



# FULL COUNCIL MEETING

Minutes of the Full Council Meeting of Newhaven Town Council  
held at Meeching Hall, Fort Road, Newhaven  
on **Tuesday September 17<sup>th</sup> 2024 at 7.15pm**

**PRESENT:** Councillors: Pinky McLean-Knight (Chair & Town Mayor)  
Lesley Boniface (Chair of Environment & Amenities)  
Mark Wardle (Chair of Promotion Partnership & Finance)  
Lindsey Macleod (Chair of Personnel)  
Shaun Boniface (Chair of Audit)  
Kim Bishop  
Christoph Von Kurthy  
Steve Saunders  
Krissy Taylor  
Jan Woodling  
Madeleine Cook  
Julie Carr

**ALSO ATTENDING:** Ken Dry, Town Clerk  
Stephen Honey, Executive Officer  
Alison Campbell, Responsible Finance Officer (RFO) (Online)  
PCSO J. Nicholson  
PCSO J. Canning  
Ms. Jessa Chapman  
Mr. Christopher O'Connor  
X1 Member of the Public

**C047/24** 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.

**C048/24** **TO ELECT A NEW DEPUTY TOWN MAYOR FOR THE ENSUING YEAR AND TO RECEIVE THEIR DECLARATION OF ACCEPTANCE OF OFFICE.**

Cllr. Saunders,

**NOMINATED** Cllr. Bishop to take the role of Deputy Town Mayor/Vice Chair for the remainder of the ensuing year, this was

**SECONDED** by Cllr. J. Woodling, and following a unanimous vote, the council

**RESOLVED** to elect Cllr. Bishop for the role of Deputy Town Mayor/Vice Chair for the remainder of the ensuing year.

**C049/24 APOLOGIES FOR ABSENCE**

Cllrs Amy and Watts

Absent: Cllrs Thomas and Browne

**C050/24 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.

**C051/24 TO CONSIDER WHETHER THE MINUTES OF THE ADDITIONAL FULL COUNCIL HELD ON TUESDAY JULY 16<sup>TH</sup> 2024 ARE AN ACCURATE RECORD OF THE MEETING.**

**RESOLVED:**

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

**C052/24 PETITIONS AND PUBLIC QUESTIONS.**

None received.

The Chair noticed that PCSO's J. Nicholson and J. Canning (Sussex Police) were in attendance and invited them to provide an update regarding their current work.

PCSO Nicholson informed the meeting that they were no working to increase awareness surrounding 'scams', particularly on the approach of Christmas and additional 'Romance Scams' and stated that they would be happy to provide information talks to community groups on these matters as part of 'Operation Signature'.

She also informed the meeting of an increased spate of 'shoplifting' across the town and that they (Sussex Police) had been actively focusing their resources on particular 'hotspots' to great effect.

PCSO Nicholson then informed the meeting that there had been a spate of Motorcycle thefts, and that one recently recovered had been sent away for forensic analysis.

She then went on to remind the meeting of the importance of securing your homes when leaving them, even for just a few minutes, as there had been some recent burglaries.

The Town Clerk agreed to make 'Sussex Police Briefing' a standing item on future Full Council Agendas.

**C053/24 TO MEET AND RECEIVE INTRODUCTIONS FROM CANDIDATES FOR THE ROLE OF CO-OPTED TOWN COUNCILLOR IN RESPECT OF THE CASUAL VACANCY CREATED BY THE RESIGNATION OF CLLR. BRIAN NOON. (5 MINS MAX PER CANDIDATE).**

Candidates:-  
a) Ms. Jessa Chapman  
b) Mr. Christopher O'Connor

The Chair made both candidates at ease and informed them that following their introductions the council would then vote for their preferred candidate under a confidential part of the agenda, with their choice being communicated to both candidates in the coming days.

Mr. O'Connor left the meeting room temporarily whilst Ms. Chapman introduced herself to the council and provided a brief personal background to herself and her reasons for wishing to be co-opted to the Town Council.

Ms. Chapman left the meeting and Mr. O'Connor returned to introduce himself to the council and provide details on his personal background and reasons for wishing to be co-opted to the Town Council. Mr. O'Connor then left the meeting.

**C054/24 TO NOTE THE ACTS AND PROCEEDINGS OF THE FOLLOWING COMMITTEE MEETINGS:**

Planning & Development	25 <sup>th</sup> June 2024 30 <sup>th</sup> July 2024 27 <sup>th</sup> August 2024
Regeneration & Strategic Development	27 <sup>th</sup> August 2024
All noted.	

**C055/24 TO RECEIVE REPORTS FROM DISTRICT AND COUNTY COUNCILLORS.**

**COUNTY COUNCIL**  
Nothing reported.

**DISTRICT COUNCIL**

Cllr L. Boniface stated that she was at a committee meeting regarding Egrets Way wherein they noted that they were still having discussions with the Highways Agency regarding signage from the boat to Egrets Way.

**C056/24 REPRESENTATIVES ON OUTSIDE BODIES – TO RECEIVE UPDATES FROM MEMBERS WHO HAVE ATTENDED MEETINGS OF OUTSIDE BODIES AS REPRESENTATIVES OF THE TOWN COUNCIL SINCE THE LAST MEETING OF THE COUNCIL ON 11<sup>TH</sup> JUNE 2024.**

Cllr Saunders spoke regarding CTLA who will be asking for an injection of cash for their Dial-A-Ride service to try and get back to the position they were in before the Pandemic. The organising committee needed to balance serving the community against their financial assets. They are now in receipt of four new Flexi-Busses.

**C057/24 TO NOTE A PREVIOUS 'EMERGENCY DECISION' REGARDING AN EVENT APPLICATION IN SUPPORT OF SEAHAVEN PRIDE 2024.**

The Clerk summarised his report, and following discussion, it was duly noted.

**C058/24 TO CONSIDER AND AGREE FEES & CHARGES FOR THE FINANCIAL YEAR 2025-26.**

The Responsible Finance Officer summarised her report and as a result of discussion, It was unanimously,

**RESOLVED** that the Fees & Charges for Newhaven Cemetery detailed within the RFO's report are implemented on April 1<sup>st</sup> 2025, together with a new fee of £50 for the Transfer of Exclusive Rights of Burial.

During the discussion surrounding Social Hall Rental rates, the RFO informed the meeting that the flat rate for Children & Adults Parties (4hrs) should read a proposed £90. Then following discussion of these matters, it was

**PROPOSED** by Cllr Saunders that all current regular and casual user rental fees be increased by 5% on April 1<sup>st</sup> 2025 with an additional 5% increase in October 2025 and that the flat rate Children's/Adults party rate be set at £90.

**SECONDED** by Cllr. L. Boniface. Following a vote by show of hands, it was

**RESOLVED** that the current Social Centre/Hall rental rates be increased by 5% on April 1<sup>st</sup> 2025 with an additional 5% increase in October 2025 and that the flat rate Children's/Adults party rate be set at £90.

On the matter of Allotment Charges, and following discussions, it was,

**PROPOSED** by Cllr Saunders, that the current FY fees for both garden/plot allotment sizes be increased by 10% for the FY 2025-26.

**SECONDED** by Cllr. S. Boniface, after which it was unanimously,

**RESOLVED** that the current FY fees for both garden/plot allotment sizes be increased by 10% for the FY 2025-26.

Following discussion on the matter of the proposed introduction of Photocopying & Printing charges, it was,

**PROPOSED** by Cllr. Taylor that the proposed fees as per Table 3 of the report be implemented on April 1<sup>st</sup> 2025.

**SECONDED** by Cllr. Wardle, after which it was unanimously,

**RESOLVED** that the proposed fees as per Table 3 of the report be implemented on April 1<sup>st</sup> 2025.

**C059/24 NOTICE OF MOTION BY CLLR. SHAUN BONIFACE.**

**THAT THE COUNCIL FULLY CONSIDERS AND NOTES THE CURRENT PROVISION OF ALLOTMENT GARDENS FOR ITS RESIDENTS AND DETERMINES WHETHER THIS IS SUFFICIENT OR OTHERWISE?**

**WHERE CURRENT PROVISION IS RESOLVED AS 'INSUFFICIENT', THAT THIS COUNCIL IDENTIFIES SUFFICIENT FUNDING FROM ITS RESERVES THAT WOULD FACILITATE ALL EXPEDIENCY IN PURCHASING AVAILABLE LAND EITHER WITHIN OR WITHOUT THE CURRENT TOWN BOUNDARIES.**

Following its introduction by Cllr. S. Boniface, the Town Clerk and RFO appraised the meeting of the current status of both the Newhaven Cemetery and Eastside Allotments in terms of overall tenancy numbers and current numbers of bona fide residents on the current (closed) waiting lists for each.

Given this information, the council determined that current provision was insufficient, and unanimously,

**RESOLVED** that sufficient funding be identified from within its reserves to facilitate the expedient purchase of land either within or without the Town Boundaries for this purpose.

**C060/24 TO EXECUTE TWO AGREEMENTS CONCERNING THE ROLE OF THE TOWN COUNCIL AS 'INFORMATION PROCESSOR' IN ITS PARTNERSHIP WITH SUSSEX POLICE AND CCTV PROVISION IN THE TOWN – REPORT BY THE TOWN CLERK.**

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

**RESOLVED** unanimously that the council formally executes both the 'Information Sharing Agreement'(ISA) and 'Personal Data Processing Agreement' with its partner Sussex Police.

**C061/24 TO CONSIDER AND AUTHORISE AMENDMENTS TO FINANCIAL REGULATIONS AND STANDING ORDERS – REPORT BY THE TOWN CLERK.**

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

**RESOLVED** that the council adopts both the reviewed Financial Regulations and Standing Orders as proposed.

**C062/24 TO CONSIDER AND AGREE A TIMETABLE FOR A REVIEW OF THE EXISTING POLICY DOCUMENTS OF THE TOWN COUNCIL – REPORT BY THE TOWN CLERK.**

The Town Clerk summarised his report indicating that the proposed timelines for review were indicative and that lot hinged upon complexity, size and officer capacity. Following discussion, it was unanimously,

**RESOLVED** that the council adopts this timetable and process for existing policy review and into the future.

**C063/24 FINANCIAL REPORTS**

- Bank Reconciliation for 1st June to 31st August 2024
- Lists of Payments made for 1st June to 31st August 2024
- List of NTC Credit Card transactions for 1st June to 31st August 2024
- Income and expenditure by committee headings up to 31st August 2024

All noted and adopted.

**C064/24 EXCLUSION OF PRESS & 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**, That the press and public be excluded from the remainder of the meeting.

**C065/24 CONFIDENTIAL – TO DISCUSS AND VOTE FOR ONE OF THE CANDIDATES FOR CO-OPTION TO BECOME A TOWN COUNCILLOR (PREVIOUS AGENDA ITEM 6)**

Following discussion regarding both candidates Ms. Jessa Chapman and Mr. Christopher O'Connor, it was

**PROPOSED** by Cllr. L. Boniface that Ms. Chapman be co-opted as a councillor to Newhaven Town Council.

**SECONDED** by Cllr. Macleod, and following a majority vote, it was

**RESOLVED** that Ms. Jessa Chapman be co-opted to Newhaven Town Council.

The council requested the Town Clerk to encourage Mr. O'Connor to apply for the recent casual vacancy created through the resignation of Cllr. Sean Macleod, and which is currently being advertised.

There being no further business, the Meeting closed at 21:20Hrs.

Date: .....  
Town Mayor

DRAFT

# Agenda Item 5.

## Newhaven Town Council Co-Option Application Form

Name: James [REDACTED] Harrison	
Address: [REDACTED]	
Telephone Number: [REDACTED]	Email: [REDACTED]
Are you 18yrs old or over? 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)**

Since February 2018 I have been the Archivist at Brighton College, which comprises two major parts:

- the management of the day-to-day running of the school's historical archive collection.
- supporting the school – and the Brighton College family of schools – in its GDPR and data protection compliance.

I believe this role has provided me with a diverse range of transferable skills and experiences, which will allow me to make a very positive contribution as a member of Newhaven Town Council.

In this position I have highly developed my communication skills and confidence. As the college's only archivist and a key lead on records management, I have learnt to communicate effectively with an array of individuals and organisations regarding a broad spectrum of projects and issues, in both data protection and archives.

As the Archivist, I have learnt to use the school's history and heritage as a versatile engagement tool, and to support their marketing. This includes creating and running archive exhibitions, public talks, and pupil archive groups. I have also used the archive and historical content to support other school events. I hope to transfer this skill and enthusiasm for sharing heritage to my role as a Councillor.

I frequently work alongside the Development and Marketing departments on a variety of outreach work using the archive, including blogs, publication articles, newsletter pieces, and history videos on social media. For three years I have also worked on the school's annual *Brightonian Magazine*; collecting and editing the text, selecting the relevant images, and ensuring the text is thoroughly reviewed, so it fully showcases the wonderful things which take place across the school. I hope these experiences will allow me to promote the work we do at the Town Council and our lovely town more broadly, and to contribute to publications such as the annual reports, and the newsletters more specifically.

I have managed my own archival budget for several years. At all times I must ensure accuracy and have a clear understanding when it comes to handling my workplace finances. Managing the budget involves all aspect of the process, including drafting budget proposals, submitting invoices, recording my outgoings, and monitoring expenditure. I have also had to create proposals and submit them to the school's upper management to apply for additional funds for special projects, such as the installation of archival racking. I hope to transfer these financial and writing skills to my work within the Council.

As aforementioned, I am a key lead on the school's records and data management, working to ensure the college is compliant with all data management legislation. This included preparing the college for the introduction of GDPR in 2018, and changes in legislation which have taken place since. Additionally, I have spearheaded increasing GDPR awareness across the staff body.

A project I am particularly proud of are the GDPR termly newsletters I have created for the school. Noticing a lack of understanding of GDPR compliance amongst some staff – which often leads to basic errors – I used my own initiative to make information and guidance more accessible and engaging through the medium of a newsletter. As such, staff have become more aware of their data protection responsibilities and are getting in touch often for advice and guidance, and there has been a reduction in basic errors.

I have also developed project management skills that I hope to transfer to Newhaven Council, working on a variety of archival and records management projects in the past six years. This ranges from editing and laying-out a book on WW2, organising the installation of racking at the archive, and leading an annual project to process paper files.

My role in records and data management means I must play a large part in solving the various problems the college encounters when ensuring compliance with data management legislation, many of which have come unexpectedly. These issues have involved unusual records enquiries, challenging subject access requests, supporting colleagues drafting privacy impact assessments – ensuring that we identify and manage privacy risks arising from new projects – and difficulties with complicated records management projects. I've also learnt to deal with the pressure and stress these problems can bring.

In both my archive and data protection capacities, teamwork and working well with others has been critical to achieving my strategic targets and supporting the school more broadly. My experience as a founder member of the school's GDPR Committee has provided me with particularly useful experience that I hope to transfer to the Council. As a founding member of the Committee, I have played a central role in improving data protection compliance and awareness across the entire organisation, and ensuring it becomes a dynamic, efficient, and action-orientated committee.

A large portion of my work has involved supporting individuals with their enquiries, projects, and issues. This includes answering a wide variety of email, letter, and telephone enquiries. These have differed wildly in context, from simple family history questions to complicated enquiries that have required a great deal of archival and external research. This has imparted on me a strong customer service ethos and has improved my ability to converse at ease with a diverse range of individuals, in a range of contexts.

The ability to communicate clearly and at ease with my colleagues, in both archival and records management matters, has been crucial to my role at the college. These experiences have greatly improved my interpersonal skills, and I can now confidently communicate with individuals from different backgrounds and roles within the college, on a mixture of subjects and projects.

I take great pride in being a member of staff who will take the time to assist colleagues with their problems and projects; from a simple data protection or historical enquiry, to carrying out archive engagement activities with pupils and supporting large data protection projects.

After getting married in late 2023 and settling into this new phase of my life, I now want to contribute to the community that I have lived in for over three years, using the skills and experiences I have acquired in my career.

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

I recently became a member of the Newhaven Historical Society while attending one of their recent events, and I hope to become more involved in the society in the coming months.

**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: [REDACTED] .....

NAME: JAMES [REDACTED] HARRISON .....

DATE: 29.10.2024 .....

**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](mailto: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 Town: 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 JAMES [REDACTED] HARRISON 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.

SIGNED... [REDACTED] NAME JAMES [REDACTED] HARRISON

DATE... 29.10.2024

**Newhaven Town Council Co-Option Application Form**

<b>Name:</b> Tai Ray-Jones	
<b>Address:</b>	
<b>Telephone Number:</b>	<b>Email:</b>
Are you 18yrs old or over? <input checked="" type="radio"/> Yes <input type="radio"/> No	
<b>Which Ward do you wish to apply for? Please tick:</b>	
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)**

I have run a small micro-brewery (Old Tree Brewery) for the past five and a half years, making low-alcohol drinks, primarily kombucha. I am responsible for all areas of operation across the business, from finance to human resources to sales and everything else a small business needs to keep running. I am very interested in the small food business environment around Sussex, especially in and around Newhaven. Sussex is an amazing place for regional and craft foods, but it is also a very challenging part of the UK due to very high rents and business rates. I have a keen interest in how to better support local businesses, especially food businesses.

Prior to my time at the brewery, I worked in business development at a raw honey shop, handling B2B and D2C sales for the business as well as a variety of other areas, including logistics, staff hiring and training, and product development. This role was responsible for the creation and management of a variety of business systems, and I spent significant time revamping and rationalising the various working methods and systems of the business in order to grow the company.

I have a BSc (Hons) in Sustainable Product Design, and I have an MA in Sustainable Design. Sustainability is a big part of my everyday life and my professional life.

For more information regarding my professional or educational background, please see my LinkedIn bio here: <https://www.linkedin.com/in/tairayjones/>

I have lived in Newhaven for nearly two years, and, having lived in Brighton previously, I have been impressed by just how much life there is in Newhaven. I've joined many community events at the Hillcrest and Meeching Hall, spent lots of time in the different playgrounds and nature reserves, and enjoyed various seasonal happenings that bring Newhaven to life. I only wish there was even more and that the events were better at bringing in the many, many residents who aren't yet engaged with these parts of the community.

I have two children, with the youngest at Each Peach nursery, and the eldest at Breakwater Academy. I am keenly aware of activity and childcare provision for young children in Newhaven, and I would very much like to be more involved in improving what is already available and expanding programmes.

**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... Tai Ray-Jones .....

DATE... 03/11/2024 .....

**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](mailto:ken.dry@newhaventowncouncil.gov.uk)**

**Newhaven Town Council Co-Option Eligibility Form**

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**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 Town: 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.....Tai Ray-Jones..... 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.

SIGNED..... NAME.....Tai Ray-Jones.....

DATE.....03/11/2024.....



# NEWHAVEN TOWN COUNCIL

Stephen Honey  
Executive Officer

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

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

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To: Additional Full Council **Agenda Item 6**

Date: 13<sup>th</sup> November 2024

Report Contact: Executive Officer

Subject: **Renewal of Multi-Function Device (Printer/Scanner/Copier)  
contract for NTC Office**

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1. The purpose of this report is to seek the council's approval of a new contract as the existing contract will expire on 18<sup>th</sup> January 2025.
2. Appendix A is a report showing the amount spent in the previous twelve months and the annual cost over the next twelve months', based on the three quotes received (based on print numbers in the preceding 12 months).
3. As the cost would be over £7500 (over the lifetime of the contract, whichever is chosen), current Financial Regulations require Full Council authorisation of such a contract.
4. Each of the three companies that supplied quotes were given the same information regarding the usage during the previous twelve months in order to prepare their quotes.
5. Each of the three companies quoted for refurbished machines (saving approx. 1.25 tonnes of CO2 compared with a new machine) of similar capabilities.
6. The companies chosen to quote were:  
  
Premier Managed Technologies – Present supplier  
Carden Print – Local Supplier  
Agilico – UK wide workplace technology supplier.
7. The staff at NTC office were asked for their comments regarding the present supplier's capabilities and they were unanimous in their praise for (Premier Managed Technologies) whose quotation provides the best value in terms of cost, quality and sustainability.

## **Recommendation.**

That the council resolves to engage in a 36-month supply and service contract through Premier Managed Technologies at a total term cost of approximately **£7870**.

## 6. Report – Appendix A – Printer/MFD Quotes

Supplier	£ per print/Connectivity/Lease	Total Cost	Annual Cost
Premier Managed Technologies Existing Cost			<b>3177.83</b>
Premier Managed Technologies	Mono (£0.0035)	14.82	
	Colour (£0.035)	390.95	
	Low Colour (£0.02)	1103.64	
	Advantage Connectivity Support	300.00	
	Quarterly Lease (£203.50)	814.00	
			<b>2623.41</b>
Agilico	Mono (£0.0034)	14.40	
	Low & Colour (£0.0344)	2282.51	
	Connectivity Support	0.00	
	Quarterly Lease (£226.00)	904.00	
			<b>3200.91</b>
Carden Managed Print	Mono (£0.0045)	19.06	
	Low & Colour (£0.035)	2322.32	
	Connectivity Support	0.00	
	Quarterly Lease (£278.46)	1113.84	<b>3455.22</b>



# 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](mailto:admin@newhaventowncouncil.gov.uk)

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To: Additional Full Council **Agenda Item 7**

Date: 13<sup>th</sup> November 2024

Report Contact: Town Clerk

Subject: **Audit Reports.**

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1. The purpose of this report is to request council consideration and noting of the following reports and their contents;
  - Newhaven Town Council Interim Internal Audit Report – 2024/25 (Mulberry & Co.), - Appendix 1., and
  - Newhaven Town Council External Audit Certificate 2023-2024 (PFK Littlejohn) – Appendix 2.
2. Normally both documents would be reported to the Audit Committee for their consideration and noting. However given the time pressures at hand, the Town Clerk has considered it prudent to present both documents to this Additional Full Council for the purposes of expediency and transparency.
3. A final Internal Audit and its subsequent report is anticipated this month, if not already underway.

## **Recommendation**

That the council notes the content of both reports and records its thanks to our Responsible Finance Officer (Alison Campbell) for her diligent work in this regard.

# 7. Report - Appendix 1



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Mrs A Campbell  
Newhaven Town Council  
18 Fort Road  
Newhaven  
BN9 9QE

9 October 2024

Dear Alison

**Re: Newhaven Town Council**  
**Internal Audit for Financial Year Ended 31 March 2025 – Interim Audit report**

**Executive summary**

Following completion of our interim internal audit on 9 October 2024 we enclose our report for your kind attention and presentation to the council. The audit was conducted in accordance with current practices and guidelines and testing was risk based. Whilst we have not tested all transactions, our samples have where appropriate covered the entire year to date.

Our report is presented in the same order as the assertions on the internal auditor report within the published Annual Governance and Accountability Return (AGAR). The start of each section details the nature of the assertion to be verified. Testing requirements follow those detailed in the audit plan previously sent to the council, a copy of which is available on request. The report concludes with an opinion as to whether each assertion has been met or not at this point in the year. Some assertions are tested only at the final internal audit, and this is reflected where appropriate in the report.

**Recommendations for action are shown in bold text and are summarised in the table at the end of the report.**

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

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

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

**Regulation**

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

Internal auditing is an independent, objective assurance activity designed to improve an organisation’s operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes. The purpose of internal audit is to review and

report to the authority on whether its systems of financial and other internal controls over its activities and operating procedures are effective.

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

### **Independence and competence**

Your audit was conducted by Michelle Webber of Mulberry Local Authority Services Ltd who has over 27 years' experience in the financial sector with the last 12 years specialising in local government.

Your auditor is independent from the management of the financial controls and procedures of the council and has no conflicts of interest with the audit client, nor do they provide any management or financial assistance to the client.

### **Engagement Letter**

An engagement letter was previously issued to the council covering the 2024/25 internal audit assignment. Copies of this document are available on request.

### **Planning and inherent risk assessment**

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

It is our opinion that the inherent risk of error or misstatement is low, and the controls of the council can be relied upon and as such substantive testing of individual transactions is not required. Testing to be carried out will be "walk through testing" on sample data to encompass the period of the council year under review.

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## A. BOOKS OF ACCOUNT

### **Internal audit requirement**

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

### **Audit findings**

The audit was conducted on site with Responsible Financial Officer (RFO). The RFO had prepared the information advised in advance of the visit, and overall, I have the impression that accounting records are neatly maintained and easily accessible. Other information was reviewed through discussion with the Clerk and a review of the council website

[www.newhaventowncouncil.gov.uk](http://www.newhaventowncouncil.gov.uk)

The council uses the Rialtas Business Solutions (RBS) accounting package for recording the council's finances. This is an industry specific accounting package. The accounting package is updated regularly and used to produce management information reports for review at council meetings.

There are three users with their own individual logons and individual privileges. The Clerk are responsible for the maintenance of privileges on the system. Passwords are not routinely prompted to change. There are single access usernames for multiple users on the RBS system.

1. RFO - Oversight, cashbook, month end
2. Town Clerk – Oversight, cashbook, Purchase ledger, Sales Ledger cashbook
3. Executive Officer - Cashbook

Every month, a "month end" close down is performed by the RFO, various reports are printed and filed in hard copy, these include but are not limited to, income and expenditure against budget, bank reconciliations and other reports as fit. The RFO has a checklist which is ticked off every month.

The system requires the population of key data fields to enable the user to record a transaction. This is a clear and easy to follow system and a review of the cashbook shows that all data fields are being entered, the reports are easy to read and logically filed.

I reviewed the nominal ledger entries for the period 1 April to 31 March to ensure items were posted to the correct heading and that there were no instances of netting off and the expenditure was correctly posted to the headings to which the line item related. This has confirmed that the accounting package is being properly used.

## B. FINANCE REGULATIONS, GOVERNANCE AND PAYMENTS

### **Internal audit requirement**

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

### **Audit findings**

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

The External Auditor's Report was not qualified and has been published on the council website along with the Notice of Conclusion of Audit and will be reported to the PPF Committee meeting October 2024 to review at year end.

*Confirm by sample testing that councillors sign statutory office forms*

I confirmed by sample testing that councillors sign "Acceptance of Office" forms together with a formal acceptance to receive information by electronic means in the form "As per Schedule 12 of the Local Government Act 1972, I consent to the receipt of all council meeting papers by electronic methods. I understand I may withdraw this consent at any time"

The council website includes a councillor page where the individual Register of Members' Interests forms are published.

*Confirm that the council is compliant with the relevant transparency code*

As the council's income and expenditure exceeds £25,000, it is not a statutory requirement to follow the requirements of the Local Government Transparency Code, although it is recommended best practice to do so. A review of the council website shows that some of the information is published, but if the council wishes to comply fully with the code, I recommend viewing the way West Chilton Parish Council publishes the information, which can be viewed via this link [www.wcpc.org.uk/transparency](http://www.wcpc.org.uk/transparency)

***Confirm that the council is compliant with GDPR***

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

The Joint Panel on Accountability and Governance (JPAG) Practitioner's Guide (March 2024) contains updated guidance on the matter as below:

***The importance of using .gov.uk domains for websites and emails***

5.210. All Parish, Town and Community Councils are eligible to use, and are advised to use, a .gov.uk domain for their websites and email communications. Your community, suppliers and partners will now reasonably expect a local council to have a .gov.uk domain name. Note that Parish meetings are exempt from the requirement to have a website.

5.211. To assist with compliance with the General Data Protection Regulations (GDPR), it is advised that clerks provide official .gov.uk email accounts to their councillors, which must only be used for official council business.

5.212. When choosing a domain name all councils must follow the rules set out by the Cabinet Office to choose a .gov.uk domain name, for example, 'ourparishcouncil.gov.uk' with email addresses linked to that domain.

5.213. Using a .gov.uk domain for your council website and email accounts gives Parish Councils the following advantages:

5.214. Increased professionalism and trust from members of your community, partners and suppliers because your email address and website domains are a trusted government brand.

5.215. Separation of your personal life from your professional life, ensuring members of your community, partners and suppliers understand what capacity you are emailing them in - whether a Councillor or Clerk.

5.216. Increased control for the Responsible Officer over email accounts and documentation when managing new joiners, leavers, sudden absences or Freedom of Information and Subject Access Requests.

The council has a Privacy Notice and Accessibility Statement on the home page of its website, and it is clear the council has made every effort to comply with the website requirements.

***Confirm that the council meets regularly throughout the year***

In addition to full council the council has a committee structure. Terms of reference for each committee are published on the council website, along with future meeting dates and historic agendas and minutes for council and committee meetings.

A diary of future meeting dates is also published on the council website, along with historic agendas and minutes for council and committee meetings.

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

I was able to confirm that at least 3 clear days' notice is given on agendas. Whilst we have not tested every single committee and council meeting there was no evidence of non-compliance in giving three clear days' notice of the meeting.

All supporting documentation is uploaded on to the website with the agenda.

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

Draft minutes are uploaded to the council website and clearly annotated as draft.

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

The Standing Orders are based on the current NALC model and were most recently reviewed and adopted by council in 17 September 2024 (minute ref C060/24).

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

Financial Regulations are based on the older NALC model and were last reviewed and adopted by council in 17 September 2024 (minute ref C060/24). The regulations contain provisions for the approval of spending, setting of budgets, reconciliation of the bank and reporting to council. I note the council also has an adopted Scheme of Delegation to support the Financial Regulations.

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

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

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

- the council for all items over £7,500;
- a duly delegated committee of the council for items over £2,000;
- or • the Clerk, for any items valued at £2,000 and below. Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk.

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

FR 4.5 In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £3,500. 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.

Based on the level of financial activity of the council, and through discussion with the Clerk, these authorisation thresholds appear appropriate although the council may wish to consider increasing the Clerk's authorisation limit within FR 4.5 to a higher figure based on their experience level.

A review of council minutes shows that council authorises payments in accordance with the adopted Financial Regulations, and the council has in place a system to segregate duties in terms of the setting up and subsequent release of payments made via online banking.

The council will be looking to update the Financial Regulations to the new NALC model in the coming year. To review at year end.

*Confirm all section 137 expenditure meets the guidelines and does not exceed the annual per elector limit of £10.81 per elector*

The council confirmed its eligibility and adopted the General Power of Competence (GPC) at the annual council meeting in May 2024 and the section 137 threshold does not apply.

*Check receipt of VAT refund matches last submitted VAT return*

The council submits its VAT return on a quarterly basis. I reviewed the submission for the period ending 30 June 2024 which showed a refund amount due of £46,477.90 and was fully supported by the required details. I was able to confirm receipt of this amount to the council's bank account on 8 July 2024. The council is up to date with its VAT submissions.

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

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

**C. RISK MANAGEMENT AND INSURANCE*****Internal audit requirement***

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

**Audit findings**

The council's adopted Financial Regulations include a section covering Risk Management and state:

*FR 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.

*FR 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.

The council has a risk assessment process in place, which was last reviewed and approved by council on 14 May 2024 (minute ref C012/24). I reviewed the risk assessment record, which includes a risk matrix to assess the overall risk based on likelihood and consequences of an event occurring, and then assesses the risks within each sector of the council's business operations.

Each potential risk is identified, assessed using the risk matrix, prior to any mitigation measures, existing internal controls are listed and any further mitigation action which may be needed, and then a further assessment of the risk is included after the mitigation measures have been put in place. The assessment also includes details of who is responsible for any actions and when these are to be completed by.

This is a comprehensive approach and includes analysis of all risks typically associated with a council of this size with its range of services and facilities. I note the council also has an adopted Statement of Internal Controls and I have no doubt that the council takes its risk management responsibilities seriously.

I confirmed that the council has a valid insurance policy in place with James Hallam Ltd Insurance which covers the year under review. The policy includes Public Liability and Employers Liability cover of £10 million each and a Fraud & Dishonesty (Fidelity Guarantee) level of £1.5 million which is sufficient for a council of this size, although the council is advised to keep this figure under review to ensure it covers the maximum balance held.

**D. BUDGET, PRECEPT AND RESERVES*****Internal audit requirement***

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

**Audit findings**

The council set a precept of £672,430 for 2024/25. With a tax base of 3,960.8, this equates to a band D equivalent of £169.77 (compared to the average in England of £85.89).

The Clerk confirmed that the 2025/26 budget setting process is underway, with a meeting of the committees in October, November and December 2024 to prepare a draft proposal for recommendation to the council at the 14 January 2025 meeting. A copy of the draft proposal was available for review at the interim audit, and I am satisfied the council has followed a suitable budget process to achieve this.

There is evidence within the minutes of Council meetings that reviews of financial performance take place during the year, including receiving income and expenditure reports, bank reconciliations and reviews of earmarked reserve balances and transfers. Council minutes include a list of payments, and these are appended to the minutes of the relevant meeting.

At the end of September, the income and expenditure report showed income at 129.6% of budget and expenditure at 94.6%, suggesting that the budget has been accurately set and carefully monitored throughout the year.

The council holds circa £653,256.62 in earmarked reserve at the date of the interim audit, spread across a range of clearly identifiable projects. I checked the purpose of these projects with the Clerk and am satisfied that they are all legitimate future planned projects for the council.

The Joint Panel on Accountability and Governance (JPAG) Practitioner's guide provides updated guidance on the appropriate level of general reserves that councils should retain as below:

*5.33. The general reserve of an authority comprises its cash flow and contingency funds to cover unexpected inflation, unforeseen events and unusual circumstances.*

*5.34. The generally accepted recommendation with regard to the appropriate minimum level of a smaller authority's general reserve is that this should be maintained at between three and twelve months of net revenue expenditure.*

*5.35. The reason for the wide range is to cater for the large variation in activity level between individual authorities. The smaller the authority, the closer the figure may be to 12 months expenditure, the larger the authority, the nearer to 3 months. In practice, any authority with income and expenditure in excess of £200,000 should plan towards 3 months equivalent general reserve.*

*5.36. In all of this it is important that each authority adopt, as a general reserve policy, the level appropriate to their size, situation, risks and plan their budget so as to ensure that the adopted level is maintained. Consideration of the minimum level of reserves requires not only consideration of level of income and expenditure but also the risks to that income.*

*5.37. Authorities with significant self-generated income (other than the precept or levy) should take into account situations that may lead to a loss in revenue as well as increased costs and adapt their general reserve accordingly.*

The general reserve balance is within the recommended range outlined in 5.35 of the JPAG Practitioner's Guide and is at a suitable level for this size of council.

## **E. INCOME**

### **Internal audit requirement**

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

### **Audit findings**

Apart from the precept, the council budgets to receive income from the bank interest, cemetery fees, Hall hire charges, newsletter advertising, allotments, and Bandstand. The council reviewed its fees and charges at the meeting held on 17 September 2024 (minute ref C057/24).

Apart from the precept, the council receives income from a range of sources including allotments, burial, ground, social Halls and events income.

From a review of the accounting records, income appears to be recorded with sufficient narrative detail to identify the source and allocated to the most appropriate nominal code. I tested a sample of invoices issued for each aspect of the council's operations and was able to confirm rates charged were consistent with the council's published charging schedule.

## F. PETTY CASH

### **Internal audit requirement**

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

### **Audit findings**

The council has petty cash of £200.00 it is listed on RBS system as an separate account and all the postings are for sundry items and it's replenished every month, I was able to confirm receipts and that VAT had been claimed. The council has credit cards which are used by the Clerk and RFO. They are paid in full every month and all the receipts are posted and reconciled on the RBS system and report to council at every meeting.

## G. PAYROLL

### **Internal audit requirement**

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

### **Audit findings**

The Council has 5 employees, and all have a signed contract of employment. The salary is aligned to the NJC scale point range.

The council uses a third party for processing payroll, who calculates the PAYE and pension deductions. I reviewed the payslips for August and September 2024 and the payroll deductions appear correct. The salary payments are authorised and paid by the council in the same way as other payments. I reminded the Clerk that only salary, HMRC and pension payments should be included in box 4 on the Annual Governance and Accountability Return (AGAR) and any other staff costs should be recorded in box 6.

There are no councillor allowances.

## H. ASSETS AND INVESTMENTS

### **Internal audit requirement**

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

### **Audit findings**

The council has a fixed asset register in place, maintained in an Excel format, which includes details of asset location, date of acquisition, original purchase price, replacement value and insurance value. Assets are correctly listed at cost/proxy cost, or where gifted/donated, given a nominal £1 value for the purpose of the asset register.

The register has been updated with new acquisitions this year.

The council has a Public Works Loan Board (PWLB) loan which was taken out for the Town Council Building. A check of the year-end balances and confirmation of yearly payments will be conducted at the final internal audit.

The council has no long-term investments.

## I. BANK AND CASH

### **Internal audit requirement**

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

### **Audit findings**

Financial Regulation 2.2 states 'On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman or a member cheque/account signatory, shall verify bank reconciliations and credit card

statements (for all accounts) produced by the RFO. The member shall sign the reconciliations, the original bank statements and the month-end Trial Balance as evidence of verification and additionally physically check and verify the Petty Cash held at that time This activity shall on conclusion be reported, including any exceptions, to and noted by the council.

Bank reconciliations are completed monthly and presented to the Council for review. I reviewed the July 2024 bank reconciliation for all accounts and was able to confirm the balances to the bank statements and found no errors. The reconciliation and accompanying bank statements have been signed in accordance with the requirements of FR 2.2.

The council holds various bank accounts. At the date of the interim audit, the balances held exceed the £85,000 protection limit offered by the Financial Services Compensation Scheme (FSCS) and the council should consider transferring funds to maximise the protection available to it. However the council has sufficient Fidelity Guarantee cover as part of the council insurances policy.

**J. YEAR END ACCOUNTS**

**Internal audit requirement**

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

**Audit findings**

Testing to be conducted at final interim audit.

**K. LIMITED ASSURANCE REVIEW**

**Internal audit requirement**

*IF the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2023/24 AGAR tick “not covered”)*

**Audit findings**

The council did not certify itself exempt in 2023/24 due to exceeding the income and expenditure limits and this test does not apply.

**L: PUBLICATION OF INFORMATION**

**Internal audit requirement**

*The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation*

**Audit findings**

Testing to be conducted at final interim audit.

**M: EXERCISE OF PUBLIC RIGHTS - INSPECTION OF ACCOUNTS**

**Internal audit requirement**

*The authority has demonstrated that during summer 2024 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.*

**Audit findings**

Inspection – key dates	2023/24 Actual
Date AGAR signed by council	14 May 2024
Date inspection notice issued	31 May 2024
Inspection period begins	3 June 2024

<b>Inspection period ends</b>	12 July 2024
<b>Correct length (30 working days)</b>	Yes
<b>Common period included (first 10 working days of July)</b>	Yes

I am satisfied the requirements of this control objective were met for 2023/24, and assertion 4 on the Annual Governance Statement can therefore be signed off by the council.

## **N: PUBLICATION REQUIREMENTS**

### **Internal audit requirement**

*The authority has complied with the publication requirements for 2023/24. Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website / webpage.*

*Before 1 July 2024 authorities must publish:*

- *Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited*
- *Section 1 - Annual Governance Statement 2023/24, approved and signed, page 4*
- *Section 2 - Accounting Statements 2023/24, approved and signed, page 5*

*Not later than 30 September 2024 authorities must publish:*

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

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

### **Audit findings**

Testing to be conducted at final interim audit.

## **O. TRUSTEESHIP**

### **Internal audit requirement**

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

### **Audit findings**

The council has no trusts.

## **Achievement of control assertions at interim audit date**

Based on the tests conducted during the interim audit, our conclusions on the achievement of the internal control objectives to date are summarised in the table below. Confirmation of continued compliance will be conducted at the final internal audit, with testing of internal control objectives J, L and N also completed at that visit.

	<b>INTERNAL CONTROL OBJECTIVE</b>	<b>YES</b>	<b>NO</b>	<b>NOT COVERED</b>
A	Appropriate accounting records have been properly kept throughout the financial year	✓		
B	This authority complied with its Finance Regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for	✓		
C	This authority assesses the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these	✓		
D	The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for	✓		

F	Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for	✓		
G	Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H	Asset and investments registers were complete and accurate and properly maintained.	✓		
I	Periodic bank account reconciliations were properly carried out during the year.	✓		
J	Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	To be tested at final internal audit		
K	If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")</i>			✓
L	The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation	To be tested at final internal audit		
M	The authority, during the previous year (2023/24) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).</i>	✓		
N	The authority has complied with the publication requirements for 2023/24 AGAR.	To be tested at final internal audit		
O	Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

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

Yours sincerely

*m. webber*

**Michelle Webber**

**Mulberry Local Authority Services Ltd**

**Interim Audit - Points Carried Forward**

Audit Point	Interim Audit Findings	Council comments

## 7. Report - Appendix 2



Ms Alison Campbell  
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**Date:**  
07 August 2024

**Our Ref:**  
ES0066

**SAAA Ref:**  
SB06134

### **Newhaven Town Council Completion of the limited assurance review for the year ended 31 March 2024**

Dear Ms Campbell

We have completed our review of the Annual Governance & Accountability Return (AGAR) for Newhaven Town Council for the year ended 31 March 2024. Please find our external auditor report and certificate (Section 3 of the AGAR Form 3) included for your attention as an attachment to the email containing this letter along with a copy of Sections 1 and 2 of the AGAR, on which our report is based.

The external auditor report and certificate details any matters arising from the review. The smaller authority must consider these matters and decide what, if any, action is required.

#### **Action you are required to take at the conclusion of the review**

The Accounts and Audit Regulations 2015 (SI 2015/234) set out what you must do at the conclusion of the review. In summary, you are required to:

- Prepare a "Notice of conclusion of audit" which details the rights of inspection, in line with the statutory requirements. We attach a pro forma notice you may use for this purpose (a Word version is available on request).
- Publish the "Notice" along with the certified AGAR (Sections 1, 2 & 3) before 30 September, which must include publication on the smaller authority's website. (Please note that when the statute and regulations were amended in 2014 and 2015, they did not include a requirement for the length of time for which that the "Notice" must be published. The previous statute required 14 days; but it is now up to the authority to make this decision).
- Keep copies of the AGAR available for purchase by any person on payment of a reasonable sum.
- Ensure that Sections 1, 2 and 3 of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication.

 **PKF Littlejohn LLP**  
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## Fee

We enclose our fee note, on page 4 of this attachment, for the limited assurance review, which is in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd which can be found at <https://www.saaa.co.uk/audit-fees/>. This fee is statutory, must be paid and is due immediately on receipt of invoice, please arrange for this to be paid **at the earliest opportunity**.

Additional charges are itemised on the fee note, where applicable. These arise where either:

- we have had to issue chaser letters and/or exercise our statutory powers due to a failure to provide an AGAR by the submission deadline; or
- it was necessary for us to undertake additional work.

**Please return the remittance advice with your payment, which should be sent to: PKF Littlejohn LLP, Ref: Credit control (SBA), 5<sup>th</sup> Floor, 15 Westferry Circus, Canary Wharf, London, E14 4HD.**

Please include the reference ES0066 or Newhaven Town Council as a reference when paying by BACS.

## Timetable for 2024/25

Next year we plan to set a submission deadline for the return of the completed AGAR Form 3 and associated documents (or Certificate of Exemption) in the usual way and this is expected to be Tuesday 1 July 2025. It is anticipated that the instructions will be sent out during March 2025, subject to arrangements for the 2024/25 AGARs and Certificates of Exemption being finalised by Smaller Authorities' Audit Appointments Limited (SAAA). Our instructions will cover any changes about which smaller authorities need to be aware.

- The smaller authority must inform the electorate of a single period of 30 working days during which public rights may be exercised. The period must be **exactly** 30 working days, please do not set public rights dates that cover a longer period. This information **must be published at least the day before** the inspection period commences;
- The inspection period **must** include the first 10 working days of July 2025, i.e. 1 to 14 July inclusive. In practice this means that public rights may be exercised:
  - at the earliest, between Tuesday 3 June and Monday 14 July 2025; and
  - at the latest, between Tuesday 1 July and Monday 11 August 2025.

As in previous years, in order to assist you in this process we plan to include a pro forma template notice with a suggested inspection period on our website. On submitting your AGAR and associated documentation, as was the case for this year, we will need you to either confirm that the suggested dates have been adopted or inform us of the alternative dates selected.

## Feedback on 2023/24

Please note that if you wish to provide feedback, our satisfaction survey template can be used, which is available on our website on this page: <https://www.pkf-l.com/services/limited-assurance-regime/useful-information-and-links/>

Yours sincerely

*PKF Littlejohn LV*

PKF Littlejohn LLP

## Section 3 – External Auditor’s Report and Certificate 2023/24

In respect of

**Newhaven Town Council – ES0066**

### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### 2 External auditor’s limited assurance opinion 2023/24

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

### 3 External auditor certificate 2023/24

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

External Auditor Name

**PKF LITTLEJOHN LLP**

External Auditor Signature

 SIGNATURE REQUIRED

Date

03/08/2024