
29/08/2024	ERR REV	88.50		88.50		R	Business Premium
29/08/2024	RNLI/NTC G	173.54		173.54		R	Rosalind Ashton
29/08/2024	230/231	48.00		48.00		R	North Laine Window Cleaning
29/08/2024	78711	336.00		336.00		R	Haven Memorials
29/08/2024	48316	11.63		11.63		R	Denma Cleaning Services Ltd

Bank Reconciliation up to 31/08/2024 for Cashbook No 1 - Current A/c

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
29/08/2024	2900/2906	576.00		576.00		R <input checked="" type="checkbox"/>	Bonny's Wood
29/08/2024	285606	325.93		325.93		R <input checked="" type="checkbox"/>	Piggotts Flags & Branding Ltd
29/08/2024	L34257NTC1	40,013.70		40,013.70		R <input checked="" type="checkbox"/>	Blakedown Landscapes (SE) Ltd
29/08/2024	L34257NTC2	50,000.00		50,000.00		R <input checked="" type="checkbox"/>	Blakedown Landscapes (SE) Ltd
29/08/2024	34226		50.00	50.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
29/08/2024	34208		75.00	75.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
29/08/2024	TT 28.8.24		10.00	10.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
29/08/2024	30.8.24 AC		224,000.00	224,000.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
29/08/2024	LDC 34167		88.50	88.50		R <input checked="" type="checkbox"/>	Receipt(s) Banked
29/08/2024	34167		88.50	88.50		R <input checked="" type="checkbox"/>	Receipt(s) Banked
30/08/2024	34207		450.00	450.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
30/08/2024	34223		100.00	100.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
		<u>194,001.72</u>	<u>289,012.43</u>				

Signatory 1:

Name ALISON CAMPBELL Signed  Date 2/9/24

Signatory 2:

Name CORINA WATTS Signed  Date 6/9/2024



Transactions

BUSINESS FREE AUTO TRANS

20-49-76 60669288

Available balance **£159,505.62**
 Last night's balance £162,882.71 *
 Overdraft limit **£0.00**

Autobills

Showing **103** transactions between **01/08/2024** and **30/08/2024** from 01/08/2024 to 31/08/2024

Date	Description	Money in	Money out	Balance
30/08 /2024	Funds Transfer DRIN + DINE T BANNER SPONSORSHIP FT	£100.00 ✓		£162,882.71
30/08 /2024	Counter Credit MOJDEH MIRFAKHRAEE hall hire June BGC	£450.00 ✓		£162,782.71
29/08 /2024	Bill Payment BLAKEDOWN LANDSCAP L34257 NTC2 BBP		-£50,000.00 ✓	£162,332.71
29/08 /2024	Bill Payment BLAKEDOWN LANDSCAP L34257 NTC1 BBP		-£40,013.70 ✓	£212,332.71
29/08 /2024	Bill Payment SPECIALISED CANVAS 1161093 NTC BBP		-£325.93 ✓	£252,346.41
29/08 /2024	Bill Payment TREE CARE AT BONNY 2900 NTC BBP		-£576.00 ✓	£252,672.34
29/08 /2024	Bill Payment HSBC INVOICE FINAN 000000436381 BBP		-£11.63 ✓	£253,248.34
29/08 /2024	Bill Payment HAVEN MEMORIALS 78711 NTC BBP		-£336.00 ✓	£253,259.97
29/08	Bill Payment MITCHELL MULVAY		-£48.00 ✓	£253,595.97

/2024	230/231 NTC BBP		
29/08 /2024	Bill Payment ROSALIND ASHTON RNLI/NTC GATEWAY BBP	-£173.54 ✓	£253,643.97
29/08 /2024	Funds Transfer 204976 20669253 TOP UP AUG 2024 FT	£224,000.00 ✓	£253,817.51
29/08 /2024	Funds Transfer 204976 20669253 LDC INV34167 FT	£88.50 ✓	£29,817.51
29/08 /2024	Counter Credit BCARD1723921280824 BGC BCARD1723921280824 B GC	£10.00 ✓	£29,729.01
29/08 /2024	Direct Debit SSE ENERGY SUPPLY 0047362-DD00610937 DD R	-£216.16 ✓	£29,719.01
29/08 /2024	Counter Credit Charlee Dyos 34208 BGC	£75.00 ✓	£29,935.17
28/08 /2024	Direct Debit ADVO PAY NEWHTC DDR	-£79.99 ✓	£29,860.17
27/08 /2024	Direct Debit BCARD COMMERCIAL 5476760289527536 DDR	-£2,055.48 ✓	£29,940.16
23/08 /2024	Counter Credit M Lee 34225 BGC	£50.00 ✓	£31,995.64
23/08 /2024	Counter Credit MAMOOSH LTD 34228 BGC	£50.00 ✓	£31,945.64
23/08 /2024	Counter Credit MEECHING 34226 BGC	£50.00 ✓	£31,895.64
23/08 /2024	Counter Credit NEWHAVEN CHA 34229 Banners BGC	£100.00 ✓	£31,845.64
23/08 /2024	Counter Credit CMD-Shift-R inv 34227 BGC	£50.00 ✓	£31,745.64
23/08 /2024	Direct Debit NEWHAVEN TOWN SALARIES BACS DDR	-£8,635.48 ✓	£31,695.64

23/08 /2024	Direct Debit SCOTTISH WATER BUS 27441569 DDR		-£42.51 ✗	£40,331.12
23/08 /2024	Direct Debit SCOTTISH WATER BUS 27154587 DDR		-£115.28 ✗	£40,373.63
23/08 /2024	Direct Debit SCOTTISH WATER BUS 27452786 DDR		-£91.15 ✗	£40,488.91
22/08 /2024	Funds Transfer NORCROSS DANC JULY NORCROSS FT	£1,173.87 ✗		£40,580.06
22/08 /2024	Bill Payment JACKSON LIFT SERVI JS915884M NTC BBP		-£1,000.80 ✗	£39,406.19
22/08 /2024	Bill Payment EAST SUSSEX ALC LT 1698 NTC BBP		-£96.00 ✗	£40,406.99
22/08 /2024	Counter Credit TILLEYS STONEMASON INV 34222 BGC	£101.00 ✗		£40,502.99
22/08 /2024	Counter Credit N.I.P.P.E.R.S. RENT BGC	£786.80 ✗		£40,401.99
22/08 /2024	Direct Debit NEWHAVEN TOWN BACS DDR TAX+NI		-£2,930.71 ✗	£39,615.19
22/08 /2024	Direct Debit ENGIE GAS 10328543001 DDR		-£119.58 ✗	£42,545.90
22/08 /2024	Direct Debit ENGIE GAS 10328542001 DDR		-£52.48 ✗	£42,665.48
21/08 /2024	Direct Debit E.ON NEXT LTD A-FE7E4DA4-001 DDR		-£104.99 ✗	£42,717.96
20/08 /2024	Direct Debit E.ON NEXT LTD A-016F62D9-001 DDR		-£99.77 ✗	£42,822.95
20/08 /2024	Direct Debit E.ON NEXT LTD A-CB778D50-001 DDR		-£67.63 ✗	£42,922.72
20/08 /2024	Direct Debit E.ON NEXT LTD A-A700C35C-001 DDR		-£53.16 ✗	£42,990.35

20/08 /2024	Direct Debit E.ON NEXT LTD A-60F9407A-001 DDR		-£55.45 ✗	£43,043.51
20/08 /2024	Direct Debit PREMIER MANAGED TE ONEW02 DDR		-£271.16 ✗	£43,098.96
20/08 /2024	Counter Credit EAST SUSSEX GENERA ESCC 5002617448 K BGC	£3,113.00 ✗		£43,370.12
19/08 /2024	Remittance POST OFFICE CREDIT 100758 REM	£161.25 ✗		£40,257.12
19/08 /2024	Direct Debit EE LIMITED Q29509271545110273 DD R		-£97.21 ✗	£40,095.87
19/08 /2024	Counter Credit LISA FAIRFIELD 34220 IGNITE BGC	£201.60 ✗		£40,193.08
16/08 /2024	Counter Credit HIBBERT S Hibbert 34213 BGC	£77.40 ✗		£39,991.48
16/08 /2024	Direct Debit NEWHAVEN TOWN PENSION ESCC BACS DDR		-£2,944.68 ✗	£39,914.08
15/08 /2024	Bill Payment TATES 104000750 NTC BBP		-£59.99 ✗	£42,858.76
15/08 /2024	Bill Payment FOCUS FINANCE 125219 NTC BBP		-£81.70 ✗	£42,918.75
15/08 /2024	Bill Payment AECOM LTD 28564158 BBP		-£25,911.42 ✗	£43,000.45
15/08 /2024	Bill Payment COSMO CONSTRUCTION 4847 NTC BBP		-£6,324.00 ✗	£68,911.87
15/08 /2024	Bill Payment TREE CARE AT BONNY 2893 NTC BBP		-£576.00 ✗	£75,235.87
15/08 /2024	Bill Payment DON BURTEISHAW 3033/36/37 NTC BBP		-£2,556.00 ✗	£75,811.87
15/08 /2024	Bill Payment SPECIALISED CANVAS 1160315/428 NTC BBP		-£5,871.12 ✗	£78,367.87

15/08 /2024	Bill Payment DENTON ISLAND INDO DIIBC11/8/8A NTC BBP		-£911.00 ✓	£84,238.99
15/08 /2024	Bill Payment PKF LITTLEJOHN LLP ES0066 NTC BBP		-£2,016.00 ✓	£85,149.99
15/08 /2024	Bill Payment DAVID MURCH 2211/12/13/16 NTC BBP		-£1,630.00 ✓	£87,165.99
15/08 /2024	Bill Payment COUNTRYMANS CONTRA SI-4383 NTC BBP		-£4,474.20 ✓	£88,795.99
15/08 /2024	Bill Payment SOUTHCOAST SERVICE 6496 NTC BBP		-£326.40 ✓	£93,270.19
15/08 /2024	Funds Transfer 204976 20669253 TOP UP AUG 24 AC FT	£56,000.00 ✓		£93,596.59
15/08 /2024	Cheque 114155 114155		-£6,000.00 ✓	£37,596.59
15/08 /2024	Direct Debit ARVAL UK LTD NE3560 DDR		-£549.00 ✓	£43,596.59
15/08 /2024	Direct Debit LEWES DISTRICT COU 300286 DDR		-£9,567.98 ✓	£44,145.59
14/08 /2024	Counter Credit NEWHAVEN CHA 34205 BGC	£20.00 ✓		£53,713.57
14/08 /2024	Counter Credit Studio Tempo MAB ref 34214 BGC	£352.80 ✓		£53,693.57
12/08 /2024	Direct Debit BARCLAYCARD BCD01723921310724 DDR		-£18.16 ✓	£53,340.77
12/08 /2024	Funds Transfer VAUGHAN J A PHOENIX DRUMMERS FT	£68.40 ✓		£53,358.93
09/08 /2024	Bill Payment HEATHER MCLEAN DIEPPE RAID 8.8.24 BB P		-£51.98 ✓	£53,290.53
09/08 /2024	Counter Credit The Unity Coach Lt 34218 BGC	£34.20 ✓		£53,342.51

09/08 /2024	Direct Debit PIPERS NEWS STORES PIPERS15791 DDR		-£10.80 ✗	£53,308.31
08/08 /2024	Counter Credit MEECHING AMATEUR D 34211 BGC	£288.00 ✗		£53,319.11
08/08 /2024	Counter Credit MEECHING AMATEUR D 34179 BGC	£288.00 ✗		£53,031.11
08/08 /2024	Counter Credit MEECHING AMATEUR D 34157 BGC	£288.00 ✗		£52,743.11
07/08 /2024	Remittance POST OFFICE CREDIT 100757 REM	£225.00 ✗		£52,455.11
07/08 /2024	Cash Deposit POST OFFICE KEN 07AUG 11.13 ATM	£78.75 ✗		£52,230.11
06/08 /2024	Cash Deposit POST OFFICE KEN 06AUG 15.33 ATM	£155.00 ✗		£52,151.36
05/08 /2024	Counter Credit BCARD1723921020824 BGC BCARD1723921020824 B GC	£28.00 ✗		£51,996.36
05/08 /2024	Counter Credit MOJDEH MIRFAKHRAEE hall hire June BGC	£257.36 ✗		£51,968.36
05/08 /2024	Credit Payment CHARGES COMMISSION FOR PERIOD 13JUN/14JUL ***** *****		-£32.44 ✗	£51,711.00
02/08 /2024	Counter Credit DIGNITY FUNERALS 004257 BGC	£202.00 ✗		£51,743.44
01/08 /2024	Bill Payment ANNE MOORE ACRYLIC/TUBS BBP		-£60.28 ✗	£51,541.44
01/08 /2024	Bill Payment HSBC INVOICE FINAN 000000436381 BBP		-£111.46 ✗	£51,601.72
01/08 /2024	Bill Payment MITCHELL MULVAY 225 NTC BBP		-£24.00 ✗	£51,713.18
01/08	Bill Payment			

/2024	PATCHING + MILLER WSGSC1019 NTC BBP	-£513.00 ✓	£51,737.18
01/08 /2024	Bill Payment THE TERRAFIRMA CON 2073/10062 NTC BBP	-£1,941.98 ✓	£52,250.18
01/08 /2024	Bill Payment CHROMA VISION LIMI 0744 NTC BBP	-£1,504.66 ✓	£54,192.16
01/08 /2024	Bill Payment NATIONAL ASSOCIATI 3555552859 BBP	-£51.71 ✓	£55,696.82
01/08 /2024	Bill Payment TREE CARE AT BONNY 2886 NTC BBP	-£4,248.00 ✓	£55,748.53
01/08 /2024	Bill Payment COUNTRYMANS CONTRA SI-4314 NTC BBP	-£450.00 ✓	£59,996.53
01/08 /2024	Bill Payment SLCC ENTERPRISES MEM250002-1 BBP	-£416.00 ✓	£60,446.53
01/08 /2024	Bill Payment SLCC ENTERPRISES BK216541-1 BBP	-£718.00 ✓	£60,862.53
01/08 /2024	Bill Payment MICHAELS CIVIC ROB MCR2553 NTC BBP	-£2,493.00 ✓	£61,580.53
01/08 /2024	Bill Payment SOUTHCOAST SERVICE 6385 NTC BBP	-£19.20 ✓	£64,073.53
01/08 /2024	Bill Payment P J PRODUCTS LTD OUT-81865 NTC BBP	-£372.00 ✓	£64,092.73
01/08 /2024	Bill Payment SETON 9303781496 NTC BBP	-£47.86 ✓	£64,464.73
01/08 /2024	Bill Payment LYNNS TRAVEL CH8235/11.8.2024 BBP	-£295.00 ✓	£64,512.59
01/08 /2024	Direct Debit COMPUTER EYEZ LTD EYEZ0002059 DDR	-£1,427.61 ✓	£64,807.59
01/08 /2024	Direct Debit SCREWFIX DIRECT LT 6331640012255717 DDR	-£185.80 ✓	£66,235.20
01/08	Direct Debit		

/2024	LEWES DISTRICT COU 101247911 DDR <i>NTCO - N10624639018</i>	-£384.00 ✓	£66,421.00
01/08 /2024	Direct Debit LEWES DISTRICT COU 100899386 DDR <i>ES - N10626909900</i>	-£125.00 ✓	£66,805.00
01/08 /2024	Direct Debit LEWES DISTRICT COU 100789030 DDR <i>CEM - N10162690000910</i>	-£403.00 ✓	£66,930.00
01/08 /2024	Direct Debit LEWES DISTRICT COU 100789027 DDR <i>LRD - N101625909001</i>	-£87.00 ✓	£67,333.00
01/08 /2024	Direct Debit LEWES DISTRICT COU 100787964 DDR <i>MH - N101624609000</i>	-£205.00 ✓	£67,420.00
01/08 /2024	Direct Debit LEWES DISTRICT COU 100787757 DDR <i>DENTON - N101623860003</i>	-£247.00 ✓	£67,625.00

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

**** * 2775
EXP 02/31
CONTACTLESS PAN.SEQ 0

SALE

MERCHANT COPY

AMOUNT £28.00

Verified by

Cardholder Device

08:45:19 02/08/24

AUTH CODE: 002449

RECEIPT 0077

NEWHAVEN TOWN COUNCIL

FORT ROAD
NEWHAVEN

MID: 1723921
TID: 38286566
AID: A0000000041010

Debit Mastercard

MASTERCARD DEBIT

**** * 1110
START 12/22 EXP 01/27
CONTACTLESS PAN.SEQ 0
SALE

MERCHANT COPY

AMOUNT £10.00

No CVM Used

12:48:18 28/08/24

AUTH CODE: 427246

RECEIPT 0078

Inv. 34203


Teedawel

Steph

Bank Reconciliation Statement as at 31/08/2024
for Cashbook 2 - Business Premium

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Premium Account	30/08/2024		1,033,736.64
			<u>1,033,736.64</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			1,033,736.64
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			1,033,736.64
		Balance per Cash Book is :-	1,033,736.64
		Difference is :-	0.00

Signatory 1:

Name ALISON CAMPBELL Signed  Date 2/9/2024

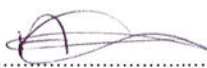
Signatory 2:

Name CORINA WATTS Signed  Date 2/9/2024

Bank Reconciliation up to 31/08/2024 for Cashbook No 2 - Business Premium

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
16/08/2024	Aug 24	56,000.00		56,000.00		R <input checked="" type="checkbox"/>	Current A/c
29/08/2024	30.8.24 AC	224,000.00		224,000.00		R <input checked="" type="checkbox"/>	Current A/c
29/08/2024	LDC 34167	88.50		88.50		R <input checked="" type="checkbox"/>	Current A/c
29/08/2024	ERR REV		88.50	88.50		R <input checked="" type="checkbox"/>	Receipt(s) Banked
30/08/2024	LDC PRECEP		336,215.00	336,215.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
		<u>280,088.50</u>	<u>336,303.50</u>				

Signatory 1:

Name ALISON CAMPBELL Signed  Date 2/9/2024

Signatory 2:

Name CORINA WATTS Signed  Date 6/9/2024

Today: 02 Sep 2024




MRS ALISON MARIAN CAMPBELL

Transactions

Business Premium ME

20-49-76 20669253

Available balance	£1,037,377.79
Last night's balance	£1,033,736.64 
Overdraft limit	n/a

Showing 5 transactions between 09/08/2024 and 30/08/2024 from 01/08/2024 to 31/08/2024

Date	Description	Money in	Money out	Balance
30/08/2024	Counter Credit LEWES DISTRICT COU 100219 BGC	£336,215.00 ✓		£1,033,736.64
29/08/2024	Funds Transfer 204976 60669288 TOP UP AUG 2024 FT		-£224,000.00 ✓	£697,521.64
29/08/2024	Funds Transfer 204976 60669288 LDC INV34167 FT		-£88.50 ✓	£921,521.64
15/08/2024	Funds Transfer 204976 60669288 TOP UP AUG 24 AC FT		-£56,000.00 ✓	£921,610.14
09/08/2024	Counter Credit LEWES DISTRICT COU 100219 BGC	£88.50 ✓		£977,610.14

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.

29 Aug 2024

MRS Alison Marian Campbell



We've transferred your money

Date transfer was set up

29 Aug 2024

Time transfer was set up

11:07:44 GMT

Transfer from

Business Premium ME

Barclays Bank UK PLC

20-49-76 20669253

Transfer to

BUSINESS FREE AUTO TRANS

Barclays Bank UK PLC

20-49-76 60669288

Reference

LDC INV34167

Amount

£88.50

We process transfers straight away as long as there's enough money in the account the money is being transferred from. If you set up your transfer on a weekend or bank holiday, we'll make the transfer on the next working day.

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

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

29 Aug 2024

MRS Alison Marian Campbell



We've transferred your money

Date transfer was set up

29 Aug 2024

Time transfer was set up

11:12:16 GMT

Transfer from

Business Premium ME

Barclays Bank UK PLC

20-49-76 20669253

Transfer to

BUSINESS FREE AUTO TRANS

Barclays Bank UK PLC

20-49-76 60669288

Reference

Top Up Aug 2024

Amount

£224,000.00

We process transfers straight away as long as there's enough money in the account the money is being transferred from. If you set up your transfer on a weekend or bank holiday, we'll make the transfer on the next working day.

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

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

15 Aug 2024

MRS Alison Marian Campbell



We've transferred your money

Date transfer was set up

15 Aug 2024

Time transfer was set up

09:44:30 GMT

Transfer from

Business Premium ME

Barclays Bank UK PLC

20-49-76 20669253

Transfer to

BUSINESS FREE AUTO TRANS

Barclays Bank UK PLC

20-49-76 60669288

Reference

TOP UP AUG 24 AC

Amount

£56,000.00

We process transfers straight away as long as there's enough money in the account the money is being transferred from. If you set up your transfer on a weekend or bank holiday, we'll make the transfer on the next working day.

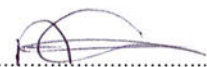
Barclays Bank UK PLC. is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and Prudential Regulation Authority (Financial Services Register No.759676).

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

Bank Reconciliation Statement as at 31/08/2024
for Cashbook 3 - Petty Cash

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	31/08/2024		74.91
			<u>74.91</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			74.91
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			74.91
		Balance per Cash Book is :-	74.91
		Difference is :-	0.00

Signatory 1:

Name ALISON CAMPBELL Signed  Date 2/9/2024

Signatory 2:

Name CORINA WATTS Signed  Date 8/9/2024

Bank Reconciliation up to 31/08/2024 for Cashbook No 3 - Petty Cash

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
09/08/2024	134	3.75		3.75		R <input checked="" type="checkbox"/>	Range
12/08/2024	135	8.00		8.00		R <input checked="" type="checkbox"/>	Tesco
21/08/2024	136	1.45		1.45		R <input checked="" type="checkbox"/>	Sainsburys S'Markets
28/08/2024	137	1.45		1.45		R <input checked="" type="checkbox"/>	Sainsburys S'Markets
		<u>14.65</u>	<u>0.00</u>				

Signatory 1:

Name ALISON CAMPBELL Signed  Date 2/9/2024

Signatory 2:

Name CORINA WATTS Signed  Date 6/9/2024



Eastbourne Extra

Any questions please visit
www.tesco.com/store-locator
VAT Number: GB 220 4302 31

Sainsbury's Supermarkets Ltd
33 Holborn London EC1N 2HT
www.sainsburys.co.uk
Vat Number : 660 4548 36

Good food for all of us
NEWHAVEN HARBOUR
01273 612036

JS S/SKIM MILK 2.272L £1.45
1 BALANCE DUE £1.45
CASH £1.45

CHANGE £0.00

MY NECTAR SUMMARY

POINTS EARNED ON 643
PREVIOUS POINTS BALANCE 1
POINTS EARNED 1
NEW POINTS BALANCE 644
YOUR POINTS ARE WORTH £3.22

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



629213606221100280824

#2211 10:31:51 28AUG2024
S2136 R66

Thank you for your visit.



Unit 2
The Drove
Newhaven
East Sussex
BN9 0AD
01273076819
VAT no. 591272335

SALE TRANSACTION

089009 STILL WATER 24X500ML £3.75
No. Items 1
Balance to pay

Local Cash

Last day to change your mind is 23/09/24
This does not affect your status.
Exclusions apply - See overleaf for details.

Let us know how we did today!
For your chance to win a £200 gift card

www.therange.co.uk/customer-feedback

Today you were served by Lydia

STORE TILL OP NO. TRANS. DATE TIME
0200 7 110493 226374 09/08/2024 10:18

99902020000072263741



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 MILK 2.272L £1.45
1 BALANCE DUE £1.45
CASH £1.50

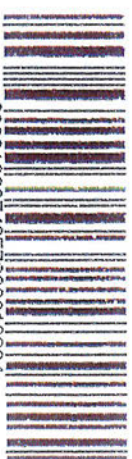
CHANGE £0.05

MY NECTAR SUMMARY

POINTS EARNED ON 640
PREVIOUS POINTS BALANCE 1
POINTS EARNED 1
NEW POINTS BALANCE 641
YOUR POINTS ARE WORTH £3.20

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



6292136074857800210824

#8578 10:09:10 21AUG2024
S2136 R74

Thank you for your visit.

C-KK
8/16/24

F13

K1
F12

B35

pd
AC-KL
9/18/24

B34


12x

B36

Bank Reconciliation Statement as at 31/08/2024
for Cashbook 4 - Base Rate Reward Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Base Rase Reward Account	31/08/2024		94,292.49
			<u>94,292.49</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			94,292.49
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			94,292.49
		Balance per Cash Book is :-	94,292.49
		Difference is :-	0.00

Signatory 1:

Name ALISON CAMPBELL Signed  Date 2/9/2024

Signatory 2:

Name CORINA WATTS Signed  Date 6/9/2024



Transactions

Business Premium ME **20-49-76 13831183**

Available balance	£94,840.81
Last night's balance	£94,292.49
Overdraft limit	n/a

Showing **No** transactions between and from 01/08/2024 to 31/08/2024

Date	Description	Money in	Money out	Balance
No Transaction Found				

Need to view older transactions?

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

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

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

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

Barclays Bank PLC. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority (Financial Services Register number: 122702).

Barclays Bank UK PLC. Registered no. 9740322. Barclays Insurance Services Company Limited. Registered no. 973765. Barclays Investment Solutions Limited. Registered no. 2752982. Barclays Bank PLC. Registered no. 1026167. All registered in England. Registered office for all: 1 Churchill Place, London E14 5HP.

Bank Reconciliation Statement as at 31/08/2024
for Cashbook 5 - Credit Cards

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Card 1851 3279 KD	31/08/2024		0.00
Card 2597 1956 AC	31/08/2024		0.00
			<u>0.00</u>
<u>Unpresented Payments (Minus)</u>			<u>Amount</u>
27/06/2024 56042	Playdale Playgrounds Ltd	76.70	
09/08/2024 990919225	Amazon Marketplace UK	27.89	
28/08/2024 CCARD28.8	Sainsburys S'Markets	13.85	
30/08/2024 CN16475163	Amazon Marketplace UK	-24.19	
			<u>94.25</u>
			-94.25
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			-94.25
		Balance per Cash Book is :-	-94.25
		Difference is :-	0.00

Signatory 1:

Name ALISON CAMPBELL Signed  Date 9/9/2024

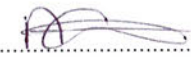
Signatory 2:

Name CORINA WATTS Signed  Date 10/9/2024

Bank Reconciliation up to 31/08/2024 for Cashbook No 5 - Credit Cards

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
27/06/2024	56042	76.70			76.70	<input type="checkbox"/>	Playdale Playgrounds Ltd
02/07/2024	307FAD3-00	90.00		90.00		R <input checked="" type="checkbox"/>	We Transfer B.V.
17/07/2024	17.7.2024	11.83		11.83		R <input checked="" type="checkbox"/>	Williams Fabrics
22/07/2024	ALS4328666	491.96		491.96		R <input checked="" type="checkbox"/>	Premier Inn Newhaven Hotel
24/07/2024	119293	459.00		459.00		R <input checked="" type="checkbox"/>	DTW Tools & Machinery Ltd
25/07/2024	447YKSABEI	15.14		15.14		R <input checked="" type="checkbox"/>	Amazon Marketplace UK
26/07/2024	284966	126.79		126.79		R <input checked="" type="checkbox"/>	One Stop Promotion
29/07/2024	GB449PJ6AB	6.73		6.73		R <input checked="" type="checkbox"/>	Amazon Marketplace UK
29/07/2024	GB44A08JAB	13.46		13.46		R <input checked="" type="checkbox"/>	Amazon Marketplace UK
30/07/2024	412837790	182.50		182.50		R <input checked="" type="checkbox"/>	Royal Mail Group Ltd
31/07/2024	95749341	0.96		0.96		R <input checked="" type="checkbox"/>	Indeed Ireland Operations Ltd
31/07/2024	95481671	500.06		500.06		R <input checked="" type="checkbox"/>	Indeed Ireland Operations Ltd
09/08/2024	990919225	27.89			27.89	<input type="checkbox"/>	Amazon Marketplace UK
28/08/2024	CCARD28.8	13.85			13.85	<input type="checkbox"/>	Sainsburys S'Markets
29/08/2024	CC 29.8.24		2,055.48	2,055.48		R <input checked="" type="checkbox"/>	Receipt(s) Banked
30/08/2024	GB43P4ELAB	23.72		23.72		R <input checked="" type="checkbox"/>	Amazon Marketplace UK
30/08/2024	174981561	9.75		9.75		R <input checked="" type="checkbox"/>	Amazon Marketplace UK
30/08/2024	GB43LZLQAB	5.80		5.80		R <input checked="" type="checkbox"/>	Amazon Marketplace UK
30/08/2024	CN13275909	-6.82		-6.82		R <input checked="" type="checkbox"/>	Amazon Marketplace UK
30/08/2024	GB43P6BJAB	26.72		26.72		R <input checked="" type="checkbox"/>	Amazon Marketplace UK
30/08/2024	GB43SYB1A	15.76		15.76		R <input checked="" type="checkbox"/>	Amazon Marketplace UK
30/08/2024	GGB43TI2ZA	33.96		33.96		R <input checked="" type="checkbox"/>	Amazon Marketplace UK
30/08/2024	1647516385	24.19		24.19		R <input checked="" type="checkbox"/>	Amazon Marketplace UK
30/08/2024	CN16475163	-24.19			-24.19	<input type="checkbox"/>	Amazon Marketplace UK
30/08/2024	168158891.	23.97		23.97		R <input checked="" type="checkbox"/>	Amazon Marketplace UK
		<u>2,149.73</u>	<u>2,055.48</u>				

Signatory 1:

Name ALISON CAMPBELL Signed  Date 9/9/2024

Signatory 2:

Name CORINA WATTS Signed  Date 10/9/2024

SUMMARY FOR NEWHAVEN TOWN COUNCIL

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

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

Company reference: 5476760289527536
Statement date: 2 August 2024
Page number: 1 of 4
Monthly spend limit: £8,000.00

Date of previous statement: 2 July 2024
Previous balance: £3,162.67
Payment received: £3,162.67 CR
Total of charges and adjustments: £0.00
Total of new spending: £2,055.48
New balance: £2,055.48
Minimum payment: £20.55
Payment due by: 27 August 2024
Available to spend: £5,944.52

Total cashback earned this month (£): 0.00
Total cashback earned since anniversary (£): 0.00
Cashback redeemed (£): 0.00

Payment instructions

Thank you for using Barclaycard Commercial. Your bank account 6****288 at 20 -**- 76 will be debited with the agreed payment or the minimum payment (whichever is greater) on or immediately after 27 August 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 : £55.30

Balance	Value	Monthly Rate	Estimated Interest*	Expiry Date
PURCHASE	2,055.48	2.050%	55.30	
CASH	0.00	2.429%	0.00	
Totals	£2,055.48		£55.30	

Paid in by and date

2055.48

27 August 2024

Cashier's Stamp and Initials

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

bank giro credit ABC

20.55 5476760289527536

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

Total Cash *

Cheques +

£

SUMMARY FOR NEWHAVEN TOWN COUNCIL

Company reference: 5476760289527536
 Statement date: 2 August 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				3,162.67
Total of payment, charges and adjustments				£0.00
29 Jul 2024	DIRECT DEBIT PAYMENT THANK YOU			3,162.67 CR
New balances by individual cardholder				
Name	Card number	Monthly spend limit	Balance	
A M CAMPBELL	5476 7600 2597 1956	4,000	374.88	
K DRY	5476 7609 1851 3279	4,000	1,680.60	
Total cardholder expenditure				£2,055.48
New balance				£2,055.48

How to switch your Barclaycard

If your current Barclaycard business card is no longer right for your business, you can change to one of our other cards, subject to eligibility. You can see all our cards and use our card selector tool to find the right one for your business at barclaycard.co.uk/business/cards/card-selector

STATEMENT FOR A M CAMPBELL

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

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

5476760289527536
5476760025971956
2 August 2024
3 of 4
£4,000.00

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

Date	Description	Amount
2 Jul 2024	AMAZON* 206-4690843-27 LONDON LND 030785383904 MISCELLANEOUS GENERAL MERCHANDISE STORES	9.75 ✓
2 Jul 2024	AMAZON* 206-3985910-06 LONDON LND 030785383904 MISCELLANEOUS GENERAL MERCHANDISE STORES	5.80 ✓
3 Jul 2024	AMAZON* AC 23.5.24 LONDON LND 050785383904 MISCELLANEOUS GENERAL MERCHANDISE STORES	6.82 CR ✓
4 Jul 2024	AMAZON* 206-5957025-08 LONDON LND 050785383904 MISCELLANEOUS GENERAL MERCHANDISE STORES	26.72 ✓
4 Jul 2024	AMAZON* 206-5957025-08 LONDON LND 050785383904 MISCELLANEOUS GENERAL MERCHANDISE STORES	23.72 ✓
5 Jul 2024	AMAZON* 206-2097324-70 LONDON LND 080785383904 MISCELLANEOUS GENERAL MERCHANDISE STORES	23.97 ✓
9 Jul 2024	AMZNBusiness*MO9EK7295 amazon.co.uk LUX 100752692014 MISCELLANEOUS AND RETAIL STORES	15.76 ✓
10 Jul 2024	AMZNBUSINESS*X41OZ5465 LUXEMBOURG, LLUX 110785396884 MISCELLANEOUS AND RETAIL STORES	33.96 ✓
25 Jul 2024	AMAZON* 206-7893963-68 LONDON LND 260785383904 MISCELLANEOUS GENERAL MERCHANDISE STORES	15.14 ✓
28 Jul 2024	AMAZON* 206-5625600-42 LONDON LND 290785383904 MISCELLANEOUS GENERAL MERCHANDISE STORES	13.46 ✓
28 Jul 2024	AMAZON* 206-5625600-42 LONDON LND 290785383904 MISCELLANEOUS GENERAL MERCHANDISE STORES	6.73 ✓
30 Jul 2024	ROYAL MAIL ONLINE SHOP INTERNET GBR 310705272464 BUSINESS SERVICES NOT ELSEWHERE CLASSIFIED	182.50 ✓
30 Jul 2024	AMAZON* 206-3016520-77 LONDON LND 310785383904 MISCELLANEOUS GENERAL MERCHANDISE STORES	24.19 ✓
13 new purchases / cash advances. Total of spending.		£374.88 ✓ <i>al</i>

MRS A M CAMPBELL
NEWHAVEN TOWN COUNCIL
18 FORT ROAD
NEWHAVEN
BN9 9QE

STATEMENT FOR K DRY

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

Company reference: 5476760289527536
 Card number: 5476760918513279
 Statement date: 2 August 2024
 Page number: 4 of 4
 Monthly spend limit: £4,000.00

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

Date	Description	Amount
2 Jul 2024	WETRANSFER AMSTERDAM NH 030782644314 COMPUTER AND DATA PROCESSING SERVICES	90.00 ✓
17 Jul 2024	THE PATCHWORK CAT NEWHAVEN ☎ 180755504434 SEWING, NEEDLEWORK, FABRIC AND PIECE GOODS STORES	11.83 ✓
22 Jul 2024	Premier Inn NEWHAVEN 230785481474 PREMIER INN	491.96 ✓
24 Jul 2024	WWW.DTWTTOOLS.CO.UK ADLINGTON LND 250785383904 HARDWARE EQUIPMENT AND SUPPLIES	459.00 ✓
26 Jul 2024	WWW.FLAGSANDFLAGPOLES. INTERNET GBR 290705272464 MISCELLANEOUS PUBLISHING & PRINTING	126.79 ✓
31 Jul 2024	Indeed 95481671 Dublin IRL 010815265674 EMPLOYMENT AGENCIES, TEMPORARY HELP SUPPLY SERVICES	500.06 ✓
1 Aug 2024	Indeed 95749341 Dublin IRL 020815265674 EMPLOYMENT AGENCIES, TEMPORARY HELP SUPPLY SERVICES	0.96 ✓
7 new purchases / cash advances. Total of spending.		£1,680.60 ✓ <i>foe</i>

MR K DRY
 NEWHAVEN TOWN COUNCIL
 18 FORT ROAD
 NEWHAVEN
 BN9 9QE

Payments made between 01/06/2024 and 31/08/2024

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
03/06/2024	Computer-Eyez (South) Ltd	0002059	1,389.20	1,389.20		501			VoiP Agreement
03/06/2024	Lewes District Council	1007878857	247.00	247.00		501			Business Rates - Denton
03/06/2024	Lewes District Council	100787964	205.00	205.00		501			Business Rates - MH
03/06/2024	Lewes District Council	100789027	87.00	87.00		501			Business Rates - LRD
03/06/2024	Lewes District Council	100789030	403.00	403.00		501			Business Rates - NH CEM
03/06/2024	Lewes District Council	100899386	125.00	125.00		501			Business Rates - ES
03/06/2024	Lewes District Council	101247911	384.00	384.00		501			Business Rates - NTCO
03/06/2024	Trade UK Account	55717May24	52.13	52.13		501			Die Cut Black x Allot
04/06/2024	Barclays Bank	MAY 24	38.96			4058	101	38.96	Charges 15Apr/12May 24
07/06/2024	Pipers News	4876	10.80	10.80		501			Weekly Newspaper
10/06/2024	Barclaycard Payments Ltd	0173921524	43.65	43.65		501			Charges 31.5.2024
10/06/2024	British Telecommunications Plc	Q048YP	278.60	278.60		501			Broadband
11/06/2024	Candy Dewdney	114153	570.00			1157	150	570.00	Refund of Fees - INV 34145
11/06/2024	Candy Dewdney	114154	5,570.00			1157	150	5,570.00	Refund Fee - INV34145
11/06/2024	Clare Dewdney	114154R	570.00			1157	150	570.00	Error Correction
11/06/2024	Candy Dewdney	114154X	-5,570.00			1157	150	-5,570.00	Error AC
12/06/2024	North Laine Window Cleaning	211	24.00	24.00		501			Window Cleaning - NTCO
12/06/2024	TerraFirma Landscape Architect	2364/9990	4,254.00	4,254.00		501			Landscaping Consultancy Stg 6
12/06/2024	City Electrical Factors	365899	32.34	32.34		501			Light - NTCO
12/06/2024	Stuart Morris Textiles Ltd	66730	268.20	268.20		501			T-Towels Bandstand Design x 50
17/06/2024	Arval UK Limited	0012030363	1,098.00	1,098.00		501			NTC Van May/June 24
17/06/2024	Lewes District Council	6255904	9,433.45	9,433.45		501			Grounds Maintenance June 24
17/06/2024	Pension ESCC	ESCC MAY24	5,665.40			4000	102	1,316.44	ESCC Penison Employee
						4001	102	4,348.96	ESCC Penison Employer
18/06/2024	E-On Energy Solutions Ltd	016F62D9-2	224.27	224.27		501			Electric - Eastside
18/06/2024	Advo Payroll	35830	79.99	79.99		501			Payroll June 2024
18/06/2024	E-On Energy Solutions Ltd	60F9407A-2	91.60	91.60		501			Electric - Denton
18/06/2024	E-On Energy Solutions Ltd	CB778D50-2	93.37	93.37		501			Electric - MH
18/06/2024	Investec Asset Finance PLC	VI/1970696	81.70	81.70		501			3 x Computer
Subtotal Carried Forward:			25,750.66	18,906.30	0.00			6,844.36	

Payments made between 01/06/2024 and 31/08/2024

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
									Leases
19/06/2024	EE	V022351892	94.94	94.94		501			Mobile Phones June 24
20/06/2024	Premier Managed Technologies G	318568	193.11	193.11		501			Photocopies Apr/May 24
20/06/2024	British Telecommunications Plc	F071RL	-32.16	-32.16		501			Refund 01273 513439
21/06/2024	E-On Energy Solutions Ltd	A700C35C-2	86.16	86.16		501			Electric - LRD
21/06/2024	British Telecommunications Plc	F035FW	-12.32	-12.32		501			Refund Charges 01273 611175
21/06/2024	E-On Energy Solutions Ltd	FE7E4DA4-2	107.55	107.55		501			Electric - NTCO
21/06/2024	PAYE Payments	HMRC MAY24	6,792.61			4000	102	3,281.60	Paye Inc Tax
						4000	102	1,048.17	Employee Nat Ins
						4001	102	2,462.84	Employer Nat Ins
24/06/2024	Business Stream	5151409	95.98	95.98		501			Water - Eastside SC
24/06/2024	Business Stream	5152809	120.12	120.12		501			Water Lewes Rd SC
24/06/2024	Staff Salaries	SS JUNE 24	10,234.00			4000	102	10,234.00	Staff Salaries June 24
25/06/2024	ENGIE Gas Limited	1-01326174	947.48	947.48		501			Gas - MH
25/06/2024	ENGIE Gas Limited	1-01326175	206.12	206.12		501			Gas - NTCO
25/06/2024	James Hallam Ltd	533990284	17,645.12	17,645.12		501			Insurance Renewals
26/06/2024	Clares Office Supplies Ltd	01627490	126.29	126.29		501			Stationery
26/06/2024	The Highlander Joker	047	375.00	375.00		501			Outdoor Bubble Activity
26/06/2024	Beach Entertainments	150624	350.00	350.00		501			DJ & Sound Services Sx Day
26/06/2024	Hillcrest Community Centre	18027	59.64	59.64		501			Hal Hire 12.6.2024
26/06/2024	ESALC Ltd	1847	72.00	72.00		501			Breakthrough Comms Training
26/06/2024	North Laine Window Cleaning	215	48.00	48.00		501			Window CLeaning MH & ES
26/06/2024	Nick Pynn Music	24.06.2024	150.00	150.00		501			Sx Day Performance
26/06/2024	Tansleys Printers	27154/254	5,752.00	5,752.00		501			Flyer Photo Comp 24
26/06/2024	Bonny's Wood	2871/2873	2,755.20	2,755.20		501			Tree Work Survey
26/06/2024	Denma Cleaning Services Ltd	47625	90.93	90.93		501			Various Cleaning Items
26/06/2024	The Sign Shop Horsham Ltd	79860	414.00	414.00		501			Van Signage
26/06/2024	J Kirby Electrical Ltd	8682	126.00	126.00		501			Electrical Work - DH
26/06/2024	Art Techniques	ATSD17624	300.00	300.00		501			Art Workshop - Sx Day
26/06/2024	Pam Perry	ES 25.6.24	86.52			4015	202	86.52	Storage Boxes - Repairs
Subtotal Carried Forward:			72,934.95	48,977.46	0.00			23,957.49	

Payments made between 01/06/2024 and 31/08/2024

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
26/06/2024	Blakedown Landscapes (SE) Ltd	L34202	27,602.24	27,602.24		501			Eastside Landscaping
26/06/2024	Blakedown Landscapes (SE) Ltd	L34202/2	50,000.00	50,000.00		501			Eastside Landscaping
26/06/2024	MX Sound & Lighting	MX000151	300.00	300.00		501			Sound Equipment - Sx Day
27/06/2024	MAD Bonfire Society	114155	6,000.00			4218	360	6,000.00	Event Grant Award 2024
27/06/2024	Culture Connect Project CIC	114156	3,500.00			4218	360	3,500.00	Event Grant Awward 2024
27/06/2024	Credit Cards	JUNE 2024	4,128.05			202		4,128.05	CC Payments May 2024
01/07/2024	Computer-Eyez (South) Ltd	002059	1,605.20	1,605.20		501			Master Agreement
01/07/2024	SSE	01062242	216.16	216.16		501			Electric CCTV
01/07/2024	Lewes District Council	100787757	247.00	247.00		501			Business Rates - Denton
01/07/2024	Lewes District Council	100787964	205.00	205.00		501			Business Rates - MH
01/07/2024	Lewes District Council	100789027	87.00	87.00		501			Business Rates - LRD
01/07/2024	Lewes District Council	100789030	403.00	403.00		501			Business Rates - NH CEM
01/07/2024	Lewes District Council	100899386	125.00	125.00		501			Business Rates - ES
01/07/2024	Lewes District Council	101247911	384.00	384.00		501			Business Rates - NTCO
01/07/2024	Trade UK Account	May/June24	417.77	417.77		501			Toilet roll and lock
05/07/2024	Jamie Crawford Storyteller	1060	200.00	200.00		501			Storytelling - Sx Day 24
05/07/2024	Petty Cash	114157	100.00			210		100.00	Top Up Petty Cash 6.24
05/07/2024	Natural England	165412	130.00	130.00		501			Wildlife License
05/07/2024	Wynnes & Seaford Fencing	2400/176	1,176.00	1,176.00		501			Fencing at LRD & BVP
05/07/2024	TerraFirma Landscape Architect	2634/10039	3,898.08	3,898.08		501			Landscap Consultancy ES June 2
05/07/2024	Pyrotec Fire Protection Ltd	411800x5	779.15	779.15		501			Fire Extinguisher Checks -MH
05/07/2024	Countrymans Contractors Ltd	4329	2,376.00	2,376.00		501			Grass Cutting June 2024
05/07/2024	Diversity Environmental Consul	929	6,240.00	6,240.00		501			Site monitoring & expenses ESP
05/07/2024	Barclays Bank	JUNE 24	37.42			4058	101	37.42	Bank Charges 13/5-12/6.24
05/07/2024	Covert Protection	SDE001	1,566.60	1,566.60		501			Sx Day Stewards & Staff
10/07/2024	Barclaycard Payments Ltd	0172392106	19.36	19.36		501			Payment Machine
Subtotal Carried Forward:			184,677.98	146,955.02	0.00			37,722.96	

Payments made between 01/06/2024 and 31/08/2024

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
									Charge June 24
12/07/2024	Pipers News	5132	13.50	13.50		501			Newspapers June 2024
15/07/2024	Advo Payroll	36199	79.99	79.99		501			Payroll July 2024
15/07/2024	Business Stream	5335460	18.44	18.44		501			Water at NHCEM
15/07/2024	Lewes District Council	6256176	9,739.29	9,739.29		501			Bin Collection MH
15/07/2024	Arval UK Limited	RI00121435	549.00	549.00		501			Van Lease July 2024
17/07/2024	Pension ESCC	ERR ESCC	-3,798.54			4000	102	-1,236.20	Err Reverse Payment 6.24
						4001	102	-2,562.34	Err Reverse Payment 6.24
17/07/2024	Pension ESCC	ESCC 6.24	3,798.54			4000	102	1,236.20	ESCC Pension Employee June 24
						4001	102	2,562.34	ESCC Pension Employer June 24
17/07/2024	Pension ESCC	ESCC6.24C	3,363.24			4000	102	800.90	Employee Pension June 24
						4001	102	2,562.34	Employer Pension June 24
17/07/2024	E-On Energy Solutions Ltd	KI-60F9407	63.13	63.13		501			Denton Elec 1/6-30/6/24
17/07/2024	E-On Energy Solutions Ltd	KI016F62D9	97.94	97.94		501			Eastside Elec 1/6-30/6
17/07/2024	E-On Energy Solutions Ltd	KICB778D50	69.48	69.48		501			Meeching Elec 1/6-1/7/24
18/07/2024	Investec Asset Finance PLC	VI/1970696	36.00	36.00		501			3 x Computer Leases
19/07/2024	BNP Paribas Leasing Solutions	FLLB566467	257.82	257.82		501			Photocopier Hire
19/07/2024	E-On Energy Solutions Ltd	KI-A700C35	78.74	78.74		501			Elec Lewes Rd Hut 5/6-30/6/24
19/07/2024	EE	V022458395	93.43	93.43		501			EE Mobile Phone Bills
22/07/2024	Premier Managed Technologies G	3193116	268.17	268.17		501			Photocopier Printing
22/07/2024	Business Stream	5355568	616.57	616.57		501			Water at DH
22/07/2024	PAYE Payments	HMRC JUN24	2,954.24			4000	102	1,136.14	PAYE Inc Tax
						4000	102	581.90	Employee Nat Ins
						4001	102	1,236.20	Employer Nat Ins
23/07/2024	ENGIE Gas Limited	1-01356342	49.40	49.40		501			Gas Meeching Hall 1/6-30/6/24
23/07/2024	ENGIE Gas Limited	1-01356343	141.15	141.15		501			Gas 18 Fort Road 1/6-30/6/24
23/07/2024	E-On Energy Solutions Ltd	KI-FE7E4DA	101.36	101.36		501			Elec 18 Fort Rd 1/6/24 30/6/24
24/07/2024	Business Stream	5364898	101.26	101.26		501			Water Eastside Hall 26/5-25/6
Subtotal Carried Forward:			203,370.13	159,329.69	0.00			44,040.44	

Payments made between 01/06/2024 and 31/08/2024

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
24/07/2024	Business Stream	5366601	120.58	120.58		501			Lewes Hut Water 26/5-25/6
24/07/2024	Staff Salaries	SS JULY 24	8,644.69			4000	102	8,644.69	Staff Salaries July 2024
29/07/2024	SSE	1203178	209.20	209.20		501			CCTV Electric
29/07/2024	Credit Cards	July 24	3,162.67			202		3,162.67	CC Payment 29.7.24
29/07/2024	Anne Moore - Tree Warden	TW 30.7.24	60.28			4511	301	60.28	Acrylic & Tuff Tubs
01/08/2024	Computer-Eyez (South) Ltd	02059	1,427.61	1,427.61		501			Agreement Office 365
01/08/2024	Chroma Vision Ltd	0744	1,504.66	1,504.66		501			CCTV Maintenance Year 1
01/08/2024	Lewes District Council	1016259090	403.00	403.00		501			Business Rates - NH CEM
01/08/2024	TerraFirma Landscape Architect	2073/10062	1,941.98	1,941.98		501			Landscaping Consultancy
01/08/2024	North Laine Window Cleaning	225	24.00	24.00		501			Window Clean NTCO
01/08/2024	Bonny's Wood	2886	4,248.00	4,248.00		501			Reeds Cut 1
01/08/2024	Countrymans Contractors Ltd	4314	450.00	450.00		501			Heighton Rd Grass Cut June 24
01/08/2024	Denma Cleaning Services Ltd	48168	111.46	111.46		501			Cleaning Items
01/08/2024	SouthCoast Services Sussex Ltd	6385	19.20	19.20		501			Abby & Evva Keys - Eastside
01/08/2024	PJ Products Ltd	81865	372.00	372.00		501			Enclosed Skip - Allotment
01/08/2024	Brady Corp Ltd	9303781496	47.86	47.86		501			Signage
01/08/2024	SLCC Enterprises Ltd	BK216541-1	718.00	718.00		501			Conference October 24
01/08/2024	Lynns Travel Ltd	CH8235	295.00	295.00		501			19 Seat Coah - Dieppe Raid
01/08/2024	Trade UK Account	June 2024	185.80	185.80		501			Bleach
01/08/2024	Michaels Civic Robes	MCR2553	2,493.00	2,493.00		501			Past Mayor Badges
01/08/2024	SLCC Enterprises Ltd	MEM250002-	416.00	416.00		501			KD Membership 2024
01/08/2024	Lewes District Council	N101623860	247.00	247.00		501			Business Rates - Denton
01/08/2024	Lewes District Council	N101624609	205.00	205.00		501			Business Rates - MH
01/08/2024	Lewes District Council	N101624639	384.00	384.00		501			Business Rates - NTCO
01/08/2024	Lewes District Council	N101625909	87.00	87.00		501			Business Rates - LRD
01/08/2024	Lewes District Council	N101626909	125.00	125.00		501			Business Rates - ES
01/08/2024	Wilkins Safety Group South Coa	WSGSC 1019	513.00	513.00		501			PO NTC 612
05/08/2024	Barclays Bank	BB JULY 24	32.44			4058	101	32.44	13Jun/14July 24 Charges
Subtotal Carried Forward:			231,818.56	175,878.04	0.00			55,940.52	

Payments made between 01/06/2024 and 31/08/2024

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
08/08/2024	Amazon Marketplace	DR2024	51.98			4221	300	51.98	Flowers & Cards
09/08/2024	Pipers News	5374	10.80	10.80		501			Newspapers July 24
12/08/2024	Barclaycard Payments Ltd	0172392107	18.16	18.16		501			Payment Card Machine July 2024
15/08/2024	Tates of Sussex	0010400075	59.99	59.99		501			Water Butt
15/08/2024	Focus Finance Ltd	125219	81.70	81.70		501			End of Lease Retain of goods
15/08/2024	Clean Team Sussex	2211 +3	1,630.00	1,630.00		501			ES Deep CLean
15/08/2024	Piggotts Flags & Branding Ltd	281844 + 1	5,871.12	5,871.12		501			Gold finial for flagpoles
15/08/2024	AECOM Ltd	28564158	25,911.42	25,911.42		501			Building Asset Strat NTC
15/08/2024	Bonny's Wood	2893	576.00	576.00		501			Tree Watering - TW July 24
15/08/2024	Lewes District Council	300286	9,567.98	9,567.98		501			Grounds Maintenance August 24
15/08/2024	Don Burtenshaw	3033/36/37	2,556.00	2,556.00		501			Work at ES Park
15/08/2024	Countrymans Contractors Ltd	4383	4,474.20	4,474.20		501			Cut 3 of 6 & 1 of 2 July24
15/08/2024	Cosmo Construction (UK) Ltd	4847	6,324.00	6,324.00		501			Bay View Playground Repairs
15/08/2024	SouthCoast Services Sussex Ltd	6496	326.40	326.40		501			Replacement Lock at ES
15/08/2024	Denton Island Indoor Bowls Clu	DIIBC1188A	911.00	911.00		501			Dieppe Raid 24 - Beverages
15/08/2024	Arval UK Limited	RI00122803	549.00	549.00		501			Van Lease Aug 2024
15/08/2024	PKF Littlejohn LLP	SB20240447	2,016.00	2,016.00		501			External Audit 2023-2024
16/08/2024	Pension ESCC	DD	2,944.68			4000	102	707.17	ESCC Pension Employees July 24
						4001	102	2,237.51	ESCC Pension Employers July 24
19/08/2024	EE	V022554232	97.21	97.21		501			Mobile Phone COContracts Aug 24
20/08/2024	E-On Energy Solutions Ltd	016F62D9-2	99.77	99.77		501			Electric - Eastside July 24
20/08/2024	Premier Managed Technologies G	319792.169	271.16	271.16		501			Printing June/July 24
20/08/2024	E-On Energy Solutions Ltd	60F9407A-3	55.45	55.45		501			Electric - Denton July 24
20/08/2024	E-On Energy Solutions Ltd	A700C35C-3	53.16	53.16		501			Electric - LRD July 24
20/08/2024	E-On Energy Solutions Ltd	CB778D50-3	67.63	67.63		501			Electric - MH July 24
21/08/2024	E-On Energy Solutions Ltd	FE7E4DA4-3	104.99	104.99		501			Electric - NTCO July 24
Subtotal Carried Forward:			296,448.36	237,511.18	0.00			58,937.18	

Payments made between 01/06/2024 and 31/08/2024

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
22/08/2024	ENGIE Gas Limited	1-01382871	52.48	52.48		501			Gas - MH July 2024
22/08/2024	ENGIE Gas Limited	1-01382872	119.58	119.58		501			Gas - NTCO July 24
22/08/2024	PAYE Payments	HMRC JUL24	2,930.71			4000	102	1,276.46	PAYE Inc Tax July 24
						4000	102	536.46	Employee Nat Ins July 24
						4001	102	1,117.79	HMRC PAYE July 24
22/08/2024	Jackson Lift Services Ltd	JS915884M	1,000.80	1,000.80		501			Lift Servicing 13.8.24-12.8.25
23/08/2024	Business Stream	5593578	91.15	91.15		501			Water - ES
23/08/2024	Business Stream	5595067	42.51	42.51		501			Water - MH
23/08/2024	Business Stream	5595810	115.28	115.28		501			Water - LRD
23/08/2024	Staff Salaries	SS AUG 24	8,635.48			4000	102	8,611.63	Staff Salaries August 2024
						4008	102	23.85	Mileage KD - August 2024
28/08/2024	Advo Payroll	36543	79.99	79.99		501			Payroll August 2024
29/08/2024	SSE	01367875	216.16	216.16		501			Electric CCTV
29/08/2024	North Laine Window Cleaning	230/231	48.00	48.00		501			Window Cleaning NTCO
29/08/2024	Piggotts Flags & Branding Ltd	285606	325.93	325.93		501			Flags
29/08/2024	Bonny's Wood	2900/2906	576.00	576.00		501			Watering Aug 24 - Tree Wardens
29/08/2024	Denma Cleaning Services Ltd	48316	11.63	11.63		501			Sanisafe Wipes
29/08/2024	Haven Memorials	78711	336.00	336.00		501			Re-fix Memorial - Hampton
29/08/2024	Credit Cards	CC 29.8.24	2,055.48			202		2,055.48	CC Payment Aug 24
29/08/2024	Business Premium	ERR REV	88.50			203		88.50	Err Rev 29.8.24 AC
29/08/2024	Blakedown Landscapes (SE) Ltd	L34257NTC1	40,013.70	40,013.70		501			Final Payment Eastside Work
29/08/2024	Blakedown Landscapes (SE) Ltd	L34257NTC2	50,000.00	50,000.00		501			Final Payment Eastside Work
29/08/2024	Rosalind Ashton	RNLI/NTC G	173.54	173.54		501			Paint & Materials
29/08/2024	Steph Georgalakis	TT 28.8.24	10.00			1169	300	10.00	1 x Mayors T Towel 2024/25
29/08/2024	Steph G	TT 28.8.ERR	-10.00			1169	300	-10.00	Error T-Towel Purchase
Total Payments:			403,361.28	330,713.93	0.00			72,647.35	

Credit Cards

Payments made between 01/06/2024 and 31/08/2024

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
12/06/2024	Amazon Marketplace UK	ERR CORR	111.11		18.52	4022	101	92.59	Error Correction
23/06/2024	Amazon Marketplace UK	132759091	6.82	6.82		501			Notebooks
23/06/2024	Amazon Marketplace UK	693316305	12.99	12.99		501			A5 Plastic folders
25/06/2024	DTW Tools & Machinery Ltd	107434	342.00	342.00		501			Hedge Trimmer & Batteries
25/06/2024	Toilets+	389821	356.00	356.00		501			toilet Provision - Sx Day
25/06/2024	Piggotts Flags & Branding Ltd	8898	432.90	432.90		501			Various Flags
25/06/2024	Amazon Marketplace UK	CRGB434N1	-111.12		-18.52	4022	101	-92.60	Reverse Payment Error Correct
25/06/2024	Amazon Marketplace UK	GB43412ZAB	16.45	16.45		501			Spring Water - Sussex Day
25/06/2024	Amazon Marketplace UK	GB43419FAB	16.44	16.44		501			Spring Water - Sussex Day
25/06/2024	Amazon Marketplace UK	GB434N1Y2	111.12	111.12		501			Heavy Duty Gazebo
25/06/2024	Amazon Marketplace UK	GB434N1YA	111.12	111.12		501			Heavy Duty Gazebo
25/06/2024	DTW Tools & Machinery Ltd	M2G-56438	510.31	510.31		501			Strimmer & Batteries
26/06/2024	B&Q Financial Services	1041631757	44.95	44.95		501			Cherry Urinal Blocks
27/06/2024	Amazon Marketplace UK	131867161	450.00	450.00		501			27" Monitor
27/06/2024	Amazon Marketplace UK	1408575955	28.98	28.98		501			Wrench Protector Pack
27/06/2024	Playdale Playgrounds Ltd	56042	76.70	76.70		501			Shackle assembly
27/06/2024	The Flag Shop	98952	75.62	75.62		501			Sussex Bunting
27/06/2024	GMO GlobalSign Ltd	BM20240500	156.00	156.00		501			Enterprise PK1 Lite
27/06/2024	Amazon Marketplace UK	GB42NLBCA	79.99	79.99		501			Microwave
27/06/2024	Amazon Marketplace UK	GB42XIAAAB	22.99	22.99		501			Coffee
28/06/2024	Carpentryright	045740534	1,585.94	1,585.94		501			Replacement carpet ES
28/06/2024	Squarespace Ireland Limited	127163760	244.80	244.80		501			Data processing service
28/06/2024	Apple Retail UK Ltd	AJ71825068	428.00	428.00		501			Apple IPAD
02/07/2024	We Transfer B.V.	307FAD3-00	90.00	90.00		501			Transfer of Data
17/07/2024	Williams Fabrics	17.7.2024	11.83			4022	101	11.83	Pink Ribbon & Scissors
22/07/2024	Premier Inn Newhaven Hotel	ALS4328666	491.96	491.96		501			Dieppe Raid Visitor Hotel
24/07/2024	DTW Tools & Machinery Ltd	119293	459.00	459.00		501			Stihl Brush Cutter
25/07/2024	Amazon Marketplace UK	447YKSABEI	15.14	15.14		501			Laminating pouches
26/07/2024	DFDS	23221282	92.00	92.00		501			Ferry to Dieppe Travel Aug 24
26/07/2024	One Stop Promotion	284966	126.79	126.79		501			Bunting - GB, Canada, France
29/07/2024	Playdale Playgrounds Ltd	55971	92.04	92.04		501			Replacement Swing
Subtotal Carried Forward:			6,488.87	6,477.05	0.00			11.82	

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
29/07/2024	Indeed Ireland Operations Ltd	93171751	222.88	222.88		501			Recruitment
29/07/2024	Indeed Ireland Operations Ltd	94826367	263.49	263.49		501			Recruitment Advertising
29/07/2024	Amazon Marketplace UK	GB449PJ6AB	6.73	6.73		501			A4 Paper
29/07/2024	Amazon Marketplace UK	GB44A08JAB	13.46	13.46		501			A4 Paper
30/07/2024	Royal Mail Group Ltd	412837790	182.50	182.50		501			Postage stamps
31/07/2024	Indeed Ireland Operations Ltd	95481671	500.06	500.06		501			July 24 Job Advert
31/07/2024	Indeed Ireland Operations Ltd	95749341	0.96	0.96		501			July 24 Jobs Advert
09/08/2024	Amazon Marketplace UK	990919225	27.89	27.89		501			Coffee
28/08/2024	Sainsburys S'Markets	CCARD28.8	13.85			4082	300	13.85	Hospitality BAM Meeting
30/08/2024	Amazon Marketplace UK	1647516385	24.19	24.19		501			Azera Coffee
30/08/2024	Amazon Marketplace UK	168158891.	23.97	23.97		501			Glossy A5 Paper
30/08/2024	Amazon Marketplace UK	174981561	9.75	9.75		501			Notebooks
30/08/2024	Amazon Marketplace UK	CN13275909	-6.82	-6.82		501			Credit for items not received
30/08/2024	Amazon Marketplace UK	CN16475163	-24.19	-24.19		501			Refund for coffee
30/08/2024	Amazon Marketplace UK	GB43LZLQA	5.80	5.80		501			Whit tack
30/08/2024	Amazon Marketplace UK	GB43P4ELAB	23.72	23.72		501			Velcros coins
30/08/2024	Amazon Marketplace UK	GB43P6BJAB	26.72	26.72		501			Envelopes
30/08/2024	Amazon Marketplace UK	GB43SYB1A	15.76	15.76		501			A4 Paper
30/08/2024	Amazon Marketplace UK	GGB43T12ZA	33.96	33.96		501			Kettle
Total Payments:			7,853.55	7,827.88	0.00			25.67	

	Actual Last Year	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	13,272	5,498	12,000	6,502		6,502	45.8%	
4228 Bandstand	1,420	0	2,000	2,000		2,000	0.0%	
4500 Professional Fees	2,223	0	2,500	2,500		2,500	0.0%	
Regeneration & Strategic Dev :- Indirect Expenditure	16,915	5,498	16,500	11,002	0	11,002	33.3%	0
Net Income over Expenditure	(16,915)	(5,498)	(13,800)	(8,302)				
Regeneration & Strategic Dev :- Income	0	0	2,700	2,700			0.0%	
Expenditure	16,915	5,498	16,500	11,002	0	11,002	33.3%	
Movement to/(from) Gen Reserve	(16,915)	(5,498)						
Promotion Partnership/Finance								
101 Administration & Office Costs								
1176 Precept Received	595,380	672,430	672,430	0			100.0%	
1190 Interest Received	14,740	4,915	15,400	10,485			31.9%	
Administration & Office Costs :- Income	610,120	677,345	687,830	10,485			98.5%	0
4012 Business Rates	0	3,842	4,368	526		526	88.0%	
4014 Utilities, Elec/Water/Sew/Fire	13,220	1,841	12,000	10,159		10,159	15.3%	
4015 Repairs and Maintenance	10,796	4,892	3,492	(1,400)		(1,400)	140.1%	
4017 IT Support	14,651	8,921	19,894	10,973		10,973	44.8%	
4021 Communications	2,841	1,097	2,000	903		903	54.9%	
4022 General Office Costs	7,725	4,703	6,349	1,646		1,646	74.1%	
4023 Printing & Stationery	4,222	1,769	4,350	2,581		2,581	40.7%	
4025 Insurance	18,041	18,450	18,100	(350)		(350)	101.9%	
4028 Elections	10,411	0	0	0		0	0.0%	
4057 Audit Fees	2,056	1,810	2,600	790		790	69.6%	
4058 Bank Charges	624	320	800	480		480	40.1%	
4060 Loan Repayments	11,002	5,501	11,002	5,501		5,501	50.0%	
4081 Membership Subscriptions	2,837	2,655	3,545	890		890	74.9%	
4150 Consumables	222	170	265	95		95	64.3%	
Administration & Office Costs :- Indirect Expenditure	98,649	55,972	88,765	32,793	0	32,793	63.1%	0
Net Income over Expenditure	511,470	621,372	599,065	(22,307)				
6000 plus Transfer from EMR	10,411	0						
Movement to/(from) Gen Reserve	521,881	621,372						

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>300 Community Engagement & Promoti</u>								
1169 Mayoral Event/Promotion	0	30	0	(30)			0.0%	
1170 Newsletter - Advert Income	1,392	0	1,000	1,000			0.0%	
Community Engagement & Promoti :- Income	1,392	30	1,000	970			3.0%	0
4024 Publications	31,986	9,294	27,000	17,706		17,706	34.4%	
4030 Advertising - Recruitment	0	2,581	500	(2,081)		(2,081)	516.3%	
4031 Advertising & Publicity	253	0	500	500		500	0.0%	
4079 Young Mayors Allowance	0	0	500	500		500	0.0%	
4080 Mayoral Expenses	634	140	1,600	1,461		1,461	8.7%	
4082 Hospitality	94	72	600	528		528	11.9%	
4221 Dieppe Raid	4,513	3,822	5,000	1,178		1,178	76.4%	
4224 Town Crier	20	0	150	150		150	0.0%	
Community Engagement & Promoti :- Indirect Expenditure	37,500	15,908	35,850	19,942	0	19,942	44.4%	0
Net Income over Expenditure	(36,109)	(15,878)	(34,850)	(18,972)				
<u>360 Support and Services</u>								
4215 Grant Aid	6,473	1,435	35,000	33,565		33,565	4.1%	
4218 Partnership Cont/Event Support	36,950	10,000	35,000	25,000		25,000	28.6%	
4226 Community Partnership Grants	41,796	6,207	30,000	23,793		23,793	20.7%	
Support and Services :- Indirect Expenditure	85,219	17,642	100,000	82,358	0	82,358	17.6%	0
Net Expenditure	(85,219)	(17,642)	(100,000)	(82,358)				
6000 plus Transfer from EMR	5,000	0						
Movement to/(from) Gen Reserve	(80,219)	(17,642)						
Promotion Partnership/Finance :- Income	611,511	677,375	688,830	11,455			98.3%	
Expenditure	221,369	89,523	224,615	135,092	0	135,092	39.9%	
Net Income over Expenditure	390,143	587,852	464,215	(123,637)				
plus Transfer from EMR	15,411	0						
Movement to/(from) Gen Reserve	405,554	587,852						

Environment & Amenities150 Cemetery-Building & Grounds

1152 Excl Right of Burial Full Grav	16,395	7,651	15,000	7,349			51.0%	
1153 Excl Right of Burial Ashes Plo	1,415	283	4,000	3,717			7.1%	
1154 Burial Single Depth	18,810	3,960	18,000	14,040			22.0%	

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1155 Burial Double Depth	3,852	1,284	13,400	12,116			9.6%	
1156 Burial Triple Depth	3,450	0	1,674	1,674			0.0%	
1157 Burial/Scattering of Ashes	5,130	1,995	7,880	5,885			25.3%	
1158 Memorial Permits	8,511	4,569	8,695	4,126			52.5%	
Cemetery-Building & Grounds :- Income	57,563	19,742	68,649	48,907			28.8%	0
4012 Business Rates	0	4,034	4,000	(34)		(34)	100.9%	
4014 Utilities, Elec/Water/Sew/Fire	60	18	1,058	1,040		1,040	1.7%	
4015 Repairs and Maintenance	5,865	699	5,000	4,301		4,301	14.0%	
4016 Grounds Maintenance	92,131	48,260	123,809	75,549		75,549	39.0%	
4150 Consumables	1	76	0	(76)		(76)	0.0%	
Cemetery-Building & Grounds :- Indirect Expenditure	98,058	53,088	133,867	80,779	0	80,779	39.7%	0
Net Income over Expenditure	(40,495)	(33,346)	(65,218)	(31,872)				
201 Denton Social Centre								
1010 Hall Hire Charges	15,737	7,696	11,640	3,944			66.1%	
Denton Social Centre :- Income	15,737	7,696	11,640	3,944			66.1%	0
4012 Business Rates	0	2,470	3,227	757		757	76.5%	
4014 Utilities, Elec/Water/Sew/Fire	2,573	1,808	2,877	1,070		1,070	62.8%	
4015 Repairs and Maintenance	7,893	3,393	3,174	(219)		(219)	106.9%	
4150 Consumables	125	214	260	46		46	82.4%	
Denton Social Centre :- Indirect Expenditure	10,590	7,884	9,538	1,654	0	1,654	82.7%	0
Net Income over Expenditure	5,147	(189)	2,102	2,291				
6000 plus Transfer from EMR	3,369	0						
Movement to/(from) Gen Reserve	8,515	(189)						
202 East Side Social Centre								
1010 Hall Hire Charges	9,759	4,890	9,442	4,552			51.8%	
East Side Social Centre :- Income	9,759	4,890	9,442	4,552			51.8%	0
4012 Business Rates	0	1,248	1,407	160		160	88.7%	
4014 Utilities, Elec/Water/Sew/Fire	4,177	1,694	2,893	1,199		1,199	58.6%	
4015 Repairs and Maintenance	3,085	4,085	1,900	(2,185)		(2,185)	215.0%	
4150 Consumables	0	36	0	(36)		(36)	0.0%	
East Side Social Centre :- Indirect Expenditure	7,262	7,063	6,200	(863)	0	(863)	113.9%	0
Net Income over Expenditure	2,497	(2,173)	3,242	5,415				

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>203 Lewes Road Social Centre</u>								
1010 Hall Hire Charges	3,851	5,229	2,600	(2,629)			201.1%	
Lewes Road Social Centre :- Income	3,851	5,229	2,600	(2,629)			201.1%	0
4012 Business Rates	0	873	1,089	216		216	80.2%	
4014 Utilities, Elec/Water/Sew/Fire	2,570	1,810	4,160	2,350		2,350	43.5%	
4015 Repairs and Maintenance	4,956	2,188	1,850	(338)		(338)	118.2%	
4150 Consumables	0	1	260	259		259	0.6%	
Lewes Road Social Centre :- Indirect Expenditure	7,526	4,872	7,359	2,487	0	2,487	66.2%	0
Net Income over Expenditure	(3,675)	357	(4,759)	(5,116)				
<u>204 Meeching Hall</u>								
1010 Hall Hire Charges	11,661	6,319	9,418	3,099			67.1%	
Meeching Hall :- Income	11,661	6,319	9,418	3,099			67.1%	0
4012 Business Rates	0	2,046	2,433	387		387	84.1%	
4014 Utilities, Elec/Water/Sew/Fire	13,403	3,082	8,751	5,669		5,669	35.2%	
4015 Repairs and Maintenance	8,583	2,100	4,000	1,900		1,900	52.5%	
4021 Communications	204	0	750	750		750	0.0%	
4150 Consumables	4	0	260	260		260	0.0%	
4218 Partnership Cont/Event Support	0	89	0	(89)		(89)	0.0%	
Meeching Hall :- Indirect Expenditure	22,194	7,317	16,194	8,877	0	8,877	45.2%	0
Net Income over Expenditure	(10,533)	(999)	(6,776)	(5,777)				
<u>301 Community Services</u>								
1151 Memorial Slat on Bench	1,041	0	2,300	2,300			0.0%	
1160 Allotment Income Cemetery	1,547	0	1,638	1,638			0.0%	
1175 Grass Verge Income	2,454	0	3,200	3,200			0.0%	
1178 Misc Income	915	450	0	(450)			0.0%	
Community Services :- Income	5,957	450	7,138	6,688			6.3%	0
4014 Utilities, Elec/Water/Sew/Fire	267	749	0	(749)		(749)	0.0%	
4200 CCTV Maintenance/Operating	15,441	1,162	5,500	4,338		4,338	21.1%	
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	19,562	0	25,000	25,000		25,000	0.0%	
4213 Grass Verge Expenditure	16,668	7,166	16,931	9,766		9,766	42.3%	
4230 Play Areas	4,913	4,577	7,000	2,423		2,423	65.4%	
4234 Environmental Enhancements	11,125	7,376	10,000	2,624		2,624	73.8%	
4235 Amenity Areas	21,844	12,234	19,000	6,766		6,766	64.4%	

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4236 Allotments	1,456	669	7,000	6,331		6,331	9.6%	
4241 Town Centre Planters	1,807	0	6,900	6,900		6,900	0.0%	
4248 Business Asset Management	24,629	22,893	0	(22,893)		(22,893)	0.0%	22,893
4500 Professional Fees	920	900	2,000	1,100		1,100	45.0%	
4510 Tree Work	6,832	2,416	9,000	6,584		6,584	26.8%	
4511 Tree Wardens	3,078	1,322	3,600	2,278		2,278	36.7%	
4512 Banners on Riverside	2,770	177	5,500	5,323		5,323	3.2%	
Community Services :- Indirect Expenditure	131,312	61,640	120,531	58,891	0	58,891	51.1%	22,893
Net Income over Expenditure	(125,355)	(61,190)	(113,393)	(52,203)				
6000 plus Transfer from EMR	39,724	22,893						
Movement to/(from) Gen Reserve	(85,631)	(38,297)						

Environment & Amenities :- Income	104,527	44,326	108,887	64,561			40.7%	
Expenditure	276,942	141,865	293,689	151,824	0	151,824	48.3%	
Net Income over Expenditure	(172,415)	(97,539)	(184,802)	(87,263)				
plus Transfer from EMR	43,092	22,893						
Movement to/(from) Gen Reserve	(129,322)	(74,647)						

Personnel

102 Staff Costs

4000 Salaries	136,105	71,044	180,767	109,723		109,723	39.3%	
4001 National Insurance & Pension	94,104	22,276	56,670	34,394		34,394	39.3%	
4002 Staff Overtime	0	0	10,000	10,000		10,000	0.0%	
4006 NTC Van	0	7,665	4,800	(2,865)		(2,865)	159.7%	
4007 Subsistence	0	0	200	200		200	0.0%	
4008 Travel	3,133	193	2,000	1,807		1,807	9.6%	
4009 Payroll Costs	723	333	876	543		543	38.0%	
4010 Training Staff & Councillors	2,204	780	3,000	2,220		2,220	26.0%	
4013 Employment Law/Health & Safety	7,890	5,784	7,300	1,516		1,516	79.2%	
4153 PPE	0	122	0	(122)		(122)	0.0%	
Staff Costs :- Indirect Expenditure	244,159	108,196	265,613	157,417	0	157,417	40.7%	0
Net Expenditure	(244,159)	(108,196)	(265,613)	(157,417)				

Personnel :- Income	0	0	0	0			0.0%	
Expenditure	244,159	108,196	265,613	157,417	0	157,417	40.7%	
Movement to/(from) Gen Reserve	(244,159)	(108,196)						

Full Council

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>800 Full Council</u>								
1181 Town Deal Fund	0	93,346	0	(93,346)			0.0%	
Full Council :- Income	0	93,346	0	(93,346)				0
4097 EastSide Rec - Town Deal	0	300,726	0	(300,726)		(300,726)	0.0%	137,511
Full Council :- Indirect Expenditure	0	300,726	0	(300,726)	0	(300,726)		137,511
Net Income over Expenditure	0	(207,380)	0	207,380				
6000 plus Transfer from EMR	0	137,511						
Movement to/(from) Gen Reserve	0	(69,869)						
Full Council :- Income	0	93,346	0	(93,346)			0.0%	
Expenditure	0	300,726	0	(300,726)	0	(300,726)	0.0%	
Net Income over Expenditure	0	(207,380)	0	207,380				
plus Transfer from EMR	0	137,511						
Movement to/(from) Gen Reserve	0	(69,869)						
<u>Earmarked Reserves</u>								
<u>901 Earmarked Reserves</u>								
1172 CIL Income	35,300	0	0	0			0.0%	
Earmarked Reserves :- Income	35,300	0	0	0				0
9034 Towns Deal - East Side Project	28,526	13,189	0	(13,189)		(13,189)	0.0%	
9035 Towns Deal - 1st Floor Library	82,001	0	0	0		0	0.0%	
Earmarked Reserves :- Indirect Expenditure	110,527	13,189	0	(13,189)	0	(13,189)		0
Net Income over Expenditure	(75,227)	(13,189)	0	13,189				
6000 plus Transfer from EMR	91,683	0						
Movement to/(from) Gen Reserve	16,456	(13,189)						
Earmarked Reserves :- Income	35,300	0	0	0			0.0%	
Expenditure	110,527	13,189	0	(13,189)	0	(13,189)	0.0%	
Net Income over Expenditure	(75,227)	(13,189)	0	13,189				
plus Transfer from EMR	91,683	0						
Movement to/(from) Gen Reserve	16,456	(13,189)						

Detailed Income & Expenditure by Budget Heading 09/09/2024

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	751,339	815,047	800,417	(14,630)			101.8%	
Expenditure	869,912	658,998	800,417	141,419	0	141,419	82.3%	
Net Income over Expenditure	<u>(118,573)</u>	<u>156,049</u>	<u>0</u>	<u>(156,049)</u>				
plus Transfer from EMR	150,187	160,404						
Movement to/(from) Gen Reserve	<u>31,614</u>	<u>316,453</u>						