



ADDITIONAL FULL COUNCIL MEETING

Minutes of the Additional Full Council Meeting of Newhaven Town Council
held at Newhaven Town Council Offices, 18 Fort Road, Newhaven
on **Wednesday November 13th 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
Graham Amy
Corinna Watts
Jessa Chapman
Krissy Taylor
Jan Woodling
Madeleine Cook
Julie Carr

ALSO ATTENDING: Ken Dry, Town Clerk
Stephen Honey, Executive Officer
Mr. J. Harrison

C066/24 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.

C067/24 **APOLOGIES FOR ABSENCE**

Cllr. Saunders

Absent: Cllrs Thomas, Von Kurthy and Browne

C068/24 **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.

C069/24 **TO CONSIDER WHETHER THE MINUTES OF THE FULL COUNCIL HELD ON TUESDAY SEPTEMBER 17TH 2024 ARE AN ACCURATE RECORD OF THE MEETING.**

RESOLVED:

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

C070/24 PETITIONS AND PUBLIC QUESTIONS.

None received.

C071/24 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. SEAN MACLEOD. (5 MINS MAX PER CANDIDATE).

Candidates:- a) Mr. James E. Harrison
b) Mr. Tai Ray-Jones

The Town Clerk informed the meeting that Mr. Ray-Jones had tendered his apologies due to a Cold and therefore councillors would have to rely upon his written application within the meeting pack. The Town Clerk reiterated that any discussion or consideration of the applicants must take place under Confidential Agenda Item 10.

The Chair invited Mr. Harrison to introduce himself to the council, and he provided a brief personal background of himself and his reasons for wishing to be co-opted to the Town Council.

19:20Hrs – Cllr. Carr joins the meeting.

The Chair then informed Mr. Harrison that he was free to leave the meeting or remain until the confidential agenda items. (Mr. Harrison chose to remain).

C072/24 TO CONSIDER AND AUTHORISE THE AWARD OF 3-YEAR SUPPLY AND SERVICE AGREEMENT OF A PRINTER/MULTI-FUNCTION DEVICE FOR THE COUNCIL OFFICES. – REPORT BY THE EXECUTIVE OFFICER.

The Executive Officer summarised his report and following discussion, it was unanimously,

RESOLVED that the council engages in a 36-month supply & service contract through Premier Managed Technologies at a total term cost of approximately **£7870.00**.

C073/24 TO CONSIDER AND NOTE THE FINDINGS OF RECENT INTERNAL AND EXTERNAL AUDIT REPORTS – REPORT BY THE TOWN CLERK.

The Town Clerk summarised his report, indicating that neither of the Audit Reports listed any 'qualified remarks' which indicated that the council was in a sound position in terms of its financial processes and procedures.

During discussion, the Town Clerk indicated that this outcome was due to the diligent efforts of the Responsible Finance Officer (RFO) (Alison Campbell). Following this,

Cllr. Amy **PROPOSED** that the council notes the findings of both reports and records its thanks to the RFO for her diligent work in this regard,

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

RESOLVED that that the council notes the findings of both reports and records its thanks to the RFO for her diligent work in this regard.

C074/24 TO DISCUSS THE MATTER OF A 'YOUNG MAYOR' FOR THE TOWN.

The Chair informed the meeting;

That she had recently been involved with the 'Pupils Parliament' currently in operation at the High Cliff Academy and remarked upon the enthusiasm and commitment exhibited by the Year 6 students who participated in this.

That the 'Pupils Parliament' was likely to be rolled out across the other local Academies and that this would provide a sound opportunity to source and appoint a 'Young Town Mayor'. However, as the latter may take a year or two to come to fruition, she was minded to select a 'Young Town Mayor' from the existing 'Pupils Parliament' at High Cliff Academy

Following discussion, it was

PROPOSED by Cllr. Macleod that the Chair progressed with her approach as already outlined,

SECONDED by Cllr. Bishop, after which it was unanimously

RESOLVED.

C075/24 **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.

C076/24 **CONFIDENTIAL - TO DISCUSS AND VOTE REGARDING THE CANDIDATE FOR CO-OPTION TO BECOME A TOWN COUNCILLOR. (PREVIOUS AGENDA ITEM 5)**

Following discussion of the applications at hand and the previous oral introduction of Mr. Harrison, it was unanimously,

RESOLVED,

that Mr. James Harrison be co-opted to Newhaven Town Council following the casual vacancy created through the resignation of Cllr. Sean Macleod. (Newhaven Denton Ward).

C077/24 **CONFIDENTIAL – BUILDING ASSET STRATEGY – POST PHASE 2 – REPORT BY THE TOWN CLERK.**

Following discussion, it was unanimously,

RESOLVED,

That officers begin to implement the agreed objectives of the strategy, with regular progress updates to this Full Council.

There being no further business, the Meeting closed at 20:29Hrs.

Date:
Town Mayor



PLANNING & DEVELOPMENT COMMITTEE

Minutes of the Planning & Development Committee meeting
held at Meeching Hall, Fort Road, Newhaven
on **Tuesday 24th September 2024** at 7:17pm.

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

ALSO ATTENDING: Cllr Macleod
Cllr. Woodling
Ken Dry, Town Clerk
Stephen Honey, Executive Officer

P032/24 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.

P033/24 **APOLOGIES FOR ABSENCE**

Cllr. S. Boniface.

P034/24 **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.

P035/24 **TO CONSIDER WHETHER THE MINUTES OF THE MEETING OF THE PLANNING AND DEVELOPMENT COMMITTEE HELD ON TUESDAY 27TH AUGUST 2024 ARE AN ACCURATE RECORD OF THE MEETING.**

RESOLVED:

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

P036/24 **PETITIONS/PUBLIC QUESTIONS**

There were no public petitions received.

P037/24 **TO CONSIDER THE FOLLOWING PLANNING APPLICATIONS.**

LW/24/0534

1 Lapierre Road Newhaven

Erection of dwelling on existing plot.

Following discussion, the committee unanimously,

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

- Out of keeping with the street scene
- Insufficient off-street parking for the number of bedrooms for each property
- Proposed driveways will have limited visibility for ingress/egress on a tight bend
- No E/V provision

LW/24/0501

47 Court Farm Road Newhaven

Convert existing dwelling into two, front roof extension, two dormers to the rear and fenestration alterations.

Following discussion, the committee unanimously,

RESOLVED that they had no objection to this application, though noted that there was no detail of E/V provision.

LW/24/0549

28 Haven Way Newhaven

Erection of single-storey infill extension to front of existing garage to provide habitable space, addition of permeable hard standing to front garden area, including minor fenestration alterations to existing garage at rear elevation.

Following discussion, the committee unanimously,

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

- Out of keeping with the street scene; in that a link-detached property would become part of a 'terrace' of dwellings,
- The loss of two parking spaces.

LW/24/0545

62 Meeching Road Newhaven

Erection of a single storey rear extension and fenestration alterations.

Following discussion, the committee unanimously,

RESOLVED that they had no objection to this application, though felt that a Construction Management Plan and Access Statement should be required.

LW/24/0586

Unit 10 E Plan Estate New Road Industrial Area

Section 73A retrospective application for repairs to roof which includes raising of the roof height.

Following discussion, the committee unanimously,

RESOLVED that they had no objection to this

application, as long as the repairs complied with new roofing regulations.

LW/24/0573

2 Valley Road Newhaven

Removal of condition 2 (Temporary Period) relating to approval LW/17/0438 - Permission to retain the outhouse.

Following discussion, the committee unanimously,

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

- Nothing has materially changed regarding this structure since the original consideration by the Newhaven Town Council Planning & Development Committee on June 27th 2017 (LW/17/0438)
- The original temporary permission expired in July 2022 and was not renewed
- The building remains a habitable property and effectively a separate dwelling
- If anything, only a new 5-year temporary permission should be granted.

P038/24 TO CONSIDER AND NOTE A REPORT ON RECENT PLANNING DECISIONS MADE BY LEWES DISTRICT COUNCIL.

Noted.

P039/24 TO DISCUSS LDC RESPONSE TO NPPF CONSULTATION EXERCISE.

Discussed and noted with no further action.

There being no further business, the Meeting closed at 8:21pm.

Date:

Chairman



PLANNING & DEVELOPMENT COMMITTEE

Minutes of the Planning & Development Committee meeting
held at Meeching Hall, Fort Road, Newhaven
on **Tuesday 22nd October 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
Stephen Honey, Executive Officer

P040/24 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.

P041/24 **APOLOGIES FOR ABSENCE**

None. All members present.

P042/24 **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.

P043/24 **TO CONSIDER WHETHER THE MINUTES OF THE MEETING OF THE PLANNING AND DEVELOPMENT COMMITTEE HELD ON TUESDAY 24TH SEPTEMBER 2024 ARE AN ACCURATE RECORD OF THE MEETING.**

RESOLVED:

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

P044/24 **PETITIONS/PUBLIC QUESTIONS**

There were no public petitions received.

P045/24 **TO CONSIDER THE FOLLOWING PLANNING APPLICATIONS.**

LW/24/0435

2D Meeching Road Newhaven

Single storey rear extension, single storey front porch extension and rear dormer.

Following discussion, the committee unanimously,

RESOLVED that they welcomed this application.

LW/24/0620

Fort Road Recreation Ground Fort Road

Recladding and alternations of external openings to existing Shakespeare Hall building (and alternations to internal partitions) Recladding (including roof replacement) and alternations of external openings to existing cricket pavilion building (and alternations to internal partitions); new roof sheeting and external cladding/insulation.

Following discussion, the committee unanimously,

RESOLVED that they objected to this application as follows;

Shakespear Hall

That photovoltaic provision could be made using lightweight alternatives.

Cricket Pavilion

That photovoltaic provision could be made using lightweight alternatives particularly rubberized versions to withstand impacts.

P046/24

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 7:42pm.

Date:

Chairman



PLANNING & DEVELOPMENT COMMITTEE

Minutes of the Planning & Development Committee meeting
held at Meeching Hall, Fort Road, Newhaven
on **Tuesday 26th November 2024** at **8:15pm**.

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

ALSO ATTENDING: Ken Dry, Town Clerk
Stephen Honey, Executive Officer
Mr. Derek Page
X2 Members of the Public

P047/24 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.

P048/24 **APOLOGIES FOR ABSENCE**

Cllrs. L. Boniface and S. Boniface

P049/24 **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 Taylor informed the meeting, that with regards to application **LW/24/0663 1 Norton Road Newhaven** that she had previously resided there and was acquainted with previous and the current owner.

P050/24 **TO CONSIDER WHETHER THE MINUTES OF THE MEETING OF THE PLANNING AND DEVELOPMENT COMMITTEE HELD ON TUESDAY 22ND OCTOBER 2024 ARE AN ACCURATE RECORD OF THE MEETING.**

RESOLVED:

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

P051/24 **PETITIONS/PUBLIC QUESTIONS**

The Town Clerk informed the meeting that he had been recently contacted by Mr. Derek Page regarding Planning Application **LW/24/0627 Garage Compound Valley Road, Newhaven**, requesting the opportunity to make representations on the same.

The Chair invited Mr. Page to speak, and he outlined his concerns surrounding this proposed development.

P052/24 **TO CONSIDER THE FOLLOWING PLANNING APPLICATIONS.**

LW/24/0636 **9 Celandine Way Newhaven**
Garage conversion and installation of new gates

Following discussion the committee, unanimously,

RESOLVED, that they supported this application with the following caveat; That the garage conversion shall be used solely for purposes incidental to the occupation and enjoyment of the dwelling at 9 Celandine Way and not for any trade or business purposes, as a holiday let or as a separate unit of accommodation.

LW/24/0627 **Garage Compound Valley Road Newhaven**
Demolition of existing garages and replacement with 3no. dwellings.

Following discussion the committee, unanimously,

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

- Overdevelopment
- The already existing pressure regarding on-street parking and this being exacerbated every school day given its proximity to Breakwater Academy
- Creating further physical difficulties for emergency vehicle access

LW/24/0626 **Garage Compound Western Road Newhaven**
Demolition of garage compound and construction of 5No. dwellings.

Following discussion the committee, unanimously,

RESOLVED, that they supported this thoughtful application.

LW/24/0689 **Former Newhaven Household Waste Recycling Site**
Change of use to a vehicle storage and EV charging depot, including creation of 16no. parking spaces for electric vehicles with

individual EV chargers on existing hard standing, provision of a shipping container for wheelie bin storage, bicycle shed and new electrical installations, replacement of the boundary fence, creation of a footpath to the southern side of the entrance road and additional soft landscaping.

Following discussion the committee, unanimously,

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

- Creates an overall high volume of traffic at an already busy complex junction (C7 Mini Roundabout/Valley Road),
- Increased danger in the physical ingress/egress to the site by articulated lorries,
- Impacts of operational noise upon residents at anti-social hours, consisting of staff talking/shouting, vehicular reversion alarms and lighting from the depot and vehicles.

TW/24/0112/TCA

The Old Rectory Church Hill Newhaven

T1 - Sycamore - Fell - to prevent fall as misshapen and leaning

G2 - Elms – Fell as close to ground level - Elm disease affecting at various levels

G3 - Elms - Fell - to prevent fall as Elm disease affecting at various levels

T4 - Beech - Fell - to prevent fall as large cavity in Trunk.

Following discussion the committee, unanimously,

RESOLVED, that they had no objection to this application, on the basis of 'like for like' tree species replacements but with the exception of Sycamore.

LW/24/0702

Valley Court Valley Road Newhaven

Replacement fenestration at all elevations.

Following discussion the committee, unanimously,

RESOLVED, that they had no objection to this application.

LW/24/0663

1 Norton Road Newhaven

Demolition of existing garage, erection of 1no. dwelling house.

Cllr Taylor briefed the meeting regarding the general background to this address, then took no further part in the discussion or resolution.

Following discussion the committee,

RESOLVED, that they supported this application with the following caveat; That the garage conversion shall not be used for any trade or business purposes, or as a holiday let.

LW/24/0701

43-46 Hanson Road Newhaven
Replacement of doors and windows.

Following discussion the committee, unanimously,

RESOLVED, that they had no objection to this application.

P053/24

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

Noted.

There being no further business, the Meeting closed at 9:37pm.

Date:

Chairman



PLANNING & DEVELOPMENT COMMITTEE

Minutes of the Planning & Development Committee meeting
held at Meeching Hall, Fort Road, Newhaven
on **Tuesday 17th December 2024** at **7:15pm**.

PRESENT: Councillors Steve Saunders (Vice Chair)
Kim Bishop
Krissy Taylor
Graham Amy
Lesley Boniface

ALSO ATTENDING: Ken Dry, Town Clerk
Stephen Honey, Executive Officer

P054/24 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.

P055/24 **APOLOGIES FOR ABSENCE**

Cllrs. McLean-Knight (Chair) and S. Boniface

P056/24 **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. Saunders informed the meeting that in respect of Application LW/24/0706 that he was an employee of KDS who had a development immediately adjacent to the site of this application, but they (KDS) had made no comments in regards to this application.

Cllr. Taylor informed the meeting that she was a resident of a property immediately adjacent to the same development (LW/24/0706) and had already made comments on the LDC Planning Portal.

P057/24 **TO CONSIDER WHETHER THE MINUTES OF THE MEETING OF THE PLANNING AND DEVELOPMENT COMMITTEE HELD ON TUESDAY 26th NOVEMBER 2024 ARE AN ACCURATE RECORD OF THE MEETING.**

RESOLVED:

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

P058/24 **PETITIONS/PUBLIC QUESTIONS**

None received.

P059/24 **TO CONSIDER THE FOLLOWING PLANNING APPLICATIONS.**

LW/24/0706

Transit Road Car Park Transit Road

Outline application for the demolition of existing buildings and erection of 17 dwellings and 6 self-contained flats together with landscaping, parking and cycle parking.

19:34Hrs Cllr. Taylor leaves the meeting.

Following discussion, the committee

RESOLVED That they objected to this development for the following reasons,

- Overdevelopment
- Places further pressure upon street parking which is already an acute issue in this road
- The idea of Bus access along Transit Road and a turnaround was not credible
- Similarly, access for emergency vehicles was very doubtful
- Lack of building details in the application with no statement regarding EV charging or PV provision to the properties
- Overshadowing of existing properties.

19:45Hrs Cllr. Taylor rejoins the meeting

LW/24/0696

Sacred Heart Church Fort Road

Change of Use from F1(f) (Place of Worship) to C3 (Dwelling House) and creation of 4 No. dwellings.

Following discussion, the committee

RESOLVED That they had no objections to this application, and welcomed the additional amendments.

LW/24/0717

Flat 3 Meeching Court Fort Road

Replacement of windows.

Following discussion, the committee

RESOLVED That they had no objections to this application.

LW/24/0692

24 Avis Road Newhaven

Section 73a retrospective permission for the

creation of driveway with a drop kerb.

Following discussion, the committee

RESOLVED That they had no objections to this application and supported the same.

P060/24 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 20:01Hrs.

Date:

Chairman

DRAFT



ENVIRONMENT AND AMENITIES COMMITTEE

Minutes of a Meeting of the Environment and Amenities Committee held at
Meeching Hall, Fort Road, Newhaven on **Tuesday 24th September 2024 at 8.26pm**

PRESENT: Councillors Lesley Boniface
Kim Bishop
Graham Amy
Krissy Taylor
Jan Woodling
Corina Watts
Lindsey Macleod

ALSO ATTENDING: Ken Dry, Town Clerk
Stephen Honey, Executive Officer

EA13/24 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.

EA14/24 **APOLOGIES FOR ABSENCE**

None.

EA15/24 **DECLARATIONS OF INTEREST – DISCLOSURE BY COUNCILLORS OF PERSONAL INTERESTS IN MATTERS ON THE AGENDA, AND WHETHER THE COUNCILLOR REGARDS THEIR INTEREST AS PREJUDICIAL UNDER THE TERMS OF THE CODE OF CONDUCT.**

There were none.

EA16/24 **TO CONSIDER WHETHER THE MINUTES OF THE MEETING OF THE ENVIRONMENT & AMENITIES COMMITTEE HELD ON TUESDAY 28th May 2024 ARE AN ACCURATE RECORD OF THE MEETING.**

The Minutes of the Meeting held on Tuesday 28th May 2024 were considered for accuracy.

RESOLVED:

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

EA17/24 **PETITIONS/PUBLIC QUESTION**

There were none.

EA18/24 **ECOLOGICAL SURVEYS OF MEECHING DOWN AND VALLEY PONDS – ORAL UPDATE BY THE TOWN CLERK.**

The Town Clerk informed the meeting that both surveys had been completed as commissioned and had hoped to have an initial summary of the findings for this meeting but had yet to receive them.

Both reports are anticipated to be received 15/16th November 2024.

EA19/24 **REED CLEARANCE AT VALLEY PONDS – GENERAL & CULVERTS – ORAL UPDATE BY THE TOWN CLERK.**

The Town Clerk informed the meeting;

- That Bonny's Wood had now started the 2nd cut of Reeds in general areas which should be followed by the second culvert clearance of the same.
- That he had received a quotation for next years (2025) general and culvert reed clearance from Bonny's Wood of Approximately £9K and would be formally reported to the next E&A Committee meeting for approval.
- Notwithstanding the above information, this quote may be modified in light of the potential results of the Valley Ponds Ecological Survey, and that a copy of this would be sent to Bonny's Wood for their information.

EA20/24 **SCHEDULED TREE WORKS - ORAL UPDATE BY THE TOWN CLERK.**

The Town Clerk informed the meeting;

- That historically, all the trees across the town that were in the ownership & responsibility of NTC were contained on a Database, each with a maintenance timeline and that each year the database was revisited to populate a schedule of works for the next year (2025).
- A quotation from Bonny's Wood for the aforementioned works was still awaited and would be formally reported to the next meeting of the E&A Committee.

EA21/24 **COPPICING AT NEWHAVEN CEMETERY – ORAL UPDATE BY THE TOWN CLERK.**

The Town Clerk informed the meeting;

- That the commissioned Coppicing Works (for the primary purpose of removing Ash Dieback) at the Bollens Bush boundary of the cemetery had been completed and that much of the cuttings/logs had been left in piles for the purposes of habitat provision into the future.
- Bonny's Wood (contractor) would be shortly supplying a new planting location and species list for the site and that this would be passed to the NTC Tree Wardens to complete.

EA22/24 **CEMETERY GATES AND MAIN FORECOURT - ORAL UPDATE BY THE TOWN CLERK.**

The Town Clerk informed the meeting;

- That he had recently commissioned local Architects (STAAC) to produce design plans for,
 - i) The widening of the cemetery entrance (with new gates of the same existing design),
 - ii) Reinstatement of the cemetery forecourt with a smooth semi highways specification (buff coloured) and new 'bullnose' provision, and
 - iii) Redesign of the cemetery toilets to make them DDA compliant, easier to maintain, replacement roof and with either direct mains electrical supply or alternatively Solar EV panels.

- A subsequent planning application(s) would be made to SDNPA on behalf of NTC.

EA23/24 DENTON REC – PLAYGROUND & MUGA – ORAL UPDATE BY THE TOWN CLERK.

The Town Clerk informed the meeting;

- That signage was in place informing all residents regarding the upcoming works. (MUGA works w/c 7th October for one week, and Denton Playground works w/c 14th October for 4-6 weeks)
- That the Playground installation timeline was subject to potential delay due to weather conditions, as the wet-pour surfacing required dry weather for installation, though reassured the committee that the subcontractor for the wet pour (Cosmo) would prioritise this to fit in with dry weather 'windows' wherever possible.

EA24/24 ALLOTMENT PROVISION – DISCUSSION

The Town Clerk appraised the meeting of the current status of its allotment provision and provided a legal summary of the current legislation surrounding the same for the committees' ongoing information.

Discussion then surrounded the current Tenancy granting process and inspection regime, and the Clerk showed the committee a number of draft signage designs for each set of allotments (and also Denton Playground) of which there was a consensus that these were 'fit for purpose'.

Members were also reminded of the Notice of Motion from Cllr. S. Boniface regarding the purchase of additional land for allotment provision which had been approved at the last Full Council meeting.

EA25/24 SOCIAL HALLS – DISCUSSION

Discussion took place regarding the ongoing expenditure of the current NTC Social Halls. Cllr Macleod stated that the council should focus upon advertising the social halls, revisiting utilities costings and other contracts going forward and staff working more efficiently.

The Town Clerk indicated that the majority of 'prime-time' slots were already utilised by a number of regular users and that the council was committed to a small number of contracts (e.g. Printer/MFD, Orbis and WorkNest) and that the RFO had already reviewed many of the councils Utilities Contracts and secured the best deals available.

He also stated that the number and condition of the Halls required rationalisation and improvement and that this would emanate from the recent Building & Estates Asset

Strategy which is to be ratified at an Additional Full Council meeting following the recent councillor workshop.

The Chair requested that the matter of current patronage levels and running costs be discussed further at the next Environment & Amenities Committee meeting.

EA26/24 BUDGET REPORTS TO 21st MAY 2024.

The Town Clerk provided a number of requested clarifications of certain budget expenditure lines and what they actually covered after which the report was noted.

There being no further business, the Meeting closed at 9:24pm.

Date: **Chairman**



ENVIRONMENT AND AMENITIES COMMITTEE

Minutes of a Meeting of the Environment and Amenities Committee held at Meeching Hall, Fort Road, Newhaven on **Tuesday 17th December 2024 at 8.15pm**

PRESENT: Councillors Lesley Boniface
Kim Bishop
Graham Amy
Krissy Taylor
Jan Woodling
James Harrison (Sub – Cllr Watts)

ALSO ATTENDING: Ken Dry, Town Clerk
Stephen Honey, Executive Officer

EA27/24 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.

EA28/24 **APOLOGIES FOR ABSENCE**

Cllrs. Watts and Macleod.

EA29/24 **DECLARATIONS OF INTEREST – DISCLOSURE BY COUNCILLORS OF PERSONAL INTERESTS IN MATTERS ON THE AGENDA, AND WHETHER THE COUNCILLOR REGARDS THEIR INTEREST AS PREJUDICIAL UNDER THE TERMS OF THE CODE OF CONDUCT.**

There were none.

EA30/24 **TO CONSIDER WHETHER THE MINUTES OF THE MEETING OF THE ENVIRONMENT & AMENITIES COMMITTEE HELD ON TUESDAY 28th May 2024 ARE AN ACCURATE RECORD OF THE MEETING.**

The Minutes of the Meeting held on Tuesday 24th September 2024 were considered for accuracy.

RESOLVED:

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

EA31/24 **PETITIONS/PUBLIC QUESTION**

There were none.

EA32/24 **TO NOTE ON-LINE COMMITTEE DECISIONS REGARDING,**

- **COPPICE WORK REPLANTING AT NEWHAVEN CEMETERY, AND**
- **AMENITY GRASS CUT AT NEWHAVEN CEMETERY.**

The Town Clerk reminded the committee of the two decisions which were made via email and the majority consensus to approve each and that the Coppice Re-Planting was scheduled to begin in early to mid-January, whilst the Amenity Grass cut at the Cemetery had been completed in the recent weeks.

The committee noted each of these.

EA33/24 **HIGHWAYS VERGES – CONTRACT EXTENSION 2025/26 – REPORT BY THE TOWN CLERK.**

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

RESOLVED that

That the committee,

- A. Recommends the acceptance of a 12-month extension to the current Highways Verges contract with Countryman's at a cost of **£15,781** to the next scheduled meeting of Full Council, and
- B. The committee instructs the Town Clerk/RFO to authorise the Wildflower Zone maintenance at **£421** with Countrymans should the contract be ratified.

EA34/24 **TO CONSIDER AND AUTHORISE A REED CLEARANCE PROGRAMME AT VALLEY PONDS – REPORT BY THE TOWN CLERK.**

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

RESOLVED that

That the committee,

Recommends both quotations for approval at the next scheduled Full Council Meeting for their initiation in the FY 2025/26 at a total cost of **£7560+VAT**.

EA35/24 **TO CONSIDER ARCHITECTURAL PLANS FOR CEMETERY GATES, TOILETS AND MAIN FORECOURT – REPORT BY THE TOWN CLERK.**

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

RESOLVED that,

The committee notes this action by officers and that all future updates are to be brought to this committee for noting and/or authorisation.

EA36/24 **TO CONSIDER AND AUTHORISE TREE WORKS FOR 2024/25 AND 2025/26 – REPORT BY THE TOWN CLERK.**

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

RESOLVED that,

The Committee recommends both quotations for approval at the next scheduled Full Council Meeting for their initiation at a total cost of **£4100+VAT**.

EA37/24 BUDGET REPORTS TO DECEMBER 10TH 2024.

The Town Clerk informed the meeting that there were no significant issues with the budget, other than a few minors overspends within the committee's purview and that Cemetery Income was below forecast.

Additionally, the overall position was effectively unclear due to external funding streams and projects being financed from Reserves.

The Town Clerk informed the meeting that officers anticipate the overall NTC budget will achieve its target.

The committee noted this and the contents of the report.

There being no further business, the Meeting closed at 20:50Hrs.

Date: **Chairman.**

DRAFT



PROMOTION, PARTNERSHIP & FINANCE COMMITTEE

Minutes of a Meeting of the Promotion, Partnership and Finance Committee held at Meeching Hall, Fort Road, Newhaven on **Tuesday 22nd October 2024 at 8:00pm.**

PRESENT: Councillors Mark Wardle (Chair)
Julie Carr
Krissy Taylor
Lesley Boniface
Shaun Boniface
Corina Watts
Steve Saunders

ALSO ATTENDING: Ken Dry, Town Clerk
Stephen Honey, Executive Officer
Alison Campbell, RFO
X7 Members of the Public
X1 Member of the Public On-line

PPF040/24 The Chair informed those present that this meeting will be recorded and then made publicly available on the Newhaven Town Council website for 28 days followed by its removal and deletion.

PPF041/24 **APOLOGIES FOR ABSENCE.**

Received from Cllr. Macleod.

PPF042/24 **TO ELECT A VICE CHAIR FOR THIS PROMOTION PARTNERSHIP & FINANCE COMMITTEE FOR THE REMAINDER OF THE CIVIC YEAR.**

Cllr L. Boniface nominated Cllr. Watts for this role, which was

SECONDED by Cllr. Carr and following a unanimous vote

Cllr. Watts was elected to the role of Vice Chair for this Promotion Partnership & Finance Committee for the remainder of the Civic Year.

PPF043/24 **DECLARATIONS OF INTEREST - DISCLOSURE BY COUNCILLORS OF PERSONAL INTERESTS IN MATTERS ON THE AGENDA, AND WHETHER THE COUNCILLOR REGARDS THEIR INTEREST AS PREJUDICIAL UNDER THE TERMS OF THE CODE OF CONDUCT.**

Cllr. L. Boniface informed the meeting that she was a Trustee of Haven Creatives (Agenda Item 7) and that for the purposes of transparency had recently had a number of conversations with representatives of 'Culture Shift' (Agenda Item 7).

Cllr. Saunders informed the meeting of his ongoing involvement with 'Newhaven Twinning Association' (Agenda Item 8) and was a supporter of Mencap. (Agenda item 7.)

Cllr. Carr informed the meeting that Mencap were one of her chosen charities during her Mayoral Year (2023/24) and she continued to support their activities. (Agenda Item 7.)

PPF044/24 FOR THE CHAIRMAN TO SIGN THE AMENDED MINUTES OF THE PROMOTION, PARTNERSHIP COMMITTEE WHICH MET ON TUESDAY FEBRUARY 27TH 2024 FOLLOWING ADDITIONAL CHECKS FOR ACCURACY BY THE TOWN CLERK.

The Town Clerk informed the meeting that he had checked the video/audio recording of the meeting of 27th February 2024 and confirmed that Cllr. McLean-Knight was correctly recorded as leaving that meeting at 19:46Hrs.

However, the placement of the actual text, recording this in the draft minutes document had now been moved slightly to more accurately reflect that whilst she did take part in the discussions on that agenda item, she had left the meeting prior to the committees' resolution on that item.

It was therefore,

RESOLVED:

That the amended minutes of the Promotion, Partnership & Finance Committee on February 27th 2024 were an accurate record, and that they be signed by the Chairman as a true record of the proceedings.

PPF045/24 TO CONSIDER WHETHER THE MINUTES OF THE MEETING OF THE PROMOTION, PARTNERSHIP & FINANCE COMMITTEE HELD ON TUESDAY 26TH MARCH 2024 ARE AN ACCURATE RECORD OF THE MEETING.

The minutes of the Promotion, Partnership & Finance Committee held on Tuesday March 26th 2024 were considered, and it was

RESOLVED

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

PPF046/24 PETITIONS/PUBLIC QUESTIONS.

The Town Clerk reported that none had been received, but informed the meeting that there were representatives of two grant applicants present in the public gallery.

Ms. Catherine Martin – 'Photo Fringe' Event Application and Representatives of the Newhaven Young Peoples Forum – Large Discretionary Grant Application.

PPF047/24 TO CONSIDER AND APPROVE EVENT FUNDING APPLICATIONS - REPORT BY THE TOWN CLERK.

The Chair invited Ms. Catherine Martin to provide supporting information regarding the 'Land Within' Event Grant application which prompted a range of questions and discussion between the committee members.

The Town Clerk then summarised his report indicating that unlike Discretionary Grant Applications, Events Grant Applications could be made/received at any time during the year and were not subject to a 'scoring process'.

The meeting was also informed that there currently exists a budget of £25,000 for Events Grants for the remainder of 2024/25. The monies currently being applied for is of a total of £11,920.

The following applications were discussed;

Photo Fringe - 'A Land Within'

Following discussion,

Cllr. S. Boniface

PROPOSED

That this application be granted for the full amount of £1000, which was

SECONDED by Cllr. Saunders, following an overall general consensus, it was

RESOLVED that Photo Fringe be awarded £1000 for this event application.

20:17Hrs – Cllr. Saunders leaves the meeting.

Newhaven, Lewes & District Mencap – Christmas Party

Following discussion,

Cllr. S. Boniface

PROPOSED

That this application be granted for the full amount of £300, which was

SECONDED by Cllr. Saunders, and following a unanimous vote, it was

RESOLVED that Newhaven, Lewes & District Mencap be awarded £300 for this event application.

20:21Hrs Cllr. Saunders rejoins the meeting and is informed of the previous resolution.

20:23Hrs Cllr. L. Boniface leaves the meeting.

Culture Shift – Circle of Sound Christmas Ball

Following discussion,

Cllr. S. Boniface

PROPOSED

That this application be granted for the full amount of £600, which was

SECONDED by Cllr. Carr, and following a unanimous vote, it was

RESOLVED that Culture Shift be awarded £600 for this event application.

Haven Young Creatives – Harbour Lights Procession

Following discussion,

Cllr. S. Boniface

PROPOSED

That this application be granted for the full amount of £3750, which was

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

RESOLVED that Haven Young Creatives be awarded £3750 for this event application.

20:30Hrs Cllr. Boniface rejoins the meeting and is informed of the previous two resolutions.

Newhaven & District Model Railway Club – Annual Show

During discussion of this application, it was noted that a computational error appeared to have been made by the applicant indicating that despite £1000 being applied for the calculated actual funding required was £890.

Therefore, following this discussion,

Cllr. Saunders

PROPOSED

That this application be granted for the amount of £890, which was

SECONDED by Cllr. Carr, and following a unanimous vote, it was

RESOLVED that Newhaven & District Model Railway Club be awarded £890 for this event application.

SCDA – Newhaven Community Christmas Cheer

Following discussion,

Cllr. Saunders

PROPOSED

That the council grant an award of £2635 on condition that SCDA match fund to achieve the total event cost of £5270. Cllr. Carr indicated that she would second this proposal on the basis that the council receives a detailed breakdown of the event costs from SCDA. There was consensus on the latter point. This was

SECONDED by Cllr. Carr, and following a unanimous vote, it was

RESOLVED that SCDA be awarded £2365 on condition of match funding of this amount by SCDA and following the event a detailed breakdown of the event costs is provided to the council.

Note for the Town Clerk/RFO;- Total Events Grants Awarded = £8905.

PPF048/24

TO CONSIDER AND APPROVE DISCRETIONARY GRANT APPLICATIONS – REPORT BY THE TOWN CLERK.

The Chair invited representatives of the Newhaven Young Peoples Forum present to speak in support of their applications. Following supplementary questions from the committee members and additional discussion, the committee unanimously agreed to award the full amount applied for (**£3000**).

Contrary to the actual score achieved by this application, the committee considered this to be a very considered and worthwhile application, and therefore,

RESOLVED that the Newhaven Young Peoples Forum be awarded **£3000** for the activities outlined in their application.

The Town Clerk then summarised his report, explaining the matter of application eligibility and subsequent application of the scoring regime outlined within the councils Discretionary Grants Application Policy (DGAP). The committees attention was also drawn to para 8 of the report and the remainder of applications were considered as follows;

Small Grants

Newhaven Art Club application scored 11 which was insufficient to secure a Small Grant Award.

RESOLVED as per officers' recommendation, no award.

Newhaven Twinning Association application scored 18 which was sufficient (≥ 15) to secure a Small Grant award of **£500**

RESOLVED as per officers' recommendation.

2nd Newhaven District Rainbows application scored 17 which was sufficient (≥ 15) to secure a Small Grant award of **£300**

RESOLVED as per officers' recommendation.

1st Newhaven Brownies application scored 16 which was sufficient (≥ 15) to secure a Small Grant award of **£500**

RESOLVED as per officer's recommendation.

Our Newhaven application scored 11 which was insufficient (< 15) to secure a Small Grant Award. This application was also considered ineligible, contrary to para., 2,1 DGAP.

RESOLVED as per officers' recommendation, no award.

Newhaven Cricket Club (Youth Section) application scored 18 which was sufficient (≥ 15) to secure a Small Grant award of **£340**

RESOLVED as per officers' recommendation.

Large Grants

Family Support Work application scored 20 which was sufficient ($> 15 \leq 22$) to secure a partial Large Grant award of **£1481**

RESOLVED as per officers' recommendation.

No.21 (Newhaven) Detachment, Delta Coy, Sussex Army Cadets application scored 24 which was sufficient (> 23) to secure a full Large Grant award of **£1000**

RESOLVED as per officers' recommendation.

Friends of Newhaven Community Food application scored 21 which was sufficient ($> 15 \leq 22$) to secure a partial Large Grant award. However, members considered the application to be unclear as to what organisation would actually benefit from this Grant and following further discussion of this matter,

Cllr. S. Boniface,

PROPOSED that no award be made on this occasion, this was

SECONDED by Cllr Carr, and following a majority vote, it was

RESOLVED that no award be made to the Friends of Newhaven Community Food.

Newhaven Bowling Club the Town Clerk informed the meeting that this application was for £3000, £2500 was actually for building maintenance/operating costs work and ineligible under para., 2.2 bullet point 5 DGAP. However, officers still scored the application in the context of the Tony Bradbury Cup/Trophy, and it scored 18 which was sufficient ($> 15 \leq 22$) to secure a partial Large Grant award of **£333**.



PROMOTION, PARTNERSHIP & FINANCE COMMITTEE

Minutes of a Meeting of the Promotion, Partnership and Finance Committee held at Meeching Hall, Fort Road, Newhaven on **Tuesday 10th December 2024** at 7:15pm.

PRESENT: Councillors Mark Wardle (Chair)
Corina Watts (Vice Chair)
Krissy Taylor
Lesley Boniface
Shaun Boniface
Julie Carr

ALSO ATTENDING: Ken Dry, Town Clerk
Stephen Honey, Executive Officer
Alison Campbell, RFO

PPF053/24 The Chair informed those present that this meeting will be recorded and then made publicly available on the Newhaven Town Council website for 28 days followed by its removal and deletion.

PPF054/24 **APOLOGIES FOR ABSENCE.**

None.

PPF055/24 **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.

PPF056/24 **TO CONSIDER WHETHER THE MINUTES OF THE MEETING OF THE PROMOTION, PARTNERSHIP & FINANCE COMMITTEE HELD ON TUESDAY 22ND OCTOBER 2024 ARE AN ACCURATE RECORD OF THE MEETING.**

RESOLVED

With one amendment to reflect the attendance of Cllr. Saunders, that these minutes be signed by the Chairman as a true and accurate an accurate record of the proceedings.

PPF057/24 PETITIONS/PUBLIC QUESTIONS.

None.

PPF058/24 TO NOTE THE ON-LINE APPROVAL OF AN EVENT FUNDING APPLICATION - REPORT BY THE TOWN CLERK.

The Town Clerk reminded the meeting of the circumstances surrounding this application and that committee members had RESOLVED to make this award following an email consultation.

He informed the meeting that this Events Application was not subject to the requirements of the current Discretionary Grants Application process, however the parameters for a specific policy was a discussion item on this agenda.

Noted.

PPF059/24 TO NOTE AND RECOMMEND A NUMBER OF PERTINENT POLICIES. – REPORT BY THE EXECUTIVE OFFICER.

The Executive Officer (EO) summarised his report regarding the review, development and reformatting of the following NTC Policy documents;

- Reserves Policy*
- Investment Strategy,
- Press & media Policy,
- Complaints Policy
- Discretionary Grant Policy 7 Procedure*

- *Reformatting only.*

Following discussion, the unanimous consensus of the meeting was to

RESOLVE that these documents be recommended for adoption by Full Council.

PP060/24 TO CONSIDER AND APPROVE A HALL RENTAL FEE IN RESPECT OF NEWHAVEN SEA CADETS – REPORT BY THE RESPONSIBLE FINANCE OFFICER.

The RFO summarised her report, and following discussion it was,

PROPOSED by Cllr. Saunders that a fee of £45 be levied for each session of the Sea Cadets at Meeching Hall w.e.f. April 1st 2025,

SECONDED by Cllr. Watts, and following a unanimous vote in favour, it was

RESOLVED that a fee of £45 be levied for each session of the Sea Cadets at Meeching Hall w.e.f. April 1st 2025.

PP061/24 TO CONSIDER AND AUTHORISE THE PURCHASE OF A REPLACEMENT ITEM OF PLAY EQUIPMENT AT VALLEY ROAD PLAY AREA - REPORT BY THE RESPONSIBLE FINANCE OFFICER.

The RFO summarised her report, and following discussion it was,

PROPOSED by Cllr. S. Boniface, that HAGS be instructed to carry out these works for the cost of £6307.78 (+VAT), and that this work (£6307.78 +VAT) be financed from non-allocated 'Neighbourhood' Community Infrastructure Levy (CIL)

SECONDED by Cllr. Saunders, and following a unanimous vote in favour, it was

RESOLVED that HAGS be instructed to carry out these works for the cost of £6307.78 (+VAT), and that this work (£6307.78 +VAT) be financed from non-allocated 'Neighbourhood' Community Infrastructure Levy (CIL).

PP062/24

TO CONSIDER THE PROPOSED DRAFT BUDGET FOR FY 2025/26 FOR ITS RECOMMENDATION TO THE NEXT FULL COUNCIL MEETING. – REPORT BY THE TOWN CLERK.

Following the recent confirmation of the Council Tax Band for Newhaven by Lewes District council of 4033.00, the Town Clerk drew the committees attention the updated report (061224) that reflected this. He then summarised that this proposed budget of £713,962 would result in Band D Council Tax for Newhaven residents of £177.03 which was a £7.26 increase (4.3%) on that of 2024/25 (£169.77)

Following a number of queries and clarifications from officers, discussion focused upon whether or not the £25K for NTC organised events (Exp. Code. 100.4218) would be sufficient for the councils future aspirations in this regard.

Resultant of these discussions, it was,

PROPOSED by Cllr. Saunders that (Exp. Code. 100.4218) be increased by £10K, resulting in a proposed budget of **£723,962**¹ for the FY 2025/26 to be considered and adopted by Full Council in January 2025

SECONDED by Cllr. S. Boniface, and following a unanimous vote in favour, it was,

RESOLVED that (Exp. Code. 100.4218) be increased by £10K, resulting in a proposed budget of **£723,962** for the FY 2025/26 to be considered and adopted by Full Council in January 2025.

PP063/24

NOTICEBOARDS AND ADVERTISING – DISCUSSION ITEM.

The EO summarised his research to date in respect of Bus Stop/Shelter, and NTC Noticeboard advertising and the potential income and expenditure implications and added that Planning Permission would be required in some cases.

Following further discussion, it was unanimously,

RESOLVED that the EO initiate relevant Planning Permission applications and present a report to the next meeting of this committee for further consideration and resolution.

PP064/24

DEVELOPMENT AND INCEPTION OF AN EVENTS GRANT APPLICATION POLICY – DISCUSSION ITEM.

The Town Clerk informed the meeting, that given the fact that this meeting had overrun and that another committee was scheduled to have started at 8:15pm, it would be more expedient to develop an initial draft of an Events Grant policy,

¹ Council Tax Band D amount of £179.51 for 2025/26; a £9.74 (5.7%) increase on that of 2024/25 (£169.77),

circulate to committee members and formally report it at the next meeting of this committee.

Acknowledged and agreed.

PP065/24 BUDGET REPORT TO 30TH NOVEMBER 2024.

Members requested clarification regarding income account line *101.1091 LDC Grant* which showed £73,692 had been received. Officers were unable to provide a definitive answer at the meeting.

Note for Town Clerk: Subsequent investigation of the above matter has shown that this was Towns Deal Grant monies following Claim No.2 in August 2024 for Eastside Allotments (£73,962).

The Meeting was closed at 20:44HRS.

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 26th November 2024 at 7:15pm.**

PRESENT: Councillors: Mark Wardle (Sub. for Cllr. S. Boniface)
Krissy Taylor
Kim Bishop
James Harrison (Sub. For Cllr. L Boniface)

ALSO ATTENDING: Ken Dry, Town Clerk
Stephen Honey, Executive Officer,
Laurie Marsden, Communications & Events Officer
Michelle Connors, NEZ Business Engagement Officer
Lee Davies, Director and Architect, HNW Architects

RSD0014/24 In the absence of both a Committee Chair and the Committee Vice Chair, the councillors present elected Cllr. Wardle to Chair the business of this meeting.

RSD0015/24 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.

RSD0016/24 **TO ELECT A CHAIRMAN FOR THIS REGENERATION & STRATEGIC DEVELOPMENT COMMITTEE FOR THE REMAINDER OF THE CIVIC YEAR.**

The Town Clerk informed the meeting that he was aware of only one nomination for Chair of this Committee, Cllr. S. Boniface, and that a replacement Vice Chair would be a matter for the next meeting of this committee.

Cllr. Bishop, **Seconded** the nomination of Cllr. S. Boniface for the role of Chair of this Regeneration & strategic Development for the remainder of the Civic Year.

Following a unanimous vote in favour of this proposition, it was,

RESOLVED that Cllr. S. Boniface will be the Chair of this Regeneration & Strategic development Committee for the remainder of the Civic Year.

RSD0017/24 **APOLOGIES FOR ABSENCE**

Cllrs, L. Boniface, S. Boniface and Woodling.

RSD0018/24 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.

RSD0019/24 TO CONSIDER WHETHER THE MINUTES OF THE MEETING OF THE REGENERATION AND STRATEGIC DEVELOPMENT COMMITTEE HELD ON TUESDAY 27th AUGUST 2024 ARE AN ACCURATE RECORD OF THE MEETING.

The Minutes of the Meeting held on Tuesday 27th August 2024 were considered.

RESOLVED:

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

RSD0020/24 PETITIONS/PUBLIC QUESTIONS

None received

RSD0021/24 NEWHAVEN HIGH STREET – SHOP FRONT PROPOSALS: PRESENTATION BY MICHELLE CONNORS AND CORRINE DAY OF THE NEZ.

Michelle Connors and Lee Davies made a presentation to the committee regarding the Shop Front Proposals Project, how it worked and how it was now been rolled out, with 5 shop holders already engaged in the same. The long-term aim of the project was to attempt to improve the general aesthetics of the varied shopfronts in the high street and thereby make it more attractive place to visit and shop in.

Following a range of questions from the committee, the Chair thanked them for attending and briefing them on the project.

RSD0022/24 EVENTS STRATEGY DEVELOPMENT 1ST DRAFT - DISCUSSION ITEM (EVENTS & COMMUNICATIONS OFFICER, LAURIE MARSDEN).

The Events & Communications Officer guided the committee through the first draft of a Council Events Strategy, identifying its key elements and its rationale.

Following discussion, the committee,

RESOLVED that this be reported to the Full Council in January 2025 to allow input from all Town Councillors.

RSD0023/24 DENTON PLAYGROUND INSTALLATION – ORAL UPDATE BY THE TOWN CLERK.

The Town Clerk informed the meeting that construction of the play area was fast approaching completion with 95% of the play equipment installed and that some initial wet-pour surfacing had already been installed. However, the current spells of wet weather continued to frustrate a precise completion date which Cllrs Watts and Macleod were keen to act upon by way of an official opening event.

The Town Clerk indicated, that whilst it is anticipated that the play area would be completed prior to the Christmas Holidays, being able to organise a notable event to mark this would be very difficult, and ventured the idea of perhaps allowing the public/children's access to the play area (following all necessary safety checks) immediately on completion with a notable official opening when the weather had suitably improved.

RESOLVED that the Town Clerk closely monitors final stage progress of the project and seek the views of Cllrs Watts and Macleod regarding an official opening of the site.

RSD0024/24 INCOME & EXPENDITURE REPORT TO NOVEMBER 19TH 2024.

The Town Clerk informed the meeting that there were no adverse issues to report and that expenditure line 4218 had been increased to £25K (for FY 25/26) to accommodate the likely increased range of Public Events emanating from the forthcoming Events Strategy.

The committee noted the report.

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

Date: Chairman

DRAFT



PERSONNEL COMMITTEE

Minutes of a Meeting of the Personnel Committee
held at Meeching Hall, 2 Fort Road, Newhaven
on **Tuesday 10th December 2024 at 8:47pm**

PRESENT:

Councillor's Lindsey Macleod (Chair)
Steve Saunders (Vice Chair)
Kim Bishop
Shaun Boniface
Linda Thomas
Corina Watts
Julie Carr

ALSO ATTENDING:

Ken Dry Town Clerk
Stephen Honey Executive Officer

PE17/24 The Chair informed those present that this meeting will be recorded and then made publicly available on the Newhaven Town Council website for 28 days followed by its removal and deletion.

PE18/24 **APOLOGIES FOR ABSENCE**

None.

PE19/24 **DECLARATIONS OF INTEREST - DISCLOSURE BY COUNCILLORS OF PERSONAL INTERESTS IN MATTERS ON THE AGENDA, AND WHETHER THE COUNCILLOR REGARDS THEIR INTEREST AS PREJUDICIAL UNDER THE TERMS OF THE CODE OF CONDUCT.**

There were none.

PE20/24 **TO CONSIDER WHETHER THE MINUTES OF THE MEETING OF THE PERSONNEL COMMITTEE HELD ON MONDAY 10TH MAY 2024 ARE AN ACCURATE RECORD OF THE MEETING**

RESOLVED:

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

PE21/24 **PETITIONS/PUBLIC QUESTIONS**

There were none.

PE22/24 **TO CONSIDER AND ADOPT A RANGE OF REVIEWED PERSONNEL POLICIES – REPORT BY THE EXECUTIVE OFFICER.**

The Executive Officer (EO) summarised his report regarding the review, development and reformatting of the following NTC Policy documents;

- Adoption Leave Policy
- Anti-Harassment & Bullying Policy and Procedure *
- Disciplinary Procedure
- Disciplinary Procedure for the Town Clerk
- Equality & Diversity Policy
- Flexible Working Policy
- Grievance Policy & Procedure
- Local Government Pensions Scheme Discretions Policy
- Lone Working Policy *
- Maternity Policy
- Paternity & Parental Leave Policy
- Personal Relationships at Work Policy *
- Recruitment of Ex-Offenders Policy
- Safeguarding Policy
- Sickness Absence Policy *
- Staff Appraisal Policy
- Staff Handbook
- Training & Development Policy
- Whistleblowing Policy

‘*’ *Reformatting only.*

Following discussion, the unanimous consensus of the meeting was to

RESOLVE that these documents be recommended for ratification and adoption by Full Council.

PE23/24 **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 PERSONNEL MATTERS TO BE DISCUSSED.**

RESOLVED.

PE24/24 **CONFIDENTIAL – STAFF SALARIES 2025-26 – REPORT BY THE TOWN CLERK**

The Town Clerk summarized his report.

20:55Hrs Cllr Thomas joins the meeting.

Following discussion, it was

RESOLVED unanimously,

That the committee notes the salaries payable to council staff from 1st April 2025 and authorises implementation of any future national pay agreement if and when announced by the National Joint Council for Local Government Services for the FY 2025/26.

There being no further business, the Meeting closed at 20:59Hrs.

Date:

DRAFT



NEWHAVEN TOWN COUNCIL

Ken Dry
Town Clerk

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

To: Full Council **Agenda Item 11.**

Date: 14th January 2025

Report Contact: Town Clerk

Subject: **Ongoing relationship of the Town Council with the Vietnamese Embassy.**

1. The purpose of this report is to engender consideration and discussion of the councils' preferred mode of interaction with the Vietnamese Embassy.
2. Since 2013, there has been an ongoing relationship and interaction with representatives of the Vietnamese Embassy through their regular visits to Newhaven, given the association of their former founder/leader Ho Chi Minh through his employment as a Pastry Chef on one of the Newhaven Ferries in the early part of the 20th Century.
3. Notwithstanding a range of disparate views concerning the cultural and economic benefits that may arise from this relationship, the Vietnamese Embassy appears keen to visit Newhaven and venerate the memory of Ho Chi Minh.
4. Unfortunately, these visits tend to be at very short notice¹, with Embassy event organisers making arrangements with multiple individuals and local organisations within the Town.
5. Councillors are therefore asked to consider the following points and any others they feel pertinent;
 - Which organisation in the Town should ideally take-on/co-ordinate these visits; Chamber of Commerce, District or Town Council?
 - If it is to be the Town Council, who should be the point of contact; An appointed Councillor, the Town Clerk, or the Events & Communications Officer?
6. Whatever the outcome of these considerations, the appointed person/party should be known by all concerned and all enquiries directed to that individual/body accordingly. Similarly, officers would suggest that the continued lack of sufficient notice regarding their visits remains a significant concern, and despite previous best efforts this has largely been ignored by the Embassy staff who will use the 'path of least resistance' to ensure their own timelines.
7. Given the potential economic benefits that may develop from this relationship with the Embassy, it would appear logical that the Newhaven Chamber of Commerce be their point of contact and co-ordinator of visits and events to the Town.

Recommendation.

That the Council advises the Town Clerk as to their preferred way forward on this matter.

¹ Anything from 2 days to 2 weeks max.



NEWHAVEN TOWN COUNCIL

Ken Dry
Town Clerk

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

To: Full Council **Agenda Item 12.**

Date: 14th January 2025

Report Contact: Town Clerk

Subject: **Confirmation of a Town Councillors Vacation of Office by failure to attend meetings.**

1. The purpose of this report is to seek the council's resolution to confirm that Cllr. Willem Browne has vacated his office by a failure to attend meetings, as per the Local Government Act 1972, s 85(1) & (2).
2. Section 85 (1) provides that subject to sub sections (2) and (3) of the same, that if a member of a local authority fails throughout a period of six consecutive months from the date of his last attendance to attend any meeting of the authority, he shall, unless the failure was due to some reason approved by the authority before the expiry of that period, cease to be a member of the authority.
3. Sub section (2) states that attendance as a member at a meeting of any committee or sub-committee of the authority, or at a meeting of any joint committee, joint board or other body by whom for the time being any of the functions of the authority are being discharged, or who were appointed to advise the authority on any matter relating to the discharge of their functions, and attendance as representative of the authority at a meeting of any body of persons, shall be deemed for the purposes of subsection (1) above to be attendance at a meeting of the authority.
4. Sub section (3) states that a member of any branch of His Majesty's naval, military or air forces when employed during war or any emergency on any naval, military or air force service, and a person whose employment in the service of His Majesty in connection with war or any emergency is such as, in the opinion of the Secretary of State, to entitle him to relief from disqualification on account of absence, shall not cease to be a member of a local authority by reason only of a failure to attend meetings of the local authority if the failure is due to that employment.
5. Cllr. Browne was co-opted to the Town Council on Tuesday 11th June 2024 (Min. Ref C038/24 refers) and was not appointed to any of the councils' committees, nor as a representative of the council on any external body. Cllr. Browne was therefore only required to attend all subsequent Full Council meetings.
6. During the period **11th June 2024 – 11th December 2024**¹ there have been one Full Council (17/9/24), and two Additional Full Council (16/7/24 & 13/11/24) meetings. Cllr. Browne has

¹ A period of six consecutive months as stipulated under the LGA 1972, s85(1)

been absent from all without apology or having submitted any reason to Full Council for any continued period of absence prior to the end of the aforementioned six-month period.

7. When first co-opted Cllr. Browne was provided with an NTC Inbox and provided log in details for the same. Officers can confirm that Cllr. Browne has neither made contact with Ingenio (Councils IT support contractor) to align his chosen personal hardware for this purpose nor actually accessed his emails since being co-opted.
8. In conclusion, it is evident that Cllr. Browne has not attended any meetings within a consecutive six-month period and therefore under current legislation is deemed to have vacated his office by a failure to attend meetings.

Recommendation.

That the council confirms that Cllr. Browne has vacated his office by a failure to attend meetings and that the Town Clerk informs the Monitoring Officer accordingly.



Agenda Item No.15

Introduction – About this Strategy

The Newhaven Town Council Events Strategy supports the development and delivery of events that bring people together to share experiences and develop a stronger sense of community.

This strategy seeks to support events activity in Newhaven. It sets out the priority objectives for Newhaven Town Council and shows how we will continue to generate activity and work in partnership with others to ensure that Newhaven benefits from a mix of activity across genres and seasons. The strategy will be reviewed regularly to ensure that we are responding to evolving needs and to feedback received relating to events.



Benefits of Events

Events are important to the wellbeing of residents. They can promote pride in the town, acceptance of cultures, community cohesion, a feeling of belonging and more active citizenship.

Events can provide significant benefits for a host destination and are acknowledged as opportunities to stimulate tourism and economic growth by showcasing the destination and attracting visitors from outside the area. A positive experience for an attendee at an event can prompt them to become a destination advocate. Events provide a valuable opportunity to showcase the unique and compelling identity of the town.

Over the years, Newhaven Town Council has been involved with establishing a range of successful events, for example, civic events such as the Remembrance Service, heritage events such as Dieppe Raid and community events such as Sussex Day. These have been extremely valuable events organised directly or indirectly by Newhaven Town Council; although it could be proposed that the full potential of this type of activity has not yet been achieved and the programme of events could be grown further. This strategy seeks to look at building on previous successes and on growing the potential for making an even richer events calendar.



Key USPs and opportunities for Newhaven

Newhaven is a small busy port town at the mouth of the River Ouse and surrounded by the South Downs. It has an active fishing fleet and marina with boats visiting from across Europe. The town is conveniently situated between Brighton, Lewes and Eastbourne and has easy year round ferry access to France.

The town of Newhaven has a rich and varied past, with a significant maritime, naval and military heritage. Newhaven played an important role during the Second World War, in particular, with the Dieppe Raid in 1942.

Newhaven is an excellent place to host events. It has good transport links:

- The train station is close to the main centre of the town, making it straightforward for visitors to travel to the town for events
- The town is in close proximity to the main road network of the A27 and a main road along the coast to and from Brighton runs through the town



Newhaven has beautiful vistas all round with an expansive outlook to the river Ouse and the Channel, and views all round to the South Downs. There are pubs, music venues, theatre spaces and performance spaces.

There is a strong artisan community within the town, which is actively involved in promoting events relating to arts and crafts. The town has two very popular tourist attractions: Newhaven Fort and Paradise Park.

Newhaven Town Council

Over recent years, Newhaven Town Council has been involved with delivering events in the Town, in different capacities, i.e.:

Organiser

The Town Council organises successful events throughout the year, including for example: the Mayor's Carol Concert, Remembrance Sunday and DDay.

Host

The Town Council has a number of spaces available to hire for one off or regular events, .e.g., the Bandstand which is a great venue for live music and Meeching Hall which is used by local community groups for activities and theatre productions.



Collaborator

The Council works with other groups to jointly organise events, for example, Newhaven Festival. The Council will continue to work with other event organisers to cross promote their events.

Supporter

The Town Council will continue to ensure that events information is up to date and readily available for organisers and potential attendees, e.g. by ensuring that events are featured on the Council's website and that there is access to the Council's Communications and Events Officer.

Previous Events



There has previously been a strong calendar of events across the year, including the following organised by Newhaven Town Council: Remembrance Sunday, Christmas Lights Switch On and more.

There has also been a number of successful events organised by or in conjunction with other organisers, e.g., the Newhaven Festival, and the Summer at the Sidings.

Evaluation of the Summer at the Sidings events in the Summer of 2024 was undertaken and the findings showed that 77% of attendees were from the local BN9 Newhaven area, indicating a strong local engagement, and there was a significant interest expressed in more events with live music and bands.

Going forward – 2025 and looking ahead

Listed below are key strategic objectives and actions for the 2025 events strategy.

Key strategic objectives and actions looking forward:

- Investigate and identify areas for potential growth opportunities and development, including:
 - Develop events that attract visitors from outside Newhaven
 - Capitalise on the international link to Europe
 - Increase the number of events which have proved popular to date, e.g., bands, live music
- Encourage sustainability. Event organisers, including the Council, will be encouraged / required to minimise their environmental impact. For example, sustainability will be encouraged through re-cycling, encouraging the use of public transport etc. It is recommended that a sustainability protocol is developed that event organisers will need to commit to comply with, e.g., sustainable environmental practices

- Evaluate the social and economic impact of events. It is important to seek feedback and use the learnings and findings for then enhancing the offering and value for money of future events. It is recommended that a consultation exercise is undertaken in the form of a questionnaire to ask residents for their views relating to their awareness of the events, and to the types of events that they would like to see on the calendar
- Establish an events budget which incorporates:
 - Funding towards NTC organised events
 - Grants for other events organisers
- Promote the use of spaces across the town and manage a booking system
- Develop relationships with events organisers, e.g. private organisations, local community groups. Intrinsic to this is also the provision of giving a platform to local musicians and performers as well as the support for local businesses. It is recommended that the Council seeks opportunities for collaboration with external organisations
- Grow the events programme and, as part of this, develop a mix of event types across the seasonal calendar. The programme will be a mixture of established successful events, new events which can be developed, and potentially international events. This involves the planning and delivery of a diverse programme of events that offers something for all audiences whether they are local or visitors to Newhaven. The Council should pro-actively pursue opportunities to organise and host events. The Council should also look to identify events which have potentially wider international connections, e.g., with the port's link to Europe
- Develop a communications plan to promote each and every event
- Become a centre of expertise on delivering events that are right for Newhaven
- Promote Newhaven throughout all events activity as an attractive and vibrant town



DRAFT

2025 EVENTS PROGRAMME



DATE	EVENT	PROPOSED/SUGGESTED PLAN(S)
Fri 18 Apr (Good Friday)	EASTER EGG HUNT AT DENTON PARK	Appearance by the Easter Bunny
Thurs 8 May	VE DAY 80	<ul style="list-style-type: none"> - Raise VE Day flag at 9am - Cathedrals and churches ring bells at 6.3pm – ask local churches to action - Fish and Chip Supper (at the Fort? 1940s style band?) Or Community Picnic? - Beacon Lighting at Newhaven Fort at 9.30pm. Read out a Tribute - Give out grants for people to hold their own street parties?
Sat 24 May	A NIGHT OF ENTERTAINMENT (RICK SHARPE) – FUNDRAISER IN AID OF MAYOR’S CHOSEN CHARITY	Ask Rick Sharpe to organise jointly. Hold at Meeching Hall.
Sat 7 Jun	MEET THE MAYOR	Drop in for coffee, tea and chat, at the Hillcrest Centre, 10am to midday
Sat 21 Jun (actual date is Mon 16 Jun)	SUSSEX DAY	At the Bandstand or the Sidings. If at the Sidings, organise jointly with the Towner? <ul style="list-style-type: none"> - Stallholders - Performers - Live music - Food and Drink
Sat 19 Jul	FRENCH MARKET	Jointly organise with the Twinning Association
Sun 10 Aug	DIEPPE RAID COMMEMORATION	Church Service Parade Luncheon Tributes
Fri 15 Aug	VJ DAY 80	Ringing of Church Bells at 6.30pm
Sat 6 Sep	TRIBUTE BAND AT THE SIDINGS	
Fri 19 Sep	NEWHAVEN’S GOT TALENT	At Meeching Hall
Sat 11 Oct	MAYOR’S CHARITY QUIZ	At Meeching Hall
Sun 9 Nov	REMEMBRANCE SUNDAY	Church Service Parade Tributes at Memorial Green
Tues 2 Dec	MAYOR’S COMMUNITY CAROL CONCERT	At St Michael’s Church
Sat 6 Dec	CHRISTMAS MARKET AND LIGHTS SWITCH ON	In the Town Centre <ul style="list-style-type: none"> - Stallholders - Best Dressed Shop Window - Santa’s Grotto - Live music - Local dance groups - Switch On Lights as soon as it gets dark



NEWHAVEN TOWN COUNCIL

Ken Dry
Town Clerk

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To: Full Council **Agenda Item 16.**

Date: 14th January 2025

Report Contact: Town Clerk – Ken Dry

Subject: **Authorisation of Expenditure over £7500**

1. The purpose of this report is to request council authorisation of the following works as recommended by the Environment & Amenities Committee at its meeting of December 17th 2024;
 - a) Provision of Reed clearance by **Bonny's Wood** contractor at Valley Road Ponds for the year 2025/26 totalling **£7560+VAT**. (Original Report at Appendix A.)
 - b) Provision of Tree Maintenance works by **Bonny's Wood** contractor totalling **£4100+VAT¹**. (Original Report at Appendix B.)

(Combined total of **£11,661+VAT** to **Bonny's Wood** contractor).
 - c) 12-month extension of Highways Verges contract by **Countryman's** contractor, totalling **£15,781+VAT** (original Report at Appendix C.)
2. The reed clearance works at para 1a) above reflect the ongoing annual objectives of the Valley Road Ponds Management Plan 2019-2024 which have to date proved highly effective both visually and in terms of maintaining and improving the existing habitat value of the site.
3. Notwithstanding the aspect of ongoing biodiversity/habitat and tree stock health, this maintenance, as per para. 1b) above, plays a significant role in mitigating the councils' exposure to insurance claims from 3rd parties, and this is particularly relevant given the recent weather patterns experienced across the UK.
4. With regards to para. 1c) above, in the years 23/24 and 24/25 it has been established through cumulative experience that x6 Urban and x2 Meadow Verge cuts has been the optimal approach which has also been supported by the feedback received through the previous NTC Highways Verges residents survey.
5. The Environment & Amenities Committee have already elected to use the 'self-managed' approach to its Highways Verges (owned by East Sussex County Council (ESCC)) and this enables it to receive a circa £3-4000pa subsidy from ESCC.

¹ Comprised of £1500+VAT for the FY 2024/25 and £2600+VAT for the FY 2025/26

6. The town council's financial regulations state that where the value of works or specialist services is below £7,500 and above £2,000 the Clerk should strive to obtain 3 estimates. However, this is not required if the committee/council feels that it is in its best interests to use a contractor which it has already engaged for other work (Contracts 11.1.a. viii).
7. Members of the Environment & Amenities Committee have already acknowledged the continued professional and previous excellent work provided by both Bonny's Wood and Countryman's contractors in respect of the works outlined at para.1 and the attached appendices.
8. As the total cost of these services by both contractors is in excess of £7500, NTC Financial Regulations 4.1 requires Full Council authorisation of the same.
9. **Recommendation:**

That the Council notes the recommendations of the Environment & Amenities Committee and authorises the following expenditure;

- a) Provision of Reed clearance by Bonny's Wood contractor at Valley Road Ponds for the year 2025/26 totalling **£7560+VAT**.
- b) Provision of Tree Maintenance works by Bonny's Wood contractor totalling **£4100+VAT**.
(Combined total of **£11,661+VAT** to Bonny's Wood contractor).
- c) 12-month extension of Highways Verges contract by Countryman's contractor, totalling **£15,781+VAT**.

16. Report - Appendix A



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Tel: (01273) 516100
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To: Environment & Amenities Committee
Date: 17th December 2024
Report Contact: Town Clerk – Ken Dry
Subject: **Valley Road Ponds – Reed Clearance**

1. The purpose of this report is to request that the committee authorises the following works at Valley Road Ponds for the year 2025/26.

X2 Reed Cuts at Ponds 1-4 (April-September) to include removal and disposal of arisings **£5040+VAT.**

X2 Reed Cuts at all Pond Culverts (April-September) to include removal and disposal of arisings **£2520+VAT.**

2. These reed clearance works reflect the ongoing annual objectives of the Valley Road Ponds Management Plan 2019-2024 which have to date proved very effective both visually and in terms of maintaining and improving the existing habitat value of the site.

The town council's financial regulations state that where the value of works or specialist services is below £7,500 and above £2,000 the Clerk should strive to obtain 3 estimates. However, this is not required if the committee feels that it is in its best interests to use a contractor which it has already engaged for other work (Contracts 11.1.a. viii).

Members will already be aware of the professional and excellent work provided by Bonny's Wood on this specific project.

3. However, as the total cost of these services by one contractor is in excess of £7500, NTC Financial Regulations 4.1 requires Full Council authorisation of this expenditure.

4. **Recommendation:**

That the Committee recommends both quotations for approval at the next scheduled Full Council Meeting for their initiation in the FY 2025/26 at a total cost of **£7560+VAT.**

16. Report - Appendix B



NEWHAVEN TOWN COUNCIL

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Tel: (01273) 516100
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To: Environment & Amenities Committee
Date: 17th December 2024
Report Contact: Town Clerk – Ken Dry
Subject: **Proposed Tree Works: 24/25 & 25/26**

1. The purpose of this report is to request that the committee authorises the following tree maintenance works;

2024/25 – Newhaven Cemetery & Valley Ponds - **£1500+VAT** (Appendix 1)

2025/26 – Multiple Sites across the Town - **£2600+VAT** (Appendix 2)

A list of required works encompassed by the aforementioned costs is at Appendix 3.

2. Notwithstanding the aspect of ongoing biodiversity/habitat and tree stock health, this maintenance plays a significant role in mitigating the councils exposure to insurance claims from 3rd parties, and this is particularly relevant given the recent weather patterns experienced across the UK.
3. Members attention is also drawn to Appendix 3, where the works advise the felling of two trees (One at Memorial Green and the other at Valley Ponds neither under a TPO). Whilst resultant of professional advice, the council may encounter some resultant adverse publicity from this.
4. The town council's financial regulations state that where the value of works or specialist services is below £7,500 and above £2,000 the Clerk should strive to obtain 3 estimates. However, this is not required if the committee feels that it is in its best interests to use a contractor which it has already engaged for other work (Contracts 11.1.a. viii).

Members will already be aware of the professional and excellent work provided by Bonny's Wood to date.

5. Members will additionally aware that Bonnys Wood will have benefited from being appointed those works under Report 7 to this meeting (Reed Clearance **£7560+VAT**), and if appointed for this work also would mean payments totalling **£11,660** to the same contractor.
6. Therefore, in keeping with the content and recommendations of Report 7 to this meeting, and as a matter of transparency and financial probity, authorisation of this expenditure will be a required by Full Council. (NTC Financial Regulations 4.1)
7. **Recommendation:**
That the Committee recommends both quotations for approval at the next scheduled Full Council Meeting for their initiation at a total cost of **£4100+VAT**.

16. Report - Appendix C



NEWHAVEN TOWN COUNCIL

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Tel: (01273) 516100
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To: Environment & Amenities Committee

Date: 17th December 2024

Report Contact: Ken Dry - Town Clerk

Subject: **Highways Verges Contract Extension 2025/26**

1. The purpose of this report is to seek committee consideration to extend the current Highways Verges contract with Countrymans for 2025-2026 at a cost of **£15,781** and recommend the same to the next scheduled meeting of Full Council, and
2. Consider and authorise the required works to the Wildflower Zones

Background.

3. The current Highways Verges Contract has been at a cost of £15,377.
4. In the years 23/24 and 24/25 it has been established through cumulative experience that x6 Urban and x2 Meadow Verge cuts has been the optimal approach which has also been supported by the feedback received through the previous NTC Highways Verges residents survey.
5. The aforementioned approach embodies the concept of 'No Mow May', however members will be aware of the reputational and operational impacts which stem from this, particularly given the weather experienced during April-June 2024.
6. As this committee has already elected to use the 'self-managed' approach to its Highways Verges (owned by East Sussex County Council (ESCC)) this enables it to receive a circa £3-4000pa subsidy from ESCC.

Highways Verges Contract.

7. In the context of the Highways Verges maintenance contract with Countryman's there currently exists a contract clause permitting a one-year extension of the same to the mutual satisfaction of both parties. The contractor has expressed their willingness to the latter approach by way of their quotation detailed at para. 9 below.
8. Section 11.1a of the town council's Financial Regulations states that;

"Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to..." inter alia

“... iv). for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;

... viii). where the council has considered a report and resolved that it is in its best interests, a tender/quotation may be invited for the execution of work, provision of goods or services, from a contractor or supplier selected by it or negotiated with a contractor already engaged by the council;...”

9. For the Financial Year 2025-26, officers have made a budget provision of £17,454 (*Exp. Line 301.4213*) which reflects an inflationary budget uplift of circa 3% on the current (24/25) budget provision.
10. Countryman’s for 2024/25 have quoted **£15,781** for the Highways Verges maintenance (x6 Urban and x2 Meadow cuts). This leaves a 2025-26 budget balance of £1673, not counting the ESCC subsidy as at para.6.
11. As this Highways Verges Contract is valued at £15,781, authorisation to award this must be made by Full Council as per NTC Financial Regulations.

Wildflower Zones.

12. During 2024, and as an adjunct to the Verges Contract, Countrymans established the following sites for Wildflower Zones at a cost of £2215+VAT with future ongoing annual maintenance on an ‘at-need’ basis. They have quoted **£421** to cut and remove arisings this coming year.

*Lee Way,
Metcalf,
Verge opposite KFC,
Verge Opposite McDonalds,
Sainsbury’s entrance,
Sainsburys/Denton corner, and
Denton Corner Bus stop Verge.*

13. Members will already be aware of the professional and excellent work provided by Countryman’s to date and their willingness to react and assist the council wherever possible regarding the towns Highways Verges.

Recommendation:

That the committee,

- A. Recommends the acceptance of a 12-month extension to the current Highways Verges contract with Countryman’s at a cost of **£15,781** to the next scheduled meeting of Full Council, and
- B. The committee instructs the Town Clerk/RFO to authorise the Wildflower Zone maintenance at **£421** with Countrymans should the contract be ratified.



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To: Full Council **Agenda Item 17.**

Date: 14th January 2025

Report contact: Town Clerk

Subject: **Town Council Budget and Precept 2025-26**

1. The purpose of this report is to seek the council's consideration and adoption of a proposed budget for the FY2025-26 as recommended by the Promotion, Partnership & Finance Committee (PP&F) at its meeting on December 10th 2024.
2. Councillors will already be acutely aware of the current economic situation within the UK over the past 3 years and the pressures being felt by residents, community groups, and local businesses, of which the Town Council is effectively one.
3. Inflation is the measure of how quickly prices have risen over the past year. It was over 11% in the autumn of 2022, but fell to 1.7% in September this year. Recent high inflation in the UK was driven primarily by higher costs in the form of Covid-induced supply shortages, the invasion of Ukraine and lack of workers post pandemic leading to 'cost-push'¹ inflation.
4. The pressures that were pushing up prices have now eased, and the increases in Bank of England interest rates made during 2021–2023 have also helped to slow down those price rises. Currently at 2.3%, information from the Bank of England indicates that inflation will likely rise to 2.75% the second half 2025 before falling again².
5. Whilst prices overall are very likely to go up more slowly than they have done in recent years, lower inflation does not mean prices will fall. Therefore, most things will still cost a lot more than they did prior to 2021.
6. With this in mind officers developed a budget that is prudent and reflects the recent and current economic pressures across the UK. In developing the initial draft Budget of £713,962 reported to PP&F on December 10th, the following approach has been adopted and incorporated within the various expenditure and income lines.

¹ When there is a fall in supply of a product or service, raising the cost of production and therefore the price.

² <https://www.bankofengland.co.uk/explainers/will-inflation-in-the-uk-keep-rising> Accessed 21/11/2024.

- Actual expenditure for the previous financial year (23/24), expenditure for the current financial year to date (24/25), together with forecast expenditure to 31 March 2025 have been actively considered and adjusted accordingly,
 - Staffing Costs have been calculated to reflect no vacancies, the latest changes to Employers National Insurance Contributions of 15% (and reduced thresholds), and an assumed National Pay Agreement award of 3.5%,
 - Cemetery Fees for 2025/26 have remained unchanged for physical interment activities for the second year in a row and the income calculated using historical burial figures of the preceding 12 months,
 - Income from Hall Rental charges, which were increased by different % rates, have also been incorporated,
 - Grant Aid (360.4215) and Partnership Cont/Event Support (360.4218) provisions have been reduced from £35K apiece to £20K and £10K respectively,
 - Community Partnership Grants (360.4226) provision has been reduced from £35K to £20K, and
 - No 'Carry forwards' are proposed to this Financial Year (25/26), however, the Councils Tree Wardens have requested a carry forward of their unspent budget in anticipation for tree planting at Denton Corner once the Bus Service Improvement Plan works have been finalised.
7. Following its consideration and discussion, the PP&F committee unanimously voted to increase the proposed total budget for FY25/26 by £10K to support the councils' aspirations of organising more local events in the Town. This has resulted in the previously proposed budget of £713,962 rising to **£723,962** (Appendix 1) which this Full Council is now being asked to consider and adopt.
8. Lewes District Council has set the Council Tax Base (CTB) for 2025/26 as 4033.00 for Newhaven Town and have confirmed that it will also continue with the system of 'special expenses'³.
9. To find the effect on a Band D Council Taxpayer in Newhaven, the budget figure (£723,962) is divided by the Council Tax Base (4033, as at 8 above) which produces a Council Tax Band D annual charge for Newhaven Town Council of **£179.51** for the financial year 2025/26.
10. This equates to a **£9.24** (5.7%) increase on the 2024/25 financial full year amount of £169.77 for Newhaven Town Council as part of the annual Council Tax Bill payable by a Band D council taxpayer.

Recommendation.

That the council adopts this budget of **£723,962** for the Financial Year 2025/26 and informs Lewes District Council accordingly.

³ Special Expenses have no impact on Town or Parish Council precepts or Council Tax amounts but are an addition to Lewes District Council's Council Tax where applicable.

17. Report - Appendix 1 - Budget & Precept

Newhaven Town Council 2025/26												
Annual Budget - By Centre												
		Previous Year (23-24)		Current FY 2024-25		Proposed Budget 2025/2026	% Change on FY 24/25	EMR	Carried Forward	Narrative		
		Budget	Actual	Brought Forward	Net Virement						Budget	Actual @ 31.10.24
REGENERATION & STRATEGIC DEVELOPMENT												
100	Regeneration & Strategic Development											
1013	Bar at Bandstand	2,700	-	2,700	-	-	-	-	-	Ticket Sales		
	Total Income	2,700	-	2,700	-	-	-	-	-			
4218	Partnership Cont/Event Support	15,052	13,272	12,000	5,499	35,000	192%	-	-	Various NTC operated Events		
4228	Bandstand	8,750	1,420	2,000	-	2,000	0%	-	-			
4229	District Heating Study	-	-	-	-	-	-	-	-			
4233	Neighbourhood Plan	-	-	-	-	-	-	-	-			
4242	Coastal Communities	2,406	-	-	-	-	-	-	-			
4245	Pocket Park Project	190	-	-	-	-	-	-	-			
4247	Match Funding Reserve	7,000	-	-	-	-	-	-	-			
4500	Professional Fees	2,000	2,223	2,500	-	2,500	0%	-	-	Newhaven Festival Curator Fees		
	Overhead Expenditure	35,398	16,915	16,500	5,499	39,500	139%	-	-			
	Movement to/from Gen Reserve	- 32,698	- 16,915	- 13,800	- 5,499	- 39,500	186%	-	-			
PROMOTION, PARTNERSHIP & FINANCE												
101	Administration & Office Costs											
1050	Miscellaneous Income	-	-	-	150	180	-	-	-	Photocopying, Printing & Laminating		
1176	Precept Received	595,380	595,380	672,430	672,430	-	-	-	-			
1091	LDC Grant	-	-	-	73,692	-	-	-	-			
1190	Interest Received	290	14,740	15,400	9,104	15,400	0%	-	-			
	Total Income	595,670	610,120	687,830	755,376	15,580	-98%	-	-			
4012	Rates	4,150	-	4,368	3,842	4,072	-7%	-	-			
4014	Utilities - Elec/Water/Sew/Fire	4,398	13,220	12,000	2,290	3,925	-67.29%	-	-			
4015	Repairs & Maintenance	3,300	10,796	3,492	11,017	3,600	3%	-	-			
4017	IT Support	18,800	14,651	19,894	10,095	17,305	-13%	-	-	Additional I pads		
4019	Facilities Management	-	-	-	-	-	-	-	-			
4021	Communications	3,000	2,841	2,000	1,429	2,449	22%	-	-			
4022	General Office Costs	6,000	7,725	6,349	6,811	6,545	3%	-	-			
4023	Printing & Stationery	4,000	4,222	4,350	2,514	4,309	-1%	-	-			
4025	Insurance	15,500	18,041	18,100	18,450	19,003	5%	-	-	3 Year Contract (Check Full Council Minutes) New Van Insurance		
4028	Elections	-	10,411	-	-	-	-	-	-			
4057	Audit Fees	2,500	2,056	2,600	2,249	2,318	-11%	-	-			
4058	Bank Charges	800	624	800	396	700	-13%	-	-			
4060	Loan Charges	11,002	11,002	11,002	11,002	11,002	0%	-	-			
4081	Membership Subscriptions	3,350	2,837	3,545	3,000	3,545	0%	-	-	ESALC, NALC, LCR Mag, LDALC, N/H CC & SLCC Subscriptions		
4090	Superannuation - Past Employees	-	-	-	-	-	-	-	-			
4150	Consumables	250	222	265	209	250	-6%	-	-			
	Overhead Expenditure	77,050	98,648	88,765	73,304	79,023	-11%	-	-			
	Movement to/from General Reserve	518,620	511,472	599,065	682,072	-	-	-	-			
300	Community Engagement & Promotion											
1169	Mayoral Event/Promotion	-	-	-	48	-	-	-	-			
1170	Newsletter - Advert Income	1,000	1,392	1,000	775	1,000	0%	-	-			
	Total Income	1,000	1,392	1,000	823	1,000	-	-	-			
4024	Publications	20,000	31,986	27,000	16,754	30,400	13%	-	-	Newhaven Matters Plus Postal Costs		
4030	Advertising - Recruitment	500	-	500	2,687	500	0%	-	-			
4031	Advertising & Publicity	500	253	500	-	500	0%	-	-			
4079	Young Mayors Allowance	500	-	500	-	500	0%	-	-			
4080	Mayors Allowance	1,600	634	1,600	1,522	1,600	0%	-	-			
4082	Hospitality	600	94	600	72	300	-50%	-	-			
4221	Dieppe Raid/Remembrance	3,000	4,513	5,000	4,013	5,000	0%	-	-			
4224	Town Crier	150	20	150	20	150	0%	-	-			
	Overhead Expenditure	26,850	37,500	35,850	25,048	38,950	9%	-	-			
	Movement to/from General Reserve	- 25,850	- 36,108	- 34,850	- 24,225	- 37,950	9%	-	-			
360	Support and Services											
1015	Funding Income	-	-	-	-	-	-	-	-			
1174	Misc Income	-	-	-	-	-	-	-	-			
	Total Income	-	-	-	-	-	-	-	-			
4215	Grant Aid	65,000	6,473	35,000	1,435	20,000	-43%	-	-			
4218	Partnership Cont/Event Support	38,000	36,950	35,000	11,000	10,000	-71%	-	-			
4226	Community Partnership Grants	30,000	41,796	30,000	6,207	20,000	-33%	-	-			
	Overhead Expenditure	133,000	85,219	100,000	18,642	50,000	-50%	-	-			
	Movement to/from General Reserve	- 133,000	- 85,219	- 100,000	- 18,642	- 50,000	-50%	-	-			
ENVIRONMENT & AMENITIES												
150	Cemetery - Building & Grounds											
1016	Misc Income	-	-	-	-	-	-	-	-			
1149	Transfer of Exclusive Right of Burial	-	-	-	-	500	-	-	-			
1152	Exclusive Right of Burial Full Grave	14,000	16,395	15,000	9,837	16,863	12%	-	-			
1153	Exclusive Right of Burial Ashes Plot	4,000	1,415	4,000	283	485	-88%	-	-			
1154	Burial Single Depth	12,100	18,810	18,000	3,960	6,789	-62%	-	-			
1155	Burial Double Depth	13,400	3,852	13,400	2,568	4,402	-67%	-	-			
1156	Burial Triple Depth	1,674	3,450	1,674	-	-	-100%	-	-			
1157	Burial/Scattering of Ashes	7,380	5,130	7,880	3,135	5,374	-32%	-	-			
1158	Memorial Permits	6,300	8,511	8,695	4,953	8,491	-2%	-	-			
	Total Income	58,854	57,563	68,649	24,736	42,905	-38%	-	-			
4012	Rates	3,800	-	4,000	4,034	4,246	6%	-	-			
4014	Utilities - Elec/Water/Sew/Fire	1,000	60	1,058	35	1,058	6%	-	-			
4015	Repairs & Maintenance	2,500	5,865	5,000	2,289	4,000	-20%	-	-			
4016	Grounds Maintenance	117,000	92,131	123,809	57,811	127,638	3%	-	-			
4150	Consumables	-	-	-	85	-	-	-	-			
4029	East Side Changing Rooms	-	-	-	-	-	-	-	-			
	Overhead Expenditure	124,300	98,056	133,867	64,254	136,942	2%	-	-			
	Movement to/from General Reserve	- 65,446	- 40,493	- 65,218	- 39,518	- 94,037	44%	-	-			
201	Denton Social Centre											
1010	Hall Hire Charges	11,000	15,737	11,640	9,181	15,739	35%	-	-			
	Total Income	11,000	15,737	11,640	9,181	15,739	-	-	-			
4012	Rates	3,050	-	3,227	2,470	2,627	-19%	-	-			
4014	Utilities - Elec/Water/Sew/Fire	4,780	2,573	2,877	2,268	3,888	35%	-	-			
4015	Repairs & Maintenance	3,000	7,893	3,174	3,720	3,500	10%	-	-			
4150	Consumables	260	125	260	218	250	-4%	-	-			
	Overhead Expenditure	11,090	10,591	9,538	8,676	10,265	8%	-	-			
	Movement to/from General Reserve	- 90	- 5,146	- 2,102	- 505	- 5,474	-	-	-			
202	East Side Social Centre											
1010	Hall Hire Charges	11,200	9,759	9,442	5,546	9,732	3%	-	-			

	Total Income		11,200	9,759		9,442	5,546	9,732	3%		
4012	Rates		1,330	-		1,407	1,248	1,327	-6%		
4014	Utilities - Elec/Water/Sew/Fire		5,500	4,177		2,893	2,480	3,077	6%		
4015	Repairs & Maintenance		1,750	3,085		1,900	4,505	2,000	5%		
4150	Consumables		-	-		-	36	-			
4029	East Side Changing Rooms		-	-		-	-	-			
	Overhead Expenditure		8,580	7,262		6,200	8,269	6,404	3%		
	Movement to/from General Reserve		2,620	2,497		3,242	- 2,723	3,328			
203	Lewes Road Social Centre										
1010	Hall Hire Charges		2,600	3,851		2,600	5,359	2,600	0%		
	Total Income		2,600	3,851		2,600	5,359	2,600	0%		
4012	Rates		1,030	-		1,089	873	929	-15%		
4014	Utilities - Elec/Water/Sew/Fire		4,160	2,570		4,160	2,213	3,795	-9%		
4015	Repairs & Maintenance		1,750	4,956		1,850	2,772	2,000	8%		
4150	Consumables		260	-		260	54	250	-4%		
	Overhead Expenditure		7,200	7,526		7,359	5,912	6,974	-5%		
	Movement to/from General Reserve		- 4,600	- 3,675		- 4,759	- 553	- 4,374	-8%		
204	Meeching Hall										
1010	Hall Hire Charges		8,900	11,661		9,418	8,173	14,011	49%		
	Total Income		8,900	11,661		9,418	8,173	14,011	49%		
4012	Rates		2,300	-		2,433	2,046	2,176	-11%		
4014	Utilities - Elec/Water/Sew/Fire		6,370	13,403		8,751	3,448	5,910	-32%		
4015	Repairs & Maintenance		1,750	8,583		4,000	2,801	4,000	0%		
4021	Communications		750	204		750	-	-	-100%		
4150	Consumables		260	4		260	140	250	-4%		
4151	Fire Precautions		-	-		-	-	-			
4160	Building Improvements		-	-		-	-	-			
	Overhead Expenditure		11,430	22,194		16,194	8,435	12,336	-24%		
	Movement to/from General Reserve		- 2,530	- 10,533		- 6,776	- 262	- 1,675	-125%		
301	Community Services										
1151	Memorial Slat on Bench		2,300	1,041		2,300	-	915	-60%		Since cost increase, only 3 per year maximum
1160	Allotment Income Cemetery		1,600	1,547		1,638	-	1,732	6%		
1161	Allotment Income East Side		-	-		-	-	385	100%		
1175	Grass Verge Income		2,800	2,454		3,200	-	3,210	0%		From ESCC - To be confirmed
1178	Misc Income		-	915		-	1,000	-			
	Total Income		6,700	5,957		7,138	1,000	6,242	-13%		
4014	Utilities, Elec/Water/Se/Fire		-	267		-	1,730	2,965	100%		
4200	CCTV Maintenance/Operating		6,500	15,441		5,500	1,516	3,030	-45%		
4201	Bins & Dog Bins/Emptying		1,000	-		1,000	-	-	-100%		14 x 0.85 per bin 52 weeks per year
4202	Defibrillator Elec/Pads		2,100	-		2,100	490	2,100	0%		
4210	Christmas Lights		20,000	19,562		25,000	12,450	25,000	0%		New contract start 10/12/22
4211	Valley Ponds Mgt		-	-		-	-	-			
4213	Grass Verge Expenditure		16,000	16,668		16,931	9,146	17,454	3%		Includes extra for wildflower verges
4230	Play Areas		5,000	4,913		7,000	6,792	10,000	43%		
4234	Environmental Enhancements		15,000	11,125		10,000	12,696	10,000	0%		
4235	Amenity Areas		19,000	21,844		19,000	13,489	19,000	0%		
4236	Allotments		2,800	1,456		7,000	6,286	7,000	0%		Increased for improvements & 2 skips to be provided
4241	Town Centre Planters		6,900	1,807		6,900	-	-	-100%		
4248	Business Asset Management		-	24,629		-	44,486	-			
4500	Professional Fees		2,000	920		2,000	900	2,000	0%		
4510	Tree Work		9,000	6,832		9,000	12,386	14,000	56%		
4511	Tree Wardens		3,600	3,078		3,600	1,599	3,600	0%		
4512	Banners on West Quay		2,600	2,770		5,500	2,677	5,500	0%		
4517	Devolution		-	-		-	-	-			
4521	Riverside Park		18,000	-		-	-	-			
4522	Ouse Estuary Nature Reserve		5,000	-		-	-	-			
4523	Avis Road Rec (Opp Tates Garage)		2,500	-		-	-	-			
4524	Drove Park Community Group		500	-		-	-	-			
	Overhead Expenditure		137,500	131,045		120,531	126,643	121,649	1%		
	Movement to/from General Reserve		- 130,800	- 125,088		- 113,393	- 125,643	- 115,407			
	PERSONNEL										
102	Staff Costs										
4000	Salaries		171,100	136,105		180,767	101,137	230,446	27%		Salaries incl any increments + 3.5% Salary Award assumption
4001	National Insurance & Pension		52,900	94,104		56,670	29,839	79,093	40%		New NI Thresholds
4002	Staff Overtime		-	-		10,000	72	1,000	-90%		
4007	Subsistence		200	-		200	-	200	0%		
4008	Travel		4,000	3,133		2,000	416	500	-75%		
4006	NTC Van		-	-		4,800	8,580	6,588	37%		
4009	Payroll Costs		876	723		876	467	900	3%		
4010	Training Staff & Councillors		3,000	2,204		3,000	1,059	3,000	0%		
4013	Employment Law & Health & Safety		7,300	7,890		7,300	5,784	7,500	3%		Orbis + Ellis Whittham
4153	PPE		-	-		-	561	500			
	Overhead Expenditure		239,376	244,159		265,613	147,915	329,727	24%		
	Movement to/from General Reserve		- 239,376	- 244,159		- 265,613	- 147,915	- 329,727	24%		
	FULL COUNCIL										
800	Full Council										
1172	CIL Income		-	35,300		-	-	-			
1181	Town Deal Fund		-	-		-	230,858	-			
	Total Income		-	35,300		-	230,858	-			
4097	Eastside Rec - Town Deal		-	-		-	300,773	-			
	Overhead Expenditure		-	-		-	300,773	-			
	Net Income over Expenditure		-	35,300		-	69,915	-			
6001	Less Transfer to EMR										
	Movement to/from General Reserve		-	35,300		-	- 69,915	-			
901	Earmarked Reserves										
9034	Towns Deal - East Side		-	28,526		-	13,189	-			
9035	Towns Deal - 1st Flr Library		-	82,001		-	-	-			
9036	Fireworks		-	-		-	-	-			
	Overhead Expenditure		-	110,527		-	13,189	-			
	Movement to/from General Reserve		-	110,527		-	- 13,189	-			
	Total Budget Income		698,624	751,340		800,417	1,041,052	107,808			
	Expenditure		811,774	869,642		800,417	806,559	831,770	3.92%		
			708,530	118,572		0	234,493	723,962			
			723,962	divided by	4,033.00	=	£ 179.51	Potential Band D Council Tax for 2025/26			
				(CTB 2024/25)	3960.8	=	£ 169.77	Actual Band D Council Tax for 2024/25			
						=	9.74	Annual monetary increase for a Council Tax Band D per Household			
						=	5.7%	Potential percentage increase in Band D Council Tax			



NEWHAVEN TOWN COUNCIL

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To: Full Council **Agenda Item 18.**

Date: 14th January 2025

Report Contact: Executive Officer

Subject: Policies, Procedures, Strategy, Handbook and Rules & Regulations

1. The purpose of this report is to request the Full Council's consideration of the following draft documents and recommendation to adopt the same:

- Adoption Leave Policy ©
- Anti-Harassment & Bullying Policy and Procedure ©
- Complaints Procedure ©
- Disciplinary Procedure ©
- Disciplinary Procedure for the Town Clerk ©
- Discretionary Grant Policy & Procedure ©
- Equality & Diversity Policy ©
- Flexible Working Policy ©
- Grievance Policy & Procedure ©
- Investment Strategy ©
- Local Government Pensions Scheme Discretions Policy ©
- Lone Working Policy ©
- Maternity Policy & Procedure ©
- Paternity & Parental Leave Policy & Procedure ©
- Personal Relationships at Work Policy ©
- Press & Media Policy ©
- Recruitment of Ex-Offenders Policy ©
- Reserves Policy ©
- Safeguarding Policy ©
- Sickness Absence Policy ©
- Staff Appraisal Policy ©
- Staff Handbook ©
- Training & Development Policy ©
- Whistleblowing Policy & Procedure ©
- Co-Option Process
- Code of Conduct
- Councillor & Employee Protocol
- Environment Policy*
- Environmental Policy Statement
- Hospitality Policy & Procedure

- IT & Cyber Security Policy*
 - Petitions Policy
 - Representation on Outside Bodies Policy*
 - Rules & Regulations – Newhaven Cemetery
 - Sexual Harassment at Work Policy*
 - Social Media & Electronic Communications Policy*
2. The items marked with © have been recommended by the relevant committees for adoption by the Full Council.
 3. Items marked with a * are documents that do not currently exist as NTC documents or have been updated and those without a * have been re-formatted (as part of a process to create a uniform look to all the NTC Policies, Procedures & Protocols) with no impact on the wording nor any bearing on the meaning.
 4. Those items without any marking have not been appraised by a committee and require review and adoption by the Full Council.
 5. Whilst not all are legal requirements, it is considered best practice to have them in place to provide both transparency and probity for the electorate and some other documents that are legal requirements refer to them.
 6. The Executive Officer has utilised the resources of the National Association of Local Councils, the Society of Local Council Clerks and Worknest to prepare these drafts for the Committees approval.
 7. There are no known budgetary or financial implications should the Members decide to adopt these documents.

Recommendation

That the Full Council adopts the Policies, Procedures, Strategy, Handbook and Rules & Regulations (that have been recommended by the relevant NTC committees) noted herein and the attached documents in Appendix A



Newhaven Town Council

ADOPTION LEAVE POLICY

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Purpose of this policy

Newhaven Town Council (NTC) is committed to helping employees balance the needs of work and family life and detail within this policy the benefits that you will receive should you decide to adopt.

The scope of this policy

It applies to all staff, whether full time, part time or temporary workers. It does not apply to councillors.

Policy

Adoption provisions refer to the leave and pay to which employees may be entitled, and their right to resume employment, following a period of Adoption Leave.

Qualifying employees who have been matched with a child may take up to 52 weeks Adoption Leave and may be entitled to 39 weeks of statutory adoption pay. If a couple jointly adopt a child, one may take Adoption Leave, and the other parent may be able to take 'Paternity Leave' or 'Shared Parental Leave'.

Adoption Leave rights now extend to surrogacy and "Foster to Adopt" situations.

An employee who will become the legal parent of a child under a surrogacy agreement is entitled to take Statutory Adoption Pay (SAP) and Leave. The eligibility criteria are the same with the exception of the qualifying service for Statutory Adoption Pay (SAP). An employee (the primary carer) must have 26 weeks continuous service with NTC by the week they were matched with a child.

The provisions of this policy apply to employees adopting from overseas, [Adoption pay and leave: Eligibility - GOV.UK](#) provides further information with regards to this.

Employees who will become the legal parents of a child under a surrogacy arrangement are entitled to take statutory Adoption Leave. Local authority foster parents who are also prospective adopters ("Foster to Adopt") are entitled to take Adoption Leave.

Time off for Adoption Appointments

An employee adopting a child alone is entitled to take paid time off to attend up to five adoption appointments. Where an employee is part of a couple jointly adopting a child, the couple can elect for one of them (primary adopter) to take paid time off to attend up to five adoption appointments. The other can elect to take unpaid time off to attend up to two adoption appointments.

The purpose of the appointment is to enable the employee and their partner to have contact with the child (for example, to bond with them before the placement) and for any other purpose connected with the adoption, this may include meeting with professionals involved in the care of the child.

The appointment must have been arranged by or at the request of the adoption agency and the time off must be taken before the date of the child's placement for adoption with the employee.

Following the first appointment your line manager may request to see evidence of an appointment confirming the employee's intention to adopt. Employees should discuss time off with their Line Manager.

Adoption Leave Entitlements

Adoption leave can start:

- up to 14 days before the date the child starts living with you (UK adoptions)
- when the child arrives in the UK or within 28 days of this date (overseas adoptions)
- the day the child's born or the day after (if you've used a surrogate to have a child)

An employee who is the primary carer of the child is, from day one of their employment, entitled to Adoption Leave.

Employees are entitled to 26 weeks' Ordinary Adoption Leave (OAL) followed by 26 weeks' 'Additional Adoption Leave', giving a total of 52 weeks' continuous leave, the Adoption Leave period starting either on the day the child is placed for adoption or up to 14 days earlier.

During 'Ordinary Adoption Leave' and 'Additional Adoption Leave', all terms and conditions of the employee's contract, except normal pay, will be continued.

Adoption Leave and pay are separate entitlements. Entitlement to 'Adoption Pay' will depend on the length of service of the employee and on whether or not the employee returns to work following the period of Adoption Leave.

Adoption Pay Entitlements

Eligibility for 'Adoption Pay' is dependent on the employee's length of service. Statutory Adoption Pay (SAP) is payable for 39 weeks. To qualify for Adoption pay, an employee must:

- have 26 weeks continuous service by the week they are matched with the child
- earn at least the lower earnings limit for national insurance contributions in an 8-week period (relevant period)
- provide the correct notice
- provide evidence of the adoption
- ensure the adoption agency is a recognised agency in the UK.

Ordinary and Additional Adoption Leave must be taken in one block unless the employee wishes to take 'Shared Parental Leave', please refer to the 'Shared Parental Leave Policy' for further details.

Ideally, an employee should give 28 days' notice before they wish to be paid Statutory Adoption Pay (SAP).

There is discretion to this timeframe whereby the time between the child being matched and placed is less than 28 days. If an employee does not give the correct notification of their intention to take Adoption Leave and to claim 'Statutory Adoption Pay' then NTC may delay the start of Adoption Leave and pay, until the correct notification is given.

Where an employee is already a foster parent for a child and a prospective adopter, ('Foster to Adopt') then they are entitled to take Ordinary Adoption Leave up to a maximum of 26 weeks.

An employee who will become the legal parent of a child under a surrogacy agreement is entitled to take Statutory Adoption Pay (SAP) and Leave. The eligibility criteria are the same apart from the qualifying service for Statutory Adoption Pay (SAP). An employee (the primary carer) must have 26 weeks continuous service with NTC by the 15th week before the baby is due.

Situations where employees do not qualify for Adoption Leave or pay are listed, but not restricted to:

- Becoming a special guardian or kinship carer
- Adopting a stepchild
- Adopting a family member or stepchild
- Adopting privately (e.g. without permission from a UK authority or adoption agency).

Annual Leave

Employees that are on Adoption Leave will continue to accrue 'Annual Leave' during a period of paid or unpaid Adoption Leave including Bank Holidays.

Any 'Annual Leave' accrued before Adoption Leave starts should be taken prior to commencing Adoption Leave or immediately on return from Adoption Leave thereby effectively extending the employee's actual physical return to work

Any 'Annual Leave' accrued from a previous financial year whilst on Adoption Leave should be taken immediately on return from Adoption Leave thereby effectively extending the employee's actual physical return to work.

Where it is agreed that an employee will return to work on reduced contractual hours, then the employee's new reduced hours should not normally take effect until any 'Annual leave' accrued under the previous contractual hours has been taken.

Where an employee has a fixed-term contract of employment that expires before the start of Adoption Leave then the employee will be able to claim 'Statutory Adoption Pay' from NTC subject to their eligibility.

Pension Contributions

Employees on Adoption Leave who are in receipt of full pay will continue to have 'Employee Pension Contributions' deducted in the usual way.

Salary Progression

Employees will continue to receive any contractual salary increases up to the top of their Grade whilst on Adoption Leave.

Continuity of Service

The contract of employment continues throughout any period of Adoption Leave. Continuity of service will not have been broken by a period of unpaid leave under the adoption entitlement, therefore entitlement to notice periods, holidays and absence related pay which were accrued at the beginning of Adoption Leave will not be lost.

Communications

It is recommended that employees and Line Managers make arrangements to maintain reasonable contact during Adoption Leave in order to keep the employee informed of important developments at work and to discuss plans for returning to work.

Line Managers should draw particular attention to any changes in structures within the department and ensure that the employee is aware of any possible promotion opportunities.

Employees on Adoption Leave should also ensure that they keep themselves informed as appropriate for example by regularly reviewing NTC's current vacancies on the website.

Keeping in Touch` (KIT) Days

Employees on Adoption Leave can with the agreement of their Line Manager work up to 10 days during their Statutory Adoption Leave without bringing their Adoption Leave to an end.

KIT days are designed to allow contact with the workplace and can include work, training or any other activity to assist the employee in "Keeping in Touch". KIT days can be taken at any time during Adoption Leave.

There is no obligation on either NTC or the employee to make use of these KIT days and there is no obligation for an employee who is on Adoption Leave to attend work. KIT days that are worked will not extend the total Statutory Adoption Leave period that can be taken and do not affect an employee's entitlement to Adoption Leave or pay.

Employees should plan for KIT days directly with their Line Manager and will be paid at their normal daily rate for each day worked.

Employees will be paid for the number of hours worked during the KIT Day and attendance at work will be counted as the use of one KIT Day even if only a few hours are worked.

Returning to Work Following Adoption Leave

Employees may exercise the right to return to work at any time during the period of Adoption Leave.

If an employee returns to work following a period of ordinary Adoption Leave i.e. up to 26 weeks, then they have the right to return to work and resume working in the same role.

If an employee returns to work following a period of additional Adoption Leave i.e. over 26 weeks, then the employee has a right to return to either the same job or, where this is not reasonably practicable, alternative employment shall be offered.

NTC will consult with the employee where alternative employment is offered, and any offer of alternative employment should not be less favourable in respect of terms and conditions.

If an employee wishes to return to work before the end of the maximum period of Adoption Leave (52 weeks) then the employee must notify the Town Clerk in writing giving at least 8 weeks' notice of the date that they wish to return. If the employee fails to give the required notice, then NTC may postpone the return to work for up to 8 weeks.

Employees have a statutory entitlement to request an alternative working pattern or a change in hours of work under the 'Flexible Working Policy'. NTC has a duty to give reasonable consideration to such requests but reserves the right to refuse on business grounds.

NTC will give appropriate consideration to such requests, on either a temporary or permanent basis, from employees returning to work following Adoption Leave.

Applications for flexible working must be made as early as possible but not later than 8 weeks before the notified date of return to work. Further guidance on submitting an application for flexible working can be found in the 'Flexible Working Policy'.

The latest an employee can return to work is 52 weeks after the week they left to go on Adoption Leave unless:

- The employee is not well enough to return to work; if this is the case then the employee should follow the guidance set out in the 'Sickness Absence Policy'
- The employee requests to take time off under the 'Parental Leave Policy', if they are eligible to do so.

If an employee chooses not to return to work at the end of Adoption Leave, then they should give the minimum written notice as specified in their contract of employment.

Tax and National Insurance

Statutory adoption pay is treated as earnings and is therefore subject to PAYE and National Insurance deductions.

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Annually



Newhaven Town Council

ANTI-HARASSMENT AND BULLYING POLICY & PROCEDURE

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Purpose of this policy and procedure

Newhaven Town Council (NTC) prides itself on being an employer of choice. With an incredibly varied role in delivering the very best for our residents, communities and businesses, our employees are committed and really make a difference. NTC has a strong commitment to equality, diversity, and inclusion.

Employees are an organisation's most valued asset and as such we seek to ensure that all our policies and procedures reflect the very best in good practice. Everyone should be treated with respect and dignity, creating an environment where employees can deliver their best in a culture free of bullying or harassment. Having a culture that is diverse, equitable and inclusive is core to everything that we strive to achieve and to the organisational environment we wish to protect.

We will not tolerate any instances of bullying or harassment, victimisation, or discrimination at NTC, with all forms being dealt with effectively. Harassment and bullying can have very serious consequences for individuals and may cause stress, affect their health, impact their families and social relationships, as well as affecting their ability to perform their role and progress their careers. For organisations the impact can be low morale, poor work performance, high attrition and damage to the organisation's reputation. Therefore, any employee who is found to have harassed or bullied a colleague or stakeholder could face disciplinary penalties up to and including dismissal. Victimisation of a person making allegations of harassment and bullying is a disciplinary offence.

Key to protecting an inclusive and positive culture is seeking to eradicate bullying, harassment, victimisation, and discrimination at work. This policy and procedure support this aim by setting out the steps that will be taken to investigate and deal with complaints of bullying or harassment, and how we support those affected, as no one should have to suffer bullying or harassment in the workplace.

The scope of this policy

This policy applies to anyone working for NTC. This includes employees, contractors, volunteers, interns, apprentices as well as Councillors. The policy also relates to job applicants and is relevant to all stages of the employment relationship. The policy also applies to bullying or harassment by third parties.

Our commitment to You

We believe that a culture of equality, diversity and inclusion not only benefits our organisation but supports wellbeing and enables our people to work better because they can be themselves and feel that they belong.

We are committed to promoting a working environment based on dignity, trust and respect, free from discrimination, harassment, bullying or victimisation.

A toxic workplace culture, where bullying or harassment is tolerated, is harmful to the well-being of the workforce as well as the wider organisation.

We adopt a zero-tolerance approach to instances of bullying or harassment. Our commitment to you is to ensure that all forms of harassment, bullying, and victimisation are dealt with effectively.

What we expect from you

We expect you, and every one of our people, to take personal responsibility for observing, upholding, promoting, and applying this policy. Whatever your job is, this is part of your role.

Any dealings you have with third parties, including customers, suppliers, contractors, agency staff and consultants, must be free from discrimination, harassment, victimisation or bullying.

If anyone in the employ of NTC is found to have committed, authorised, or condoned an act of bullying or harassment, we will take action against them (for those to whom it applies) under our Disciplinary Procedure up to and including dismissal.

There is no justifiable reason to bully or harass anyone. For example, observing a particular religion is not a legitimate reason for bullying or harassing a colleague, neither is their sexual orientation. Even if you do not intend to bully or harass anyone, this does

not legitimise your behaviour as it is the impact on the recipient that is important. You should be aware that you can be personally liable for harassment. If you experience bullying or harassment, we encourage you to speak up without delay and to ask for appropriate support.

Policy

The Equality Act 2010 prohibits discrimination because of certain protected characteristics. These include:

- disability
- sex
- gender reassignment
- race
- religion or belief
- sexual orientation
- age
- pregnancy and maternity
- Marriage and civil partnership

As well as the protected characteristics covered above, we consider harassment on any ground to be unacceptable.

Definitions

Meaning of Harassment

Harassment is unwanted conduct related to a protected characteristic that has the purpose or effect of:

- violating someone else's dignity
- creating an intimidating, hostile, degrading, humiliating or offensive environment for someone else.

Harassment can occur where someone perceives another person to have a protected characteristic, for example a perception that someone is transgender even if they are not. Harassment can also arise by association, where someone is harassed because they are associated with someone with a protected characteristic, for example having a family member of a particular religion.

Examples of harassment

Harassment can occur in many forms and can take place either at work or outside work. While this is not an exhaustive list, examples include:

- "banter", jokes, taunts or insults that are sexist, racist, ageist, transphobic, homophobic or derogatory against any other protected characteristic
- unwanted physical behaviour, for example, touching, pushing or grabbing
- excluding someone from a conversation or a social event or marginalising them from the group
- derogatory comments about pregnancy, maternity leave or IVF treatment
- mimicking or making fun of someone's disability
- derogatory or offensive comments about religion
- unwelcome comments about someone's appearance or the way they dress that is related to a protected characteristic
- "outing" (i.e., revealing their sexual orientation against their wishes), or threatening to "out", someone
- consistently using the wrong names and pronouns following the transition of a person's gender identity
- displaying images that are racially offensive
- excluding or making derogatory comments about someone because of a perceived protected characteristic, or because they are associated with someone with a protected characteristic.

Harassment can arise where the perpetrator did not have the intention of causing offence but does cause offence by what they say. For example, this can happen in respect of banter and jokes.

Meaning of sexual harassment

Harassment may be sexual in nature. The law defines sexual harassment as:

- conduct, including verbal, comments, of a sexual nature that has the purpose or effect of violating someone's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment
- less favourable treatment related to sex or gender reassignment that occurs because of a rejection of, or submission to, sexual conduct.

Examples of sexual harassment

Sexual harassment can occur in many forms. While this is not an exhaustive list, examples include:

- physical conduct of a sexual nature, unwelcome physical contact, or intimidation
- persistent suggestions to meet up socially after a person has made clear that they do not welcome such suggestions
- showing or sending offensive or pornographic material by any means (e.g., by text, video clip, email or by posting on the internet or social media)
- unwelcome sexual advances, propositions, suggestive remarks, or gender-related insults
- offensive comments about appearance or dress, innuendo, or lewd comments
- leering, whistling, or making sexually suggestive gestures and
- gossip and speculation about someone's sexual orientation or transgender status, including spreading malicious rumours.

Bullying

There is no legal definition of bullying. However, we regard it as conduct that is offensive, intimidating, malicious, insulting, or an abuse or misuse of power, and usually persistent in nature, that has the effect of undermining, humiliating or injuring the recipient.

Bullying can be physical, verbal or non-verbal conduct. It is not necessarily face to face and can be done by email, phone calls, online (cyber-bullying) or on social media. Bullying may occur at work or outside work.

If the bullying relates to a person's protected characteristic, it may also constitute harassment and, therefore, will be unlawful.

Examples of bullying

While this is not an exhaustive list, bullying may include:

- physical, verbal or psychological threats
- excessive levels of supervision
- spreading rumours, malicious or offensive
- constantly putting someone down, undermining, criticising, showing a lack of respect and
- inappropriate and derogatory remarks about a person's performance.

It is important to understand that legitimate, reasonable and constructive criticism of a person's performance or behaviour, or reasonable instructions given to people in the course of their employment, will not of themselves amount to harassment or bullying.

Micro-aggressions

Micro aggressions - sometimes called micro-incivilities - are statements, actions, or incidents that are regarded as indirect, subtle, or unintentional discrimination against members of a marginalised group such as a racial or ethnic minority. Micro- aggressions generally take one of three forms:

- **Micro-assaults:** Conscious and obvious insults made verbally or non-verbally to a marginalised individual or group, for example directing limp-wristed hand gestures towards a gay colleague and saying, "It's just a joke".
- **Micro-insults:** Unintentionally insensitive remarks or assumptions based on stereotypes, for example saying to a person with a disability "You don't look disabled to me".
- **Micro-invalidations:** Where a person denies, or seeks to cancel, the feelings and lived experiences of a marginalised individual or group, for example a white person saying, "I don't think the UK has a problem with racism - some people are just too sensitive".

Serious micro-aggressions can amount to unlawful harassment, bullying or discrimination but even less serious micro-aggressions can negatively impact the health and wellbeing of the person experiencing them.

What to do if you are being Bullied or Harassed

Informal Route

Bully/harasser is a colleague

If you feel able to, and where you believe there is a reasonable prospect of resolution, you may decide to raise the issue with the individual themselves, to make clear that their behaviour is not welcome and to ask them to stop. They may not be aware that their behaviour is offending you or it may be unintentional on their part.

Alternatively, if you do not feel up to speaking directly to the individual, you may consider asking your line manager, or an alternative

manager for support. If the individual causing offence is your line manager or someone senior in the work structure, you may wish to speak with an adviser at WorkNest or one of the Councillors for further guidance.

You may or may not want them to talk to the individual on your behalf and, where possible, we will respect your wishes. However, if the welfare or safety of you or others is at risk or where your allegations are particularly serious, we may have to approach the individual and instigate a formal investigation. In such a case we will, where possible, discuss this with you first.

Mediation is a voluntary and confidential process and if you do not wish to take part in mediation, you do not have to. The mediator will be impartial, neutral and fully trained to conduct mediation whether they be an internal or an external resource. Mediation can help to mend workplace relationships by:

- Finding solutions that everyone agrees to.
- Improving communication.
- Allowing everyone involved to have control of what is finally agreed.

Mediation can be used at any stage in a disagreement but the earlier the disagreement is dealt with, the less chance there is of things becoming more difficult and entrenched.

Bully/harasser is a third party

If you are experiencing bullying or harassment by a third party, for example a client or a supplier, we encourage you to report this to your line manager without delay so that they can consider what action it may be possible to take or how you should respond taking account of the fact this is a third party.

Formal route

If you are not happy with the outcome of an informal process, or if you feel it is not appropriate to approach the issue informally, you may decide to raise your complaint formally.

To make a formal complaint, you should discuss this first with your line manager. If your complaint is about your line manager, you should raise this with another appropriate manager. If you have any queries you should refer to a WorkNest Adviser. Under the formal procedure within this policy:

- We will usually ask you to set out your complaint in writing or via email. Please include as much detail as possible, for example:
 - the alleged bully/harasser's name
 - the nature of the bullying/harassment
 - the dates of the alleged acts of bullying/harassment
 - names of any witnesses
 - and details of any action taken to address the matter so far
 - any other information that you feel is directly relevant.
- you may be asked to discuss this in more detail with the investigating manager
- you can expect the matter to be investigated, which may include meeting with the alleged bully/harasser to ascertain their response to the allegations. It may also include interviewing potential witnesses who we will instruct to keep the matter confidential
- expect the manager chairing the matter to carry out further investigations of the complaint where necessary
- invite you to a meeting to discuss your complaint in full. You will have the right to be accompanied by a colleague or trade union representative
- hold a meeting with you to enable us to ask you further questions in light of any information we have gathered from the alleged bully/harasser and/or witnesses
- the manager chairing the meeting will consider all the evidence in full and make a decision and
- inform you of the decision (this will normally be in person without unreasonable delay) and, if we uphold the complaint, instigate disciplinary action up to and including dismissal against the bully/harasser. You will be notified of the timescales involved and any decision will be confirmed to you in writing.

We will investigate fully every formal complaint in an objective and confidential way, ensuring that we respect your rights as well as the rights of the alleged bully/harasser. We will use every effort to complete an investigation into bullying or harassment as quickly as possible.

Where the alleged bully/harasser is a third party, we may need to adjust the procedure under this policy to ensure we conduct appropriate investigations, and we will discuss this with you.

Right to Representation

At any formal meeting you have the right to be represented by a work colleague or a Trade Union representative. However, consideration will be given to another person in exceptional circumstances.

Appeals

If you are not satisfied with the outcome of the formal hearing, you have the right to appeal.

Should you wish to appeal, you should write to the Manager or Councillor referenced in the outcome letter setting out what aspects of the decision you are unhappy with and the reasons why. Appeals should be submitted without unreasonable delay and usually no longer than five working days after we inform you of the decision.

The manager or Councillor will arrange a meeting with you to discuss your appeal in full and to try and reach a satisfactory solution. You must take all reasonable steps to attend this meeting, and you may be accompanied by a colleague or trade union representative. If you cannot attend for a genuine reason the matter will normally be rescheduled at least one time (thereafter it may be held in your absence).

The manager or Councillor will write to you to confirm the outcome of the appeal, which will be final.

Support for those Affected or Involved

We understand that anyone affected by, or involved with, a complaint of bullying or harassment may feel anxious or upset and we will do what we can to support you.

If you feel you cannot continue to work in close contact with the alleged bully/harasser, we will seriously consider any requested changes to your working arrangements during our investigation into the matter.

Anyone who complains or takes part in good faith in a bullying or harassment investigation must not suffer any form of detrimental treatment or victimisation. We take such matters very seriously, if you feel you have suffered any victimisation, please inform your line manager, another manager or a Councillor as soon as possible. Equally, making malicious, vexatious or false allegations will not be tolerated and is a disciplinary offence.

Regardless of the outcome of your complaint, we will consider carefully how to best approach any ongoing working relationship between you and the individual concerned. For example, depending on the specific circumstances, it may be possible to consider amending the job duties, or reporting lines of either you or the other person. For example, where the roles in question mean that this is possible to manage without disrupting the work. Alternatively, we may propose that workplace mediation or counselling is appropriate if the parties can voluntarily agree to this.

Sensitivity and Confidentiality

Anyone involved with an informal or formal complaint about bullying or harassment, including witnesses, must keep the matter strictly confidential and act with appropriate sensitivity to all parties.

If you are found to have breached confidentiality or acted without due care or sensitivity in a case of bullying or harassment, we may take disciplinary action against you up to and including dismissal (or other appropriate action for non-employees).

Consequences of Breaching this Policy

If, following a formal investigation, we find that you have committed, authorised, or condoned an act of bullying or harassment, we will deal with the issue as a possible case of misconduct or gross misconduct.

We may take disciplinary action against you, up to and including dismissal (or other appropriate action for non-employees).

Anyone who complains or takes part in good faith in a bullying or harassment investigation must not suffer any form of detrimental treatment or victimisation. If we find that you have victimised anyone in this way, we will instigate disciplinary action against you up to and including dismissal (or other appropriate action for non-employees).

We will also offer support for all those affected as we seek to encourage a positive work environment free of harassment and

bullying where employees are confident to speak out and use this policy should it ever be required.

This is a non-contractual policy and procedure which will be reviewed from time to time.

Date of policy & procedure:	20/11/2024
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Date of committee meeting:	10/12/2024
Supersedes (name of old policy & procedure and reference):	N/A
Policy & procedure version reference:	PSAHB01
Policy & procedure adopted by Full Council on:	
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Newhaven Town Council

COMPLAINTS PROCEDURE

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Purpose of this procedure

This procedure is relevant to complaints which have been made against Newhaven Town Council (NTC), and that are relevant to the council's policies, administration or services. This procedure is not relevant to complaints about members of staff, which will be dealt with as an employment matter. Equally, complaints about councillors will fall under the jurisdiction of the District Council Standards Committee. It is also recognised that NTC staff often help deal with complaints that are made against other tiers of local government, and these too are treated independently from this procedure. In these situations, the town council staff will do their utmost to resolve the issue by contacting the relevant organisations who are responsible or who are able to help.

Definition

A complaint is defined by the council as "an expression of dissatisfaction with the delivery of services or procedures adopted by the council, whether received in person, by telephone, letter or email."

First Stage

This procedure is designed for complaints which cannot be satisfied by less formal measures. In the first instance, every effort should be made to resolve complaints to the satisfaction of the complainant prior to the involvement of elected councillors in the formal complaint's procedure process. Should this not be possible then it will be necessary for NTC's Complaints Panel to become involved.

On the receipt of a complaint, a "Complaint Sheet" (Appendix A) will be completed. This will include contact details, means of communication, complaint details and a record of action taken.

All complaints will be responded to within seven working days. If the complaint is complicated and needs further research, a response will be provided within seven working days indicating when a full response is likely to be given.

Second Stage

If a complainant is not satisfied with the response, then they will be given the opportunity of presenting their complaint to a meeting of the Town Council's Complaints Panel. The Complaints Panel shall consist of three councillors chosen on a rotational basis. If there is more than one political party on the Town Council the majority party shall provide two members and opposition parties shall provide the remaining member. The Chair of the panel will be chosen on the day of the meeting.

Before the meeting

The complainant shall be invited to attend the relevant meeting and bring with them a representative if they so wish.

The complainant will be asked to put the complaint about NTC's policies, administration or services in writing to the clerk, together with any other documentation relating to the complaint. The complainant will be given at least one week to provide this and the deadline for its receipt will be at least seven working days before the meeting.

The clerk will acknowledge the receipt of the complaint and provide the complainant with copies of any documentation or records which they will present at the meeting at least three clear days before the meeting. Copies of all documentation will be sent to members of the Panel at least three clear days before the meeting.

At the meeting

- NTC will consider whether the circumstances of the meeting warrant the exclusion of the public and press. Any decision on any complaint will be announced in public, at the next meeting of the full Council.
- At the start of the meeting, the Chairman will introduce everyone and explain the procedure for handling the complaint.
- The complainant and/or their representative will be invited to set out the grounds of their complaint.
- The panel members will question the complainant and/or representatives.

- If relevant, the clerk or other proper officer will explain the council’s position.
- Members of the panel will ask any question of the clerk or other proper officer.
- The clerk or other proper officer will be offered the opportunity of a last word.
- The Chairman shall then ask the clerk or proper officer, the complainant and representatives to withdraw while members of the panel decide whether or not grounds for the complaint have been made. (If a point of clarification is necessary all parties will be invited back).
- The clerk or other proper officer and the complainant and their representatives will return to hear the decision, or to be advised when a decision will be made.

After the meeting

The decision will be confirmed in writing within seven days together with details of any action to be taken.

Unreasonable and vexatious complaints

There will be circumstances when a complainant persists in wishing to pursue a complaint when it clearly has no reasonable basis, or when NTC has already taken reasonable action in response, or where some other process, whether through the courts or some other recognised procedure, should or has been taken.

These matters should be referred to the Town Clerk with a summary of the issues and of the attempts made to resolve the complaint. They may, in such circumstances, decide that no further action can usefully be taken in response to the complainant, and inform the complainant so, making it clear that only new and substantive issues will merit a response.

Anonymous Complaints

Anonymous complaints should be referred to the Town Clerk, and may be acted on at their discretion, according to the type and seriousness of the allegation.

Resolution and remedies

The aim in dealing with all complaints is to reach a resolution or remedy that satisfies the complainant, whether it is the remedy they were originally seeking or not. Where a complaint is found to be at all justified, consideration may need to be given to the question of an appropriate remedy. An explanation or an apology will always be needed.

Date of procedure:	21/11/2024
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Date of committee meeting:	10/12/2024
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Procedure version reference:	PPCPO05
Procedure adopted by Full Council on:	
Date for next review:	Annually



Newhaven Town Council

COMPLAINTS SHEET

Date of Complaint:

Complainant:

Complainant's contact details:

Complaint received by:

Complaint Details:

Action Taken:



Newhaven Town Council

DISCIPLINARY PROCEDURE

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Purpose of this Procedure

The purpose of this procedure is to ensure a clear understanding of the relationship between the management of Newhaven Town Council (NTC) and its employees. They are designed to help and encourage all employees to achieve and maintain standards of conduct, attendance and job performance. The aim is to ensure consistent and fair treatment for everyone in the organisation.

The scope of this procedure

It applies to all employees, (apart from the Clerk who has a separate procedure) whether full time, part time or temporary workers.

Procedure

Informal Procedures

- Informal action may often be a more satisfactory method of resolving problems than use of the formal disciplinary procedures.
- It should take the form of a discussion between the Clerk and employee with the objective of encouraging and helping the employee to improve. The employee should fully understand the outcome (that if there is no improvement, formal action may be taken).
- The option of using a mediator, where appropriate, as an independent third party will be considered. The third party could be an internal mediator as long as they are not involved in the issue, or in some cases an external mediator may be more appropriate. This option will be on a voluntary basis and will only be used if both parties agree to it. NTC will aim to have a combination of internal and external mediators and the process for accessing mediation when required will be available to all staff.

Formal Procedures

- The formal procedures apply to an employee's conduct or performance/capability.
- In most cases, the formal disciplinary procedures should only be used when counselling has been given and this has failed to produce the required improvements or when the seriousness of the offence warrants the formal disciplinary procedure.
- Appropriate investigations should be carried out without unreasonable delay to establish the facts. In some cases, this may involve holding an investigatory meeting with the employee before proceeding to any disciplinary hearing. In others, it may involve the collation of evidence for use at a disciplinary hearing.

Before any warning, disciplinary action or decision to dismiss is taken by NTC, the following minimum procedures will be followed:

1. The employee will be advised in writing about the alleged conduct or characteristics, unsatisfactory performance, or other circumstances, which lead the organisation to contemplate dismissing or taking disciplinary action against them
2. The employee will be invited to a meeting where they will be given the opportunity to state their case before any decision is taken
3. The employee will be advised that they may be accompanied by another member of staff or a trade union representative of their choice, at any stage of the formal proceedings
4. If the employee's chosen companion will not be available at the time proposed for the meeting, the meeting will be postponed to a time proposed by the employee, provided that the alternative time is both reasonable and not more than five working days after the date originally proposed
5. The employee's chosen companion may, if the employee wishes, put and sum up the employee's case, respond on their behalf to any views expressed at the meeting and confer with them during the meeting.
6. The employee may appeal against any dismissal/disciplinary decision/action imposed.

In addition to the Clerk, NTC will have another officer present to take notes.

The formal disciplinary procedure exists for:

1. Performance issues
2. Misconduct; and
3. Gross misconduct

In the case of gross misconduct, NTC may at its absolute discretion proceed immediately to Stage Three of the formal disciplinary procedures.

Misconduct

The following offences are examples of misconduct (however, this list is not exhaustive):

- Poor timekeeping
- Unauthorised absence
- Minor damage to Newhaven Town Council's property
- Minor breach of Newhaven Town Council's Rules and Procedures
- Abusive behaviour
- Poor standard of work

Gross Misconduct

The following are examples of gross misconduct (however, this list is not exhaustive):

- Theft or unauthorised possession of any property belonging to Newhaven Town Council
- Serious damage to Newhaven Town Council's property
- Fraud, falsification of reports, accounts, expense claims or self-certification forms, bribery, corruption
- Unauthorised entry to computer records
- Serious act of insubordination
- Serious incapability whilst on duty by reason of alcohol or illegal drugs
- Illegal drugs in the employee's possession, custody or control on NTC premises
- Violent, dangerous or intimidatory conduct
- Sexual, racial, serious bullying or other harassment of a fellow employee
- Serious negligence which causes or might cause unacceptable loss, damage, or injury
- Serious infringement of health and safety rules

Serious breach of confidence (subject to the Public Interest (Disclosure) Act 1998)

Formal Disciplinary Procedure – Stage 1 – Improvement Note – Unsatisfactory Performance

If performance does not meet acceptable standards, notification will be given by the Clerk following a disciplinary meeting as referred to above under Formal Procedures.

The employee will be informed of the formal nature of the warning by way of an improvement note. This will set out the performance problem, the improvement that is required, the timescale and any help that may be given. The employee will be advised that it constitutes the first stage of the disciplinary procedures and that failure to improve could lead to a final written warning.

A copy of the improvement note will be kept on the employee's personnel file for six months but will then be considered spent subject to achievement and sustainment of satisfactory performance.

The employee will be informed that they may appeal.

Formal Disciplinary Procedure – Stage 1 – First Warning – Misconduct

If conduct does not meet acceptable standards, notification will be given by the Clerk following a disciplinary meeting as referred to above under Formal Procedures.

The employee will be given a written warning setting out the nature of the misconduct and the change in behaviour required. The written warning will also inform the employee that a final written warning may be considered if there is no sustained satisfactory improvement or change.

A copy of the warning will be kept on the employee's personnel file but will be disregarded for disciplinary purposes after a period of six months. The employee will be informed that they may appeal.

Formal Disciplinary Procedure – Stage 2 – Final Written Warning

If the employee has a current warning about conduct or performance, then further misconduct or unsatisfactory performance (whichever is relevant) may warrant a final written warning. It may also be warranted where 'first offence' misconduct is sufficiently serious but would not justify dismissal. This will normally be given by the Clerk and confirmed to the employee in writing following a disciplinary meeting as referred to above under Formal Procedures.

The written warning will contain a summary of the complaint, the improvement required and the timescale. It will also specify the duration of the warning and that failure to improve may lead to Stage 3 (dismissal or some other action short of dismissal).

A copy of the warning will be kept in the employee's personnel file but will be disregarded for disciplinary purposes after twelve months subject to the achievement and sustainment of satisfactory conduct or performance.

The employee will be informed that they may appeal.

Formal Disciplinary Procedure – Stage 3 – Dismissal or other sanction

Dismissal may result from a serious first act of gross misconduct or from any further misconduct (of the same or another type) during the period of an earlier warning, or failure to meet acceptable standards of performance. Such dismissal may be with or without notice or pay in lieu of notice.

The decision to dismiss an employee will not be taken without reference to the Chair of the Personnel Committee. The decision to dismiss will be confirmed in writing.

If some sanction short of dismissal is imposed, the employee will receive details in writing of the complaint, will be warned that dismissal could result if there is not satisfactory improvement. A copy of the warning will be kept in the employee's personnel file but will be disregarded for disciplinary purposes after twelve months subject to the achievement and sustainment of satisfactory conduct or performance.

The employee will be informed that they may appeal.

Suspension during investigation

- If appropriate, NTC may by written notice suspend the employee for as brief a period as possible while any investigation into an allegation of gross misconduct is carried out. Except when necessary or in exceptional circumstances, any such suspension will be limited to two weeks. The suspension itself is not seen as disciplinary action.
- If the employee is suspended the terms and conditions of employment will continue together with all their rights under the terms and conditions, including the payment of salary.
- During the period of suspension, the employee will not be entitled to access any of NTC's premises except at the prior request or with the prior consent of NTC and subject to such conditions as NTC may impose.

Appeals Procedure

- An employee may appeal against all disciplinary/dismissal decisions arising from the formal procedure.
- The request for an appeal should be put in writing and set out the grounds of appeal, within five working days, to the Chair of the Personnel Committee, who will call a meeting of NTC's Appeals Panel, consisting of three council members who have not been involved so far.
- The appeal will be heard by the Appeals Panel and the employee has the right to be accompanied by a fellow employee (or union representative).
- The appeal hearing will be conducted within a reasonable period of the appeal being lodged and wherever possible within five working days of the appeal being lodged.
- Where new evidence arises during the appeal, the employee and their companion should be given the opportunity to comment before any action is taken. If necessary, the appeal will be adjourned.

- The employee will be informed of the results of the appeal and the reasons for the decision. This will be confirmed in writing within ten working days and it will be made clear, if this is the case, that the decision is final. If it is not possible to respond within ten working days, the employee will be given an explanation for the delay and advised when a response may be expected.

Grievance during disciplinary action

Should an employee raise a grievance about the behaviour of the Clerk during disciplinary procedures, it may be appropriate to suspend the disciplinary procedure for a short period until the grievance can be properly considered. The Town Council may consider seeking external advice from WorkNest as appropriate.

Records

Full records should be kept including details of the nature of any breach of disciplinary rules or unsatisfactory performances, the employee's response, the action taken and the reasons for it, whether an appeal was made and, if so, its outcome and any subsequent developments. All records will be kept confidential and retained in accordance with the Data Protection Act 1998.

Date of procedure:	21/11/2024
Approving committee:	Personnel
Date of committee meeting:	10/12/2024
Supersedes (name of old procedure and reference):	Disciplinary Procedure v3
Procedure version reference:	PSDPR04
Procedure adopted by Full Council on:	
Date for next review:	Annually



Newhaven Town Council

DISCIPLINARY PROCEDURE FOR THE TOWN CLERK

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Purpose of this procedure

The purpose of this procedure is to ensure a clear understanding of the relationship between the management of Newhaven Town Council and its employees, specifically, the Town Clerk. They are designed to help and encourage all employees to achieve and maintain standards of conduct, attendance and job performance. The aim is to ensure consistent and fair treatment for everyone in the organisation. There is a separate procedure for employees who are line managed by the Clerk.

The scope of this policy

These procedures apply to the Clerk.

Procedure

Informal Procedure

- Informal action may often be a more satisfactory method of resolving problems than use of the formal disciplinary procedure
- It should take the form of a discreet and informal discussion between members of the Personnel Committee and the employee with the objective of encouraging and helping the employee to improve. The employee should fully understand the outcome (that if there is no improvement, formal action may be taken)
- The option of using a mediator, where appropriate, as an independent third party may be considered. The third party could be an internal mediator if they are not involved in the issue, or in some cases an external mediator may be more appropriate. This option will be on a voluntary basis and will only be used if both parties agree to it. Newhaven Town Council will aim to have a combination of internal and external mediators and the process for accessing mediation when required will be available to all staff.

Formal Procedure

- The formal procedure applies to an employee's conduct or performance/capability
- In most cases, the formal disciplinary procedures should only be used when counselling or training has been given and this has failed to produce the required improvements or when the seriousness of the offence warrants the formal disciplinary procedure
- Appropriate investigations should be carried out without unreasonable delay to establish the facts. In some cases, this may involve holding an investigatory meeting with the employee before proceeding to any disciplinary hearing. In others, it may involve the collation of evidence for use at a disciplinary hearing
- Before any warning, disciplinary action or decision to dismiss is taken by Newhaven Town Council, the following minimum procedures will be followed:
 1. The employee will be advised in writing about the alleged conduct or characteristics, unsatisfactory performance, or other circumstances, which lead the organisation to contemplate dismissing or taking disciplinary action against them. This letter will be signed by the Chair of the Personnel Committee or Chair of the Council and authorised by the Council. The Council may seek external advice
 2. The employee will be invited to a meeting of a hearing panel which will consist of the Chair of the Personnel Committee and at least two other members of the Personnel Committee, where they will be given the opportunity to state their case before any decision is taken
 3. The employee will be advised that they may be accompanied by another member of staff or a trade union representative of their choice, at any stage of the formal proceedings
 4. If the employee's chosen companion will not be available at the time proposed for the meeting, the meeting will be postponed to a time proposed by the employee, provided

that the alternative time is both reasonable and not more than five working days after the date originally proposed

5. The employee's chosen companion may, if the employee wishes, put and sum up the employee's case, respond on their behalf to any views expressed at the meeting and confer with them during the meeting
 6. The employee may appeal against any dismissal/disciplinary decision/action imposed.
- Notes of the hearing panel meeting will be taken and made available to the employee.
 - The formal disciplinary procedure exists for:
 1. Performance issues
 2. Misconduct; and
 3. Gross misconduct
 - In the case of gross misconduct, Newhaven Town Council may at its absolute discretion proceed immediately to Stage Three of the formal disciplinary procedures.

Misconduct

The following offences are examples of misconduct (however, this list is not exhaustive):

- Poor timekeeping
- Unauthorised absence
- Minor damage to Newhaven Town Council's property
- Minor breach of Newhaven Town Council's Rules and Procedures
- Abusive behaviour
- Poor standard of work

Gross Misconduct

The following are examples of gross misconduct (however, this list is not exhaustive):

- Theft or unauthorised possession of any property belonging to Newhaven Town Council
- Serious damage to Newhaven Town Council's property
- Fraud, falsification of reports, accounts, expense claims or self-certification forms, bribery, corruption
- Unauthorised entry to computer records
- Serious act of insubordination
- Serious incapability whilst on duty by reason of alcohol or illegal drugs
- Illegal drugs in the employee's possession, custody or control on Newhaven Town Council premises
- Violent, dangerous or intimidatory conduct
- Sexual, racial, serious bullying or other harassment of a fellow employee
- Serious negligence which causes or might cause unacceptable loss, damage, or injury
- Serious infringement of health and safety rules
- Serious breach of confidence (subject to the Public Interest (Disclosure) Act 1998)

Formal Disciplinary Procedure – Stage 1 – Improvement Note – Unsatisfactory Performance

- If performance does not meet acceptable standards, notification will be given by the Chair of the Personnel Committee or Chair of the Council following a disciplinary meeting (as referred to in *Formal Procedures* above).
- The employee will be informed of the formal nature of the warning by way of an improvement note. This will set out the performance problem, the improvement that is required, the timescale and any help that may be given. The employee will be advised that it constitutes the first stage of the disciplinary procedures and that failure to improve could lead to a final written warning.
- A copy of the improvement note will be kept on the employee's personnel file for six months but will then be considered spent subject to achievement and sustainment of satisfactory performance
- The employee will be informed that they may appeal.

Formal Disciplinary Procedure – Stage 1 – First Warning – Misconduct

- If conduct does not meet acceptable standards, notification will be given by the Chair of the Personnel Committee or Chair of the Council following a disciplinary meeting (as referred to in *Formal Procedures* above)
- The employee will be given a written warning setting out the nature of the misconduct and the change in behaviour required. The written warning will also inform the employee that a final written warning may be considered if there is no sustained satisfactory improvement or change
- A copy of the warning will be kept on the employee's personnel file but will be disregarded for disciplinary purposes after a period of six months
- The employee will be informed that they may appeal.

Formal Disciplinary Procedure – Stage 2 – Final Written Warning

- If the employee has a current warning about conduct or performance, then further misconduct or unsatisfactory performance (whichever is relevant) may warrant a final written warning. It may also be warranted where 'first offence' misconduct is sufficiently serious but would not justify dismissal
- This will normally be given by the Chair of the Personnel Committee or Chair of the Council and confirmed to the employee in writing following a disciplinary meeting (as referred to in *Formal Procedures* above)
- The written warning will contain a summary of the complaint, the improvement required and the timescale. It will also specify the duration of the warning and that failure to improve may lead to Stage 3 (dismissal or some other action short of dismissal)
- A copy of the warning will be kept in the employee's personnel file but will be disregarded for disciplinary purposes after twelve months subject to the achievement and sustainment of satisfactory conduct or performance
- The employee will be informed that they may appeal.

Formal Disciplinary Procedure – Stage 3 – Dismissal or other sanction

- Dismissal may result from a serious first act of gross misconduct or from any further misconduct (of the same or another type) during the currency of an earlier warning, or failure to meet acceptable standards of performance. Such dismissal may be with or without notice or pay in lieu of notice
- The decision to dismiss the employee will not be taken without the authority of the Council. The decision to dismiss will be confirmed in a letter signed by the Chair of the Council
- If some sanction short of dismissal is imposed, the employee will receive details in writing of the complaint, will be warned that dismissal could result if there is not satisfactory improvement. A copy of the warning will be kept in the employee's personnel file but will be disregarded for disciplinary purposes after twelve months subject to the achievement and sustainment of satisfactory conduct or performance
- The employee will be informed that they may appeal.

Suspension during investigation

- If appropriate, Newhaven Town Council may, by written notice suspend the employee for as brief a period as possible while any investigation into an allegation of gross misconduct is carried out. The decision to suspend the employee can only be taken by a properly convened meeting of the Personnel Committee. Except when necessary or in exceptional

circumstances, any such suspension will be limited to two weeks. The suspension itself is not seen as disciplinary action

- If the employee is suspended the terms and conditions of employment will continue together with all their rights under the terms and conditions, including the payment of salary
- During the period of suspension, the employee will not be entitled to access any of Newhaven Town Council's premises except at the prior request or with the prior consent of Newhaven Town Council and subject to such conditions as Newhaven Town Council may impose.

Appeals Procedure

- An employee may appeal against all disciplinary/dismissal decisions arising from the formal procedure
- The request for an appeal should be put in writing and set out the grounds of appeal, within five working days, to the Chair of the Council, who will call a meeting of the Town Council's Appeals Panel, consisting of three council members who have not been involved so far
- The appeal will be heard by the Appeals Panel and the employee has the right to be accompanied by a fellow employee (or union representative).
- The appeal hearing will be conducted within a reasonable period of the appeal being lodged and wherever possible within five working days of the appeal being lodged
- Where new evidence arises during the appeal, the employee and their companion should be given the opportunity to comment before any action is taken. If necessary, the appeal will be adjourned
- The employee will be informed of the results of the appeal and the reasons for the decision. This will be confirmed in writing within five to ten working days, and it will be made clear, if this is the case, that the decision is final. If it is not possible to respond within five to ten working days, the employee will be given an explanation for the delay and advised when a response may be expected.

Grievance during disciplinary action

Should an employee raise a grievance during the course of disciplinary procedures, it may be appropriate to suspend the disciplinary procedure for a short period until the grievance can be properly considered. The Town Council may consider seeking external advice as appropriate.

Records

Full records should be kept including details of the nature of any breach of disciplinary rules or unsatisfactory performances, the employee's response, the action taken and the reasons for it, whether an appeal was made and, if so, its outcome and any subsequent developments. All records will be kept confidential and retained in accordance with the Data Protection Act 1998.

This is a non-contractual procedure which will be reviewed from time to time.

Date of procedure:	21/112024
Approving committee:	Personnel
Date of committee meeting:	10/12/2024
Supersedes (name of old procedure & ref):	Disciplinary procedure for Town Clerk v2
Procedure version reference:	PSDPT03

Procedure adopted by Full Council on:

Date for next review:

Annually



Newhaven Town Council

DISCRETIONARY GRANT POLICY AND PROCEDURE

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Purpose of this policy and procedure

Newhaven Town Council (NTC) is funded only by its residents and therefore has finite funds available to assist community organisations located and working in Newhaven.

Through this policy, NTC remains fully committed to ensuring that it assists in developing those groups, projects, services and activities that support the Town in remaining an active and sustainable community.

The grants are awarded in three tiers, though the budget then currently available to the council may well dictate the actual grant awarded to a successful application:

Small Grants	up to and including £500
Large Grants	£501 up to and including £3,000
Community Partnership Grants	£3001 up to and including £10,000

Policy

1. Who can apply?

1.1 The following organisations may apply to NTC for a Grant (applications from Commercial entities, businesses, political groups/parties, or individuals will not be considered).

- Charitable and non-profit making organisations based in Newhaven. Established for charitable, benevolent, social, cultural, recreational or philanthropic purposes with a clearly stated social ambition for the community of Newhaven.
- National Charitable organisations, but only to local branches where the grant can be seen to directly benefit Newhaven residents.
- A Newhaven based club/association/charity/sports club serving a specific section of the community or the community as a whole. A more socially inclusive group will likely be more successful in their application.
- A social enterprise which can demonstrate that their initiative(s) will have a positive and sustainable impact on Newhaven.
- Able where appropriate, to demonstrate that Child and Vulnerable Adult Safeguarding measures are in place, usually in the form of an appropriate policy that requires those working directly with children and vulnerable adults to be DBS checked and approved.

1.2 There will be certain conditions attached to the award of each grant:

- Support from NTC through the award of a grant must be acknowledged where appropriate on any publicity and promotional material including posters, advertisements, press releases and leaflets.
- Funding cannot be used for any activity that may be party-political in intention, use or presentation, or to propagate a religion or belief.
- Grant funding received cannot be 'gifted' to or used to subsidise or aid the activities of any other community group(s). Where this is subsequently found to be the case the council will require return of all grant monies awarded and reserves the right to take appropriate legal action to secure the same.
- Grants can only be used for the purpose stated on the application.
- Grants will not be made to directly or indirectly cover an organisations operating costs such as, but not limited to, premises rental, utilities expenditure or building maintenance etc. In exceptional circumstances, the council may consider applications for such costs which are required as 'set-up' costs as a 'one-off' year 1 requirement by that organisation
- Grants must be fully utilised within 12 months of the date of the grant payment and documentation of the spend may be required.

Procedure

2 **Application Requirements.**

The decision to award any grant rests as follows and their decision is final.

- **Small Grants and Large Grants**

Will be determined by the *Promotion, Partnership and Finance Committee* twice in each Financial Year (circa October and March)

- **Community Partnership Grants**

CPG grant applications from £3001 - £7499 will be determined and awarded by the *Promotion, Partnership and Finance Committee*. Those for amounts of £7500 to £10,000 will be determined and awarded by *Full Council* (following recommendation by the *Promotion, Partnership and Finance Committee*) once in each Financial Year (normally January for payment in April of the following Financial Year).

- 2.1 Applications must be made on the correct application form for the level of grant sought and be in the name of the organisation to which the grant is to be awarded with all relevant details completed.
- 2.2 All eligible applications will be assessed on their individual merits against clear and consistent criteria. Any award made may not necessarily be for the full amount applied for.
- 2.3 Applications will only be considered and assessed if received before the published deadline and are accompanied by all supporting documentation.
- 2.4 Even where any grant application has been deemed successful NTC is not obliged to make any award where there is insufficient or nil Grant Budget expenditure available to it. In such cases the applicant will be encouraged to resubmit their application in the following financial year.
- 2.5 Only one application can be made in any twelve-month period.
- 2.6 NTC reserves the right to reclaim any grant monies not being used for the purposes specified on the application form.
- 2.7 Applications from groups who have an outstanding loan with or who are financially indebted to NTC will not be considered. Applications for projects that are the statutory responsibility of other authorities will also not be considered.
- 2.8 Applications for projects or activities already delivered (entirely or otherwise) will not be considered.
- 2.9 Projects or activities where there is a large shortfall between the grant value and total project/activity cost, are unlikely to be successful. Those projects which simply replace existing facilities without significant improvement will also not be considered.
- 2.10 Where a grant has been awarded and the money not spent either in part or in total, all remaining monies must be returned to NTC.
- 2.11 Should the organisation disband or merge with another during the period of the grant, the council may ask for return of all or part of the monies.

3 **Small Grants.**

3.1 Small Grants may be awarded up to a value of £500.

3.2 The following documents are to be submitted in support of a Small Grant application:

- i) Either a set of annual accounts and/or the organisation's bank statements for the previous 12 months
- ii) Where a grant application is made in connection with the 'start-up' of a new organisation, a projected budget together with a business and risk management plan in lieu of annual accounts
- iii) A current written set of rules, constitution or another governing document duly authorised and adopted
- iv) In the case of a grant for infrastructure/equipment maintenance and/or improvement purposes, a minimum of two estimates for the work/equipment specified
- v) In the case of a public event, a copy of current Public Liability Insurance.

4 Large Grants.

4.1 Large Grants may be awarded from £501 up to and including £3000.

4.2 The following documents are to be submitted in support of a Large Grant application:

- i) A current written set of rules, constitution or another governing document duly authorised and adopted
- ii) Details of a Bank Account held in the name of the applicant organisation requiring at least two signatures for cheque transactions and/or cash withdrawals,
- iii) The accounts of the organisation for a period of one financial year prior to the date of the application, indicating expenditure, income, assets and liabilities together with any funding obtained from partner organisations where appropriate. In the case of newly established organisations, an income and expenditure plan for their first year of operation
- iv) An Equalities and/or Equal Opportunities Policy either as separate documents or encompassed by their constitution or other governing document
- v) In the case of a grant for infrastructure/equipment maintenance and/or improvement purposes, a minimum of three estimates for the work/equipment specified
- vi) A copy of the organisation's current Public Liability Insurance to a minimum of £5 million in cover
- vii) Details of how the organisation will assess the effectiveness of the activity/project and where 'value for money' has been achieved.

5 Community Partnership Grants

5.1 Community Partnership Grants may be awarded from £3001 up to and including £10,000.

5.2 In addition to the following documentation requirements, applicants for Community Partnership Grants of £7500 and over will be required to attend a Full Council meeting and present their application showing how it will support its stated objectives and short to medium term strategy.

5.3 The following documents are to be submitted in support of a Community Partnership Grant application:

- i) A current written set of rules, constitution or another governing document duly authorised and adopted
- ii) A current business or service plan ideally with a yearly timeline of objectives,
- iii) Details of a Bank Account held in the name of the applicant organisation requiring at least two signatures for cheque transactions and/or cash withdrawals
- iv) The accounts of the organisation for a period of one financial year prior to the date of the application, indicating expenditure, income, assets and liabilities together with any funding obtained from partner organisations where appropriate. In the case of newly established organisations, an income and expenditure plan for their first year of operation
- v) An Equalities and/or Equal Opportunities Policy and a (where relevant) Safeguarding Policy, either as separate documents or encompassed by their constitution or other governing documentation
- vi) In the case of a grant for infrastructure/equipment maintenance and/or improvement purposes, a minimum of three estimates for the work/equipment specified
- vii) A copy of the organisation's current Public Liability Insurance to a minimum of £5 million in cover
- viii) Details of how the organisation will assess the effectiveness of the activity/project and where 'value for money' has been achieved.

6 **Scoring Criteria.**

6.1 Following the published deadline, each eligible application will be scored by the Town Clerk, Responsible Finance Officer and Executive Officer using the following weighted criteria.

- i) The application clearly specifies how the Grant will be used
(2 points)
- ii) The application identifies what sections of, or communities, in Newhaven will benefit from the Grant
(3 points)
- iii) The application identifies the benefits to the applicant organisation, its members or service users
(3 points)
- iv) The application identifies how the Grant will deliver 'Value for Money'
(5 points)
- v) The application outlines how the activities and actions resultant of the grant are aligned with the current priorities of NTC
(4 points)
- vi) The application identifies how the Grant would assist in promoting Newhaven
(3 points)
- vii) The application is for a grant facilitating an activity/project not previously funded by NTC
(3 points)
- viii) The application clearly evidences its own fund-raising activities over the preceding twelve months and how these contribute to the grant being applied for.
(4 points)

For all Community Partnership Grant Applications (£3001-£10,000) they will be additionally scored resultant of a financial assessment using recognised 'Current Ratio' and 'Debt to Equity Ratio'– **(4 points)**.

The total points that can be awarded to each Small or Large Grant application will therefore range between 1 and 27 points whilst Community Partnership Grant applications will range between 1 and 31 points.

6.2 The scores for each application together with a copy of the application will then be submitted to either the Promotion, Partnership & Finance Committee (Small Grants and Large Grants) or Full Council (Community Partnership Grant) for their further consideration and final decision.

6.3 Small Grant Applications must achieve a minimum of 15 points to be considered successful.

6.4 For Large Grant Applications, the following grading of scoring applies:

- Applications scoring less than 15 points will be deemed to have been unsuccessful
- Those applications attaining 15 to 22 points will be deemed to have been partially successful though may not be awarded the full funding applied for, and subject to the available grant budget
- Those applications scoring 23 points and above will be deemed to have been successful and receive the full funding applied for and subject to the available grant budget.

6.5 For Community Partnership Grant Applications, the following grading of scoring applies:

- Applications scoring less than 20 points will be deemed to have been unsuccessful

- Those applications attaining 20 to 26 points will be deemed to have been partially successful and will not be awarded the full amount of monies applied for, subject to the available grant budget
- Those applications scoring 27 points and above will be deemed to have been successful and receive the full funding applied for, subject to the available grant budget.

6.6 Both the Promotion, Partnership and Finance Committee, and Full Council must not make any award more than the amount stated in the grant aid application.

7 **The Grants Process.**

7.1 NTC will publicise the timescale for grant applications and awards via the council’s website <https://www.newhaventowncouncil.gov.uk/> and/or other social media channels.

7.2 Grant applications can be submitted electronically to: admin@newhaventowncouncil.gov.uk or by hard copy to the NTC offices at 18 Fort Road, Newhaven, East Sussex. BN9 9QE.

7.3 Electronic/email applications (including all supporting documentation) must be received in the aforementioned email inbox before the published deadline for applications.

7.4 Hard copy (paper) applications (including all supporting documentation) must be physically received at the NTC offices before the published deadline for applications. The Council will not be held responsible for this type of application being delayed by those postal or courier services engaged by the applicant.

7.5 Payment of grants will be either by Cheque or BACs to the organisation specified on the application form.

8. **Awarding Grants and Publicity.**

8.1 Where a Large Grant or a Community Partnership Grants is awarded, NTC may wish to have the Mayor and the Chairman of the Promotion, Partnership and Finance Committee present each organisation their award and have photographs taken for subsequent press release. Representatives of these organisations may be required to provide a presentation to the next annual Town Meeting on how they have utilised the grant.

8.2 All successful applicants (Small, Large and Community Partnership Grants) will be invited to hold a stall/display stand at the next annual Town Meeting to demonstrate their services, their success in attaining a grant and the benefits it facilitated.

8.3 NTC will regularly publicise the availability of discretionary grant aid throughout the community and will report annually on the award beneficiaries, the grants made and how they have been used.

Date of policy:	29/11/2024
Approving committee:	Promotion, Partnership & Finance
Date of committee meeting:	10/12/2024
Supersedes (name of old policy and reference):	Grant Policy & Guidelines v11
Policy version reference:	PPGPG12
Policy adopted by Full Council on:	
Date for next review:	Annually



Newhaven Town Council

Equality and Diversity Policy

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PURPOSE OF THIS POLICY

- i) Newhaven Town Council (NTC) is an equal opportunities employer. We are committed to equality of opportunity and to providing a service and following practices which are free from unfair and unlawful discrimination. The aim of this policy is to ensure that no applicant or member of staff receives less favourable treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation, or is disadvantaged by conditions or requirements which cannot be shown to be relevant to performance. It seeks also to ensure that no person is victimised or subjected to any form of bullying or harassment.
- ii) We value people as individuals with diverse opinions, cultures, lifestyles and circumstances. All employees are covered by this policy, and it applies to all areas of employment including recruitment, selection, training, deployment, career development, and promotion. These areas are monitored, and policies and practices are amended if necessary to ensure that no unfair or unlawful discrimination, intentional, unintentional, direct or indirect, overt or latent exists.
- iii) The Town Clerk has particular responsibility for implementing and monitoring the Equality and Diversity in Employment Policy and, as part of this process, all personnel policies and procedures are administered with the objective of promoting equality of opportunity and eliminating unfair or unlawful discrimination.
- iv) All employees, workers, self-employed contractors and Councillors whether part time, full-time or temporary will be treated fairly and with respect. Selection for employment, promotion, training, or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential, and the talents and resources of the workforce will be fully utilised to maximise the efficiency of NTC.
- v) Equality of opportunity, valuing diversity and compliance with the law is to the benefit of all individuals at NTC as it seeks to develop the skills and abilities of its people. While specific responsibility for eliminating discrimination and providing equality of opportunity lies with the senior management team, individuals at all levels have a responsibility to treat others with dignity and respect. The personal commitment of every employee to this policy and application of its principles are essential to eliminate discrimination and provide equality throughout NTC.

THE SCOPE OF THIS POLICY

It applies to all staff, whether full time, part time, temporary workers and Councillors

POLICY

Our Commitment as an Employer

- i) To create an environment in which individual differences and the contributions of our staff are recognised and valued.
- ii) Every employee, worker, self-employed contractor and Councillor is entitled to a working environment that promotes dignity and respect for all. No form of intimidation, bullying or harassment will be tolerated.
- iii) Training, development and progression opportunities are available to all.
- iv) Equality in the workplace is good management practice and makes sound business sense.
- v) We will continually review all our employment practices and procedures to ensure fairness.

Our Commitment as a Service Provider

- i) We aim to provide services to which everyone is entitled regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation, offending past, caring responsibilities or social class.
- ii) We will make sure that our services are delivered equitably and meet the needs of our service users and clients by assessing and meeting their diverse needs
- iii) This policy is fully supported by the senior management team.
- iv) This policy will be monitored and reviewed annually.

- v) We have clear procedures that enable our clients, candidates for jobs and employees to raise a grievance or make a complaint if they feel they have been unfairly treated.
- vi) Breaches of our equality and diversity policy will be regarded as misconduct and could lead to disciplinary proceedings.

EQUAL OPPORTUNITY POLICY STATEMENTS

AGE

We will:

- ensure that people of all ages are treated with respect and dignity
- ensure that people of working age are given equal access to our employment, training, development and promotion opportunities; and
- challenge discriminatory assumptions about younger and older people.

DISABILITY

We will:

- provide any reasonable adjustments to ensure disabled people have access to our services and employment opportunities
- challenge discriminatory assumptions about disabled people; and
- seek to continue to improve access to information by ensuring availability of loop systems, Braille facilities, alternative formatting and sign language interpretation.

RACE

We will:

- challenge racism wherever it occurs
- respond swiftly and sensitively to racist incidents; and
- actively promote race equality in NTC.

GENDER

We will:

- challenge discriminatory assumptions about women and men
- take positive action to redress the negative effects of discrimination against women and men
- offer equal access for women and men to representation, services, employment, training and pay and encourage other organisations to do the same; and
- provide support to prevent discrimination against transsexual people who have or who are about to undergo gender reassignment.
- We recognise that individuals can identify with a range of different gender identities, and that gender identity may or may not be associated with the sex assigned at birth and gender presentation. We provide a supportive environment to recognise an individual's gender identity, and for staff to share their gender identity or trans status if they wish. However, it is the right of an individual to decide what they want to share about their gender identity and when. To 'out' someone without their permission is a form of harassment, could be a criminal offence, and will not be tolerated by NTC.

SEXUAL ORIENTATION

We will:

- ensure that we take account of the needs of lesbians and gay men; and
- promote positive images of lesbians, gay men and bisexuals.

RELIGION OR BELIEF

We will:

- ensure that employees' religion or beliefs and related observances are respected and

- accommodated wherever possible; and
- respect people’s beliefs where the expression of those beliefs does not impinge on the legitimate rights of others.

PREGNANCY OR MATERNITY

We will:

- ensure that people are treated with respect and dignity and that a positive image is promoted regardless of pregnancy or maternity
- challenge discriminatory assumptions about the pregnancy or maternity of our employees; and
- ensure that no individual is disadvantaged and that we take account of the needs of our employees’ pregnancy or maternity.

MARRIAGE OR CIVIL PARTNERSHIP

We will:

- ensure that people are treated with respect and dignity and that a positive image is promoted regardless of marriage or civil partnership
- challenge discriminatory assumptions about the marriage or civil partnership of our employees; and
- ensure that no individual is disadvantaged and that we take account of the needs of our employees’ marriage or civil partnership.

EX-OFFENDERS

We will:

- prevent discrimination against our employees regardless of their offending background (except where there is a known risk to children or vulnerable adults).

EQUAL PAY

We will:

- ensure that all employees, of whatever gender, have the right to the same contractual pay and benefits for carrying out the same work, work rated as equivalent work or work of equal value.

Date of policy:	21/11/2024
Approving committee:	Personnel
Date of committee meeting:	10/12/2024
Supersedes (name of old policy and reference):	Equality & Diversity at Work v3
Policy version reference:	PSED04
Policy adopted by Full Council on:	
Date for next review:	Annually



Newhaven Town Council

FLEXIBLE WORKING POLICY AND PROCEDURE

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Purpose of this policy and procedure

Every employee of Newhaven Town Council (NTC) has a contract of employment that sets out their working hours. A request to work flexibly is a request from the employee to change either the number of working hours, when or where they are worked. Flexible working does not mean a member of staff can work the hours they wish from day-to-day, week-to-week.

Flexible working arrangements take account of employees' preferences, interests and non-work responsibilities whilst also meeting the needs of NTC. Common examples of flexible working include part-time working; zero-hours / casual working; variable hours; flexitime; job-sharing; term-time working; compressed hours; career breaks; and sabbaticals.

This policy has been written to explain the process which we will use to respond to requests by staff to vary hours, pattern or place of work.

The scope of this policy and procedure

It applies to all staff, whether full time, part time or temporary workers. It does not apply to councillors.

Statutory rights

You have a statutory right to request a change to your contractual terms and conditions of employment to work flexibly from the first day of your employment, regardless of whether you work full or part-time or have a temporary contract of employment. It does not apply to agency staff. You also have the right to make two requests in any 12-month rolling period.

Policy

Our policy is to comply with both the spirit and the letter of the law on the right to request flexible working. To this end its aim is to inform all staff of their right to request flexible working and to ensure those rights are understood and that staff feel confident any decisions regarding their requests will be handled objectively, fairly, free from discrimination, and that staff will not be treated detrimentally because they have asked for flexible working arrangements.

NTC has due regard for the need to eliminate unlawful discrimination and promoting equality of opportunity. In doing so, the Town Clerk receiving flexible working requests will ensure that all staff making requests for any type of flexible working are treated fairly and equitably and will not unlawfully discriminate against any individual on the grounds of a protected characteristic covered by the provisions of the Equality Act 2010.

Procedure

Making the request

To apply for flexible working, please complete the Application form at Appendix 1

Please also let us know if you are making the request because you consider the change could be a reasonable adjustment to support a disability.

If you are not sure whether a proposed working pattern will work, NTC may agree to a trial period to test it out. If this is the case, we will include this in the decision letter and be clear about the duration of the trial and that the working pattern will automatically revert to the previous arrangements unless NTC agrees to the contrary.

Responding to your request

Once we receive your written request, we will arrange a meeting with you as soon as possible and send you a confirmation of receipt unless we agree immediately to your request. It may be that we need to ask you to supply further details before the meeting. If there is likely to be a delay in discussing your request, we will inform you. You may be accompanied at the meeting by a work colleague.

Having the right to request a change to your working arrangements does not necessarily mean that your request will be accepted. Your request will be fully discussed at the meeting. We will carefully consider your request looking at the benefits of the requested changes on working conditions for you as an employee and NTC and weighing these against any adverse impact of implementing the changes.

Having considered the changes, you are requesting and weighing up the advantages, possible costs and potential logistical implications of granting the request, we will write to you with the decision by way of the form found at Appendix 2. The decision will be either:

- To accept the request and establish a start date, with or without a trial period and review date. Where the request is granted, we will set out what changes will be made to your terms and conditions of employment, or,
- To propose an alternative, which may require further discussion, or,
- To confirm a compromise agreed at the discussion, or,
- To reject the request, setting out the reasons, how these apply to the application and the appeal process.

Requests to work flexibly will be considered objectively, however we may not always be able to grant a request to work flexibly if it cannot be accommodated. If we turn down your request, it will be because of one, or a combination of the following reasons, and we will explain why.

- The burden of additional costs is unacceptable to NTC
- Detrimental effect on NTC's ability to deliver for the community
- Inability to re-organise work among existing staff
- Inability to recruit additional staff
- Detrimental impact on quality
- Detrimental impact on performance
- Insufficiency of work during the periods the employee proposes to work
- Planned structural changes to NTC

If you are only looking for an informal change for a short period to your working hours or conditions, for instance to pursue a short course of study, we may consider allowing you to revert back to your previous conditions after a specified period, e.g. three months, or after the occurrence of a specific event, such as the end of a course of study.

You must be aware that if your request is approved, as previously mentioned, you only have the statutory right to make two requests in a 12-month period, although you may still ask without the statutory right.

Timeframe for dealing with requests

We will do what we can to respond to your request as soon as possible although the law requires the consideration process to be complete within two months of first receiving a request, including any appeal. If the request cannot be dealt with within two months, we may ask to extend the consideration process, provided you agree to the extension.

Handling requests in a fair way

We may receive more than one request to work flexibly closely together from different employees and it may or may not be possible to accept all requests. If we agree to a request for flexible working

arrangements this does not mean that we can also agree to a similar change for another employee. Each case will be considered on its merits looking at the business case in the order they have been received. We may need to take others' contractual terms into account, and we may ask you if there is any room for adjustment or compromise before coming to a decision.

Appealing the decision

If we decline your request and you wish to appeal, you must do so, in writing, within 5 days of receiving the letter informing you of the outcome. We will then write to you to arrange a meeting to discuss your appeal. This meeting will be held as soon as reasonably possible and will normally be with a sub-committee of councillors. You may wish to be accompanied at that meeting by a work colleague.

There may be circumstances when NTC is unable to meet within the required timeframes, in which case a meeting will be held as soon as is practically possible.

The effect on your contract of employment

Any change in your hours or pattern of work will normally be a permanent change to your contractual terms and conditions. This means that you will not automatically be able to revert to the previous working pattern (unless otherwise agreed). So, for example, if your new flexible working pattern involves working reduced hours, you will not automatically be able to revert to working full time hours.

Changes to your working pattern may affect other terms and conditions of employment. For example, reducing your hours of work will mean that your pay and leave will be pro-rated accordingly. Your pension may also be affected.

Any changes to your terms and conditions because of a change to your working pattern will be confirmed in your decision letter, however if you have further queries about how a proposed change to your pattern of work might affect your terms and conditions please speak to the Clerk or Chair of NTC in the first instance.

Data protection

When managing a flexible working request, we will process personal data collected in accordance with the data protection policy. Data collected from the point at which we receive a flexible working request is held securely and accessed by, and disclosed to, individuals only for the purposes of managing their request for flexible working. Inappropriate access or disclosure of employee data constitutes a data breach and should be reported in accordance with the data protection policy immediately. It may also constitute a disciplinary offence, which will be dealt with under the disciplinary procedure.

This is a non-contractual procedure which will be reviewed from time to time.

Date of policy:	22/11/2024
Approving committee:	Personnel
Date of committee meeting:	10/12/2024

Supersedes (name of old policy and reference): **Flexible Working Policy v1**

Policy version reference: **(PSFWP02)**

Policy adopted by Full Council on:

Date for next review: **Annually**



Newhaven Town Council

APPENDIX 1 (FLEXIBLE WORKING APPLICATION FORM)

Name:

Payroll Number

Job Title:

Date:

This is a formal application for flexible working under Newhaven Town Council's Flexible Working Policy which accommodates the legal right to apply for flexible working and the duty of employer to consider applications seriously.

Please detail how you would like to work flexibly and when you want to start:

How do you think flexible working might affect the council and how this could be dealt with, e.g. if you're not at work on certain days.

Have you made a previous application to work Flexibly (Y / N)

If Yes, when:



Newhaven Town Council

APPENDIX 1 (CONFIRMATION OF RECEIPT OF F.W. APPLICATION FORM)

Dear **[insert name]**

I confirm that I have received your request to change your working pattern on **[insert date]**

A meeting has been arranged for **[Within 14 calendar days of receipt of request]** to discuss this. You may be accompanied at the meeting by a work colleague.

Signed:

Name:

Date:



Newhaven Town Council

APPENDIX 2 (FLEXIBLE WORKING APPLICATION FORM – ACCEPTANCE)

Name: _____ Payroll Number _____

Job Title: _____ Date: _____

Dear **[insert name]**

Following receipt of your application on **[inset date]** and our meeting on **[inset date]** we have considered your request for a new flexible working pattern in relation to:

[State reason for request]

We are pleased to confirm that we can accommodate your request

We are unable to accommodate your original request, however, we can offer an alternative flexible working arrangement that we have discussed and has been agreed

Your new working pattern will be as follows:

Trial Periods

Your flexible working trial period will start on:

Your flexible working trial period will end on:

Your flexible working trial period review will be on:

If trial period is successful, your new working arrangements will commence on:

Town Clerk Signature: _____

Town Clerk Name: _____

Date: _____

Employee Signature: _____

Employee Name: _____

Date: _____



Newhaven Town Council

APPENDIX 2 (FLEXIBLE WORKING APPLICATION FORM – DECLINE)

Name: _____ Payroll Number _____

Job Title: _____ Date: _____

Dear **[insert name]**

Following receipt of your application and our meeting(s) on **[Insert Date]**, I am sorry, but we are unable to accommodate your request on the following business grounds:

- The operational reasons for declining a flexible working request
- The burden of additional costs is unacceptable to the council
- An inability to reorganise work amongst existing staff
- Inability to source additional staff
- A detrimental impact on quality
- A detrimental impact on performance
- The change would have a detrimental effect on the council's ability to meet customer demand
- Insufficiency of work for the proposed change
- Planned structural changes to the organisation

The following alternative patterns were also considered but cannot be accommodated or are not suitable to you:

You have the right to appeal against this decision as outlined in the Flexible Working Policy.

Town Clerk Signature: _____

Town Clerk Name: _____

Date: _____

Employee Signature: _____

Employee Name: _____

Date: _____



Newhaven Town Council

GRIEVANCE POLICY & PROCEDURE

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Purpose of this policy and procedure

This policy is based on and complies with the ACAS Code of Practice on disciplinary and grievance procedures (2015) and takes account of the ACAS guide on discipline and grievances at work (2020) as well as any relevant law affecting Councils.

The scope of this policy and procedure

It applies to all staff, whether full time, part time or temporary workers. It does not apply to councillors.

Policy

This policy aims to encourage and maintain good relationships between Newhaven Town Council (NTC) and its employees by treating grievances seriously and resolving them as quickly as possible. It sets out the arrangements for employees to raise their concerns, problems or complaints about their employment with NTC. The policy will be applied fairly, consistently and in accordance with the Equality Act 2010.

This policy confirms:

- employees have the right to be accompanied or represented at a grievance meeting or appeal by a companion who can be a workplace colleague, a trade union representative or a trade union official. This includes any meeting held with them to hear about, gather facts about, discuss, consider or resolve their grievance. The companion will be permitted to address the grievance/appeal meetings, to present the employee's case for their grievance/appeal and to confer with the employee. The companion cannot answer questions put to the employee, address the meeting against the employee's wishes or prevent the employee from explaining their case
 - NTC will give employees reasonable notice of the date of the grievance/appeal meetings. Employees and their companions must make all reasonable efforts to attend. If the companion is not available for the proposed date of the meeting, the employee can request a postponement and can propose an alternative date that is within five working days of the original meeting date unless it is unreasonable not to propose a later date
 - any changes to specified time limits must be agreed by the employee and NTC
 - an employee has the right to appeal against the decision about their grievance. The appeal decision is final
 - information about an employee's grievance will be restricted to those involved in the grievance process. A record of the reason for the grievance, its outcome and action taken is confidential to the employee. The employee's grievance records will be held by NTC in accordance with the UK General Data Protection Regulation (UKGDPR)
 - audio or video recordings of the proceedings at any stage of the grievance procedure are prohibited, unless agreed by all affected parties as a reasonable adjustment that takes account of an employee's medical condition
 - if an employee who is already subject to a disciplinary process raises a grievance, the grievance will normally be heard after completion of the disciplinary procedure
 - if a grievance is not upheld, no disciplinary action will be taken against an employee if they raised the grievance in good faith
 - NTC may consider mediation at any stage of the grievance procedure where appropriate, (for example where there have been communication breakdowns or allegations of bullying or harassment). Mediation is a dispute resolution process which requires the consent of affected parties
-
- Employees can only use all stages of the grievance procedure if the complaint is not a code of conduct complaint about a councillor. Employees can use the informal stage of NTC's grievance

procedure to deal with all grievance issues, including a complaint about a councillor. Employees cannot use the formal stages of NTC's grievance procedure for a code of conduct complaint about a councillor. If the complaint about NTC is not resolved at the informal stage, the employee can contact the monitoring officer of Lewes District council who will inform the employee whether or not the complaint can be dealt with under the code of conduct. If it does not concern the code of conduct, the employee can make a formal complaint under NTC's grievance procedure

- NTC may engage external investigators, grievance or appeal panels for the purposes of the process.
- If the grievance is a code of conduct complaint against a councillor, the employee cannot proceed with it beyond the informal stage of NTC's grievance procedure. However, whatever the complaint, NTC has a duty of care to its employees. It must take all reasonable steps to ensure employees have a safe working environment, for example by undertaking risk assessments, by ensuring staff and councillors are properly trained and by protecting staff from bullying, harassment and all forms of discrimination.

If an employee considers that the grievance concerns their safety within the working environment, whether or not it also concerns a complaint against a councillor, the employee should raise these safety concerns with their line manager at the informal stage of the grievance procedure. NTC will consider whether it should take further action in this matter in accordance with any of its employment policies (for example its health and safety policy or its dignity at work policy) and in accordance with the code of conduct regime

Procedure

Informal grievance procedure

NTC and its employees benefit if grievances are resolved informally and as quickly as possible. As soon as a problem arises, the employee should raise it with their manager to see if an informal solution is possible. Both should try to resolve the matter at this stage. If the employee does not want to discuss the grievance with their manager (for example, because it concerns the manager), the employee should contact the Chair of the Personnel committee or, if appropriate, another member of the Personnel committee. If the employee's complaint is about a councillor, it may be appropriate to involve that councillor at the informal stage. This will require both the employees' and the councillor's consent.

Formal grievance procedure

If it is not possible to resolve the grievance informally and the employee's complaint is not one that should be dealt with as a code of conduct complaint (see above), the employee may submit a formal grievance. It should be submitted in writing to the Chair of the Personnel committee.

The Personnel committee will appoint a sub-committee of 3 members to hear the grievance in the event that the grievance is raised by or relates to the Clerk. Where the grievance is not raised by or relates to the Clerk, the Personnel committee may appoint the Clerk to hear the Grievance. The sub-committee will appoint a Chair from one of its members. No councillor with direct involvement in the matter shall be appointed to the sub-committee.

Investigation

If the sub-committee decides that it is appropriate, (e.g. if the grievance is complex), it may appoint an investigator to carry out an investigation before the grievance meeting to establish the facts of the case. The investigator may be an appropriate employee, Councillor or external party. The investigation may include interviews (e.g. the employee submitting the grievance, other employees, councillors or members of the public). The investigator will summarise their findings (usually within an investigation report) and present their findings to the sub-committee.

Notification

Within 14 calendar days of NTC receiving the employee's grievance (this may be longer if there is an investigation), the employee will normally be asked, in writing, to attend a grievance meeting. The written notification will include the following:

- the names of its Chair and other members
- the date, time and place for the meeting. The employee will be given reasonable notice of the meeting which will normally be within 35 calendar days of when NTC received the grievance
- the employee's right to be accompanied by a workplace colleague, a trade union representative or a trade union official
- a copy of NTC's grievance policy
- confirmation that, if necessary, witnesses may attend (or submit witness statements) on the employee's behalf and that the employee should provide the names of their witnesses as soon as possible before the meeting
- confirmation that the employee will provide NTC with any supporting evidence in advance of the meeting, usually with at least two days' notice
- findings of the investigation if there has been an investigation
- an invitation for the employee to request any adjustments to be made for the hearing (for example where a person has a health condition).

The grievance meeting

At the grievance meeting:

- the Chair will introduce the members of the sub-committee to the employee
- the employee (or companion) will set out the grievance and present the evidence
- the Chair will ask the employee questions about the information presented and will want to understand what actions they want NTC to take
- any member of the sub-committee and the employee (or the companion) may question any witness
- the employee (or companion) will have the opportunity to sum up the case
- a grievance meeting may be adjourned to allow matters that were raised during the meeting to be investigated by the sub-committee.

The Chair will provide the employee with the sub-committee's decision, in writing, usually within 7 calendar days of the meeting, though may be longer e.g. where further investigations are required. The letter will notify the employee of the action, if any, that NTC will take and of the employee's right to appeal.

The appeal

If an employee decides that their grievance has not been satisfactorily resolved by the sub-committee, they may submit a written appeal to the Personnel committee. An appeal must be received by the Council within 7 calendar days of the employee receiving the sub-committee's decision and must specify the grounds of appeal. Appeals may be raised on several grounds, e.g.:

- a failure by NTC to follow its grievance policy
- the decision was not supported by the evidence
- the action proposed by the sub-committee was inadequate/inappropriate
- new evidence has become known since the grievance meeting.

The appeal will be heard by a panel of three members of the Personnel committee who have not previously been involved in the case. There may be insufficient members of the Personnel committee who have not previously been involved. If so, the appeal panel will be a committee of three Council members who may include members of the Personnel committee. NTC may engage external parties if there are insufficient councillors to form the panel. The appeal panel will appoint a Chair from one of its members.

The employee will be notified, in writing, usually within fourteen calendar days of receipt of the appeal of the time, date and place of the appeal meeting. The meeting will normally take place within thirty-

five calendar days of NTC's receipt of the appeal. The employee will be advised that they may be accompanied by a workplace colleague, a trade union representative or a trade union official.

At the appeal meeting, the Chair will:

- introduce the panel members to the employee
- explain the purpose of the meeting, which is to hear the employee's reasons for appealing against the decision of the Personnel sub-committee
- explain the action that the appeal panel may take.

The employee (or companion) will be asked to explain the grounds of appeal.

The Chair will inform the employee that they will receive the decision and the panel's reasons, in writing, and when they are likely to receive the letter. This may be within fourteen calendar days of the appeal meeting, however, may be longer where further investigations are required.

The appeal panel may decide to uphold the decision of the Personnel committee or substitute its own decision. The decision of the appeal panel is final.

This is a non-contractual policy and procedure which will be reviewed from time to time.

Date of policy & procedure:	21/11/2024
Approving committee:	Personnel
Date of committee meeting:	10/12/2024
Supersedes (name of old policy & procedure and ref):	Grievance policy & procedure v3
Policy and procedure version reference:	PSGPP04
Policy & procedure adopted by Full Council on:	
Date for next review:	Annually



Newhaven Town Council

INVESTMENT STRATEGY

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1. Purpose

- 1.1 Newhaven Town Council (NTC) recognises the importance of prudently investing temporarily surplus funds held on behalf of the community. The Council will ensure it has adequate though not excessive cash resources, overdraft or standby facilities to always enable it to have the level of funds available which are necessary for the achievement of its service objectives.
- 1.2 This Strategy complies with the Department for Communities and Local Government's (DCLG) Guidance on Local Government Investments issued under section 15(1)(a) of the Local Government Act 2003 and effective from 1st April 2010. Investment Strategies approved after 1 April 2018 must also be in line with the Government's "Statutory Guidance on Local Government Investments" which, in particular includes much detail on the provision of loans.
- 1.3 This Strategy will be placed on the NTC website

2. Investment objectives

- 2.1 The DCLG Guidance defines a prudent investment policy as having two objectives: first security (protecting the capital sum from loss) and then liquidity (keeping the money readily available for expenditure when needed). It will then be reasonable to consider what yield can be obtained consistent with these priorities.
- 2.3 NTC will aim to achieve optimum return on its investments providing that security and liquidity are ensured.
- 2.4 All investments will be made in sterling.
- 2.5 It would be unlawful for NTC to borrow money purely for investment purposes or to lend it and make a return. Accordingly, NTC will not engage in such activity.
- 2.6 If NTC were minded to use an external investment manager, that manager will be contractually required to comply with this Strategy.

3. Specified Investments

- 3.1 Specified investments are those offering high security and high liquidity made in sterling and maturing after no more than one year. The DCLG recommends that specified investments should only be made in schemes of high credit quality and that NTC should define high credit quality.
- 3.2 NTC considers the following specified investments to be of high credit quality:
 - Deposits with banks, building societies, local authorities or other public authorities
 - Deposits with the CCLA Public Sector Deposit Fund
- 3.3 NTC's current investments are with Barclays Bank
 - Business Premium Account
 - Base Rate Reward Account
 - Unity Trust Bank Account.
- 3.4 The choice of institution and length of deposit will be at the discretion of the Responsible Financial Officer, in consultation with the Chairman of the Promotion, Partnership & Finance committee/full Council.

4. Non-specified investments

- 4.1 These investments have greater potential risk – examples include investment in stocks and shares
- 4.2 NTC will not make any non-specified investments

5. Liquidity

- 5.1 The Responsible Finance Officer will determine the maximum periods for which funds may prudently be committed so as not to compromise liquidity.
- 5.2 Investments will be regarded as commencing on the date the commitment to invest is entered into, rather than the date on which the funds are paid over to the investment

scheme.

6. External borrowing

- 6.1 NTC will not normally take out temporary loans or borrow by way of an overdraft. Any temporary loans must be agreed by full Council.
- 6.2 Approval must be given by the DCLG to borrow to fund capital expenditure.
- 6.3 As of 31st March 2024 NTC will owe £44,109.53. This loan was taken out through the Public Works Loan Board on 23rd July 2003 to finance the extensive refurbishment of the town council offices.

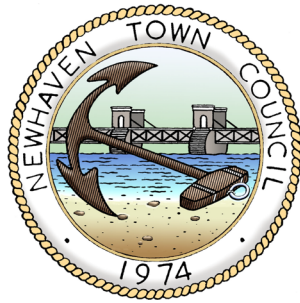
7. Loans

- 7.1 The Council do not offer any loans. Should it be minded to do so at any point, it would ensure that:
 - Total financial exposure to these types of loans is proportionate
 - They have used an allowed “expected credit loss” model for loans and receivables as set out in International Financial Reporting Standard (IFRS) 9 Financial Instruments as adopted by proper practices to measure the credit risk of their loan portfolio
 - They have appropriate credit control arrangements to recover overdue repayments in place
 - NTC would formally agree the total level of loans by type that it is willing to make, and their total loan book would be within their self-assessed limit.

8. Review

This strategy will be reviewed by full Council annually prior to the start of each financial year. It may be varied from time to time as circumstances dictate but must always be approved by full Council.

Date of policy:	02/12/2024
Approving committee:	Promotion, Partnership & Finance
Date of committee meeting:	10/12/2024
Supersedes (name of old policy and reference):	Investment Strategy v1
Policy version reference:	PPIST02
Policy adopted by Full Council on:	
Date for next review:	Annually



NEWHAVEN TOWN COUNCIL

LOCAL GOVERNMENT PENSIONS SCHEME DISCRETIONS POLICY

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Purpose of this policy and procedure.

To specify the discretions that are available to Newhaven Town Council (NTC) under The Local Government Pension Scheme Regulations 2013 and The Local Government Pension Scheme (Transitional Provisions, Savings and Amendment) Regulations 2014

The scope of this policy.

It applies to all staff, whether full-time, part-time or temporary workers. It does not apply to councillors.

Policy.

NTC will not have a general policy on the exercise of the following discretions but may decide to do so where a sound case can be made for exercising this discretion. Each case will be considered on its individual merits.

Regulation	Discretion
The Local Government Pension Scheme Regulations 2013	
R16(2)(d) & (e)	Where Additional Pension Contribution (APC) are to be paid by regular contributions or a lump sum, whether to fund in whole or in part a members APC's. The maximum additional pension which can be purchased from 1 st April 2024 is £8,344.
R30(6) & TP11(2)	Whether to allow an active member who has attained the age of 55 or over who reduces their working hours or grade to receive immediate payment of all or part of their retirement pension to which the member is entitled to in respect of that employment subject to an actuarial reduction.
R30(8)	Whether to waive in whole or in part any reduction in a member's pension benefits as a result of a member who has not attained normal pension age but who has attained the age of 55 or over and has elected to receive immediate payment of a retirement pension.
R31	Whether to award additional pension up to a maximum of £8,344 to an active member or a member who was an active member who was dismissed by reason of redundancy, or business efficiency, or whose employment was terminated by mutual consent on grounds of business efficiency within 6 months of the date the members employment ended.
The Local Government Pension Scheme (Transitional Provisions, Savings & Amendment) Regulations 2014	
TPSch2, 2(2)	Whether to "switch on" the 85 Year Rule for a member voluntarily drawing benefits on or after age 55 and before age 60.
TPSch2, 2(3)	Whether to waive, on compassionate grounds, the actuarial reduction applied to benefits from pre 01/04/2014 membership where the employer has "switched-on" the 85 Year Rule for a member voluntarily drawing benefits on or after age 55 and before age 60.

Date of policy: **20/11/2024**

Approving committee: **Personnel**

Date of committee meeting: **10/12/2024**

Supersedes (name of old policy and reference): **L.G. Pensions Scheme Discretions Policy v2**

Policy version reference: **PSLGP03**

Policy adopted by Full Council on:

Date for next review: **Annually**



Newhaven Town Council

LONE WORKING POLICY

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Purpose of this policy and procedure

The council recognises that some of our staff work alone, and where this is the case, seeks to ensure the health and safety of all lone workers. This document:

- Raises awareness of the safety issues relating to lone working,
- Identifies and assesses potential risks to an individual working alone,
- Explains the importance of reasonable and practicable precautions to minimise potential risk,
- Provides appropriate support to lone workers, and,
- Encourages reporting of all incidents associated with lone working so that they can be adequately managed and used to help reduce risks and improve working arrangements for the future.

The scope of this policy

It applies to all staff, whether full time, part time or temporary workers. It does not apply to councillors.

Policy

We will protect staff from the risks of lone working, as far as is reasonably practicable. Working alone is not in itself against the law, and it is often safe to do so. However, the council's policy is to consider carefully and deal with any health and safety risks for those who work alone.

Definition

'Lone Worker' refers to people who work by themselves without work colleagues either during or outside normal working hours. Examples include:

- A caretaker who opens and closes a hall either early in the morning or late at night
- A groundsman tending to green space
- Office workers who work alone in the premises
- Homeworkers.

Any worker under the age of 18 years, or anyone working in confined spaces is not permitted to work on their own.

Responsibilities

All staff have a responsibility for the health and safety of work colleagues. The key responsibilities are as follows:

Managers/Supervisors

- Will try to avoid the need for lone working as far as is reasonably practicable
- Ensure that the worker is competent to work alone
- Ensure that all lone working activities must be formally risk assessed. This should identify the risk to lone workers; any control measures necessary to minimise those risks; and emergency procedures
- Arrangements for lone working must be made clear to staff and the details of what can or cannot be done while working alone explained
- Lone workers must be informed of the hazards and understand the necessary control measures that need to be put in place and have the opportunity to contribute to the risk assessment
- Must raise the alarm if staff cannot be contacted or do not return as anticipated
- Must ensure that all staff are aware of this lone working policy and procedure and provide appropriate levels of training and guidance on lone working.

Lone workers

- Take reasonable care of themselves and others who may be affected by their work

- To follow any instruction given by management or the council
- Raise with their line manager any concerns they have in relation to lone working
- Not to work alone where there is inadequate information to undertake a risk assessment
- Inform their line manager at the earliest opportunity in the event of an accident, incident of violence or aggression whilst working alone

Staff

- To be aware of colleagues working on their own and alert to unexpected changes of routine, unanticipated periods where there is no communication
- Have on your person and switched on with enough power their personal emergency FOB or alternatively the mobile version of the emergency FOB on their mobile phone. (The latter requires manual updating or time-alarm setting)

Risk Assessments

Managers/supervisors must complete (or ensure the completion of) a Lone Working Risk Assessment prior to every lone working activity and update it as appropriate. The risk assessment should be reviewed by the lone worker before undertaking the work and communicated to all relevant staff or councillors.

People who work alone will of course face the same risks in their work as those doing similar roles/tasks. However, they may additionally encounter hazards such as:

- Sudden illness
- Faulty equipment
- Travelling alone
- Remote locations
- Abuse from members of the public
- Animal attacks

Ways in which lone working risks can be reduced

Every lone working environment and situation is different, and therefore it is not possible to implement a 'one size fits all' approach. Where there is regular or anticipated lone working, the council will devise and implement a lone working plan that meets the needs and risks of their particular circumstances. The plan should be proportionate to any risks that are identified from the risk assessment.

Health and wellbeing

In order to ensure your personal safety, it is important that you share any details of any aspects of your health that could lead to increased risk with your line manager or specific councillors. This includes pregnancy. You can then jointly plan to mitigate any potential risks caused by your circumstances. This information will be treated on a strict 'need to know' basis with your confidentiality of the utmost importance.

Reporting incidents

Any incidents or perceived risks encountered while lone working should be recorded, reviewed and acted upon. The report should include:

- A brief note of what happened, when, and who was involved
- For any work-related aggression (verbal or physical) including threatening behaviour, all the details of the incident and of the perpetrator should be captured, which could then be used if the police take any formal prosecution action. This might be particularly important for more serious incidents of work-related violence
- In either instance, this might also include recording details of any circumstances you think might have contributed to the incident, e.g. the context of the interaction, perceptions about the condition of the perpetrator, or any environmental circumstances. This information would

then support us to review our risk assessment process and see if any additional measures are needed.

If you feel unsafe, unwell, or become injured activate your emergency FOB and/or call the emergency services if you need immediate assistance. If possible, call your line manager colleague or councillor to let them know (or ask someone to do so on your behalf).

Call your manager if your plans change because you feel unwell or if you have a domestic emergency when working alone.

This is a non-contractual procedure which will be reviewed from time to time.

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Newhaven Town Council

MATERNITY LEAVE AND PAY POLICY & PROCEDURE

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Purpose of this policy and procedure

The purpose of this policy and procedure is to provide clear information about our maternity provisions. This document sets out our policy on maternity leave, pay, and arrangements surrounding returning to work after maternity leave. It also sets out the procedures which we need to follow at various stages, before, during and after maternity leave.

This document provides basic guidance on the health and safety aspects of working whilst pregnant.

The scope of this policy and procedure

It applies to all staff, whether full time, part time or temporary workers. It does not apply to councillors.

Procedure

Telling your manager that you are pregnant

As soon as you know that you are pregnant, you are encouraged to let us know. This is in your own interests and ensures that we can take any necessary steps to look after your health and safety and that of your baby.

As soon as you tell us that you are pregnant, we will assess any health and safety risks to you or your baby. Early notice also allows us to let you know what your rights will be to maternity leave and pay. However, you do have the right to wait until the 15th week before you expect the baby before telling us that you are pregnant. Either way, you are required to confirm in writing the fact that you are pregnant, attaching a copy of your MAT B1 and indicating when you expect to start your maternity leave. You should note that you have the right to change the start date of your maternity leave provided that you give at least 28 days written notice of the change.

Note on the MAT B1 certificate

The MAT B1 is a form signed by a doctor/midwife confirming your expected week of childbirth (EWC). Hospitals and GP surgeries have different policies regarding when the MAT B1 should be signed and by whom. The MAT B1 is not always issued automatically, and you may have to ask your doctor/midwife for a copy.

Entitlements

Ante-natal care

During your pregnancy, your doctor/midwife will make regular appointments with you for ante-natal checks, scans, tests etc. You are entitled to take reasonable time off work to attend these appointments, regardless of your length of service or the hours that you work. This time off will be paid, and you will not be expected to make up the time. You should however give us as much notice as possible of your appointments and, after the first one, should present the appointment card from the hospital or clinic.

Maternity leave

You are entitled to take up to 52 weeks' maternity leave. This is made up of 26 weeks of ordinary maternity leave (OML) plus 26 weeks' additional maternity leave (AML). You also have the right to return to work after the end of your OML or AML. This right applies to all female employees regardless of length of service or the number of hours worked per week.

You can choose when to start your maternity leave. This can be any date from the beginning of the 11th week before the week the baby is due. The law requires that an employee take a minimum of two weeks maternity leave immediately following the birth.

Sick leave during your pregnancy or maternity leave

If you are off sick due to a pregnancy-related illness any time after the beginning of the fourth week before the start of the expected week of childbirth (EWC), then your maternity leave period will begin straight away.

If you are off sick due to a non-pregnancy-related illness any time after the beginning of the fourth week before the start of the expected week of childbirth (EWC), it will be treated as sick leave in the usual way.

Any pregnancy related sick leave taken before the start of the fourth week will be treated as sick leave in the usual way.

Early births

If the birth of your baby occurs before the 11th week before the EWC or your planned date of leaving, your maternity leave will commence the day after your baby is born.

Maternity pay [NALC recommends that Green Book terms are adopted – see note 1]

You are eligible to receive 39 weeks statutory maternity pay (SMP) if:

- You have at least 26 weeks' continuous service with the council by the end of the 15th week before the expected week of childbirth (EWC) ("the qualifying week"), and,
- You have average weekly earnings in the eight weeks up to and including the qualifying week of at least the lower earnings limit for Class 1 National Insurance contributions.

If you qualify for SMP, it will usually be paid for a period of up to 39 weeks. Rates are fixed by law and are subject to tax and National Insurance deductions. During the first 6 weeks of this 39-week period, SMP is paid at 90% of your average weekly earnings; thereafter you will receive the weekly lower statutory maternity rate or 90% of your weekly earnings, whichever is the lesser amount. Your average weekly earnings are calculated over the 8 weeks prior to the end of your qualifying week (15th week before the EWC) (see here for details of statutory rates - www.gov.uk/maternity-pay-leave/pay).

If you do not qualify for SMP you may be eligible to receive Maternity Allowance. If you are not entitled to statutory maternity pay, we will issue you an SMP1 form to allow you to claim the Maternity Allowance.

Shared Parental Leave (SPL)

You are entitled to curtail your maternity leave and pay and instead take SPL and pay with your partner/the father of the child, subject to meeting the eligibility criteria. SPL enables parents to choose how to share the care of their child during the first year of birth. Its purpose is to give parents more flexibility in considering how to best care for, and bond with, their child. See the Shared Parental Leave Policy.

The effect of maternity leave on contractual benefits

During your maternity leave you will be entitled to receive the contractual benefits that you would normally receive if you were at work except for cash benefits (e.g. remuneration and allowances).

On return to work following OML and AML you are entitled to benefit from any general improvements to the rate of pay (or other terms and conditions) that you would have received had you been at work. This may also lead to a re-calculation of your SMP Entitlements.

Annual leave

Your contractual annual leave entitlement continues to accrue during your maternity leave. You can choose to take any leave accrued, as a block, either before you commence maternity leave, immediately upon your return to work or a combination of the two. You should be aware that if you take the annual leave before starting maternity leave and then leave employment mid-way through the maternity leave, the usual deductions will apply from your final salary, or we may ask for an appropriate refund.

Pension scheme

Occupational pension contributions continue during OML and during any period of paid maternity absence.

Maintaining contact during maternity leave

Some people choose to have little if any contact with work during their maternity leave while others want to maintain a high level of contact. Before you start your maternity leave, we will meet with you

to discuss reasonable contact arrangements during your maternity leave. Below is a list of the sorts of information you may want to be kept informed about:

- Notes of important meetings or announcements affecting staff
- Details of internal vacancies which arise
- Details of significant developments to working practices
- Details of any training courses which are offered to the team

There may be occasions when we need to contact you even if you have indicated that you do not wish to be contacted. In these circumstances contact will only be made when there is significant information which might affect you. For example, where there are changes proposed to the job you are expected to return to.

Keep in Touch (KIT) Days

You may work for up to 10 days during your maternity leave. KIT days can only be worked by mutual agreement; that is to say both you and the council must agree to the work / training taking place. When agreeing KIT days, we will agree the type of work to be carried out and the duration in advance. Particular care should be taken when agreeing a rate of pay because payment for KIT days is off set against Statutory Maternity Pay and not in addition to it. Therefore, we should agree a rate for that week which must be equal to or more than the rate of SMP.

Returning to work

We will assume that you will take your full maternity leave entitlement and intend to return to work doing the same job (see paragraph below regarding entitlement to return to the same job after maternity leave), with the same hours, unless you notify us, in writing, or request otherwise. In other words, you do not have to notify us if you intend to return to work at the end of your AML.

If you want to return to work before the end of your maternity leave, you will need to notify us in writing giving at least eight weeks' notice of your intended return date. If you do not give at least eight weeks' notice, we may delay your return to work by up to a further eight weeks where there is good reason.

You have the right to resume working in the same job if returning to work from OML. If you return to work after a period of AML, you are entitled to return either to the same job or, if this is not reasonably practicable, to another suitable job that is on terms and conditions not less favourable.

If you decide not to return to work after your maternity leave, you will need to resign giving the appropriate notice as specified in your contract of employment.

Requesting a change to your pattern of work

You have the right to request that we consider changing your pattern of work (subject to eligibility criteria). See the Flexible Working Policy.

Your health and safety

Risk assessment

Whilst most women can work normally during pregnancy there are some duties which are best avoided or minimised. We may be able to reorganise your work to avoid/minimise such duties or may arrange different work for you for health and safety reasons. Only in exceptional cases would other action be required e.g. suspension on medical grounds or other appropriate action.

Once you tell us of your pregnancy, we will hold a meeting with you to discuss health and safety issues. In consultation with you, we will complete a risk assessment, agreeing with you any measures to be taken. We will hold regular meetings with you throughout your pregnancy to review the initial assessment. If you have any concerns, please raise these directly with the council.

Redundancy

We fully support you to make the most of your family leave related rights and encourage you to do so. We recognise that it is important you are confident that you take your statutory entitlements without the worry you may be treated detrimentally for doing so.

You should be assured that in the event a redundancy situation should arise, you will not be dismissed or selected for redundancy for reasons related to pregnancy, nor because they intended to take or took, maternity or shared parental leave in accordance with this policy. It is however lawful to dismiss or select employees for redundancy on unrelated grounds if these are fair. In this situation, our normal redundancy consultation procedure would be followed.

If the role of an employee who is either pregnant, is on maternity, or shared parental leave is proposed to be made redundant, the employee will be included in the applicable redundancy consultation process. In some cases, it may be appropriate to extend consultation periods for employees on family leave.

Furthermore, if an employee's role becomes redundant during a protected period of pregnancy, or whilst taking maternity leave or shared parental leave, they will be offered a suitable alternative vacancy in preference to other employees if one is available.

Employees who are made redundant at or following the 15th week prior to the expected week of childbirth, and who are eligible for SMP, and those who are on shared parental leave and eligible for ShPP will still receive the full entitlement to statutory pay. In these circumstances, SMP, or ShPP may be paid weekly or as one lump sum. Any other benefits such as holiday entitlement would only be provided or accrued to the end of the notice period.

Data protection

When managing your maternity leave and pay, we will process personal data collected in accordance with the data protection policy. Personal and or sensitive information is held securely and accessed by, and disclosed to, those who need to manage maternity leave and pay. Inappropriate access or disclosure of personal data would breach our data protection policy and should be reported immediately. A data breach may also constitute a disciplinary offence, which will be dealt with under the disciplinary procedure.

This is a non-contractual policy & procedure which will be reviewed from time to time.

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Newhaven Town Council

PATERNITY & PARENTAL LEAVE AND PAY POLICY & PROCEDURE

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Purpose and scope

The purpose of this policy and procedure is to provide clear information about our paternity and parental provisions and applies to all staff, whether full time, part time or temporary workers. It does not apply to councillors. This document sets out our policy on paternity/parental leave and pay.

Policy

Immediately you discover your partner is pregnant, you should make the council aware so that you can be briefed on your entitlements. Ordinary paternity leave is also available to adoptive parents (either the adoptive father or the adoptive mother) where a child is matched or newly placed with them for adoption. It is the council's policy to respect the statutory rights of employees regarding paternity and parental leave. This document sets out those rights.

Eligibility

To qualify for ordinary paternity leave and pay, you will need to have at least 26 weeks service by the end of the 15th week before the expected week of childbirth (EWC) or ending with the week in which you were notified of having been matched with the child. You must also have, or expect to have, responsibility for the upbringing of the child. Parental leave is a form of statutory unpaid leave, available to some working parents in addition to statutory maternity, paternity and adoption leave. To qualify for parental leave, employees must have been continuously employed for a period of not less than one year.

Ante-natal appointments

An expectant father or the partner ("Partner" includes the spouse or civil partner of the pregnant woman and a person (of either sex) in a long-term relationship with her) of a pregnant woman is entitled to take unpaid time off work to accompany the woman to up to 2 of her ante-natal appointments. The time off is capped at six and a half hours for each appointment. The right applies whether the child is conceived naturally or through donor insemination. It also extends to those who will become parents through a surrogacy arrangement if they expect to satisfy the conditions, and intend to apply, for a Parental Order for the child born through that arrangement.

Employees who are adopting a child are entitled to take time off to attend adoption appointments. Please see the Adoption Policy for full details.

You should endeavour to give the council as much notice as possible of when you need the time off for the antenatal appointment. We may ask you for a declaration stating the date and time of the appointment and that you qualify for the unpaid time off through your relationship with the mother or child, and that the time off is for the purpose of attending an ante-natal appointment with the expectant mother that has been made on the advice of a registered medical practitioner, nurse or midwife.

Ordinary Paternity Leave (OPL)

An employee whose partner gives birth to a child, or who is the biological father or either adoptive parent of the child, is entitled to two weeks' ordinary paternity leave. OPL can commence from the date of the child's birth, or child's placement with the adopter, or within 52 weeks after the birth or date of placement

Ordinary Paternity Leave may be taken as either, one week, or two weeks in one consecutive block or two weeks in two one week non consecutive blocks.

If you choose to start your OPL on a fixed and predetermined date and the child is not born or placed for adoption by that date, you must change the date you want to start your leave and notify us in

writing as soon as you reasonably can. If you take both OPL and shared parental leave you must take ordinary paternity leave first.

Notification of Ordinary Paternity Leave

You must inform the council in writing, of your eligibility and intention to take paternity leave in or before the 15th week before the EWC.

You must then provide us with at least 28 days notice before the dates upon which they intend to take each period of leave, unless this is not reasonably practicable (in which case as soon as it is reasonably practicable).

The notification should specify:

- the week the baby is due
- the date of starting the leave
- that you are taking leave for the purpose of taking time off to look after your child in line with your entitlement to paternity leave
- How you wish to take the leave
- You can choose to take two one-week non-consecutive blocks of leave may inform us of when you want each block of leave to begin in one notification, or you may choose to provide us with a separate notification later once you have made a decision. However, as above, you must ensure that a minimum of 28 days' notice is provided before the beginning of each period of leave.

In the case of an adopted child, you must give notice of your intention to take ordinary paternity leave no later than seven days after the date on which notification of the match with the child was given by the adoption agency. The notice must specify the date the child is expected to be placed for adoption, the date you intend to start ordinary paternity leave, the length of the intended ordinary paternity leave period and the date on which the adopter was notified of having been matched with the child.

You can change your mind about the date on which you want the leave to start providing you tell your manager at least 28 days in advance (unless this is not reasonably practicable).

Ordinary Statutory Paternity Pay (OSPP)

You will qualify for OSPP if your weekly earnings in the 8 weeks up to and including the Qualifying Week (QW) are not less than the lower earnings limit for the payment of National Insurance contributions. The QW is 15 weeks before the baby is due or the week during which you are notified of being matched with a child for adoption.

Paternity leave will be paid at the prevailing rate of SPP or 90% of average weekly earnings if this figure is less than OSPP.

Parental Leave

A total of up to 18 weeks' parental leave for each child may be taken for the purpose of caring for that child.

Parental leave must be taken before the child's eighteenth birthday, or before the eighteenth anniversary of the date of the placement in the case of an adopted child (or eighteenth birthday if sooner).

Up to 4 weeks' parental leave may be taken in any one year but must be taken in one week blocks. Where the child is entitled to Disability Living Allowance, parental leave need not be taken in one-week blocks.

Leave must only be used for the purpose of caring for a child. If the leave is used for a purpose other than caring for a child, the application for parental leave will have been made dishonestly and the employee will be subject to disciplinary procedures.

Employees must give 21 days' notice of intention to take parental leave, setting out the dates on which the period of leave is to begin and end. We may postpone parental leave for up to 6 months, where the request for leave would unduly disrupt the business.

The taking of parental leave in previous employments counts towards the employee's entitlement.

Shared Parental Leave (SPL)

The birth mother or primary adopter is entitled to curtail their maternity/adoption leave and pay and instead take SPL and pay in conjunction with the child's father (in the case of birth) or the spouse, civil partner or partner of the child's mother/adopter, subject to meeting the eligibility criteria. SPL enables parents to choose how to share the care of their child during the first year of birth. Its purpose is to give parents more flexibility in considering how to best care for, and bond with, their child. See the Shared Parental Leave Policy.

Pay increases awarded during paternity leave

We will ensure that whilst you are on PL you are not left out of a pay award which you would ordinarily have been entitled to. This means that if we make a pay award which takes effect during your PL, then when you return to work, you will return to the 'new' rate of pay that applies to the job you are returning to.

Returning to work

On resuming work after PL, you are entitled to return to the same job as you occupied before commencing paternity leave on the same terms and conditions of employment as if you had not been absent.

Requesting a change to your pattern of work

You have the right to request that the organisation considers changing your pattern of work (subject to eligibility criteria). See the Flexible Working Policy.

Additional paternity leave

Additional paternity leave is available to eligible employees who may take up to 26 weeks' unpaid additional paternity leave within the first year of their child's life provided that the mother has returned to work.

Data protection

When managing your paternity leave and pay, we will process personal data collected in accordance with the Data Protection Policy. Personal and or sensitive information is held securely and accessed by, and disclosed to, staff who need to manage paternity/parental leave and pay. Inappropriate access or disclosure of personal data would breach our data protection policy and should be reported immediately. A data breach may also constitute a disciplinary offence, which will be dealt with under the disciplinary procedure.

This is a non-contractual policy which will be reviewed from time to time.

Date of policy & procedure: **20/11/2024**

Approving committee: **Personnel**

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Newhaven Town Council

PERSONAL RELATIONSHIPS AT WORK POLICY & PROCEDURE

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Purpose of this policy and procedure

Newhaven Town Council (NTC) recognises that, from time to time, close personal relationships may develop between members of staff and/or constituents, councillors or suppliers etc. Whilst we realise that employees have a right to a private life and therefore do not discourage relationships between employees, such relationships can cause issues where employees are unable to draw an important distinction between private and professional life.

This policy outlines NTC's position on personal relationships between employees to ensure NTC's interests are always maintained, whilst at the same time balancing the interests of employees. The policy places certain expectations on employees and their managers to ensure that no blurring of judgement or conflict of interest arises. It also seeks to protect NTC and you to avoid any allegations of improper professional behaviour or harassment.

The scope of this policy and procedure

It applies to all staff, whether full time, part time or temporary workers as well as Councillors.

Definition

In the context of this policy, a personal relationship is defined as a romantic/sexual relationship. This policy applies to all NTC's employees and Councillors, regardless of gender or sexual orientation.

Your Responsibilities

To ensure potential conflicts of interest are avoided, employees are required to inform their line manager of any personal relationship which may affect their work or compromise NTC in any way. Any such information will be treated in the strictest confidence. We fully acknowledge the right of employees to privacy in their personal affairs. The following points should be observed:

- where the relationship exists between a member of staff and their line manager, it is the responsibility of both to inform a more senior manager
- if the Town Clerk needs to declare a relationship, this should be declared to the Mayor
- if an employee is applying for a role in an area of NTC in which an individual works with whom they have a personal relationship, this must be declared during the recruitment process to ensure a fair and impartial recruitment exercise
- professionalism must always be maintained both at the workplace and any work-related events which are attended by employees who have a personal relationship
- consistency of treatment is paramount and no preferential or unfavourable treatment of those in the personal relationship or any other person is permitted as a result of the relationship.

Managers Responsibilities

It is the responsibility of the manager of a team within which employees are in a personal relationship to take action to ensure the relationship is not the cause of a conflict of interest. Confidentiality must be always maintained if the employees do not wish their relationship to be disclosed. Specifically, the manager should:

- consider alternative roles when an employee applies for a role in the same team as their partner and valid concerns are raised regarding the feasibility of this arrangement. This may include consideration of an equivalent role in a different team
- take action where complaints are received from other team members if tensions are caused by the relationship, howsoever they may arise. This may include reorganising working patterns or moving one or both employees to another department or area of NTC. Care should be taken in these circumstances not to make a decision on who is to be moved based on any discriminatory grounds. The manager should seek advice from the Town Clerk before confirming any moves
- report suspicions of fraudulent activity to the Responsible Financial Officer
- take advice from the Town Clerk if a personal relationship breaks down to avoid allegations of sexual harassment.

Restricted activities

A more senior manager will be responsible for the conduct of operational matters when a personal relationship exists

between a line manager and a person for whom the line manager has responsibility. 'Operational matters' include but is not limited to:

- dealing with any disciplinary or performance concerns, whether routine or caused by specific incidents
- dealing with any allegations of harassment, including sexual harassment
- signing off any hours worked above normal working hours
- authorising leave of any kind
- confirming any payment arrangements to be made
- involvement in reorganisation of the area of NTC in which the employees work.

Annual Leave Requests

Annual leave requests from all employees will be dealt with consistently. The authorisation of any requests from employees in personal relationships to take time off at the same time will be made in consideration with the needs of NTC at the time, in the same way as requests from other employees.

Policy breaches

We will deal with any difficulties caused by personal relationships in the workplace in a sensitive manner and an informal method will always be used in the first instance. However, where this does not bring about a satisfactory resolution, recourse to formal procedures, such as the disciplinary procedure or anti-harassment policy, may be required. We may deem the following to be disciplinary offences:

- the failure of an employee to declare their personal relationship in accordance with this policy
- actions of a line manager who is in a personal relationship with an employee which are prohibited by this policy
- Inappropriate and/or excessive use of NTC's IT or telephony systems, including email and instant messaging, such as (but not limited to) Microsoft Teams, for personal communication between those involved in personal relationships at work
- The sharing of inappropriate or offensive content using NTC's systems
- Inappropriate physical interactions whilst working or on works premises or other sites
- Harassment of any kind, related or unrelated to a personal relationship and including but not limited to sexual harassment.

Employees who are subject to disciplinary action may lodge an appeal against any sanction applied that they are dissatisfied with.

Employees who feel they have been treated unfairly in some way in connection with a personal relationship may raise a grievance in line with the NTC grievance policy if initial attempts at an informal resolution have not produced a satisfactory outcome for them.

Employees who feel they have been subjected to harassment of any kind, including sexual harassment, should raise this in line with the NTC anti-harassment policy.

Date of policy & procedure:

22/11/2024

Approving committee:

Personnel

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Newhaven Town Council

PRESS & MEDIA POLICY

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Purpose of this policy

The purpose of this policy is to define the roles and responsibilities within Newhaven Town Council (NTC) for working with the media and deals with the day-to-day relationship between the Council and the media.

It is not the intention of this policy to curb freedom of speech or to enforce strict rules and regulations. Rather, it provides guidance on how to deal with issues that may arise when dealing with the media. This policy should be read in conjunction with the Members Code of Conduct. NTC's approach to the media should be:

- Open and honest
- Proactive
- Responsive and timely

The scope of this policy.

It applies to all staff, whether full time, part time or temporary workers and councillors.

Legal Framework

The law governing communications in local authorities can be found in the Local Government Acts 1986 and 1988. NTC must also have regard to the governments Code of Recommended Practice on Local Authority Publicity. 3.2

NTC's adopted Standing Orders should be adhered to.

Policy

Types of Press Release

There are two types of press release:

- **Official Council Press Releases**
An official NTC release is made on behalf of the Council as a whole, this will be written by an Officer and issued by the Town Clerk. It is non-party political and includes a quote from the relevant Councillor(s). This is usually the Chair of the Council or Committee Chair.
- **Councillor Press Releases**
Councillor's press releases are personal and are written by the Councillor responsible. This release may or may not be political and should not include the name of an NTC Officer, or an NTC telephone number as a point of contact. However, they must all be issued by the Clerk in order to ensure that the principles outlined in the Legal Framework section above are adhered to, that there is consistency of style across the Council and that the use of the press release can be monitored. Councillors seeking advice should contact the Town Clerk.

Press Release Protocol

The following forms the Protocol for NTC Members and Officers:

- All official NTC press releases will include a quotation from the relevant Councillor. In some circumstances it may be appropriate to also include the Ward Councillor or other Councillor promoting the scheme.
- In line with service standards all official Council press releases are to be issued on a template provided by the Town Clerk. This template includes the NTC logo.
- Official press releases will not identify the political party or group affiliation of any Member(s) quoted in the release.
- The Town Clerk is the first line of decision making in terms of what is newsworthy for official press releases and shall make the final decision on whether a press release shall be issued, unless otherwise directed by the Council or Committee.

- In the years when elections occur, during periods from the issue of the Notice of Election until the day of the Election, Officers will issue no releases quoting Council Members. During this time, any quotes will be from Officers.
- The role of Officers is to advise and provide support and advice to NTC members in their communication activities.
- NTC Members are solely responsible for the writing and distribution of all councillor press releases and any Editors Letters to the media.
- NTC Member releases must not use the Town Council's logo or use the Council or an Officer as a point of contact.
- NTC Officers and Members must act reasonably and responsibly.
- NTC Members are reminded that they must not misuse Council resources for political or other inappropriate purposes. Should NTC receive a Freedom of Information request on a topic on which there is correspondence (email or written) from or with Members, normally that correspondence would have to be disclosed, unless it was exempt. The fact that the disclosure of the correspondence may prove embarrassing would not, of itself, prevent disclosure. In addition, care should be taken when processing personal data. The Data Protection Act 1998 prevents the use of personal information other than for the purposes for which it was supplied. Members should bear this in mind when using any personal data which may be supplied to them by their constituents.
- When the media wish to discuss an issue that is, or is likely to be, subject to legal proceedings then advice should be taken from NTC's solicitor before any response is made. Whenever possible any information given to the press shall be given in writing so as not to leave interpretation open to misunderstanding and misreporting.
- In general, the Town Clerk will be responsible for interpretation of the Protocol.

Speaking to the media

Unless a Councillor has been specifically authorised by NTC to speak to the media on a particular issue, Councillors who are asked for comment by the press should make it clear that it is a personal view and ask that it be clearly reported as their personal view.

When speaking to members of the public, unless a Councillor is absolutely certain that they are reporting the view of NTC, they must make it clear that they are expressing a personal view.

The Clerk is authorised to speak to the media when asked for comment or background information. The information given will be factual and accurate and any comments will be non-party political and represent the agreed view of NTC. If council has not taken an agreed view of the matter concerned, the press will be directed to a relevant Councillor for a personal comment.

Social Media

There are far too many social media sites to list. The format and levels of interaction vary greatly from one to another. Whenever NTC representatives use such sites, they should familiarise themselves with the guidance that is set out in this policy.

It is important that social media sites are used effectively as part of a wider communications mix and that their use does not expose NTC to security risks or reputational damage.

Social media offers immense potential for building relationships and improving the services that NTC provides. This policy will clearly set out how social media can be managed effectively and how any risks or pitfalls can be avoided or mitigated.

As with any online activity there are risks associated. The following types of risk have been identified with social media use:

- Virus or other malware (malicious software)
- Disclosure of confidential information
- Damage to the reputation of the Council
- Phishing attacks (*this is the act of manipulating people into disclosing confidential material or carrying out certain actions. Social engineering is often conducted by individuals fraudulently claiming to be a business or client*)
- Civil or Criminal action relating to breaches of legislation

These guidelines will apply to online participation and set out the standards of behaviour expected as a representative of NTC.

Responsibilities of Members

Councillors must remember that they are personally responsible for the content they publish on any form of social media.

Councillors must clearly separate professional, personal, or political aspects of their communication. Councillors must ensure that they are familiar with the guidance that is set out within this policy and that their use of social media is not damaging to the reputation of the authority.

Councillors must adhere to the Members' Code of Conduct and be aware of the risks of action for defamation and the need to respect copyright, data protection, freedom of information and other laws.

Councillors must not use insulting, offensive or racist language or engage in any conduct that would not be acceptable elsewhere. They must show consideration for others' privacy and for topics that may be considered objectionable or inflammatory.

Social media sites are in the public domain, and it is important that councillors are confident about the nature of the information they publish. They must not publish or report on meetings or discussions that are meant to be private or internal to NTC.

Councillors must not cite or reference customers, partners, or suppliers without their approval. If a councillor receives any threats, abuse, or harassment from members of the public through their use of social media then they must report such incidents to the Clerk.

Responsibilities of Officers

As members of the public may recognise officers as employees of NTC it is important that officers ensure that their personal use of social media is not damaging to the reputation of the Council. They must not use insulting, offensive, or racist language or engage in any conduct that would not be acceptable elsewhere. They must show consideration for others' privacy and for topics that may be considered objectionable or inflammatory. If an officer receives any threats, abuse, or harassment from members of the public through their use of social media then they must report such incidents to the Clerk.

Where officers use social media in a professional capacity to represent NTC, the town council's corporate identity will be used and not that of any individual officer. NTC email addresses will be used. The use will be non-party political.

Officers using social media in this way must respect copyright, data protection, freedom of information and other laws. They must be aware of the risks of action for defamation and must not cite or reference customers, partners, or suppliers without their approval.

Officers must not use insulting, offensive or racist language or engage in any conduct that would not be acceptable in the workplace or elsewhere. They must show consideration for others' privacy and for topics that may be considered objectionable or inflammatory.

Officers must not download any software, shareware, or freeware, unless this has been approved and authorised by the Clerk.

Failure to comply with the guidelines could result in disciplinary action being taken.

Date of policy:	20/11/2024
Approving committee:	Promotion, Partnership & Finance
Date of committee meeting:	10/12/2024
Supersedes (name of old policy and reference):	Press & Media Policy v2
Policy version reference:	PPPMP03
Policy adopted by Full Council on:	
Date for next review:	Annually



Newhaven Town Council

RECRUITMENT OF EX-OFFENDERS POLICY

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Purpose of this policy

The purpose of this policy is to ensure that that Newhaven Town Council (NTC) treats applicants who have a criminal record fairly and does not discriminate because of a conviction or other information revealed through the Disclosure and Barring Service (DBS).

NTC is committed to the fair treatment of its staff, potential staff, or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for age, dependants, physical/mental disability, or offending background.

The Council actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcomes applications from a wide range of candidates. NTC selects all candidates for interview based on their skills, qualifications, and experience.

The scope of this policy

It applies to all staff, whether full time, part time or temporary workers as well as Councillors.

Policy

Disclosures

- A DBS Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a DBS Disclosure is required, all application forms and recruitment briefs will contain a statement that a DBS Disclosure will be requested in the event of the individual being offered the position.
- Where a DBS Disclosure is to form part of the recruitment process, NTC encourages all applicants called for interview to provide details of their criminal record at an early stage in the application process. This information can either be stated in the relevant section of the application form or can be sent with the application in a sealed envelope marked 'strictly confidential,' where it will be processed with appropriate discretion by the assigned Personnel officer.

Previous Offences

- NTC requires all applicants to disclose criminal convictions. Some posts require information relating to both "spent" and "unspent" convictions whereas other posts require "unspent" information only. The information provided will be treated strictly confidentially. Applicants who have been shortlisted for posts involving regular contact with children or vulnerable adults will be required to apply for either a standard or enhanced disclosure from the DBS.
- NTC ensures that all those in the Council who are involved in the recruitment process are suitably advised to identify and assess the relevance and circumstances of offences.
- At interview or in a separate discussion, NTC ensures that an open and measured discussion takes place about any offences or other matter that might be relevant to the position.

Withdrawal of an Offer of Employment

- Failure to reveal information that is directly relevant to the position sought, could lead to withdrawal of an offer of employment.
- Having a criminal record will not necessarily bar an applicant from working with NTC. This will depend on the nature of the position and the circumstances and background of the offences.

This is a non-contractual procedure which will be reviewed from time to time.

Date of policy:

21/11/2024

Approving committee:

Personnel

Date of committee meeting: **10/12/2024**

Supersedes (name of old policy and reference): **Recruitment of Ex-Offenders Policy v3**

Policy version reference: **PSRE004**

Policy adopted by Full Council on:

Date for next review: **Annually**



Newhaven Town Council

RESERVES POLICY

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Purpose of this policy and procedure

- 1.1 Newhaven Town Council (NTC) is required by statute to maintain financial reserves sufficient to meet the needs of the organisation and in addition, has statutory limitations on how it spends certain receipts which it must ensure are accounted for separately to the council's general funds.
- 1.2 Whilst there is no statutory minimum (or maximum) level of reserves, NTC has no power to hold revenue reserves other than those for reasonable working capital needs or specific earmarked purposes.
- 1.3 The Joint Panel on Accountability and Governance (JPAG) Practitioners' Guide, which sets out the 'proper practices' for how NTC must maintain its accounts, recommends that the minimum level of general reserves should be between three and twelve months of net revenue expenditure (NRE). For an authority the size of NTC, six months is considered appropriate.
- 1.4 NTC's Internal and External Auditors may review the council's reserves and their justification annually. This policy sets out how NTC will manage its reserves and is separate from any council Investment Policy which where relevant will set out how the council will hold its reserves.

General reserves

- 2.1 The general reserve is not ringfenced (earmarked) for any specific expenditure, and its purpose is to mitigate the impact of any uneven cashflow or cover unexpected/emergency expenditure. It is not intended to fund on-going expenditure.
- 2.2 The general reserve will be replenished as part of the budget process in any year where it has been utilised for unexpected/emergency expenditure.
- 2.3 The council will hold a general reserve of at least 25% of its net revenue expenditure (NRE). This is the difference between its budgeted income and expenditure less any budgeted capital expenditure, expenditure from earmarked reserves and budgeted transfers to reserves.

Earmarked reserves

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

Capital receipts reserve

- 4.1 Capital receipts are subject to statutory restrictions requiring they only be used for capital expenditure.
- 4.2 In accordance with Financial Regulations NTC will hold a Capital Receipts Reserve (where relevant and appropriate) to ensure capital receipts are accounted for separately.

Community Infrastructure Levy (CIL) receipts reserve

- 5.1 CIL Receipts are subject to statutory restrictions requiring they only be used for certain kinds of expenditure.
- 5.2 The council will hold a CIL Receipts Reserve to ensure CIL receipts are separately accounted for.

Review and variation to the policy

- 6.1 This policy will be reviewed annually by the Promotion, Partnership & Finance Committee as part of setting the council annual budget.
- 6.2 Where it determines there is justification for doing so, the Promotion, Partnership & Finance Committee (or Full Council) may make decisions which are at variance to this policy.

Date of policy: **28/11/24**

Approving committee: **Promotion, Partnership & Finance**

Date of committee meeting: **10/12/2024**

Supersedes (name of old policy and reference): **Reserves Policy v2**

Policy version reference: **PPRPO03**

Policy adopted by Full Council on:

Date for next review: **Annually**



Newhaven Town Council

SAFEGUARDING POLICY

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Purpose of this policy

Newhaven Town Council (NTC) believes that everyone, including children, young people and vulnerable adults, has the right not to be abused. We recognise the need to ensure their welfare when they come into contact with the services we provide. We will outline how NTC will protect individuals from harm, abuse, or neglect. This includes defining what safeguarding means and the responsibilities of staff and councillors to ensure that everyone knows how to act if they suspect abuse or neglect.

We intend to demonstrate NTC's commitment to safeguarding, establishing a culture of safety and vigilance. This is crucial for building trust with the community we serve. We believe this will serve as a framework for training staff and councillors, ensuring they understand their roles in safeguarding and are equipped to handle concerns appropriately

The scope of this policy

It applies to all staff, whether full time, part time or temporary workers as well as Councillors.

Policy

Definitions

- Children and young people are defined as those aged under 18

A vulnerable adult is someone aged 18 or over:

- Who is, or may be, in need of community services due to age, illness or a mental or physical disability
- Who is, or may be, unable to take care of themselves, or unable to protect themselves against significant harm or exploitation e.g.:
 - is frail due to age
 - has drug or alcohol problems
 - has a learning disability
 - has mental or physical ill health or disability.

Vulnerability is related to how able an adult is to make and exercise their own informed choice, free from duress or undue influence, and to protect themselves from abuse, neglect and exploitation. There is no hard and fast rule: an adult should be assumed to be covered by this policy unless there is information to indicate that they are not.

Types of abuse

- **Physical:** causing physical harm, including hitting, shaking, biting, grabbing, withholding food or drink, force-feeding, wrongly administering medicine, unnecessary restraint, failing to provide physical care and aids to living
- **Sexual:** including sexual assault, rape, inappropriate touching/molesting, forcing or enticing someone into sexual acts they don't understand or feel powerless to refuse; grooming a child or young person in preparation for abuse.
- **Emotional or psychological:** persistent emotional ill treatment or rejection, including verbal abuse, shouting, swearing, threatening abandonment or harm, isolating, taking away privacy or other rights, bullying/intimidation, blaming, belittling, silencing, controlling or humiliating
- **Financial or material:** illegal or improper use of an adult's property, money or other assets without their informed consent or where the consent is obtained by fraud. It can include withholding money or possessions, theft of money or property, fraud, intentionally mismanaging finances, borrowing money and not repaying

- **Neglect:** persistent or severe failure to meet a person's basic physical and psychological needs. It will result in serious impairment of their health or development, and can include withholding shelter, food, drink, heating and clothing, failing to provide access to health, social and

educational services, ignoring physical care needs, exposing a person to unacceptable risk, failing to ensure adequate supervision or unresponsiveness to the basic emotional needs of a child

- **Discriminatory abuse:** including slurs, harassment and maltreatment due to a protected characteristic (Equality Act 2010)
- **Institutional abuse:** including the use of systems and routines which neglect a person receiving formal care e.g. in a children's home.

Signs of abuse

There are many possible signs of abuse, none being conclusive on their own. Examples include:

- Unexplained injury / weight loss / cuts and bruises / dirtiness
- Changes in behaviour
- Depression / low self-esteem
- Lack of self-care / dehydration / abnormal eating pattern
- Harm to self
- Obsessive behaviour
- Bills not being paid
- An overly critical or disrespectful carer who may bully or undermine
- Isolation from usual network of friends, family or community

Safeguarding

Safeguarding children from abuse and promoting their welfare means:

- protecting children from maltreatment
- preventing impairment of children's health or development
- ensuring children are growing up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best outcomes.

Safeguarding vulnerable adults means protecting them from maltreatment and preventing injury or significant harm. Abuse violates an adult's human and civil rights. It can vary from treating someone with disrespect in a way which significantly affects the person's quality of life, to causing actual physical suffering.

A safeguarding concern arises if abuse is suspected or disclosed. Abuse can happen anywhere – at home, in a residential or nursing home, a hospital, in the workplace, at a day centre, an educational establishment or in the street.

Reporting safeguarding concerns

We all have a responsibility to report any safeguarding concerns over the welfare of children, young people or vulnerable adults. This extends to the identification of signs of abuse; poor practice by staff, councillors and others acting for or on behalf of the council, and allegations brought to our attention by a member of the public. Reporting safeguarding concerns can prevent serious abuse or harm from happening, or from escalating.

Staff and councillors must not attempt to investigate abuse themselves; neither must they confront anyone who is allegedly responsible for abuse nor tell them that allegations have been made about them.

The officer responsible for receipt of concerns and forwarding them on is the Clerk or their deputy. If the Clerk is absent, do not wait for them to return to work.

Report safeguarding allegations or concerns to East Sussex County Council (ESCC) Children's or Adults Services at the earliest possible opportunity, and at least within 24 hours. If it is outside working hours contact the ESCC Emergency Duty Team on 01273 335905/6 for concerns about a child or 01323 636399 if it is an adult.

Dial 999 if a child, young person or vulnerable adult may be in imminent danger or a criminal offence may have been committed.

ESCC or the Police should be given as much factual information as possible. For example:
The child, young person or vulnerable adult's name and address (and parents'/carers' address if different):

- The reason for concern – a note of significant events or conversations should be made as promptly as possible to assist with any referral and subsequent investigation. Evidence such as texts or Facebook entries should be preserved
- Any other known factors which may be contributing to the problem
- Additional information such as age (or date of birth), ethnicity, religion, language and disabilities / specific needs.

However, the safeguarding concern should still be reported whether or not the information is complete.

Confidentiality, record keeping and sharing information

Information about safeguarding concerns should be regarded as confidential. The information is not secret, however, and NTC will co-operate with investigations by ESCC Children's, Adults services, or the Police as applicable, and follow their advice to ensure that any risk to the safety of children, young people and vulnerable adults is addressed.

Where a disclosure is made it is important that the staff member does not promise the child/young person/vulnerable adult to keep the information secret but says that they will only disclose it to someone who can help them.

Allegations against a councillor or member of staff

If someone witnesses behaviour by a councillor, member of staff, contractor, partner, or an allegation is made about them that indicates that they have, or may have:

- harmed a child, young person or vulnerable adult, or put them at risk of harm
- possibly committed a criminal offence against or related to a child, young person or vulnerable adult or
- behaved in a way that indicates they may pose a risk of harm to children, young people or vulnerable adults

they must report it as a safeguarding concern to the Police and/or ESCC Children's or Adults Services at the earliest possible opportunity.

A councillor or member of staff must report any allegation made against them to the Clerk or Chair of the Council.

Safeguarding concerns and allegations relating to staff will be dealt with in accordance with the Disciplinary Procedure (including in instances where the member of staff resigns or leaves). However, investigations by the responsible authorities will take precedence over internal council procedures relating to conduct. The Clerk or Chair of the Council will liaise with the responsible authorities to agree the appropriate course of action.

The Clerk or Chair of the Council will seek advice from the ESCC Children's or Adults Services or Police prior to informing a member of staff of an allegation against them. The Clerk or Chair of the Council will offer appropriate welfare support to the member of staff and ensure that they are kept appropriately informed during any investigation process.

In accordance with the law, the council will refer to the Disclosure and Barring Service (DBS) any member of staff:

- who was dismissed because they harmed a child or adult

- who was dismissed or removed from working in a regulated activity because they might have harmed a child or adult otherwise
- who would have been dismissed for either of these reasons, but they resigned first; or
- who works with children or vulnerable adults in regulated activity and has been cautioned or convicted for a relevant offence.

Safeguarding concerns and allegations relating to councillors will be referred to the Monitoring Officer and dealt with in accordance with the NTC Code of Conduct.

Recruitment and Selection

Criminal record checks will be made where appropriate. Roles that involve “regulated activities,” such as caring for, supervising or being in sole charge of children or vulnerable adults, require an Enhanced Disclosure and Barring Service (DBS) Check. This may include checking whether someone is included in the two DBS ‘barred lists’ of individuals who are unsuitable for working with children and adults. DBS Checks must be obtained for staff and volunteers undertaking these roles, and they will not be permitted to commence unaccompanied work until they have been received. It is against the law for employers to employ someone, or allow them to volunteer for, this kind of work if they know they are on one of the barred lists.

Information and Training

Appropriate information will be made available to staff and councillors in the form of this policy and any necessary training

External organisations licensed by, or working with, for or on behalf of the council

The council works with and through several external organisations such as charities, contractors, other public sector bodies etc. Where these external organisations are likely to have significant contact with children, young people or vulnerable adults as a direct result of their work for, on behalf of, or in partnership with the council, they are required to have safeguarding procedures, such as safe recruitment and selection processes, in place. They must be made aware of this policy and must provide the council with a copy of their safeguarding procedure.

This is a non-contractual policy which will be reviewed from time to time.

Date of policy:	21/11/2024
Approving committee:	Personnel
Date of committee meeting:	10/12/2024
Supersedes (name of old policy and reference):	Safeguarding Policy (2) – 03/04/2014
Policy version reference:	PSSPO03
Policy effective from:	
Date for next review:	Annually



Newhaven Town Council

MANAGING SICKNESS ABSENCE POLICY & PROCEDURE

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Purpose of this policy and procedure

This policy and procedure outlines what the employee and Newhaven Town Council (NTC) need to do should an employee be unable to work due to sickness.

The scope of this policy

It applies to all staff, whether full time, part time or temporary workers. It does not apply to councillors.

What to do if you are unwell

If you are away from work because of sickness you must:

- Telephone your Line Manager, before your contractual (or normal start time for work) on the first day of absence providing details and how long you expect to be off. If you are unable to call personally, someone else may call for you. It is your responsibility to ensure that NTC is notified. You must then telephone again each day (unless otherwise agreed with the Clerk).
- If you are away for seven days or less (including weekends and other non-working days), you must complete a self-certification form and provide it to the council when you are back at work.
- If you are away for more than seven days (including weekends and other non-working days), you must send in a statement of fitness for work from a registered healthcare professional and continue to do so as each new certificate is issued to you. This certificate gives details as to whether you are too ill to work or whether you are well enough to work with suitable support from NTC. This gives you and the Council the opportunity to discuss suitable arrangements which will support your return to work. The form also gives more space for the registered healthcare professional to provide information about your condition and helpful tick boxes to suggest common ways to help you return to work.
- All sickness or injury absence will be entered on your employment record and will be monitored from time-to-time.

Return-to-work meetings

On the first day back at work after a period of sickness absence your Line Manager may want to meet informally. If this is not possible on your first day back, the meeting may take place later. The return-to-work meeting should take place in a private place, and all discussions should be private and confidential. The meeting would normally include

- a welcome back to work
- outline the purpose of the return-to-work meeting which is to manage and monitor absence and attendance to identify any problem areas and offer support where appropriate
- a discussion about the reasons for absence, in a supportive way and to understand whether NTC can take any steps to help the employee's attendance
- explain that the absence will be recorded
- establish if medical advice has been sought (if appropriate)
- ensure the self-certification form has been completed or a statement of fitness for work from the registered healthcare professional has been provided
- a discussion on absence over the last 52 weeks, the impact on pay and any next steps
- a handover of work where appropriate.

Medical appointments

NTC recognises that employees will, from time to time, need to attend medical appointments. Please try to arrange medical appointments in your own time or, if this is not possible, at times that will cause the minimum amount of absence from work or inconvenience to the council. NTC will allow reasonable time off work with pay for such appointments.

Occupational Sick Pay

It is NTC's policy to pay you your normal basic rate of pay exclusive of overtime/allowances during periods of sickness absence as follows:

During 1st year of service

1 month's full pay and (after completing 4 months service)

2 months half pay

During 2nd year of service

2 months full pay and

2 months half pay

During 3rd year of service

4 months full pay and

4 months half pay

During 4th and 5th year of service

5 months full pay and

5 months half pay

After 5 years' service

6 months full pay and

6 months half pay

This occupational sick pay will be for absences due to sickness calculated over the previous 52 weeks and will include your entitlement to SSP.

Payment is, however, conditional upon you complying with NTC's procedure for notifying your Line Manager of the absence, attending an interview with your Line Manager on request to discuss the absence, and completing a self-certification form on return to work or providing a statement of fitness for work when requested. We may also ask you to attend an interview/examination with a nominated registered healthcare professional at the request of the Council.

We may not pay you occupational sick pay where:

- you have failed to comply with NTC's sickness absence notification and evidence requirements
- you unreasonably refuse to attend a sickness absence meeting with NTC on request
- you are unable to work because you hurt yourself in dangerous sports / activities or any other occupation you have
- you have misled NTC about your fitness to work
- you have resigned
- where disciplinary proceedings are pending against you.

Medical advice

NTC may want to obtain advice on your fitness for work from occupational health advisers or medical practitioners. Examples of when the Council might refer to occupational health or a medical practitioner include the following:

- to seek a medical report on your illness or injury
- to establish when you might be able to return to work
- to understand when you are likely to be fully fit to resume your normal duties
- to understand what alternative duties you might be fit to undertake if you are unfit to resume your normal duties
- to understand when you are likely to be fit to undertake any alternative duties
- to ask for guidance on your condition, for example if there is a possibility that you are disabled or ambiguity as to the exact nature of the condition
- to ask what reasonable adjustments could be made to working conditions or premises to facilitate a return to work
- to understand the likely recurrence of the illness or injury once you have returned to work and

- to discuss any adjustments that could be made to accommodate your disability, if you are disabled.

NTC will pay the cost of the report, and you will have the right to see it. The Council will also be provided with a copy of the report and once we have seen it, we will want to meet you to discuss the findings and consider options available to you.

If you choose not to consent to an Occupational Health referral, any decisions in relation to your employment may be made without the benefit of access to medical reports.

Persistent short-term absence

Persistent short-term absence is where an employee is frequently absent from work for relatively short periods due to sickness. We understand most employees will have some short-term sickness absence from time to time. However, if you are frequently and persistently absent from work, this can damage efficiency and productivity as well as place an additional burden of work on your colleagues and councillors.

Therefore, it is essential that frequent absence is dealt with promptly and consistently and in some circumstances, NTC may begin a capability or disciplinary procedure as part of the absence management process. If we do so, we will meet with you to set attendance targets. Following a review meeting we may issue a formal warning if those targets are not met. You will be given written notice in advance of any formal meeting, and you can be accompanied by a work colleague or trade union representative. You may appeal against a formal warning. If your absence remains unacceptable after a second formal warning, the council may bring your employment to an end following consultation with you.

If frequent absence is due to an underlying long-term health condition, then we will also request, with consent, a medical report either from an Occupational Health Physician or your G.P. or a registered healthcare professional to establish further information about your health and how the NTC can support your attendance.

When considering the reasons for absence, and deciding on whether a formal meeting is appropriate, NTC will not consider any pregnancy related absence. The council will also make adjustments where absences are related to a disability by allowing a higher level of absence before considering whether disciplinary action is appropriate.

NTC will consider any alternative employment options before making any decision about ending employment. You will have the right to be accompanied by a work colleague or trade union representative at formal meetings and a right of appeal against a formal warning or dismissal sanction. The monitoring of absence operates on a rolling 52-week period.

Where it appears that there is no acceptable reason for an absence or if you have not followed the correct absence notification procedure, the matter should be treated as a conduct issue and dealt with under the disciplinary procedure.

Long-term absence

As a guide, long term absence is any absence which lasts or is expected to last over 4 weeks. In all cases of long-term absence, it is essential for NTC to maintain contact with you. In cases where the return date is less certain, this will take the form of consultation and will include:

- Discussions at the start of the absence and periodically throughout
- Obtaining better information on your health and likely prognosis, ideally through an Occupational Health Physician
- Where appropriate alerting you to the fact that your absence is becoming a problem, and
- Allowing you the opportunity to state your opinion of your condition and considering that opinion

Where ill-health means that you are unlikely to return to work for a long period of time, NTC may need to consider bringing your employment to an end. In these circumstances, the council will:

- Consult with you
- Review your absence record to assess whether or not it is sufficient to justify dismissal
- Obtain up-to-date medical advice
- Advise you in writing as soon as it is established that termination of employment has become a possibility
- Discuss whether you may be able to access benefits from the Local Government Pension Scheme (where appropriate)
- Meet with you to discuss the options and consider your views on continuing employment before any decisions are made, allowing you to be accompanied by a work colleague or trade union representative
- Review if there are any alternative jobs that you could do prior to taking any decision on whether or not to dismiss
- Allow a right of appeal against any decision to dismiss you on grounds of long-term ill health
- Following this meeting, inform you of the final decision.

Absence as a result of disability

Where you experience sickness absence as a result of a disability it will be treated in line with the provisions contained within the Equality Act 2010. This will include considering whether any reasonable adjustments can be made.

Data protection

NTC will treat personal data collected during the absence management process in accordance with its data protection policy on processing special categories of personal data. Information about how your data is used and the basis for processing your data will be provided in our employee privacy notice. When relying on legitimate interests as the legal ground for processing your data, you can object to the processing.

This is a non-contractual policy and procedure which will be reviewed annually.

Date of policy & procedure:	22/11/2024
Approving committee:	Personnel
Date of committee meeting:	10/12/2024
Supersedes (name of old policy and reference):	N/A
Policy & procedure version reference:	PSSAB01
Policy & procedure adopted by Full Council on:	
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Newhaven Town Council

STAFF APPRAISAL POLICY

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Purpose of this policy

Newhaven Town Council's (NTC) Appraisal Policy is designed to promote both the development needs of the Council and its employees, in the context of reviewing past priorities and achievements. In addition, it allows employees to consider obstacles to success and helps them to find ways of removing them.

All performance and development appraisal procedures must ensure that NTC's vision, values and objectives are translated into personal, and, where relevant, team objectives to ensure that employees at all levels of the Council can see and understand that the objectives they are set contribute to the Council's success as a whole.

Appraisers must ensure that all appraisal processes are fair and equitable for all appraisees and that they are applied in line with the NTC's Equality and Diversity Policy. Formal disciplinary and grievance issues are not to be part of any performance and development appraisal procedure and will be dealt with separately under the relevant policies. It is important that any issue concerning poor performance is recorded in the appraisal meeting documentation in order that any separate, formal monitoring of performance is not undermined by contradictory messages being given to the employee.

The Appraisal Policy assesses an employee's contributions to NTC's day-to-day activities. It seeks to ensure that all employees:

- Have an annual face to face performance and development appraisal meeting which is reviewed a minimum of every six months
- Receive regular meetings with their line manager to discuss their performance during the year and discuss work activity, learning, development and review the set objectives
- Know what is expected of them in terms of the standard of their performance from the beginning of their employment
- Are set appropriate and SMART objectives with their appraiser to achieve over the following year
- Are made aware of any areas in their work which are not to the required standard
- Receive recognition for their achievements
- Receive feedback on a regular basis which aims to improve and develop their performance
- Identify their learning and development needs and aspirations

The scope of this policy

It applies to all staff, whether full time, part time or temporary workers. It does not apply to councillors.

Policy

New Starters

All new employees will have an appraisal after their probation period.

Temporary And Fixed-Term Contracts

All employees on temporary and fixed-term contracts will be set objectives and a development plan which will be reviewed through performance and development appraisal meetings and which will be appropriate to the length of their employment.

Long Term Absences Including Maternity/Adoption Leave

If employees are absent during an appraisal year, objectives and timescales should be reviewed to accommodate the absence where possible. Absences due to a disability, long term illness, or maternity/adoption should not affect the overall outcome of the appraisal.

Long term planned absences will be factored into the objective setting timescales and, where appropriate, a performance and development appraisal will be held before the absence starts.

Mitigating Circumstances

There may be occasions where an employee is unable to achieve objectives due to unexpected issues or circumstances outside of their control. Where this is the case, the employee should highlight this with the appraiser as soon as possible. Managers should take this into account and make appropriate allowances, which may involve modify objectives, extending timescales, or disregarding objectives.

Arrangements

Appendix 1 will be used as the basis for all appraisals which will take place annually on the anniversary the staff members employment. The appraisal will review the achievements of the past year and set objectives for the following year.

Appraisal and supervision meetings are a two-way communication process, the details of which will remain confidential between line management and appraisee.

The Town Clerk's Appraisal will be carried out by two nominated members of the Personnel Committee and will usually include the Chairman of the Personnel Committee. The outcome of the Town Clerk's appraisal will be shared with the Personnel Committee once completed, but not the final appraisal form, or any detail of the appraisal content. For other members of staff, the appraisal will be carried out by their line manager and a member of the Personnel Committee.

At least 14 days in advance of the appraisal meeting, the member of staff will be given the appraisal form (see Appendix A). They will be asked to complete their sections in advance of the appraisal meeting, and to share this with the appraiser at least 7 days before the appraisal.

Preparation for the Appraisal (for the member of staff)

When completing the form, you should consider following factors:

- a. Knowledge of duties
- b. Quality of work
- c. Relationships with others
- d. Communication skills
- e. Manual/numeric/operational skills
- f. Supervision/oversight of staff (if applicable)
- g. IT skills
- h. Managing resources

Make a note of any difficulties you have experienced or concerns you have, so that a constructive way to overcome them can be considered.

Consider any comments, questions or suggestions you may wish to make and be prepared to discuss these with your manager at the appraisal meeting.

The Appraisal Interview

The appraisal interview is a review of the past year, including an overall assessment of whether the previous year's objectives, and the requirements of the job description have been met.

It is an opportunity to review the challenges of the year, to reflect on what has gone particularly well and to celebrate success.

There may be discussions around the way in which tasks carried out can be improved and training needs may be identified, and key objectives will be set for the forthcoming year.

Objective Setting

Members of staff should normally be set between 3 and 5 annual objectives. Individual performance objectives should:

- a. relate to the overall objectives of the service area
- b. be in line with the responsibility level and scope of work outlined in the appraisee's current, up-to-date job description
- c. be assessed by objective evidence

All appraisers will ensure consistency of objectives set across their team and significant changes to objectives should be discussed with the individual employee and confirmed as and when they arise. Objectives need to be **SMART** i.e.:

- i. **Specific**
- ii. **Measurable**
- iii. **Achievable**
- iv. **Relevant/Realistic**
- v. **Time related**

Recording

A record of all performance and development appraisal meetings will be kept. They can be typed into the appraisal form or written on a printed copy.

The member of staff will be given one week to review, sign and return the completed appraisal form, or to raise any issues in this time. A copy of all appraisals will be kept in the personnel files and will remain confidential.

Review

Both the appraiser and appraisee share the responsibility for monitoring progress on the agreed objectives. In addition to regular routine meetings with your line manager, there should be a review of the appraisal after six months. Any concerns or issues should be highlighted by either party at this meeting and not saved up to the end of year appraisal.

Appeals

If an agreement cannot be reached between the appraiser and the appraisee, the matter will be referred to the Town Clerk, who will agree the outcome of the appraisal.

Where an appraisal disagreement relates to the Town Clerk’s, or a direct report of the Town Clerk, two members of the Personnel Committee will be nominated to consider the dispute and will agree the outcome of the appraisal. One of these members will be nominated by the Personnel Committee and one by the appraisee. They shall take representations from the original appraiser and appraisee in reaching their decision. Due to the confidential nature of appraisals, only the items of disagreement will be considered in detail by the Personnel Committee. The Committee may decide to follow the Disciplinary or Grievance Policy if necessary.

This is a non-contractual procedure which will be reviewed from time to time.

Date of policy: **21/11/2024**

Approving committee: **Personnel**

Date of committee meeting: **10/12/2024**

Supersedes (name of old policy and reference): **Staff Appraisal Policy v2**

Policy version reference: **PSSAP03**

Policy adopted by Full Council on:

Date for next review: **Annually**



Staff Appraisal Form

Name:		
Post:		
Date appointed in current post:		
Period covered by appraisal:	From:	To:
Appraiser Names:	1.	
	2.	

1. How have you met your Objectives for the past year?

Objective	Staff Comment	Manager's Comment	Outcome (achieved/partially achieved/not achieved)

2. What has gone well this year?

Staff Comment	Manager's Comment

3. Are there any parts of your job that have not gone well areas and need improvement?

Staff Comment	Manager's Comment

4. Have you experienced any barriers/obstacles that have impacted on your ability to perform your role?

Staff Comment	Manager's Comment

5. What support or training do you feel would improve your performance further in the next year?

Staff Comment	Manager's Comment

6. Are there any matters you wish to bring to the Town Councils attention?

Staff Comment	Manager's Comment

7. Agreed objectives for the next year

Objective	Proposed Actions	Target Completion Date	Manager's Comment

Objective	Proposed Actions	Target Completion Date	Manager's Comment

8. Any other comments

<p>Staff members:</p>
<p>Manager:</p>

I agree and accept the comments in this Review.

Staff Signature:

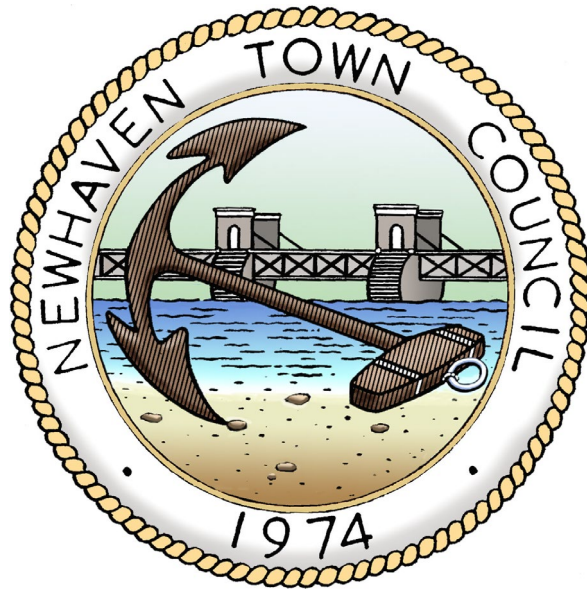
Date:

Appraiser 1 signature:

Date:

Appraiser 2 signature:

Date:



Staff Handbook 2024

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Purpose

1. This handbook has two aims:
 - To set out the basic details of benefits that staff may be entitled to while at work.
 - To set out the basic procedures that staff must follow on a range of issues.
2. Everyone is recommended to read it and to keep it updated when advised to do so.
3. Specific information relating to your job such as your start and finish times will be provided by the Clerk/Line Manager.

ABSENCE FROM WORK

Annual Leave

4. You are entitled, in addition to the normal bank and public holidays, to twenty-three working days' leave in each leave year (pro rata for part time employees). The leave year runs from 1st April to 31st March.
5. Your leave entitlement will increase to twenty-five working days per year (pro rata for part time employees) when you have completed not less than five years of continuous Local Government service immediately prior to the commencement of the leave year.
6. All requests for annual leave must be made through the Clerk/Line Manager, preferably giving at least one week's notice. Once authorised, the period of leave is to be entered onto the physical year planner and entered onto your electronic MS Outlook Diary, normally by way of a 'meeting request' to all staff/colleagues.
7. Occasionally the Clerk/Line Manager may refuse requests for annual leave where necessary in order to ensure that operational needs of the Council are met.

Compassionate Leave

8. Compassionate Leave is time taken off work to cope with exceptional personal circumstances such as the death of a member of your family.
9. The Clerk/Line Manager can give additional paid leave on compassionate grounds at their discretion. In the following situations you are automatically entitled to compassionate leave of up to two working weeks:
 - Death of a member of your immediate family, e.g. spouse, partner, child, parent, parent-in-law (or equivalent), sibling/sibling equivalent)
10. If you need further time off, please discuss this with the Clerk/Line Manager, but all such leave is entirely at their discretion.

Doctor/Dental/Hospital Appointments

11. Wherever possible, doctors' or dentists' appointments should be made out of normal working hours. Where this is not possible, you are expected to make up the lost time on another day or take leave. This does not apply to ante-natal appointments.
12. Initial hospital appointments for investigative purposes should, where possible, be made out of normal working hours. Where this is not possible, you are expected to make up the lost time on another day or take leave. Hospital appointments for a course of medical treatment may be counted as sick leave and special consideration will be given when assessing the level of sick leave taken.

Flexitime and Normal Working Hours

12. In order to ensure that the office is manned effectively between 8.30am and 3.30pm, normal working hours for office staff will be agreed between staff members and the Clerk/Line Manager and stipulated in your contract.
13. However, members of staff may accrue flexi-time credit hours if they are required to work outside of their normal hours, for example to attend meetings or events. In this case a minimum of 2 hours flexi time may be claimed.
14. You must record the hours that you work and your flexitime on the forms provided. At the end of each fortnight, they are to be signed and submitted to the Clerk/Line Manager.
15. If you work more than 6 hours on any day, there must be at least a half hour's break from work at some point.
16. If you build up a flexi-time credit, you may take time off in lieu by agreement with the Clerk/Line Manager.
17. If you want to take a whole or half day off as flexi-leave please try to give at least one week's notice.
18. Occasionally the Clerk/Line Manager may refuse requests for flexi-leave where necessary in order to ensure that operational needs of the Council are met.
19. You may not build up a flexitime credit of more than 8 hours per month without the permission of the Clerk/Line Manager. You may not go into flexitime debit without the permission of the Clerk/Line Manager.

Jury Service

20. If you are called for jury service, you must inform the Clerk/Line Manager who will grant additional leave for the period.
21. You must claim the allowance for loss of earnings and the council will deduct the value of the allowance from your pay.

Leave Banking

22. You may carry forward no more than 5 days annual leave to the next leave year, at the discretion of the Clerk/Line Manager. Where this is agreed, you will normally be expected to take these 5 days by the end of April.

Maternity

23. Maternity rights are complicated. If you become pregnant during your employment with Newhaven Town Council, please let the Clerk/Line Manager know as soon as possible so that he or she can give you up to date advice. The Town Council will always meet its legal obligations with regard to maternity rights of its staff. Further information can be found in the Maternity policy.

Parental Leave

24. Unpaid parental leave is available (under certain conditions) to employees who have a child born after 15 December 1999. The Clerk/Line Manager can obtain up to date advice for you if you wish to enquire about this. The Town Council will always meet its legal obligations with regard to parental leave for its staff. Further information can be found in the Paternity Leave and Parental Leave Policies.

Paternity Leave

25. In certain circumstances, paid paternity leave is available for the biological father of a child or the husband or partner of the child's mother where you expect to have responsibility for the child's upbringing. If your partner is expecting a baby, please let the Clerk/Line Manager know as soon as possible so that they can give you up to date advice. The Town Council will always meet its legal obligations with regard to paternity leave for its staff. Further information can be found in the Paternity Leave and Parental Leave Policies that are stored in the Company Data – Documents\Policies & Procedures folder.

Reserve forces

26. If you are a member of the Reserve forces, please let the Clerk/Line Manager know so that he or she can obtain up to date advice on both your rights and protections under employment law and the rights and obligations of the town council. The Town Council will always meet its legal obligations with regard to the Reserve forces for its staff.

Severe Weather

27. If you are unable to come to work because of severe weather or similar event, you must let the Clerk/Line Manager know as soon as possible.
28. You must either take a day's leave or make up the time lost, as agreed with the Clerk/Line Manager. In exceptional circumstances, the Clerk/Line Manager may waive the requirement to take leave or make up the time.

Sickness

29. If you are too ill to come to work, please contact the Clerk/Line Manager no later than one hour after your normal starting time on the first day of absence. You will need to give a reason for your absence and an indication of how long you expect to be off. If you do not know the likely length of absence, then you will need to contact the Clerk/Line Manager on a daily basis during your absence.
30. For absences due to sickness which last less than 7 calendar days you will be required to fill in a self-certification form on your return to work.
31. A registered healthcare professional's Statement of Fitness for Work must be provided for any absence that lasts longer than seven calendar days. This should be provided to the Clerk/Line Manager as soon as possible after the first week of absence.
32. In the event that you fall sick during the period of your annual leave you will be regarded as being on sick leave from the date of self-certification or Statement of Fitness for Work and further annual leave will be suspended from that date.
33. On your return to work you will be expected to attend a return-to-work interview.

34. Failure to comply with the above reporting procedure may lead to you being recorded as absent without permission with a deduction in pay and disciplinary action pursued for failure to follow Council procedure.

Time off for Dependants (e.g. children, elderly and disabled)

35. You have a right to take a reasonable amount of unpaid time off to deal with certain unexpected or sudden emergencies and to make any longer-term arrangements. The emergency must involve a dependant. Please contact the Clerk/Line Manager as soon as you are aware of such an emergency.

Time off for Public Duties

36. You are entitled to have reasonable time off work to perform certain public functions such as being a Justice of the Peace or a Councillor. In the case of a Councillor this means no more than eighteen occasions during a year; in the case of a Justice of the Peace it means no more than twenty-six occasions during a year. Any time off taken for these functions over and above this must be taken out of Annual Leave.

Trade Union Duties and Activities

37. Employees who are officials of recognised, independent trade unions (such as Unison) have the right to be allowed reasonable paid time off during working hours for the purposes of performing their duties.

OTHER MATTERS

Alcohol and Drugs

38. We are all aware of the problems that can be caused by alcohol or drugs. The Council will support staff wherever possible in tackling such problems, but it has also to make sure that alcohol or drug misuse does not affect performance or behaviour at work.
39. Being under the influence of alcohol or illegal drugs in the workplace is a health and safety risk, not only to yourself but to your colleagues. Employees whose performance or behaviour appears to be affected by the use of alcohol or illegal drugs during working hours will be suspended from their duties for the remainder of the day. Such suspension may result in being invited to attend a disciplinary meeting, which ultimately may lead to dismissal.
40. Employees whose duties include driving should be aware that if they are banned from driving as a result of drink driving the Council may not be in a position to allow them to continue in their job role and may not have a different role that they could undertake.

Appraisals

41. All staff (except those in their induction period) will have an annual appraisal and this will take place in February/March of each year with a six-month review meeting in September/October.

Bicycles

42. If you use a bicycle for journeys at work, you may claim cycle allowance of 5p a mile. The same principles apply as for claims for car mileage. See section below.

Car Mileage Claims

43. If you have to use your car at work, then you may claim for all journeys between work locations. A work location is your normal workplace, or any other location that you must visit as part of your duties. All authorised mileage claims will be reimbursed as part of the monthly salary run.
44. All claims must be submitted within two months on the approved form of the expense being incurred. Claims submitted late will be paid at the discretion of the Clerk/Line Manager.
45. Car Mileage claims will be paid at the rate currently published by the NJC/Green Book for all journeys and through the monthly payroll run. Transport should be shared wherever possible. Claims will be paid only to the employee providing the transport.
46. You cannot claim for journeys between your home and your first work location, unless that journey is longer than your normal home to work journey. In that case, the extra mileage can be claimed. The same applies with journeys on the way home at the end of the day where you cannot claim for journeys from your last work location to home unless the distance is greater than your normal work to home journey. In that case, the extra mileage can be claimed.
47. The principle is that you are only reimbursed for extra mileage incurred in performing your duties and not for normal mileage commuting to and from work.
48. If you are called out from home to work, outside of your normal working hours, you can claim for the mileage from home to work and return. This includes official attendance at committee and council meetings.
49. If you use your car at work, it is your responsibility to ensure that you are insured for business use. The Council's insurance does not cover you.

Councillors

50. The Town Council has a Member and Employee Protocol which sets out the roles and relationship between councillors and staff that is stored in the Company Data – Documents\Policies & Procedures folder. Please read this and familiarise yourself with it.

Data Protection (see also Freedom of Information)

51. The UK GDPR and the Data Protection Act 2018 places obligations on us to manage personal information properly, keep it secure and prevent unauthorised access. It also gives a right to individuals for them to see the personal information we hold about them.
52. If you are working with personal information, you should make sure that you understand what information you may or may not pass to others. If in doubt, raise it with the Clerk/Line Manager.

Dignity at Work

53. The Council has a Dignity at Work Policy that is stored in the Company Data - Documents\Policies and Procedures folder which is designed to help provide safe, healthy and happy working environment for all staff and to ensure that everybody is aware that bullying and harassment will not be tolerated.

Disciplinary Procedure

54. If disciplinary action is taken against you, it will be in accordance with the Town Council's Disciplinary Procedure that is stored in the Company Data - Documents\Policies and Procedures folder.

Expenses

55. If you have to work away from your normal workplace you may incur expenses for travel and subsistence. The council will reimburse the value of these provided it is approved by the Clerk/Line Manager. Where items have been purchased, a receipt should be provided with your claim.

56. An Expenses Claim Form should be completed. Pass the form to the Responsible Finance Officer who will process it. This will then be reimbursed to you through the monthly payroll run.

57. Reasonable expenses which may be authorised by the Clerk/Line Manager include:

- Travel: Car mileage (see above) or public transport
- Hotel accommodation: Reasonable costs associated with bed and breakfast accommodation.
- Meals: Costs for breakfast (up to £7.14), lunch (up to £9.86), tea (up to £3.90) and evening meals (up to £12.21)
- Costs of Car Parking

Financial regulations

58. The Council has financial regulations that are stored in the Company Data – Documents\Policies & Procedures folder, that must be followed when dealing with finance, contractors or tendering. If you are in a role that requires you to purchase anything on behalf of the council or manage budgets, then you must make yourself aware of the contents.

Flexible Working

59. From your first day of employment, you will have the right to request flexible working. That request can be for change in working hours, a change in working times or to work from home instead of the normal place of work. The Town Council will always meet its legal obligations with regard to flexible working for its staff. Further information can be found in the Flexible Working Policy that is stored in the Company Data – Documents\Policies & Procedures folder.

Freedom of Information

60. In general terms, the Council aims to be open and transparent and if you are asked for information that is held by the Council you should give it. Exceptions are:

- Confidential reports or minutes
- Legal advice given to the Council
- Personnel information
- Information that you have been told is confidential or not in the public domain

61. If you are unsure whether you should give out information, or if you receive a written request which states that it is a request under the Freedom of Information Act, please ask the Clerk/Line Manager for advice.

Grievances

62. If you have a problem or concern about your work, working conditions or relationships with other members of staff please raise this in the first instance in an informal discussion with the Clerk/Line Manager. Most issues can be sorted out easily and quickly in this way.
63. If it becomes necessary to raise a grievance in a more formal way, the town council has a Grievance Procedure that is stored in the Company Data – Documents\Policies & Procedures folder.

Health and Safety

64. Newhaven Town Council takes all reasonable precautions to provide and maintain safe and healthy working conditions which comply with duties under The Health and Safety at Work Act 1974 and The Management of Health & Safety at Work Regulations 1999. Such compliance, and how the Company manages this critical area, is contained within the Health and Safety manual located in the Council Office. Also contained within this manual is the Company's Health and Safety Statement and Policy which is stored in the Company Data – Documents\Policies & Procedures folder.
65. Upon commencement of employment, you will be trained on all Health and Safety aspects of the Company's activities, and you are asked to place Health and Safety high on the agenda. With this in mind, the following points are designed to serve as a reminder of your duties under The Health and Safety at Work Act 1974.
- Everyone has a legal duty to ensure their own safety, and the safety of others who may be affected by what they do and do not do.
 - If your job requires you to drive, you must not do so if you are given medication which restricts your ability to do so. You must inform the Clerk immediately if this occurs.
 - If you are issued with protective clothing, you must wear it when appropriate and must request replacements when damaged or misplaced.
 - All accidents and 'near misses' must be reported using the Accident Reporting Form located in the First Aid cupboard in the office kitchen at Fort Road. They must also be drawn to the attention of the Clerk.
 - If you see a situation that you think might be dangerous you should report it to the Clerk/Line Manager.

Identity Cards

66. You will be issued with an ID card which you should wear whilst at work or attending meetings on behalf of the town council.

Leaving the Town Council's Employment

67. When you leave the Town Council's employment you will be asked to complete an exit interview questionnaire and attend an interview where this will be discussed. If you prefer, the Town Council will arrange for this to be conducted by an external advisor.

Lone Working

68. When working by yourself in the council offices you are required to inform a member of your immediate family and use the available Lone-Working software of your mobile telephone and/or the Lone-Working Fob.
69. Whilst on council business, outside of council offices, and in or out of normal working hours, you are to use/carry a Lone-Working Fob at all times.

Overtime

70. Overtime is not normally paid. Time off in lieu is given for any hours worked outside your normal working hours (see Flexitime above).

Pay and Deductions

71. Salaries are paid directly into a Bank or Building Society account on the 24th day of each month, or on the nearest preceding working day. You can choose to receive payslips by email or to your home address by post.
72. If you have a query about your pay or deductions from your salary, please contact the Clerk/Line Manager who will raise it with Advo, who manage our pay roll.
73. If you change your bank account, please remember to tell the Clerk/Line Manager as soon as possible, so that arrangements can be made to pay your salary into your new account.

Pension Scheme

74. You will be automatically enrolled into the Local Government Pension Scheme. Details are sent out with your contract when you join the Town Council.
75. You have the right to opt out of the Local Government Pension Scheme in writing to the Clerk. You are allowed to opt out for three years. After three years you will be automatically enrolled in the scheme unless you opt out again in writing to the Clerk.

Personal Appearance and personal hygiene

76. You must maintain a reasonable standard of personal appearance and personal hygiene while at work, especially where you may have contact with members of the public during the course of your work.

Political views

77. All staff must treat all Members and all political groups in a fair, impartial and even-handed manner.
78. To avoid accusations of political bias, it may be advisable for members of staff to be discreet about their own political views.

Retirement Age

79. The town council has no fixed retirement age. We acknowledge that retirement is a matter of choice for individuals and will not pressurise employees into resigning because they have reached, or are approaching, a certain age.

Smoking

80. Smoking, including the use of e-cigarettes is not allowed in any Council building, or during the course of council business. e.g. smoking whilst in the company of delegates on a site visit/meeting.
81. There is no automatic right to smoking breaks.

Staff Records

82. The Clerk/Line Manager keeps a manual record for all Council's employees and also shares relevant records with Advo who manage the Council's pay roll. The type of information held about you is personal information detailed on your application form, contractual information and any other relevant information that may arise during the course of your employment.
83. If you want to see your manual personal records, please ask the Clerk/Line Manager who will make the necessary arrangements.
84. If you change address, you must let the Clerk/Line Manager know as soon as possible.

Telephones

Mobiles

85. If you are issued with a Town Council mobile, this is intended to be used for work purposes only. Please do not incur call or data charges on it which are not related to your work or take photos with it that are not work related.
86. The loss or theft of a town council mobile due to your negligence will result in the full costs of its replacement being made to you. Take care not to leave it unattended whilst visiting clients or in public places or on view in unattended vehicles.
87. On leaving the Council's employ you must return the Town Council mobile phone with all the existing numbers remaining intact. The phone's memory must not be erased. Failure to return the equipment will result in the full cost of its replacement being made to you.
88. Use of your own mobile telephone during work hours should be kept to a minimum and you should discourage friends etc., from contacting you that way during work hours.

Personal Calls

89. Use of the Town Council's landline to make personal calls is not allowed except in exceptional circumstances.

Union

90. Unison is the main Local Government trade union and is the one recognised by the Council to represent the workforce.



Newhaven Town Council

TRAINING AND DEVELOPMENT POLICY

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Purpose and scope

This purpose of this policy is to set out Newhaven Town Council's (NTC) position on the provision of training and development opportunities for staff. It applies to all staff whether full or part time, temporary or fixed term.

Identifying, Meeting and Evaluating Training and Development Needs

Training and development needs will be identified from a variety of sources:

- Induction and probationary periods
- One-to-ones
- Appraisal
- Workforce planning
- Team meetings
- Annual plan
- Change processes

In addition, NTC will encourage staff to identify their own learning styles and will seek to provide a wide variety of learning and training methods, including:

- Attendance at conferences, seminars and short courses
- Online training
- Internal coaching
- Shared in-house learning resources (books, journals, DVDs etc.)
- In house training
- Work shadowing
- Time for self-directed research and learning

Consideration

A number of factors will be taken into account when assessing a request from an individual. This policy provides one element of the decision-making process. Other factors will include availability of finance and the individual's employment record.

In order to ensure that NTC is able to consistently evaluate requests, training and development opportunities have been organised into three categories according to the degree of importance each intervention has for different roles.

Categorising training and personal development

The three categories are as follows:

1. Mandatory

Mandatory training is legally required for the post-holder, or a qualification deemed to be so fundamental to the role, that the council makes it a mandatory requirement. Any mandatory training or qualifications are to be stated on the job description. They should also be stated in the contract for new starters, along with whom is responsible for the costs of the training/qualifications. For mandatory qualifications, it is unlikely that an applicant would be recruited without having previously attained the qualification. Where a qualification becomes mandatory for the role, the council will provide reasonable assistance for the employee to attain the qualification (see the section on Guidance for Support below).

Some mandatory training may be specific to a particular job role whilst other training may be a generic requirement. Examples of mandatory training include:

Generic training

- Health and Safety (Personal Safety, Manual handling, Display Screen equipment)

2. Desirable

Desirable training is not legally required for the post, but it is directly relevant to the individual's job. Any desirable training or qualifications are to be stated on the job description.

For desirable qualifications or training, an individual may be recruited without having previously attained the qualification or undergone the training but may be expected to attain the qualification within a defined period of time. The need for training may also be identified through one-to-one meetings or annual appraisals. A desirable qualification is likely to enhance the skills and reputation of the council. Examples may include:

Job specific

- Certificate in Local Council Administration (CiLCA)
- Cemetery Legal Compliance
- Microsoft Office

3. Optional

An optional qualification or optional training may not be directly linked to the individual's current job. Optional training or development is generally more beneficial to the individual's career than it is for NTC.

Personal development aimed at developing the skills or knowledge of an individual to provide a successor for an existing job is deemed to be optional. However, depending on the circumstances, training for succession may be 'desirable'.

Job specific

- Community Governance
- Town Planning Technical Support - Level 3 Diploma

Guidance for support

Support for qualifications, training and personal development can include financial assistance towards the cost of tuition, examinations and resource materials in addition to half / day release and time off for study leave and taking the examination. Any financial and non-financial support to training and development is entirely at the discretion of NTC.

Any financial support, including the offer of a loan, will always be conditional upon the employee's agreement to either a full or partial repayment of the financial support provided where the employee:

- Leaves the council during the duration of the course, or up-to 1 year following completion of the course.
- Fails to complete the training
- Fails to attend training without good reason

Study leave

Where individual requires study leave to undertake mandatory training, they will be able to take all the leave within normal working hours.

Where individuals require study leave to undertake study which is not mandatory but part of the individual's formal continuous professional development, the council will contribute up to 50% of study leave time, to a maximum of 3 days per annum.

Where individuals require study leave to undertake training which is not mandatory but part of the individual's desire for career development, the council will contribute up to 3 days study leave per annum for courses which are directly related to the individual's role.

Time off for study leave must be approved in advance. To make a request the individual is asked to write to the Clerk (or Chair of the Council), setting out the details of the course of study, how it relates to their work, and the time being requested.

No study leave will be granted where individuals undertake study, which is not required for their role, or not directly related to their role. However, the Clerk (or Chair of the Council) will consider requests for flexible working to allow the study to take place, if the needs of NTC can be met.

This is a non-contractual procedure which will be reviewed from time to time.

Date of policy:	20/11/2024
Approving committee:	Personnel
Date of committee meeting:	10/12/2024
Supersedes (name of old policy and reference):	Training & Development Policy v1
Policy version reference:	PSTDP02
Policy adopted by Full Council on:	
Date for next review:	Annually



Newhaven Town Council

WHISTLEBLOWING POLICY

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Purpose of this policy and procedure

It is important that any fraud, misconduct or wrongdoing by staff or others working on behalf of Newhaven Town Council (NTC) is reported and properly dealt with. We therefore require all individuals to raise any concerns that they may have about the conduct of others in the council. This policy sets out the way in which individuals may raise any concerns that they have and how those concerns will be dealt with.

The scope of this policy and procedure

It applies to all staff, whether full time, part time or temporary workers as well as Councillors.

Policy

Background

The Public Interest Disclosure Act 1998 amended the Employment Rights Act 1996 to provide protection for workers who raise legitimate concerns about specified matters in the public interest. These are called "qualifying disclosures". A qualifying disclosure is one made by an employee who has a reasonable belief that:

- a criminal offence
- a miscarriage of justice
- an act creating risk to health and safety
- an act causing damage to the environment
- a breach of any other legal obligation or
- concealment of any of the above

is being, has been, or is likely to be, committed. It is not necessary for you to have proof that such an act is being, has been, or is likely to be, committed - a reasonable belief is sufficient. You have no responsibility for investigating the matter - it is NTC's responsibility to ensure that an investigation takes place.

If you make a protected disclosure, you have the right not to be dismissed, subjected to any other detriment, or victimised, because you have made a disclosure. We encourage you to raise your concerns under this policy & procedure in the first instance.

Principles

- Everyone should be aware of the importance of preventing and eliminating wrongdoing at work. Staff and others working on behalf of NTC should be watchful for illegal or unethical conduct and report anything of that nature that they become aware of.
- Any matter raised under this procedure will be investigated thoroughly, promptly and confidentially, and the outcome of the investigation reported back to the person who raised the issue.
- No employee or other person working on behalf of NTC will be victimised for raising a matter under this procedure. This means that the continued employment and opportunities for future promotion and/or training of the employee will not be prejudiced because they have raised a legitimate concern.
- Victimisation of an individual for raising a qualified disclosure will be a disciplinary offence.
- If misconduct is discovered as a result of any investigation under this procedure our disciplinary procedure will be used, in addition to any appropriate external measures.
- Maliciously making a false allegation is a disciplinary offence.
- An instruction to cover up wrongdoing is itself a disciplinary offence. If told not to raise or pursue any concern, even by a person in authority such as a manager, you should not agree to remain silent. You should report the matter to the Clerk or the Chair of NTC.

Procedure

If you believe a Councillor has breached the councillor Code of Conduct, then raise it with the Chair of the Council. Concerns relating to an alleged breach of the councillor Code of Conduct will be referred to the Monitoring Officer for investigation.

This procedure is for disclosures about matters other than a breach of your own contract of employment, which should be raised via the Grievance Procedure.

Stage 1

In the first instance, any concerns should be raised with the Clerk, who will arrange an investigation of the matter. The investigation may involve you and other individuals involved giving a written statement. Any investigation will be carried out in accordance with the principles set out above. Your statement will be taken into account, and you will be asked to comment on any additional evidence obtained.

The Clerk (or delegated officer) will take any necessary action, including reporting the matter to the Council, or any appropriate government department or regulatory agency. The Clerk (or delegated officer) will also invoke any disciplinary action if required. On conclusion of any investigation, insofar as confidentiality allows, you will be told the outcome and what NTC has done, or proposes to do, about it. If no action is to be taken, the reason for this will be explained.

Stage 2

If you are concerned that the Clerk is involved in the wrongdoing, has failed to make a proper investigation or has failed to report the outcome of the investigations to the relevant person, you should escalate the matter to the Chair of the Council. The Chair will arrange for a review of the investigation to be carried out, make any necessary enquiries.

Stage 3

If on conclusion of stages 1 and 2 you reasonably believe that the appropriate action has not been taken, you should report the matter to the relevant body. This could include:

- HM Revenue & Customs
- The Health and Safety Executive
- The Environment Agency
- The Serious Fraud Office
- The Charity Commission
- The Pensions Regulator
- The Information Commissioner
- The Financial Conduct Authority

You can find the full list in The Public Interest Disclosure (Prescribed Persons) Order 2014: www.gov.uk/government/uploads/system/uploads/attachment_data/file/496899/BIS-16-79-blowing-the-whistle-to-a-prescribed-person.pdf

Data protection

When an individual makes a disclosure, we will process any personal data collected in accordance with the data protection policy. Data collected from the point at which the individual makes the report is held securely and accessed by, and disclosed to, individuals only for the purposes of dealing with the disclosure.

This is a non-contractual policy and procedure which will be reviewed from time to time.

Date of this policy and procedure:	22/11/2024
Approving committee:	Personnel
Date of committee meeting:	10/12/2024
Supersedes (name of old policy & procedure and ref):	Whistleblowing Policy v1
Policy version reference:	PSWPO02
Policy adopted by Full Council on:	
Date for next review:	Annually



Newhaven Town Council

CO-OPTION POLICY & PROCEDURE

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Purpose of this policy and procedure

This policy sets out the procedure to ensure there is compliance with legislation and continuity of procedures in the co-option of members to Newhaven Town Council (NTC). The co-option procedure is entirely managed by the Town Council, and this policy will ensure that a fair and equitable process is conducted.

The scope of this policy and procedure

It applies to all staff, whether full time, part time or temporary workers as well as Councillors.

Policy

The co-option of a Town councillor occurs in two instances:

1. When an ordinary vacancy has arisen in NTC after the ordinary elections held every four years
2. When a casual vacancy has arisen in NTC, and no poll (by-election) has been called.

Definitions

Ordinary vacancy

An ordinary vacancy occurs when there are insufficient candidates to fill all the seats on the Town Council at the ordinary elections held every four years. Any candidates who were nominated are automatically elected to NTC and any remaining vacancies are known as "ordinary vacancies." Provided there are enough Town councillors to constitute a quorum, NTC is normally able to co-opt a volunteer to fill the vacancies.

Casual vacancy

A casual vacancy occurs when:

- A councillor fails to make his declaration of acceptance of office at the proper time
- A councillor resigns
- A councillor dies
- A councillor becomes disqualified
- A councillor fails for six consecutive months to attend meetings of a council/committee or sub-committee or to attend as a representative of the council a meeting of an outside body.

Procedure

- NTC must notify Lewes District Council of a casual vacancy and then advertise the vacancy on its Noticeboards and website giving electors for the ward the opportunity to request an election. This occurs when ten electors write to Lewes District Council stating that an election is requested.
- If a by-election is called, a polling station will be set up by Lewes District Council and the people of the ward will be asked to go to the polls to vote for candidates who will have put themselves forward by way of a nomination paper. NTC will pay the costs of the election.
- The people of the ward have fourteen days (not including weekends, bank holidays and other notable days), to claim the by-election, but the Electoral Services Office of Lewes District Council will advise the Town Clerk of the closing date.
- If more than one candidate is then nominated a by-election takes place but if only one candidate is put forward, they are duly elected without a ballot.
- If ten residents do not request a ballot within fourteen days of the vacancy notice being posted, as advised by the Electoral Services Office, NTC is able to co-opt a volunteer.

Confirmation of Co-Option

On receipt of written confirmation from the Electoral Services Office that no by-election has been claimed, the casual vacancy can be filled by means of co-option.

The Clerk will then:

- Advertise the vacancy for four weeks or such other period as the Town Council may agree on the Town Council notice boards and website
- Advise Lewes District Council that the co-option policy has been initiated.

This procedure will also apply in the case of an ordinary vacancy where the Electoral Services Office has confirmed that there were insufficient nominations to fill all the seats but there are sufficient town councillors elected to constitute a quorum.

Eligibility of candidates

NTC is able to consider any person to fill a vacancy provided that:

- they are 18 or over; and
- they are a British citizen, a qualifying Commonwealth citizen or a citizen of any other member state of the European Union; and at least one of the following apply:
 - i. they are an elector for Newhaven and continues to be an elector; or
 - ii. has resided in Newhaven for the past twelve months or rented/tenanted land in Newhaven; or
 - iii. has had their principal or only place of work in Newhaven for the past twelve months; or
 - iv. has lived within three miles of Newhaven for the past twelve months.
- Is not disqualified from being a town councillor, as provided by s80 of the Local Government Act 1972)
- Does not hold a paid office or employment under NTC
- Is not the subject of bankruptcy
- Has not been sentenced to a term of imprisonment (whether suspended or not) of not less than three months, without the option of a fine during the preceding five years
- Is not disqualified under any enactment relating to corrupt or illegal electoral practices.

Applications

Candidates will be requested to:

Submit information about themselves by way of completing a short application form (a copy of the application form is attached as Appendix A)

Confirm their eligibility for the position of Town councillor within the statutory rules, (a copy of the eligibility form is attached as Appendix B).

Following receipt of applications, the next suitable NTC meeting will have an agenda item 'To receive written applications for the office of Town Councillor and to co-opt a candidate to fill the existing vacancy'. Eligible candidates will be invited to attend the meeting.

Copies of the eligible candidates' applications will be circulated to all Town councillors by the Clerk at least 3 clear days prior to the meeting of the full NTC, when the co-option will be considered. All such documents will be treated by the Clerk and all Town councillors as strictly private and confidential.

The Co-Option meeting

At the co-option meeting, candidates will be given five minutes maximum to introduce themselves to the town councillors, give information on their background and experience and explain why they wish to become a member of NTC.

The process will be conducted in the public session and there will be no private discussions between members prior to a vote being taken. However, where NTC is discussing the merits of candidates and inevitably their personal attributes, this could be prejudicial, and NTC should resolve to exclude the members of the press and public.

As soon as all candidates have finished giving their submissions, the Town Council will proceed to a vote (NTC Standing Order 8) with each candidate being proposed and seconded by the councillors in attendance and a vote by a show of hands (LGA 1972 Sch. 12. Para 13).

A recorded vote may be requested under NTC Standing Order 3q so as to show whether each councillor present and voting, gave their vote for or against that question.

For a candidate to be co-opted to the Town Council, it will be necessary for them to obtain an absolute majority of votes cast (50% + 1 of the votes available at the meeting). If there are more than two candidates and there is no candidate with an overall majority in the first round of voting the candidate with the least number of votes will drop out of the process.

Further rounds of voting will then take place with the process repeated until a candidate has an absolute majority. If present, a candidate who is co-opted will sign at the co-option meeting a Declaration of Acceptance of Office, including an undertaking to abide by the NTC's Code of Conduct, and may take office thereafter. If not present, a co-opted candidate will sign the Declaration of Acceptance of Office either before or at the next meeting of NTC. The Clerk will notify Lewes District Council Electoral Services Office of the co-option of the new Town councillor.

The co-opted Town councillor will complete a Notification of Disclosable Pecuniary and Other Interests form which the Clerk will lodge with the Monitoring Officer at Lewes District Council within 28 days of the co-option.

If insufficient candidates are co-opted, the process should continue, whereby the vacancies are again advertised.

This is a non-contractual policy which will be reviewed from time to time.

Date of policy: **21/11/2024**

Approving committee:

Date of committee meeting:

Supersedes (name of old policy and reference): **Co-Option Process v3**

Policy version reference: **FCCOP04**

Policy adopted by Full Council on:

Date for next review:

Appendix A

Newhaven Town Council Co-Option Application Form

Name:

Address:

Telephone Number:

Are you 18 Yrs old or over?

Which ward do you wish to apply for (Please tick)

Denton Ward

South Ward

North Ward

Central Ward

Please detail any experience you may have that is relevant to Newhaven Town Council.
Continue on a separate sheet if necessary

Is there any other information that you would like to disclose regarding your application?
Continue on a separate sheet if necessary

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. E-Mail: ken.dry@newhaventowncouncil.gov.uk
Telephone: 01273 516100

Appendix B

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 or

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 they:**

- are 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)
- are employed by an entity controlled by the Town Council.
- are 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
- have within five years before the date of this co-option, or since their 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
- are 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 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.....

DATE.....



Newhaven Town Council

CODE OF CONDUCT

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Purpose of this code of conduct

This Code is based on the Local Government Association' Model Councillor Code of Conduct that was designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government.

The purpose of this Code of Conduct is to assist you, as a councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, Newhaven Town Council (NTC) officers and the reputation of local government.

It sets out general principles of conduct expected of all councillors and your specific obligations in relation to standards of conduct. NTC encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.

The scope of this code of conduct

It applies to all Councillors of NTC.

Definitions

For the purposes of this Code of Conduct, a "councillor" means a member or co-opted member of NTC or a directly elected mayor. A "co-opted member" is defined in the Localism Act 2011 Section 27(4) as "a person who is not a member of NTC but who

- is a member of any committee or sub-committee of NTC, or
- is a member of, and represents NTC on, any joint committee or joint sub-committee of NTC

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee."

General principles of councillor conduct

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers; should uphold the Seven Principles of Public Life, also known as the Nolan Principles (see Appendix A).

Building on these principles, the following general principles have been developed specifically for the role of councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with NTC's requirements and in the public interest.

Application of the Code of Conduct

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a councillor.

This Code of Conduct applies to you when you are acting in your capacity as a councillor which may include when:

- you misuse your position as a councillor

- Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a councillor

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements, and comments.

You are also expected to uphold high standards of conduct and always show leadership when acting as a councillor.

Your Monitoring Officer at Lewes District Council has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from your Monitoring Officer on any matters that may relate to the Code of Conduct. NTC councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring Officer.

Standards of councillor conduct

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

General Conduct

1 Respect

As a councillor:

- 1.1 I treat other councillors and members of the public with respect.
- 1.2 I treat NTC employees, employees and representatives of partner organisations and those volunteering for NTC with respect and respect the role they play.

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions, and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the NTC, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under this Code of Conduct, and NTC employees, where concerns should be raised in line with NTC's councillor and employee protocol.

2 Bullying, harassment, and discrimination

As a councillor:

- 2.1 I do not bully any person.
- 2.2 I do not harass any person.
- 2.3 I promote equalities and do not discriminate unlawfully against any person.

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate, or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can

include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a vital role to play in ensuring that equality issues are integral to NTC's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

3 Impartiality of officers of the council

As a councillor:

- 3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, NTC.

Officers work for NTC as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

4 Confidentiality and access to information

As a councillor:

- 4.1 I do not disclose information:
 - a given to me in confidence by anyone
 - b acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless
 - i I have received the consent of a person authorised to give it
 - ii I am required by law to do so
 - iii the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or
 - iv the disclosure is:
 - 1 reasonable and in the public interest; and
 - 2 made in good faith and in compliance with the reasonable requirements of NTC; and
 - 3 I have consulted the Monitoring Officer prior to its release.
- 4.2 I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.
- 4.3 I do not prevent anyone from getting information that they are entitled to by law.

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances.

You should work on this basis, but there will be times when it is required by law that discussions, documents, and other information relating to or held by NTC must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

5 I do not bring my role or NTC into disrepute.

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your NTC and may lower the public's confidence in your or NTC's ability to discharge your/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring your NTC into disrepute.

You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

6 Use of position

As a councillor:

- 6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

Your position as a member of NTC provides you with certain opportunities, responsibilities, and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

7 Use of NTC resources and facilities

As a councillor:

- 7.1 I do not misuse council resources.
- 7.2 I will, when using the resources of the NTC or authorising their use by others:
- a act in accordance with the NTC's requirements; and
 - b ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of NTC or of the office to which I have been elected or appointed.

You may be provided with resources and facilities by NTC to assist you in performing your duties as a councillor. Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport
- access and use of NTC buildings and rooms.

These are given to you to help you conduct your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and NTCs own policies regarding their use.

8 Complying with the Code of Conduct

As a Councillor:

- 8.1 I undertake Code of Conduct training provided by NTC.
- 8.2 I cooperate with any Code of Conduct investigation and/or determination.
- 8.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.
- 8.4 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.

It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in NTC or its governance. If you do not understand or are concerned about NTC's processes in managing a complaint you should raise this with your Monitoring Officer.

9 Interests

As a councillor:

- 9.1 I register and disclose my interests.

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of NTC.

You need to register your interests so that the public, NTC employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that

can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained. You should note that failure to register or disclose a disclosable pecuniary interest as set out in Table 1, is a criminal offence under the Localism Act 2011.

Appendix B sets out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from your Monitoring Officer.

10 Gifts and hospitality

As a councillor:

- 10.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with NTC or from persons who may apply to NTC for any permission, licence or other significant advantage.
- 10.2 I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.
- 10.3 I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.

In order to protect your position and the reputation of NTC, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case, you could accept it but must ensure it is publicly registered.

However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact your Monitoring Officer for guidance.

Appendix A – The Seven Principles of Public Life

The principles are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Appendix B - Registering interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in Table 1 below (Disclosable Pecuniary Interests) which are as described in "The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012". You should also register details of your other personal interests which fall within the categories set out in Table 2 below (Other Registerable Interests).

"Disclosable Pecuniary Interest" means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

"Partner" means a spouse or civil partner, or a person with whom you are living as a spouse, or a person with whom you are living as if you are civil partners.

- 1 You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
- 2 A 'sensitive interest' is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.
- 3 Where you have a 'sensitive interest' you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

Non- participation in case of disclosable pecuniary interest

- 4 Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in Table 1 below, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest,' you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.

Disclosure of Other Registerable Interests

- 5 Where a matter arises at a meeting which *directly relates* to the financial interest or wellbeing of one of your Other Registerable Interests (as set out in Table 2), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest,' you do not have to disclose the nature of the interest.

Disclosure of Non-Registerable Interests

- 6 Where a matter arises at a meeting which *directly relates* to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise, you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest,' you do not have to disclose the nature of the interest.

- 7 Where a matter arises at a meeting which affects:
 - a your own financial interest or well-being
 - b a financial interest or well-being of a relative or close associate; or
 - c a financial interest or well-being of a body included under Other Registrable Interests as set out in Table 2 below, you must disclose the interest. To determine whether you can remain in the meeting after disclosing your interest the following test should be applied

- 8 Where a matter (referred to in paragraph 7 above) affects the financial interest or well-being:
 - a to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and
 - b a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise, you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest,' you do not have to disclose the nature of the interest.

Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

SUBJECT	DESCRIPTION
Employment, office, trade, profession, or vocation	Any employment, office, trade, profession, or vocation carried on for profit or gain.

<p>Sponsorship</p>	<p>Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by them in carrying out their duties as a councillor, or towards their election expenses.</p> <p>This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.</p>
<p>Contracts</p>	<p>Any contract made between the councillor or their spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of**) and NTC</p> <p>—</p> <ul style="list-style-type: none"> (a) under which goods or services are to be provided or works are to be executed; and which has not been fully discharged. (b) which has not been fully discharged.
<p>Land and property</p>	<p>Any beneficial interest in land which is within the area of NTC.</p> <p>'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or their spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.</p>
<p>Licences</p>	<p>Any licence (alone or jointly with others) to occupy land in the area of NTC for a month or longer.</p>
<p>Corporate Tenancies</p>	<p>Any tenancy where (to the councillor's knowledge) —</p> <ul style="list-style-type: none"> (a) the landlord is NTC; and (b) the tenant is a body that the councillor, or their spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities** of.

<p>Securities</p>	<p>Any beneficial interest in securities** of a body where —</p> <p>(a) that body (to the councillor’s knowledge) has a place of business or land in the area of NTC; and</p> <p>(b) either—</p> <p>(i) the total nominal value of the securities** exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p> <p>(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or their spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.</p>
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* ‘director’ includes a member of the committee of management of an industrial and provident society.

** ‘securities’ means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other registrable interests

<p>You must register as an Other Registrable Interest:</p> <ul style="list-style-type: none"> a) any unpaid directorships b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by NTC c) any body: <ul style="list-style-type: none"> i exercising functions of a public nature ii directed to charitable purposes iii one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)
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Date of code: **22/11/2024**
Approving committee: **Full Council**
Date of committee meeting:
Supersedes (name of old code and reference): **Code of Conduct 2012 v3**
Code version reference: **FCCOC04**
Code adopted by Full Council on:
Date for next review: **Annually**



Newhaven Town Council

COUNCILLOR AND EMPLOYEE PROTOCOL

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Purpose of this protocol

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

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

This Protocol covers:

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

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

The scope of this policy

It applies to all staff, whether full time, part time or temporary workers as well as Councillors.

Roles of councillors and officers

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

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

Councillors

Councillors have four main areas of responsibility:

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

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

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

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

Officers can expect councillors:

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

Chairs and vice-chairs of council and committees

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

Officers

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

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

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

Officers must:

- implement decisions of the council and its committees which are lawful, which have been properly approved in accordance with the requirements of the law and are duly recorded. This includes respecting the decisions made, regardless of any different advice given to the council or whether the decision differs from the officer's view.
- work in partnership with councillors in an impartial and professional manner
- treat councillors fairly and with respect, dignity and courtesy

- treat all councillors, partners and members of the public equally, and not discriminate based on any characteristic such as age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation.
- assist and advise all parts of the council. Officers must always act to the best of their abilities in the best interests of the authority as expressed in NTC's formal decisions.
- respond to enquiries and complaints in accordance with NTC's standards protocol
- be alert to issues which are, or are likely to be, contentious or politically sensitive, and be aware of the implications for councillors, the media or other sections of the public.
- act with honesty, respect, dignity and courtesy at all times
- provide support and learning and development opportunities for councillors to help them in performing their various roles in line with NTC's training and development policy
- not seek to use their relationship with councillors to advance their personal interests or to influence decisions improperly
- to act within the policies, practices, processes and conventions established by NTC.

Officers have the right not to support councillors in any role other than that of councillor and not to engage in actions incompatible with this Protocol. In giving advice to councillors, and in preparing and presenting reports, it is the responsibility of the officer to express their own professional views and recommendations. An officer may report the views of individual councillors on an issue, but the recommendation should be the officer's own. If a councillor wishes to express a contrary view, they should not pressurise the officer to make a recommendation contrary to the officer's professional view, nor victimise an officer for discharging their responsibilities.

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

The Relationship: General

Councillors and officers are indispensable to one another. However, their responsibilities are distinct. Councillors are accountable to the public, whereas officers are accountable to NTC.

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

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

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

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

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

Neither should an officer raise with a councillor, matters relating to the conduct or capability of another councillor or officer or to the internal management of NTC in a manner that is incompatible with the objectives of this Protocol. Potential breaches of this Protocol are considered below.

Expectations

All councillors can expect:

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

Officers can expect from councillors:

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

Some general principles

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

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

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

Councillors access to information and to council documents

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

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

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

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

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

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

Correspondence

Correspondence between an individual councillor and an officer should not normally be copied (by the officer) to any other councillor. Where exceptionally it is necessary to copy the correspondence to another councillor, this should be made clear to the original councillor. In other words, a system of "blind copies" should not be employed.

Acknowledging that the "BCC" system of e-mailing is used, it should be made clear at the foot of any e-mails if another councillor has received an e-mail by adding "CC councillor X."

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

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

Press and Media

NTC is accountable to their electorate. Accountability requires local understanding. This will be promoted by the council, explaining its objectives and policies to the electors and customers. NTC uses publicity to keep the public informed and to encourage public participation. The council needs to tell the public about the services it provides. Good effective publicity should aim to improve public awareness of the council's activities.

Publicity is a sensitive matter in any political environment because of the impact it can have. Expenditure on publicity can be significant. It is essential to ensure that decisions on publicity are properly made in accordance with the Code of Recommended Practice on Local Authority Publicity and NTC's Press & Media Policy.

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

Any press release that may be necessary to clarify NTC's position in relation to disputes, major planning developments, court issues or individuals' complaints should be approved by the Proper Officer. The chair (or

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

NTC must comply with the provisions of the Local Government Act 1986 ("the Act") regarding publicity. All media relations work will comply with the national Code of Practice for Local Government Publicity. The Code is statutory guidance, and the council must have regard to it and follow its provisions when making any decision on publicity.

For more detailed information and guidance regarding the role of councillors in connection with the use of social media, reference should be made to NTC's Social Media and Electronic Communications Policy.

If things go wrong

Procedure for officers

From time to time the relationship between councillors and officers may break down or become strained. Whilst it is always preferable to resolve matters informally, it is important that NTC adopts a formal grievance procedure.

Lewes District Council's monitoring officer may be able to offer a mediation/conciliation role, or it may be necessary to seek independent advice. The chair of NTC should not attempt to deal with grievances or work-related performance or line management issues on their own. NTC should delegate authority to a small group of councillors to deal with all personnel matters. Please see NTC's Grievance Policy & Procedure for more details.

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

Procedure for councillors

If a councillor is dissatisfied with the conduct, behaviour or performance of an officer, the matter should be reported to the chair and then raised with the officer in the first instance. If the matter cannot be resolved informally, it may be necessary to invoke NTC's Grievance Policy & Procedure.

This is a non-contractual protocol which will be reviewed from time to time.

Date of protocol: **21/11/2024**

Approving committee:

Date of committee meeting:

Supersedes (name of old protocol and reference): **Member & Employee Protocol v3**

Protocol version reference: **AUMEP04**

Protocol adopted by Full Council on:

Date for next review:



Newhaven Town Council

ENVIRONMENTAL POLICY

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Purpose of this policy

Newhaven Town Council (NTC) is committed to supporting the creation of a sustainable community. The Council also recognises that its activities will have some negative impact on the environment, and the aim of this policy is to establish broad objectives to enable the development of actions which mitigate the effects of NTC operations.

The scope of this policy

It applies to all staff, whether full-time, part-time, or temporary workers as well as councillors.

Energy and waste management

NTC is committed to responsible energy management and will promote energy efficiency throughout its operation. Examples of which are:

- Encouraging staff to ensure that electrical equipment and unnecessary lights are switched off when not in use
- Encouraging staff to close windows and external doors when heating is on
- Encouraging staff to minimise the use of electric heaters
- Encouraging staff, allotment holders and tenants to use water efficiently on NTC premises
- Where possible utilise water butts fed by down pipes as a non-drinking water source
- Ensure staff and members minimise vehicle miles driven on NTC business.

Recycling and conservation

NTC will:

- Encourage the recycling of wastepaper and cardboard at all operations and where possible, plastics and glass.
- Promote and encourage recycling across the Town
- Use Recycled Paper products where feasible, including folders, business cards, printer papers, toilet rolls and envelopes.
- Minimise the amount of printing and minimise the amount of wastepaper
- Observe its duty of care conscientiously with all its waste contracts
- Utilise electronic communications wherever possible
- Minimise pollution and prevent where possible
- Use composting facilities at relevant operated amenities including allotments and cemeteries.

Biodiversity and green spaces

NTC will:

- Seek to protect and where possible enhance the quality of Newhaven's natural environment and open spaces
- Support the conservation of trees, hedgerows, ponds and streams
- Consider the conservation and promotion of local biodiversity in all its activities but particularly regarding the management of its land
- Seek to manage its green spaces in a manner that promotes and protects biodiversity.

Awareness, lobbying and partnerships

NTC will:

- In all relevant communications promote awareness of, and information on, environmental issues within the community.
- Where appropriate, function as a voice for local environmental concerns to those agencies given the statutory powers to tackle problems
- Ensure that all individuals involved in the organisation are aware of their responsibilities in implementing this environmental policy
- Where appropriate work with its partners to minimise the effects of noise and light pollution on Newhaven.

Sustainable procurement

NTC will:

- Seek to minimise environmental damage caused through the transportation of goods by sourcing materials and services locally so long as the requirements for value for money and quality are met.
- Ensure that the use of pesticides/herbicides are minimised in its land management and horticultural activities.

Sustainable travel

NTC will:

- Encourage members and officers to car-share where possible when a car journey must be made on NTC business
- Promote, and support the use of cycling, public footpaths and public transport.

Date of policy: **22/11/2024**

Approving committee: **Full Council**

Date of committee meeting:

Supersedes (name of old policy and reference): **Environmental Policy v3**

Policy version reference: **FCEPS04**

Policy adopted by Full Council on:

Date for next review: **Annually**



Newhaven Town Council

ENVIRONMENTAL POLICY STATEMENT

The management of Newhaven Town Council recognises that the day-to-day operations can impact both directly and indirectly on the environment. We aim to protect and improve the environment through good management and by adopting best practice wherever possible. We will work to integrate environmental considerations into our business decisions and adopt greener alternatives wherever possible, throughout our operations.

To discharge its responsibilities, the management will:

- bring this Environmental Policy Statement to the attention of all stakeholders
- carry out regular audits of the environmental management system
- comply fully with all relevant legal requirements, codes of practice and regulations at International, National and Local levels
- eliminate risks to the environment, where possible, through selection and design of materials, buildings, facilities, equipment and processes
- ensure that emergency procedures are in place at all locations for dealing with environmental issues
- establish targets to measure the continuous improvement in our environmental performance
- identify and manage environmental risks and hazards
- improve the environmental efficiency of our transport and travel
- involve customers, partners, clients, suppliers and subcontractors in the implementation of our objectives
- minimise waste and increase recycling within the framework of our waste management procedures
- only engage contractors who can demonstrate due regard to environmental matters
- prevent pollution to land, air and water
- promote environmentally responsible purchasing
- provide adequate resources to control environmental risks arising from our work activities
- provide suitable training to enable employees to deal with their specific areas of environmental control
- reduce the use of water, energy and any other natural resources
- source materials from sustainable supply, when practicable.

This Environmental Policy will be reviewed at least annually and revised as necessary to reflect changes to the business activities and any changes to legislation. Any changes to the Policy will be brought to the attention of all stakeholders.

Signed:

Dated:

Name: Pinky McLean-Knight

Position: Newhaven Town Mayor



Newhaven Town Council

HOSPITALITY POLICY & PROCEDURE

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Purpose of this policy

This policy provides guidance when considering whether to accept gifts or hospitality from individuals or organisations, and if accepting such how to record this correctly.

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

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

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

The scope of this policy

This policy applies to all Councillors as well as staff, whether full time, part time or temporary workers.

Definitions

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

- a) A gift is defined as anything given, a present, either in or out of working hours, by suppliers or potential suppliers usually endorsed with their trade name or logo, or consumables such as food and drink
- b) Hospitality is defined as “a friendly and generous reception and entertainment of guests” - this will include lunches, dinners, drinks, events or accommodation paid or provided by potential suppliers of any goods or services
- c) A reward is defined as “a thing given in recognition of service, effort or achievement” – this will include remuneration, reimbursement and fee, offered, paid, promised or implied.

POLICY

Code of Conduct

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

General Provisions

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

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

If any Councillor or Officer has any doubt over whether to accept a gift or hospitality, they should err on the side of caution and/or seek the advice of the Town Clerk.

Criminal Law

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

Appropriate Gifts and Hospitality

There are circumstances during the formal course of their duties as a Councillor or Officer where gifts and hospitality may be accepted:

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

Invitations to local Community clubs or groups hospitality events in an official capacity as a Councillor or Officer of NTC where hospitality is available.

Principles for Accepting Gifts and Hospitality

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

- Do not accept a gift or hospitality as an inducement or reward for anything you do as a Councillor or Officer. If you have any suspicion that the motive behind the gift or hospitality is an inducement or reward you must decline it
- Do not accept a gift or hospitality of significant value or whose value is excessive in the circumstances
- Do not accept a gift or hospitality if acceptance might be open to misinterpretation. Such circumstances will include gifts and hospitality:
 - i. From parties involved with NTC in a competitive tending or procurement process
 - ii. From applicants for planning permission and other applications for licences, consents and approvals in which NTC has an involvement, even as a consultee
 - iii. From applications for grants, including voluntary bodies and other bodies applying for public funding from NTC
 - iv. From parties in legal proceedings with NTC
- Do not accept a gift or hospitality if you believe it would put you under any obligation, consequently, to the provider
- Do not solicit any gift or hospitality and avoid giving any perception of doing so.

Procedure

Gifts Received and Donated to the Chair/Mayor's Charity

If accepting gifts or hospitality valued more than £25, Councillors or Officers must declare the same and pass them onto the Town Clerk to be used for fundraising activities for the current Mayors chosen charity(ies) rather than retaining them personally. Councillors or Officers should indicate this intention to the provider and should register this on the Register of Gifts and Hospitality (by completing the Declaration of Gifts and Hospitality form on Page 5 below and passing this to the Town Clerk).

Registration of Gifts and Hospitality

Where Councillors or Officers are offered a gift or hospitality, even if not accepted and regardless of monetary value, they must declare it by completing the Gift and Hospitality Form (see page 5 below) and passing this to the Town Clerk, who will enter it onto the Council's Register of Gifts and Hospitality.

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

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

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

Reporting of Inappropriate Gifts and Hospitality Offered

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

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

This is a non-contractual procedure which will be reviewed from time to time.

Date of policy: **18/12/2024**

Approving committee:

Date of committee meeting:

Supersedes (name of old policy and reference): **Hospitality Policy v1**

Policy version reference: **AUHPO02**

Policy adopted by Full Council on:

Date for next review: **Annually**



DECLARATION OF GIFTS AND HOSPITALITY

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



Newhaven Town Council

IT AND CYBERSECURITY POLICY

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Purpose of this policy

Newhaven Town Council (NTC) has a duty to ensure the proper security and privacy of its computer systems and data. All users have some responsibility for protecting these assets.

The Town Clerk is responsible for the implementation and monitoring of this policy but may delegate that responsibility to another officer.

Line managers have a responsibility to ensure that the staff they supervise comply with this policy.

The scope of this policy

It applies to all staff, whether full time, part time or temporary workers and to Councillors.

General principles

- All employees, members and other users should be aware of the increasingly sophisticated scams and risks posed to cybersecurity and, when in any doubt, should seek guidance from the Town Clerk. As a rule, users will never be asked to share passwords by email and users should be aware of odd language used in emails which may indicate a fraudulent email.
- All employees, members and other users of NTC IT equipment must be familiar with and abide by the regulations set out in the council's 'Data Protection & Retention Policy'.
- All NTC devices will have up-to-date antivirus software installed, and this must not be switched off for any reason without the authorisation of the Town Clerk.
- All users are reminded that deliberate unauthorised use, alteration, or interference with computer systems, software or data is a breach of this policy and in some circumstances may be a criminal offence under the Computer Misuse Act 1990.
- All software installed on council devices must be fully licensed and no software should be installed without authorisation from the Town Clerk.

Training and guidance

- Employees and volunteers will be provided with regular cybersecurity training as is appropriate for their role and level of systems access.
- Councillors will be provided with a brief overview of cybersecurity measures as part of induction and may be provided with more in-depth training as required.

Policy

Employees/Volunteers

- All employees will be assigned a council email address as appropriate. Volunteers may also be assigned a council e-mail address where necessary.
- Personal use of NTC IT equipment is permitted but should be kept to a minimum during working hours. Reasonable use of the internet during working hours is permitted.
- NTC reserves the right to monitor all activity on company devices. This includes monitoring of clocking in and out, email activity and internet usage for the purposes of ensuring compliance with our policies and procedures and of ensuring compliance with the relevant regulatory requirements. Information acquired through such monitoring may be used as evidence in disciplinary proceedings. Monitoring usage will mean processing personal data.

Councillors

- All Councillors will be provided with a council e-mail address and must use this for all council business.
- Councillors are reminded that any e-mail sent or received in their capacity as a Town Councillor is NTC data and any e-mails may have to be disclosed following requests under the Data Protection Act or Freedom of Information Act. This includes e-mails on Personal Accounts when acting as a Councillor.
- A copy of all e-mail received on the councillor e-mail accounts is kept on the server in line with the council's Data Protection and Retention Policy.
- A copy of all e-mail sent from councillor e-mail accounts on the webmail is kept on the server; it is recommended that members not using webmail to access e-mail should set up a rule to ensure a copy of e-mail is kept on the server.
- Councillors using social media in their capacity as councillors must make it clear they are speaking in a personal capacity and not representing the view of NTC.
 - Councillors should ensure they are adhering to the NTC's code of conduct when using social media.
- Councillors must ensure that any personal devices used to access council systems (including email, websites and data) are password protected, and access is restricted solely to the member.

Websites and social media

- Officers shall ensure that any websites operated by NTC are regularly reviewed to ensure content is accurate and up to date. Websites shall also be monitored for unauthorised access and abuse.
- NTC social media accounts will be operated by officers. The Town Mayor's official social media accounts may also be operated by the Town Mayor.
- All NTC social media messages must be non-political, uncontroversial and used to promote/highlight Newhaven.
- Approval must be obtained from the Town Clerk prior to the creation of any NTC websites or social media accounts.

Password protection

- All NTC computers and systems must be password protected to prevent unauthorised access.
- Where possible, two-factor authentication should be utilised.
- Users should ensure that unattended devices are password protected.
- Passwords must confirm to the following criteria:
 1. Minimum eight characters
 2. Comprise at least one upper case letter, one lowercase letter, one number and one special character
- Where possible, generic user accounts should be avoided.
- Where users have unique access permissions and/or accounts for systems, these must not be shared with other users
- Different passwords should be used for different devices and accounts.
- Passwords should be routinely changed.
- Passwords should not be written down or left in unsecure locations.

Portable devices

- All portable devices (including tablets and mobile phones) must be protected to prevent unauthorised access. This can be done by use of passwords, passcodes or other biometric measures as applicable.
- Passcodes must be appropriate for the device and the level of risk that unauthorised access poses to

the organisation; where devices can access NTC data or other systems, passcodes must be unique and not easily guessable.

- Particular care must be taken when using removable media to transmit data as such media are easily lost or intercepted. Any sensitive information (including personal data, confidential documents or data which could impact on the rights or reputation of any person or organisation including NTC) placed on removable media must be suitably password protected or encrypted.

Incident reporting

- All Councillors, employees or volunteers must report any incidents which could pose a risk to NTC's systems or data security to the Town Clerk, their deputy or the Chair of NTC without delay. This includes but is not limited to:
 1. Lost devices
 2. Potential risk arising from phishing emails/websites
 3. Passwords having been shared
 4. Unauthorised access to systems
 5. Harassment of other users

Misuse of I.T.

- IT systems will be monitored for misuse and all misuse is prohibited.
- Misuse includes, but is not limited to:
 1. Creation or transmission of any offensive, obscene or indecent images, data or other material or any data capable of being resolved into obscene or indecent images or material
 2. Creation of material which is designed or likely to cause annoyance, inconvenience or needless anxiety.
 3. Creation or transmission of defamatory material
 4. Transmission of material which in anyway infringes the copyright of another person
 5. Transmission of unsolicited commercial advertising material to networks belonging to other organisations
 6. Deliberate actions or activities with any of the following characteristics:
 7. Wasting staff effort or networked resources
 8. Corrupting or destroying other users' data
 9. Violating the privacy of other users
 10. Disrupting the work of other users
 11. Harassment of other users
 12. Other misuse of the networked resources by the deliberate introduction of viruses/malware
 13. Playing games during working hours
 14. Altering the set up or operating perimeters of any computer equipment without authority.
 15. Unauthorised access, use, destruction, modification and/or distribution of NTC information, systems or data is prohibited.

Date of policy: **22/11/2024**

Approving committee:

Date of committee meeting:

Supersedes (name of old policy and reference): **N/A**

Policy version reference: **AUITC01**

Policy adopted by Full Council on:

Date for next review:

Annually



Newhaven Town Council

PETITIONS POLICY

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Purpose of this policy and procedure

Newhaven Town Council (NTC) is committed to community engagement and is keen to ensure that residents have opportunities to express their views in order that they can be considered as part of its decision-making process.

As part of this commitment, NTC welcomes petitions from local groups and members of the public as one way of expressing views on issues. This policy and procedure will establish the guidelines and provide the instructions for following them.

The scope of this policy and procedure

It applies to all staff, whether full time, part time or temporary workers and residents of Newhaven.

Procedure

1. NTC will treat something as a petition if it is identified as such, or if it seems to them that it is intended to be a petition. A petition must have at least 10 signatories. All signatories must be residents of Newhaven.
2. Petitions should be addressed to NTC and submitted to:
The Clerk to the Council
Newhaven Town Council
18 Fort Road
Newhaven
BN9 9QE
or
admin@newhaventowncouncil.gov.uk
3. Petitions can also be presented at any of the scheduled council or committee meetings during Petitions and Public Questions.
4. Petitions submitted to the Town Council must include:
 - a) A clear and concise statement covering the subject of the petition and the action the petitioners wish NTC to take
 - b) The name, address and signature of any person supporting the petition
5. Petitions must be accompanied by contact details, including either a postal or email address, for the petition organiser. This is the person NTC will contact to explain how it will respond to the petition.
6. Petitions which are considered to be vexatious, abusive or otherwise inappropriate will not be accepted.

Petitions with 500 or more signatures:

7. A petition with 500 or more identifiable signatures will be put forward for debate, as a separate agenda item, at the next suitable meeting of NTC or the relevant committee.
8. The petition organiser (or an appointed deputy) will be given five minutes to present the petition at the meeting and the petition will then be discussed by members for a maximum of 15 minutes.
9. NTC or the relevant committee will determine how to respond to the petition at this meeting; usually this will be to either:
 - a) Action the petition requests; or
 - b) Not action the petition requests for reasons that are put forward in the debate; or
 - c) Commission further investigation into the matter
10. The petition organiser will receive a written confirmation of the decision.

Petitions with 10-499 signatures

11. A petition with between 10 and 499 signatures will be reviewed by the Clerk, the NTC Mayor and committee Chairs to determine the appropriate course of action.
12. Following review, at the discretion of the Clerk the petition may be referred to Council or the appropriate committee for debate as in 7-10 above.

General Provisions:

13. An acknowledgement will be sent to the petition organiser within ten working days of receiving the petition, which will explain what the council plans to do.
14. A petition will not normally be considered if a similar petition was considered within the previous year.
15. When more than one petition is received seeking the same outcome, they will be treated as one petition. Where relevant only the organiser of the first petition to be received will be invited to address the meeting. However, the organisers of all the petitions will receive written confirmation of the decision.
16. If the petition is about something over which NTC has no direct control it may consider making representations on behalf of the community to the relevant body.
17. Petitions will not be presented to the Annual Meeting of NTC nor to extraordinary meetings which are not called for the purpose of receiving the petition.

Date of policy: **21/11/2024**

Approving committee:

Date of committee meeting:

Supersedes (name of old policy and reference): **Petitions Policy v2**

Policy version reference: **AUPPO03**

Policy adopted by Full Council on:

Date for next review:



Newhaven Town Council

REPRESENTATION ON OUTSIDE BODIES POLICY

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Purpose of this policy

Newhaven Town Council (NTC) recognises that they may require representatives on a variety of outside bodies within the local area. Representation may be for several reasons, such as:

- The work of the outside body or group directly affects NTC business, services, land or property
- The body or group specifically requests an NTC representative
- It is considered key that NTC is aware of the work the body or group is undertaking due to its impact on Newhaven, its residents or visitors
- The body or group is an opportunity to liaise with other external companies or authorities in the interests of the town, its residents or visitors
- NTC has a financial interest or commitment with the body or group and/or its function.

The scope of this policy

It applies to all Councillors but does not apply to Staff.

Policy

This policy is intended to help Councillors understand their duties when appointed to outside bodies.

Definition

The outside bodies generally fall into one of the following categories:

- A local voluntary community group or organisation
- A local charity
- A larger association that has an impact on the business of NTC or the Town
- A liaison meeting with other companies or local authorities
- A management committee/society managing either NTC owned land or property, or that NTC is in some way financially connected with
- A body that can offer town improvement.

Responsibilities

An NTC representative represents NTC as a whole, rather than acting in a personal capacity. This means that the representative must always act in accordance with NTC policies and procedures, the Member's Code of Conduct and bear in mind the limitations of NTC as a corporate body.

The representative allows its outside body to gain access to the expertise and knowledge of the NTC and ensures the Town Council is kept up to date with the actions and future plans of the body. The aim is that all interested parties are working together and communicating effectively for the benefit of the town, its residents and visitors.

The NTC representative is expected to attend meetings of the outside body, contribute to discussions and decision-making, read policy papers and support the aims and objectives of the group. Repeated failure by the elected representative to attend meetings without good reason should be reported by the group to the Town Clerk.

The representative should attend as many meetings of an outside body as they are reasonably able and send apologies if they are not able to attend. They may ask another Town Councillor to substitute for them in their absence if the outside body is willing.

Limitations

It is vital that the representative and the body itself understand the limitations of the NTC representative.

An NTC representative cannot commit the Town Council's resources or support, whether financial or 'in kind' to an outside body. If anything of this nature is requested it should be brought back to the Town Council, through the Town Clerk, for consideration.

These guidelines should be read in conjunction with the Members' Code of Conduct, which has been adopted by Council. When Councillors are representing NTC on another body, they must follow the code unless it conflicts with a legal duty owed to the other body.

Reporting

For both the outside body and NTC to benefit from the representation it is important that regular updates are reported back to Town Council by the representative. The methods considered most effective for reporting back are:

- Minutes of meetings – any minutes of meetings received by a representative should be sent to the Town Clerk for forwarding on to all Town Councillors (unless they are considered confidential)
- Updates to Full Town Council and/or Committee meetings – if the representative feels there is a matter that needs to be considered by Full Town Council or a committee then a report should be prepared and sent to the Town Clerk to circulate with the agenda for the appropriate meeting
- Email updates – representatives should forward to the Town Clerk any email updates from the outside body, for forwarding to all Town Councillors.

Who appoints representatives to outside bodies

Under section 10a xxiv of the Standing Orders a councillor can introduce a motion without written notice to the Proper Officer "to appoint representatives to outside bodies and to make arrangements for those representatives to report back the activities of outside bodies."

If there is more than one nomination for the same appointment, the Council will vote to determine who should be appointed.

In the majority of cases, representatives are appointed to serve for a period of one year but can be re-appointed as part of the annual review.

Change of representation

An outside body is free to request an alternate NTC representative on the understanding that the replacement will be chosen by the Town Council, not by the outside body. Repeated non-attendance at meetings without good reason offers valid grounds for an outside body to request an alternate NTC representative.

An outside body is free to inform NTC at any time that Town Council representation is no longer required, if its constitution allows it to do so.

A representative wishing to stand down from their role should first inform the outside body itself and then the Town Clerk. Where possible, the Town Clerk will invite another Town Councillor to substitute on the outside body until a representative can be formally appointed by the NTC.

Date of policy: **22/11/2024**

Approving committee:

Date of committee meeting:

Supersedes (name of old policy and reference): **N/A**

Policy version reference: **AUROB01**

Policy adopted by Full Council on:

Date for next review: **Annually**



Newhaven Town Council

RULES & REGULATIONS FOR THE MANAGEMENT OF NEWHAVEN CEMETERY

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Purpose of these rules and regulations

These rules and regulations for the management of Newhaven Cemetery by Newhaven Town Council (NTC) which is the Burial Authority and serve several important purposes as follows:

- Establish Order by providing a framework for behaviour
- Protect public safety
- Promote fairness and accountability
- Prevent exploitation by setting minimum standards
- Encourage positive behaviour.

Location and hours of opening

Newhaven Cemetery is located on Lewes Road, Newhaven, East Sussex BN9 9AD.

The Cemetery shall be open every day between the hours specified from time to time on the notice board affixed to the entrance gates and shown on the NTC website here: [Newhaven Cemetery - Newhaven Town Council](#). Every person, except officers and servants of the NTC, shall leave the Cemetery at the time appointed for the closing thereof.

GENERAL

(i) Telephone Message - Any orders or instructions given by telephone will be received at the sole risk of the person giving them and NTC shall not be responsible for any misunderstanding or error which may arise with respect thereto unless they are immediately confirmed in writing and in any manner provided by these regulations.

(ii) Plan of Cemetery – A plan of the Cemetery is provided by NTC and may be inspected at the Council Offices during published office hours, by appointment and free of charge.

(iii) Register of Burials – A register of burials will be kept at the NTC Offices where searches may be made, and certified extracts obtained during published office hours upon payment of the appropriate fee.

(iv) Calculation of Time for Notices – In calculation the time required for any notice of application to NTC or any of its officers under these Regulations, Saturday, Sunday, Good Friday, Christmas Day and Bank Holidays and such other days as may be appointed a general holiday shall be excluded.

(v) Chapels – Burials will not be allowed in the chapels in the Cemetery, nor may any memorial tablets be placed on the interior or exterior walls. The bodies of persons who have died while suffering from infectious diseases may not be taken into the chapels.

(vi) Coffin – Affixed to the coffin lid will be a nameplate stating the full name of the deceased person, their age in years and the date of their death.

(vii) Numerously attended Funerals – If a funeral is one at which numerous persons are expected to assemble or if it is likely to be attended by bands of music or banners, the Registrar must be notified at least one clear day beforehand.

(viii) Punctuality – The time fixed for a funeral shall be the time at which the procession is to arrive at the Cemetery. This time must be strictly observed and in default, the Registrar may allow another funeral to take precedence. A surcharge at the current rate prevailing for funeral services overrunning their allocated time may also be levied at the discretion of the Registrar.

(ix) Gratuities – No employee of NTC or its contractors is allowed either to accept any gratuity or to undertake private work of any kind in connection with the Cemetery either in his own time or during the Council's time.

(x) Complaints – Any complaints of incivility or inattention should be made to the Registrar.

(xi) Advertisements – No advertisements, placard, flag or barrier shall be displayed in any part of the Cemetery and no person shall in the Cemetery or its immediate precincts distribute any business cards, advertisements or literature of any kind or otherwise solicit any order for monumental or other works in connection with any grave.

(xii) Vehicles – All motorised vehicles must keep to the main drives and restrict their speed to less than 5mph. Washing, cleaning, valeting or maintenance of any motorised vehicle within the cemetery is also not permitted.

(xiii) Flowers and Wreaths – Flowers and wreaths may be placed upon any grave (full size or cremated remains plot) and left there for ten days. All visibly dead flowers and wreaths will be removed at the expiration of that period. All plastic and other artificial flowers, wreaths and greenery will, for the purpose of interpretation in these regulations be treated as ordinary flowers and disposed of accordingly. As these articles belong to the funeral applicant or grave owner no responsibility can be accepted for their security by the burial authority.

(xiv) Right of Movement – NTC reserves to itself, its officers, employees and contractors, the rite of passage over any graves for any purpose connected with the maintenance and management of the Cemetery and to remove any memorial from an adjoining grave to facilitate an interment if this should be necessary. In the event of such action being necessary the cost of such works shall be borne by the person arranging the interment.

(xv) 'the Registrar' shall mean the person for the time being holding the office of Town Clerk to NTC by that designation under the Council with respect to the Cemetery or, during their absence, any officer of the Council duly authorised by the Council to act on their behalf.

INTERMENTS

(i) Notice of Interment – All notices of interment shall be given to the Registrar during office hours only on forms provided for the purpose by NTC. All applications for grave spaces shall be made to the Registrar, and all fees must be paid to NTC when submitting the Application form for Interment.

(ii) Length of Notice of Interment – The length of notice required for an interment shall be as follows:

(a) Notice of interment (by way of the form referred to in paragraph (i) above) in an unwalled grave or in a walled grave or vault already constructed shall be given not later than forty-eight hours prior to the interment

(b) Notice of interment (by way of the form referred to in paragraph (i) above) in a walled grave or vault not already constructed shall be given in the case of a walled grave not later than three and in the case of a vault not later than four clear days beforehand. NTC may require longer notice to be given if difficulty is being caused by inclement weather, shortage of gravediggers, a large number of interments or any other sufficient reason. This regulation shall not apply to interments required immediately upon the certificate of a Coroner or the community physician.

(iii) Hours of Interments – Except on the production of the certificate of a Coroner or community physician that immediate burial is necessary on the grounds of public health, interments may take place only between 9.30am to 1.30pm (2.30pm April to September inclusive) on Monday-Friday and will not be allowed on Saturday, Sunday, Bank Holidays, Good Friday, Christmas Day and such other days as may be appointed a general holiday.

(iv) Attendance of Clergy – The undertaker or other person having charge of any funeral will be responsible for arranging with the incumbent clergy or minister for them to be present to perform any religious service thereat.

(v) Certificate of Death – The certificate of the Registrar of Deaths relating to the death of the person to be buried, or in cases where an inquest has been held the certificate of the Coroner or in cases of the interment of cremated remains the certificate of the cremation authority, must be produced to the Registrar before interment takes place.

In cases where the certificate of the Coroner or Registrar of Deaths is not produced the Registrar is authorised to accept a written declaration in the prescribed form by the person procuring the burial that a certificate of the Coroner or Registrar of Deaths has been issued in respect of the deceased and the person so procuring the burial will pay the prescribed fee. In the event of the certificate being

produced to the Registrar, within 24 hours of the burial the fee will be refunded. This provision does not apply to the burial of a still-born child.

(vi) Interment of Still-born Children – Notices of interment of still-born children must be accompanied by either a certificate from the Registrar of Deaths or an order from the Coroner.

EXCLUSIVE RIGHT OF BURIAL

(i) Grant of Exclusive Right of Burial – On the sale of the exclusive right of burial in a grave space, a Deed of Grant shall be issued to the person by whom or on whose behalf such right is purchased, and such person shall be registered in the books of NTC as the owner of the grave. The Deed of Grant shall be carefully preserved by the owner of the grave as this will be required when further interments take place or when it is desired to conduct certain works to the grave. The Exclusive Right of Burial shall be granted for a period not exceeding 50 years in the first instance, at the expiration of which, unless the period of the grant is extended, all rights in the grave will revert to NTC and any memorial erected on the grave can be removed.

(ii) Relinquishing of Exclusive Rights of Burial – Where the owner no longer wishes to own the Exclusive Rights of a Grave and has not exercised those rights by way of interment, NTC may purchase those rights back if requested by the registered grave owner. The value of this re-purchase will be determined by the length of full years left to run, multiplied by the then purchase price paid by the owner divided by 35 and then deducted a further 10%.

e.g., Exclusive Rights of Burial of 35 years with 20 years left to run and purchased eg for £1000 will equate to $20 \times (1000/35) = £571.43 - 10\% = £514.29$.

(iii) Devolution of Exclusive Right of Burial – After death of the registered owner of a grave, the Probate of the Will and/or letters of administration, when available, should be sent to the Registrar, Newhaven Cemetery, with the original Deed of Grant and the appropriate registration fee so that the grave may be transferred to the Executors or other interested person.

(iv) Transfer of Exclusive Right of Burial – Purchasers of the exclusive right of burial shall not dispose of their right without the consent of NTC and a transfer of the exclusive right of burial in a grave space will not be deemed valid until such transfer has been registered upon payment of the prescribed fee at the office of the Registrar.

(v) Opening of Private Grave or Vault – If any interment is to take place in a grave or vault in which the exclusive right of burial has been purchased, the Deed of Grant must be produced at the time of giving notice of the interment, together with the written consent of the owner or their legal representative. If the owner of the exclusive right of burial is deceased, the grave space can only be opened on the authority of the person whom NTC shall consider entitled to give such instruction, and a legal transfer of the Exclusive Right of Burial has been effected prior to the opening of the grave. Notwithstanding any of the provisions of this paragraph, the body of the registered owner of a grave will be buried therein without production of the Deed of Grant, provided that there is room in the grave for such burial.

(vi) Copy Deed of Grant – Duplicate Deeds of Grant cannot be issued but a copy of the original Deed of Grant can be supplied on application to the Town Clerk, Newhaven Town Council Offices, 18 Fort Road, Newhaven, East Sussex BN9 9QE on payment of the fee prescribed by NTC. A copy Deed of Grant is not a substitute for the original Deed and cannot be produced in lieu thereof for the purpose of any of the regulations herein contained.

(vii) Surface of graves – The surface of every grave shall be turfed over or planted or covered with a memorial where the right to do so has been granted as soon as the earth has properly settled after each interment. (See Monuments iii below)

(viii) Brickwork of Walled Graves and Vaults – Where available, the brickwork of the sides and arch of every vault or walled grave shall be at least 225mm (9 ins) thick with ends 105mm (3 ins) thick and sufficient covering stone and no arch shall be visible above ground level. The brick work shall be of materials, design, and workmanship to the satisfaction of the Registrar. In vaults and walled graves, the brickwork shall be constructed so that a slab of stone not less than 50mm (2 ins) in thickness may

be placed over each coffin whereby it may be interred in an airtight manner as provided in Regulation ix Coffins below.

(ix) Coffins – Only wooden coffins or shrouds will be allowed in graves in which the exclusive right has not been purchased. In graves which the exclusive right of burial has been purchased, wooden or lead or zinc lined coffins may be used. All coffins to be buried in walled graves or vaults shall be airtight metal coffins or coffins lined with lead or zinc, and shall be entombed separately in an airtight manner, by properly cemented stone or brickwork which shall be unlikely to be disturbed.

(x) Cremated Remains Graves (Not Memorial Garden Plots) – Cremated remains shall be buried in a proper urn, casket or a container specifically designed for this purpose. Alternatively, they may be scattered on the grave with the permission of the Registrar.

(xi) Removal of Remains – No coffin or human remains may be removed after burial except with the licence of the Secretary of State or under a Bishop's Faculty as may be appropriate.

(xii) Order of Interment in Grave Spaces – Interments in unpurchased graves shall take place in such grave spaces as NTC shall direct from time to time.

(xiii) Selection of Grave Spaces – The selection of grave spaces shall be subject to the approval of NTC, but the wishes of the applicant will be met as far as practicable. NTC's decision of location is final.

ADMISSION OF VISITORS

(i) Children – Children under 16 years of age will not be admitted to the Cemetery except under the care and direct supervision of a parent or other responsible person aged 18 years or over.

(ii) Conduct of Visitors – Visitors must keep to the roads and walks in the Cemetery, and abstain from:

a) smoking and touching the monuments, shrubs, and flowers.

b) Intoxication through drink or drugs, the use of improper or foul language, shouting, singing, and whistling whilst in the cemetery. Likewise, refrain from any indecent, boisterous, or discourteous behaviour, including the climbing on or over any gravestone, headstone, tombstone, monument, palisading, gate, wall, fence, building or tree within the same.

c) The operation of any device capable of producing sound or other musical instrument in the Cemetery Grounds (other than may be approved to accompany a burial service)

d) The playing or practice of any game of sporting activity, similar but not restricted to Football, Golf, Cricket, flying of Drones etc., and

e) Interfering or distracting contractors or staff whilst in the performance of their duties and responsibilities.

Any person contravening these regulations shall leave the Cemetery immediately upon request of the Registrar or other responsible officer or employee of NTC or a uniformed police officer.

(iii) Dogs or Other Animals – All dogs and other domesticated animals must be kept under control on a lead by a person of at least 18 years of age.

(iv) Photography – No person will be permitted to photograph or measure monuments or graves without permission in writing from the grave owner, which shall be produced to the Registrar. General views of the Cemetery may only be photographed by permission of the Registrar provided nothing in this regulation shall prevent mourners attending a funeral from photographing the flowers and wreaths placed on a grave after the same shall have been filled after the funeral.

MAINTENANCE OF GRAVE SPACES

(i) Planting of Graves and Disposal of Refuse – All plants on grave spaces maintained by the owner and are subject to the approval of NTC and must be kept in proper order; all refuse from cleaning and planting grave spaces must be placed immediately in the receptacles provided in the Cemetery for this purpose. The planting of trees or the use of pesticides and herbicides on any grave space is forbidden.

ii) Neglected Grave Spaces – All grave spaces may be kept free of weeds by NTC should the owners of the exclusive right of burial therein neglect to attend to them. The cost of this work shall be repaid to NTC, and no grave or vault will be re-opened upon which any costs remain unpaid. NTC reserve the right to remove from any grave space any plants, shrubs, trees, cut flowers or foliage which in the opinion of the Registrar have become unsightly or overgrown or detrimental to any adjoining grave

space. For the purposes of this regulation the foregoing shall be deemed to include plastic or any other form of artificial flowers, shrubs, or greenery.

(iii) Upkeep of Grave Spaces – All grave spaces in which the exclusive right of burial has been sold together with the monuments, gravestones, and tablets thereon, must be kept in good repair by the owners. If any repairs are not executed within three months after notice has been given by NTC to the owner their representative, the Council shall be entitled to take possession of the grave space in question with any monument, gravestone or tablet thereon, and to cause the same to be repaired or removed as the Council may think fit. If the name and address of the owner their representative cannot be ascertained upon reasonable enquiry the notice required by this regulation may be given by posting the same upon the grave space in question and shall be deemed to have been served six weeks after being first posted thereon.

(iv) Subsidence – Subsidence should be expected following every burial and can reoccur for many years thereafter. The council will make every effort to top up graves where subsidence is evident for the 18 months following the last interment in the grave, free of charge.

(v) Woodwork and Metal Work – No person shall place or allow to be placed on or around any grave space any woodwork or metal work of any description.

(vi) Glassware or other Embellishments – NTC reserves the right to remove from any grave space any glassware or embellishment which in the opinion of the Council is dangerous, unsightly or a nuisance. This includes but is not limited to items constructed of glass, plastic, wire, reconstituted stone, or other paraphernalia.

(vii) Works to Grave – No person other than the owner, relative, friend or authorised council contractor may conduct maintenance works (excluding works to any memorial placed thereon) to a grave.

MONUMENTS

(i) Copyright – All applicants for any form of monument, gravestone, tablet, or erection of any kind or a monumental inscription must satisfy themselves that there is no infringement of any copyright, and the Council cannot accept responsibility should any such infringement take place notwithstanding the fact that the monument, gravestone, tablet, erection or monument inscription was approved for erection in the Cemetery.

(ii) Erection of Monuments – A permit/authorisation for the erection or placement of any memorial must be secured before any installation of a memorial in the cemetery. Application for a permit must be made to the council offices using the relevant application form. Once assessed Monuments may be erected only on grave spaces in which the exclusive right of burial has been purchased.

On the completion of the installation, a Deed of Grant for the memorial right shall be issued to the person by whom or on whose behalf such right is purchased, and such person shall be registered in the books of NTC as the owner of the right. The Deed of Grant shall be carefully preserved by the owner of the memorial as this will be required for any new works, or the memorial rights are to be renewed.

The memorial right shall be granted for a period not exceeding 10 years in the first instance, at the expiration of which the memorial must pass a safety and stability inspection to allow the period of the grant to be extended for either a further five or ten-year period on payment of the appropriate fee. If the memorial right is not extended it will expire, and the council will reserve the right to remove the memorial. No brickwork or stone shall be used in or upon nor shall any monument, headstone, footstone, kerbstone or other form of memorial or stone of any description or vase or similar ornament be erected, placed, laid upon or over any grave space in which the exclusive right of burial has not been purchased.

(iii) Subsidence – Subsidence should be expected following every burial and can reoccur for many years thereafter depending upon the soil characteristics and topography of the cemetery. The council will make every effort to top up graves where subsidence is evident for the 18 months following the last interment, free of charge. Therefore, any application for the placement of a memorial on a grave will not be granted until 18 months following the last interment and the council will not accept any responsibility for subsidence which subsequently occurs and/or which affects the stability of any memorial placed on the grave.

Where 18 months has elapsed since the last interment, should any subsidence still be evident within the grave space then no memorial shall be erected on that grave until the subsidence has ceased and the grave has been completely levelled up.

(iv) Monuments - Memorial stones may take the form of a headstone or cross which shall not exceed 1050mm (3 ft. 6 in) in height above ground level, 750mm (2 ft. 6 in) in width and be less than 77mm (3 ins) or more than 300mm (1 ft.) in thickness. Kerbstones shall not exceed 300mm (1ft) in height, other monuments, gravestones, and tablets shall not exceed 1065mm (3ft 6in) height including any base above ground level, except by special permission and discretion of NTC.

All monuments and headstones shall be at least 75mm (3in) in thickness from front to back and all kerbstones shall have a cross-section size of not less than 150mm by 75mm (6 ins by 3 ins) except for a child's grave (1200mm by 600mm) (4ft by 2ft) where the kerbstones shall have a cross section of not less than 125mm by 50mm (5 ins by 2 ins). All monumental inscriptions on any form of monument, gravestone, tablet, or erection of any kind in the Cemetery shall be either of bronze, lead, raised or inset, or incised and painted, or carved in relief.

If so wished, a single stone vase with an aluminium insert not exceeding 300mm (1 ft.) in diameter and 300mm (1 ft.) in height may be placed at the head of the grave in lieu of the headstone or cross. Memorial Tablets for the Cremated Remains Gardens in the cemetery shall not exceed 300mm x 300mm x 50mm (12"x12"x2")

(v) Quality of Work - All headstones and crosses will be fixed at the head of the grave on a foundation, with an approved ground anchor system that complies with the National Association of Memorial Masons (NAMM) Code of Working Practice, as required by the British Register of Accredited Memorial Masons (BRAMM) scheme, and to the satisfaction of the Registrar.

(vi) Power to Regulate Position of Monuments – NTC reserves the right to require any monument, gravestone, or tablet to be erected in any position on the grave space in question as they consider appropriate.

(vii) Materials of Monuments – Monuments, gravestones and tablets shall be made of natural granite, marble or quarried stone (but not Bath, Caen, Clipsham or soft sandstone) or of such other material capable of withstanding continuous exposure to the weather as the Council may approve and without prejudice to the foregoing provisions of this regulation the Council may in any event reject monuments, gravestones and tablets may of any materials which in their opinion are unsuitable or incongruous with their surroundings.

Chippings of any material, shingle, shale, loose slate, or any form of loose stones are not permitted on any grave space. Given the age of the cemetery this restriction will not apply retrospectively to those memorials/graves with chippings prior to 21st July 2020, however the renewal or re-provision of chippings will not be authorised.

(viii) Marking of Monuments – All monuments, gravestones and tablets shall bear the section and number of the grave in good legible lettering not less than 20mm (3/4in) in height in a conspicuous position. The Council also reserve the right to place on any monument, gravestone or tablet, their private mark or reference to that grave and such mark shall not be removed save only by them. The name only of the mason without address may be inscribed on any memorial.

(ix) Construction to be Approved by the Registrar – All brickwork, foundations for monuments, gravestones or tablets together with all work involved in re-fixing the same after removal and all other work not performed by the servants of the Council shall be subject to the approval of the Registrar by way of an issued permit.

(x) Foundations – Only foundations conforming to the NAMM or BRAMM code of working practice may be used and be of such size as are necessary to carry the weight of the memorial to the satisfaction of the Registrar.

(xi) Construction of Paved Memorials – Crazed paving and other materials shall be supported by a concrete slab conforming to the following requirements: - a precast reinforced concrete slab at least 50mm (2 ins) thick, or a slab of in situ reinforced concrete at least 75mm (3ins) thick.

(xii) Dowels and Cramps – All metal dowels and cramps shall be of solid stainless steel, smooth or threaded and installed according to the NAMM or BRAMM code of working practice.

(xiii) Fixing of Kerbstones – All kerbstones must be installed and fixed according to the NAMM or BRAMM code of working practice.

(xiv) Damage to Monuments – The Council accept no liability for any injury or damage whatsoever that may be caused to any form of monument, gravestone, tablet, vase, monumental inscription, or other form of memorial in the Cemetery however the same may be caused. It is therefore strongly recommended that all grave owners insure their memorials.

(xv) Removal of Monuments – No existing memorial shall be removed from the Cemetery except by special order from the Registrar. Any application to remove a memorial shall be signed by the owner and shall be submitted to the Registrar prior to such removal and all necessary work to any monumental erection so removed shall be executed and re-erection or replacement completed without delay and to the complete satisfaction of the Registrar. Registered Grave owners are therefore strongly recommended to purchase relevant insurance for their memorials.

Work in the Cemetery

(i) General - All monuments, gravestones and tablets and other works when commenced shall be proceeded with diligently and completed with due dispatch from day to day (weather permitting) until completed, and without causing any disturbance or annoyance to any person or damage or interference with other grave spaces in the Cemetery or the monuments, gravestones and tablets erected thereon, or the permit issued under Regulation 8(ii) above for the erection or placing of such monument, gravestone or tablet will automatically become void.

(ii) Hours Permitted for Work – No workers or materials will be admitted into the Cemetery before 9am and workers may not remain after 4.30pm (4pm from late November to late January).

No worker or materials will be admitted within the Cemetery on Saturdays, Sundays, Christmas Day, Good Friday, or Bank Holidays or on such other days as may be appointed a general holiday. Work under a permit issued pursuant to Regulation 8(ii) above may be executed only during the hours specified in this regulation.

(iii) Tools – Masons must furnish themselves with all materials and equipment required for fixing monuments, gravestones, and tablets. All memorial masons employed must be suitably trained and qualified to undertake their work and possess relevant Liability Insurance (minimum £5M+)

(iv) Making Good– Following the installation and/or maintenance to a memorial, all rubbish resulting from the work will be cleared away forthwith and any damage to the ground or vegetation made good to the satisfaction of the Registrar as soon as possible. In default, NTC will undertake such clearance and making good, and the person who executed the work will be held liable for those costs.

(v) Handcarts and Other Vehicles – No cart, truck, barrow, or lorry shall be allowed to remain within the Cemetery longer than shall be reasonably necessary for loading or unloading and shall not on any account be drawn off the roads or paths. Provided that this regulation shall not prevent the use of a handcart or barrow as shall be reasonably necessary exclusively for monumental or masonry work or in connection with the planting of shrubs or flowers on graves they shall not be allowed to remain in the Cemetery longer than shall be necessary for the particular work in hand and shall not be allowed

to remain in the Cemetery overnight nor during such time as they are not actually in use, unless with the written permission of the Registrar. At no time shall any such handcart or barrow be drawn across any grave and all precautions shall be taken to prevent any damage to any part of the Cemetery. All trucks shall have tires of not less than four inches (100mm) in width.

(vi) Hewing and Dressing of Stone – No hewing or dressing of stone shall take place in the Cemetery without the permission of the Registrar.

POWER TO EXCLUDE FROM THE CEMETERY

Any person not complying with these Regulations may be refused admittance to the Cemetery for such periods as NTC may think fit.

ALTERATIONS TO REGULATIONS

NTC reserves the right to make any alterations in these regulations from time to time as they think fit.

REGULATIONS TO BE CONDITION OF GRANT

All the foregoing regulations shall be conditions attached to the sale by NTC of the exclusive right of burial in any part of the Cemetery.

NB By the Local Authorities' Cemeteries Order 1977, Section 18 and 19 (which apply to the Cemetery) it is enacted that:

(1) No person shall –

- wilfully create any disturbance in a cemetery
- commit any nuisance in a cemetery
- wilfully interfere with any burial taking place in a cemetery
- wilfully interfere with any grave or vault, any tombstone or other memorial, or any flowers or plants on any such matter; or
- play at any game or sport in the cemetery.

(2) No person not being an officer or servant of the burial authority or another person so authorised by or on behalf of the burial authority shall enter or remain in the cemetery at any hour when it is closed to the public.

PENALTIES

Every prohibition that contravenes any part of:

- article 5(6)
- article 10(6)
- article 18
- Part 1 of Schedule 2

of The Local Authorities' Cemeteries Order 1977, shall be liable on summary conviction to a fine not exceeding £100 and in the case of a continuing offence to a fine not exceeding £10 for each day during which the offence continues after conviction thereof.

Date of rules & regulations: **13/12/2024**
Approving committee: **Full Council**
Date of committee meeting:
Supersedes (name of old rules & regulations): **Rules & Regulations - Newhaven Cemetery v6**
Rules & regulations version reference: **EARRN07**
Rules & regulations effective from:
Date for next review: **Annually**



Newhaven Town Council

SEXUAL HARASSMENT AT WORK POLICY & PROCEDURE

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Purpose of this policy and procedure

Newhaven Town Council's (NTC) believes that it should not be down to the individual to prevent and manage their harassment alone. This Sexual Harassment Policy aims to take all reasonable steps to prevent harassment of a sexual nature, and to provide guidance where problems occur and to prevent any recurrence. It covers sexual harassment in the workplace, in any work-related setting and third-party harassment. Any complaint will be dealt with seriously, without undue delay and, where practicable, in confidence.

Commitments

NTC will:

- Promote a workplace culture where sexual harassment is not tolerated and where employees and Councillors are treated and treat each other, with dignity and respect
- Put in place policy and guidance to inform and support employees and Councillors to deal with unwanted and unacceptable behaviour of a sexual nature
- Take any concerns raised by employees or Councillors seriously, investigate any complaint and take prompt and appropriate action
- Regularly promote awareness of the policy and guidance to all staff to ensure staff understand that unacceptable behaviour can result in disciplinary action
- Ensure employees and Councillors are aware of their responsibility to treat colleagues with dignity and respect
- Regularly review the effectiveness of the policy with employees and members of the Personnel committee.

Scope of this policy and procedure

This policy applies to all staff, whether full time, part time or temporary workers as well as Councillors.

Context

Experiencing sexual harassment can cause a loss of confidence at work and can cause someone to avoid work situations to avoid the perpetrator. This often diminishes their performance at work and their propensity to apply for and be appointed to promoted posts.

Staff experiences of sexual harassment are often minimised by colleagues and dismissed as 'banter'. This type of harassment includes any unwelcome verbal or physical behaviour that creates a hostile work environment. Sexual harassment is not limited to face-to-face interactions, but may also be experienced via email, text and online platforms.

The effects of sexual harassment can have a significant impact on morale and productivity. The impact of harassment can be significant and may result in undesirable consequences such as:

- Significant detriment to mental health
- Diminished performance at work
- Loss of self-esteem and confidence both in the workplace and in real-life
- Feelings of embarrassment, shame and humiliation
- A sense of being undermined professionally
- Avoiding certain work situations including meetings, training courses or shifts
- Leaving a role or job.

Policy

Definitions

Sexual Harassment

Sexual Harassment is defined in the Equality Act 2010 as 'unwanted conduct of a sexual nature which has the purpose or effect of violating someone's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them'. Conduct that has any one or more of these effects can be harassment even if the effect was not intended.

Sexual harassment can happen to men, women and people of any gender identity or sexual orientation. It can be carried out by anyone of the same sex, a different sex or anyone of any gender identity. The Equality Act 2010 enables employees to complain of behaviour that they find offensive even if it is not directed at them. The complainant need not possess the protected characteristic themselves.

Who is protected?

The Equality Act protects the following people against sexual harassment at work:

- Employees, workers & Councillors
- Contractors and self-employed people hired to personally do the work
- Job applicants

Examples of sexual harassment include, but are not limited to:

- Sharing sexually inappropriate images or videos, such as pornography
- Sending suggestive letters, notes, or electronic communications
- Displaying inappropriate sexual images or posters in the workplace
- Telling lewd jokes or sharing sexual anecdotes
- Making inappropriate sexual gestures
- Abuse of authority or power by those in positions of seniority

Any sexual action that creates a hostile work environment is considered sexual harassment and the victim of the harassment may not only be the target of the offence but anyone who is negatively affected by the inappropriate behaviour.

Third Party Harassment

Third-party sexual harassment occurs when a person who is not associated with NTC sexually harasses an NTC employee or Councillor. Any instances of third-party harassment will be investigated by your line manager or in the event of harassment of a Councillor, the Chair of the Council.

Procedure

Employee Action

Employees who feel they are affected by sexual harassment should seek support and advice.

Employees may wish to seek informal advice from their Line Manager, Trade Union Representative or a colleague. Where a concern is raised directly to a Line Manager, this should be addressed promptly and informally where possible. They must listen, offer reassurance and discuss incidents and allegations, outlining options and support available as appropriate in a confidential manner. In addition, external support can be sought from NTC's outsourced HR support, Worknest.

Alternatively, employees may prefer to discuss with a friend or colleague in the first instance for support before bringing it to their manager's attention. Where possible, NTC encourages employees to try to resolve any problems informally in the first instance but understands that this may not be appropriate in all cases.

Informal Procedures

If a person believes they are being subjected to behaviour that constitutes sexual harassment, where possible and appropriate, those involved should attempt to resolve the situation informally in the first instance. However, this should not discourage use of the formal procedures where considered appropriate. In certain circumstances it may be possible for the complaint to be resolved quickly by the employee explaining directly to the harasser the following:

- What behaviour they consider to be sexual harassment
- The effect their behaviour is having
- Asking them to stop

The employee can make it clear that if the behaviour continues a formal complaint will be made. Where possible the employee should keep a diary of all incidents including details of dates, times, any witnesses and how they were personally affected. Copies of any documents that may be relevant, for example reports, emails, notes of any meetings that relate to the issue should also be kept.

Formal Procedures

Where it has not been possible to resolve the matter informally, the decision whether to progress a complaint rests with the individual concerned.

Formal complaints of sexual harassment should be made in writing using NTC's Grievance Procedure.

Disciplinary Action

Instances of sexual harassment may lead to disciplinary action up to and including dismissal:

- In a work situation
- During any situations related to work such as a social event with colleagues
- Against a colleague or other person connected to the employer outside of a work situation, including social media
- Against anyone outside of work where their behaviour calls into question their suitability to carry out their work role

This is a non-contractual policy and procedure which will be reviewed from time to time.

Date of policy & procedure: **25/11/2024**

Approving committee:

Date of committee meeting:

Supersedes (name of old policy and reference): **N/A**

Policy version reference: **PSSHW01**

Policy adopted by Full Council on:

Date for next review: **Annually**



Newhaven Town Council

Social Media and Electronic Communication Policy

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Purpose of this policy

The use of digital and social media and electronic communication enables Newhaven Town Council (NTC) to interact in a way that improves the communications, both within the Council, and between the Council and the people, businesses and agencies it works with and serves.

NTC has a website, Facebook, Twitter/X account and Instagram account and also uses email to communicate. NTC will always try to use the most effective channel for its communications. Over time NTC may add to the channels of communication that it uses as it seeks to improve and expand the services it delivers. When these changes occur, this Policy will be updated to reflect the new arrangements.

NTC's social media accounts intend to provide information and updates regarding activities and opportunities within Newhaven and promote our community positively.

The scope of this policy

It applies to all staff, whether full time, part time or temporary workers as well as Councillors

Policy

Communications from the Council will meet the following criteria. It will:

- be civil, tasteful and relevant
- not contain content that is knowingly unlawful, libellous, harassing, defamatory, abusive, threatening, harmful, obscene, sexually oriented or racially offensive
- not contain content knowingly copied from elsewhere which we do not have permission to share
- not contain any personal information, other than necessary basic contact details
- be moderated by the Clerk to the Council or the Chair/Vice Chair of the Council
- not be used for the dissemination of any political advertising.

All communications

To ensure that all discussions on NTC's pages are productive, respectful and consistent with the Council's aims and objectives, the following guidelines should be observed:

- be considerate and respectful of others – vulgarity, threats or abuse of language will not be tolerated
- differing opinions and discussion of diverse ideas are encouraged, but personal attacks on anyone, including the Councillors or staff, will not be permitted
- share freely and be generous with official NTC posts, but be aware of copyright laws; be accurate and give credit where credit is due
- stay on topic
- refrain from using NTC's social media sites for commercial purposes or to advertise, market or sell products.

The website and other outlets are not monitored 24/7 and NTC will not always be able to reply individually to all messages or comments received. However, NTC will endeavour to ensure that any emerging themes or helpful suggestions are passed to the relevant people or authorities. Please do not include personal/private information in your social media posts to the Council.

Sending a message/post via any social media account will not be considered as contacting NTC for official purposes and the Council's staff will not be obliged to monitor or respond to requests for information through these channels. Instead, please make direct contact with NTC and/or members of the Council by emailing: admin@newhaventowncouncil.gov.uk

The Council retains the right to remove comments or content that include:

- obscene or racist content

- personal attacks, insults, or threatening language
- potentially libellous statements
- plagiarised material; any material in violation of any laws, including copyright
- private, personal information published without consent
- information or links unrelated to the content of the forum
- commercial promotions or spam
- alleged breaches of NTC's policy or the law.

NTC's response to any communication received not meeting the above criteria will be to either ignore, inform the sender of NTC's policy, or send a brief response as appropriate. This will be at NTC's discretion based on the message received, given the limited resources available. Any information posted on an NTC social media page not in line with the above criteria will be removed as quickly as practically possible. Repeat offenders will be blocked from the respective account. NTC may post a statement that 'A post breaching NTC's Social Media Policy has been removed'. If the post alleges a breach of an NTC's policy or the law, the person who posted it will be asked to submit a formal complaint to NTC or report the matter to the Police as soon as possible to allow due process.

NTC Website

Where necessary, NTC may direct those contacting us to our website to see the required information, or we may forward their question to one of our Councillors for consideration and response. We may not respond to every comment we receive, particularly if we are experiencing a heavy workload.

NTC may, at its discretion, allow and enable approved local groups to have and maintain a presence on its website for the purpose of presenting information about the group's activities. The local group would be responsible for maintaining the content and ensuring that it meets NTC's 'rules and expectations' for the website. NTC reserves the right to remove any or all of a local group's information from the website if it feels that the content does not meet the Council's 'rules and expectations' for its website. Where content on the website is maintained by a local group it should be clearly marked that such content is not the direct responsibility of NTC.

The following items may be included on the website:

- meeting dates
- meeting agenda and minutes
- financial information as required under the Transparency Code and the Practitioners' Guide
- policies and procedures
- member information
- links to external websites
- information on village clubs, societies, organisations and events
- news articles.

The following items will NOT be included:

- articles affiliated to, or promoting any political organisation
- commercial advertisements
- publicity for any non-charitable fund-raising event.

NTC Email

NTC has its own email address (admin@newhaventowncouncil.gov.uk). The email account is monitored mainly during office hours, Monday to Friday, and we aim to reply to all questions sent as soon as we can. An 'out of office' message will be used when appropriate.

All communications on behalf of NTC will usually come from the Clerk, and/or otherwise will always be copied to the Clerk. All new emails requiring data to be passed on will be followed up with a Data consent form for completion before action is taken with that correspondence.

Individual Councillors are also provided with council-owned email addresses and are at liberty to communicate directly with residents in relation to their own personal views and if appropriate, copy to the Clerk. Please note that any emails sent to Councillors, or the Clerk become official and will be subject to the Freedom of Information Act. These procedures will ensure that a complete and proper record of all correspondence is kept.

Councillors and staff are reminded that personal information should not be forwarded on to other people or groups outside of the Council, this includes names, addresses, email, IP addresses and cookie identifiers.

Text Messages and WhatsApp

The Clerk and Executive Officer are provided with a Council-owned mobile telephone. Councillors, the Clerk and Executive Officer may use SMS as a convenient way to communicate at times. All are reminded that this policy also applies to such messages.

Use of WhatsApp group should be limited to:

- reminders (but not as the primary means of notification) of practical aspects of meetings, for example dates and times
- a tool for rapid communication for sharing information in the event of an emerging situation facing the town, for example, flooding.
- Texts and the WhatsApp group should not be used for:
 - day-to-day discussion of, and views on, Council policies and their implementation
 - as evidence of agreement / disagreement
 - an alternative to voting
 - an agreement of a specific course of action or financial commitment by the Council
 - providing feedback to other Councillors
 - proposing agenda items, sharing papers, notification in advance of apologies.

Video Conferencing

If this medium is used to communicate, please note that this policy also applies to the use of video conferencing.

NTC is not able to hold formal meetings via video conferencing, although hybrid meetings to enable the public to attend via video are permissible. Councillors must however, be in attendance in the meeting room.

Internal communication and access to information within the Council

NTC is continually looking at ways to improve its working and the use of social media and electronic communications is a major factor in delivering improvement.

Councillors, the Code of Conduct and Data Protection

As more and more information becomes available at the press of a button, it is vital that all information is treated sensitively and securely. Councillors are expected to maintain an awareness of the confidentiality of information that they have access to and not to share confidential information with

anyone. Failure to properly observe confidentiality may be seen as a breach of the Council’s Code of Conduct and will be dealt with through its prescribed procedures (at the extreme it may also involve a criminal investigation).

Councillors should also be careful only to ‘cc’ essential recipients on emails for instance to avoid use of the ‘Reply to All’ option, if possible, but of course copying in all who need to know and ensuring that email trails have been removed.

Councillors who post on social media must observe the Code of Conduct. Councillors are personally responsible for the social media content they create, publish and share. Being a Councillor does not prevent a member of the public from pursuing legal action following the publication of an untrue statement and Councillors may be held personally liable.

Any Councillor posting, referring to themselves as a Councillor – even if it is in a personal capacity – may be considered as acting in an official capacity.

When posting to social media, it should be remembered that:

- the Councillor is an elected representative of NTC
- any post can affect the reputation of NTC
- it is NTC which is the corporate decision-making body – no Councillor can independently make decisions for the Council over social media
- some issues and communications are best left to NTC’s official social media accounts
- having a single voice or message can be critical in some situations
- NTC cannot be involved in party political issues
- it is not necessary to respond or make comment on everything on social media – in fact sometimes it is better not to
- posts must not contain any form of discrimination – including racism, sexism, ageism, ableism, homophobia, transphobia or religious intolerance.

Everyone should be reminded that a good general rule is that if there is uncertainty about something:

stop, think and ask for advice before doing anything.

Date of policy: **22/11/2024**

Approving committee:

Date of committee meeting:

Supersedes (name of old policy and reference): **N/A**

Policy version reference: **AUSME01**

Policy adopted by Full Council on:

Date for next review: **Annually**



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

To: Full Council **Agenda Item 19.**

Date: 14/01/2025

Report Contact: Executive Officer

Subject: ESCC Funded Bus Shelters

1. The purpose of this report is to advise the Full Council of a request from the East Sussex County Council (ESCC) Transport Hub – Passenger Transport Team regarding two proposed ESCC funded Bus Shelters.
2. This proposal is part of the ESCC Bus Service Improvement Plan, and is as follows;
 - 2 x 5.6m length bus shelters at the east & westbound 'The Fairway' bus stops on Brighton Road, Newhaven.
 - The shelters will feature bench seating & LED lighting.
 - Recognising the existing bus shelters have incurred a degree of vandalism over the years, the replacement bus shelters would have features that can help reduce the degree of any potential damage (polycarbonate & colour coded aluminium panels)
 - Real time passenger information displays at each bus stop.
 - Some modest hardstanding improvements.
3. The Executive Officer ascertained that Newhaven Town Council would need to accept full ownership of the two new bus shelters and all on-going maintenance and repair of all constituent parts to include lighting, display boards and roof.
4. Newhaven Town Council would not need to contribute financially to the initial cost and installation of the two new bus shelters.
5. Please note the previous proposal for four new bus shelters that ESCC wanted to fund in 2023 was rejected by Newhaven Town Council. Appendix A shows the report by the Town Clerk and the minutes of the Full Council meeting dated 14.11.23 (CO65/23 highlighted in yellow details the rejection).

Recommendation.

That the Full Council instructs the Executive Officer as to its decision/responses to ESCC Transport Officers regarding:

- a) A decision on support for the high-level proposal per point 3 above, and
- b) A decision on accepting ownership and on-going maintenance of the potential new bus shelters per point 4 above

19. Report - Appendix A



NEWHAVEN TOWN COUNCIL

Ken Dry
Town Clerk

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

Tel: (01273) 516100

Email: admin@newhaventowncouncil.gov.uk

To: Full Council [REDACTED]

Date: 14th November 2023

Report Contact: Town Clerk

Subject: **ESCC Proposals for Bus Stop Improvements.**

1. The purpose of this report is to seek council re-consideration of the following proposals from ESCC Transport Officers forming part of the overall ESCC Bus Service Improvement Plan (BSIP),
 - i) Provide its views and feedback on proposed infrastructure improvements to four existing bus stops in the Town (not currently owned by NTC)
 - ii) Assuming the council's satisfaction with the aforementioned improvements at (i) above, for it to then take ownership and the ongoing maintenance responsibility for the same four bus stops and make a financial contribution to the same.
2. At the Full Council meeting of September 5th 2023, the council unanimously resolved (Min. C047/23 Refers) to defer consideration of the proposals from ESCC Transport Officers and requested that the Town Clerk arrange their attendance at its next scheduled meeting (Nov.14th 2023) to afford councillors the opportunity to ask supplementary questions regarding the same.
3. The Town Clerk contacted the relevant Transport Officers at ESCC asking them to attend this Full Council meeting (14/11/23) and received the following email response on October 17th 2023;

"After further consideration I can confirm ESCC officers will not be attending a Newhaven town council meeting to facilitate Q&As on the Bus Service Improvement Plan (BSIP). The proposal here is very simple.

We have identified 4 well used bus stops in Newhaven that would benefit from having a bus shelter and associated access improvement works including raised kerbs and extended hardstand – total costs in the region of £35k funded from our BSIP allocation.

I will work with the town council to capture their preferred specification & colour for the bus shelters. As stated previously, the only requirement from Newhaven town council is to accept ownership of the bus shelters including future cleaning & maintenance. We fully understand taking on town assets such as bus shelters requires budgetary consideration,

so please take the time necessary to consider the proposal and come back to me when a decision has been made. *Cont.....*

I must add, if Newhaven town council indicate they will accept ownership, there is still work I will need to do before the bus shelters are ordered. The proposed 'Rose Walk' bus stop shelters are close to residential housing so I would take the opportunity to write to nearby residents to make them aware of the proposal and invite comments. If any negative responses cannot be mitigated, it may be that we chose not to progress those bus shelters.

Additionally, ESCC officers would be very happy to hear proposals from Newhaven town council for improvement work & bus shelters they feel are needed at any bus stops within the town boundary."

Background

4. As nearly every bus stop (the actual paving/tarmac 'footprint' or area) is located on a highway verge or footpath, officers are of the understanding they are the owned responsibility of ESCC.
5. As for the ownership/responsibility for the bus stop post/sign (concrete post with bus stop sign and timetable/pennant attached) it is very case/location specific. Bus Shelters are either under ownership/maintenance of either ES Highways or another district or parish council.
6. The shelters which are already under NTC ownership and responsibility for maintaining are located as follows;
 - a) That directly opposite Paradise Park on the north-eastern side of Avis Way (B2109), (Google Ref 50.803232519035994, 0.054092402816358146)
 - b) Western side of Lewes Road (C7) just north of the Junction with Piddinghoe Mead, (Google Ref 50.80022845178398, 0.037196195416098574)
 - c) North side of Brighton Road (A259), north-east of the junction of Brighton Road with The Fairway and Upper Valley Road (Google Ref 50.7904970617361, 0.03532766864838023), and
 - d) The south side of Brighton Road (A259), south-west of the junction of Brighton Road with The Fairway and Upper Valley Road (Google Ref 50.790062991398855, 0.034759040383407096)
7. The Town Council are also currently responsible for the bus stop (concrete post and Bus Coy 'pennant') on the eastern side of Lewes Road (C7) approximately 58metres south of the Junction with Bush Road. (Google Ref 50.799559039316094, 0.039102844482608624).
8. Those shelters at locations 6 c) and d) suffer a greater frequency of repeated criminal damage/vandalism than the others.
9. Since 2018 the council has spent £3930 on maintaining those Bus Shelters it is currently responsible for. Approximately £2200 of this expenditure was directly connected to the

renovation of the Avis Way Bus Shelter opposite Paradise Park (6a above) when it was ceded to NTC ownership from South Heighton Parish Council.

10. Fundamentally however, nearly 90% of this total expenditure (£3930) has been in response to criminal damage/ASB.

Proposed Bus Stop Infrastructure Works.

11. ESCC Transport Officers have identified some 4 other Bus Stops/Shelters (Table 1 below) for the following improvement works as part of the BSIP at each location; New Shelters with lighting as per the designs at **Appendix A** and provision of raised kerbs for improved accessibility at a potential total cost of £35K.

ATCOCode	NaptanCode	CommonName	Street	Indicator	Proposal	Google
1400LE0082	esuamdjw	The Rose Walk	Brighton Road	opp	Bus shelter & raised kerbs	77 Brighton Rd – Google Maps
1400LE0083	esuamdma	The Rose Walk	Brighton Road	adj	Bus shelter & raised kerbs	69 Brighton Rd – Google Maps
1400LE0099	esuamdtg	Paradise Park	Avis Road	o/s	Bus shelter & raised kerbs	166 Avis Rd – Google Maps
1400LE0115	esuamdwg	Retail Park	Drove Road	adj	Bus shelter & raised kerbs	Retail Park – Google Maps

Table 1

12. ESCC Transport Officers have asked the Town Council to;

- Provide its views and feedback on proposed infrastructure improvements to those bus stops listed at Table 1 below,
- Assuming the council is satisfied with the proposed works detailed at para 11 above, to then take ownership and the ongoing maintenance responsibility for the same, and
- Make a financial contribution to those same works, and subsequently
- Propose any suggested improvement works and Shelters to existing Bus Stops across the Town.

Recommendations:

That the council instructs the Town Clerk as to its decision/responses to ESCC Transport Officers regarding;

Cont....

- The proposed infrastructure improvements to those bus stops listed at Table 1 within this report,
- The Town council taking ownership and the ongoing maintenance responsibility for the same, and
- A financial contribution to the cost of those same works, and any suggested improvements to other existing Bus Stops across the Town.



FULL COUNCIL MEETING

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

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

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

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

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

C052/23 **APOLOGIES FOR ABSENCE**

Cllrs S. Macleod, Cook, Lucas and Thomas.

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

None.

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

RESOLVED:

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

C055/23 PETITIONS AND PUBLIC QUESTIONS.

None.

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

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

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

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

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

Notwithstanding the latter, all noted.

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

COUNTY COUNCIL

There were no updates.

DISTRICT COUNCIL

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

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

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

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

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

C060/23 CHANGE TO AUDIT COMMITTEE MEMBERSHIP.

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

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

SECONDED by Cllr. Wardle

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

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

The Town Clerk summarised his report and following discussion,

It was unanimously,

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

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

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

The RFO summarised her report, and following discussion,

Cllr. McLean-Knight

PROPOSED that,

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

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

SECONDED by Cllr. Saunders.

RESOLVED unanimously by all those present in the meeting, that

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

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

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

RESOLVED

That the RFO be instructed to

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

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

The Town Clerk summarised his report.

Following discussion, it was unanimously

RESOLVED

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

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

The Town Clerk summarised his report. Following discussion,

Cllr. S. Boniface,
PROPOSED that

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

SECONDED by Cllr. Wardle

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

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

C066/23 FINANCIAL REPORTS

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

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

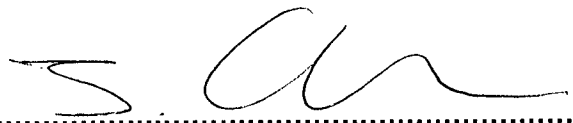
During the ensuing discussion, Cllrs, Carr and Bishop provided an explanation to Cllr. Saunders queries.

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

Following discussion, the financial reports were noted.

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

Date: 16/01/24


.....
Town Mayor

Reconciliation Summary

Month: SEPTEMBER 2024

	AMOUNT	EXAMINER
CASHBOOK 1 Current Acct 60669288	£131,589.17	CW
CASHBOOK 2 B. Prem Acct 20669253	£1,164,631.06	CW
CASHBOOK 3 Petty Cash	£3137	CW
CASHBOOK 4 R.Reward Acct 13831183	£94,840.81	CW
CASHBOOK 5 Credit Cards	0	CW
Petty Cash On-Site	£3137 30/9/24	CW
Staff Salary Payment	£11,300.46	CW
HMRC Remittance	£5,861.84	CW
ESCC Pension Remittance	£2,944.68	CW

Reported to Full Council:-

/ / 20

Resolved/Noted as

Correct:-

Y/N

Chairmans Signature:-

Bank Reconciliation Statement as at 30/09/2024
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	30/09/2024		131,589.17 *
			<u>131,589.17</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
26/09/2024 114160 Petty Cash		100.00	
26/09/2024 114161 Seahaven Branch RSSG		37.00	
			<u>137.00</u>
			131,452.17
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			131,452.17
		Balance per Cash Book is :-	131,452.17
		Difference is :-	0.00

Signatory 1:

Name Alison Campbell Signed  Date 30/9/2024

Signatory 2:

Name C. WATTS Signed  Date 3/12/2024

Bank Reconciliation up to 30/09/2024 for Cashbook No 1 - Current A/c

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
02/09/2024	100787964	205.00		205.00		R	Lewes District Council
02/09/2024	100789027	87.00		87.00		R	Lewes District Council
02/09/2024	100789030	403.00		403.00		R	Lewes District Council
02/09/2024	100899386	125.00		125.00		R	Lewes District Council
02/09/2024	101247911	384.00		384.00		R	Lewes District Council
02/09/2024	Sept 2024	98.96		98.96		R	Trade UK Account
02/09/2024	64267/577+	1,912.63		1,912.63		R	Computer-Eyez (South) Ltd
02/09/2024	34238		85.50	85.50		R	Receipt(s) Banked
02/09/2024	34241		51.30	51.30		R	Receipt(s) Banked
03/09/2024	34243		75.00	75.00		R	Receipt(s) Banked
03/09/2024	34237		151.20	151.20		R	Receipt(s) Banked
04/09/2024	34233		786.80	786.80		R	Receipt(s) Banked
05/09/2024	BC5.9.24	24.37		24.37		R	Barclays Bank
05/09/2024	34232		288.00	288.00		R	Receipt(s) Banked
06/09/2024	EVNT174	392.04		392.04		R	Pulse South Coast
06/09/2024	L34257/3/4	75,000.00		75,000.00		R	Blakedown Landscapes (SE) Ltd
09/09/2024	100787757	247.00		247.00		R	Lewes District Council
09/09/2024	34230		67.20	67.20		R	Receipt(s) Banked
09/09/2024	34236		63.00	63.00		R	Receipt(s) Banked
09/09/2024	34158.1		0.10	0.10		R	Receipt(s) Banked
09/09/2024	34239		151.56	151.56		R	Receipt(s) Banked
10/09/2024	0172392108	18.61		18.61		R	Barclaycard Payments Ltd
10/09/2024	34221		342.00	342.00		R	Receipt(s) Banked
10/09/2024	34231		240.00	240.00		R	Receipt(s) Banked
10/09/2024	34187		1,838.62	1,838.62		R	Receipt(s) Banked
12/09/2024	24/04559	168.00		168.00		R	Amethyst Plumbing & Heating Se
12/09/2024	SXMAYASSO	10.00		10.00		R	Sussex Mayors Association
12/09/2024	34240		129.00	129.00		R	Receipt(s) Banked
12/09/2024	Bushell		18.00	18.00		R	Receipt(s) Banked
12/09/2024	34242		100.80	100.80		R	Receipt(s) Banked
13/09/2024	5675	13.50		13.50		R	Pipers News
13/09/2024	34234		416.50	416.50		R	Receipt(s) Banked
13/09/2024	34235		129.00	129.00		R	Receipt(s) Banked
16/09/2024	382876	144.86		144.86		R	Pyrotec Fire Protection Ltd
16/09/2024	3039/41	1,356.00		1,356.00		R	Don Burtenshaw
16/09/2024	4418	2,640.00		2,640.00		R	Countrymans Contractors Ltd
16/09/2024	1644555/08	73.39		73.39		R	Clares Office Supplies Ltd
16/09/2024	2241424348	619.80		619.80		R	Clean Team Sussex
16/09/2024	8998	414.00		414.00		R	J Kirby Electrical Ltd
16/09/2024	2906	144.00		144.00		R	Bonny's Wood
16/09/2024	6553	69.60		69.60		R	SouthCoast Services Sussex Ltd
16/09/2024	395	84.00		84.00		R	We Print & Sign
16/09/2024	6256676	9,433.45		9,433.45		R	Lewes District Council
16/09/2024	RI00124056	549.00		549.00		R	Arval UK Limited
16/09/2024	34246		50.00	50.00		R	Receipt(s) Banked
16/09/2024	34251		50.00	50.00		R	Receipt(s) Banked
16/09/2024	34247		50.00	50.00		R	Receipt(s) Banked
17/09/2024	016F62D9-3	121.04		121.04		R	E-On Energy Solutions Ltd

Bank Reconciliation up to 30/09/2024 for Cashbook No 1 - Current A/c

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
17/09/2024	60F9407A-3	33.43		33.43		<input checked="" type="checkbox"/>	E-On Energy Solutions Ltd
17/09/2024	A7000C35C-	58.66		58.66		<input checked="" type="checkbox"/>	E-On Energy Solutions Ltd
17/09/2024	CB778D50-3	83.26		83.26		<input checked="" type="checkbox"/>	E-On Energy Solutions Ltd
17/09/2024	ESCC SEP24	2,944.68		2,944.68		<input checked="" type="checkbox"/>	Pension ESCC
17/09/2024	ADVO36795	79.99		79.99		<input checked="" type="checkbox"/>	Advo Payroll
18/09/2024	34249		50.00	50.00		<input checked="" type="checkbox"/>	Receipt(s) Banked
19/09/2024	V022657569	149.63		149.63		<input checked="" type="checkbox"/>	ENGIE Gas Limited
19/09/2024	34252		75.00	75.00		<input checked="" type="checkbox"/>	Receipt(s) Banked
20/09/2024	321065	124.70		124.70		<input checked="" type="checkbox"/>	Premier Managed Technologies G
20/09/2024	1-01405846	107.40		107.40		<input checked="" type="checkbox"/>	ENGIE Gas Limited
20/09/2024	HMRC AUG24	2,930.92		2,930.92		<input checked="" type="checkbox"/>	PAYE Payments
23/09/2024	5841057	77.13		77.13		<input checked="" type="checkbox"/>	Business Stream
23/09/2024	5838923	308.84		308.84		<input checked="" type="checkbox"/>	Business Stream
23/09/2024	1-01417419	52.56		52.56		<input checked="" type="checkbox"/>	ENGIE Gas Limited
24/09/2024	FE7E4DA4-3	102.78		102.78		<input checked="" type="checkbox"/>	E-On Energy Solutions Ltd
24/09/2024	SS SEPT 24	11,300.46		11,300.46		<input checked="" type="checkbox"/>	Staff Salaries
24/09/2024	HMRC SEP24	2,930.92		2,930.92		<input checked="" type="checkbox"/>	PAYE Payments
25/09/2024	01650637	25.55		25.55		<input checked="" type="checkbox"/>	Clares Office Supplies Ltd
25/09/2024	Newh/06	180.00		180.00		<input checked="" type="checkbox"/>	Council HR and Governance Supp
25/09/2024	48615	109.70		109.70		<input checked="" type="checkbox"/>	Denma Cleaning Services Ltd
25/09/2024	0831	3,600.00		3,600.00		<input checked="" type="checkbox"/>	Ichthus Event Solutions Ltd
26/09/2024	114160	100.00			100.00	<input type="checkbox"/>	Petty Cash
26/09/2024	114161	37.00			37.00	<input type="checkbox"/>	Seahaven Branch RSSG
26/09/2024	26.9.24		84,000.00	84,000.00		<input checked="" type="checkbox"/>	Receipt(s) Banked
27/09/2024	CC 2.9.24	4,588.10		4,588.10		<input checked="" type="checkbox"/>	Credit Cards
27/09/2024	34244		4,166.00	4,166.00		<input checked="" type="checkbox"/>	Receipt(s) Banked
30/09/2024	01553231	216.16		216.16		<input checked="" type="checkbox"/>	SSE
30/09/2024	34254		75.00	75.00		<input checked="" type="checkbox"/>	Receipt(s) Banked
		<u>124,880.12</u>	<u>93,449.58</u>				

Signatory 1:

Name ALISON CAMPBELL Signed  Date 30/9/2024

Signatory 2:

Name C. WATTS Signed  Date 3/12/2024



Transactions

Barclays Business Account

20-49-76 60669288

Available balance	£131,589.17 <i>aw</i>
Last night's balance	£131,730.33
Overdraft limit	£0.00

Showing 74 transactions between 02/09/2024 and 30/09/2024 from 01/09/2024 to 30/09/2024

Date	Description	Money in	Money out	Balance
30/09 /2024	Direct Debit SSE ENERGY SUPPLY 0047362-DD00659664 DD R		-£216.16 <i>vt</i>	£131,589.17
30/09 /2024	Counter Credit T Cole Hire of hall BGC <i>34254</i>	£75.00 <i>vt</i>		£131,805.33
27/09 /2024	Direct Debit BCARD COMMERCIAL 5476760289527536 DDR		-£4,588.10 <i>vt</i>	£131,730.33
27/09 /2024	Counter Credit DIGNITY FUNERALS 004257 BGC <i>34244</i>	£4,166.00 <i>vt</i>		£136,318.43
26/09 /2024	Funds Transfer 204976 20669253 TOP UP SEP 2024 AC FT	£84,000.00 <i>vt</i>		£132,152.43
25/09 /2024	Bill Payment ICTHUS EVENT SOLUT 0831 BBP		-£3,600.00 <i>vt</i>	£48,152.43
25/09 /2024	Bill Payment HSBC INVOICE FINAN 000000436381 BBP		-£109.70 <i>vt</i>	£51,752.43
25/09 /2024	Bill Payment SUSSEX MAYORS ASSO P MCLEAN-KNIGHT BBP		-£10.00 <i>vt</i>	£51,862.13
	Bill Payment			

25/09 /2024	CHRGs LTD INV NEWH/06/CN BBP		-£180.00 ✓	£51,872.13
25/09 /2024	Bill Payment BUSINESS SUPPLIES INV01650637 BBP		-£25.55 ✓	£52,052.13
24/09 /2024	Direct Debit NEWHAVEN TOWN BACS DDR SALARIES-NTC		-£11,300.46 ✓	£52,077.68
24/09 /2024	Direct Debit E.ON NEXT LTD A-FE7E4DA4-001 DDR		-£102.78 ✓	£63,378.14
23/09 /2024	Direct Debit SCOTTISH WATER BUS 27452786 DDR		-£308.84 ✓	£63,480.92
23/09 /2024	Direct Debit SCOTTISH WATER BUS 27154587 DDR		-£77.13 ✓	£63,789.76
23/09 /2024	Direct Debit ENGIE GAS 10328542001 DDR		-£52.56 ✓	£63,866.89
20/09 /2024	Direct Debit NEWHAVEN TOWN BACS DDR INL-REV-PAYE SEPT 24x1		-£2,930.92 ✓	£63,919.45
20/09 /2024	Direct Debit ENGIE GAS 10328543001 DDR		-£107.40 ✓	£66,850.37
20/09 /2024	Direct Debit PREMIER MANAGED TE ONEW02 DDR		-£124.70 ✓	£66,957.77
20/09 /2024	Direct Debit NEWHAVEN TOWN BACS DDR INL-REV-PAYE AUG 24		-£2,930.92 ✓	£67,082.47
19/09 /2024	Counter Credit S Riggs Inv. 34252 BGC	£75.00 ✓		£70,013.39
19/09 /2024	Direct Debit EE LIMITED Q29509271553393485 DD R		-£149.63 ✓	£69,938.39
18/09 /2024	Bill Payment GRATE FIRES OF S 34249 PHOTOGRAPHIC COMP BBP	£50.00 ✓		£70,088.02
17/09 /2024	Direct Debit ADVO PAY NEWHTC DDR		-£79.99 ✓	£70,038.02

17/09 /2024	Direct Debit NEWHAVEN TOWN BACS DDR <i>E5CC PENSIONS</i>		-£2,944.68 <i>vt</i>	£70,118.01
17/09 /2024	Direct Debit E.ON NEXT LTD A-CB778D50-001 DDR		-£83.26 <i>vt</i>	£73,062.69
17/09 /2024	Direct Debit E.ON NEXT LTD A-A700C35C-001 DDR		-£58.66 <i>vt</i>	£73,145.95
17/09 /2024	Direct Debit E.ON NEXT LTD A-60F9407A-001 DDR		-£33.43 <i>vt</i>	£73,204.61
17/09 /2024	Direct Debit E.ON NEXT LTD A-016F62D9-001 DDR		-£121.04 <i>vt</i>	£73,238.04
16/09 /2024	Counter Credit Sussex Compliance 34247 BGC	£50.00 <i>vt</i>		£73,359.08
16/09 /2024	Remittance POST OFFICE CREDIT 100760 REM <i>3+240</i>	£129.00 <i>vt</i>		£73,309.08
16/09 /2024	Funds Transfer COUNTRYMANS C INV34251 FT	£50.00 <i>vt</i>		£73,180.08
16/09 /2024	Bill Payment WE PRINT AND SIGN 395 NTC BBP		-£84.00 <i>vt</i>	£73,130.08
16/09 /2024	Bill Payment P WELDON T/A AMETH 24/04559 NTC BBP		-£168.00 <i>vt</i>	£73,214.08
16/09 /2024	Bill Payment PYROTEC FIRE PROTE 382876 NTC BBP		-£144.86 <i>vt</i>	£73,382.08
16/09 /2024	Bill Payment DON BURTONSHAW 3039/3041 NTC BBP		-£1,356.00 <i>vt</i>	£73,526.94
16/09 /2024	Bill Payment COUNTRYMANS CONTRA SI-4418 NTC BBP		-£2,640.00 <i>vt</i>	£74,882.94
16/09 /2024	Bill Payment BUSINESS SUPPLIES 01644555/01648708 BBP		-£73.39 <i>vt</i>	£77,522.94
16/09 /2024	Bill Payment DAVID MURCH 2241/42/43/48 NTC BBP		-£619.80 <i>vt</i>	£77,596.33

16/09 /2024	Bill Payment J KIRBY ELECTRICAL 8998/9006 NTC BBP		-£414.00 <i>vt</i>	£78,216.13
16/09 /2024	Bill Payment TREE CARE AT BONNY 2906 NTC BBP		-£144.00 <i>vt</i>	£78,630.13
16/09 /2024	Bill Payment SOUTHCOAST SERVICE 6553 NTC BBP		-£69.60 <i>vt</i>	£78,774.13
16/09 /2024	Direct Debit ARVAL UK LTD NE3560 DDR		-£549.00 <i>vt</i>	£78,843.73
16/09 /2024	Direct Debit LEWES DISTRICT COU 300286 DDR		-£9,433.45 <i>vt</i>	£79,392.73
16/09 /2024	Counter Credit LA BAGUETTE SHOP L 34246 BGC	£50.00 <i>vt</i>		£88,826.18
13/09 /2024	Counter Credit BCARD1723921120924 BGC BCARD1723921120924 B GC <i>TT x 2</i>	£18.00 <i>vt</i>		£88,776.18
13/09 /2024	Counter Credit HIBBERT S Hibbert 34235 BGC	£129.00 <i>vt</i>		£88,758.18
13/09 /2024	Direct Debit PIPERS NEWS STORES PIPERS15791 DDR		-£13.50 <i>vt</i>	£88,629.18
13/09 /2024	Counter Credit MOJDEH MIRFAKHRAEE hall hire August BGC	£416.50 <i>vt</i>		£88,642.68
12/09 /2024	Remittance POST OFFICE CREDIT 100759 REM <i>34230</i>	£67.20 <i>vt</i>		£88,226.18
12/09 /2024	Counter Credit LISA FAIRFIELD 34242 IGNITE BGC	£100.80 <i>vt</i>		£88,158.98
10/09 /2024	Counter Credit Press Play Films <i>34231</i> From Press Play .. BG C	£240.00 <i>vt</i>		£88,058.18
10/09 /2024	Counter Credit Press Play Films From Press Play .. BG C <i>34221</i>	£342.00 <i>vt</i>		£87,818.18
10/09	Cash Deposit			

/2024	POST OFFICE 34236134158 KEN 10SEP 11.37 ATM	£63.10 ✕	£87,476.18
10/09 /2024	Direct Debit BARCLAYCARD BCD01723921310824 DDR	-£18.61 ✕	£87,413.08
09/09 /2024	Counter Credit THE RUSSELL Rmf Inv 34187 BGC	£1,838.62 ✕	£87,431.69
09/09 /2024	Funds Transfer NORCROSS DANC NORCROSS DANCE FT	£151.56 ✕	£85,593.07
06/09 /2024	Bill Payment PULSE SOUTH COAST EVNT174 BBP	-£392.04 ✕	£85,441.51
06/09 /2024	Bill Payment BLAKEDOWN LANDSCAP L34257 NTC4 BBP	-£25,000.00 ✕	£85,833.55
06/09 /2024	Bill Payment BLAKEDOWN LANDSCAP L34257 NTC3 BBP	-£50,000.00 ✕	£110,833.55
05/09 /2024	Counter Credit MEECHING AMATEUR D 34232 BGC	£288.00 ✕	£160,833.55
05/09 /2024	Credit Payment CHARGES COMMISSION FOR PERIOD 15JUL/12AUG ***** *****	-£24.37 ✕	£160,545.55
04/09 /2024	Counter Credit N.I.P.P.E.R.S. RENT BGC	£786.80 ✕	£160,569.92
03/09 /2024	Counter Credit Studio Tempo MAB STUDIO TEMPO BGC	£151.20 ✕	£159,783.12
03/09 /2024	Counter Credit MOORE C 34243 BGC	£75.00 ✕	£159,631.92
02/09 /2024	Counter Credit The Unity Coach Lt 34241 BGC	£51.30 ✕	£159,556.92
02/09 /2024	Funds Transfer VAUGHAN J A EARTHQUAKE FT	£85.50 ✕	£159,505.62
02/09 /2024	Direct Debit COMPUTER EYEZ LTD EYEZ0002059 DDR	-£1,912.63 ✕	£159,420.12

02/09 /2024	Direct Debit SCREWFIX DIRECT LT 6331640012255717 DDR	-£98.96 ✕	£161,332.75
02/09 /2024	Direct Debit LEWES DISTRICT COU 101247911 DDR <i>NICO - N101624639018</i>	-£384.00 ✕	£161,431.71
02/09 /2024	Direct Debit LEWES DISTRICT COU 100899386 DDR <i>ES - N10626909900</i>	-£125.00 ✕	£161,815.71
02/09 /2024	Direct Debit LEWES DISTRICT COU 100789030 DDR <i>CEM - N101625909010</i>	-£403.00 ✕	£161,940.71
02/09 /2024	Direct Debit LEWES DISTRICT COU 100789027 DDR <i>LRD - 101629909001</i>	-£87.00 ✕	£162,343.71
02/09 /2024	Direct Debit LEWES DISTRICT COU 100787964 DDR <i>MH - N101624609000</i>	-£205.00 ✕	£162,430.71
02/09 /2024	Direct Debit LEWES DISTRICT COU 100787757 DDR <i>DENTON - N10162386003</i>	-£247.00 ✕	£162,635.71

Need to view older transactions?

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

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Barclays 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

**** * 4593

EXP 06/29

CONTACTLESS
SALE

PAN.SEQ 1

MERCHANT COPY

AMOUNT £18.00

No CVM Used

11:12:17 12/09/24

AUTH CODE: 464217

RECEIPT 0079

Bushell

x2

T-Towels

Bank Reconciliation Statement as at 30/09/2024
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	30/09/2024		1,164,631.06 *
			<u>1,164,631.06</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			1,164,631.06
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			1,164,631.06
		Balance per Cash Book is :-	1,164,631.06
		Difference is :-	0.00

Signatory 1:

Name ALISON CAMPBELL Signed  Date 30/9/2024

Signatory 2:

Name C. WATTS Signed  Date 3/12/2024

Bank Reconciliation up to 30/09/2024 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>
02/09/2024	INT Sep24		3,641.15	3,641.15		R <input checked="" type="checkbox"/>	Receipt(s) Banked
03/09/2024	DC00111576		73,691.85	73,691.85		R <input checked="" type="checkbox"/>	Receipt(s) Banked
20/09/2024	34245		50.00	50.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
26/09/2024	26.9.24	84,000.00		84,000.00		R <input checked="" type="checkbox"/>	Current A/c
27/09/2024	DC00112351		137,511.42	137,511.42		R <input checked="" type="checkbox"/>	Receipt(s) Banked
		<u>84,000.00</u>	<u>214,894.42</u>				

Signatory 1:

Name ALISON CAMPBELL Signed  Date 30/9/2024

Signatory 2:

Name C. WATTS Signed  Date 3/12/2024

Today: 30 Sep 2024



MRS ALISON MARIAN CAMPBELL

Transactions

Business Premium ME

20-49-76 20669253

Available balance	£1,164,631.06
Last night's balance	£1,164,631.06
Overdraft limit	n/a

Alison
aw

Showing 5 transactions between 02/09/2024 and 27/09/2024 from 01/09/2024 to 30/09/2024

Date	Description	Money in	Money out	Balance
27/09/2024	Counter Credit LEWES DISTRICT COU 100219 BGC	£137,511.42 <i>vt</i>		£1,164,631.06
26/09/2024	Funds Transfer 204976 60669288 TOP UP SEP 2024 AC FT		-£84,000.00 <i>vt</i>	£1,027,119.64
20/09/2024	Counter Credit LEWES DISTRICT COU 100219 BGC	£50.00 <i>vt</i>		£1,111,119.64
03/09/2024	Counter Credit LEWES DISTRICT COU 100219 BGC	£73,691.85 <i>vt</i>		£1,111,069.64
02/09/2024	Credit Payment INTEREST PAID GROSS FOR PERIOD 3JUN/ 1SEP	£3,641.15 <i>vt</i>		£1,037,377.79

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26 Sept 2024

MRS Alison Marian Campbell



We've transferred your money

Date transfer was set up

26 Sept 2024

Time transfer was set up

09:14:35 GMT

Transfer from

Business Premium ME

Barclays Bank UK PLC

20-49-76 20669253

Transfer to

Barclays Business Account

Barclays Bank UK PLC

20-49-76 60669288

Reference

Top Up Sep 2024 AC

Amount

£84,000.00

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 30/09/2024
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	30/09/2024		31.37
			<hr/> 31.37
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			31.37
<u>Unpresented Receipts (Plus)</u>			
26/09/2024 114160		100.00	
			<hr/> 100.00
			131.37
		Balance per Cash Book is :-	131.37
		Difference is :-	0.00

Signatory 1:

Name ALISON CAMPBELL Signed  Date 30/9/2024

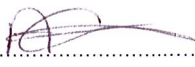
Signatory 2:

Name CWATTS Signed  Date 3/12/2024

Bank Reconciliation up to 30/09/2024 for Cashbook No 3 - Petty Cash

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
13/09/2024	138	3.05		3.05		<input checked="" type="checkbox"/>	Post Office Ltd
13/09/2024	139	3.55		3.55		<input checked="" type="checkbox"/>	Sainsburys S'Markets
24/09/2024	140	1.20		1.20		<input checked="" type="checkbox"/>	Sainsburys S'Markets
25/09/2024	141	18.35		18.35		<input checked="" type="checkbox"/>	Sainsburys S'Markets
25/09/2024	142	17.39		17.39		<input checked="" type="checkbox"/>	Sainsburys S'Markets
26/09/2024	114160		100.00		100.00	<input type="checkbox"/>	Receipt(s) Banked
		<u>43.54</u>	<u>100.00</u>				

Signatory 1:

Name ALISON CAMPBELL Signed  Date 30/9/2024

Signatory 2:

Name C. WATTS Signed  Date 3/12/2024

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 1.136L £1.20

1 BALANCE DUE £1.20
CASH £10.00

CHANGE £3.80

MY NECTAR SUMMARY

[C] **** *6012
POINTS EARNED ON £1.20
POINTS EARNED 1

Check the Nectar app or nectar.com
for your points balance and any bonus
points you might have collected.

***** For a chance to win *****
100,000 Nectar points
please tell us how we did at
lettuce-know.com



6292136071537400240924

C #5374 14:00:12 24SEP2024
S2136 R71

Thank you for your visit.

140

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
*MR SHEEN SPRING FRS £2.10

2 BALANCE DUE £3.55
CASH £4.00

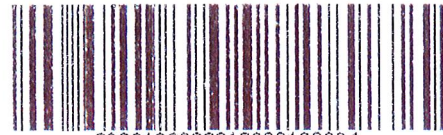
CHANGE £0.45

MY NECTAR SUMMARY

[C] **** *6012
POINTS EARNED ON £3.55
POINTS EARNED 3

Check the Nectar app or nectar.com
for your points balance and any bonus
points you might have collected.

***** For a chance to win *****
100,000 Nectar points
please tell us how we did at
lettuce-know.com



6292136066818900130924

C #8189 10:08:01 13SEP2024
S2136 R66

Thank you for your visit.

139

Post Office Ltd. CERTIFICATE OF POSTING

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

Posting date: 13/09/2024 10:20
Session ID: 3-404418
After last acceptance time? N
Destination Country: UK (EU)
Address Validated? N
Signed For 1st: £3.05
Letter Weight: 0.035 kg

Reference number
KD6451169466B
Building Name or Number
PO BOX 10215
Postcode
LE189EY

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

139

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 BAG FOR LIFE	£0.30
JS GRANU SUGAR	£1.09
JS S/SKIM MLK 2.272L	£1.45
*JS BAG FOR LIFE	£0.30
FOX'S FAB TIN 27GG	£4.75
FOX'S FAB TIN 27GG	£4.75
FOX'S FAB TIN 27GG	£4.75

7 BALANCE DUE	£17.39
Visa Debit	£17.39

contactless)))

LTCC) *****1625
 AID: A0006000031010
 PAN SEQUENCE: 00
 MERCHANT: ****5520
 AUTH CODE: 143514
 TID: ****4008

No Cardholder Verification

CHANGE £0.00

MY NECTAR SUMMARY

[C] **** *2046
 POINTS EARNED ON £17.39
 PREVIOUS POINTS BALANCE 248
 POINTS EARNED 17
 NEW POINTS BALANCE 265
 YOUR POINTS ARE WORTH £1.32

Check the Nectar app or nectar.com to see any bonus points you might have collected

***** For a chance to win *****
 100,000 Nectar points
 please tell us how we did at
 lettuce-know.com

PLEASE KEEP FOR YOUR RECORDS
PUBLISHED TERMS AND CONDITIONS APPLY



6292136079124500180924

C #1245 09:12:53 18SEP2024
S2136 R79

Thank you for your visit.

Sainsbury's

Good food for all of us

NEWHAVEN HARBOUR
01273 612036

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

*JS BAG FOR LIFE	£0.30
*JS BAG FOR LIFE	£0.30
16G TTLEY T/BAGS	£4.65
Nectar Price Saving	£1.15
FOX'S FAB TIN 27GG	£4.75
FOX'S FAB TIN 27GG	£4.75
FOX'S FAB TIN 27GG	£4.75
MASABI CHE TETRYAKE	£4.50

7 BALANCE DUE	£22.85
Visa Debit	£22.85

contactless)))

LTCC) *****1625
 AID: A0006000031010
 PAN SEQUENCE: 00
 MERCHANT: ****5520
 AUTH CODE: 556128
 TID: ****4007

£18.35

No Cardholder Verification

CHANGE £0.00

YOUR SAVINGS TODAY:
 PROMOTIONS -£1.15

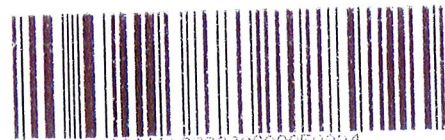
MY NECTAR SUMMARY

[C] **** *2046
 POINTS EARNED ON £22.85
 PREVIOUS POINTS BALANCE 280
 POINTS EARNED 22
 NEW POINTS BALANCE 302
 YOUR POINTS ARE WORTH £1.51

Check the Nectar app or nectar.com to see any bonus points you might have collected

***** For a chance to win *****
 100,000 Nectar points
 please tell us how we did at
 lettuce-know.com

PLEASE KEEP FOR YOUR RECORDS
PUBLISHED TERMS AND CONDITIONS APPLY



6292136078073800250924


C #738 10:55:56 25SEP2024
S2136 R78

Thank you for your visit.

Bank Reconciliation Statement as at 30/09/2024
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	30/09/2024		94,840.81
			<u>94,840.81</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			94,840.81
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			94,840.81
		Balance per Cash Book is :-	94,840.81
		Difference is :-	0.00

Signatory 1:

Name ALISON CAMPBELL Signed  Date 30/9/2024

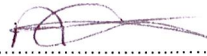
Signatory 2:

Name C. WATTS Signed  Date 3/12/2024

Bank Reconciliation up to 30/09/2024 for Cashbook No 4 - Base Rate Reward Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
02/09/2024	INT Sep 24		548.32	548.32		R <input checked="" type="checkbox"/>	Receipt(s) Banked
		<u>0.00</u>	<u>548.32</u>				

Signatory 1:

Name ALISON CAMPBELL Signed  Date 30/9/2024

Signatory 2:

Name C. WATTS Signed  Date 3/12/2024

Today: 30 Sep 2024



MRS ALISON MARIAN CAMPBELL

Transactions

Business Premium ME

20-49-76 13831183

Available balance

£94,840.81

Last night's balance

£94,840.81

Overdraft limit

n/a

Showing 1 transaction between **02/09/2024** and **02/09/2024** from 01/09/2024 to 30/09/2024

Date	Description	Money in	Money out	Balance
02/09/2024	Credit Payment INTEREST PAID GROSS FOR PERIOD 3JUN/ 1SEP	£548.32	X	£94,840.81

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.

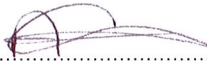
Barclays Bank PLC. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority (Financial Services Register number: 122702).

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 30/09/2024
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	27/09/2024		0.00
Card 2597 1956 AC	27/09/2024		0.00
			0.00
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
27/06/2024 56042 Playdale Playgrounds Ltd		76.70	
10/09/2024 279758 WEL Medical Ltd		587.46	
10/09/2024 QL205877-1 SLCC Enterprises Ltd		144.00	
10/09/2024 100081911 Amazon Marketplace UK		55.86	
10/09/2024 GB45BBQPAB Amazon Marketplace UK		37.96	
11/09/2024 MEM250873- SLCC Enterprises Ltd		303.00	
11/09/2024 1906148842 Trade UK Account		48.99	
11/09/2024 2187 STAAC		895.50	
20/09/2024 GB47LX2ABE Amazon Marketplace UK		-24.25	
20/09/2024 GB47LX3ABE Amazon Marketplace UK		-24.25	
			2,100.97
			-2,100.97
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			0.00
			-2,100.97
		Balance per Cash Book is :-	-2,100.97
		Difference is :-	0.00

Signatory 1:

Name ALISON CAMPBELL Signed  Date 30/9/2024

Signatory 2:

Name C. WATTS Signed  Date 31/12/2024

Bank Reconciliation up to 30/09/2024 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
02/08/2024	115	1,500.00		1,500.00		R <input checked="" type="checkbox"/>	Grubs Up
05/08/2024	28480	1,525.32		1,525.32		R <input checked="" type="checkbox"/>	R J Meaker Fencing Ltd
07/08/2024	8553	49.72		49.72		R <input checked="" type="checkbox"/>	Mow Shop
09/08/2024	990919225	27.89		27.89		R <input checked="" type="checkbox"/>	Amazon Marketplace UK
12/08/2024	32243	178.43		178.43		R <input checked="" type="checkbox"/>	Toyota Direct Parts
19/08/2024	1043095657	69.95		69.95		R <input checked="" type="checkbox"/>	B&Q Financial Services
19/08/2024	1043085657	69.95		69.95		R <input checked="" type="checkbox"/>	B & Q Limited
19/08/2024	104309565X	-69.95		-69.95		R <input checked="" type="checkbox"/>	B&Q Financial Services
20/08/2024	76941	123.59		123.59		R <input checked="" type="checkbox"/>	The Workplace Depot
21/08/2024	1151639	56.08		56.08		R <input checked="" type="checkbox"/>	Tools 2 U Direct SW
22/08/2024	GB44VFLSAB	20.19		20.19		R <input checked="" type="checkbox"/>	Amazon Marketplace UK
22/08/2024	GB44VFLMA	27.40		27.40		R <input checked="" type="checkbox"/>	Amazon Marketplace UK
22/08/2024	GB44VGCAA	26.83		26.83		R <input checked="" type="checkbox"/>	Amazon Marketplace UK
25/08/2024	GB44X0KVA	24.25		24.25		R <input checked="" type="checkbox"/>	Amazon Marketplace UK
28/08/2024	CCARD28.8	13.85		13.85		R <input checked="" type="checkbox"/>	Sainsburys S'Markets
28/08/2024	38V09878UE	1,271.39		1,271.39		R <input checked="" type="checkbox"/>	Royal Mail Group Ltd
28/08/2024	143803182	77.99		77.99		R <input checked="" type="checkbox"/>	Amazon Marketplace UK
29/08/2024	GB44ZU5LAB	24.25		24.25		R <input checked="" type="checkbox"/>	Amazon Marketplace UK
30/08/2024	CN16475163	-24.19		-24.19		R <input checked="" type="checkbox"/>	Amazon Marketplace UK
31/08/2024	97001061	105.47		105.47		R <input checked="" type="checkbox"/>	Indeed Ireland Operations Ltd
09/09/2024	56438	-510.31		-510.31		R <input checked="" type="checkbox"/>	DTW Tools & Machinery Ltd
10/09/2024	279758	587.46			587.46	<input type="checkbox"/>	WEL Medical Ltd
10/09/2024	QL205877-1	144.00			144.00	<input type="checkbox"/>	SLCC Enterprises Ltd
10/09/2024	100081911	55.86			55.86	<input type="checkbox"/>	Amazon Marketplace UK
10/09/2024	GB45BBQPA	37.96			37.96	<input type="checkbox"/>	Amazon Marketplace UK
11/09/2024	MEM250873-	303.00			303.00	<input type="checkbox"/>	SLCC Enterprises Ltd
11/09/2024	1906148842	48.99			48.99	<input type="checkbox"/>	Trade UK Account
11/09/2024	2187	895.50			895.50	<input type="checkbox"/>	STAAC
20/09/2024	GB47LX2ABE	-24.25			-24.25	<input type="checkbox"/>	Amazon Marketplace UK
20/09/2024	GB47LX3ABE	-24.25			-24.25	<input type="checkbox"/>	Amazon Marketplace UK
27/09/2024	CC 2.9.24		4,588.10	4,588.10		R <input checked="" type="checkbox"/>	Receipt(s) Banked
		<u>6,689.07</u>	<u>4,588.10</u>				

Signatory 1:

Name ALISON CAMPBELL Signed  Date 30/9/2024

Signatory 2:

Name Signed Date

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 September 2024
Page number: 1 of 4
Monthly spend limit: £8,000.00

Date of previous statement: 2 August 2024
Previous balance: £2,055.48
Payment received: £2,055.48 CR
Total of charges and adjustments: £0.00
Total of new spending: £4,588.10
New balance: £4,588.10
Minimum payment: £45.88
Payment due by: 27 September 2024
Available to spend: £3,411.90

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 September 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 : £156.50

Balance	Value	Monthly Rate	Estimated Interest*	Expiry Date
PURCHASE	4,588.10	2.050%	156.50	
CASH	0.00	2.429%	0.00	
Totals	£4,588.10		£156.50	

Paid in by and date

Handwritten: *Mr Ken D/Bacs*
date 27/9/24
Amount £ 4588.10
Cashier's Stamp and Initials: *Mr Ken*

4588.10

27 September 2024

bank giro credit ABC

45.88

5476760289527536

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

G 006329 BBA2353A
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



SUMMARY FOR NEWHAVEN TOWN COUNCIL

Company reference: 5476760289527536
 Statement date: 2 September 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			2,055.48
Total of payment, charges and adjustments				£0.00
27 Aug 2024	DIRECT DEBIT PAYMENT THANK YOU			2,055.48 CR
New balances by individual cardholder				
Name	Card number	Monthly spend limit	Balance	
A M CAMPBELL	5476 7600 2597 1956	4,000	2,919.06	
K DRY	5476 7609 1851 3279	4,000	1,669.04	
Total cardholder expenditure				£4,588.10
New balance				£4,588.10

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

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

Date	Description	Amount
5 Aug 2024	R.J. MEAKER FENCING LT HENFIELD GBR 060805272464 LUMBER AND BUILDING MATERIALS STORES	1,525.32 ✕
9 Aug 2024	AMZNMktplace*T943N9R05 amazon.co.uk GBR 120852718714 MISCELLANEOUS AND RETAIL STORES	27.89 ✕
9 Aug 2024	AMAZON* 206-3016520-77 LONDON LND 120885383904 MISCELLANEOUS GENERAL MERCHANDISE STORES	24.19 CR ✕
12 Aug 2024	WWW.FISH-BROS.CO.U 01793 513863 130885481474 AUTOMOBILE AND TRUCK DEALERS- (USED ONLY)	178.43 ✕
13 Aug 2024	WWW.MOWERS2GOCO.UK NORWICH 150855541964 HARDWARE EQUIPMENT AND SUPPLIES	510.31 CR ✕
19 Aug 2024	B&Q MARKETPLACE EASTLEIGH 210885481474 LUMBER AND BUILDING MATERIALS STORES	69.95 ✕
20 Aug 2024	WORKPLACEDEPOT.CO.UK NOTTINGHAMSHILND 210885383904 INDUSTRIAL SUPPLIES NOT ELSEWHERE CLASSI	123.59 ✕
21 Aug 2024	AMAZON* Z51CW4XT5 LONDON LND 220885383904 MISCELLANEOUS GENERAL MERCHANDISE STORES <i>TOOLS 20 DIBET</i>	56.08 ✕
22 Aug 2024	AMZNBBusiness*VU9Z131J5 amazon.co.uk LUX 230852692014 MISCELLANEOUS AND RETAIL STORES	26.83 ✕
22 Aug 2024	AMAZON* UW1HT7T85 LONDON LND 230885383904 MISCELLANEOUS GENERAL MERCHANDISE STORES	20.19 ✕
22 Aug 2024	AMZNBBusiness*MF67E4KL5 amazon.co.uk LUX 230852692014 MISCELLANEOUS AND RETAIL STORES	27.40 ✕
25 Aug 2024	AMAZON* 4Q19H5BE5 LONDON LND 260885383904 MISCELLANEOUS GENERAL MERCHANDISE STORES	24.25 ✕
27 Aug 2024	AMZNMktplace*DK5MF6N65 amazon.co.uk GBR 280852718714 MISCELLANEOUS AND RETAIL STORES	77.99 ✕
28 Aug 2024	PAYPAL *ROYALMAILGR 03452660858 GBR 020981402254 COURIER SERVICES-AIR OR GROUND,FREIGHT FORWARDERS	1,271.39 ✕
28 Aug 2024	AMAZON* XT2KJ5NL5 LONDON LND 290885383904 MISCELLANEOUS GENERAL MERCHANDISE STORES	24.25 ✕
15 new purchases / cash advances. Total of spending.		£2,919.06

G 006329 BBA2353A 41878
 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

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

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



Date	Description	Amount
2 Aug 2024	SumUp *Grubs up Royal Newhaven GBR 050885230744 MISC FOOD STORES-SPECIALITY,CONVENIENCE,MARKETS,VENDING MACHINES	1,500.00 ✕ -
7 Aug 2024	WWW.DTWTOOLS.CO.UK ADLINGTON LND 080885383904 HARDWARE EQUIPMENT AND SUPPLIES	76.00 ✕ -
13 Aug 2024	MOWSHOP.COM EYESHAM LND 140885383904 NURSERIES, LAWN AND GARDEN SUPPLY STORES	49.72 ✕ -
14 Aug 2024	WWW.DTWTOOLS.CO.UK ADLINGTON LND 160885383904 HARDWARE EQUIPMENT AND SUPPLIES	76.00 CR ✕ -
28 Aug 2024	SAINSBURYS S/MKTS NEWHAVEN HARB 290885481474 GROCERY STORES, SUPERMARKETS	13.85 ✕ -
1 Sep 2024	Indeed 97001061 Dublin IRL 020915265674 EMPLOYMENT AGENCIES, TEMPORARY HELP SUPPLY SERVICES	105.47 ✕ -
6 new purchases / cash advances. Total of spending.		£1,669.04

33

12

U1U// BBA2353A Page 3 of 3

G 006329 BBA2353A 41878
 MR K DRY
 NEWHAVEN TOWN COUNCIL
 18 FORT ROAD
 NEWHAVEN
 BN9 9QE

Reconciliation Summary

Month: OCTOBER 2024

	AMOUNT	EXAMINER
CASHBOOK 1 Current Acct 60669288	£80,659.32	CW
CASHBOOK 2 B. Prem Acct 20669253	£1,164,631.06	CW
CASHBOOK 3 Petty Cash	£99.47	CW
CASHBOOK 4 R.Reward Acct 13831183	£94,840.81	CW
CASHBOOK 5 Credit Cards	0	CW
Petty Cash On-Site	£99.47	CW
Staff Salary Payment	£13,553.52	CW
HMRC Remittance	£4264.82	CW
ESCC Pension Remittance	£4504.92	CW

Reported to Full Council:-

/ / 20

Resolved/Noted as

Correct:-

Y/N

Chairmans Signature:-

Bank Reconciliation Statement as at 31/10/2024
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	31/10/2024		80,659.32
			<u>80,659.32</u>
<u>Unpresented Payments (Minus)</u>			<u>Amount</u>
22/10/2024 114176	Andy Brookwell		20.00
22/10/2024 114172	Jonathan Caplin		20.00
22/10/2024 114175	Adrienee Chapman		40.00
22/10/2024 114179	Pete Henderson		150.00
22/10/2024 114164	Bev Chumbley		70.00
22/10/2024 114173	Chris Mole		20.00
			<u>320.00</u>
			80,339.32
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			80,339.32
		Balance per Cash Book is :-	80,339.32
		Difference is :-	0.00

Signatory 1:

Name ALISON CAMPBELL Signed  Date 11/11/2024

Signatory 2:

Name C. WATTS Signed  Date 3/12/2024

Bank Reconciliation up to 31/10/2024 for Cashbook No 1 - Current A/c

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
26/09/2024	114160	100.00		100.00		R <input checked="" type="checkbox"/>	Petty Cash
26/09/2024	114161	37.00		37.00		R <input checked="" type="checkbox"/>	Seahaven Branch RSSG
01/10/2024	August 24	131.48		131.48		R <input checked="" type="checkbox"/>	Trade UK Account
01/10/2024	N101623860	247.00		247.00		R <input checked="" type="checkbox"/>	Lewes District Council
01/10/2024	N101624609	205.00		205.00		R <input checked="" type="checkbox"/>	Lewes District Council
01/10/2024	N101625909	87.00		87.00		R <input checked="" type="checkbox"/>	Lewes District Council
01/10/2024	N101625900	403.00		403.00		R <input checked="" type="checkbox"/>	Lewes District Council
01/10/2024	N101626909	125.00		125.00		R <input checked="" type="checkbox"/>	Lewes District Council
01/10/2024	N101624639	384.00		384.00		R <input checked="" type="checkbox"/>	Lewes District Council
01/10/2024	65393/94	1,408.63		1,408.63		R <input checked="" type="checkbox"/>	Computer-Eyez (South) Ltd
01/10/2024	34259		50.00	50.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
01/10/2024	34265		68.40	68.40		R <input checked="" type="checkbox"/>	Receipt(s) Banked
01/10/2024	34262		327.42	327.42		R <input checked="" type="checkbox"/>	Receipt(s) Banked
01/10/2024	34268		34.20	34.20		R <input checked="" type="checkbox"/>	Receipt(s) Banked
01/10/2024	34261		786.80	786.80		R <input checked="" type="checkbox"/>	Receipt(s) Banked
02/10/2024	34267		129.00	129.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
02/10/2024	34271		205.80	205.80		R <input checked="" type="checkbox"/>	Receipt(s) Banked
02/10/2024	34258		50.00	50.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
03/10/2024	LIONS CLUB	33.00		33.00		R <input checked="" type="checkbox"/>	Lions Club
03/10/2024	RSSG	37.00		37.00		R <input checked="" type="checkbox"/>	Royal Society of St George
03/10/2024	001	426.28		426.28		R <input checked="" type="checkbox"/>	Business Premium
03/10/2024	6669	57.60		57.60		R <input checked="" type="checkbox"/>	Business Premium
03/10/2024	2916	11,964.00		11,964.00		R <input checked="" type="checkbox"/>	Business Premium
03/10/2024	6631/6642	32.42		32.42		R <input checked="" type="checkbox"/>	Business Premium
03/10/2024	80383	1,308.00		1,308.00		R <input checked="" type="checkbox"/>	Business Premium
03/10/2024	235	24.00		24.00		R <input checked="" type="checkbox"/>	Business Premium
03/10/2024	11983	3,000.00		3,000.00		R <input checked="" type="checkbox"/>	Business Premium
03/10/2024	TPC11481	282.00		282.00		R <input checked="" type="checkbox"/>	Business Premium
03/10/2024	24.9.01/00	690.00		690.00		R <input checked="" type="checkbox"/>	Business Premium
03/10/2024	2857170	25,911.41		25,911.41		R <input checked="" type="checkbox"/>	Business Premium
03/10/2024	EVNT203	220.44		220.44		R <input checked="" type="checkbox"/>	Business Premium
03/10/2024	01650735	6.34		6.34		R <input checked="" type="checkbox"/>	Business Premium
03/10/2024	28179	5,700.00		5,700.00		R <input checked="" type="checkbox"/>	Business Premium
03/10/2024	105000857	416.80		416.80		R <input checked="" type="checkbox"/>	Business Premium
03/10/2024	186/185	4,195.00		4,195.00		R <input checked="" type="checkbox"/>	Business Premium
03/10/2024	PO463 DEP	1,006.64		1,006.64		R <input checked="" type="checkbox"/>	Middletons
03/10/2024	PO463ERR	-2.00		-2.00		R <input checked="" type="checkbox"/>	Middletons
03/10/2024	334260		288.00	288.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
07/10/2024	6005842	16.97		16.97		R <input checked="" type="checkbox"/>	Business Stream
07/10/2024	7.10.2024	20.48		20.48		R <input checked="" type="checkbox"/>	Barclays Bank
07/10/2024	34266		1,270.61	1,270.61		R <input checked="" type="checkbox"/>	Receipt(s) Banked
07/10/2024	34270		495.60	495.60		R <input checked="" type="checkbox"/>	Receipt(s) Banked
08/10/2024	2921	4,248.00		4,248.00		R <input checked="" type="checkbox"/>	Bonny's Wood
08/10/2024	34274		348.60	348.60		R <input checked="" type="checkbox"/>	Receipt(s) Banked
09/10/2024	34264		63.00	63.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
10/10/2024	0172392109	18.29		18.29		R <input checked="" type="checkbox"/>	Barclaycard Payments Ltd
10/10/2024	34250		50.00	50.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
10/10/2024	34257		2,377.00	2,377.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked

Bank Reconciliation up to 31/10/2024 for Cashbook No 1 - Current A/c

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
10/10/2024	34253		50.40	50.40		R <input checked="" type="checkbox"/>	Receipt(s) Banked
11/10/2024	ERR REV	-97.40		-97.40		R <input checked="" type="checkbox"/>	SLCC Enterprises Ltd
11/10/2024	NBC11.10	632.86		632.86		R <input checked="" type="checkbox"/>	Newhaven Baptist Church Food
11/10/2024	N&DM 11.10	632.86		632.86		R <input checked="" type="checkbox"/>	Newhaven & District Mencap
11/10/2024	239	48.00		48.00		R <input checked="" type="checkbox"/>	North Laine Window Cleaning
11/10/2024	4431/4439	3,175.20		3,175.20		R <input checked="" type="checkbox"/>	Countrymans Contractors Ltd
11/10/2024	QL206060-1	144.00		144.00		R <input checked="" type="checkbox"/>	SLCC Enterprises Ltd
11/10/2024	6719	18.00		18.00		R <input checked="" type="checkbox"/>	SouthCoast Services Sussex Ltd
11/10/2024	01657687	578.52		578.52		R <input checked="" type="checkbox"/>	Clares Office Supplies Ltd
11/10/2024	3044/3045	702.00		702.00		R <input checked="" type="checkbox"/>	Don Burtenshaw
11/10/2024	0579	245.34		245.34		R <input checked="" type="checkbox"/>	Mulberry Local Authority Servi
11/10/2024	5923	10.80		10.80		R <input checked="" type="checkbox"/>	Pipers News
14/10/2024	6026730	372.07		372.07		R <input checked="" type="checkbox"/>	Business Stream
15/10/2024	38158	79.99		79.99		R <input checked="" type="checkbox"/>	Advo Payroll
15/10/2024	RI00125277	549.00		549.00		R <input checked="" type="checkbox"/>	Arval UK Limited
15/10/2024	300286	9,697.07		9,697.07		R <input checked="" type="checkbox"/>	Lewes District Council
15/10/2024	114182	180.00		180.00		R <input checked="" type="checkbox"/>	Petty Cash
15/10/2024	15.10.24	-180.00		-180.00		R <input checked="" type="checkbox"/>	Err Corr
15/10/2024	34263		103.20	103.20		R <input checked="" type="checkbox"/>	Receipt(s) Banked
15/10/2024	34255		50.00	50.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
16/10/2024	15.10.2024	180.00		180.00		R <input checked="" type="checkbox"/>	Petty Cash
16/10/2024	34275		75.00	75.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
16/10/2024	34277		1,378.00	1,378.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
17/10/2024	ESCC OCT24	3,756.48		3,756.48		R <input checked="" type="checkbox"/>	Pension ESCC
17/10/2024	A700C35C-3	51.02		51.02		R <input checked="" type="checkbox"/>	E-On Energy Solutions Ltd
18/10/2024	261831ERR	60.00		60.00		R <input checked="" type="checkbox"/>	Babble Cloud Ltd
18/10/2024	JS929124R	4,303.20		4,303.20		R <input checked="" type="checkbox"/>	Jackson Lift Services Ltd
18/10/2024	9063	195.60		195.60		R <input checked="" type="checkbox"/>	J Kirby Electrical Ltd
18/10/2024	016F62D9-3	106.48		106.48		R <input checked="" type="checkbox"/>	E-On Energy Solutions Ltd
18/10/2024	60F9407A-3	59.47		59.47		R <input checked="" type="checkbox"/>	E-On Energy Solutions Ltd
18/10/2024	CB778D50-3	118.17		118.17		R <input checked="" type="checkbox"/>	E-On Energy Solutions Ltd
18/10/2024	23969	1,865.76		1,865.76		R <input checked="" type="checkbox"/>	Middleton Heating & Plumbing L
18/10/2024	252964ERR	60.00		60.00		R <input checked="" type="checkbox"/>	Babble Cloud Ltd
21/10/2024	321891	216.72		216.72		R <input checked="" type="checkbox"/>	Premier Managed Technologies G
21/10/2024	V022757896	128.46		128.46		R <input checked="" type="checkbox"/>	EE
21/10/2024	FLLB604752	257.82		257.82		R <input checked="" type="checkbox"/>	BNP Paribas Leasing Solutions
21/10/2024	34198		61.95	61.95		R <input checked="" type="checkbox"/>	Receipt(s) Banked
22/10/2024	1-01444885	49.58		49.58		R <input checked="" type="checkbox"/>	ENGIE Gas Limited
22/10/2024	1-01442909	156.74		156.74		R <input checked="" type="checkbox"/>	ENGIE Gas Limited
22/10/2024	FE7E4DA4-3	103.98		103.98		R <input checked="" type="checkbox"/>	E-On Energy Solutions Ltd
22/10/2024	114181	50.00		50.00		R <input checked="" type="checkbox"/>	Julie Harding
22/10/2024	114176	20.00			20.00	<input type="checkbox"/>	Andy Brookwell
22/10/2024	114165	50.00		50.00		R <input checked="" type="checkbox"/>	Jane Franklin
22/10/2024	114167	20.00		20.00		R <input checked="" type="checkbox"/>	Steve Mackins
22/10/2024	114166	20.00		20.00		R <input checked="" type="checkbox"/>	Jan McCord
22/10/2024	114163	20.00		20.00		R <input checked="" type="checkbox"/>	Mark Glassman
22/10/2024	114177	50.00		50.00		R <input checked="" type="checkbox"/>	Natashya Gladden
22/10/2024	114172	20.00			20.00	<input type="checkbox"/>	Jonathan Caplin

Bank Reconciliation up to 31/10/2024 for Cashbook No 1 - Current A/c

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
22/10/2024	114171	20.00		20.00		<input checked="" type="checkbox"/>	Izabele Norman-Migalska
22/10/2024	114180	50.00		50.00		<input checked="" type="checkbox"/>	Martin Brewer
22/10/2024	114175	40.00			40.00	<input type="checkbox"/>	Adrienee Chapman
22/10/2024	114174	20.00		20.00		<input checked="" type="checkbox"/>	Chris Cook
22/10/2024	114179	150.00			150.00	<input type="checkbox"/>	Pete Henderson
22/10/2024	114162	40.00		40.00		<input checked="" type="checkbox"/>	Paul Trunfull
22/10/2024	114168	70.00		70.00		<input checked="" type="checkbox"/>	Stephen Day
22/10/2024	114169	20.00		20.00		<input checked="" type="checkbox"/>	Helen Hubbard
22/10/2024	114170	20.00		20.00		<input checked="" type="checkbox"/>	Ruth Nathan
22/10/2024	114178	50.00		50.00		<input checked="" type="checkbox"/>	Richard West
22/10/2024	114164	70.00			70.00	<input type="checkbox"/>	Bev Chumbley
22/10/2024	114173	20.00			20.00	<input type="checkbox"/>	Chris Mole
22/10/2024	PAYE SEP2	533.92		533.92		<input checked="" type="checkbox"/>	PAYE Payments
22/10/2024	34256		50.00	50.00		<input checked="" type="checkbox"/>	Receipt(s) Banked
22/10/2024	34280		101.00	101.00		<input checked="" type="checkbox"/>	Receipt(s) Banked
22/10/2024	34276		52.80	52.80		<input checked="" type="checkbox"/>	Receipt(s) Banked
23/10/2024	34272		283.00	283.00		<input checked="" type="checkbox"/>	Receipt(s) Banked
23/10/2024	34219		150.00	150.00		<input checked="" type="checkbox"/>	Receipt(s) Banked
24/10/2024	6061659	38.39		38.39		<input checked="" type="checkbox"/>	Business Stream
24/10/2024	6062206	110.92		110.92		<input checked="" type="checkbox"/>	Business Stream
24/10/2024	6059837	135.06		135.06		<input checked="" type="checkbox"/>	Business Stream
24/10/2024	SS24.10.24	13,553.52		13,553.52		<input checked="" type="checkbox"/>	Staff Salaries
24/10/2024	3047	1,303.20		1,303.20		<input checked="" type="checkbox"/>	Don Burtenshaw
24/10/2024	3460	251.04		251.04		<input checked="" type="checkbox"/>	Willis Heating Ltd
24/10/2024	34269		240.00	240.00		<input checked="" type="checkbox"/>	Receipt(s) Banked
24/10/2024	HMRC VAT		54,179.71	54,179.71		<input checked="" type="checkbox"/>	Receipt(s) Banked
25/10/2024	34283		103.20	103.20		<input checked="" type="checkbox"/>	Receipt(s) Banked
25/10/2024	34284		66.00	66.00		<input checked="" type="checkbox"/>	Receipt(s) Banked
28/10/2024	Oct 2024	2,298.49		2,298.49		<input checked="" type="checkbox"/>	Credit Cards
28/10/2024	34281		285.00	285.00		<input checked="" type="checkbox"/>	Receipt(s) Banked
30/10/2024	01760933	209.20		209.20		<input checked="" type="checkbox"/>	SSE
30/10/2024	PWLB 10.24	5,501.23		5,501.23		<input checked="" type="checkbox"/>	PWLB Lending Facility
31/10/2024	34287		170.00	170.00		<input checked="" type="checkbox"/>	Receipt(s) Banked
31/10/2024	34289		370.00	370.00		<input checked="" type="checkbox"/>	Receipt(s) Banked
31/10/2024	34288		390.00	390.00		<input checked="" type="checkbox"/>	Receipt(s) Banked
		<u>115,953.54</u>	<u>64,703.69</u>				

Signatory 1:

Name ALISON CAMPBELL Signed  Date 11/11/2024

Signatory 2:

Name C. WATTS Signed  Date 3/12/2024



Transactions

Barclays Business Account

20-49-76 60669288

Available balance **£77,177.84**

Last night's balance

* £80,659.32 *

Edw

Overdraft limit

£0.00

Showing **119** transactions between **01/10/2024** and **31/10/2024** from 01/10/2024 to 31/10/2024

Date	Description	Money in	Money out	Balance
31/10 /2024	Counter Credit L Mendelsohn INVOICE 34288 BGC	£390.00 <i>✓</i>		£80,659.32
31/10 /2024	Counter Credit NEWHAVEN CHA 34289 BGC	£370.00 <i>✓</i>		£80,269.32
31/10 /2024	Counter Credit NEWHAVEN CHA 34287 BGC	£170.00 <i>✓</i>		£79,899.32
31/10 /2024	Cheque 114165 114165		-£50.00 <i>✓</i>	£79,729.32
31/10 /2024	Cheque 114162 114162		-£40.00 <i>✓</i>	£79,779.32
30/10 /2024	Cheque 114169 114169		-£20.00 <i>✓</i>	£79,819.32
30/10 /2024	Cheque 114167 114167		-£20.00 <i>✓</i>	£79,839.32
30/10 /2024	Cheque 114163 114163		-£20.00 <i>✓</i>	£79,859.32
30/10	Direct Debit SSE ENERGY SUPPLY			

/2024	0047362-DD00713185 DD R		-£209.20 ✗	£79,879.32
30/10 /2024	Direct Debit PUBLIC WORKS LOANS NEWHAVEN DDR		-£5,501.23 ✗	£80,088.52
29/10 /2024	Counter Credit BCARD1723921281024 BGC BCARD1723921281024 B GC	£285.00 ✗		£85,589.75
29/10 /2024	Cheque 114171 114171		-£20.00 ✗	£85,304.75
29/10 /2024	Cheque 114166 114166		-£20.00 ✗	£85,324.75
29/10 /2024	Cheque 114174 114174		-£20.00 ✗	£85,344.75
28/10 /2024	Remittance POST OFFICE CREDIT 100762 REM	£103.20 ✗		£85,364.75
28/10 /2024	Direct Debit BCARD COMMERCIAL 5476760289527536 DDR		-£2,298.49 ✗	£85,261.55
28/10 /2024	Cheque 114180 114180		-£50.00 ✗	£87,560.04
28/10 /2024	Cheque 114178 114178		-£50.00 ✗	£87,610.04
25/10 /2024	Counter Credit VERSAILES 34279 BGC	£66.00 ✗		£87,660.04
25/10 /2024	Cheque 114181 114181		-£50.00 ✗	£87,594.04
24/10 /2024	Bill Payment DON BURTONSHAW 3047 NTC BBP		-£1,303.20 ✗	£87,644.04
24/10 /2024	Bill Payment WILLIS HEATING LIM 3460 BBP		-£251.04 ✗	£88,947.24
24/10 /2024	Cheque 114168 114168		-£70.00 ✗	£89,198.28

24/10 /2024	Cheque 114177 114177		-£50.00 ✖	£89,268.28
24/10 /2024	Cheque 114170 114170		-£20.00 ✖	£89,318.28
24/10 /2024	Direct Debit NEWHAVEN TOWN BACS DDR		-£13,553.52 ✖	£89,338.28
24/10 /2024	Direct Debit SCOTTISH WATER BUS 27452786 DDR		-£135.06 ✖	£102,891.80
24/10 /2024	Direct Debit SCOTTISH WATER BUS 27154587 DDR		-£110.92 ✖	£103,026.86
24/10 /2024	Direct Debit SCOTTISH WATER BUS 27441569 DDR		-£38.39 ✖	£103,137.78
24/10 /2024	Counter Credit HMRC VAT 191895712 BGC	£54,179.71 ✖		£103,176.17
23/10 /2024	Counter Credit NEWHAVEN & SEAFORD NEWHAVEN TOWN COUN BG C	£240.00 ✖		£48,996.46
23/10 /2024	Counter Credit NEWHAVEN & SEAFORD NEWHAVEN TOWN COUN BG C	£150.00 ✖		£48,756.46
23/10 /2024	Counter Credit DIGNITY FUNERALS 004257 BGC	£283.00 ✖		£48,606.46
22/10 /2024	Counter Credit A BUSHELL INVOICE 34276 BGC	£52.80 ✖		£48,323.46
22/10 /2024	Counter Credit JACQUELINE PARKER Inv. 34280 BGC	£101.00 ✖		£48,270.66
22/10 /2024	Counter Credit Computer Eye Ingenio BGC	£50.00 ✖		£48,169.66
22/10 /2024	Direct Debit NEWHAVEN TOWN BACS DDR		-£533.92 ✖	£48,119.66
22/10	Direct Debit E.ON NEXT LTD		-£103.98 ✖	£48,653.58

/2024	A-FE7E4DA4-001 DDR		
22/10 /2024	Direct Debit ENGIE GAS 10328543001 DDR	-£156.74 ✖	£48,757.56
22/10 /2024	Direct Debit ENGIE GAS 10328542001 DDR	-£49.58 ✖	£48,914.30
21/10 /2024	Direct Debit BNP PARIBAS LEASIN A1D67196 V2862598 DDR	-£257.82 ✖	£48,963.88
21/10 /2024	Direct Debit EE LIMITED Q29509271562255846 DD R	-£128.46 ✖	£49,221.70
21/10 /2024	Direct Debit PREMIER MANAGED TE ONEW02 DDR	-£216.72 ✖	£49,350.16
21/10 /2024	Counter Credit EAST SUSSEX GENERA ESCC 5002642077 K BGC	£61.95 ✖	£49,566.88
18/10 /2024	Bill Payment JACKSON LIFT SERVI JS929124R NTC BBP	-£4,303.20 ✖	£49,504.93
18/10 /2024	Bill Payment J KIRBY ELECTRICAL 9063 NTC BBP	-£195.60 ✖	£53,808.13
18/10 /2024	Bill Payment MIDDLETON HEATING 23969 NTC BBP	-£1,865.76 ✖	£54,003.73
18/10 /2024	Bill Payment BABBLE CLOUD LIMIT 252964/261831 NTC BBP	-£120.00 ✖	£55,869.49
18/10 /2024	Direct Debit E.ON NEXT LTD A-CB778D50-001 DDR MH	-£118.17 ✖	£55,989.49
18/10 /2024	Direct Debit E.ON NEXT LTD A-60F9407A-001 DDR DENTON	-£59.47 ✖	£56,107.66
18/10 /2024	Direct Debit E.ON NEXT LTD A-016F62D9-001 DDR ES	-£106.48 ✖	£56,167.13
17/10 /2024	Direct Debit NEWHAVEN TOWN BACS DDR ESCC PENSIONS SEP 24	-£3,756.48 ✖	£56,273.61
17/10	Direct Debit		

/2024	E.ON NEXT LTD LRD A-A700C35C-001 DDR		-£51.02 ✖	£60,030.09
16/10 /2024	Counter Credit ELIZABETH VINE 34277 BGC	£1,378.00 ✖		£60,081.11
16/10 /2024	Counter Credit Mohammed Shabini 34275 BGC	£75.00 ✖		£58,703.11
15/10 /2024	Counter Credit B Thomas 34255 BGC	£50.00 ✖		£58,628.11
15/10 /2024	Cheque 114182 CHQ		-£180.00 ✖	£58,578.11
15/10 /2024	Counter Credit HIBBERT S Hibbert 34263 BGC	£103.20 ✖		£58,758.11
15/10 /2024	Direct Debit ADVO PAY NEWHTC DDR		-£79.99 ✖	£58,654.91
15/10 /2024	Direct Debit ARVAL UK LTD NE3560 DDR		-£549.00 ✖	£58,734.90
15/10 /2024	Direct Debit LEWES DISTRICT COU 300286 DDR		-£9,697.07 ✖	£59,283.90
14/10 /2024	Direct Debit SCOTTISH WATER BUS 27368914 DDR		-£372.07 ✖	£68,980.97
11/10 /2024	Bill Payment NEWHAVEN LEWES AND MAYOR DONATION 24 BBP		-£632.86 ✖	£69,353.04
11/10 /2024	Bill Payment MULBERRY LOCAL AUT 0579 - NTC BBP		-£245.34 ✖	£69,985.90
11/10 /2024	Bill Payment DON BURTENSCHAW 3044/3045 NTC BBP		-£702.00 ✖	£70,231.24
11/10 /2024	Bill Payment BUSINESS SUPPLIES INV01657687 BBP		-£578.52 ✖	£70,933.24
11/10 /2024	Bill Payment SOUTHCOAST SERVICE 6719 NTC BBP		-£18.00 ✖	£71,511.76
11/10	Bill Payment			

/2024	SLCC ENTERPRISES QL206060-1 NTC BBP		-£46.60 ✖	£71,529.76
11/10 /2024	Bill Payment COUNTRYMANS CONTRA SI-4431/4439 NTC BBP		-£3,175.20 ✖	£71,576.36
11/10 /2024	Bill Payment TREE CARE AT BONNY 2921 NTC BBP		-£4,248.00 ✖	£74,751.56
11/10 /2024	Bill Payment SEAHAVEN BRANCH RS MAYOR PINKY - NTC BBP		-£37.00 ✖	£78,999.56
11/10 /2024	Bill Payment NEWHAVEN BAPTIST C FOOD BANK 2024 NTC BB P		-£632.86 ✖	£79,036.56
11/10 /2024	Bill Payment MITCHELL MULVAY 239 NTC BBP		-£48.00 ✖	£79,669.42
11/10 /2024	Direct Debit PIPERS NEWS STORES PIPERS15791 DDR		-£10.80 ✖	£79,717.42
10/10 /2024	Cash Deposit POST OFFICE KEN 10OCT 13.56 ATM	£50.40 ✖		£79,728.22
10/10 /2024	Direct Debit BARCLAYCARD BCD01723921300924 DDR Fees		-£18.29 ✖	£79,677.82
10/10 /2024	Counter Credit TOMSETTS DISTRIBUT TOMSETTS DISTRIBUT BG C 34250	£50.00 ✖		£79,696.11
10/10 /2024	Counter Credit CO-OPERATIVE GROUP 50021635 BGC 34257	£2,377.00 ✖		£79,646.11
09/10 /2024	Cash Deposit POST OFFICE KEN 09OCT 10.49 ATM 34264	£63.00 ✖		£77,269.11
08/10 /2024	Counter Credit LISA FAIRFIELD Oct IGNITE BGC 34274	£348.60 ✖		£77,206.11
07/10 /2024	Counter Credit LISA FAIRFIELD 34270 IGNITE BGC	£495.60 ✖		£76,857.51
07/10 /2024	Funds Transfer NORCROSS DANC NORCROSS DANCE FT	£1,270.61 ✖		£76,361.91

07/10 /2024	Direct Debit SCOTTISH WATER BUS 29821242 DDR		-£16.97 ✖	£75,091.30
07/10 /2024	Credit Payment CHARGES COMMISSION FOR PERIOD 13AUG/12SEP ***** *****		-£20.48 ✖	£75,108.27
04/10 /2024	Remittance POST OFFICE CREDIT 100761 REM	£129.00 ✖		£75,128.75
03/10 /2024	Bill Payment MIDDLETON HEATING DEPOSIT PO 643 - N BB P		-£1,004.64 ✖	£74,999.75
02/10 /2024	Counter Credit Tansleys Printers TANSLEYS 34258 BGC	£50.00 ✖		£76,004.39
02/10 /2024	Bill Payment SOUTHCOAST SERVICE 6669 NTC BBP		-£57.60 ✖	£75,954.39
02/10 /2024	Bill Payment STEPHANIE GEORGALA INV001 NTC BBP		-£426.28 ✖	£76,011.99
02/10 /2024	Bill Payment MR THOMAS DEAKIN 185/186 - NTC BBP		-£4,195.00 ✖	£76,438.27
02/10 /2024	Bill Payment TATES 105000857 - NTC BBP		-£416.80 ✖	£80,633.27
02/10 /2024	Bill Payment TANSLEYS PRINTERS 28179 - NTC BBP		-£5,700.00 ✖	£81,050.07
02/10 /2024	Bill Payment BUSINESS SUPPLIES INV01650735 - NTC BBP		-£6.34 ✖	£86,750.07
02/10 /2024	Bill Payment PULSE SOUTH COAST EVNT203 - NTC BBP		-£220.44 ✖	£86,756.41
02/10 /2024	Bill Payment AECOM LTD 28571730 NTC BBP		-£25,911.41 ✖	£86,976.85
02/10 /2024	Bill Payment CHRISTIAN B FUNNEL 24.09.00/01 NTC BBP		-£690.00 ✖	£112,888.26
02/10	Bill Payment			

/2024	DCK ACCOUNTING SOL TPC11481 - NTC BBP		-£282.00 ✖	£113,578.26
02/10 /2024	Bill Payment BAY MEDIA LTD 11983 - NTC BBP		-£3,000.00 ✖	£113,860.26
02/10 /2024	Bill Payment MITCHELL MULVAY 235 NTC BBP		-£24.00 ✖	£116,860.26
02/10 /2024	Bill Payment LLOYDS BANK COMMER INV-80383 NTC BBP		-£1,308.00 ✖	£116,884.26
02/10 /2024	Bill Payment SOUTHCOAST SERVICE 6631/42 NTC BBP		-£32.42 ✖	£118,192.26
02/10 /2024	Bill Payment TREE CARE AT BONNY 2916 NTC BBP		-£11,964.00 ✖	£118,224.68
02/10 /2024	Bill Payment SEAHAVEN BRANCH RS MAYOR PINKY - NTC BBP		-£37.00 ✖	£130,188.68
02/10 /2024	Bill Payment NEWHAVEN PEACEHAVE MAYOR PINKY - N/H BBP		-£33.00 ✖	£130,225.68
02/10 /2024	Counter Credit Studio Tempo MAB Studio Tempo BGC	£205.80 ✖		£130,258.68
02/10 /2024	Cheque 114160 CHQ		-£100.00 ✖	£130,052.88
01/10 /2024	Counter Credit MEECHING AMATEUR D 34260 BGC	£288.00 ✖		£130,152.88
01/10 /2024	Counter Credit N.I.P.E.R.S. RENT BGC	£786.80 ✖		£129,864.88
01/10 /2024	Counter Credit The Unity Coach Lt 34268 BGC	£34.20 ✖		£129,078.08
01/10 /2024	Counter Credit MOJDEH MIRFAKHRAEE hall hire sept BGC	£327.42 ✖		£129,043.88
01/10 /2024	Funds Transfer VAUGHAN J A EARTHQUAKE FT	£68.40 ✖		£128,716.46
01/10	Direct Debit			

/2024	COMPUTER EYEZ LTD EYEZ0002059 DDR	-£1,408.63 ✖	£128,648.06
01/10 /2024	Direct Debit LEWES DISTRICT COU 101247911 DDR <i>NTCO - N101624639018</i>	-£384.00 ✖	£130,056.69
01/10 /2024	Direct Debit LEWES DISTRICT COU 100899386 DDR <i>ES - N10626909900</i>	-£125.00 ✖	£130,440.69
01/10 /2024	Direct Debit LEWES DISTRICT COU 100789030 DDR <i>CEM - N101629909010</i>	-£403.00 ✖	£130,565.69
01/10 /2024	Direct Debit LEWES DISTRICT COU 100789027 DDR <i>LRD - N101629909001</i>	-£87.00 ✖	£130,968.69
01/10 /2024	Direct Debit LEWES DISTRICT COU 100787964 DDR <i>MH - N101624609000</i>	-£205.00 ✖	£131,055.69
01/10 /2024	Direct Debit LEWES DISTRICT COU 100787757 DDR <i>DENTON - N10162386003</i>	-£247.00 ✖	£131,260.69
01/10 /2024	Direct Debit SCREWFIX DIRECT LT 6331640012255717 DDR	-£131.48 ✖	£131,507.69

Need to view older transactions?

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

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

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

NEWHAVEN TOWN COUNCIL
FORT ROAD
NEWHAVEN
MID: 1723921
TID: 38286566
AID: A0000000031010
Visa Debit
VISA DEBIT
**** * 2109
START 05/24 EXP 05/29
ICC PAN.SEQ 0
SALE
MERCHANT COPY
AMOUNT £285.00
Verified by PIN
PLEASE DEBIT MY ACCOUNT
14:08:49 28/10/24
40IF6:00
AUTH CODE: 634830
RECEIPT 0081

Nick Smith

34281

NEWHAVEN TOWN COUNCIL
FORT ROAD
NEWHAVEN
MID: 1723921
TID: 38286566
AID: A0000000031010
Visa Debit
VISA
**** * 4593
EXP 06/29
CONTACTLESS PAN.SEQ 1
SALE
MERCHANT COPY
AMOUNT £18.00
No CVM Used
11:12:17 12/09/24
AUTH CODE: 464217
RECEIPT 0079

Bushell
x 2
T-Towels

Val
aw

Bank Reconciliation Statement as at 31/10/2024
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	31/10/2024		1,164,631.06
			<u>1,164,631.06</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			1,164,631.06
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			1,164,631.06
		Balance per Cash Book is :-	1,164,631.06
		Difference is :-	0.00

Signatory 1:

Name ALISON CAMPBELL Signed  Date 11/11/2024

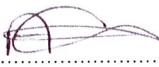
Signatory 2:

Name CWATTS Signed  Date 31/12/2024

Bank Reconciliation up to 31/10/2024 for Cashbook No 2 - Business Premium

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
03/10/2024	001	426.28		426.28		R <input checked="" type="checkbox"/>	Mrs Stephanie Georgalakis
03/10/2024	6669	57.60		57.60		R <input checked="" type="checkbox"/>	SouthCoast Services Sussex Ltd
03/10/2024	2916	11,964.00		11,964.00		R <input checked="" type="checkbox"/>	Bonny's Wood
03/10/2024	6631/6642	32.42		32.42		R <input checked="" type="checkbox"/>	SouthCoast Services Sussex Ltd
03/10/2024	80383	1,308.00		1,308.00		R <input checked="" type="checkbox"/>	The Sign Shop Horsham Ltd
03/10/2024	235	24.00		24.00		R <input checked="" type="checkbox"/>	North Laine Window Cleaning
03/10/2024	11983	3,000.00		3,000.00		R <input checked="" type="checkbox"/>	Bay Media Ltd
03/10/2024	TPC11481	282.00		282.00		R <input checked="" type="checkbox"/>	DCK Accounting Solutions
03/10/2024	2409.01/00	690.00		690.00		R <input checked="" type="checkbox"/>	Christian Funnell
03/10/2024	28571730	25,911.41		25,911.41		R <input checked="" type="checkbox"/>	AECOM Ltd
03/10/2024	EVNT203	220.44		220.44		R <input checked="" type="checkbox"/>	Pulse South Coast
03/10/2024	01650735	6.34		6.34		R <input checked="" type="checkbox"/>	Clares Office Supplies Ltd
03/10/2024	28179	5,700.00		5,700.00		R <input checked="" type="checkbox"/>	Tansleys Printers
03/10/2024	0010500085	416.80		416.80		R <input checked="" type="checkbox"/>	Tates of Sussex
03/10/2024	185/186	4,195.00		4,195.00		R <input checked="" type="checkbox"/>	Toms Property Services
03/10/2024	001		426.28	426.28		R <input checked="" type="checkbox"/>	Receipt(s) Banked
03/10/2024	6669		57.60	57.60		R <input checked="" type="checkbox"/>	Receipt(s) Banked
03/10/2024	2916		11,964.00	11,964.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
03/10/2024	6631/6642		32.42	32.42		R <input checked="" type="checkbox"/>	Receipt(s) Banked
03/10/2024	80383		1,308.00	1,308.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
03/10/2024	235		24.00	24.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
03/10/2024	11983		3,000.00	3,000.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
03/10/2024	TPC11481		282.00	282.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
03/10/2024	24.9.01/00		690.00	690.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
03/10/2024	2857170		25,911.41	25,911.41		R <input checked="" type="checkbox"/>	Receipt(s) Banked
03/10/2024	EVNT203		220.44	220.44		R <input checked="" type="checkbox"/>	Receipt(s) Banked
03/10/2024	01650735		6.34	6.34		R <input checked="" type="checkbox"/>	Receipt(s) Banked
03/10/2024	28179		5,700.00	5,700.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
03/10/2024	105000857		416.80	416.80		R <input checked="" type="checkbox"/>	Receipt(s) Banked
03/10/2024	186/185		4,195.00	4,195.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
		<u>54,234.29</u>	<u>54,234.29</u>				

Signatory 1:

Name ALISON CAMPBELL Signed  Date 11/11/2024

Signatory 2:

Name C. WATTS Signed  Date 3/12/2024

Today: 01 Nov 2024



MRS ALISON MARIAN CAMPBELL

Transactions

Business Premium ME

20-49-76 20669253

Available balance **£1,164,631.06**

Last night's balance **£1,164,631.06**

Overdraft limit **n/a**

FAE CW

Showing **No** transactions between and from 01/10/2024 to 31/10/2024

Date	Description	Money in	Money out	Balance
No Transaction Found				

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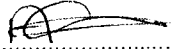
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Bank Reconciliation Statement as at 31/10/2024
for Cashbook 3 - Petty Cash

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	31/10/2024		99.47
			<u>99.47</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			99.47
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			99.47
		Balance per Cash Book is :-	99.47
		Difference is :-	0.00

Signatory 1:

Name ALISON CAMPBELL Signed  Date 11/11/2024

Signatory 2:

Name C. WATTS Signed  Date 3/12/2024

Bank Reconciliation up to 31/10/2024 for Cashbook No 3 - Petty Cash

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
26/09/2024	114160		100.00	100.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
01/10/2024	143	5.05		5.05		R <input checked="" type="checkbox"/>	Sainsburys S'Markets
07/10/2024	144	1.45		1.45		R <input checked="" type="checkbox"/>	Sainsburys S'Markets
14/10/2024	145	1.45		1.45		R <input checked="" type="checkbox"/>	Sainsburys S'Markets
15/10/2024	146	1.40		1.40		R <input checked="" type="checkbox"/>	The Beacon Centre
16/10/2024	15.10.2024		180.00	180.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
18/10/2024	147	1.45		1.45		R <input checked="" type="checkbox"/>	Sainsburys S'Markets
18/10/2024	148	3.00		3.00		R <input checked="" type="checkbox"/>	Hyde Gardens Parking
22/10/2024	22.10.24SB	50.00		50.00		R <input checked="" type="checkbox"/>	Susie Brewer
22/10/2024	22.10.24IE	20.00		20.00		R <input checked="" type="checkbox"/>	Isla Eaves
22/10/2024	22.10.24CT	20.00		20.00		R <input checked="" type="checkbox"/>	Charlotte Thorpe
22/10/2024	22.10.24NR	20.00		20.00		R <input checked="" type="checkbox"/>	Noah Rayner-Gray
22/10/2024	22.10.24MW	20.00		20.00		R <input checked="" type="checkbox"/>	Maisie Whitham
22/10/2024	22.10.24FL	50.00		50.00		R <input checked="" type="checkbox"/>	Freddie Langridge
23/10/2024	149	1.45		1.45		R <input checked="" type="checkbox"/>	Sainsburys S'Markets
25/10/2024	150	8.50		8.50		R <input checked="" type="checkbox"/>	Amazon Marketplace
28/10/2024	151	1.45		1.45		R <input checked="" type="checkbox"/>	Sainsburys S'Markets
29/10/2024	152	5.25		5.25		R <input checked="" type="checkbox"/>	B&Q
31/10/2024	153	1.45		1.45		R <input checked="" type="checkbox"/>	Sainsburys S'Markets
		<u>211.90</u>	<u>280.00</u>				

Signatory 1:

Name ALISON CAMPBELL Signed  Date 11/11/2024

Signatory 2:

Name C. WATTS Signed  Date 5/12/2024

AC-KL
14/10/24

Sainsbury's

Good food for all of us
NEWHAVEN HARBOUR
01273 612036

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

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

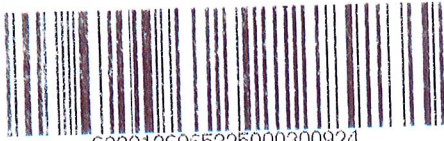
CHANGE **OFALE** £0.00

MY NECTAR SUMMARY

[C] **** *6012
POINTS EARNED ON 689
PREVIOUS POINTS BALANCE 5
POINTS EARNED 694
NEW POINTS BALANCE £3.47
YOUR POINTS ARE WORTH

Check the Nectar app or nectar.com to see any bonus points you might have collected.

***** For a chance to win *****
100,000 Nectar points
please tell us how we did at
lettuce-know.com



629213605325000300924

C #3250 11:10:13 30SEP2024
S2136 R65

Thank you for your visit.

14

AC-KL
14/10/24

Sainsbury's

Good food for all of us
NEWHAVEN HARBOUR
01273 612036

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

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

CHANGE £0.00

MY NECTAR SUMMARY

[C] **** *6012
POINTS EARNED ON 1
POINTS EARNED £1.45

Check the Nectar app or nectar.com for your points balance and any bonus points you might have collected.

***** For a chance to win *****
100,000 Nectar points
please tell us how we did at
lettuce-know.com



6292136053609000071024

C #6090 09:09:24 07OCT2024
S2136 R65

Thank you for your visit.

144

AC-KL
14/10/24

Sainsbury's

Good food for all of us
NEWHAVEN HARBOUR
01273 612036

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

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

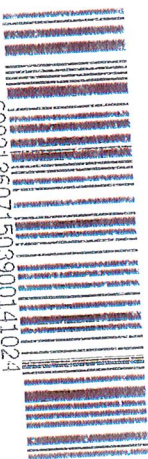
CHANGE £0.00

MY NECTAR SUMMARY

[C] **** *6012
POINTS EARNED ON 1
POINTS EARNED £1.45

Check the Nectar app or nectar.com for your points balance and any bonus points you might have collected.

***** For a chance to win *****
100,000 Nectar points
please tell us how we did at
lettuce-know.com



6292136071503900141024

C #5039 09:58:31 14OCT2024
S2136 R71

Thank you for your visit.

145

Pd
AC-KL 13

147

Pd
AC-KL 23-10-2

149

Sainsbury's

Good food for all of us

NEWHAVEN HARBOUR
01273 612036

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

JS S/SKIM MLK 2.272L £1.45
1 BALANCE DUE £1.45
CASH £2.05

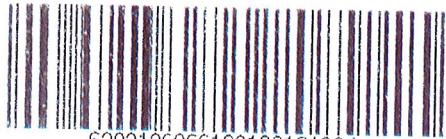
CHANGE £0.60

MY NECTAR SUMMARY

[C] **** *6012
POINTS EARNED ON £1.45
POINTS EARNED 1

Check the Nectar app or nectar.com
for your points balance and any bonus
points you might have collected.

**** For a chance to win ****
100,000 Nectar points
please tell us how we did at
lettuce-know.com



6292136066103100181024

C #1031 09:31:47 18OCT2024
S2136 R66

Thank you for your visit.

Sainsbury's

Good food for all of us

NEWHAVEN HARBOUR
01273 612036

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

JS S/SKIM MLK 2.272L £1.45
1 BALANCE DUE £1.45
CASH £10.00

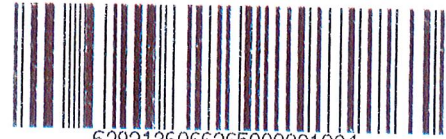
CHANGE £8.55

MY NECTAR SUMMARY

[C] **** *6012
POINTS EARNED ON £1.45
POINTS EARNED 1

Check the Nectar app or nectar.com
for your points balance and any bonus
points you might have collected.

**** For a chance to win ****
100,000 Nectar points
please tell us how we did at
lettuce-know.com



6292136066265000221024

C #2650 13:43:29 22OCT2024
S2136 R66

Thank you for your visit.

AC-KD
18/10/24

146

RECEIPT
The Beacon Centre
POF N: POF8

Entry at : 15/10/24 10:09
Payment at : 15/10/24 10:38
Tariff : 5
Hourly No : 60608 - 1
Transaction : 76243

Transaction Amount
*** GBP 1.40
(Inc VAT 20% GBP 0.20)
Without taxes 1.17

XX

THANK YOU FOR YOUR VISIT
00
A0000000031010
*****3720
ICC ISSUE 0
SALE
GBP1.40
PIN VERIFIED
RETAIN FOR YOUR RECORDS
15/10/24 10:38
APPROVED: 957730
TID ****0163
MID **33627

WELCOME TO
HYDE GARDENS
Departure Time:

Pd
AC-KD
18/10/24

148

FRI 18
11:47

Oct 2024

Fee Paid:
£3.00

DEPART:
18 Oct 24
11:47

FEE PAID:
£3.00

Entry time: 18/10/2024 09:47
Ticket No: 290217

HG2

Place This Side Up Inside Windscreen

Reminder

AC-MC
29/10/24

152



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

1x DURACELL PLUS 100 PERCENT 9V BPK
5000394142190 £5.25

1 Item(s) **NIPPERS**
TOTAL £5.25

Card sale -£5.25
*****5174
9494453810245731

DEBIT MASTERCARD CONTACTLESS
Number: *****5174
Auth Code: 252748
AID: A0000000041010
App Date: 0622
App Seq No: 00 Issue:
Merchant ID:
Terminal ID: ****7521
Permanent ID: 39286823
Reference: 0075 1137 113701

Please debit my account

NO CARDHOLDER VERIFICATION



RT1137113701291024007531

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.

29/10/2024 10:09 1137 001 0075

AC-MC
29/10/24

151

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

WITH NECTAR YOU WOULD HAVE EARNED:
POINTS 1

REGISTER AT [Nectar.com](https://nectar.com)
or download the app.

**** For a chance to win ****
100,000 Nectar points
please tell us how we did at
lettuce-know.com



6292136071189800281024

C #1898 09:38:43 23OCT2024
S2136 R71

Thank you for your visit.

153

CUSTOMER COPY

BARCLAYS BANK UK PLC

BRANCH 20-27-91 18
EASTBOURNE TERMINUS ROAD

20-49-76
***9288

TIMED AT 10:05 ON 02/10/2024

WITHDRAWAL GBP 100.00

ISN Serial\Narrative
3977381869 114160

Please do not litter

Sainsbury's

Good food for all of us

NEWHAVEN HARBOUR
01273 612036

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

JS S/SKIM MLK 2.272L £1.45

1 BALANCE DUE £1.45
CASH £1.45

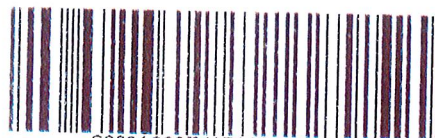
CHANGE £0.00

WITH NECTAR YOU WOULD HAVE EARNED:

POINTS 1

REGISTER AT Nectar.com
or download the app.

***** For a chance to win *****
100,000 Nectar points
please tell us how we did at
lettuce-know.com



6292136074273600311024

C #2736 09:18:16 31OCT2024
S2136 R74

Thank you for your visit.

SE PAID
28/10/24
150

MRS S J EDWARDS
25, FARM CLOSE
SEAFORD, BN25 3RY
GB

Paid

Payment reference ID 3iTtohPSPHJEPeu5EeHB
Sold by shenzhenshi weisimoer kejiyouxian gongsi

Invoice date / Delivery date 25.10.2024
Invoice # DS-AEU-INV-GB-2024-158085673
Total payable £8.50

VAT declared by	Amazon EU S.a.r.L.
VAT #	GB727255821

For customer support visit www.amazon.co.uk/contact-us

Billing address

Mrs S J Edwards
25, FARM CLOSE
SEAFORD, BN25 3RY
GB

Delivery address

Mrs S J Edwards
25, FARM CLOSE
SEAFORD, BN25 3RY
GB

Sold by

shenzhenshi weisimoer kejiyouxian gongsi
huananguojipigepijuyuanfuliaowuliugu L16 dong
112
shenzhen, longgang, Guangdong, 518112
CN

Order information

Order date 25.10.2024
Order # 204-0970992-6557123

Invoice details

Description	Qty	Unit price (excl. VAT)	VAT rate	Unit price (incl. VAT)	Item subtotal (incl. VAT)
ASOBEAGE Toilet Brush, Deep Cleaner Silicone Toilet Brushes with Flexible Bristles, Toilet Brush with Quick Drying Holder Set for Bathroom (White) B07YWHC5T4 ASIN: B07YWHC5T4	1	£7.08	20%	£8.50	£8.50
Shipping Charges		£0.00		£0.00	£0.00

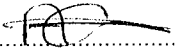
Invoice total £8.50

	VAT rate	Item subtotal (excl. VAT)	VAT subtotal
	20%	£7.08	£1.42
Total		£7.08	£1.42


Bank Reconciliation Statement as at 31/10/2024
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	31/10/2024		94,840.81
			<u>94,840.81</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			94,840.81
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			94,840.81
		Balance per Cash Book is :-	94,840.81
		Difference is :-	0.00

Signatory 1:

Name ALISON CAMPBELL Signed  Date 11/11/2024

Signatory 2:

Name CWATTS Signed  Date 3/12/2024

Today: 01 Nov 2024



MRS ALISON MARIAN CAMPBELL

Transactions

Business Premium ME

20-49-76 13831183

Available balance **£94,840.81**

Last night's balance **£94,840.81**

Overdraft limit **n/a**

FAW

Showing **No** transactions between and from 01/10/2024 to 31/10/2024

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.

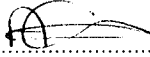
Bank Reconciliation Statement as at 31/10/2024 for Cashbook 5 - Credit Cards

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Card 1851 3279 KD	31/10/2024		0.00
Card 2597 1956 AC	31/10/2024		0.00
			<u>0.00</u>

<u>Unpresented Payments (Minus)</u>	<u>Amount</u>
04/10/2024 GB45ZA21AB Amazon Marketplace UK	25.49
05/10/2024 GB45ZJY8AB Amazon Marketplace UK	24.76
08/10/2024 8041415900 Akzo Nobel Powder Coatings Lim	75.00
09/10/2024 AR25941144 Trade UK Account	-48.99
10/10/2024 6386356994 Microsoft Ireland Operations L	1,999.00
11/10/2024 QL206062-1 SLCC Enterprises Ltd	144.00
14/10/2024 8041417172 Akzo Nobel Powder Coatings Lim	75.00
15/10/2024 593439999C Royal Mail Group Ltd	1,334.15
23/10/2024 1044634679 B&Q Financial Services	97.98
24/10/2024 2012616 Workwear Express Limited	101.64
28/10/2024 1044751893 B&Q Financial Services	31.00
28/10/2024 429932 Garden Machinery Direct	124.99
	<u>3,984.02</u>
	-3,984.02

<u>Unpresented Receipts (Plus)</u>	<u>Amount</u>
	0.00
	<u>0.00</u>
	-3,984.02
Balance per Cash Book is :-	-3,984.02
Difference is :-	0.00

Signatory 1:

Name ALISON CAMPBELL Signed  Date 1/11/2024

Signatory 2:

Name CWATTS Signed  Date 3/12/2024

Bank Reconciliation up to 31/10/2024 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 checked="" type="checkbox"/>	Playdale Playgrounds Ltd
27/06/2024	56042R	-76.70		-76.70		<input checked="" type="checkbox"/>	Playdale
10/09/2024	279758	587.46		587.46		<input checked="" type="checkbox"/>	WEL Medical Ltd
10/09/2024	QL205877-1	144.00		144.00		<input checked="" type="checkbox"/>	SLCC Enterprises Ltd
10/09/2024	100081911	55.86		55.86		<input checked="" type="checkbox"/>	Amazon Marketplace UK
10/09/2024	GB45BBQPA	37.96		37.96		<input checked="" type="checkbox"/>	Amazon Marketplace UK
11/09/2024	MEM250873-	303.00		303.00		<input checked="" type="checkbox"/>	SLCC Enterprises Ltd
11/09/2024	1906148842	48.99		48.99		<input checked="" type="checkbox"/>	Trade UK Account
11/09/2024	2187	895.50		895.50		<input checked="" type="checkbox"/>	STAAC
12/09/2024	1151639CR	-52.74		-52.74		<input checked="" type="checkbox"/>	Tools 2 U Direct SW
15/09/2024	3799553	33.99		33.99		<input checked="" type="checkbox"/>	Amazon Marketplace UK
20/09/2024	GB47LX2ABE	-24.25		-24.25		<input checked="" type="checkbox"/>	Amazon Marketplace UK
20/09/2024	GB47LX3ABE	-24.25		-24.25		<input checked="" type="checkbox"/>	Amazon Marketplace UK
01/10/2024	GB45VGHPA	12.98		12.98		<input checked="" type="checkbox"/>	Amazon Marketplace UK
01/10/2024	CC17.9.24R	-1,049.00		-1,049.00		<input checked="" type="checkbox"/>	Microsoft
04/10/2024	GB45ZA21AB	25.49			25.49	<input type="checkbox"/>	Amazon Marketplace UK
05/10/2024	GB45ZJY8AB	24.76			24.76	<input type="checkbox"/>	Amazon Marketplace UK
08/10/2024	8041415900	75.00			75.00	<input type="checkbox"/>	Akzo Nobel Powder Coatings Lim
09/10/2024	AR25941144	-48.99			-48.99	<input type="checkbox"/>	Trade UK Account
10/10/2024	6386220450	1,328.99		1,328.99		<input checked="" type="checkbox"/>	Microsoft Ireland Operations L
10/10/2024	6386356994	1,999.00			1,999.00	<input type="checkbox"/>	Microsoft Ireland Operations L
11/10/2024	QL206062-1	144.00			144.00	<input type="checkbox"/>	SLCC Enterprises Ltd
11/10/2024	BK216541-2	-97.40		-97.40		<input checked="" type="checkbox"/>	SLCC Enterprises Ltd
11/10/2024	BK216541E	97.40		97.40		<input checked="" type="checkbox"/>	SLCC
14/10/2024	8041417172	75.00			75.00	<input type="checkbox"/>	Akzo Nobel Powder Coatings Lim
15/10/2024	593439999C	1,334.15			1,334.15	<input type="checkbox"/>	Royal Mail Group Ltd
23/10/2024	1044634679	97.98			97.98	<input type="checkbox"/>	B&Q Financial Services
24/10/2024	2012616	101.64			101.64	<input type="checkbox"/>	Workwear Express Limited
28/10/2024	1044751893	31.00			31.00	<input type="checkbox"/>	B&Q Financial Services
28/10/2024	429932	124.99			124.99	<input type="checkbox"/>	Garden Machinery Direct
28/10/2024	Oct 2024		2,298.49	2,298.49		<input checked="" type="checkbox"/>	Receipt(s) Banked
		<u>6,282.51</u>	<u>2,298.49</u>				

Signatory 1:

Name ALISON CAMPBELL Signed  Date 11/11/2024

Signatory 2:

Name CWATTS Signed  Date 3/12/2024

SUMMARY FOR NEWHAVEN TOWN COUNCIL

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

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

Chq No (DD) Bacs
Date 28/10/2024
Amount £2298.49
Officer [Signature]
Councillors [Signature]

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

Date of previous statement: 2 September 2024
Previous balance: £4,588.10
Payment received: £4,588.10 CR
Total of charges and adjustments: £0.00
Total of new spending: £2,298.49
New balance: £2,298.49
Minimum payment: £22.98
Payment due by: 28 October 2024
Available to spend: £5,701.51

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 28 October 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 : £87.36

Balance	Value	Monthly Rate	Estimated Interest*	Expiry Date
PURCHASE	2,298.49	2.029%	87.36	
CASH	0.00	2.408%	0.00	
Totals	£2,298.49		£87.36	

Paid in by and date

2298.49

28 October 2024

Cashier's Stamp and Initials

G 004535 BBA2515A 84254
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

22.98 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

12

12

0080178 BBA2515A Page 1 of 3

Paragon cc 1105

Summary Box	
The information contained in this table summarises the key product features not displayed elsewhere on the statement and is not intended to replace any terms and conditions	
Interest Free Period	Maximum of 56 days for purchases if you pay your balance in full and on time each month.
Interest Charging Information	The periods over which interest is charged are as follows: Purchases – If the balance is not repaid in full, interest on the outstanding balance is charged from the date the transaction is charged to your account (posting date) until payment is received. Cash withdrawals – From the date the transaction is charged to your account (posting date) until it is paid in full. If your balance is not paid in full, interest will be charged on the total balance, not just on the outstanding balance after payment. Interest will be charged daily. By repaying more of your balance, or by making your repayments sooner, you will pay less interest.
Allocation of payments	If you do not pay your balance in full we will apply payments we receive to reduce higher interest rate balances before lower interest rate balances. For further details, please refer to your credit card terms and conditions.
Minimum repayment	You must pay at least the minimum payment every month. This will be the higher of: • £5, or the full balance if less than £5 • an amount equal to any interest, account fees or Default Charges added to your Account since your last statement plus 1% of the statement balance excluding interest billed that month. If you only make your minimum repayment each month it will take you longer and cost you more to clear your balance.
Fees	We will charge an annual fee, per card, at account opening and on each anniversary of your account opening. Gold Card with Introductory Balance Transfer £0.00 Gold Card £32.00 Platinum Card £78.00
Charges	Cash fee 3% (min. £3) Copies of statements £2.00
Foreign Usage	Payment Scheme Exchange Rate Depending on your card type, rates can be found at either: • Visa: http://www.visaeurope.com/en/cardholders/exchange_rates.aspx • MasterCard: https://www.mastercard.com/global/currencyconversion/index.html
	One or more of the following may apply: Non Sterling transaction fee 2.99% of transaction (no minimum) Cash Fee 3% (min. £3)
Default Charges	Late payment £12 You can avoid paying additional charges by staying within your credit limit and ensuring that your monthly payments are received on time.
Estimated Interest (as shown on the front of your statement)	This is an estimate of next month's interest, based on the minimum payment reaching us on the payment due date. It is for guidance only and could vary, depending on a number of factors including when your payment reaches us, the amount that you repay and if there is a change to your interest rate (please refer to your Terms and Conditions for details of these changes).
For full details of your account please see your Credit Card Agreement. This information is available in large print, Braille or audio format by calling 0800 008 008.	

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

SUMMARY FOR NEWHAVEN TOWN COUNCIL

Company reference: 5476760289527536
 Statement date: 2 October 2024
 Page number: 2 of 4



Balance	Value	Monthly Rate	Estimated Interest*	Expiry Date
Simple Standard Rate p.a: 24.35% (27.3% compound equivalent)		Simple Cash Rate p.a: 28.90% (33.1% compound equivalent)		
* See reverse for details				
Payments, charges and adjustments				
BALANCE FROM PREVIOUS STATEMENT				4,588.10
Total of payment, charges and adjustments				£0.00
27 Sep 2024	DIRECT DEBIT PAYMENT THANK YOU			4,588.10 CR
New balances by individual cardholder				
Name	Card number	Monthly spend limit	Balance	
A M CAMPBELL	5476 7600 2597 1956	4,000	676.00	
K DRY	5476 7609 1851 3279	4,000	1,622.49	
Total cardholder expenditure				£2,298.49
New balance				£2,298.49

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

UNION BBKZ 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 October 2024
 Page number: 3 of 4
 Monthly spend limit: £4,000.00

Date	Description	Amount
10 Sep 2024	WEL MEDICAL LIMITED FARNBOROUGH LND 110985383904 MEDICAL SERVICES & HEALTH PRACTITIONERS NOT ELSEWHERE CLASSIFIED	587.46 ✓
10 Sep 2024	AMAZON* ZZ1011ZN5 LONDON LND 110985383904 MISCELLANEOUS GENERAL MERCHANDISE STORES	55.86 ✓
10 Sep 2024	AMAZON* 308HH6G75 LONDON LND 110985383904 MISCELLANEOUS GENERAL MERCHANDISE STORES	37.96 ✓
11 Sep 2024	SCREWFIX DIRECT WWW.SCREWFIX. 120985481474 LUMBER AND BUILDING MATERIALS STORES	48.99 ✓
12 Sep 2024	AMAZON* Z51CW4XT5 LONDON LND 160985383904 MISCELLANEOUS GENERAL MERCHANDISE STORES	52.74 CR ✓
15 Sep 2024	AMZNMktplace*SU6KQ6H05 amazon.co.uk GBR 160952718714 MISCELLANEOUS AND RETAIL STORES	33.99 ✓
19 Sep 2024	AMAZON* XT2KJ5NL5 LONDON LND 230985383904 MISCELLANEOUS GENERAL MERCHANDISE STORES	24.25 CR ✓
19 Sep 2024	AMAZON* 4Q19H5BE5 LONDON LND 230985383904 MISCELLANEOUS GENERAL MERCHANDISE STORES	24.25 CR ✓
1 Oct 2024	AMZNMktplace*TA1CI0B84 amazon.co.uk GBR 021052718714 MISCELLANEOUS AND RETAIL STORES	12.98 ✓
9 new purchases / cash advances. Total of spending.		£676.00

G 004535 BBA2515A 84254
 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 October 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 Sep 2024	SLCC ENTERPRISES LTD TAUNTON GBR 100955184224 SCHOOLS AND EDUCATIONAL SERVICES NOT ELSEWHERE CLASSIFIED	144.00 ✓
11 Sep 2024	SLCC ENTERPRISES LTD TAUNTON GBR 120955184224 SCHOOLS AND EDUCATIONAL SERVICES NOT ELSEWHERE CLASSIFIED	303.00 ✓
12 Sep 2024	WWW.STAAC.CO.UK EASTBOURNE LND 130985383904 ENGINEERING, ARCHITECTURAL AND SURVEYING SERVICES	895.50 ✓
17 Sep 2024	Microsoft*Store msbill.info GBR 180917979674 DIGITAL GOODS - GAMES	1,328.99 ✓
1 Oct 2024	Microsoft*Store msbill.info GBR 021017979674 DIGITAL GOODS - GAMES	1,049.00 CR ✓
5 new purchases / cash advances. Total of spending.		£1,622.49

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008020 BBA2515A Page 3 of 3

G 004535 BBA2515A 84254
 MR K DRY
 NEWHAVEN TOWN COUNCIL
 18 FORT ROAD
 NEWHAVEN
 BN9 9QE

Reconciliation Summary

Month: NOVEMBER 2024

	AMOUNT	EXAMINER
CASHBOOK 1 Current Acct 60669288	£72,889.86	CW
CASHBOOK 2 B. Prem Acct 20669253	£1,125,875.70	CW
CASHBOOK 3 Petty Cash	£86.52	CW
CASHBOOK 4 R.Reward Acct 13831183	£0.00	CW
CASHBOOK 5 Credit Cards	£0.00	CW
Petty Cash On-Site	£86.52	CW
Staff Salary Payment	£16,835.20	CW
HMRC Remittance	£6,091.65	CW
ESCC Pension Remittance	£5706.88	CW

Reported to Full Council:-

/ / 20

Resolved/Noted as

Correct:-

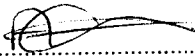
Y/N

Chairmans Signature:-

Bank Reconciliation Statement as at 30/11/2024
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	27/11/2024		72,839.46
			<u>72,839.46</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			72,839.46
<u>Unpresented Receipts (Plus)</u>			
29/11/2024 34305		50.40	
			<u>50.40</u>
			72,889.86 ✓
		Balance per Cash Book is :-	72,889.86
		Difference is :-	0.00

Signatory 1:

Name A. CAMPBELL Signed  Date 2/12/2024

Signatory 2:

Name C. Watts Signed  Date 3/12/2024

Bank Reconciliation up to 30/11/2024 for Cashbook No 1 - Current A/c

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
22/10/2024	114176	20.00		20.00		R	Andy Brookwell
22/10/2024	114172	20.00		20.00		R	Jonathan Caplin
22/10/2024	114175	40.00		40.00		R	Adrienee Chapman
22/10/2024	114179	150.00		150.00		R	Pete Henderson
22/10/2024	114164	70.00		70.00		R	Bev Chumbley
22/10/2024	114173	20.00		20.00		R	Chris Mole
01/11/2024	100787557	247.00		247.00		R	Lewes District Council
01/11/2024	100787964	205.00		205.00		R	Lewes District Council
01/11/2024	100789027	87.00		87.00		R	Lewes District Council
01/11/2024	100789030	403.00		403.00		R	Lewes District Council
01/11/2024	100899386	125.00		125.00		R	Lewes District Council
01/11/2024	101247911	384.00		384.00		R	Lewes District Council
01/11/2024	Oct 24	382.08		382.08		R	Trade UK Account
01/11/2024	0002059	1,498.40		1,498.40		R	Computer-Eyez (South) Ltd
01/11/2024	01661543	41.76		41.76		R	Clares Office Supplies Ltd
01/11/2024	241	24.00		24.00		R	North Laine Window Cleaning
01/11/2024	18660	42.00		42.00		R	Inst. of Cemetery & Crematoriu
01/11/2024	0834	11,340.00		11,340.00		R	Icthus Event Solutions Ltd
01/11/2024	28663	168.00		168.00		R	Tansleys Printers
01/11/2024	82DFEE9E-5	1,029.83		1,029.83		R	E-On Energy Solutions Ltd
01/11/2024	MNCP24.10	300.00		300.00		R	Lews & District Mencap
01/11/2024	NCCYS10.24	340.00		340.00		R	Newhaven CC Youth Section
01/11/2024	1STNH10.24	500.00		500.00		R	1st Newhaven Brownies
01/11/2024	2NDNR10.24	300.00		300.00		R	2nd Newhaven Dostrict Rainbows
01/11/2024	FSW10.24	1,481.00		1,481.00		R	Family Support Work
01/11/2024	HYC24.10	3,750.00		3,750.00		R	Haven Young Creatives
01/11/2024	NDMRC10.24	890.00		890.00		R	Newhaven & District Model Rail
01/11/2024	NBC10.24	500.00		500.00		R	Newhaven Bowling Club
01/11/2024	NHTA10.24	500.00		500.00		R	Newhaven Twinning Association
01/11/2024	NYPF10.24	3,000.00		3,000.00		R	Newhaven Young Peoples Forum
01/11/2024	NHSAC10.24	1,000.00		1,000.00		R	Newhaven Army Cadets
01/11/2024	CS10.24	600.00		600.00		R	Culture Shift
01/11/2024	BPF10.24	1,000.00		1,000.00		R	Brighton Photo Fringe
04/11/2024	13/9-13/10	24.91		24.91		R	Barclays Bank
04/11/2024	34284		66.00	66.00		R	Receipt(s) Banked
04/11/2024	34285		285.00	285.00		R	Receipt(s) Banked
04/11/2024	34282		25.80	25.80		R	Receipt(s) Banked
04/11/2024	34286		180.00	180.00		R	Receipt(s) Banked
06/11/2024			68.40	68.40		R	Receipt(s) Banked
06/11/2024	34292		786.80	786.80		R	Receipt(s) Banked
06/11/2024	34298		1,041.65	1,041.65		R	Receipt(s) Banked
06/11/2024	34296		331.80	331.80		R	Receipt(s) Banked
07/11/2024	MAYOR 7.11	38.00		38.00		R	Sussex Mayors Association
07/11/2024	34295		78.75	78.75		R	Receipt(s) Banked
07/11/2024	34299		161.25	161.25		R	Receipt(s) Banked
07/11/2024	AC 7.11.24		94,840.81	94,840.81		R	Receipt(s) Banked
08/11/2024	6171	10.80		10.80		R	Pipers News
08/11/2024	34300		171.00	171.00		R	Receipt(s) Banked

Bank Reconciliation up to 30/11/2024 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>
11/11/2024	0172392110	22.56		22.56		R ■	Barclaycard Payments Ltd
11/11/2024	34293		446.36	446.36		R ■	Receipt(s) Banked
12/11/2024	01664339	91.80		91.80		R ■	Clares Office Supplies Ltd
12/11/2024	32160	1,004.52		1,004.52		R ■	Rialtas Business Solutions Ltd
12/11/2024	372685	12.36		12.36		R ■	City Electrical Factors
12/11/2024	4475	4,474.20		4,474.20		R ■	Countrymans Contractors Ltd
12/11/2024	01666873	20.90		20.90		R ■	Clares Office Supplies Ltd
12/11/2024	099385	65,824.59		65,824.59		R ■	HAGS-SMP Ltd
12/11/2024	6248	16,500.00		16,500.00		R ■	Streetscape Products & Service
12/11/2024	34306		52.80	52.80		R ■	Receipt(s) Banked
13/11/2024	34307		225.00	225.00		R ■	Receipt(s) Banked
15/11/2024	6257266	9,433.45		9,433.45		R ■	Lewes District Council
15/11/2024	RI00126501	549.00		549.00		R ■	Arval UK Limited
15/11/2024	039470	79.99		79.99		R ■	Advo Payroll
15/11/2024	ESCCOCT24	4,504.92		4,504.92		R ■	East Sussex County Council
15/11/2024	34294		103.20	103.20		R ■	Receipt(s) Banked
15/11/2024	34304		4,754.00	4,754.00		R ■	Receipt(s) Banked
15/11/2024	34290		122.85	122.85		R ■	Receipt(s) Banked
18/11/2024	34303		20.00	20.00		R ■	Receipt(s) Banked
18/11/2024	34302		6,352.00	6,352.00		R ■	Receipt(s) Banked
19/11/2024	016F62D9-0	241.49		241.49		R ■	E-On Energy Solutions Ltd
19/11/2024	CB778D50-3	209.58		209.58		R ■	E-On Energy Solutions Ltd
19/11/2024	A700C35C-3	53.34		53.34		R ■	E-On Energy Solutions Ltd
19/11/2024	60F9407A-3	167.61		167.61		R ■	E-On Energy Solutions Ltd
19/11/2024	0228608787	136.28		136.28		R ■	EE
20/11/2024	322280/749	256.83		256.83		R ■	Premier Managed Technologies G
20/11/2024	001/2024	425.00		425.00		R ■	Will Do Catering
20/11/2024	JS933722B	211.20		211.20		R ■	Jackson Lift Services Ltd
20/11/2024	002	28.90		28.90		R ■	Mrs Stephanie Georgalakis
20/11/2024	28872/80	89.00		89.00		R ■	Tansleys Printers
20/11/2024	01667678/8	129.11		129.11		R ■	Clares Office Supplies Ltd
20/11/2024	3051	3,642.00		3,642.00		R ■	Don Burtenshaw
20/11/2024	9200	536.40		536.40		R ■	J Kirby Electrical Ltd
20/11/2024	EGRANT1124	400.00		400.00		R ■	Dean Amy
20/11/2024	34309		225.00	225.00		R ■	Receipt(s) Banked
20/11/2024	TOPUP20.11		56,000.00	56,000.00		R ■	Receipt(s) Banked
21/11/2024	1-01480005	580.92		580.92		R ■	ENGIE Gas Limited
21/11/2024	1-01480008	2,537.87		2,537.87		R ■	ENGIE Gas Limited
21/11/2024	FE7E4DA4-3	110.90		110.90		R ■	E-On Energy Solutions Ltd
21/11/2024	34291		288.00	288.00		R ■	Receipt(s) Banked
22/11/2024	HMRC OCT24	4,264.82		4,264.82		R ■	PAYE Payments
22/11/2024	SSNOV 2024	16,835.20		16,835.20		R ■	Staff Salaries
22/11/2024	34301		120.00	120.00		R ■	Receipt(s) Banked
25/11/2024	6290992	110.46		110.46		R ■	Business Stream
25/11/2024	6290497	38.04		38.04		R ■	Business Stream
25/11/2024	628898	124.95		124.95		R ■	Business Stream
27/11/2024	Nov 24	4,118.57		4,118.57		R ■	Credit Cards
27/11/2024	32242	703.98		703.98		R ■	Rialtas Business Solutions Ltd

Bank Reconciliation up to 30/11/2024 for Cashbook No 1 - Current A/c

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
27/11/2024	057	1,910.00		1,910.00		<input checked="" type="checkbox"/>	Stewart Brickwork Contruction
27/11/2024	3052/3055	2,263.20		2,263.20		<input checked="" type="checkbox"/>	Don Burtenshaw
27/11/2024	0312	452.46		452.46		<input checked="" type="checkbox"/>	K & H Plumbing & Heating
27/11/2024	247	24.00		24.00		<input checked="" type="checkbox"/>	North Laine Window Cleaning
27/11/2024	0010400082	116.97		116.97		<input checked="" type="checkbox"/>	Tates of Sussex
27/11/2024	6841	21.98		21.98		<input checked="" type="checkbox"/>	SouthCoast Services Sussex Ltd
27/11/2024	26/11/2024	828.00		828.00		<input checked="" type="checkbox"/>	MB Building & Construction
28/11/2024	34310		52.80	52.80		<input checked="" type="checkbox"/>	Receipt(s) Banked
29/11/2024	34305		50.40		50.40	<input type="checkbox"/>	Receipt(s) Banked
		<u>174,619.13</u>	<u>166,849.67</u>				

Signatory 1:

Name ALISON CAMPBELL Signed [Signature] Date 21/12/2024

Signatory 2:

Name C. Watts Signed [Signature] Date 3/12/2024



Transactions

Barclays Business Account

20-49-76 60669288

Available balance **£69,356.50**
 Last night's balance **£72,839.46** * *val*
 Overdraft limit **£0.00** *cw*

Showing **104** transactions between **01/11/2024** and **28/11/2024** from 01/11/2024 to 30/11/2024

Date	Description	Money in	Money out	Balance
28/11 /2024	Cheque 114173 114173		-£20.00 <i>vt</i>	£72,839.46 <i>al</i>
28/11 /2024	Counter Credit A BUSHELL INV. 34306 BGC	£52.80 <i>vt</i>		£72,859.46
27/11 /2024	Bill Payment M B BUILDING + CON 26.11.24 MH NTC BBP		-£828.00 <i>vt</i>	£72,806.66
27/11 /2024	Bill Payment SOUTHCOAST SERVICE 6841 NTC BBP		-£21.98 <i>vt</i>	£73,634.66
27/11 /2024	Bill Payment TATES 104000825 NTC BBP		-£116.97 <i>vt</i>	£73,656.64
27/11 /2024	Bill Payment MITCHELL MULVAY 247 NTC BBP		-£24.00 <i>vt</i>	£73,773.61
27/11 /2024	Bill Payment KURTIS LUKE POWER 0312 NTC BBP		-£452.46 <i>vt</i>	£73,797.61
27/11 /2024	Bill Payment DON BURTENSHAW 3052/3055 NTC BBP		-£2,263.20 <i>vt</i>	£74,250.07
27/11	Bill Payment STEWART BRICKWORK		-£1,910.00 <i>vt</i>	£76,513.27

/2024	057 NTC BBP		
27/11 /2024	Bill Payment RIALTAS BUSINESS S 32242 NTC BBP	-£703.98 ✓	£78,423.27
27/11 /2024	Direct Debit BCARD COMMERCIAL 5476760289527536 DDR	-£4,118.57 ✓	£79,127.25
25/11 /2024	Direct Debit SCOTTISH WATER BUS 27452786 DDR	-£124.95 ✓	£83,245.82
25/11 /2024	Direct Debit SCOTTISH WATER BUS 27441569 DDR	-£38.04 ✓	£83,370.77
25/11 /2024	Direct Debit SCOTTISH WATER BUS 27154587 DDR	-£110.46 ✓	£83,408.81
22/11 /2024	Direct Debit NEWHAVEN TOWN BACS DDR NOV SALARIES	-£16,835.20 ✓	£83,519.27
22/11 /2024	Direct Debit NEWHAVEN TOWN BACS DDR OCT HMRC	-£4,264.82 ✓	£100,354.47
21/11 /2024	Counter Credit MEECHING AMATEUR D 34291 BGC	£288.00 ✓	£104,619.29
21/11 /2024	Direct Debit E.ON NEXT LTD A-FE7E4DA4-001 DDR	-£110.90 ✓	£104,331.29
21/11 /2024	Direct Debit ENGIE GAS 10328543001 DDR	-£2,537.87 ✓	£104,442.19
21/11 /2024	Direct Debit ENGIE GAS 10328542001 DDR	-£580.92 ✓	£106,980.06
20/11 /2024	Bill Payment DEAN AMY EVENT GRANT NOV 24 BB P	-£400.00 ✓	£107,560.98
20/11 /2024	Bill Payment J KIRBY ELECTRICAL 9200 NTC BBP	-£536.40 ✓	£107,960.98
20/11 /2024	Bill Payment DON BURTENSHAW 3051 NTC BBP	-£3,642.00 ✓	£108,497.38
20/11	Bill Payment		

/2024	BUSINESS SUPPLIES INV01667678/8991 BBP		-£129.11 <i>vt</i>	£112,139.38
20/11 /2024	Bill Payment TANSLEYS PRINTERS 28872/28880 NTC BBP		-£89.00 <i>vt</i>	£112,268.49
20/11 /2024	Bill Payment STEPHANIE GEORGALA INV002 NTC BBP		-£28.90 <i>vt</i>	£112,357.49
20/11 /2024	Bill Payment JACKSON LIFT SERVI JS933722B NTC BBP		-£211.20 <i>vt</i>	£112,386.39
20/11 /2024	Bill Payment WILLEM BROWNE 001/2024 NTC BBP		-£425.00 <i>vt</i>	£112,597.59
20/11 /2024	Funds Transfer 204976 20669253 TOP UP AC 20.11.24 FT	£56,000.00 <i>vt</i>		£113,022.59
20/11 /2024	Remittance POST OFFICE CREDIT 100764 REM	£122.85 <i>vt</i>		£57,022.59
20/11 /2024	Counter Credit TILLEYS STONEMASON INV 34309 BGC	£225.00 <i>vt</i>		£56,899.74
20/11 /2024	Direct Debit PREMIER MANAGED TE ONEW02 DDR		-£256.83 <i>vt</i>	£56,674.74
19/11 /2024	Counter Credit NEWHAVEN & SEAFORD NEWHAVEN TOWN COUN BG C	£120.00 <i>vt</i>		£56,931.57
19/11 /2024	Direct Debit E.ON NEXT LTD A-016F62D9-001 DDR		-£241.49 <i>vt</i>	£56,811.57
19/11 /2024	Direct Debit E.ON NEXT LTD A-CB778D50-001 DDR		-£209.58 <i>vt</i>	£57,053.06
19/11 /2024	Direct Debit E.ON NEXT LTD A-A700C35C-001 DDR		-£53.34 <i>vt</i>	£57,262.64
19/11 /2024	Direct Debit E.ON NEXT LTD A-60F9407A-001 DDR		-£167.61 <i>vt</i>	£57,315.98
19/11 /2024	Direct Debit EE LIMITED Q29509271570668465 DD R		-£136.28 <i>vt</i>	£57,483.59

18/11 /2024	Bill Payment WAGSTAFF BRDWY JWAGSTAFF-34302 BBP	£6,352.00 ✓	£57,619.87
18/11 /2024	Counter Credit ESCC 6538 GRAYS SC ESCC 6538 GRAYS SC BG C	£20.00 ✓	£51,267.87
15/11 /2024	Counter Credit HIBBERT S Hibbert 34294 BGC	£103.20 ✓	£51,247.87
15/11 /2024	Direct Debit ARVAL UK LTD NE3560 DDR	-£549.00 ✓	£51,144.67
15/11 /2024	Direct Debit LEWES DISTRICT COU 300286 DDR	-£9,433.45 ✓	£51,693.67
15/11 /2024	Direct Debit NEWHAVEN TOWN BACS DDR	-£4,504.92 ✓	£61,127.12
15/11 /2024	Direct Debit ADVO PAY NEWHTC DDR	-£79.99 ✓	£65,632.04
15/11 /2024	Counter Credit DIGNITY FUNERALS 004257 BGC	£4,754.00 ✓	£65,712.03
14/11 /2024	Cheque 114176 114176	-£20.00 ✓	£60,958.03
13/11 /2024	Counter Credit TILLEYS STONEMASON INV 34307 BGC	£225.00 ✓	£60,978.03
12/11 /2024	Bill Payment STREETSCAPE PRODUC 6248 NTC BBP	-£16,500.00 ✓	£60,753.03
12/11 /2024	Bill Payment HAGS-SMP LTD 099385 NTC BBP	-£65,824.59 ✓	£77,253.03
12/11 /2024	Bill Payment SUSSEX MAYORS ASSO P MCLEAN-KNIGHT BBP	-£38.00 ✓	£143,077.62
12/11 /2024	Bill Payment BUSINESS SUPPLIES INV01666873 NTC BBP	-£20.90 ✓	£143,115.62
12/11 /2024	Bill Payment COUNTRYMANS CONTRA SI-4475 NTC BBP	-£4,474.20 ✓	£143,136.52

12/11 /2024	Bill Payment CITY ELECTRICAL FA NHV/372685 NTC BBP		-£12.36 ✓✗	£147,610.72
12/11 /2024	Bill Payment RIALTAS BUSINESS S 32160 NTC BBP		-£1,004.52 ✓✗	£147,623.08
12/11 /2024	Bill Payment BUSINESS SUPPLIES INV01664339 NTC BBP		-£91.80 ✓✗	£148,627.60
12/11 /2024	Counter Credit A BUSHELL INVOICE 34306 BGC	£52.80 ✓✗		£148,719.40
11/11 /2024	Remittance POST OFFICE CREDIT 100763 REM	£161.25 ✓✗		£148,666.60
11/11 /2024	Counter Credit M Mirfakhraee Oct hall hire BGC	£446.36 ✓✗		£148,505.35
11/11 /2024	Direct Debit BARCLAYCARD BCD01723921311024 DDR		-£22.56 ✓✗	£148,058.99
08/11 /2024	Counter Credit The Unity Coach Lt 34300 BGC	£171.00 ✓✗		£148,081.55
08/11 /2024	Cash Deposit POST OFFICE KEN 08NOV 09.21 ATM	£78.75 ✓✗		£147,910.55
08/11 /2024	Direct Debit PIPERS NEWS STORES PIPERS15791 DDR		-£10.80 ✓✗	£147,831.80
07/11 /2024	Funds Transfer 204976 13831183 TOP UP AC 7.11.24 FT	£94,840.81 ✓✗		£147,842.60
06/11 /2024	Counter Credit Studio Tempo MAB Studio Tempo BGC	£331.80 ✓✗		£53,001.79
06/11 /2024	Funds Transfer NORCROSS DANC 34298 FT	£1,041.65 ✓✗		£52,669.99
06/11 /2024	Counter Credit N.I.P.P.E.R.S. RENT BGC	£786.80 ✓✗		£51,628.34
06/11 /2024	Cheque 114164 114164		-£70.00 ✓✗	£50,841.54

06/11 /2024	Cheque 114172 114172		-£20.00 ✓	£50,911.54
06/11 /2024	Funds Transfer VAUGHAN J A EARTHQUAKE FT	£68.40 ✓		£50,931.54
04/11 /2024	Counter Credit Mr Abdul Shukur Ah 34286 BGC	£180.00 ✓		£50,863.14
04/11 /2024	Counter Credit TREBBLE JAMES 34282 BGC	£25.80 ✓		£50,683.14
04/11 /2024	Direct Debit E.ON NEXT LTD A-82DFEE9E-001 FIRST D DR PAYMENT DDR		-£1,029.83 ✓	£50,657.34
04/11 /2024	Counter Credit MEARDON MJ&A PP INVOICE 34285 BGC	£285.00 ✓		£51,687.17
04/11 /2024	Cheque 114175 114175		-£40.00 ✓	£51,402.17
04/11 /2024	Credit Payment CHARGES COMMISSION FOR PERIOD 13SEP/13OCT ***** *****		-£24.91 ✓	£51,442.17
01/11 /2024	Bill Payment BRIGHTON PHOTO FRI NTC E GRANT 10.24 BBP		-£1,000.00 ✓	£51,467.08
01/11 /2024	Bill Payment CULTURE SHIFT NTC E GRANT 10.24 BBP		-£600.00 ✓	£52,467.08
01/11 /2024	Bill Payment D CASSINO COMPANY NTC L GRANT 10.24 BBP		-£1,000.00 ✓	£53,067.08
01/11 /2024	Bill Payment NEWHAVEN YOUNG PEO NTC L GRANT 10.24 BBP		-£3,000.00 ✓	£54,067.08
01/11 /2024	Bill Payment NEWHAVEN TWINNING NTC S GRANT 10.24 BBP		-£500.00 ✓	£57,067.08
01/11 /2024	Bill Payment NEWHAVEN BOWLING C NTC L GRANT 10.24 BBP		-£500.00 ✓	£57,567.08
01/11	Bill Payment			

/2024	NEWHAVEN + DIST MO NTC E GRANT 10.24 BBP		-£890.00 vt	£58,067.08
01/11 /2024	Bill Payment HAVEN YOUNG CREATI NTC E GRANT 10.24 BBP		-£3,750.00 vt	£58,957.08
01/11 /2024	Bill Payment CHICHESTER DIOCESA NTC L GRANT 10.24 BBP		-£1,481.00 vt	£62,707.08
01/11 /2024	Bill Payment 2ND NEWHAVEN DISTR NTC S GRANT 10.24 BBP		-£300.00 vt	£64,188.08
01/11 /2024	Bill Payment 1ST NEWHAVEN BROWN NTC S GRANT 10.24 BBP		-£500.00 vt	£64,488.08
01/11 /2024	Bill Payment NEWHAVEN CC YOUTH NTC S GRANT 10.24 BBP		-£340.00 vt	£64,988.08
01/11 /2024	Bill Payment NEWHAVEN LEWES AND EVENT GRANT 10.24 BBP		-£300.00 vt	£65,328.08
01/11 /2024	Bill Payment TANSLEYS PRINTERS 28663 - NTC BBP		-£168.00 vt	£65,628.08
01/11 /2024	Bill Payment ICTHUS EVENT SOLUT 0834 BBP		-£11,340.00 vt	£65,796.08
01/11 /2024	Bill Payment INSTITUTE OF CEMET 18660 NTC BBP		-£42.00 vt	£77,136.08
01/11 /2024	Bill Payment MITCHELL MULVAY 241 NTC BBP		-£24.00 vt	£77,178.08
01/11 /2024	Bill Payment BUSINESS SUPPLIES 01661543 NTC BBP		-£41.76 vt	£77,202.08
01/11 /2024	Counter Credit FALAISE INV-34284 BGC	£66.00 vt		£77,243.84
01/11 /2024	Cheque 114179 114179		-£150.00 vt	£77,177.84
01/11 /2024	Direct Debit SCREWFIX DIRECT LT 6331640012255717 DDR		-£382.08 vt	£77,327.84
01/11	Direct Debit			

/2024	COMPUTER EYEZ LTD EYEZ0002059 DDR	-£1,498.40 ✕	£77,709.92
01/11 /2024	Direct Debit LEWES DISTRICT COU 101247911 DDR <i>NTCO-N101624639018</i>	-£384.00 ✕	£79,208.32
01/11 /2024	Direct Debit LEWES DISTRICT COU 100899386 DDR <i>ES-N101626909900</i>	-£125.00 ✕	£79,592.32
01/11 /2024	Direct Debit LEWES DISTRICT COU 100789030 DDR <i>CEM-N101625909010</i>	-£403.00 ✕	£79,717.32
01/11 /2024	Direct Debit LEWES DISTRICT COU 100789027 DDR <i>LRD-N101629909001</i>	-£87.00 ✕	£80,120.32
01/11 /2024	Direct Debit LEWES DISTRICT COU 100787964 DDR <i>MH-N101624609000</i>	-£205.00 ✕	£80,207.32
01/11 /2024	Direct Debit LEWES DISTRICT COU 100787757 DDR <i>DENTON-N10162386003</i>	-£247.00 ✕	£80,412.32

Need to view older transactions?

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

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

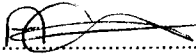
Barclays Bank PLC. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority (Financial Services Register number: 122702).

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

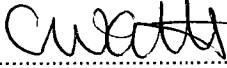
Bank Reconciliation Statement as at 30/11/2024
for Cashbook 2 - Business Premium

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Premium Account	30/11/2024		1,125,875.70
			<u>1,125,875.70</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			1,125,875.70
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			1,125,875.70
		Balance per Cash Book is :-	1,125,875.70
		Difference is :-	0.00

Signatory 1:

Name ALISON CAMPBELL Signed  Date 2/12/2024

Signatory 2:

Name C. WATTS Signed  Date 3/12/2024

Bank Reconciliation up to 30/11/2024 for Cashbook No 2 - Business Premium

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
05/11/2024	113896		17,244.64	17,244.64		R <input checked="" type="checkbox"/>	Receipt(s) Banked
20/11/2024	TOPUP20.11	56,000.00		56,000.00		R <input checked="" type="checkbox"/>	Current A/c
		<u>56,000.00</u>	<u>17,244.64</u>				

Signatory 1:

Name ALISON CAMPBELL Signed  Date 2/12/2024

Signatory 2:

Name C. WATTS Signed  Date 3/12/2024

Today: 02 Dec 2024



MRS ALISON MARIAN CAMPBELL

Transactions

Business Premium ME

20-49-76 20669253

Available balance **£1,130,875.36**

Last night's balance **£1,125,875.70** * ✓

Overdraft limit **n/a**

Showing 2 transactions between **05/11/2024** and **20/11/2024** from 01/11/2024 to 30/11/2024

Date	Description	Money in	Money out	Balance
20/11/2024	Funds Transfer 204976 60669288 TOP UP AC 20.11.24 FT		£56,000.00 ✓	£1,125,875.70 *
05/11/2024	Counter Credit LEWES DISTRICT COU 113896 BGC	£17,244.64 ✓		£1,181,875.70

Need to view older transactions?

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20 Nov 2024

MRS Alison Marian Campbell



We've transferred your money

Date transfer was set up

20 Nov 2024

Time transfer was set up

14:12:07 GMT

Transfer from

Business Premium ME

Barclays Bank UK PLC

20-49-76 20669253

Transfer to

Barclays Business Account

Barclays Bank UK PLC

20-49-76 60669288

Reference

Top Up AC 20.11.24

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.

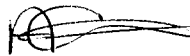
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Registered in England. Registered No. 9740322. Registered office: 1 Churchill Place, London E14 5HP.


Bank Reconciliation Statement as at 30/11/2024
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	30/11/2024		86.52
			<u>86.52</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			86.52
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			86.52
		Balance per Cash Book is :-	86.52
		Difference is :-	0.00

Signatory 1:

Name ALISON CAMPBELL Signed  Date 21/2/2024

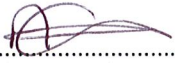
Signatory 2:

Name C. WATTS Signed  Date 3/12/2024

Bank Reconciliation up to 30/11/2024 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>
05/11/2024	154	1.45		1.45		R <input checked="" type="checkbox"/>	Sainsburys S'Markets
12/11/2024	155	1.45		1.45		R <input checked="" type="checkbox"/>	Sainsburys S'Markets
18/11/2024	156	1.45		1.45		R <input checked="" type="checkbox"/>	Sainsburys S'Markets
20/11/2024	157	6.61		6.61		R <input checked="" type="checkbox"/>	Parker Building Supplies
27/11/2024	158	1.99		1.99		R <input checked="" type="checkbox"/>	SS Food & Wine
		<u>12.95</u>	<u>0.00</u>				

Signatory 1:

Name ALISON CAMPBELL Signed  Date 2/12/2024

Signatory 2:

Name C. WATTS Signed  Date 3/12/2024

1581
1581

SS FOOD AND WINE
61 SOUTH ROAD
NEWHAVEN EAST SUSSEX BN9 9QH
UK

aff: B Gobl, Till ID: 1
File Date: 27/11/2024 08:07:23

ITEM	PRICE (£)	QTY	TOTAL (£)
MILK S/SKIMMED MILK 2LI	1.99/ea	1	1.99
TOTAL:			£1.99
TOTAL QTY: 1			£1.99
TAX:			£0.00
CHANGE:			£0.00
TOTAL			£1.99
NET	1.99		1.99
VAT	0.00		0.00
TOTAL			1.99

Printed On : 27/11/2024 08:07:23
Thank you for shopping with us

1581
1581

Sainsbury's

Good food for all of us
NEWHAVEN HARBOUR
01273 612036

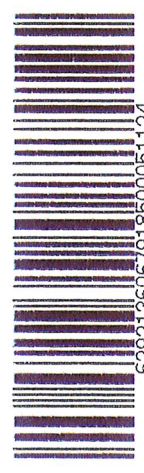
Sainsbury's Supermarkets Ltd
33 Holborn London EC1N 2HT
www.sainsburys.co.uk
Vat Number : 660 4548 36

JS S/SKIM MLK 2.272L £1.45
1 BALANCE DUE £1.45
CASH £10.00

CHANGE £8.55

MY NECTAR SUMMARY
[C] *****
POINTS EARNED ON £1.4
POINTS EARNED

***** For a chance to win *****
100,000 Nectar points
please tell us how we did at
lettuce-know.com



6292136067918500051124
C #9185 09:33:50 05NOV2024
S2136 R67

Thank you for your visit.

1581
1581

Sainsbury's

Good food for all of us
NEWHAVEN HARBOUR
01273 612036

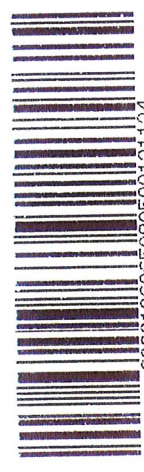
Sainsbury's Supermarkets Ltd
33 Holborn London EC1N 2HT
www.sainsburys.co.uk
Vat Number : 660 4548 36

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

CHANGE £0.00

MY NECTAR SUMMARY
[C] *****
POINTS EARNED ON £1.45
POINTS EARNED

***** For a chance to win *****
100,000 Nectar points
please tell us how we did at
lettuce-know.com



6292136065389500121124
C #3895 10:26:13 12NOV2024
S2136 R65

Thank you for your visit.

1581
1581

Sainsbury's

Good food for all of us
NEWHAVEN HARBOUR
01273 612036

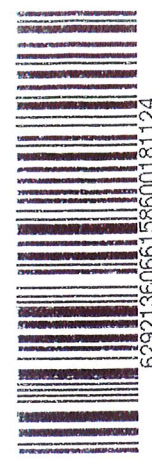
Sainsbury's Supermarkets Ltd
33 Holborn London EC1N 2HT
www.sainsburys.co.uk
Vat Number : 660 4548 36

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

CHANGE £0.00

MY NECTAR SUMMARY
[C] *****
POINTS EARNED ON £1.45
POINTS EARNED

***** For a chance to win *****
100,000 Nectar points
please tell us how we did at
lettuce-know.com



C #1586 11:25:27 18NOV2024
S2136 R66

Thank you for your visit.

KL Pd
2/11/24

157

PARKER BUILDING SUPPLIES

Branch Support Centre
01825 748400

www.parkerbs.com

Cash Invoice

Taxpoint Date : 20/11/2024
Time : 11:43
Document No : 0024/00077005



Invoice to:-
Cash Sales Newhaven - B1
** PLEASE TAKE *FULL* DELIVERY
INSTRUCTIONS INCLUDING
TELEPHONE NUMBER**

Collected by:-
ntc
newhaven town council

Goods supplied from :-
Newhaven
Funnels Yard
North Quay Road
Newhaven
East Sussex

BN9 0AB

Tel: 01273 894890

Tel.
Mob.

Invoice Account	Your Reference	Raised by	Term ID	Our Reference
0000094		Jade Lyons	34201 C G	0024/ 283428

Product Description	Quantity	Price	Disc.	Total	V	Line Status
H06527 Brown Rock Salt Mini Bag (F)	1 Each	5.51 Each		5.51	S	Supplied now

Code	Rate	Goods	VAT
S	20.00	5.51	1.10

Payment details	
C Cash Taken	10.00
C Cash Taken	-3.39

Total	6.61
Current Payment	6.61

All prices are in Sterling

4235 301

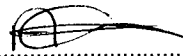
Subject to our Terms & Conditions, a Copy of which is Available on Request

PARKER BUILDING SUPPLIES LTD, J1 - J3 Franklin House, Chaucer Business Park, Dittons Road, Polegate, BN26 6JF
Registered Office as above Registered in England No. 2045211 VAT No. GB 339 3501 03

Bank Reconciliation Statement as at 30/11/2024
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	30/11/2024		0.00
			<u>0.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			0.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

Signatory 1:

Name ALISON CAMPBELL Signed  Date 2/12/2024

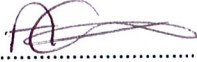
Signatory 2:

Name C. WATTS Signed  Date 3/12/2024

Bank Reconciliation up to 30/11/2024 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>
07/11/2024	AC 7.11.24	94,840.81		94,840.81		R <input checked="" type="checkbox"/>	Current A/c
		<u>94,840.81</u>	<u>0.00</u>				

Signatory 1:

Name ALISON CAMPBELL Signed  Date 2/12/2024

Signatory 2:

Name C. WATTS Signed  Date 3/12/2024



Transactions

Business Premium ME

20-49-76 13831183

Available balance **£257.24**

Last night's balance

£0.00

Overdraft limit

n/a

✓
aw

Showing 1 transaction between 07/11/2024 and 07/11/2024 from 01/11/2024 to 30/11/2024

Date	Description	Money in	Money out	Balance
07/11/2024	Funds Transfer 204976 60669288 TOP UP AC 7.11.24 FT		-£94,840.81	£0.00 ✓

Need to view older transactions?

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7 Nov 2024

MRS Alison Marian Campbell



We've transferred your money

Date transfer was set up

7 Nov 2024

Time transfer was set up

13:37:14 GMT

Transfer from

Business Premium ME

Barclays Bank UK PLC

20-49-76 13831183

Transfer to

Barclays Business Account

Barclays Bank UK PLC

20-49-76 60669288

Reference

TOP UP AC 7.11.24

Amount

£94,840.81

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.

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

Bank Reconciliation up to 30/11/2024 for Cashbook No 5 - Credit Cards

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
04/10/2024	GB45ZA21AB	25.49		25.49		<input checked="" type="checkbox"/>	Amazon Marketplace UK
05/10/2024	GB45ZJY8AB	24.76		24.76		<input checked="" type="checkbox"/>	Amazon Marketplace UK
08/10/2024	8041415900	75.00		75.00		<input checked="" type="checkbox"/>	Akzo Nobel Powder Coatings Lim
09/10/2024	AR25941144	-48.99		-48.99		<input checked="" type="checkbox"/>	Trade UK Account
10/10/2024	6386356994	1,999.00		1,999.00		<input checked="" type="checkbox"/>	Microsoft Ireland Operations L
11/10/2024	QL206062-1	144.00		144.00		<input checked="" type="checkbox"/>	SLCC Enterprises Ltd
14/10/2024	8041417172	75.00		75.00		<input checked="" type="checkbox"/>	Akzo Nobel Powder Coatings Lim
15/10/2024	593439999C	1,334.15		1,334.15		<input checked="" type="checkbox"/>	Royal Mail Group Ltd
23/10/2024	1044634679	97.98		97.98		<input checked="" type="checkbox"/>	B&Q Financial Services
24/10/2024	2012616	101.64		101.64		<input checked="" type="checkbox"/>	Workwear Express Limited
28/10/2024	1044751893	31.00		31.00		<input checked="" type="checkbox"/>	B&Q Financial Services
28/10/2024	429932	124.99		124.99		<input checked="" type="checkbox"/>	Garden Machinery Direct
30/10/2024	72917710	15.85		15.85		<input checked="" type="checkbox"/>	Southern Railway
31/10/2024	31.10.2024	100.00			100.00	<input type="checkbox"/>	Canva
01/11/2024	CCFEEKD24	32.00		32.00		<input checked="" type="checkbox"/>	Barclaycard
07/11/2024	IEE2024012	198.86			198.86	<input type="checkbox"/>	Adobe Systems Software Ireland
07/11/2024	2024012.2	0.10			0.10	<input type="checkbox"/>	Adobe Systems Software Ireland
15/11/2024	GB467NGJAB	17.60		17.60		<input checked="" type="checkbox"/>	Amazon Marketplace UK
15/11/2024	GB45WMM8A	54.62		54.62		<input checked="" type="checkbox"/>	Amazon Marketplace UK
15/11/2024	1328837265	14.48		14.48		<input checked="" type="checkbox"/>	Amazon Marketplace UK
20/11/2024	1045386811	19.87			19.87	<input type="checkbox"/>	B&Q Financial Services
20/11/2024	761660905	17.89			17.89	<input type="checkbox"/>	Amazon Marketplace UK
20/11/2024	GB479Q3OA	6.99			6.99	<input type="checkbox"/>	Amazon Marketplace UK
20/11/2024	GB479QKCA	4.46			4.46	<input type="checkbox"/>	Amazon Marketplace UK
21/11/2024	9253011	20.69			20.69	<input type="checkbox"/>	Amazon Marketplace UK
26/11/2024	1045547853	44.95			44.95	<input type="checkbox"/>	B&Q Financial Services
27/11/2024	Nov 24		4,118.57	4,118.57		<input checked="" type="checkbox"/>	Receipt(s) Banked
		<u>4,532.38</u>	<u>4,118.57</u>				

Signatory 1:

Name ALISON CAMPBELL Signed  Date 2/12/2024

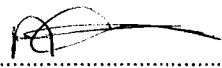
Signatory 2:

Name C. WATTS Signed  Date 3/12/2024

**Bank Reconciliation Statement as at 30/11/2024
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	30/11/2024		0.00
Card 2597 1956 AC	30/11/2024		0.00
			<u>0.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
31/10/2024 31.10.2024 Canva		100.00	
07/11/2024 IEE2024012 Adobe Systems Software Ireland		198.86	
07/11/2024 2024012.2 Adobe Systems Software Ireland		0.10	
20/11/2024 1045386811 B&Q Financial Services		19.87	
20/11/2024 761660905 Amazon Marketplace UK		17.89	
20/11/2024 GB479Q3OAB Amazon Marketplace UK		6.99	
20/11/2024 GB479QKCAB Amazon Marketplace UK		4.46	
21/11/2024 9253011 Amazon Marketplace UK		20.69	
26/11/2024 1045547853 B&Q Financial Services		44.95	
			<u>413.81</u>
			-413.81
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			-413.81
		Balance per Cash Book is :-	-413.81
		Difference is :-	0.00

Signatory 1:

Name ALISON CAMPBELL Signed  Date 2/12/2024

Signatory 2:

Name Awatts Signed  Date 3/12/2024

SUMMARY FOR NEWHAVEN TOWN COUNCIL

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

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

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

Date of previous statement: 2 October 2024
Previous balance: £2,298.49
Payment received: £2,298.49 CR
Total of charges and adjustments: £0.00
Total of new spending: £4,118.57
New balance: £4,118.57
Minimum payment: £73.18
Payment due by: 27 November 2024
Available to spend: £3,881.43

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

Chq No (DD/Bacs)
Date 27/11/2024
Amount £4118.57
Officer [Signature]
Councillors SEE ATTACHED

Payment instructions

Thank you for using Barclaycard Commercial. Your bank account 6****288 at 20 -** - 76 will be debited with the agreed payment or the minimum payment (whichever is greater) on or immediately after 27 November 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 : £148.50

Balance	Value	Monthly Rate	Estimated Interest*	Expiry Date
PURCHASE	4,118.57	2.029%	148.50	
CASH	0.00	2.408%	0.00	
Totals	£4,118.57		£148.50	

Paid in by and date

bank giro credit ABC

4 118 . 57

73 . 18

5476760289527536

27 November 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 011686 BBA2661A 24858
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



SUMMARY FOR NEWHAVEN TOWN COUNCIL

Company reference: 5476760289527536
 Statement date: 2 November 2024
 Page number: 2 of 4

Balance	Value	Monthly Rate	Estimated Interest*	Expiry Date
Simple Standard Rate p.a: 24.35% (27.3% compound equivalent)			Simple Cash Rate p.a: 28.90% (33.1% compound equivalent)	
* See reverse for details				
Payments, charges and adjustments				
	BALANCE FROM PREVIOUS STATEMENT			2,298.49
Total of payment, charges and adjustments				£0.00
28 Oct 2024	DIRECT DEBIT PAYMENT THANK YOU			2,298.49 CR
New balances by individual cardholder				
Name	Card number	Monthly spend limit		Balance
A M CAMPBELL	5476 7600 2597 1956	4,000		2,021.47
K DRY	5476 7609 1851 3279	4,000		2,097.10
Total cardholder expenditure				£4,118.57
New balance				£4,118.57

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 November 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 Oct 2024	AMZNMktplace*TA0VH7S14 amazon.co.uk GBR 031052718714 MISCELLANEOUS AND RETAIL STORES	54.62 ✓
6 Oct 2024	AMZNBusiness*TO40B8PZ4 amazon.co.uk GBR 071052718714 MISCELLANEOUS AND RETAIL STORES	24.98 ✓
8 Oct 2024	SCREWFIX DIR LTD NEWHAVEN1042 091085481474 LUMBER AND BUILDING MATERIALS STORES	48.99 CR ✓
8 Oct 2024	AMZNMktplace*TO5XB3SQ4 amazon.co.uk GBR 091052718714 MISCELLANEOUS AND RETAIL STORES	14.48 ✓
8 Oct 2024	Newcastle Felling GBR 091017979674 PAINTS,VARNISHES AND SUPPLIES	75.00 ✓
8 Oct 2024	WORKWEAR EXPRESS DURHAM ENG 091015122624 MEN'S,WOMEN'S AND CHILDREN'S UNIFORMS AN	101.64 ✓
11 Oct 2024	SLCC ENTERPRISES LTD TAUNTON GBR 141055184224 SCHOOLS AND EDUCATIONAL SERVICES NOT ELSEWHERE CLASSIFIED	144.00 ✓
13 Oct 2024	AMZNBusiness*TQ5LB6SI4 amazon.co.uk GBR 141052718714 MISCELLANEOUS AND RETAIL STORES	17.60 ✓
13 Oct 2024	AMZNBusiness amazon.co.uk GBR 141052718714 MISCELLANEOUS AND RETAIL STORES	24.98 CR ✓
14 Oct 2024	Newcastle Felling GBR 151017979674 PAINTS,VARNISHES AND SUPPLIES	75.00 ✓
15 Oct 2024	PAYPAL *ROYALMAILGR 03452660858 GBR 181081402254 COURIER SERVICES-AIR OR GROUND,FREIGHT FORWARDERS	1,334.15 ✓
23 Oct 2024	B&Q MARKETPLACE EASTLEIGH 241085481474 LUMBER AND BUILDING MATERIALS STORES	97.98 ✓
25 Oct 2024	WWW.GARDENMACHINERYDIR INTERNET 281005272464 NURSERIES, LAWN AND GARDEN SUPPLY STORES	124.99 ✓
28 Oct 2024	B&Q LTD EASTLEIGH 301085481474 LUMBER AND BUILDING MATERIALS STORES	31.00 ✓
14 new purchases / cash advances. Total of spending.		£2,021.47

G 011686 BBA2661A 24858
MRS A M CAMPBELL
NEWHAVEN TOWN COUNCIL
18 FORT ROAD
NEWHAVEN
BN9 9QE

STATEMENT FOR K DRY

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

Company reference: 5476760289527536
Card number: 5476760918513279
Statement date: 2 November 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
3 Oct 2024	Microsoft*Store msbill.info GBR 041017979674 DIGITAL GOODS - GAMES ← NOT !!	1,999.00 ✕
4 Oct 2024	AMZNMktplace*TO76S9LY4 amazon.co.uk GBR 071052718714 MISCELLANEOUS AND RETAIL STORES	25.49 ✕
5 Oct 2024	AMZNMktplace*TO0120NM4 amazon.co.uk GBR 071052718714 MISCELLANEOUS AND RETAIL STORES	24.76 ✕
30 Oct 2024	ON TRACK - SOUTHERN RA LONDON 311055504434 PASSENGER RAILWAYS	15.85 ✕
1 Nov 2024	CARD FEE	32.00 ✕
4 new purchases / cash advances. Total of spending.		£2,097.10

3/3

H2

020032 BBA2661A Page 3 of 3

G 011686 BBA2661A 24858
MR K DRY
NEWHAVEN TOWN COUNCIL
18 FORT ROAD
NEWHAVEN
BN9 9QE



Newhaven Town Council

Reconciliation Summary

Month: DECEMBER 2024

	Amount	Examiner
Cashbook 1 Current Acct 60669288	£53,684.75	CW
Cashbook 2 B. Prem Acct 2069253	£1,095,875.36	CW
Cashbook 3 Petty Cash	£74.22	CW
Cashbook 4 R Reward Acct 13831183	0	CW
Cashbook 5 Credit Cards	0	CW
Cashbook 6 Instant Access Acct 20501013	0	CW
Petty Cash On-Site	£74.22	CW
Staff Salary Payment	£13,598.53	CW
HMRC Remittance	£6,091.65	CW
ESCC Pension Remittance	£5,706.88	CW

Report to Full Council:- / /2025

Resolved/Noted as Correct:- Yes/No

Chairmans Signature:-

**Bank Reconciliation Statement as at 31/12/2024
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	31/12/2024		53,684.75
			<u>53,684.75</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			53,684.75
<u>Unpresented Receipts (Plus)</u>			
24/12/2024 34377		27.50	
24/12/2024 34397		233.40	
24/12/2024 Mayor Ch24		1.60	
24/12/2024 MC TTowel		10.00	
24/12/2024 34351		27.50	
			<u>300.00</u>
			53,984.75
		Balance per Cash Book is :-	53,984.75
		Difference is :-	0.00

Signatory 1:

Name ALISON CAMPBELL Signed  Date 21/1/2025

Signatory 2:

Name Conna Watts Signed  Date 7/1/2025

Bank Reconciliation up to 31/12/2024 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>
29/11/2024	34305		50.40	50.40		R ■	Receipt(s) Banked
02/12/2024	Nov 24	330.36		330.36		R ■	Trade UK Account
02/12/2024	DH Dec 24	247.00		247.00		R ■	Lewes District Council
02/12/2024	MD Dec 24	205.00		205.00		R ■	Lewes District Council
02/12/2024	LRD Dec 24	87.00		87.00		R ■	Lewes District Council
02/12/2024	CEM Dec 24	403.00		403.00		R ■	Lewes District Council
02/12/2024	ES Dec 24	125.00		125.00		R ■	Lewes District Council
02/12/2024	NTCO Dec 2	384.00		384.00		R ■	Lewes District Council
02/12/2024	65873/2/1	1,701.60		1,701.60		R ■	Computer-Eyez (South) Ltd
02/12/2024	34323		85.50	85.50		R ■	Receipt(s) Banked
03/12/2024	34293/319		425.00	425.00		R ■	Receipt(s) Banked
03/12/2024	319.20		319.20	319.20		R ■	Receipt(s) Banked
03/12/2024	34321		63.00	63.00		R ■	Receipt(s) Banked
04/12/2024	34278		285.00	285.00		R ■	Receipt(s) Banked
04/12/2024	34156		566.00	566.00		R ■	Receipt(s) Banked
04/12/2024	34318		786.80	786.80		R ■	Receipt(s) Banked
05/12/2024	34325		129.00	129.00		R ■	Receipt(s) Banked
05/12/2024	34385		27.50	27.50		R ■	Receipt(s) Banked
05/12/2024	NOV 2024	33.45		33.45		R ■	Barclays Bank
05/12/2024	SC021505	-28.68		-28.68		R ■	Clares Office Supplies Ltd
05/12/2024	SC021505X	28.68		28.68		R ■	Clares Office Supplies
05/12/2024	34358		27.50	27.50		R ■	Receipt(s) Banked
06/12/2024	34312		283.00	283.00		R ■	Receipt(s) Banked
06/12/2024	CR71/34395		-10.50	-10.50		R ■	Receipt(s) Banked
06/12/2024	BTrefund24		70.45	70.45		R ■	Receipt(s) Banked
06/12/2024	MYRXMASCO		293.50	293.50		R ■	Receipt(s) Banked
06/12/2024	C71/34395X		10.50	10.50		R ■	Receipt(s) Banked
09/12/2024	34387		27.50	27.50		R ■	Receipt(s) Banked
09/12/2024	34314		225.00	225.00		R ■	Receipt(s) Banked
09/12/2024	34313		225.00	225.00		R ■	Receipt(s) Banked
09/12/2024	34372		55.00	55.00		R ■	Receipt(s) Banked
10/12/2024	BCARDPAY1	18.00		18.00		R ■	Barclaycard Payments
10/12/2024	34344		27.50	27.50		R ■	Receipt(s) Banked
10/12/2024	34330		27.50	27.50		R ■	Receipt(s) Banked
10/12/2024	34346		27.50	27.50		R ■	Receipt(s) Banked
11/12/2024	02020480	216.16		216.16		R ■	SSE
11/12/2024	34339		55.00	55.00		R ■	Receipt(s) Banked
11/12/2024	34343		27.50	27.50		R ■	Receipt(s) Banked
11/12/2024	34353		27.50	27.50		R ■	Receipt(s) Banked
12/12/2024	34360		27.50	27.50		R ■	Receipt(s) Banked
12/12/2024	34324		1,625.36	1,625.36		R ■	Receipt(s) Banked
12/12/2024	34340		55.00	55.00		R ■	Receipt(s) Banked
12/12/2024	34354		55.00	55.00		R ■	Receipt(s) Banked
12/12/2024	34391		55.00	55.00		R ■	Receipt(s) Banked
12/12/2024	34341		27.50	27.50		R ■	Receipt(s) Banked
12/12/2024	34365		55.00	55.00		R ■	Receipt(s) Banked
13/12/2024	6454	13.50		13.50		R ■	Pipers News
13/12/2024	34392		27.50	27.50		R ■	Receipt(s) Banked

Bank Reconciliation up to 31/12/2024 for Cashbook No 1 - Current A/c

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
13/12/2024	34337		27.50	27.50		R ■	Receipt(s) Banked
13/12/2024	34329 AL2A		27.50	27.50		R ■	Receipt(s) Banked
16/12/2024	01678210+2	106.78		106.78		R ■	Clares Office Supplies Ltd
16/12/2024	251	48.00		48.00		R ■	North Laine Window Cleaning
16/12/2024	EVNT224	80.52		80.52		R ■	Pulse South Coast
16/12/2024	039629	79.99		79.99		R ■	Advo Payroll
16/12/2024	6257673	9,433.45		9,433.45		R ■	Lewes District Council
16/12/2024	RI00127663	549.00		549.00		R ■	Arval UK Limited
16/12/2024	0840	6,804.00		6,804.00		R ■	Ichthus Event Solutions Ltd
16/12/2024	00264	35.30		35.30		R ■	Denma Cleaning Services Ltd
16/12/2024	29243	100.00		100.00		R ■	Tansleys Printers
16/12/2024	9402/9403	190.37		190.37		R ■	J Kirby Electrical Ltd
16/12/2024	29284	38.40		38.40		R ■	Tansleys Printers
16/12/2024	34394 AL4B		27.50	27.50		R ■	Receipt(s) Banked
16/12/2024	34383 ES04		27.50	27.50		R ■	Receipt(s) Banked
16/12/2024	34359		27.50	27.50		R ■	Receipt(s) Banked
16/12/2024	34386		27.50	27.50		R ■	Receipt(s) Banked
16/12/2024	34335		27.50	27.50		R ■	Receipt(s) Banked
16/12/2024	34400		2,186.00	2,186.00		R ■	Receipt(s) Banked
17/12/2024	60F9407A-3	499.46		499.46		R ■	E-On Energy Solutions Ltd
17/12/2024	A700C35C-3	102.33		102.33		R ■	E-On Energy Solutions Ltd
17/12/2024	CB778D50-3	263.01		263.01		R ■	E-On Energy Solutions Ltd
17/12/2024	016F62D9-3	449.08		449.08		R ■	E-On Energy Solutions Ltd
17/12/2024	ESCCNOV24	5,706.88		5,706.88		R ■	East Sussex County Council
17/12/2024	4541	135.60		135.60		R ■	Countrymans Contractors Ltd
17/12/2024	29360	5,700.00		5,700.00		R ■	Tansleys Printers
17/12/2024	0010200057	75.00		75.00		R ■	Tates of Sussex
17/12/2024	01679033	38.20		38.20		R ■	Clares Office Supplies Ltd
17/12/2024	3962	2,364.00		2,364.00		R ■	Complete Property Solutions (S
17/12/2024	2340/41	390.00		390.00		R ■	Clean Team Sussex
17/12/2024	01676725	12.78		12.78		R ■	Clares Office Supplies Ltd
17/12/2024	9263	180.00		180.00		R ■	J Kirby Electrical Ltd
17/12/2024	80729	2,385.00		2,385.00		R ■	The Sign Shop Horsham Ltd
17/12/2024	4533/4534	5,016.00		5,016.00		R ■	Countrymans Contractors Ltd
17/12/2024	29.11.24	55.96		55.96		R ■	Mayor Pinky Mclean-Knight
17/12/2024	34388		27.50	27.50		R ■	Receipt(s) Banked
17/12/2024	34320		103.20	103.20		R ■	Receipt(s) Banked
17/12/2024	34347		27.50	27.50		R ■	Receipt(s) Banked
17/12/2024	Top Up Dec		35,000.00	35,000.00		R ■	Receipt(s) Banked
17/12/2024	Top Up		257.24	257.24		R ■	Receipt(s) Banked
18/12/2024	34368		27.50	27.50		R ■	Receipt(s) Banked
18/12/2024	34371		27.50	27.50		R ■	Receipt(s) Banked
18/12/2024	34338		27.50	27.50		R ■	Receipt(s) Banked
18/12/2024	34380		27.50	27.50		R ■	Receipt(s) Banked
18/12/2024	34401		38.70	38.70		R ■	Receipt(s) Banked
19/12/2024	V022961636	128.46		128.46		R ■	EE
19/12/2024	34384		27.50	27.50		R ■	Receipt(s) Banked
19/12/2024	34369		27.50	27.50		R ■	Receipt(s) Banked


Bank Reconciliation up to 31/12/2024 for Cashbook No 1 - Current A/c

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
19/12/2024	34378		27.50	27.50		<input checked="" type="checkbox"/>	Receipt(s) Banked
20/12/2024	SS DEC 24	13,598.53		13,598.53		<input checked="" type="checkbox"/>	Staff Salaries
20/12/2024	323609	99.03		99.03		<input checked="" type="checkbox"/>	Premier Managed Technologies G
20/12/2024	34395		523.50	523.50		<input checked="" type="checkbox"/>	Receipt(s) Banked
20/12/2024	34367		27.50	27.50		<input checked="" type="checkbox"/>	Receipt(s) Banked
20/12/2024	34357		27.50	27.50		<input checked="" type="checkbox"/>	Receipt(s) Banked
20/12/2024	34403		1,394.40	1,394.40		<input checked="" type="checkbox"/>	Receipt(s) Banked
22/12/2024	HMR NOV 24	6,091.65		6,091.65		<input checked="" type="checkbox"/>	PAYE Payments
23/12/2024	1-01511843	572.96		572.96		<input checked="" type="checkbox"/>	ENGIE Gas Limited
23/12/2024	1-01511845	904.42		904.42		<input checked="" type="checkbox"/>	ENGIE Gas Limited
23/12/2024	34342		27.50	27.50		<input checked="" type="checkbox"/>	Receipt(s) Banked
23/12/2024	34396		283.00	283.00		<input checked="" type="checkbox"/>	Receipt(s) Banked
23/12/2024	34398		2,377.00	2,377.00		<input checked="" type="checkbox"/>	Receipt(s) Banked
23/12/2024	34348		27.50	27.50		<input checked="" type="checkbox"/>	Receipt(s) Banked
24/12/2024	6514262	38.50		38.50		<input checked="" type="checkbox"/>	Business Stream
24/12/2024	6514943	115.74		115.74		<input checked="" type="checkbox"/>	Business Stream
24/12/2024	6512314	130.23		130.23		<input checked="" type="checkbox"/>	Business Stream
24/12/2024	FE7E4DA4-3	778.98		778.98		<input checked="" type="checkbox"/>	E-On Energy Solutions Ltd
24/12/2024	34377		27.50		27.50	<input type="checkbox"/>	Receipt(s) Banked
24/12/2024	34397		233.40		233.40	<input type="checkbox"/>	Receipt(s) Banked
24/12/2024	Mayor Ch24		1.60		1.60	<input type="checkbox"/>	Receipt(s) Banked
24/12/2024	MC TTowel		10.00		10.00	<input type="checkbox"/>	Receipt(s) Banked
24/12/2024	34351		27.50		27.50	<input type="checkbox"/>	Receipt(s) Banked
24/12/2024			15.22	15.22		<input checked="" type="checkbox"/>	Receipt(s) Banked
24/12/2024	34389		27.00	27.00		<input checked="" type="checkbox"/>	Receipt(s) Banked
27/12/2024	CC Nov2024	506.45		506.45		<input checked="" type="checkbox"/>	Credit Cards
27/12/2024	FLGB640436	454.20		454.20		<input checked="" type="checkbox"/>	BNP Paribas Leasing Solutions
27/12/2024	SSSGDEC24	168.65		168.65		<input checked="" type="checkbox"/>	Stephanie Georgalakis
27/12/2024	34355		27.50	27.50		<input checked="" type="checkbox"/>	Receipt(s) Banked
27/12/2024	34373		55.00	55.00		<input checked="" type="checkbox"/>	Receipt(s) Banked
30/12/2024	2158201	209.20		209.20		<input checked="" type="checkbox"/>	SSE
30/12/2024	34331		27.50	27.50		<input checked="" type="checkbox"/>	Receipt(s) Banked
30/12/2024	34374		27.50	27.50		<input checked="" type="checkbox"/>	Receipt(s) Banked
30/12/2024	34317		288.00	288.00		<input checked="" type="checkbox"/>	Receipt(s) Banked
		<u>68,400.18</u>	<u>49,545.47</u>				

Signatory 1:

Name ALISON CAMPBELL Signed  Date 2/1/2025

Signatory 2:

Name CORINA WATTS Signed  Date 7/1/2025



Transactions

Barclays Business Account

20-49-76 60669288

Available balance	£48,705.77
Last night's balance	£53,684.75
Overdraft limit	£0.00

Showing 109 transactions between 02/12/2024 and 30/12/2024 from 01/12/2024 to 31/12/2024

Date	Description	Money in	Money out	Balance
30/12/2024	Counter Credit MEECHING AMATEUR D 34317 BGC	£288.00 ✓		£53,684.75
30/12/2024	Direct Debit SSE ENERGY SUPPLY 0047362-DD00811131 DD R		-£209.20 ✓	£53,396.75
30/12/2024	Counter Credit E Johnson-Bullock PLOT 35A BGC 3A374	£27.50 ✓		£53,605.95
30/12/2024	Counter Credit C Whande 34331 BGC-AL3A	£27.50 ✓		£53,578.45
27/12/2024	Counter Credit D Cambridge 34373 BGC -AL3+B	£55.00 ✓		£53,550.95
27/12/2024	Counter Credit BCARD1723921241224 BGC BCARD1723921241224 B GC 3A306	£15.22 ✓		£53,495.95
27/12/2024	Direct Debit NEWHAVEN TOWN BACS DDR 56-55 DEC 24		-£168.65 ✓	£53,480.73
27/12/2024	Direct Debit BCARD COMMERCIAL 5476760289527536 DDR		-£506.45 ✓	£53,649.38

27/12 /2024	Direct Debit BNP PARIBAS LEASIN A1G05400 V3352962 FIRS T DDR PAYMENT DDR		-£454.20 ✗	£54,155.83
27/12 /2024	Bill Payment BUCHOWSKA+MAURIT ALLOTMENT 25A BBP AL25A-3+355	£27.50 ✗		£54,610.03
24/12 /2024	Counter Credit T Lambert 34389 BGC ALIOES	£27.00 ✗		£54,582.53
24/12 /2024	Direct Debit E.ON NEXT LTD A-FE7E4DA4-001 DDR		-£778.98 ✗	£54,555.53
24/12 /2024	Direct Debit SCOTTISH WATER BUS 27452786 DDR		-£130.23 ✗	£55,334.51
24/12 /2024	Direct Debit SCOTTISH WATER BUS 27154587 DDR		-£115.74 ✗	£55,464.74
24/12 /2024	Direct Debit SCOTTISH WATER BUS 27441569 DDR		-£38.50 ✗	£55,580.48
23/12 /2024	Counter Credit MISS C R SAUNDERS 34348 BGC ALIHA	£27.50 ✗		£55,618.98
23/12 /2024	Counter Credit BCARD1723921201224 BGC BCARD1723921201224 B GC 3+367-AL3IB	£27.50 ✗		£55,591.48
23/12 /2024	Direct Debit ENGIE GAS 10328543001 DDR		-£572.96 ✗	£55,563.98
23/12 /2024	Direct Debit ENGIE GAS 10328542001 DDR		-£904.42 ✗	£56,136.94
23/12 /2024	Counter Credit CHICK B D & C M 34342 BGC ALIOB	£27.50 ✗		£57,041.36
23/12 /2024	Counter Credit CO-OPERATIVE GROUP 50021635 BGC 3+398	£2,377.00 ✗		£57,013.86
23/12 /2024	Counter Credit DIGNITY FUNERALS 004257 BGC 3+396	£283.00 ✗		£54,636.86
20/12	Counter Credit LISA FAIRFIELD	£1,394.40 ✗		£54,353.86

/2024	IGNITE 34403 BGC		
20/12 /2024	Counter Credit S Confue 34357 BGC AL26A	£27.50 ✓	£52,959.46
20/12 /2024	Cash Deposit POST OFFICE KEN 20DEC 10.15 ATM AL32A AL33B ALESOS	£82.50 ✓	- 34368 - 34371 - 34384 £52,931.96
20/12 /2024	Counter Credit BCARD1723921191224 BGC BCARD1723921191224 B GC 34378-AL37A	£27.50 ✓	£52,849.46
20/12 /2024	Direct Debit NEWHAVEN TOWN BACS DDR 55 DEC 24		-£13,598.53 ✓ £52,821.96
20/12 /2024	Direct Debit NEWHAVEN TOWN BACS DDR INL REV NOV 24		-£6,091.65 ✓ £66,420.49
20/12 /2024	Direct Debit PREMIER MANAGED TE ONEW02 DDR		-£99.03 ✓ £72,512.14
20/12 /2024	Counter Credit Press Play Films From Press Play .. BG C 34395	£523.50 ✓	£72,611.17
19/12 /2024	Direct Debit EE LIMITED Q29509271579102445 DD R		-£128.46 ✓ £72,087.67
18/12 /2024	Counter Credit A Smith 34388 BGC - 34338 - AL7B	£27.50 ✓	£72,216.13
18/12 /2024	Counter Credit Anastasia Macnaght Inv no 34380 BGC AL ES01	£27.50 ✓	£72,188.63
18/12 /2024	Counter Credit PARK DRIVE RES 34401 BGC	£38.70 ✓	£72,161.13
17/12 /2024	Funds Transfer 204976 20669253 FT 204976 20669253 FT	£35,000.00 ✓	£72,122.43
17/12 /2024	Funds Transfer 204976 13831183 TOP UP AC 17.12.24 FT	£257.24 ✓	£37,122.43
17/12 /2024	Bill Payment TANSLEYS PRINTERS 29360 NTC BBP		-£5,700.00 ✓ £36,865.19

17/12 /2024	Bill Payment TATES 102000579 NTC BBP		-£75.00 ✗	£42,565.19
17/12 /2024	Bill Payment COUNTRYMANS CONTRA SI-4541 NTC BBP		-£135.60 ✗	£42,640.19
17/12 /2024	Bill Payment BUSINESS SUPPLIES INV01679033 NTC BBP		-£38.20 ✗	£42,775.79
17/12 /2024	Bill Payment LLOYDS BANK COMMER INV-80729 NTC BBP		-£2,385.00 ✗	£42,813.99
17/12 /2024	Bill Payment COMPLETE PROPERTY 3962 NTC BBP		-£2,364.00 ✗	£45,198.99
17/12 /2024	Bill Payment DAVID MURCH 2340/2341 NTC BBP		-£390.00 ✗	£47,562.99
17/12 /2024	Bill Payment BUSINESS SUPPLIES INV01672421 BBP		-£12.78 ✗	£47,952.99
17/12 /2024	Bill Payment J KIRBY ELECTRICAL 9263 NTC BBP		-£180.00 ✗	£47,965.77
17/12 /2024	Bill Payment HEATHER MCLEAN THANK YOUS 29.11 BBP		-£55.96 ✗	£48,145.77
17/12 /2024	Bill Payment COUNTRYMANS CONTRA SI-4533/4534 NTC BBP		-£5,016.00 ✗	£48,201.73
17/12 /2024	Counter Credit Confue Frederick 34369 BGC AL32B	£27.50 ✗		£53,217.73
17/12 /2024	Funds Transfer PLANCK RM+DA PLOT 13B FT 34347	£27.50 ✗		£53,190.23
17/12 /2024	Counter Credit BCARD1723921161224 BGC BCARD1723921161224 B GC	£2,268.50 ✗	34359 - 27.50 34386 - 27.50 34335 - 27.50 34400 - 2186.00	£53,162.73
17/12 /2024	Counter Credit HIBBERT S Hibbert 34320 BGC	£103.20 ✗		£50,894.23
17/12 /2024	Direct Debit NEWHAVEN TOWN BACS DDR		-£5,706.88 ✗	£50,791.03

17/12 /2024	Direct Debit E.ON NEXT LTD A-016F62D9-001 DDR	-£449.08 vt	£56,497.91
17/12 /2024	Direct Debit E.ON NEXT LTD A-CB778D50-001 DDR	-£263.01 vt	£56,946.99
17/12 /2024	Direct Debit E.ON NEXT LTD A-A700C35C-001 DDR	-£102.33 vt	£57,210.00
17/12 /2024	Direct Debit E.ON NEXT LTD A-60F9407A-001 DDR	-£499.46 vt	£57,312.33
17/12 /2024	Counter Credit ATKINS A & M ALLOTES09 BGC -34388	£27.50 vt	£57,811.79
16/12 /2024	Bill Payment MITCHELL MULVAY 251 NTC BBP	-£48.00 vt	£57,784.29
16/12 /2024	Bill Payment BUSINESS SUPPLIES 01678210/6724/6725 BB P	-£106.78 vt	£57,832.29
16/12 /2024	Bill Payment TANSLEYS PRINTERS 2928 NTC BBP	-£38.40 vt	£57,939.07
16/12 /2024	Bill Payment J KIRBY ELECTRICAL 9402/9403 NTC BBP	-£190.37 vt	£57,977.47
16/12 /2024	Bill Payment TANSLEYS PRINTERS 29243 NTC BBP	-£100.00 vt	£58,167.84
16/12 /2024	Bill Payment HSBC INVOICE FINAN 000000436381 BBP	-£35.30 vt	£58,267.84
16/12 /2024	Bill Payment ICTHUS EVENT SOLUT 0840 NTC BBP	-£6,804.00 vt	£58,303.14
16/12 /2024	Bill Payment PULSE SOUTH COAST EVNT224 NTC BBP	-£80.52 vt	£65,107.14
16/12 /2024	Counter Credit BCARD1723921131224 BGC BCARD1723921131224 B GC ALES13-34392	£27.50 vt	£65,187.66
16/12	Direct Debit ADVO PAY	-£79.99 vt	£65,160.16

/2024	NEWHTC DDR		
16/12 /2024	Direct Debit ARVAL UK LTD NE3560 DDR	-£549.00 ✓	£65,240.15
16/12 /2024	Direct Debit LEWES DISTRICT COU 300286 DDR	-£9,433.45 ✓	£65,789.15
16/12 /2024	Counter Credit LOCKYER MA ALLOTES04 BGC	£27.50 ✓	£75,222.60
16/12 /2024	Funds Transfer KEEN A D 34394 FT	£27.50 ✓	£75,195.10
13/12 /2024	Counter Credit Critchley Stanley 34329 BGC	£27.50 ✓	£75,167.60
13/12 /2024	Cash Deposit POST OFFICE KEN 13DEC 11.45 ATM	AL 26B, AL34A AL 2B, AL 27B AL10A + AL30 £220.00 ✓	£75,140.10
13/12 /2024	Counter Credit BCARD1723921121224 BGC BCARD1723921121224 B GC 34340-AL9	£55.00 ✓	£74,920.10
13/12 /2024	Counter Credit C Aldridge 34337 BGC AL7A	£27.50 ✓	£74,865.10
13/12 /2024	Direct Debit PIPERS NEWS STORES PIPERS15791 DDR	-£13.50 ✓	£74,837.60
12/12 /2024	Counter Credit J Roads 34391 BGC AL6S12	£55.00 ✓	£74,851.10
12/12 /2024	Counter Credit WILKS O F 34354 BGC AL24	£55.00 ✓	£74,796.10
12/12 /2024	Counter Credit BCARD1723921111224 BGC BCARD1723921111224 B GC INV 34353-238 + 34343-11A	£55.00 ✓	£74,741.10
11/12 /2024	Funds Transfer NORCROSS DANC 34324 NOVEMBER FT	£1,625.36 ✓	£74,686.10
11/12 /2024	Counter Credit BROWN & MEADOWS 34339 BGC	£55.00 ✓	£73,060.74

11/12 /2024	Direct Debit SSE ENERGY SUPPLY 0047362-DD00777999 DD R		-£216.16 ✗	£73,005.74
10/12 /2024	Counter Credit STANYARD K&A 34346 Stanyard BGC ALISA	£27.50 ✗		£73,221.90
10/12 /2024	Funds Transfer WHITE CA INV 34344 FT	£27.50 ✗		£73,194.40
10/12 /2024	Direct Debit BARCLAYCARD BCD01723921301124 DDR		-£18.00 ✗	£73,166.90
09/12 /2024	Counter Credit CO-OPERATIVE GROUP 50021635 BGC INV: 34313+34314	£450.00 ✗		£73,184.90
06/12 /2024	Funds Transfer MCCORMICK D+P 34387 FT	£27.50 ✗		£72,734.90
06/12 /2024	Remittance POST OFFICE CREDIT 100766 REM INV: 34325	£129.00 ✗		£72,707.40
06/12 /2024	Counter Credit BTPYMTZ2ANTLPARTID ANTIBTRR0000452988 BG C REFUND	£70.45 ✗		£72,578.40
06/12 /2024	Counter Credit CO-OPERATIVE GROUP 50021635 BGC INV 34312	£283.00 ✗		£72,507.95
05/12 /2024	Counter Credit EVE TAYLOR 34385 BGC ALLOT ESCG	£27.50 ✗		£72,224.95
05/12 /2024	Cash Deposit MAYOR'S XMAS POST OFFICE CONCERT KEN 05DEC 11.57 ATM	£293.50 ✗		£72,197.45
05/12 /2024	Credit Payment CHARGES COMMISSION FOR PERIOD 14OCT/12NOV ***** *****		-£33.45 ✗	£71,903.95
04/12 /2024	Cash Deposit POST OFFICE KEN 04DEC 10.02 ATM INV 34321	£63.00 ✗		£71,937.40
04/12 /2024	Counter Credit N.I.P.P.E.R.S. RENT BGC	£786.80 ✗		£71,874.40

04/12 /2024	Counter Credit DIGNITY FUNERALS 004257 BGC	£566.00 ✓	£71,087.60
04/12 /2024	Counter Credit CO-OPERATIVE GROUP 50021635 BGC	£285.00 ✓	£70,521.60
03/12 /2024	Counter Credit Studio Tempo MAB Studio Tempo BGC	£319.20 ✓	£70,236.60
03/12 /2024	Counter Credit M Mirfakhraee Nov HALL HIRE BGC	£425.00 ✓	£69,917.40
02/12 /2024	Funds Transfer VAUGHAN J A EARTHQUAKE FT	£85.50 ✓	£69,492.40
02/12 /2024	Remittance POST OFFICE CREDIT 100765 REM INV: 34305	£50.40 ✓	£69,406.90
02/12 /2024	Direct Debit COMPUTER EYEZ LTD EYEZ0002059 DDR	-£1,701.60 ✓	£69,356.50
02/12 /2024	Direct Debit LEWES DISTRICT COU 101247911 DDR NTCO - N101624639018	-£384.00 ✓	£71,058.10
02/12 /2024	Direct Debit LEWES DISTRICT COU 100899386 DDR ES - N101626909900	-£125.00 ✓	£71,442.10
02/12 /2024	Direct Debit LEWES DISTRICT COU 100789030 DDR CEM - N101625909010	-£403.00 ✓	£71,567.10
02/12 /2024	Direct Debit LEWES DISTRICT COU 100789027 DDR LRD - N101629909001	-£87.00 ✓	£71,970.10
02/12 /2024	Direct Debit LEWES DISTRICT COU 100787964 DDR MH - N101624609000	-£205.00 ✓	£72,057.10
02/12 /2024	Direct Debit LEWES DISTRICT COU 100787757 DDR DENTON - N10162386003	-£247.00 ✓	£72,262.10
02/12 /2024	Direct Debit WL RE KINGFISHER 6331640012255717 DDR	-£330.36 ✓	£72,509.10

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If you can't find the relevant statement/transactions online, you can order a copy statement

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

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NEWHAVEN TOWN COUNCIL

FORT ROAD
NEWHAVEN
MID: 1723921
TID: 38286566
AID: A0000000041010

Debit Mastercard

MASTERCARD DEBIT

**** * 9564
START 01/22 EXP 02/26
CONTACTLESS PAN.SEQ 1
SALE

MERCHANT COPY

AMOUNT £55.00

No CVM Used

13:21:03 12/12/24

AUTH CODE: 478245

RECEIPT 0085

NEWHAVEN TOWN COUNCIL

FORT ROAD
NEWHAVEN
MID: 1723921
TID: 38286566
AID: A0000000031010

BARCLAYCARD VISA

VISA
**** * 7003
CONTACTLESS EXP 03/29
SALE PAN.SEQ 0

MERCHANT COPY

AMOUNT £27.50

No CVM Used

11:31:42 11/12/24

AUTH CODE: 037366

RECEIPT 0084

NEWHAVEN TOWN COUNCIL

FORT ROAD
NEWHAVEN
MID: 1723921
TID: 38286566
AID: A0000000031010

Debit Visa

VISA DEBIT

**** * 4203
CONTACTLESS EXP 05/29
SALE PAN.SEQ 0

MERCHANT COPY

AMOUNT £27.50

No CVM Used

11:11:56 11/12/24

AUTH CODE: 848017

RECEIPT 0083

NEWHAVEN TOWN COUNCIL

FORT ROAD
NEWHAVEN
MID: 1723921
TID: 38286566
AID: A0000000041010

Mastercard

MASTERCARD

**** * 2119
START 06/21 EXP 08/25
CONTACTLESS PAN.SEQ 3
SALE

MERCHANT COPY

AMOUNT £27.50

No CVM Used

11:47:15 16/12/24

AUTH CODE: R74065

RECEIPT 0088

NEWHAVEN TOWN COUNCIL

FORT ROAD
NEWHAVEN
MID: 1723921
TID: 38286566
AID: A0000000041010

Debit Mastercard

MASTERCARD DEBIT

**** * 3534
START 12/23 EXP 12/27
CONTACTLESS PAN.SEQ 0
SALE

MERCHANT COPY

AMOUNT £27.50

No CVM Used

10:47:44 16/12/24

AUTH CODE: 462866

RECEIPT 0087

NEWHAVEN TOWN COUNCIL

FORT ROAD
NEWHAVEN
MID: 1723921
TID: 38286566
AID: A0000000031010

Debit Visa

VISA DEBIT

**** * 4668
CONTACTLESS EXP 06/28
SALE PAN.SEQ 9

MERCHANT COPY

AMOUNT £27.50

No CVM Used

09:52:42 13/12/24

AUTH CODE: 519355

RECEIPT 0086

Pagden AL9
34340

23B-34353

PIOT 11A
34343

ES07-34386
Hams

AL 27A - 34359
Gardner

AL 513 PENFOLD
34392

NEWHAVEN TOWN COUNCIL

FORT ROAD
NEWHAVEN
MID: 1723921
TID: 38286566
AID: A0000000031010

VISA DEBIT
VISA DEBIT

**** * 6267
EXP 08/26
CONTACTLESS PAN.SEQ 0
SALE

MERCHANT COPY

AMOUNT £27.50

No CVM Used

12:09:48 16/12/24

AUTH CODE: 016390

RECEIPT 0089

NEWHAVEN TOWN COUNCIL

FORT ROAD
NEWHAVEN
MID: 1723921
TID: 38286566
AID: A0000000041010

Debit Mastercard
MASTERCARD DEBIT

**** * 8098
START 12/24 EXP 12/28
ICC PAN.SEQ 0
SALE

MERCHANT COPY

AMOUNT £2186.00

Verified by PIN

PLEASE DEBIT MY ACCOUNT
12:37:51 16/12/24

AUTH CODE: 678641

RECEIPT 0090

NEWHAVEN TOWN COUNCIL

FORT ROAD
NEWHAVEN
MID: 1723921
TID: 38286566
AID: A0000000041010

MASTERCARD
MASTERCARD

**** * 9944
START 08/24 EXP 08/27
CONTACTLESS PAN.SEQ 1
SALE

MERCHANT COPY

AMOUNT £27.50

No CVM Used

12:15:46 19/12/24

AUTH CODE: 043351

RECEIPT 0091

NEWHAVEN TOWN COUNCIL

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

VISA DEBIT

**** * 7088
EXP 06/29
CONTACTLESS PAN.SEQ 0
SALE

MERCHANT COPY

AMOUNT £27.50

No CVM Used

13:39:27 20/12/24

AUTH CODE: 058526

RECEIPT 0092

NEWHAVEN TOWN COUNCIL

FORT ROAD
NEWHAVEN
MID: 1723921
TID: 38286566
AID: A0000000041010

Debit Mastercard
MASTERCARD DEBIT

**** * 6407
START 11/24 EXP 11/28
CONTACTLESS PAN.SEQ 0
SALE

MERCHANT COPY

AMOUNT £15.22

No CVM Used

11:01:10 24/12/24

AUTH CODE: 313860

RECEIPT 0093

ALGA-34335
Torres

lv
No
34400
Gillman

AL37A Bito
34378

AL31B - GREY
34367

Isobel Boothby
INV: 34308

**Bank Reconciliation Statement as at 31/12/2024
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	31/12/2024		1,095,875.36
			<u>1,095,875.36</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			1,095,875.36
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			1,095,875.36
		Balance per Cash Book is :-	1,095,875.36
		Difference is :-	0.00

Signatory 1:

Name ALISON CAMPBELL Signed  Date 21/1/2024

Signatory 2:

Name CORINA WATTS Signed  Date 7/1/2024

Bank Reconciliation up to 31/12/2024 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>
02/12/2024	In tDec 24		4,999.66	4,999.66		R <input checked="" type="checkbox"/>	Receipt(s) Banked
17/12/2024	Top Up Dec	35,000.00		35,000.00		R <input checked="" type="checkbox"/>	Current A/c
		<u>35,000.00</u>	<u>4,999.66</u>				

Signatory 1:

Name ALISON CAMPBELL Signed  Date 21/1/2024

Signatory 2:

Name CORINA WATTS Signed  Date 7/1/2024

Today: 02 Jan 2025



MRS ALISON MARIAN CAMPBELL

Transactions

Business Premium ME

20-49-76 20669253

Available balance	£1,095,875.36
Last night's balance	£1,095,875.36
Overdraft limit	n/a

100

Showing 2 transactions between 02/12/2024 and 17/12/2024 from 01/12/2024 to 31/12/2024

Date	Description	Money in	Money out	Balance
17/12/2024	Funds Transfer 204976 60669288 FT 204976 60669288 FT		-£35,000.00	£1,095,875.36
02/12/2024	Credit Payment INTEREST PAID GROSS FOR PERIOD 2SEP/ 1DEC	£4,999.66		£1,130,875.36

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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.

17 Dec 2024

MRS Alison Marian Campbell



We've transferred your money

Date transfer was set up

17 Dec 2024

Time transfer was set up

14:06:55 GMT

Transfer from

Business Premium ME

Barclays Bank UK PLC

20-49-76 20669253

Transfer to

Barclays Business Account

Barclays Bank UK PLC

20-49-76 60669288

Amount

£35,000.00

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 31/12/2024
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	31/12/2024		74.22
			<u>74.22</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			74.22
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			74.22
		Balance per Cash Book is :-	74.22
		Difference is :-	0.00

Signatory 1:

Name AUSON CAMPBELL Signed  Date 2/1/2025

Signatory 2:

Name CORINA WATTS Signed  Date 7/1/2025

Bank Reconciliation up to 31/12/2024 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>
02/12/2024	159	1.45		1.45		R <input checked="" type="checkbox"/>	Sainsburys S'Markets
04/12/2024	160	5.05		5.05		R <input checked="" type="checkbox"/>	Sainsburys S'Markets
05/12/2024	161	1.45		1.45		R <input checked="" type="checkbox"/>	Sainsburys S'Markets
11/12/2024	162	1.45		1.45		R <input checked="" type="checkbox"/>	Sainsburys S'Markets
17/12/2024	163	1.45		1.45		R <input checked="" type="checkbox"/>	Sainsburys S'Markets
20/12/2024	164	1.45		1.45		R <input checked="" type="checkbox"/>	Sainsburys S'Markets
		12.30	0.00				

Signatory 1:

Name ALISON CAMPBELL Signed  Date 21/1/2025

Signatory 2:

Name CORINA WATTS Signed  Date 7/1/2025

RC-MK
2112124

159

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

CHANGE £0.55

WITH NECTAR YOU WOULD HAVE EARNED: 1 POINTS
REGISTER AT Nectar.com or download the app.

**** For a chance to win ****
100,000 Nectar points
please tell us how we did at
lettuce-know.com



6292136101616600021224

C202 #6166 10:31:39 02DEC2024
S2136 R101

Thank you for your visit.

RC-KL RA
21121224

160

Sainsbury's

Good food for all of us
NEWHAVEN HARBOUR
01273 612036

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

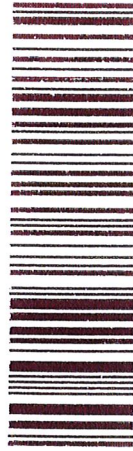
*JS SUPER SOFT X8 £5.05
1 BALANCE DUE £5.05
CASH £10.05

CHANGE £5.00

MY NECTAR SUMMARY
[C] **** * 701 POINTS EARNED ON PREVIOUS POINTS BALANCE £5.05
[C] **** * 706 POINTS EARNED NEW POINTS ARE WORTH £3.53

Check the Nectar app or nectar.com to see any bonus points you might have collected.

**** For a chance to win ****
100,000 Nectar points
please tell us how we did at
lettuce-know.com



6292136073356300041224

C #3563 13:20:40 04DEC2024
S2136 R73

Thank you for your visit.

RC-KL
2112124

161

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

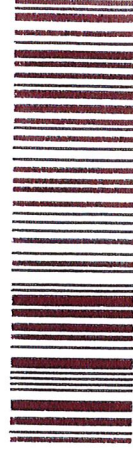
JS S/SKIM MLK 2.272L £1.45
1 BALANCE DUE £1.45
CASH £2.00

CHANGE £0.55

MY NECTAR SUMMARY
[C] **** * 1 POINTS EARNED ON PREVIOUS POINTS BALANCE £1.45
[C] **** * 1 POINTS EARNED *****

Check the Nectar app or nectar.com for your points balance and any bonus points you might have collected.

**** For a chance to win ****
100,000 Nectar points
please tell us how we did at
lettuce-know.com



6292136067080300051224

C #803 11:22:38 05DEC2024
S2136 R67

Thank you for your visit.

PC-MC
11/12/24

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

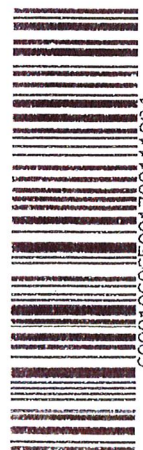
JS S/SKIM MLK 2.272L £1.45
1 BALANCE DUE £1.45
CASH £2.00

CHANGE £0.55

MY NECTAR SUMMARY
[C] **** * 6012 £1.45
POINTS EARNED ON 1
POINTS EARNED *****

Check the Nectar app or nectar.com
for your points balance and any bonus
points you might have collected.

***** For a chance to win *****
100,000 Nectar points
please tell us how we did at
lettuce-know.com



629213605921700111224

C #9217 09:51:05 11DEC2024
S2136 R65

Thank you for your visit.

PC-1C
16/12/24

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

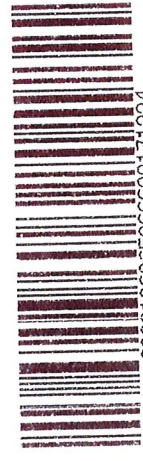
JS S/SKIM MLK 2.272L £1.45
1 BALANCE DUE £1.45
CASH £2.00

CHANGE £0.55

MY NECTAR SUMMARY
[C] **** * 6012 £1.45
POINTS EARNED ON 1
POINTS EARNED *****

Check the Nectar app or nectar.com
for your points balance and any bonus
points you might have collected.

***** For a chance to win *****
100,000 Nectar points
please tell us how we did at
lettuce-know.com



6292136055266600171224

C101 #2666 12:47:07 17DEC2024
S2136 R65

Thank you for your visit.

PC-MC
22/12/24

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

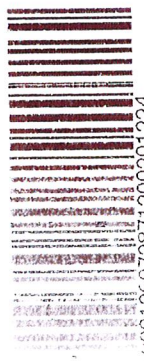
JS SKIM MLK 2.272L £1.45
1 BALANCE DUE £1.45
CASH £2.00

CHANGE £0.55

MY NECTAR SUMMARY
[C] **** * 6012 £1.45
POINTS EARNED ON 1
POINTS EARNED *****

Check the Nectar app or nectar.com
for your points balance and any bonus
points you might have collected.

***** For a chance to win *****
100,000 Nectar points
please tell us how we did at
lettuce-know.com



6292136073871200201224

C #8712 09:48:12 20DEC2024
S2136 R73

Thank you for your visit.

16/12

Bank Reconciliation Statement as at 31/12/2024
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	20/12/2024		0.00
			<u>0.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			0.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

Signatory 1:

Name ALISON CAMPBELL Signed  Date 2/1/2025

Signatory 2:

Name CORINA WATTS Signed  Date 7/1/2025

Bank Reconciliation up to 31/12/2024 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>
02/12/2024	Int Dec24		257.24	257.24		R <input checked="" type="checkbox"/>	Receipt(s) Banked
17/12/2024	Top Up	257.24		257.24		R <input checked="" type="checkbox"/>	Current A/c
		<u>257.24</u>	<u>257.24</u>				

Signatory 1:

Name ALISON CAMPBELL Signed  Date 2/1/2025

Signatory 2:

Name CORINA WATTS Signed  Date 7/1/2025

Today: 02 Jan 2025



MRS ALISON MARIAN CAMPBELL

Transactions

Business Premium ME

20-49-76 13831183

Available balance **£0.00**

Last night's balance **£0.00**

Overdraft limit **n/a**

✓

Showing **2** transactions between **02/12/2024** and **17/12/2024** from 01/12/2024 to 31/12/2024

Date	Description	Money in	Money out	Balance
17/12/2024	Funds Transfer 204976 60669288 TOP UP AC 17.12.24 FT		-£257.24 <i>✓</i>	£0.00
02/12/2024	Credit Payment INTEREST PAID GROSS FOR PERIOD 2SEP/ 1DEC	£257.24 <i>✓</i>		£257.24

Need to view older transactions?

If you have registered for online statements, then follow the link to view them

If you don't have online statements, then statements may still be visible in Barclays Cloud It

If you can't find the relevant statement/transactions online, you can order a copy statement

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17 Dec 2024

MRS Alison Marian Campbell



We've transferred your money

Date transfer was set up

17 Dec 2024

Time transfer was set up

14:05:53 GMT

Transfer from

Business Premium ME

Barclays Bank UK PLC

20-49-76 13831183

Transfer to

Barclays Business Account

Barclays Bank UK PLC

20-49-76 60669288

Reference

TOP Up AC 17.12.24

Amount

£257.24

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 31/12/2024
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	31/12/2024		0.00
Card 2597 1956 AC	31/12/2024		0.00
			0.00

Unpresented Payments (Minus)

Amount

03/12/2024	CAROLS3.12	Sainsburys S'Markets	83.94
03/12/2024	413611886	Royal Mail Group Ltd	250.00
03/12/2024	GB47PZ5NAB	Amazon Marketplace UK	92.00
09/12/2024	QL206344-1	SLCC Enterprises Ltd	36.00
10/12/2024	MEM252505-	SLCC Enterprises Ltd	240.00
15/12/2024	GB4845HGAB	Amazon Marketplace UK	9.83
15/12/2024	GB4845LKAB	Amazon Marketplace UK	9.82
15/12/2024	GB484668AB	Amazon Marketplace UK	9.82
17/12/2024	CC17.12.24	Williams Fabrics	2.10
20/12/2024	106590	Provac Cleaning Supplies Ltd	35.87
23/12/2024	GB4880DRAB	Amazon Marketplace UK	15.95
			785.33
			-785.33

Unpresented Receipts (Plus)

0.00

0.00

-785.33

Balance per Cash Book is :-

-785.33

Difference is :-

0.00

Signatory 1:

Name ALISON CAMPBELL Signed  Date 21/1/2025

Signatory 2:

Name CORINA WATTS Signed  Date 21/1/2025

Bank Reconciliation up to 31/12/2024 for Cashbook No 5 - Credit Cards

<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>
31/10/2024	31.10.2024	100.00		100.00		<input checked="" type="checkbox"/>	Canva
07/11/2024	IEE2024012	198.86		198.86		<input checked="" type="checkbox"/>	Adobe Systems Software Ireland
07/11/2024	2024012.2	0.10		0.10		<input checked="" type="checkbox"/>	Adobe Systems Software Ireland
13/11/2024	GB4721YMA	14.14		14.14		<input checked="" type="checkbox"/>	Amazon Marketplace UK
20/11/2024	1045386811	19.87		19.87		<input checked="" type="checkbox"/>	B&Q Financial Services
20/11/2024	761660905	17.89		17.89		<input checked="" type="checkbox"/>	Amazon Marketplace UK
20/11/2024	GB479Q3OA	6.99		6.99		<input checked="" type="checkbox"/>	Amazon Marketplace UK
20/11/2024	GB479QKCA	4.46		4.46		<input checked="" type="checkbox"/>	Amazon Marketplace UK
20/11/2024	4TCZDCYE72	2.00		2.00		<input checked="" type="checkbox"/>	meta platforms ireland limited
21/11/2024	9253011	20.69		20.69		<input checked="" type="checkbox"/>	Amazon Marketplace UK
22/11/2024	6533669	3.00		3.00		<input checked="" type="checkbox"/>	Gov.uk
26/11/2024	1045547853	44.95		44.95		<input checked="" type="checkbox"/>	B&Q Financial Services
27/11/2024	RNLI271124	59.50		59.50		<input checked="" type="checkbox"/>	RNLI Newhaven
28/11/2024	U7SCXE4F72	2.00		2.00		<input checked="" type="checkbox"/>	meta platforms ireland limited
29/11/2024	C9AJKE8F72	2.00		2.00		<input checked="" type="checkbox"/>	meta platforms ireland limited
29/11/2024	NAFUNDGF72	2.00		2.00		<input checked="" type="checkbox"/>	meta platforms ireland limited
30/11/2024	5Z39VDUE72	2.00		2.00		<input checked="" type="checkbox"/>	meta platforms ireland limited
30/11/2024	ARX4ME8F72	2.00		2.00		<input checked="" type="checkbox"/>	meta platforms ireland limited
01/12/2024	MFNNNE8F72	2.00		2.00		<input checked="" type="checkbox"/>	meta platforms ireland limited
01/12/2024	TZASLFCF72	2.00		2.00		<input checked="" type="checkbox"/>	meta platforms ireland limited
03/12/2024	CAROLS3.12	83.94			83.94	<input type="checkbox"/>	Sainsburys S'Markets
03/12/2024	413611886	250.00			250.00	<input type="checkbox"/>	Royal Mail Group Ltd
03/12/2024	GB47PZ5NAB	92.00			92.00	<input type="checkbox"/>	Amazon Marketplace UK
09/12/2024	QL206344-1	36.00			36.00	<input type="checkbox"/>	SLCC Enterprises Ltd
10/12/2024	0172392111	18.00		18.00		<input checked="" type="checkbox"/>	Barclaycard Payments Ltd
10/12/2024	MEM252505-	240.00			240.00	<input type="checkbox"/>	SLCC Enterprises Ltd
10/12/2024	BCARDPAY1	-18.00		-18.00		<input checked="" type="checkbox"/>	Barclaycard Payments
15/12/2024	GB4845HGAB	9.83			9.83	<input type="checkbox"/>	Amazon Marketplace UK
15/12/2024	GB4845LKAB	9.82			9.82	<input type="checkbox"/>	Amazon Marketplace UK
15/12/2024	GB484668AB	9.82			9.82	<input type="checkbox"/>	Amazon Marketplace UK
17/12/2024	CC17.12.24	2.10			2.10	<input type="checkbox"/>	Williams Fabrrics
20/12/2024	106590	35.87			35.87	<input type="checkbox"/>	Provac Cleaning Supplies Ltd
23/12/2024	GB4880DRAB	15.95			15.95	<input type="checkbox"/>	Amazon Marketplace UK
27/12/2024	CC Nov2024		506.45	506.45		<input checked="" type="checkbox"/>	Receipt(s) Banked
		<u>1,291.78</u>	<u>506.45</u>				

Signatory 1:

Name ALISON CAMPBELL Signed  Date 21/1/2025

Signatory 2:

Name CORINA WATTS Signed  Date 7/1/2025

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

The Bank of England Base Rate has decreased by 0.25%. As your simple standard and cash rates move in line with the Base Rate, they've also decreased. Your simple standard rate has decreased from 24.35% to 24.10% (Compound equivalent 27.3% to 26.9%) and simple cash rate has decreased from 28.90% to 28.65% (compound equivalent 33.1% to 32.7%).

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

Date of previous statement: 2 November 2024
Previous balance: £4,118.57
Payment received: £4,118.57 CR
Total of charges and adjustments: £0.00
Total of new spending: £506.45
New balance: £506.45
Minimum payment: £5.06
Payment due by: 27 December 2024
Available to spend: £7,493.55

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

Payment instructions

Thank you for using Barclaycard Commercial. Your bank account 6****288 at 20 -**- 76 will be debited with the agreed payment or the minimum payment (whichever is greater) on or immediately after 27 December 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 : £14.97

Balance	Value	Monthly Rate	Estimated Interest*	Expiry Date
PURCHASE	506.45	2.029%	14.97	
CASH	0.00	2.408%	0.00	
Totals	£506.45		£14.97	

Paid in by and date

Chq No/DD/Bacs

Date 27/12/2024

Amount £506.45 506.45

27 December 2024

Cashier's Stamp and Initials

G 006291 BBA2810A
MR KENNETH DRY
NEWHAVEN TOWN COUNCIL
18 FORT ROAD
NEWHAVEN
BN9 9QE

Officer [Signature]
64471
Councillors

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

bank giro credit ABC

5.06 5476760289527536

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

Total Cash *

Cheques +

£

25-16-29

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

10 DEC 2024

<5476760289527536< 251629+< 73 X

STATEMENT FOR K DRY

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

Company reference: 5476760289527536
Card number: 5476760918513279
Statement date: 2 December 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
7 Nov 2024	Adobe.com Saggart, Dublin IRL 081115265674 COMPUTER NETWORK/INFORMATION SERVICES	198.96 ✓
20 Nov 2024	AMAZON* TE50Y4OF4 LONDON LND 211185383904 MISCELLANEOUS GENERAL MERCHANDISE STORES	4.46 ✓
20 Nov 2024	AMAZON* TE3JE1OL4 LONDON LND 211185383904 MISCELLANEOUS GENERAL MERCHANDISE STORES	6.99 ✓
20 Nov 2024	AMAZON* TE12K0FR4 LONDON LND 211185383904 MISCELLANEOUS GENERAL MERCHANDISE STORES	17.89 ✓
21 Nov 2024	FACEBK* DUBLIN IRL 211115265674 ADVERTISING SERVICES	2.00 ✓
22 Nov 2024	LAND REGISTRY ECOM CCC LONDON 251105272474 GOVERNMENT SERVICES NOT ELSEWHERE CLASSIFIED	3.00 ✓
27 Nov 2024	R N L I SOUVENIRS NEWHAVEN 9520 281185481474 CHARITABLE AND SOCIAL SERVICE ORGANIZATIONS	59.50 ✓
28 Nov 2024	FACEBK* DUBLIN IRL 291115265674 ADVERTISING SERVICES	2.00 ✓
29 Nov 2024	FACEBK* DUBLIN IRL 021215265674 ADVERTISING SERVICES	2.00 ✓
29 Nov 2024	FACEBK* DUBLIN IRL 021215265674 ADVERTISING SERVICES	2.00 ✓
30 Nov 2024	FACEBK* DUBLIN IRL 021215265674 ADVERTISING SERVICES	2.00 ✓
30 Nov 2024	FACEBK* DUBLIN IRL 021215265674 ADVERTISING SERVICES	2.00 ✓
1 Dec 2024	FACEBK* DUBLIN IRL 021215265674 ADVERTISING SERVICES	2.00 ✓
1 Dec 2024	FACEBK* DUBLIN IRL 021215265674 ADVERTISING SERVICES	2.00 ✓
14 new purchases / cash advances.		
Total of spending.		£306.80

G 006291 BBA2810A 64471
MR K DRY
NEWHAVEN TOWN COUNCIL
18 FORT ROAD
NEWHAVEN
BN9 9QE

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

Date	Description	Amount
13 Nov 2024	AMZNBusiness*T14LN19Q4 amazon.co.uk GBR 141152718714 MISCELLANEOUS AND RETAIL STORES	14.14 ✓
19 Nov 2024	AMZNMktplace*T95ER1954 amazon.co.uk GBR 201152718714 MISCELLANEOUS AND RETAIL STORES	20.69 ✓
20 Nov 2024	B&Q MARKETPLACE EASTLEIGH 211185481474 LUMBER AND BUILDING MATERIALS STORES	19.87 ✓
26 Nov 2024	B&Q MARKETPLACE EASTLEIGH 271185481474 LUMBER AND BUILDING MATERIALS STORES	44.95 ✓
30 Nov 2024	CANVA* 104351-22856514 LONDON LND 021285383904 COMPUTER SOFTWARE STORES	100.00 ✓
5 new purchases / cash advances. Total of spending.		£199.65

G 006291 BBA2810A 64471
MRS A M CAMPBELL
NEWHAVEN TOWN COUNCIL
18 FORT ROAD
NEWHAVEN
BN9 9QE

SUMMARY FOR NEWHAVEN TOWN COUNCIL

Company reference: 5476760289527536
 Statement date: 2 December 2024
 Page number: 2 of 4



Balance	Value	Monthly Rate	Estimated Interest*	Expiry Date
Simple Standard Rate p.a: 24.35% (27.3% compound equivalent)			Simple Cash Rate p.a: 28.90% (33.1% compound equivalent)	
* See reverse for details				

Payments, charges and adjustments

BALANCE FROM PREVIOUS STATEMENT				4,118.57
Total of payment, charges and adjustments				£0.00
27 Nov 2024	DIRECT DEBIT PAYMENT THANK YOU			4,118.57 CR

New balances by individual cardholder

Name	Card number	Monthly spend limit	Balance
A M CAMPBELL	5476 7600 2597 1956	4,000	199.65
K DRY	5476 7609 1851 3279	4,000	306.80
Total cardholder expenditure			£506.45
New balance			£506.45

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

Bank Reconciliation Statement as at 31/12/2024
for Cashbook 6 - Unity Trust

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Trust	31/12/2024		0.00
			<hr/> 0.00
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			0.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

Signatory 1:

Name ALISON CAMPBELL Signed  Date 21/1/2025

Signatory 2:

Name CORINA WATTS Signed  Date 7/1/2025

Your Account Statement



For Businesses. For Communities. For Good.

Unity Trust Bank plc
PO Box 7193
Planetary Road
Willenhall
WV1 9DG

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

Date: 31/12/2024

Account Name: Newhaven Town Council

Swift Code (BIC): NWBKGB2L

IBAN Number: GB93NWBK60023571418024

Sort Code: 608301

Account Number: 20501013


Go Paperless! Receive your statements online and we'll notify you by SMS or email when they're available to view. Simply log into Your Online Banking and update your statement preferences or give us a call on 0345 140 1000

The credit interest rate is 0.00% AER as of your statement date.

Contact Us

 Call us: **0345 140 1000**

 Email us: **us@unity.co.uk**

 Visit us: **unity.co.uk**



For eligible organisations, your deposits held with Unity Trust Bank are protected up to £85,000 under the Financial Services Compensation Scheme (FSCS). For more information about eligibility and compensation provided by the FSCS, please visit: **FSCS.org.uk** or refer to our FSCS Information Sheet and Exclusions List at **unity.co.uk/fscs**

Your Instant Access account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
30/11/2024		Balance brought forward	£0.00	£0.00	£0.00

*Val
CW*

Page number 1 of 2

Statement number 010

**For Businesses.
For Communities.
For Good.**

Unity Trust Bank plc is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Unity Trust Bank is entered in the Financial Services Register under number 204570. Registered Office: Four Brindleyplace, Birmingham, B1 2JB. Registered in England and Wales no. 1713124. Calls may be monitored and recorded for training, quality and security purposes. © I Inity Trust Bank All Rights Reserved



Sending or Receiving Currency

You may be asked for your SWIFTBIC (Bank Identification Code) and IBAN (International Bank Account Number). These can be found at the top of this statement and are required to ensure that international banks can find the correct account to credit or debit funds.

When receiving currency into your Unity account, you must inform us of the transaction. The SWIFTBIC number relates to a central Unity account. We use this account to receive international currency before allocating the payment to your account. Please call us on **0345 140 1000** for more information.

Fraud Concerns

If you have any concerns regarding fraud on your account, then please call the freephone number **0808 196 8420**.

What happens when something goes wrong?

If you have a problem with your Unity account or our service, please get in touch with us on **0345 140 1000**. We aim to resolve any issues as soon as possible.

Accessibility

Unity offers a number of supporting services such as statements in braille or large print. Please contact us for more information.

Additional information

A copy of our interest rates can be found on our website – [unity.co.uk/interest-rates](https://www.unity.co.uk/interest-rates)

A copy of our fees and charges can be found on our website – <https://www.unity.co.uk/terms-and-conditions/>

This information is also available by calling **0345 140 1000**.

To help us improve our service and maintain security, we may monitor and/or record your telephone calls with us.



**For Businesses.
For Communities.
For Good.**

Unity Trust Bank plc is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.
Unity Trust Bank is entered in the Financial Services Register under number 204570.
Registered Office: Four Brindleyplace, Birmingham, B1 2JB.
Registered in England and Wales no. 1713124.
Calls may be monitored and recorded for training, quality and security purposes.
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INVESTORS IN PEOPLE
We invest in people Gold



Payments made between 01/09/2024 and 31/12/2024

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
02/09/2024	Lewes District Council	100787964	205.00	205.00		501			Business Rates - MH
02/09/2024	Lewes District Council	100789027	87.00	87.00		501			Business Rates - LRD
02/09/2024	Lewes District Council	100789030	403.00	403.00		501			Business Rates - NH CEM
02/09/2024	Lewes District Council	100899386	125.00	125.00		501			Business Rates - E
02/09/2024	Lewes District Council	101247911	384.00	384.00		501			Business Rates - NTCO
02/09/2024	Computer-Eyez (South) Ltd	64267/577+	1,912.63	1,912.63		501			Backups (error correct)
02/09/2024	Trade UK Account	Sept 2024	98.96	98.96		501			Batteries
05/09/2024	Barclays Bank	BC5.9.24	24.37			4058	101	24.37	Bank Charges 15JUL/12AUG 24
06/09/2024	Pulse South Coast	EVNT174	392.04	392.04		501			Dieppe Raid 2024
06/09/2024	Blakedown Landscapes (SE) Ltd	L34257/3/4	75,000.00	75,000.00		501			Final Payment Eastside Work
09/09/2024	Lewes District Council	100787757	247.00	247.00		501			Business Rates - Denton
10/09/2024	Barclaycard Payments Ltd	0172392108	18.61	18.61		501			Payment Machine Aug 24
12/09/2024	Amethyst Plumbing & Heating Se	24/04559	168.00	168.00		501			Re-sit toilet at LRD
12/09/2024	Sussex Mayors Association	SXMAYASS	10.00			4080	300	10.00	Mmbership 24/25
13/09/2024	Pipers News	5675	13.50	13.50		501			Weekly Newspaper
16/09/2024	Clares Office Supplies Ltd	1644555/08	73.39	73.39		501			A4 Paper
16/09/2024	Clean Team Sussex	2241424348	619.80	619.80		501			Clean at NH Cemetery
16/09/2024	Bonny's Wood	2906	144.00	144.00		501			Tree Work - LRD Rec
16/09/2024	Don Burtenshaw	3039/41	1,356.00	1,356.00		501			LRD Rec Planter removal
16/09/2024	Pyrotec Fire Protection Ltd	382876	144.86	144.86		501			Fire Extinguisher checks - LRD
16/09/2024	We Print & Sign	395	84.00	84.00		501			6 x Polo shirts MC
16/09/2024	Countrymans Contractors Ltd	4418	2,640.00	2,640.00		501			NH Cemetery Gras Cutting
16/09/2024	Lewes District Council	6256676	9,433.45	9,433.45		501			Grounds Maintenance Sep 2
16/09/2024	SouthCoast Services Sussex Ltd	6553	69.60	69.60		501			Replacement Window Handle ES
16/09/2024	J Kirby Electrical Ltd	8998	414.00	414.00		501			Immersion element
16/09/2024	Arval UK Limited	RI00124056	549.00	549.00		501			Van Lease Sept 2024
17/09/2024	E-On Energy Solutions Ltd	016F62D9-3	121.04	121.04		501			Electric - ES
17/09/2024	E-On Energy Solutions Ltd	60F9407A-3	33.43	33.43		501			Electric - DH
17/09/2024	E-On Energy Solutions Ltd	A7000C35C-	58.66	58.66		501			Electric - LRD
17/09/2024	Advo Payroll	ADVO36795	79.99	79.99		501			Payroll Processing
Subtotal Carried Forward:			94,910.33	94,875.96	0.00			34.37	

Payments made between 01/09/2024 and 31/12/2024

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
									Sept 24
17/09/2024	E-On Energy Solutions Ltd	CB778D50-3	83.26	83.26		501			Electric - MH
17/09/2024	Pension ESCC	ESCC SEP24	2,944.68			4000	102	707.17	ESCC Pension August 2024
						4001	102	2,237.51	ESCC Pension August 2024
19/09/2024	ENGIE Gas Limited	V022657569	149.63	149.63		501			Mobile Phone Bills Sept 24
20/09/2024	ENGIE Gas Limited	1-01405846	107.40	107.40		501			Gas - NTCO
20/09/2024	Premier Managed Technologies G	321065	124.70	124.70		501			Photocopier Printin JUL/AUG24
20/09/2024	PAYE Payments	HMRC AUG24	2,930.92			4000	102	1,276.67	Paye (HMRC) August 2024
						4000	102	536.46	Employee NI Augu: 2024
						4001	102	1,117.79	Paye (HMRC) August 2024
23/09/2024	ENGIE Gas Limited	1-01417419	52.56	52.56		501			Gas - MH
23/09/2024	Business Stream	5838923	308.84	308.84		501			Water at ES
23/09/2024	Business Stream	5841057	77.13	77.13		501			Water at LRD
24/09/2024	E-On Energy Solutions Ltd	FE7E4DA4-3	102.78	102.78		501			Electric - NTCO
24/09/2024	PAYE Payments	HMRC SEP24	2,930.92			4000	102	1,276.67	HMRC Paye September 2024
						4000	102	536.46	Employee NI Sep 2
						4001	102	1,117.79	Employer NI Sep 2
24/09/2024	Staff Salaries	SS SEPT 24	11,300.46			4000	102	11,188.38	Staff Salaries September 2024
						4008	102	19.80	Mileage KL
						4008	102	20.70	Mileage KD
						4002	102	71.58	Overtime KD
25/09/2024	Clares Office Supplies Ltd	01650637	25.55	25.55		501			Coffee - NTCO
25/09/2024	Ichthus Event Solutions Ltd	0831	3,600.00	3,600.00		501			Catenaries
25/09/2024	Denma Cleaning Services Ltd	48615	109.70	109.70		501			Various ccleaning products
25/09/2024	Council HR and Governance Supp	Newh/06	180.00	180.00		501			Job re-evaluations x 5
26/09/2024	Petty Cash	114160	100.00			210		100.00	Petty Cash Top Up 2.9.2024
26/09/2024	Seahaven Branch RSSG	114161	37.00			4080	300	37.00	Mayor - Trafalgar Dinner 21.10
27/09/2024	Credit Cards	CC 2.9.24	4,588.10			202		4,588.10	CC Payment Sept 2024
30/09/2024	SSE	01553231	216.16	216.16		501			CCTV - Electric
01/10/2024	Computer-Eyez (South) Ltd	65393/94	1,408.63	1,408.63		501			Licensing - IT
01/10/2024	Trade UK Account	August 24	131.48	131.48		501			Cable ties
01/10/2024	Lewes District Council	N101623860	247.00	247.00		501			Business Rates - Denton
Subtotal Carried Forward:			126,667.23	101,800.78	0.00			24,866.45	

Current A/c

Payments made between 01/09/2024 and 31/12/2024

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
01/10/2024	Lewes District Council	N101624609	205.00	205.00		501			Business Rates - MH
01/10/2024	Lewes District Council	N101624639	384.00	384.00		501			Business Rates - NTCO
01/10/2024	Lewes District Council	N101625900	403.00	403.00		501			Business Rates - NH CEM
01/10/2024	Lewes District Council	N101625909	87.00	87.00		501			Business Rates - LRD
01/10/2024	Lewes District Council	N101626909	125.00	125.00		501			Business Rates - E
03/10/2024	Business Premium	001	426.28			203		426.28	Mrs Stephanie Georgalakis
03/10/2024	Business Premium	01650735	6.34			203		6.34	Clares Office Supplies Ltd
03/10/2024	Business Premium	105000857	416.80			203		416.80	Tates of Sussex
03/10/2024	Business Premium	11983	3,000.00			203		3,000.00	Bay Media Ltd
03/10/2024	Business Premium	186/185	4,195.00			203		4,195.00	Toms Property Services
03/10/2024	Business Premium	235	24.00			203		24.00	North Laine Window Cleaning
03/10/2024	Business Premium	24.9.01/00	690.00			203		690.00	Christian Funnell
03/10/2024	Business Premium	28179	5,700.00			203		5,700.00	Tansleys Printers
03/10/2024	Business Premium	2857170	25,911.41			203		25,911.41	AECOM Ltd
03/10/2024	Business Premium	2916	11,964.00			203		11,964.00	Bonnys Wood
03/10/2024	Business Premium	6631/6642	32.42			203		32.42	SouthCoast Services
03/10/2024	Business Premium	6669	57.60			203		57.60	SouthCoast Services Ltd
03/10/2024	Business Premium	80383	1,308.00			203		1,308.00	The Sign Shop
03/10/2024	Business Premium	EVNT203	220.44			203		220.44	Pulse South Coast
03/10/2024	Lions Club	LIONS CLUB	33.00			4080	300	33.00	Lions Club Dinner
03/10/2024	Middletons	PO463 DEP	1,006.64		167.77	4015	101	838.87	Replaement Boiler Deposit
03/10/2024	Middletons	PO463ERR	-2.00		-0.33	4015	101	-1.67	Err Corr Deposit
03/10/2024	Royal Society of St George	RSSG	37.00			4080	300	37.00	Dinner
03/10/2024	Business Premium	TPC11481	282.00			203		282.00	DCK Accounting
07/10/2024	Business Stream	6005842	16.97	16.97		501			Water - CEM
07/10/2024	Barclays Bank	7.10.2024	20.48			4058	101	20.48	Charges 13AUG/12SEP
08/10/2024	Bonny's Wood	2921	4,248.00	4,248.00		501			Second Cut Growing Season
10/10/2024	Barclaycard Payments Ltd	0172392109	18.29	18.29		501			Payment Card Fee Sep 2024
11/10/2024	Clares Office Supplies Ltd	01657687	578.52	578.52		501			Various cleaning products
11/10/2024	Mulberry Local Authority Servi	0579	245.34	245.34		501			Internal Audit Oct 2
11/10/2024	North Laine Window Cleaning	239	48.00	48.00		501			Window cleaning - MH
Subtotal Carried Forward:			188,355.76	108,159.90	167.44			80,028.42	

Payments made between 01/09/2024 and 31/12/2024

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
11/10/2024	Don Burtenshaw	3044/3045	702.00	702.00		501			Bin repair & Kerb stone repair
11/10/2024	Countrymans Contractors Ltd	4431/4439	3,175.20	3,175.20		501			Cut 4 of 6 Verges
11/10/2024	Pipers News	5923	10.80	10.80		501			Newspapers - September 2024
11/10/2024	SouthCoast Services Sussex Ltd	6719	18.00	18.00		501			Abloy Lock - Dento
11/10/2024	SLCC Enterprises Ltd	ERR REV	-97.40	-97.40		501			Error Correction
11/10/2024	Newhaven & District Mencap	N&DM 11.10	632.86			4080	300	632.86	Mayors Charity Donation 2024
11/10/2024	Newhaven Baptist Church Food	NBC11.10	632.86			4080	300	632.86	Mayors Charity Donation 2024
11/10/2024	SLCC Enterprises Ltd	QL206060-1	144.00	144.00		501			PIALC Qualificator KD
14/10/2024	Business Stream	6026730	372.07	372.07		501			Water - Denton Ha
15/10/2024	Petty Cash	114182	180.00			4218	360	180.00	Photo Competition 2024
15/10/2024	Err Corr	15.10.24	-180.00			4218	360	-180.00	Err Corr Petty Cash Top Up
15/10/2024	Lewes District Council	300286	9,697.07	9,697.07		501			Peppercorn Rent - BS July 24
15/10/2024	Advo Payroll	38158	79.99	79.99		501			Payroll October 2024
15/10/2024	Arval UK Limited	RI00125277	549.00	549.00		501			Van Lease/Servicing Oct 24
16/10/2024	Petty Cash	15.10.2024	180.00			210		180.00	Top Up Photo Competition 2024
17/10/2024	E-On Energy Solutions Ltd	A700C35C-3	51.02	51.02		501			Electric - LRD
17/10/2024	Pension ESCC	ESCC OCT24	3,756.48			4000	102	889.51	ESCC Pensions Sc 24
						4001	102	2,866.97	ESCC Pensions Sc 24
18/10/2024	E-On Energy Solutions Ltd	016F62D9-3	106.48	106.48		501			Electric - ES
18/10/2024	Middleton Heating & Plumbing L	23969	1,865.76	1,865.76		501			Replacement Boile NTCO
18/10/2024	Babble Cloud Ltd	252964ERR	60.00	60.00		501			Error - Duplicated refund
18/10/2024	Babble Cloud Ltd	261831ERR	60.00	60.00		501			Error - Duplicated refund
18/10/2024	E-On Energy Solutions Ltd	60F9407A-3	59.47	59.47		501			Electric DH
18/10/2024	J Kirby Electrical Ltd	9063	195.60	195.60		501			Kitchen Water Heater - DH
18/10/2024	E-On Energy Solutions Ltd	CB778D50-3	118.17	118.17		501			Electric MH
18/10/2024	Jackson Lift Services Ltd	JS929124R	4,303.20	4,303.20		501			Lift Repairs - Main cables
21/10/2024	Premier Managed Technologies G	321891	216.72	216.72		501			Printing - 21/08-23/09/24
21/10/2024	BNP Paribas Leasing Solutions	FLLB604752	257.82	257.82		501			Photocopier 19/10-18/01/25
Subtotal Carried Forward:			215,502.93	130,104.87	167.44			85,230.62	

Payments made between 01/09/2024 and 31/12/2024

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
21/10/2024	EE	V022757896	128.46	128.46		501			Mobile Phone Bill x
22/10/2024	ENGIE Gas Limited	1-01442909	156.74	156.74		501			Gas - NTCO
22/10/2024	ENGIE Gas Limited	1-01444885	49.58	49.58		501			Gas - MH
22/10/2024	Paul Trunfull	114162	40.00			4218	360	40.00	Photo Comp H & N RU
22/10/2024	Mark Glassman	114163	20.00			4218	360	20.00	Photo Comp Harbour RU
22/10/2024	Bev Chumbley	114164	70.00			4218	360	70.00	Photo Comp H Wir & LS RU
22/10/2024	Jane Franklin	114165	50.00			4218	360	50.00	Photo Comp Hidde Corners Win
22/10/2024	Jan McCord	114166	20.00			4218	360	20.00	Photo Comp Hidde Corners RU
22/10/2024	Steve Mackins	114167	20.00			4218	360	20.00	Photo Comp Hidde Corners RU
22/10/2024	Stephen Day	114168	70.00			4218	360	70.00	Photo Comp IA Wir & NV RU
22/10/2024	Helen Hubbard	114169	20.00			4218	360	20.00	Photo Comp In Action RU
22/10/2024	Ruth Nathan	114170	20.00			4218	360	20.00	Photo Comp In Action RU
22/10/2024	Izabele Norman-Migalska	114171	20.00			4218	360	20.00	Photo Comp Light Dark RU
22/10/2024	Jonathan Caplin	114172	20.00			4218	360	20.00	Photo Comp Light Dark RU
22/10/2024	Chris Mole	114173	20.00			4218	360	20.00	Photo Comp Long Shutter RU
22/10/2024	Chris Cook	114174	20.00			4218	360	20.00	Photo Comp Sea Treasures RU
22/10/2024	Adrienee Chapman	114175	40.00			4218	360	40.00	Photo Comp ST & WTG RU
22/10/2024	Andy Brookwell	114176	20.00			4218	360	20.00	Photo Comp When Time RU
22/10/2024	Natashya Gladden	114177	50.00			4218	360	50.00	Photo Comp Light Dark Winner
22/10/2024	Richard West	114178	50.00			4218	360	50.00	Photo Comp Long Shutter Winner
22/10/2024	Pete Henderson	114179	150.00			4218	360	150.00	Photo Comp Over & NV Winner
22/10/2024	Martin Brewer	114180	50.00			4218	360	50.00	Photo Comp Sea Treasures Win
22/10/2024	Julie Harding	114181	50.00			4218	360	50.00	Photo Comp When Time Winner
22/10/2024	E-On Energy Solutions Ltd	FE7E4DA4-3	103.98	103.98		501			Electric - NTCO
22/10/2024	PAYE Payments	PAYE SEP2	533.92			4000	102	230.80	Balance of PAYE Sep 24 Err
						4000	102	80.17	Balance of PAYE Sep 24 Err
						4001	102	222.95	Balance of PAYE Sep 24 Err
Subtotal Carried Forward:			217,295.61	130,543.63	167.44			86,584.54	

Payments made between 01/09/2024 and 31/12/2024

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
24/10/2024	Don Burtenshaw	3047	1,303.20	1,303.20		501			Denton Play Park - Goals
24/10/2024	Willis Heating Ltd	3460	251.04	251.04		501			Repairs at Meeching Hall
24/10/2024	Business Stream	6059837	135.06	135.06		501			Water - ES
24/10/2024	Business Stream	6061659	38.39	38.39		501			Water - MH
24/10/2024	Business Stream	6062206	110.92	110.92		501			Water - LRD
24/10/2024	Staff Salaries	SS24.10.24	13,553.52			4000	102	13,370.37	Staff Salaries October 2024
						4008	102	183.15	KD Mileage Octobe 2024
28/10/2024	Credit Cards	Oct 2024	2,298.49				202	2,298.49	Barclaycard Payment Oct 24
30/10/2024	SSE	01760933	209.20	209.20		501			Electric - CCTV
30/10/2024	PWLB Lending Facility	PWLB 10.24	5,501.23			4060	101	5,501.23	Loan Repayment PW488010
01/11/2024	Computer-Eyez (South) Ltd	0002059	1,498.40	1,498.40		501			Agrmments Office 365 Nov 24
01/11/2024	Clares Office Supplies Ltd	01661543	41.76	41.76		501			Velcro stick on hooks
01/11/2024	Ichthus Event Solutions Ltd	0834	11,340.00	11,340.00		501			Xmas Lights Initial Payment
01/11/2024	Lewes District Council	100787557	247.00	247.00		501			Business Rates - Denton
01/11/2024	Lewes District Council	100787964	205.00	205.00		501			Business Rates - MH
01/11/2024	Lewes District Council	100789027	87.00	87.00		501			Business Rates - LRD
01/11/2024	Lewes District Council	100789030	403.00	403.00		501			Business Rates - NH CEM
01/11/2024	Lewes District Council	100899386	125.00	125.00		501			Business Rates - E
01/11/2024	Lewes District Council	101247911	384.00	384.00		501			Business Rates - NTCO
01/11/2024	Inst. of Cemetery & Crematoriu	18660	42.00	42.00		501			Membership 2024/25
01/11/2024	1st Newhaven Brownies	1STNH10.24	500.00			4215	360	500.00	Small Grant 10.24
01/11/2024	North Laine Window Cleaning	241	24.00	24.00		501			Window Cleaning - NTCO
01/11/2024	Tansleys Printers	28663	168.00	168.00		501			Artwork - ES, DPP, Allotments
01/11/2024	2nd Newhaven Dostrict	2NDNR10.24	300.00			4215	360	300.00	Small Grant 10.24
01/11/2024	E-On Energy Solutions Ltd	82DFEE9E-5	1,029.83	1,029.83		501			Electric - Bandstan
01/11/2024	Brighton Photo Fringe	BPF10.24	1,000.00			4218	360	1,000.00	Event Grant 10.24
01/11/2024	Culture Shift	CS10.24	600.00			4218	360	600.00	Event Grant 10.24
01/11/2024	Family Support Work	FSW10.24	1,481.00			4215	360	1,481.00	Large Grant 10.24
01/11/2024	Haven Young Creatives	HYC24.10	3,750.00			4218	360	3,750.00	Event Grant 10.24
01/11/2024	Lews & District Mencap	MNCP24.10	300.00			4218	360	300.00	Event Grant 100.24
01/11/2024	Newhaven Bowling Club	NBC10.24	500.00			4215	360	500.00	Large Grant 10.24
Subtotal Carried Forward:			264,722.65	148,186.43	167.44			116,368.78	

Payments made between 01/09/2024 and 31/12/2024

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
01/11/2024	Newhaven CC Youth Section	NCCYS10.24	340.00			4215	360	340.00	Small Grant 10.24
01/11/2024	Newhaven & District Model Rail	NDMRC10.24	890.00			4218	360	890.00	Event Grant 10.24
01/11/2024	Newhaven Army Cadets	NHSAC10.24	1,000.00			4215	360	1,000.00	Large Grant
01/11/2024	Newhaven Twinning Association	NHTA10.24	500.00			4215	360	500.00	Small Grant
01/11/2024	Newhaven Young Peoples Forum	NYPF10.24	3,000.00			4215	360	3,000.00	Large Grant 10.24
01/11/2024	Trade UK Account	Oct 24	382.08	382.08		501			Bleach & toilet roll
04/11/2024	Barclays Bank	13/9-13/10	24.91			4058	101	24.91	Fees - 13/9-13/10.24
07/11/2024	Sussex Mayors Association	MAYOR 7.11	38.00			4080	300	38.00	Sx Mayors Lunch - Cllr Pinky
08/11/2024	Pipers News	6171	10.80	10.80		501			Newspapers October 24
11/11/2024	Barclaycard Payments Ltd	0172392110	22.56	22.56		501			Crd Machine Fees October 2024
12/11/2024	Clares Office Supplies Ltd	01664339	91.80	91.80		501			Cleaning items
12/11/2024	Clares Office Supplies Ltd	01666873	20.90	20.90		501			Coffee
12/11/2024	HAGS-SMP Ltd	099385	65,824.59	65,824.59		501			Denton Playground
12/11/2024	Rialtas Business Solutions Ltd	32160	1,004.52	1,004.52		501			Purchase Order Install/Train
12/11/2024	City Electrical Factors	372685	12.36	12.36		501			Lights
12/11/2024	Countrymans Contractors Ltd	4475	4,474.20	4,474.20		501			Grass cutting 5 of 6
12/11/2024	Streetscape Products & Service	6248	16,500.00	16,500.00		501			Denton Park Basketball area
15/11/2024	Advo Payroll	039470	79.99	79.99		501			Payroll services Nov 24
15/11/2024	Lewes District Council	6257266	9,433.45	9,433.45		501			Grounds Maintenance
15/11/2024	East Sussex County Council	ESCCOCT24	4,504.92			4000	102	1,071.52	ESCC Pension Payment Oct 2024
						4001	102	3,433.40	ESCC Pension Payment Oct 2024
15/11/2024	Arval UK Limited	RI00126501	549.00	549.00		501			Van Lease/Maintain Nov 2024
19/11/2024	E-On Energy Solutions Ltd	016F62D9-0	241.49	241.49		501			Electric - ES
19/11/2024	EE	0228608787	136.28	136.28		501			Mobile Phone Bills : 4
19/11/2024	E-On Energy Solutions Ltd	60F9407A-3	167.61	167.61		501			Electric - DH
19/11/2024	E-On Energy Solutions Ltd	A700C35C-3	53.34	53.34		501			Electric - LRD
19/11/2024	E-On Energy Solutions Ltd	CB778D50-3	209.58	209.58		501			Electric - MH
20/11/2024	Will Do Catering	001/2024	425.00	425.00		501			Catering - Vietnamese Visit 2.
20/11/2024	Mrs Stephanie Georgalakis	002	28.90	28.90		501			Professional Fees - 31.10.2024
20/11/2024	Clares Office Supplies Ltd	01667678/8	129.11	129.11		501			Stationery - Various
20/11/2024	Tansleys Printers	28872/80	89.00	89.00		501			Tickets Xmas 2024
20/11/2024	Don Burtenshaw	3051	3,642.00	3,642.00		501			Fitment of metal steps at NTCO

Subtotal Carried Forward:

378,549.04 251,714.99

167.44

126,666.61

Payments made between 01/09/2024 and 31/12/2024

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
20/11/2024	Premier Managed Technologies G	322280/749	256.83	256.83		501			Photocopies Oct 24
20/11/2024	J Kirby Electrical Ltd	9200	536.40	536.40		501			Replacement of dryer +LRD
20/11/2024	Dean Amy	EGRANT1124	400.00			4218	360	400.00	Event Grant November 2024
20/11/2024	Jackson Lift Services Ltd	JS933722B	211.20	211.20		501			Lift Checks from Loler
21/11/2024	ENGIE Gas Limited	1-01480005	580.92	580.92		501			Gas Supply - MH
21/11/2024	ENGIE Gas Limited	1-01480008	2,537.87	2,537.87		501			Gas SUpplly - NTCO
21/11/2024	E-On Energy Solutions Ltd	FE7E4DA4-3	110.90	110.90		501			Electric - NTCO
22/11/2024	PAYE Payments	HMRC OCT24	4,264.82			4000	102	1,878.86	PAYE Inc Tax
						4000	102	760.92	Employee NI
						4001	102	1,625.04	Employer NI
22/11/2024	Staff Salaries	SSNOV 2024	16,835.20			4000	102	16,361.89	Staff Salaries November 2024
						4008	102	196.01	Mileage KL
						4008	102	277.30	Mileage KD
25/11/2024	Business Stream	628898	124.95	124.95		501			Water - ES
25/11/2024	Business Stream	6290497	38.04	38.04		501			Water - MH
25/11/2024	Business Stream	6290992	110.46	110.46		501			Water - LRD
27/11/2024	Tates of Sussex	0010400082	116.97	116.97		501			Various shrubs - TW
27/11/2024	K & H Plumbing & Heating	0312	452.46	452.46		501			Replace toilet - NTCO
27/11/2024	Stewart Brickwork Contruccion	057	1,910.00	1,910.00		501			Repair to Cemetery Wall PO-3
27/11/2024	North Laine Window Cleaning	247	24.00	24.00		501			Window cleaning NTCO
27/11/2024	MB Building & Construction	26/11/2024	828.00	828.00		501			MH - Fire exit door work
27/11/2024	Don Burtenshaw	3052/3055	2,263.20	2,263.20		501			Remove old seating - ES
27/11/2024	Rialtas Business Solutions Ltd	32242	703.98	703.98		501			Rialtas Cloud 22.11.24-31.3.25
27/11/2024	SouthCoast Services Sussex Ltd	6841	21.98	21.98		501			Bamboo plaques
27/11/2024	Credit Cards	Nov 24	4,118.57			202		4,118.57	CC Payment Nov 24
02/12/2024	Computer-Eyez (South) Ltd	65873/2/1	1,701.60	1,701.60		501			Master Agreement Dec 24
02/12/2024	Lewes District Council	CEM Dec 24	403.00	403.00		501			Business Rates - NH CEM
02/12/2024	Lewes District Council	DH Dec 24	247.00	247.00		501			Business Rates - Denton
02/12/2024	Lewes District Council	ES Dec 24	125.00	125.00		501			Business Rates - E
02/12/2024	Lewes District Council	LRD Dec 24	87.00	87.00		501			Business Rates - LRD
02/12/2024	Lewes District Council	MD Dec 24	205.00	205.00		501			Business Rates - MH
Subtotal Carried Forward:			417,764.39	265,311.75	167.44			152,285.20	

Current A/c

Payments made between 01/09/2024 and 31/12/2024

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
02/12/2024	Trade UK Account	Nov 24	330.36	330.36		501			Frog tape - LRD
02/12/2024	Lewes District Council	NTCO Dec 2	384.00	384.00		501			Business Rates - NTCO
05/12/2024	Barclays Bank	NOV 2024	33.45			4058	101	33.45	Fees 14Oct-12Nov 2024
05/12/2024	Clares Office Supplies Ltd	SC021505	-28.68	-28.68		501			Refund for compactor sacks
05/12/2024	Clares Office Supplies	SC021505X	28.68			4022	101	28.68	Credit note Err Cor
10/12/2024	Barclaycard Payments	BCARDPAY1	18.00		3.00	4058	101	15.00	Payment card machine Nov 24
11/12/2024	SSE	02020480	216.16	216.16		501			Electric CCTV
13/12/2024	Pipers News	6454	13.50	13.50		501			Newspapers NTCC
16/12/2024	Denma Cleaning Services Ltd	00264	35.30	35.30		501			Compactor sacks
16/12/2024	Clares Office Supplies Ltd	01678210+2	106.78	106.78		501			Towel dispenser & paper towels
16/12/2024	Advo Payroll	039629	79.99	79.99		501			Payroll services Dec 24
16/12/2024	Ichthus Event Solutions Ltd	0840	6,804.00	6,804.00		501			Xmas Lights 2024
16/12/2024	North Laine Window Cleaning	251	48.00	48.00		501			Window cleaning MH & ES
16/12/2024	Tansleys Printers	29243	100.00	100.00		501			Xmas Concert OoX 2024
16/12/2024	Tansleys Printers	29284	38.40	38.40		501			Stickers NTCO
16/12/2024	Lewes District Council	6257673	9,433.45	9,433.45		501			Grounds Maintenance Dec 2024
16/12/2024	J Kirby Electrical Ltd	9402/9403	190.37	190.37		501			Electrical socket repairs LRD
16/12/2024	Pulse South Coast	EVNT224	80.52	80.52		501			Newhaven Xmas Lights - Medical
16/12/2024	Arval UK Limited	RI00127663	549.00	549.00		501			Van Lease December 2024
17/12/2024	Tates of Sussex	0010200057	75.00	75.00		501			Rose flower carpet
17/12/2024	Clares Office Supplies Ltd	01676725	12.78	12.78		501			Domestos
17/12/2024	Clares Office Supplies Ltd	01679033	38.20	38.20		501			Labels & paper
17/12/2024	E-On Energy Solutions Ltd	016F62D9-3	449.08	449.08		501			Electric ES
17/12/2024	Clean Team Sussex	2340/41	390.00	390.00		501			Cleaning MH - Sep 24
17/12/2024	Mayor Pinky Mclean-Knight	29.11.24	55.96			4080	300	55.96	Thank you tokens
17/12/2024	Tansleys Printers	29360	5,700.00	5,700.00		501			Newhaven Matters Dec 2024
17/12/2024	Complete Property Solutions (S	3962	2,364.00	2,364.00		501			Boarding repairs LRD
17/12/2024	Countrymans Contractors Ltd	4533/4534	5,016.00	5,016.00		501			Cemetery Cut 2.12.24
17/12/2024	Countrymans Contractors Ltd	4541	135.60	135.60		501			Grass Cut Denton Play field
17/12/2024	E-On Energy Solutions Ltd	60F9407A-3	499.46	499.46		501			Electric DH
Subtotal Carried Forward:			450,961.75	298,373.02	170.44			152,418.29	

Payments made between 01/09/2024 and 31/12/2024

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
17/12/2024	The Sign Shop Horsham Ltd	80729	2,385.00	2,385.00		501			3 x signs - ES, DP. ALL
17/12/2024	J Kirby Electrical Ltd	9263	180.00	180.00		501			EV point cable repairs NTCO
17/12/2024	E-On Energy Solutions Ltd	A700C35C-3	102.33	102.33		501			Electric LRD
17/12/2024	E-On Energy Solutions Ltd	CB778D50-3	263.01	263.01		501			Electric MH
17/12/2024	East Sussex County Council	ESCCNOV24	5,706.88			4000	102	1,370.19	ESCC Pension Employee Nov 24
						4001	102	4,336.69	ESCC Pension Employer Nov 24
19/12/2024	EE	V022961636	128.46	128.46		501			Mobile Telephone Bills x 4
20/12/2024	Premier Managed Technologies G	323609	99.03	99.03		501			Printing/Photocopie Nov 24
20/12/2024	Staff Salaries	SS DEC 24	13,598.53			4000	102	13,171.65	Staff Salaries December 2024
						4008	102	252.08	Mileage KD
						4008	102	174.80	Mileage KL
22/12/2024	PAYE Payments	HMR NOV 24	6,091.65			4000	102	2,779.47	PAYE Inc Tax Nov 24
						4000	102	1,066.63	Employee NI Nov 24
						4001	102	2,245.55	Employer NI Nov 24
23/12/2024	ENGIE Gas Limited	1-01511843	572.96	572.96		501			Gas Supply NTCO
23/12/2024	ENGIE Gas Limited	1-01511845	904.42	904.42		501			Gas Supply Nov 24 MH
24/12/2024	Business Stream	6512314	130.23	130.23		501			Water - ES
24/12/2024	Business Stream	6514262	38.50	38.50		501			Water - MH
24/12/2024	Business Stream	6514943	115.74	115.74		501			Water - LRD
24/12/2024	E-On Energy Solutions Ltd	FE7E4DA4-3	778.98	778.98		501			Electric - NTCO
27/12/2024	Credit Cards	CC Nov2024	506.45			202		506.45	CC Payment November 2024
27/12/2024	BNP Paribas Leasing Solutions	FLGB640436	454.20	454.20		501			Photocopier Lease Dec-March 25
27/12/2024	Stephanie Georgalakis	SSSGDEC24	168.65			4000	102	168.65	Stephanie Georgalakis Backpay
30/12/2024	SSE	2158201	209.20	209.20		501			Electric CCTV
Total Payments:			483,395.97	304,735.08	170.44			178,490.45	

Credit Cards

Payments made between 01/09/2024 and 31/12/2024

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
09/09/2024	DTW Tools & Machinery Ltd	56438	-510.31	-510.31		501			Refund Strimmer
10/09/2024	Amazon Marketplace UK	100081911	55.86	55.86		501			Workwear trousers - MC
10/09/2024	WEL Medical Ltd	279758	587.46	587.46		501			8 sets DFib pads
10/09/2024	Amazon Marketplace UK	GB45BBQPA	37.96	37.96		501			Wprkwear shorts - MC
10/09/2024	SLCC Enterprises Ltd	QL205877-1	144.00	144.00		501			ILCA Qualification - SH
11/09/2024	Trade UK Account	1906148842	48.99	48.99		501			Jacket - MC
11/09/2024	STAAC	2187	895.50	895.50		501			Planning package NH CEM
11/09/2024	SLCC Enterprises Ltd	MEM250873-	303.00	303.00		501			Membership - SH
12/09/2024	Tools 2 U Direct SW	1151639CR	-52.74	-52.74		501			Refund of Workwear Trousers MC
15/09/2024	Amazon Marketplace UK	3799553	33.99	33.99		501			Matting
20/09/2024	Amazon Marketplace UK	GB47LX2ABE	-24.25	-24.25		501			Credit 1 x Shorts M
20/09/2024	Amazon Marketplace UK	GB47LX3ABE	-24.25	-24.25		501			Credit 1 x Shorts - MC
01/10/2024	Microsoft	CC17.9.24R	-1,049.00		-174.83	4022	101	-874.17	Surface Pro Co-Pilot+ Refund
01/10/2024	Amazon Marketplace UK	GB45VGHPA	12.98	12.98		501			X Large Black Gloves
04/10/2024	Amazon Marketplace UK	GB45ZA21A	25.49	25.49		501			Laptop Sleeve KD
05/10/2024	Amazon Marketplace UK	GB45ZJY8A	24.76	24.76		501			Laptop sleeve
08/10/2024	Akzo Nobel Powder Coatings Lim	8041415900	75.00	75.00		501			Yellow marker pain
09/10/2024	Trade UK Account	AR25941144	-48.99	-48.99		501			Refund Workwear - MC
10/10/2024	Microsoft Ireland Operations L	6386220450	1,328.99	1,328.99		501			Surface Pro Co-Pilot+ Kbrd KD
10/10/2024	Microsoft Ireland Operations L	6386356994	1,999.00	1,999.00		501			Surface Pro 10 for Business
11/10/2024	SLCC Enterprises Ltd	BK216541-2	-97.40	-97.40		501			Credit for unused services
11/10/2024	SLCC	BK216541E	97.40			4010	102	97.40	Error Reverse
11/10/2024	SLCC Enterprises Ltd	QL206062-1	144.00	144.00		501			PIALC Qualificator AC
14/10/2024	Akzo Nobel Powder Coatings Lim	8041417172	75.00	75.00		501			White marker paint
15/10/2024	Royal Mail Group Ltd	593439999C	1,334.15	1,334.15		501			NH Matters Deliver
23/10/2024	B&Q Financial Services	1044634679	97.98	97.98		501			Non slip decking strips
24/10/2024	Workwear Express Limited	2012616	101.64	101.64		501			Work Fleece Jackets - KL/MC
28/10/2024	B&Q Financial Services	1044751893	31.00	31.00		501			Toilet Seat - ES
28/10/2024	Garden Machinery Direct	429932	124.99	124.99		501			AK30 Battery
30/10/2024	Southern Railway	72917710	15.85			4008	102	15.85	Railcard KD ESALC
Subtotal Carried Forward:			5,788.05	6,723.80	-174.83			-776.77	

Credit Cards

Payments made between 01/09/2024 and 31/12/2024

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
									Conference
31/10/2024	Canva	31.10.2024	100.00	100.00		501			Canva pro subscription
01/11/2024	Barclaycard	CCFEKD24	32.00			4058	101	32.00	Barclaycard Card Fee
07/11/2024	Adobe Systems Software Ireland	2024012.2	0.10	0.10		501			Acrobat Pro - KD
07/11/2024	Adobe Systems Software Ireland	IEE2024012	198.86	198.86		501			Acrobat Pro - KD
13/11/2024	Amazon Marketplace UK	GB4721YMA	14.14	14.14		501			Safety Sign Glow in the dark
15/11/2024	Amazon Marketplace UK	1328837265	14.48	14.48		501			Cable
15/11/2024	Amazon Marketplace UK	GB45WMN8A	54.62	54.62		501			Gloves
15/11/2024	Amazon Marketplace UK	GB467NGJA	17.60	17.60		501			White Card A4
20/11/2024	B&Q Financial Services	1045386811	19.87	19.87		501			Non slip paint - NTCO
20/11/2024	meta platforms ireland limited	4TCZDCYE72	2.00	2.00		501			Push post 20.11.2024
20/11/2024	Amazon Marketplace UK	761660905	17.89	17.89		501			Magnetic cleaning cloth
20/11/2024	Amazon Marketplace UK	GB479Q3OA	6.99	6.99		501			Stapler & remover
20/11/2024	Amazon Marketplace UK	GB479QKCA	4.46	4.46		501			Post its & dispense & sticker
21/11/2024	Amazon Marketplace UK	9253011	20.69	20.69		501			Lens wipes
22/11/2024	Gov.uk	6533669	3.00			4022	101	3.00	Land registrey search SH
26/11/2024	B&Q Financial Services	1045547853	44.95	44.95		501			Cherry blocks - MH
27/11/2024	RNLI Newhaven	RNLI271124	59.50			4022	101	59.50	Xmas Cards 2024
28/11/2024	meta platforms ireland limited	U7SCXE4F72	2.00	2.00		501			Push post 28.11.2024
29/11/2024	meta platforms ireland limited	C9AJKE8F72	2.00	2.00		501			Push post 29.11.2024
29/11/2024	meta platforms ireland limited	NAFUNDGF7	2.00	2.00		501			Push post 29.11.2024
30/11/2024	meta platforms ireland limited	5Z39VDUE72	2.00	2.00		501			Push post 30.11.24
30/11/2024	meta platforms ireland limited	ARX4ME8F72	2.00	2.00		501			Push post 30.11.24
01/12/2024	meta platforms ireland limited	MFNNNE8F72	2.00	2.00		501			Push Post Facebook 1.12.24
01/12/2024	meta platforms ireland limited	TZASLFCF72	2.00	2.00		501			Push post 1.12.2024
03/12/2024	Royal Mail Group Ltd	413611886	250.00	250.00		501			1st & 2nd PostageStamps
03/12/2024	Sainsburys S'Markets	CAROLS3.12	83.94			4080	300	83.94	Refreshments Mayors Concert
03/12/2024	Amazon Marketplace UK	GB47PZ5NA	92.00	92.00		501			Essential Law - Cemetery x 2
09/12/2024	SLCC Enterprises Ltd	QL206344-1	36.00	36.00		501			GDPR eLearning A
10/12/2024	Barclaycard Payments Ltd	0172392111	18.00	18.00		501			Payment Card
Subtotal Carried Forward:			6,893.14	7,650.45	-174.83			-582.48	

Credit Cards

Payments made between 01/09/2024 and 31/12/2024

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>
									Machine Nov 24
10/12/2024	Barclaycard Payments	BCARDPAY1	-18.00		-3.00	4058	101	-15.00	Error Corr 10.12.24
10/12/2024	SLCC Enterprises Ltd	MEM252505-	240.00	240.00		501			Membership 2025 AC
15/12/2024	Amazon Marketplace UK	GB4845HGA	9.83	9.83		501			Toilet Roll MH
15/12/2024	Amazon Marketplace UK	GB4845LKAB	9.82	9.82		501			Toilet Roll MH
15/12/2024	Amazon Marketplace UK	GB484668AB	9.82	9.82		501			Toilet Roll MH
17/12/2024	Williams Fabrrics	CC17.12.24	2.10			4022	101	2.10	Ribbon for Denton Park Opening
20/12/2024	Provac Cleaning Supplies Ltd	106590	35.87	35.87		501			Green Broom Mop
23/12/2024	Amazon Marketplace UK	GB4880DRA	15.95	15.95		501			Spad dispenser - E
Total Payments:			7,198.53	7,971.74	-177.83			-595.38	

Detailed Income & Expenditure by Budget Heading 07/01/2025

Month No: 9

Committee Report

	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								
<u>100 Regeneration & Strategic Dev</u>								
1013 Bar @ Bandstand Ticket Sales	0	0	2,700	2,700			0.0%	
Regeneration & Strategic Dev :- Income	0	0	2,700	2,700				0
4015 Repairs and Maintenance	0	176	0	(176)		(176)	0.0%	
4218 Partnership Cont/Event Support	13,272	5,499	12,000	6,501	67	6,434	46.4%	
4228 Bandstand	1,420	0	2,000	2,000		2,000	0.0%	
4500 Professional Fees	2,223	29	2,500	2,471	350	2,121	15.2%	
Regeneration & Strategic Dev :- Indirect Expenditure	16,915	5,704	16,500	10,796	417	10,379	37.1%	0
Net Income over Expenditure	(16,915)	(5,704)	(13,800)	(8,096)				
Regeneration & Strategic Dev :- Income	0	0	2,700	2,700			0.0%	
Expenditure	16,915	5,704	16,500	10,796	417	10,379	37.1%	
Movement to/(from) Gen Reserve	(16,915)	(5,704)	(13,800)	(8,096)				
Promotion Partnership/Finance								
<u>101 Administration & Office Costs</u>								
1050 Miscellaneous Income	0	150	0	(150)			0.0%	
1091 LDC Grant	0	73,692	0	(73,692)			0.0%	
1176 Precept Received	595,380	672,430	672,430	0			100.0%	
1190 Interest Received	14,740	14,361	15,400	1,039			93.3%	
Administration & Office Costs :- Income	610,120	760,633	687,830	(72,803)			110.6%	0
4012 Business Rates	0	3,842	4,368	526		526	88.0%	
4014 Utilities, Elec/Water/Sew/Fire	13,220	5,705	12,000	6,295		6,295	47.5%	
4015 Repairs and Maintenance	10,796	14,766	3,492	(11,274)		(11,274)	422.8%	3,586
4017 IT Support	14,651	14,185	19,894	5,709		5,709	71.3%	
4021 Communications	2,841	1,579	2,000	421		421	79.0%	
4022 General Office Costs	7,725	9,228	6,349	(2,879)		(2,879)	145.3%	
4023 Printing & Stationery	4,222	3,330	4,350	1,020		1,020	76.6%	
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	2,249	2,600	351		351	86.5%	
4058 Bank Charges	624	524	800	276		276	65.5%	
4060 Loan Repayments	11,002	11,002	11,002	(0)		(0)	100.0%	
4081 Membership Subscriptions	2,837	3,240	3,545	305		305	91.4%	
4150 Consumables	222	233	265	32		32	87.8%	
Administration & Office Costs :- Indirect Expenditure	98,649	88,334	88,765	431	0	431	99.5%	3,586
Net Income over Expenditure	511,470	672,299	599,065	(73,234)				
6000 plus Transfer from EMR	10,411	3,586	0	(3,586)				

Detailed Income & Expenditure by Budget Heading 07/01/2025

Month No: 9

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Movement to/(from) Gen Reserve	521,881	675,885	599,065	(76,820)				
<u>300 Community Engagement & Promoti</u>								
1169 Mayoral Event/Promotion	0	353	0	(353)			0.0%	
1170 Newsletter - Advert Income	1,392	775	1,000	225			77.5%	
Community Engagement & Promoti :- Income	1,392	1,128	1,000	(128)			112.8%	0
4024 Publications	31,986	22,454	27,000	4,546		4,546	83.2%	
4030 Advertising - Recruitment	0	2,687	500	(2,187)		(2,187)	537.4%	
4031 Advertising & Publicity	253	16	500	484		484	3.2%	
4079 Young Mayors Allowance	0	0	500	500		500	0.0%	
4080 Mayoral Expenses	634	1,800	1,600	(200)		(200)	112.5%	
4082 Hospitality	94	497	600	103		103	82.8%	
4221 Dieppe Raid/Remembrance	4,513	3,993	5,000	1,007		1,007	79.9%	
4224 Town Crier	20	0	150	150		150	0.0%	
Community Engagement & Promoti :- Indirect Expenditure	37,500	31,446	35,850	4,404	0	4,404	87.7%	0
Net Income over Expenditure	(36,109)	(30,318)	(34,850)	(4,532)				
<u>360 Support and Services</u>								
4215 Grant Aid	6,473	9,056	35,000	25,944		25,944	25.9%	
4218 Partnership Cont/Event Support	36,950	17,940	35,000	17,060		17,060	51.3%	
4226 Community Partnership Grants	41,796	6,207	30,000	23,793		23,793	20.7%	
Support and Services :- Indirect Expenditure	85,219	33,203	100,000	66,797	0	66,797	33.2%	0
Net Expenditure	(85,219)	(33,203)	(100,000)	(66,797)				
6000 plus Transfer from EMR	5,000	0	0	0				
Movement to/(from) Gen Reserve	(80,219)	(33,203)	(100,000)	(66,797)				
Promotion Partnership/Finance :- Income	611,511	761,761	688,830	(72,931)			110.6%	
Expenditure	221,369	152,984	224,615	71,632	0	71,632	68.1%	
Net Income over Expenditure	390,143	608,777	464,215	(144,562)				
plus Transfer from EMR	15,411	3,586	0	(3,586)				
Movement to/(from) Gen Reserve	405,554	612,363	464,215	(148,148)				

Environment & Amenities150 Cemetery-Building & Grounds

1152 Excl Right of Burial Full Grav	16,395	21,860	15,000	(6,860)			145.7%	
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Detailed Income & Expenditure by Budget Heading 07/01/2025

Month No: 9

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1153 Excl Right of Burial Ashes Plo	1,415	283	4,000	3,717			7.1%	
1154 Burial Single Depth	18,810	5,940	18,000	12,060			33.0%	
1155 Burial Double Depth	3,852	8,988	13,400	4,412			67.1%	
1156 Burial Triple Depth	3,450	0	1,674	1,674			0.0%	
1157 Burial/Scattering of Ashes	5,130	3,135	7,880	4,745			39.8%	
1158 Memorial Permits	8,511	6,194	8,695	2,501			71.2%	
Cemetery-Building & Grounds :- Income	57,563	46,400	68,649	22,249			67.6%	0
4012 Business Rates	0	4,034	4,000	(34)		(34)	100.9%	
4014 Utilities, Elec/Water/Sew/Fire	60	54	1,058	1,004		1,004	5.1%	
4015 Repairs and Maintenance	5,865	4,298	5,000	702		702	86.0%	746
4016 Grounds Maintenance	92,131	75,733	123,809	48,076	2,400	45,676	63.1%	
4150 Consumables	1	101	0	(101)		(101)	0.0%	
Cemetery-Building & Grounds :- Indirect Expenditure	98,058	84,221	133,867	49,646	2,400	47,246	64.7%	746
Net Income over Expenditure	(40,495)	(37,821)	(65,218)	(27,397)				
6000 plus Transfer from EMR	0	746	0	(746)				
Movement to/(from) Gen Reserve	(40,495)	(37,075)	(65,218)	(28,143)				
201 Denton Social Centre								
1010 Hall Hire Charges	15,737	11,849	11,640	(209)			101.8%	
Denton Social Centre :- Income	15,737	11,849	11,640	(209)			101.8%	0
4012 Business Rates	0	2,470	3,227	757		757	76.5%	
4014 Utilities, Elec/Water/Sew/Fire	2,573	3,239	2,877	(362)		(362)	112.6%	
4015 Repairs and Maintenance	7,893	3,857	3,174	(683)		(683)	121.5%	
4150 Consumables	125	223	260	37		37	85.8%	
Denton Social Centre :- Indirect Expenditure	10,590	9,789	9,538	(251)	0	(251)	102.6%	0
Net Income over Expenditure	5,147	2,061	2,102	41				
6000 plus Transfer from EMR	3,369	0	0	0				
Movement to/(from) Gen Reserve	8,515	2,061	2,102	41				
202 East Side Social Centre								
1010 Hall Hire Charges	9,759	6,857	9,442	2,585			72.6%	
East Side Social Centre :- Income	9,759	6,857	9,442	2,585			72.6%	0
4012 Business Rates	0	1,248	1,407	160		160	88.7%	
4014 Utilities, Elec/Water/Sew/Fire	4,177	3,214	2,893	(321)		(321)	111.1%	
4015 Repairs and Maintenance	3,085	4,592	1,900	(2,692)		(2,692)	241.7%	

Detailed Income & Expenditure by Budget Heading 07/01/2025

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Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4150 Consumables	0	99	0	(99)		(99)	0.0%	
East Side Social Centre :- Indirect Expenditure	7,262	9,152	6,200	(2,952)	0	(2,952)	147.6%	0
Net Income over Expenditure	2,497	(2,295)	3,242	5,537				
<u>203 Lewes Road Social Centre</u>								
1010 Hall Hire Charges	3,851	6,092	2,600	(3,492)			234.3%	
Lewes Road Social Centre :- Income	3,851	6,092	2,600	(3,492)			234.3%	0
4012 Business Rates	0	873	1,089	216		216	80.2%	
4014 Utilities, Elec/Water/Sew/Fire	2,570	2,477	4,160	1,683		1,683	59.5%	
4015 Repairs and Maintenance	4,956	5,465	1,850	(3,615)		(3,615)	295.4%	
4150 Consumables	0	84	260	176		176	32.3%	
Lewes Road Social Centre :- Indirect Expenditure	7,526	8,900	7,359	(1,541)	0	(1,541)	120.9%	0
Net Income over Expenditure	(3,675)	(2,807)	(4,759)	(1,952)				
<u>204 Meeching Hall</u>								
1010 Hall Hire Charges	11,661	11,979	9,418	(2,561)			127.2%	
Meeching Hall :- Income	11,661	11,979	9,418	(2,561)			127.2%	0
4012 Business Rates	0	2,046	2,433	387		387	84.1%	
4014 Utilities, Elec/Water/Sew/Fire	13,403	5,351	8,751	3,400		3,400	61.1%	
4015 Repairs and Maintenance	8,583	3,826	4,000	174		174	95.6%	
4021 Communications	204	0	750	750		750	0.0%	
4150 Consumables	4	269	260	(9)		(9)	103.7%	
4218 Partnership Cont/Event Support	0	89	0	(89)		(89)	0.0%	
Meeching Hall :- Indirect Expenditure	22,194	11,581	16,194	4,613	0	4,613	71.5%	0
Net Income over Expenditure	(10,533)	398	(6,776)	(7,174)				
<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	2,035	1,638	(397)			124.2%	
1175 Grass Verge Income	2,454	0	3,200	3,200			0.0%	
1178 Misc Income	915	1,000	0	(1,000)			0.0%	
Community Services :- Income	5,957	3,035	7,138	4,103			42.5%	0
4014 Utilities, Elec/Water/Sew/Fire	267	1,904	0	(1,904)		(1,904)	0.0%	
4200 CCTV Maintenance/Operating	15,441	1,696	5,500	3,804		3,804	30.8%	
4201 Dog Bins/Emptying	0	0	1,000	1,000		1,000	0.0%	
4202 Defibrillator Elec/Pads	0	490	2,100	1,610		1,610	23.3%	

Detailed Income & Expenditure by Budget Heading 07/01/2025

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Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4210 Christmas Lights	19,562	18,187	25,000	6,813		6,813	72.7%	
4213 Grass Verge Expenditure	16,668	14,854	16,931	2,077		2,077	87.7%	
4230 Play Areas	4,913	76,482	7,000	(69,482)	6,308	(75,790)	1182.7%	68,604
4234 Environmental Enhancements	11,125	12,809	10,000	(2,809)		(2,809)	128.1%	1,090
4235 Amenity Areas	21,844	14,296	19,000	4,704	3,964	740	96.1%	
4236 Allotments	1,456	6,982	7,000	18		18	99.7%	
4241 Town Centre Planters	1,807	0	6,900	6,900		6,900	0.0%	
4248 Business Asset Management	24,629	44,486	0	(44,486)		(44,486)	0.0%	44,486
4500 Professional Fees	920	900	2,000	1,100		1,100	45.0%	
4510 Tree Work	6,832	12,386	9,000	(3,386)		(3,386)	137.6%	
4511 Tree Wardens	3,078	1,759	3,600	1,841		1,841	48.9%	
4512 Banners on Riverside	2,770	2,695	5,500	2,805		2,805	49.0%	
Community Services :- Indirect Expenditure	131,312	209,926	120,531	(89,395)	10,272	(99,667)	182.7%	114,180
Net Income over Expenditure	(125,355)	(206,891)	(113,393)	93,498				
6000 plus Transfer from EMR	39,724	114,180	0	(114,180)				
Movement to/(from) Gen Reserve	(85,631)	(92,711)	(113,393)	(20,682)				
Environment & Amenities :- Income	104,527	86,213	108,887	22,674			79.2%	
Expenditure	276,942	333,569	293,689	(39,880)	12,672	(52,552)	117.9%	
Net Income over Expenditure	(172,415)	(247,356)	(184,802)	62,554				
plus Transfer from EMR	43,092	114,926	0	(114,926)				
Movement to/(from) Gen Reserve	(129,322)	(132,430)	(184,802)	(52,372)				
Personnel								
<u>102 Staff Costs</u>								
4000 Salaries	136,105	139,766	180,767	41,001		41,001	77.3%	
4001 National Insurance & Pension	94,104	41,480	56,670	15,190		15,190	73.2%	
4002 Staff Overtime	0	72	10,000	9,928		9,928	0.7%	
4006 NTC Van	0	9,495	4,800	(4,695)		(4,695)	197.8%	
4007 Subsistence	0	0	200	200		200	0.0%	
4008 Travel	3,133	1,332	2,000	668		668	66.6%	
4009 Payroll Costs	723	600	876	276		276	68.5%	
4010 Training Staff & Councillors	2,204	1,209	3,000	1,791		1,791	40.3%	
4013 Employment Law/Health & Safety	7,890	5,784	7,300	1,516		1,516	79.2%	
4153 PPE	0	638	0	(638)		(638)	0.0%	
Staff Costs :- Indirect Expenditure	244,159	200,376	265,613	65,237	0	65,237	75.4%	0
Net Expenditure	(244,159)	(200,376)	(265,613)	(65,237)				
Personnel :- Income	0	0	0	0			0.0%	
Expenditure	244,159	200,376	265,613	65,237	0	65,237	75.4%	
Movement to/(from) Gen Reserve	(244,159)	(200,376)	(265,613)	(65,237)				

Detailed Income & Expenditure by Budget Heading 07/01/2025

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Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Full Council								
<u>800 Full Council</u>								
1172 CIL Income	0	17,245	0	(17,245)			0.0%	
1181 Town Deal Fund	0	230,858	0	(230,858)			0.0%	
Full Council :- Income	<u>0</u>	<u>248,103</u>	<u>0</u>	<u>(248,103)</u>				<u>0</u>
4096 CIL Expenditure	0	663	0	(663)		(663)	0.0%	
4097 EastSide Rec - Town Deal	0	301,436	0	(301,436)		(301,436)	0.0%	137,511
Full Council :- Indirect Expenditure	<u>0</u>	<u>302,098</u>	<u>0</u>	<u>(302,098)</u>	<u>0</u>	<u>(302,098)</u>		<u>137,511</u>
Net Income over Expenditure	<u>0</u>	<u>(53,996)</u>	<u>0</u>	<u>53,996</u>				
6000 plus Transfer from EMR	0	137,511	0	(137,511)				
Movement to/(from) Gen Reserve	<u>0</u>	<u>83,516</u>	<u>0</u>	<u>(83,516)</u>				
Full Council :- Income	0	248,103	0	(248,103)			0.0%	
Expenditure	0	302,098	0	(302,098)	0	(302,098)	0.0%	
Net Income over Expenditure	<u>0</u>	<u>(53,996)</u>	<u>0</u>	<u>53,996</u>				
plus Transfer from EMR	0	137,511	0	(137,511)				
Movement to/(from) Gen Reserve	<u>0</u>	<u>83,516</u>	<u>0</u>	<u>(83,516)</u>				
Earmarked Reserves								
<u>901 Earmarked Reserves</u>								
1172 CIL Income	35,300	0	0	0			0.0%	
Earmarked Reserves :- Income	<u>35,300</u>	<u>0</u>	<u>0</u>	<u>0</u>				<u>0</u>
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	<u>110,527</u>	<u>13,189</u>	<u>0</u>	<u>(13,189)</u>	<u>0</u>	<u>(13,189)</u>		<u>0</u>
Net Income over Expenditure	<u>(75,227)</u>	<u>(13,189)</u>	<u>0</u>	<u>13,189</u>				
6000 plus Transfer from EMR	91,683	0	0	0				
Movement to/(from) Gen Reserve	<u>16,456</u>	<u>(13,189)</u>	<u>0</u>	<u>13,189</u>				
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	<u>(75,227)</u>	<u>(13,189)</u>	<u>0</u>	<u>13,189</u>				
plus Transfer from EMR	91,683	0	0	0				
Movement to/(from) Gen Reserve	<u>16,456</u>	<u>(13,189)</u>	<u>0</u>	<u>13,189</u>				

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	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	1,096,076	800,417	(295,659)			136.9%	
Expenditure	869,912	1,007,919	800,417	(207,502)	13,089	(220,591)	127.6%	
Net Income over Expenditure	<u>(118,573)</u>	<u>88,157</u>	<u>0</u>	<u>(88,157)</u>				
plus Transfer from EMR	150,187	256,023	0	(256,023)				
Movement to/(from) Gen Reserve	<u>31,614</u>	<u>344,180</u>	<u>0</u>	<u>(344,180)</u>				