



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

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.

**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**.

Following further discussion of this matter, Cllr. Saunders,

PROPOSED that an award of £500 be made, this was

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

RESOLVED that Newhaven Bowling Club be awarded a Grant of £500.

Note for the Town Clerk/RFO;-

Total Small Grants Awarded =	£1640
Total Large Grants Awarded =	£5981
Grand Total	= £7621

PP049/24 **TO CONSIDER AND APPROVE A MINOR AMENDMENT TO THE DISCRETIONARY GRANT APPLICATION POLICY (DGAP) V10. - REPORT BY THE TOWN CLERK.**

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

RESOLVED to adopt the new Policy document to include the minor revision.

PP050/24 **TO NOTE A RECENT EMERGENCY DECISION REPORT REGARDING THE CENTRAL HEATING BOILER AT THE COUNCIL OFFICES, 18 FORT ROAD, NEWHAVEN – REPORT BY THE EXECUTIVE OFFICER.**

Noted.

PP051/24 **TO CONSIDER AND AUTHORISE THE APPOINTMENT OF A CONTRACTOR TO CARRY OUT REMEDIAL WORKS TO LEWES ROAD HUT – REPORT BY THE EXECUTIVE OFFICER.**

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

RESOLVED that Complete Property Solutions (Sussex) Ltd be engaged to undertake the repair works at a cost of **£1970+VAT**.

PP052/24 **BUDGET REPORT TO 15th OCTOBER 2024.**

Following a number of requested clarifications from the RFO, the contents of the report were noted.

The Meeting was closed at 21:36HRS.

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

DRAFT



NEWHAVEN TOWN COUNCIL

Ken Dry
Town Clerk

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To: Promotion, Partnership & Finance Committee **Agenda Item 5**

Date: 10 December 2024

Report Contact: Town Clerk

Subject: **On-Line Decision – Event Application.**

1. The purpose of this report is to inform the committee of their recent on-line consideration in granting of a £400 award in respect of a 'Santa Tour'.
2. Members will recall that they were alerted to this application in an email circulated to the committee on November 19th 2024 requesting their consideration of the application for an event scheduled for December 11/12th 2024. The application can be seen at Appendix 1.
3. As a result, a decision to award £400 was made by a majority of the committee members was achieved by e-mail due to the time constraints at hand.
4. Subsequently to this, a number of members aired their concern that this award was going to the Bank Account of a named individual. Whilst there is currently no formal policy regarding Event Applications and awards, officers will endeavour to formulate one for the future.
5. The RFO has requested a full set of expenditure receipts from the event organiser to ensure the grant has been properly utilised.

Recommendations:

That the committee notes this decision report.



Newhaven Town Council

Application for funding for an event

Some of the following questions may not be relevant to your organisation. Don't be put off by the form – if you need help or advice, please ring our office on 01273 516100. Please feel free to continue any section or give further information on a separate sheet.

Name of Event:	Santa tour
Date(s) of Event:	11 th & 12 th December 2024
Amount of funding sought:	£400.00
Description of Event:	<p>Mobile Santa tour around Newhaven and Denton area. As of previous year's event. Included one vehicle and trailer, including sound system, lighting, sign and costumed supporters.</p>
What are you hoping to achieve from this event?	<p>Bringing Christmas spirit to the community at no extra cost to struggling families/house holds.</p>
Who will benefit from this event?	<p>Anyone one in the community. Last year we saw several generations of families joining in with this event, as well as many following us on our designated face book page. This event is designed to reach disadvantaged household who have young children in the belief that Father Christmas should be accessible to all local households over the Christmas period.</p>
Financial information:	
What is the total cost of the event?	£600.00
Please provide a breakdown of how this has been calculated. Please be specific. i.e. Equipment hire £x, Staff Time £x. Where possible, please provide quotes.	<p>Fuel: £65.00 Costumes: £156.00 Equipment hire: £200.00 Confectionery: £200.00 + (we do get some donated via charities / businesses) Insurance: £140.00</p>

How much money do you already have in place for this event?	Funding Body	Amount Applied For
	N/A	N/A

If this is an annual event or it has been held previously, please complete the following section.

Date(s) of Event: Wednesday 11th & Thursday 12th December 2024	
<p>How successful was this event? Please include approx. number of attendees and how it impacted the local community.</p> <p>Previously held on Thursday 14th & Friday 15th December 2023</p> <p>As of last year over two days the attendance was approximately 3000 across area.</p> <p>Face book page used to inform locals where the route will be taken. Included pictures of event.</p> <p>Positive feed back during the previous event, and throughout the year comments and requests by parents asking when it will be back for this current Christmas. (2024)</p>	
Financial information:	
Total cost of the event	£250.00 (due to extreme cutting of comers)

Breakdown of expenditure: i.e. Equipment hire £x, Staff Time £x. Where possible please provide receipts/proof of purchase	N/A	
Funding sources:	Funding body	Amount Awarded
Self funded	N/A	N/A
Does your organisation have its own bank account? (we cannot pay grants to an individual)	No.	

Declaration

I certify that the details given in this application are correct and I hereby apply for the funding.

Signed: [REDACTED] Name: [REDACTED] (please print)

On behalf of Santa
Tour.....
(organisation)

Address: .. [REDACTED]
.....

Telephone: [REDACTED] email: [REDACTED]

Position in organisation: Santa..... Date: 19/11/24.....

Alternative contact for organisation: N/A

Name: Telephone:
(please print)

If successful, Cheque payable to: [REDACTED].....

Please return your form, together with any additional information you would like to submit
to: admin@newhaventowncouncil.gov.uk
or Newhaven Town Council, 18 Fort Road, Newhaven, BN9 9QE



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: Promotion, Partnership & Finance Committee **Agenda Item 6.**

Date: 10th December 2024

Report Contact: Executive Officer

Subject: Policies and Procedures

1. The purpose of this report is to request the Promotion, Partnership & Finance Committee consideration of the following draft documents: (Appendix A listed in the following order)
 - Reserves Policy *
 - Investment Strategy
 - Press & Media Policy
 - Complaints Policy
 - Discretionary Grant Policy & Procedure *
2. The items marked with a * are documents that have only 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.
3. 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.
4. 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.

Recommendation

That the Committee recommends the adoption of the Policies, Procedures & Strategies appended hereto for ratification by Full Council.

6. Report - Appendix A



Newhaven Town Council

POLICY

Purpose of this policy and procedure	2
General Reserves	2
Earmarked Reserves	2
Community Infrastructure Levy (CIL) receipts reserve	2
Review and variation to the policy	3

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:

Supersedes (name of old policy and reference): **Reserves Policy v2**

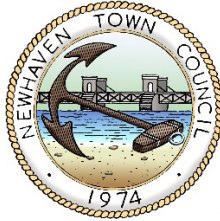
Policy version reference:

PPRPO03

Policy effective from:

Date for next review:

Dec 2025



Newhaven Town Council

INVESTMENT STRATEGY

Purpose of this strategy	2
Investment Objectives	2
Specified Investments	2
Non-Specified Investments	3
Liquidity	3
External Borrowing	3
Loans	3
Review	3

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 is 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:

Approving committee:

Promotion, Partnership & Finance

Date of committee meeting:

Supersedes (name of old policy and reference):

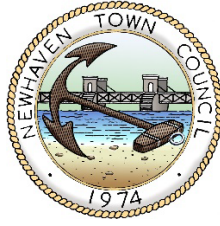
Investment Strategy v1

Policy version reference:

PPIST02

Policy effective from:

Date for next review:



Newhaven Town Council

PRESS & MEDIA POLICY

Purpose of this policy	2
The scope of this policy	2
Legal Framework	2
Policy	2
Types of Press Release	2
Press Release Protocol	2
Speaking to the media	3
Social Media	4
Responsibilities of Members	4
Responsibilities of Officers	5

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.

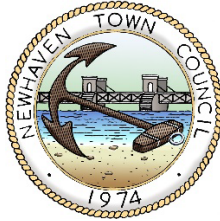
Officers using social media in this way must respect copyright, data protection, freedom of information and other laws. They must be aware of the risks of action for defamation and must not cite or reference customers, partners, or suppliers without their approval.

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:	
Supersedes (name of old policy and reference):	Press & Media Policy v2
Policy version reference:	PPMP03
Policy effective from:	
Date for next review:	



Newhaven Town Council

COMPLAINTS PROCEDURE

Purpose of this procedure	2
Definition	2
First Stage	2
Second Stage	2
Before the meeting	2
At the meeting	2
After the meeting	3
Unreasonable and vexatious complaints	3
Anonymous complaints	3
Resolution and remedies	3
Appendix A	4-5

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
Approving committee:	Promotion, Partnership & Finance
Date of committee meeting:	
Supersedes (name of old procedure and reference):	Complaints Procedure v4
Procedure version reference:	PPCPO05
Procedure effective from:	
Date for next review:	



Newhaven Town Council

COMPLAINTS SHEET

Date of Complaint:

Complainant:

Complainant's contact details:

Complaint received by:

Complaint Details:

Action Taken:



Newhaven Town Council

DISCRETIONARY GRANT POLICY AND PROCEDURE

Purpose of this policy and procedure	2
Policy	2
Who can apply	2
Procedure	3
Application requirements	3
Small Grants	3
Large Grants	4
Community Partnership grants	4
Scoring criteria	5
The grants process	6
Awarding grants and publicity	6

Purpose of this policy and procedure

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

Through this policy, Newhaven Town Council 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 an including £10,000

Policy

1. Who can apply?

1.1 The following organisations may apply to the Town Council 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 Newhaven Town Council 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 the council 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 The Council 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 the Council 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 the council.
- 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 organisations 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 organisations 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 organisations 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 Administration 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 Newhaven Town Council
(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 the council
(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 Newhaven Town Council 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 council 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 council 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, the Council may wish to have the Mayor and the Chairman of the P, P&F 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 The council 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:	
Supersedes (name of old policy and reference):	Grant Policy & Guidelines v11
Policy version reference:	PPGPG12
Policy effective from:	
Date for next review:	



NEWHAVEN TOWN COUNCIL

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To: Promotion, Partnership & Finance Committee **Agenda Item 7**

Date: 10 December 2024

Report Contact: Responsible Finance Officer

Subject: **Fees & Charges for Newhaven Sea Cadets Year 2025-26**

1. The purpose of this report is to seek committee consideration of an existing informal arrangement surrounding the payment of £30 per session for usage of Meeching Hall in it's entirety, by Newhaven Sea Cadets weekly.
2. The report requests that the council identifies a monthly rental fee it considers commensurate with the current hall hire fees, which can form part of a formal agreement to be drafted then signed by all relevant parties.

Background

3. Newhaven Sea Cadets have been without a premises since the Newhaven Fort closed for refurbishment. Newhaven Town Council was approached to see if we were able to accommodate the Sea Cadets for eighteen months whilst refurbishment was taking place.
4. It was agreed verbally between Newhaven Town Council and the Newhaven Sea Cadets for the use initially and then an informal email confirmation was sent to confirm this which included the cost of a session being £30.
5. The Sea Cadets have found Meeching Hall to be a very suitable place for their practices and have now asked if they would be able to continue to use the Hall weekly and even possibly increasing their usage to have an additional practice evening weekly.
6. The fees for Hall Hire have already been considered and set in preparation for the next Financial Year (25/26) in order to aid the development of that year's budget/precept. These fees are set to provide for 'Regular' users and 'Casual' users across two increases'; April 1st – 30th September and then October 1st – 31st March.
7. 'Regular' users are defined as hall renters/users who make consecutive regular bookings, with a minimum of one hire in every two weeks, over periods exceeding six months in duration, whilst 'Casual' users are those people or groups who make only occasional/ad-hoc use of a social hall.

8. With this in mind, the officers consider it advisable and prudent to increase the fee & any charges for Newhaven Sea Cadets in line with an agreed reduction for MAD in 2023, being a reduction of around 50% on average.

Newhaven Sea Cadets Meeching Hall Hire Fees

9. A comparative table of the existing 2024/25 and proposed 2025/26 Fees & Charges for Newhaven Sea Cadets can be seen at Table A below. The proposed fees would be effective from April 1st 2025 and include VAT.

			2024/2025	
Meeching Hall	Hours Used	Regular User Rate for Session Hire	Agreed Cost Per Session of Hire	Hire Reduction
Committee Room	138 (46 Sessions)	3 @ £9.69 = £29.07 (x12) plus 3 @ £10.50 = £31.50 (x 34)	0	100%
Main Hall	138 (46 Sessions)	3 @ £15.96 = £47.88 (x 12) plus 3 @ £16.80 = £50.40 (x 34)	46 x £30.00	
Yearly Total		£3,708.00	£1,380.00	63.00%
			2025/2026	
Meeching Hall	Proposed Hours to be Used	Regular User Rate for Session Hire	Proposed Cost Per Session of Hire	Hire Reduction
Committee Room	141 (47 Sessions)	3 @ £10.50 = £31.50 (x 13) plus 3 @ £11.05 = £33.15 (x 21) plus 3 @ £11.60 = £34.80 (x 13)	0	100%
Main Hall	141 (47 Sessions)	3 @ £16.80 = £50.40 (x 13) plus 3 @ £17.70 = £53.10 (x 21) plus 3 @ £18.60 = £55.80 (x 13)	47 x £45.00 = £2115.00 47 x £50.00 = £2350.00	48% 42%
Yearly Total		£4,053.75		

Table A

10. As the Newhaven Sea Cadets are looking at increasing their Hall usage, Officers feel that a session price would be more beneficial to Newhaven Town Council and also to the Newhaven Sea Cadets.

Recommendations:

- A. That the committee stipulates a session rental fee it considers commensurate with the circumstances at hand, which will be reviewed as part of the council's annual budget setting process, and
- B. That such a rental fee will form part of a written agreement between Newhaven Sea Cadets and the council, to be drafted by officers and to be reviewed yearly.



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To: Promotion, Partnership & Finance Committee **Agenda Item 8**

Date: 10 December 2024

Report Contact: Responsible Finance Officer

Subject: Valley Road Play Park – Equipment Replacement

1. The purpose of this report is to request authorisation for the replacement of two playground items to include the Burma Bridge in metal and the seesaw springer, both of which are broken and unable to be repaired at Valley Road play park.
2. As the owner of this playground, the council has a duty to maintain it and the play equipment therein to a safe standard. Weekly site inspections are carried out by LDC staff as part of the ongoing grounds maintenance contract, and these are augmented by an annual playground specific inspection carried out by a RoSPA¹ qualified independent inspector to RoSPA Inspection Criteria
3. Newhaven Town Council officers have received two quotes. One from Playdale and one from HAGS and unfortunately, these are the only two suppliers for these items in the UK. Please see Appendix 1 – Playdale and Appendix 2 - HAGS.
4. The budget 301.4230 *Play Areas* has no balance for the remainder of the financial year 24/25 and is already overspent.
5. Officers therefore suggest that this expense be taken from 'Neighbourhood' Community Infrastructure Levy (CIL) funds currently non allocated for the current year being £65,565.
6. **Recommendations:**
 - A. 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) funds.

¹ Royal Society for the Prevention of Accidents

Appendix 1

Your Quote

Quotation Number: 0000098269

Product Code	Product Name	Quantity	Unit Price	Total
Important: This Quote is Subject to the Below Terms				
Equipment positioning is subject to receiving service plans (gas/electric/water/phone etc) - Please visit www.lineearchbeforeudig.co.uk or consult your Playdale Area Sales Manager for further details. The installation costs assume access to site across good ground conditions. Our Installation Team will endeavour to keep any disturbance of the area to a minimum whilst accessing the play area. Should remedials be required to this access ie. making good grass, further costs may be incurred.				
Equipment				
CBBR	City Burma Bridge	1.00	1,795.00	1,795.00
SPR(418)	Butterfly Mini Seesaw (418) - SGF*	1.00	1,023.00	1,023.00
Ancillary Items				
DEL008	Removal of foundation spoil, pallets, packaging and general rubbish.	1.00	448.50	448.50
DEL010	Container for on-site storage	1.00	925.00	925.00
DEL011	Welfare Facilities	1.00	350.00	350.00
Delivery & Installation				
DEL0002	Delivery & Installation including Uplift and Removal of Existing Timber Bridge and Springer Plate	1.00	2,756.91	2,756.91
			Total NET	GBP 7,298.41



All the above prices are subject to VAT and are valid for a period of one month.

Please refer to our standard Terms & Conditions and our Additional Information.

Standard payment terms are 50% deposit paid within 7 days of placing an order.

Finance packages are available.

Appendix 2

Budget Estimate

NRG Gaping Ghyll (Red Rope) - (NG8079887)



PRODUCT FEATURES

Have you got the courage to walk across the most famed and challenging cave shaft in the land? This play installation is part of the NRG Trailblazer range of activity units, designed to be arranged in any configuration to create your own unique layout. Its distinctive arches and curved steel posts distinguish it as an impressive range to stimulate interactive play and healthy exercise for children of all ages and abilities from 4 years and above. Gaping Ghyll spans 3.9 metres.

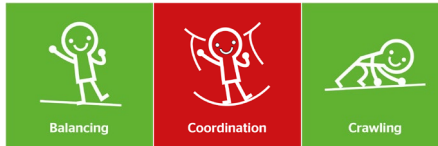
EQUIPMENT DIMENSIONS

m (L x W x H): 3.04 x 0.85 x 1.20

USERS

Age range: 5+
No. of users: 5

PLAY VALUE



INSTALLATION

Minimum concrete volume cu. m: 0.89
Cast in Place

SURFACE & SPACE REQUIRED

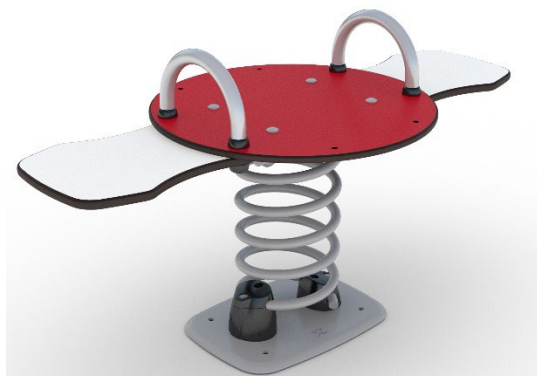
Max Free Fall height -m: 1.08
Falling Space area – sq.m: 24.00

PRICING

Supply 1 No. NRG Gaping Ghyll	£2,800.00
<i>Less 30% item discount</i>	£840.00
Discounted price	£1,960.00
Soft Dig Installation	£583.00

Item Total £2,543.00

Laddy Springer (Red) - (HAG8050110)



PRODUCT FEATURES

The springer is a classic playground staple and all-time favourite among toddlers. The simple, sleek lines of the new range will add a contemporary update to any play area and spark children interest. Fun shapes and bright colours encourage provide younger children with visual stimulus. The multi-user configuration allows two children to play at the same time and encourage them to communicate and collaborate. The ergonomic handles and footrests make it easy for the child to have a good grip. This unit is made from durable and sturdy materials, ensuring minimum maintenance and a good resistance to vandalism.

EQUIPMENT DIMENSIONS

m (L x W x H): 1.0 x 0.50 x 0.56

USERS

Age range: 2+
No. of users: 2

INSTALLATION

Sunken Foundation

SURFACE & SPACE REQUIRED

Max Free Fall height -m: 0.60
Falling Space area – sq.m: 6.50
Min wet pour area – sq.m: 6.50

PLAY VALUE





PRICING

Supply 1 No. Laddy Springer	£679.00
<i>Less 30% item discount</i>	<i>-£203.70</i>
Discounted price	£475.30
Soft Dig Installation	£201.00




Item Total £676.30

Breakout and Remove

B&R Unit Post (Cut Off)		
	Breakout and remove from site multiunit posts (cutting off at ground level)	£216.00
Item Total		£216.00

B&R Springer (Remove)		
	Breakout and remove from site springer (removing foundations)	£136.00
Item Total		£136.00

Project Preliminaries

Carriage charge		
	Orders with equipment valued below £5,000 carriage is charged at 12%. Orders with equipment valued above £5,000, carriage is charged at 6%.	£417.48
Site Security / Storage / Welfare Facilities		
	<p><u>Site Security</u> – As recommended by the Health and Safety Executive, 2m high temporary site security fencing will be erected whilst all installation works are undertaken, including site safety signage.</p> <p><u>Site Storage</u> – Supply secure container for duration of the works inclusive of site compound management.</p> <p><u>Welfare Facilities</u> – has been organised by the customer for this site and has <u>not been priced</u> for within our proposal. Should additional welfare facility measures be necessary in line with the requirements of the Construction Design Management Regulations 2015 (CDM) then HAGS, on authorisation from the customer, will arrange this and adjust our invoice accordingly.</p> <p><u>Skip Allowance</u></p>	£1,891.00
Post Installation Inspection		
	RPII Post Installation Inspection	£428.00
Preliminaries Total		£2,736.48

Estimate Summary

Estimate sub-total	£7,351.48
Less item discounts as detailed	-£1,043.70
Estimate Total (exclusive of VAT)	£6,307.78



NEWHAVEN TOWN COUNCIL

Ken Dry
Clerk to the Council

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

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

To: Promotion, Partnership & Finance Committee **Agenda Item 9.**

Date: 10th December 2024

Report contact: Town Clerk

Subject: **Draft Budget and Precept 2025-26**

1. The purpose of this report is to present a draft budget for the FY2025-26 and seek member consideration for its recommendation for approval to the next scheduled Full Council (14/1/25).
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 have developed a budget that is prudent and reflects the recent and current economic pressures. In developing this initial draft Budget/Precept of **£713,962** (Appendix A), 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 FY, expenditure for FY2024-25 to date, together with forecast expenditure to 31 March 2025 has 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 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,
- Hall Rental Rates, which were increased by differing 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' have been used this year,

7. The Council Tax Base (CTB) figure for Newhaven 2025/26 has yet to be announced by Lewes District Council, therefore last years CTB figure (3960.8) and has been used in calculating the Precept at Appendix A of **£713,962**.

(LDC has yet to confirm the above in writing and that it will also continue with the system of 'special expenses'³, so that the cost of each open space which it owns and maintains is charged only to the Council taxpayers in that part of the district in which the open space is located. There is currently no reason to suggest that this will be any different for the next FY).

8. To find the effect on a Band D Council Taxpayer, the Precept is divided by the Council Tax Base (3960.8 as at 7 above) which produces a Council Tax Band D annual charge for Newhaven Town Council of £180.26 for the year.

9. This proposed 25/26 budget results in a £10.49 (6.2%) increase on the 2024/25 amount (£169.77) for Newhaven Town Council as part of the annual Council Tax payable by a Band D council taxpayer.

10. Recommendation.

That the committee recommends this draft Budget/Precept of **£713,962** for the Financial Year 2025/26 to the next Full Council meeting, scheduled for 14th January 2025.

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).

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	25,000	108%			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	29,500	79%			
	Movement to/(from) Gen Reserve	- 32,698	- 16,915			- 13,800	- 5,499	- 29,500	114%			
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	-	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	-	-	-	-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 Fir Library	-	82,001	-	-	-			
9036	Fireworks	-	-	-	-	-			
	Gateway Project	-	-	-	-	-			
	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	821,770	2.67%		
		708,530	118,572	0	234,493	713,962			
		713,962	divided by	3,960.80	=	£ 180.26	Potential Band D Council Tax for 2025/26		
			(CTB 2024/25)	3960.8	=	£ 169.77	Actual Band D Council Tax for 2024/25		
					=	£ 10.49	Annual monetary increase for a Council Tax Band D per Household		
					=	6.17%	Potential percentage increase in Band D Council Tax		

Detailed Income & Expenditure by Budget Heading 02/12/2024

Month No: 9

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Regeneration & Strategic Dev</u>								
1013 Bar @ Bandstand Ticket Sales	0	0	2,700	2,700			0.0%	
Regeneration & Strategic Dev :- Income	<u>0</u>	<u>0</u>	<u>2,700</u>	<u>2,700</u>				<u>0</u>
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		2,471	1.2%	
Regeneration & Strategic Dev :- Indirect Expenditure	<u>16,915</u>	<u>5,704</u>	<u>16,500</u>	<u>10,796</u>	<u>67</u>	<u>10,729</u>	<u>35.0%</u>	<u>0</u>
Net Income over Expenditure	<u>(16,915)</u>	<u>(5,704)</u>	<u>(13,800)</u>	<u>(8,096)</u>				
<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	9,104	15,400	6,296			59.1%	
Administration & Office Costs :- Income	<u>610,120</u>	<u>755,376</u>	<u>687,830</u>	<u>(67,546)</u>			<u>109.8%</u>	<u>0</u>
4012 Business Rates	0	3,842	4,368	526		526	88.0%	
4014 Utilities, Elec/Water/Sew/Fire	13,220	4,510	12,000	7,490		7,490	37.6%	
4015 Repairs and Maintenance	10,796	14,742	3,492	(11,250)		(11,250)	422.2%	3,586
4017 IT Support	14,651	14,185	19,894	5,709		5,709	71.3%	
4021 Communications	2,841	1,542	2,000	458		458	77.1%	
4022 General Office Costs	7,725	8,779	6,349	(2,430)		(2,430)	138.3%	
4023 Printing & Stationery	4,222	2,727	4,350	1,623		1,623	62.7%	
4025 Insurance	18,041	18,450	18,100	(350)		(350)	101.9%	
4028 Elections	10,411	0	0	0		0	0.0%	
4057 Audit Fees	2,056	2,249	2,600	351		351	86.5%	
4058 Bank Charges	624	476	800	324		324	59.5%	
4060 Loan Repayments	11,002	11,002	11,002	(0)		(0)	100.0%	
4081 Membership Subscriptions	2,837	3,000	3,545	545		545	84.6%	
4150 Consumables	222	233	265	32		32	87.8%	
Administration & Office Costs :- Indirect Expenditure	<u>98,649</u>	<u>85,738</u>	<u>88,765</u>	<u>3,027</u>	<u>0</u>	<u>3,027</u>	<u>96.6%</u>	<u>3,586</u>
Net Income over Expenditure	<u>511,470</u>	<u>669,638</u>	<u>599,065</u>	<u>(70,573)</u>				
6000 plus Transfer from EMR	10,411	3,586	0	(3,586)				
Movement to/(from) Gen Reserve	<u>521,881</u>	<u>673,224</u>	<u>599,065</u>	<u>(74,159)</u>				

Detailed Income & Expenditure by Budget Heading 02/12/2024

Month No: 9

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>102 Staff Costs</u>								
4000 Salaries	136,105	121,210	180,767	59,557		59,557	67.1%	
4001 National Insurance & Pension	94,104	34,897	56,670	21,773		21,773	61.6%	
4002 Staff Overtime	0	72	10,000	9,928		9,928	0.7%	
4006 NTC Van	0	9,038	4,800	(4,238)		(4,238)	188.3%	
4007 Subsistence	0	0	200	200		200	0.0%	
4008 Travel	3,133	905	2,000	1,095		1,095	45.3%	
4009 Payroll Costs	723	600	876	276		276	68.5%	
4010 Training Staff & Councillors	2,204	1,059	3,000	1,941		1,941	35.3%	
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	174,202	265,613	91,411	0	91,411	65.6%	0
Net Expenditure	(244,159)	(174,202)	(265,613)	(91,411)				
<u>150 Cemetery-Building & Grounds</u>								
1152 Excl Right of Burial Full Grav	16,395	16,395	15,000	(1,395)			109.3%	
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	5,136	13,400	8,264			38.3%	
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	5,911	8,695	2,784			68.0%	
Cemetery-Building & Grounds :- Income	57,563	36,800	68,649	31,849			53.6%	0
4012 Business Rates	0	4,034	4,000	(34)		(34)	100.9%	
4014 Utilities, Elec/Water/Sew/Fire	60	35	1,058	1,023		1,023	3.3%	
4015 Repairs and Maintenance	5,865	4,298	5,000	702		702	86.0%	746
4016 Grounds Maintenance	92,131	73,533	123,809	50,276	2,400	47,876	61.3%	
4150 Consumables	1	101	0	(101)		(101)	0.0%	
Cemetery-Building & Grounds :- Indirect Expenditure	98,058	82,003	133,867	51,864	2,400	49,464	63.0%	746
Net Income over Expenditure	(40,495)	(45,203)	(65,218)	(20,015)				
6000 plus Transfer from EMR	0	746	0	(746)				
Movement to/(from) Gen Reserve	(40,495)	(44,456)	(65,218)	(20,762)				
<u>201 Denton Social Centre</u>								
1010 Hall Hire Charges	15,737	11,817	11,640	(177)			101.5%	
Denton Social Centre :- Income	15,737	11,817	11,640	(177)			101.5%	0

Detailed Income & Expenditure by Budget Heading 02/12/2024

Month No: 9

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4012 Business Rates	0	2,470	3,227	757		757	76.5%	
4014 Utilities, Elec/Water/Sew/Fire	2,573	2,428	2,877	449		449	84.4%	
4015 Repairs and Maintenance	7,893	3,777	3,174	(603)		(603)	119.0%	
4150 Consumables	125	222	260	38		38	85.3%	
Denton Social Centre :- Indirect Expenditure	10,590	8,896	9,538	642	0	642	93.3%	0
Net Income over Expenditure	5,147	2,921	2,102	(819)				
6000 plus Transfer from EMR	3,369	0	0	0				
Movement to/(from) Gen Reserve	8,515	2,921	2,102	(819)				
<u>202 East Side Social Centre</u>								
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	2,710	2,893	183		183	93.7%	
4015 Repairs and Maintenance	3,085	4,505	1,900	(2,605)		(2,605)	237.1%	
4150 Consumables	0	36	0	(36)		(36)	0.0%	
East Side Social Centre :- Indirect Expenditure	7,262	8,498	6,200	(2,298)	0	(2,298)	137.1%	0
Net Income over Expenditure	2,497	(1,641)	3,242	4,883				
<u>203 Lewes Road Social Centre</u>								
1010 Hall Hire Charges	3,851	5,803	2,600	(3,203)			223.2%	
Lewes Road Social Centre :- Income	3,851	5,803	2,600	(3,203)			223.2%	0
4012 Business Rates	0	873	1,089	216		216	80.2%	
4014 Utilities, Elec/Water/Sew/Fire	2,570	2,264	4,160	1,896		1,896	54.4%	
4015 Repairs and Maintenance	4,956	3,252	1,850	(1,402)		(1,402)	175.8%	
4150 Consumables	0	54	260	206		206	20.8%	
Lewes Road Social Centre :- Indirect Expenditure	7,526	6,443	7,359	916	0	916	87.6%	0
Net Income over Expenditure	(3,675)	(640)	(4,759)	(4,119)				
<u>204 Meeching Hall</u>								
1010 Hall Hire Charges	11,661	10,754	9,418	(1,336)			114.2%	
Meeching Hall :- Income	11,661	10,754	9,418	(1,336)			114.2%	0
4012 Business Rates	0	2,046	2,433	387		387	84.1%	
4014 Utilities, Elec/Water/Sew/Fire	13,403	4,201	8,751	4,550		4,550	48.0%	
4015 Repairs and Maintenance	8,583	3,561	4,000	439		439	89.0%	
4021 Communications	204	0	750	750		750	0.0%	

Detailed Income & Expenditure by Budget Heading 02/12/2024

Month No: 9

Cost Centre 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	4	252	260	8		8	97.0%	
4218 Partnership Cont/Event Support	0	89	0	(89)		(89)	0.0%	
Meeching Hall :- Indirect Expenditure	22,194	10,148	16,194	6,046	0	6,046	62.7%	0
Net Income over Expenditure	(10,533)	606	(6,776)	(7,382)				
300 Community Engagement & Promoti								
1169 Mayoral Event/Promotion	0	48	0	(48)			0.0%	
1170 Newsletter - Advert Income	1,392	775	1,000	225			77.5%	
Community Engagement & Promoti :- Income	1,392	823	1,000	177			82.3%	0
4024 Publications	31,986	16,754	27,000	10,246		10,246	62.1%	
4030 Advertising - Recruitment	0	2,687	500	(2,187)		(2,187)	537.4%	
4031 Advertising & Publicity	253	0	500	500		500	0.0%	
4079 Young Mayors Allowance	0	0	500	500		500	0.0%	
4080 Mayoral Expenses	634	1,560	1,600	40		40	97.5%	
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	25,491	35,850	10,359	0	10,359	71.1%	0
Net Income over Expenditure	(36,109)	(24,668)	(34,850)	(10,182)				
301 Community Services								
1151 Memorial Slat on Bench	1,041	0	2,300	2,300			0.0%	
1160 Allotment Income Cemetery	1,547	0	1,638	1,638			0.0%	
1175 Grass Verge Income	2,454	0	3,200	3,200			0.0%	
1178 Misc Income	915	1,000	0	(1,000)			0.0%	
Community Services :- Income	5,957	1,000	7,138	6,138			14.0%	0
4014 Utilities, Elec/Water/Sew/Fire	267	1,730	0	(1,730)		(1,730)	0.0%	
4200 CCTV Maintenance/Operating	15,441	1,516	5,500	3,984		3,984	27.6%	
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%	
4210 Christmas Lights	19,562	12,450	25,000	12,550		12,550	49.8%	
4213 Grass Verge Expenditure	16,668	12,874	16,931	4,057		4,057	76.0%	
4230 Play Areas	4,913	76,482	7,000	(69,482)		(69,482)	1092.6%	68,604
4234 Environmental Enhancements	11,125	12,696	10,000	(2,696)		(2,696)	127.0%	1,090
4235 Amenity Areas	21,844	14,296	19,000	4,704	3,964	740	96.1%	
4236 Allotments	1,456	6,286	7,000	714		714	89.8%	
4241 Town Centre Planters	1,807	0	6,900	6,900		6,900	0.0%	

Detailed Income & Expenditure by Budget Heading 02/12/2024

Month No: 9

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
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	1,697	3,600	1,903		1,903	47.1%	
4512 Banners on Riverside	2,770	2,695	5,500	2,805		2,805	49.0%	
Community Services :- Indirect Expenditure	131,312	200,983	120,531	(80,452)	3,964	(84,416)	170.0%	114,180
Net Income over Expenditure	(125,355)	(199,983)	(113,393)	86,590				
6000 plus Transfer from EMR	39,724	114,180	0	(114,180)				
Movement to/(from) Gen Reserve	(85,631)	(85,804)	(113,393)	(27,589)				
<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)				
<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	0	248,103	0	(248,103)				0
4097 EastSide Rec - Town Deal	0	300,773	0	(300,773)		(300,773)	0.0%	137,511
Full Council :- Indirect Expenditure	0	300,773	0	(300,773)	0	(300,773)		137,511
Net Income over Expenditure	0	(52,671)	0	52,671				
6000 plus Transfer from EMR	0	137,511	0	(137,511)				
Movement to/(from) Gen Reserve	0	84,841	0	(84,841)				
<u>901 Earmarked Reserves</u>								
1172 CIL Income	35,300	0	0	0			0.0%	
Earmarked Reserves :- Income	35,300	0	0	0				0
9034 Towns Deal - East Side Project	28,526	13,189	0	(13,189)		(13,189)	0.0%	
9035 Towns Deal - 1st Floor Library	82,001	0	0	0		0	0.0%	
Earmarked Reserves :- Indirect Expenditure	110,527	13,189	0	(13,189)	0	(13,189)		0
Net Income over Expenditure	(75,227)	(13,189)	0	13,189				
6000 plus Transfer from EMR	91,683	0	0	0				

Detailed Income & Expenditure by Budget Heading 02/12/2024

Month No: 9

Cost Centre 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	16,456	(13,189)	0	13,189				
Grand Totals:- Income	751,339	1,077,333	800,417	(276,916)			134.6%	
Expenditure	869,912	955,271	800,417	(154,854)	6,431	(161,285)	120.2%	
Net Income over Expenditure	(118,573)	122,061	0	(122,061)				
plus Transfer from EMR	150,187	256,023	0	(256,023)				
Movement to/(from) Gen Reserve	31,614	378,084	0	(378,084)				