

Newhaven Town Council Co-Option Application Form

Name: <i>Jo Pettitt</i>	
Address: [Redacted]	
Telephone Number: [Redacted]	Email: [Redacted]
Are you 18yrs old or over? Y <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Which Ward do you wish to apply for? Please tick:	
Denton Ward <input checked="" type="checkbox"/>	South Ward <input type="checkbox"/>
North Ward <input type="checkbox"/>	Central Ward <input type="checkbox"/>

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

I grew up in Denton, attended Denton Primary School, and have lived in Newhaven for most of my life. I care deeply about the town and have led several campaigns and projects to protect ~~the~~ and enhance it.

In 2012 I organised a residents meeting at Lewes Road Hut following the unexpected sale of Lewes Road rec' & adjoining land by LDC to a developer hoping to build a Water Park. With the support of local Councillors, this led to a petition, a successful campaign and the re-designation of funds to secure the future of 'Riverside Park' on Newhaven's map. I chaired 'Friends of Riverside Park' for several years, arranging community events & litter picks & ~~be~~ from this, was elected to the Town Council in 2015. Unfortunately, due to the unexpected death of my husband, in 2015, I needed to withdraw from these responsibilities to care for my young children.

Last year, in response to a plan voted through by LDC (with inadequate consultation) to site a food waste processing facility at Lewes Road, I spearheaded a local campaign to 'Stop the Stops'. With cross-party support from local councillors, ~~and~~ the MP for Lewes Constituency as well as many local residents, ~~the~~ LDC were pressured to revisit the plan and ultimately withdraw it.

My children are now older and I have a little more time, which I would be proud to dedicate to Newhaven in the role of Councillor. I hope that my application is successful.

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

- I qualified and volunteered as a watchkeeper for NCI for approx two years before having children.
- I have been a Secondary School teacher for 22 years and did my NQT training year at Tideway School.
- I am a Liberal Democrat Party member.

Use of Personal Information.

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

Declaration & Consent.

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

I declare

[Redacted Name]

NAME.....Jo Pettitt.....

DATE.....21/02/25.....

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

Ken Dry (Town Clerk), Newhaven Town Council, 18 Fort Road, Newhaven. East Sussex BN9 9QE.

Telephone – 01273 516100

E-Mail – ken.dry@newhaventowncouncil.gov.uk

Newhaven Town Council Co-Option Eligibility Form

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

Please tick which apply to you:

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

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

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

Use of Personal Information.

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

Declaration & Consent.

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

I confirm that I have read the section entitled 'Use of Personal Information' and in signing this form I con

NAME JOANNE PETTITT

DATE 21/02/25

Name:

Joanne Banks

Address:

[Redacted Address] BN 9EQ

Which Ward do you wish to apply for? Please tick:

Denton Ward

South Ward

North Ward

Central Ward

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

I have previously been in the position of union shop steward & health & safety representative when I worked @ BHCC waste depot. During these positions I represented members with both employment issues & personal issues they had. I have started a litter picking group in Newhaven as I'm a community minded person. This is a success both for the community & the planet.

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

[Large empty space for providing additional information]

Use of Personal Information.

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

Declaration & Consent.

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

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

SIGNED.....
[Redacted signature]

NAME.....Jaime Banks

DATE.....13/02/25

Newhaven Town Council Co-Option Eligibility Form

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

Please tick which apply to you:

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

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

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

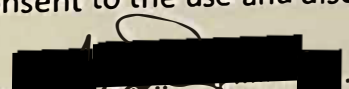
Use of Personal Information.

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

Declaration & Consent.

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

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

SIGNED.....

NAME.....Joanne Banks

DATE.....13/02/25



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:	Easter Fun Day
Date(s) of Event:	Thursday April 17 th 2025 at 12.30pm & 2.30pm
Amount of funding sought:	£750
Description of Event:	<p>Easter Fun Day will include – Easter Trail, Cress Making Station, Chocolate Nest Making Station, Easter Arts & Crafts, Fun Theatre Workshop. The event is for children supported by families and aims to provide a focal point and something new and different for Easter celebrations. The day will foster family bonding, promote physical activity and provide opportunities for learning and creativity all whilst celebrating the spring season.</p>
What are you hoping to achieve from this event?	<p>The Hillcrest mission is to continue to improve, provide and maintain and develop services for the benefit of those in the community to facilitate easier access</p> <p>The Centre is a local landmark of historical interest and a much-loved local resource. It is a local charity run by local people and has a membership of approximately 100 people</p> <p>The Centre is developing a programme of planning and running its own events. The events outlined above are the first activities. The centre is used by many organisers, but part of the Hillcrest Development Plan is to diversify and to develop working partnerships with the local community and the stakeholders to run bespoke events resulting in more community cohesion, inclusivity and develop a sense of wellbeing. The aim and objectives are for the centre to open to all and eventually develop more forums and a subcommittee to plan programmes for the future. There will be opportunities for feedback after the events to assess the impact on the community and the centre.</p> <p>The overall aim is to increase usage of the centre and to reach as many people in the community as possible to provide more options for leisure and health/wellbeing. The centre and the cafe are important hubs for the community and provide a space to for people to belong.</p>
Who will benefit from this event?	<p>Residents, families and friends of Newhaven and surrounding areas. Parts of the region have few public amenity facilities and with proposed local developments demand is likely to increase. The Hillcrest mission is to continue to improve, provide and maintain and develop services for the benefit of those in the community and to facilitate easier access and address</p>

inequalities that can sometimes be found because of hardship. Hillcrest has formed a partnership with Haven Community Hub, to develop the use of the café for everyone and will be in use for the events.

With the increasing cost of mainstream events, it is vital that low-cost activities are available to the community which can address loneliness and provide opportunities for social inclusion and cohesion and to be part of the community, make new friends and form new relationships. The Hillcrest mission is to support families and individuals in crisis and give young people a sense of direction and provide opportunities to improve and develop education needs and skills. With the advent of running and planning events it is envisaged that the structure will provide some of these opportunities with volunteering.

It is hoped that the events will introduce people to the Hillcrest who perhaps have not been involved with the centre previously and therefore open options for participating and gaining knowledge of what else is happening throughout the year.

Financial information:

What is the total cost of the event?	£753	
<p>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>	<p>Equipment - purchase of arts & crafts supplies - £170 Staff time - £203 Advertising - £100 Room Hire, 4 rooms - £200 Easter Eggs - £80</p>	
<p>How much money do you already have in place for this event?</p> <p>Currently there is no other funding in place as this is a new project although other sources will be investigated.</p>	<p>Funding Body</p>	<p>Amount Applied For</p> <p>£753</p>

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

Date(s) of Event:		
<p>How successful was this event? Please include approx. number of attendees and how it impacted the local community.</p>		
Financial information:		
Total cost of the event	£	
Breakdown of expenditure: i.e. Equipment hire £x, Staff Time £x. Where possible please provide receipts/proof of purchase		
Funding sources:	Funding body	Amount Awarded
Does your organisation have its own bank account? (we cannot pay grants to an individual)		

Declaration

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

Signed:



Signed:

(please print)

On behalf of **Hillcrest Community Partnership**
(organisation)

Address: . **The Hillcrest Centre, Bay Vue Road,
Newhaven, East Sussex BN9 9LH**

Telephone: . **01273 512376**
email: **info@hillcrestcentre.co.uk.....**

Position in organisation: .**Fundraiser**
Date: **20/03/2025**

Alternative contact for organisation:

Name:



Telephone: ..**01273 512376**
(please print)

If successful, Cheque payable to: .**Hillcrest Community
Partnership.....**

**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

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:	Hillcrest Spring Fair
Date(s) of Event:	Saturday May 24th 2025 at 10am
Amount of funding sought:	£1100
Description of Event:	
<p>Hillcrest Spring Fair – will bring together people in the community to foster social connections and to provide the opportunity to display, promote and sell their wares such as homewares, candles, clothing, tasty bakes and more.</p> <p>The event can provide the opportunity also to grow businesses, boost the local economy whilst celebrating achievement, enrich lives and promote wellbeing.</p>	
What are you hoping to achieve from this event?	
<p>Discovery, inspiration, Connection.</p> <p>The Hillcrest mission is to continue to improve, provide and maintain and develop services for the benefit of those in the community to facilitate easier access</p> <p>The Centre is a local landmark of historical interest and a much-loved local resource. It is a local charity run by local people and has a membership of approximately 100 people</p> <p>The Centre is developing a programme of planning and running its own events. The events outlined above are the first activities. The centre is used by many organisers, but part of the Hillcrest Development Plan is to diversify and to develop working partnerships with the local community and the stakeholders to run bespoke events resulting in more community cohesion, inclusivity and develop a sense of wellbeing. The aim and objectives are for the centre to open to all and eventually develop more forums and a subcommittee to plan programmes for the future. There will be opportunities for feedback after the events to assess the impact on the community and the centre.</p> <p>The overall aim is to increase usage of the centre and to reach as many people in the community as possible to provide more options for leisure and health/wellbeing. The centre and the cafe are important hubs for the community and provide a space to for people to belong.</p>	
Who will benefit from this event?	
<p>Residents, families and friends of Newhaven and surrounding areas. Parts of the region have few public amenity facilities and with proposed local developments demand is likely to increase. The Hillcrest mission is to continue to improve, provide and maintain and develop</p>	

services for the benefit of those in the community and to facilitate easier access and address inequalities that can sometimes be found because of hardship. Hillcrest has formed a partnership with Haven Community Hub, to develop the use of the café for everyone and will be in use for the events.

With the increasing cost of mainstream events, it is vital that low-cost activities are available to the community which can address loneliness and provide opportunities for social inclusion and cohesion and to be part of the community, make new friends and form new relationships. The Hillcrest mission is to support families and individuals in crisis and give young people a sense of direction and provide opportunities to improve and develop education needs and skills. With the advent of running and planning events it is envisaged that the structure will provide some of these opportunities with volunteering.

It is hoped that the events will introduce people to the Hillcrest who perhaps have not been involved with the centre previously and therefore open options for participating and gaining knowledge of what else is happening throughout the year.

Financial information:

What is the total cost of the event?	£1080	
<p>Please provide a breakdown of how this has been calculated.</p> <p>Please be specific. i.e. Equipment hire £x, Staff Time £x. Where possible, please provide quotes.</p>	<p>Staff time - £260</p> <p>Room hire x 2 - £270</p> <p>Tombola - £100</p> <p>Advertising - £200</p> <p>Children's activities - £250</p>	
<p>How much money do you already have in place for this event?</p> <p>There are currently no other sources of funding although other options will be investigated.</p>	<p>Funding Body</p>	<p>Amount Applied For</p>

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

Date(s) of Event:		
<p>How successful was this event? Please include approx. number of attendees and how it impacted the local community.</p>		
Financial information:		
Total cost of the event	£	
Breakdown of expenditure: i.e. Equipment hire £x, Staff Time £x. Where possible please provide receipts/proof of purchase		
Funding sources:	Funding body	Amount Awarded
Does your organisation have its own bank account? (we cannot pay grants to an individual)		

Declaration

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

Signed: [Redacted]
Signed: [Redacted]

(please print)

On behalf of **Hillcrest Community Partnership**
(organisation)

Address: . **The Hillcrest Centre, Bay Vue Road,
Newhaven, East Sussex BN9 9LH**

Telephone: . **01273 512376**
email: **info@hillcrestcentre.co.uk.....**

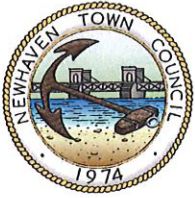
Position in organisation: .**Fundraiser**
Date: **20/03/2025**

Alternative contact for organisation:

Name [Redacted]
Telephone: ..**01273 512376**
(please print)

If successful, Cheque payable to: .**Hillcrest Community
Partnership.....**

**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

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:	Rock and Roll Evening
Date(s) of Event:	Saturday 12 th July at 7.30
Amount of funding sought:	£476.80
<p>Description of Event:</p> <p>The evening at The Hillcrest Centre is a celebration of 90's music with a live cover band which many people consider one of the most memorable decades for inspirational and creative sounds and there will be the opportunity to revisit dance skills that may have been forgotten. There will be food, hotdogs, nachos, burgers available as well as beer, wine, cider and soft drinks.</p> <p>The event is planned for an evening of fun and at the same time enhance mood, relieve stress, unwind and improve health/wellbeing in general.</p>	
<p>What are you hoping to achieve from this event?</p> <p>Discovery, inspiration, Connection.</p> <p>The Hillcrest mission is to continue to improve, provide and maintain and develop services for the benefit of those in the community and to facilitate easier access</p> <p>The Centre is a local landmark of historical interest and a much-loved local resource. It is a local charity run by local people and has a membership of approximately 100 people</p> <p>The Centre is developing a programme of planning and running its own events. The Rock and Roll evening is one of the first activities. The centre is used by many organisers, but part of the Hillcrest Development Plan is to diversify and to develop working partnerships with the local community and the stakeholders to run bespoke events resulting in more community cohesion, inclusivity and develop a sense of wellbeing. The aim and objectives are for the centre to open to all and eventually develop more forums and a subcommittee to plan programmes for the future. There will be opportunities for feedback after the events to assess the impact on the community and the centre.</p> <p>The overall aim is to increase a diverse usage of the centre and to reach as many people in the community as possible to provide more options for leisure and health/wellbeing. The centre and the cafe are important hubs for the community and provide a space to for people to belong.</p>	
<p>Who will benefit from this event?</p> <p>Residents, families and friends of Newhaven and surrounding areas. Parts of the region have</p>	

few public amenity facilities and with proposed local developments demand is likely to increase. The Hillcrest objective is to continue to improve, provide and maintain and develop services for the benefit of those in the community and to facilitate easier access and address inequalities that can sometimes be found because of hardship. Hillcrest has formed a partnership with Haven Community Hub, to develop the use of the café for everyone and will be in use for the event.

With the increasing cost of mainstream events, it is vital that low-cost activities are available to the community which can address loneliness and provide opportunities for social inclusion and cohesion and to be part of the community, make new friends and form new relationships. The Hillcrest mission is to support families and individuals in crisis and give young people a sense of direction and provide opportunities to improve and develop education needs and skills. With the advent of running and planning events it is envisaged that the structure will provide some of these opportunities with volunteering.

It is hoped that the events will introduce people to the Hillcrest who perhaps have not been involved with the centre previously and therefore open options for participating and gaining knowledge of what else is happening in the centre and the community throughout the year.

Financial information:

What is the total cost of the event?	£ 476.80	
<p>Please provide a breakdown of how this has been calculated.</p> <p>Please be specific. i.e. Equipment hire £x, Staff Time £x. Where possible, please provide quotes.</p>	<p>Wages - £200 Room Hire - £76.80 Decorations - £200</p>	
<p>How much money do you already have in place for this event?</p> <p>There are currently no other sources of funding although other</p>	<p>Funding Body</p>	<p>Amount Applied For</p>

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

Date(s) of Event:		
<p>How successful was this event? Please include approx. number of attendees and how it impacted the local community.</p>		
Financial information:		
Total cost of the event	£	
Breakdown of expenditure: i.e. Equipment hire £x, Staff Time £x. Where possible please provide receipts/proof of purchase		
Funding sources:	Funding body	Amount Awarded

Does your organisation have its own bank account? (we cannot pay grants to an individual)	
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Declaration

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

[Redacted Signature]

(please print)

On behalf of **Hillcrest Community Partnership**
(organisation)

Address: . **The Hillcrest Centre, Bay Vue Road,
Newhaven, East Sussex BN9 9LH**

Telephone: . **01273 512376**
email: **info@hillcrestcentre.co.uk.....**

Position in organisation: **Fundraiser**
Date: **20/03/2025**

Alternative contact for organisation:

Name [Redacted]
Telephone: ..**01273 512376**
(please print)

If successful, Cheque payable to: **Hillcrest Community
Partnership.....**

**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

Ken Dry
Town Clerk

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

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

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

Date: 8th April 2025

Report Contact: Town Clerk

Subject: **Event Funding Applications**

1. The purpose of this report is to request that councillors consider the following three Event Funding Applications from The Hillcrest Centre, and instruct the RFO accordingly.

- | | | |
|----------------------------|-------------------------------|---------|
| i) Easter Fun Day | (17 th April 2025) | £750 |
| ii) Hillcrest Spring Fair | (24 th May 2025) | £1100 |
| iii) Rock and Roll Evening | (12 th July 2025) | £476.80 |

2. Redacted copies of all three applications can be seen at **Appendix 1.**

The Applications

3. 'Easter Fun Day'

Easter Fun Day to include – Easter Trail, Cress Making Station, Chocolate Nest Making Station, Easter Arts & Crafts, Fun Theatre Workshop. The event is for children supported by families and aims to provide a focal point and something new and different for Easter celebrations. The day will foster family bonding, promote physical activity and provide opportunities for learning and creativity all whilst celebrating the spring season.

Without any other grant income and/or any entry fees, the event expenditure includes £200 room hire and £203 for staffing costs, despite taking place at The Hillcrest Centre and using its own staffing.

The stated total cost of the event is £753 and The Hillcrest are looking to secure **£753** in Event Funding.

4. 'Hillcrest Spring Fair'

The applicant is already in receipt of £19,840 from the National Lottery, however a revised costing of the project has been necessary due to unexpected increases in venue costs across Sussex along with travel/childcare/food/refreshment costs for volunteers and workshop facilitator fees.

Without any other grant income and/or any entry fees, the event expenditure includes £270 room hire and £260 for staffing costs, despite taking place at The Hillcrest Centre and using its own staffing.

The stated total cost of the event is £1080, and The Hillcrest are looking to secure **£1100¹** in Event Funding.

5. **‘Rock and Roll Evening’**

The evening at The Hillcrest Centre is a celebration of 90’s music with a live cover band which many people consider one of the most memorable decades for inspirational and creative sounds and there will be the opportunity to revisit dance skills that may have been forgotten. There will be food, hotdogs, nachos, burgers available as well as beer, wine, cider and soft drinks.

The event is planned for an evening of fun and at the same time enhance mood, relieve stress, unwind and improve health/wellbeing in general.

Without any other grant income and/or any entry fees, the event expenditure includes £76.80 room hire and £200 for staffing costs, despite taking place at The Hillcrest Centre and using its own staffing.

The stated total cost of the event is £476.80, and The Hillcrest are looking to secure **£476.80** in Event Funding.

6. Across all three applications it can be seen that the applicant is wishing to achieve a total grant of **£2309.80**, however, there is no evidence of any contributory funding from the applicant themselves.
7. Whilst each of the three Events appears to be ‘free’ to users, expenditure details include room-hire and staffing costs totalling £546.80 and £663 respectively across all three applications. Members are therefore requested to carefully consider these factors before making any award.

Finance

8. At this point in the current FY (2025/26), there exists a budget provision/balance of **£10K** in the *360.4218 Partnership Cont/Event Support* budget line.
9. Members should be aware that even where they consider an application to be successful, they are not obliged to award the full funding sought.
10. **Recommendation:**
That the committee resolves whether or not they wish to make awards to these Event Applications and instructs the RFO accordingly.

¹ This is an apparent typographical error, as financial information on the application illustrates £1080 of expenditure, not £1100 as stated at the head of the application.



NEWHAVEN TOWN COUNCIL

Ken Dry
Town Clerk

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

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

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

Date: 8th April 2025

Report Contact: Town Clerk

Subject: **Event Grant Application Policy**

1. The purpose of this report is to seek Full Council adoption consideration of an Event Grant Application Policy, following its previous consideration and recommendation by the Promotion Partnership & Finance Committee on Tuesday 25th March 2025.
2. The draft Event Grant Application Policy and application form can be seen at **Appendix A.**
3. The council currently has a ratified policy for Discretionary Grant Applications (DGAP) which proscribes the eligibility of applicant organisations with a subsequent scored assessment of each individual application based on its own merits and in consideration of available council budgets.
4. Events Grant Applications to date however, have not been held to a similar assessment, and as a result, officers have developed an Event Grant Application Policy (EGAP) utilising the same fundamental approach as the DGAP with the key difference that an Event Grant Application can be submitted at any time in the Financial or Calendar Year.
5. Event Grant Applications can still continue to be made by groups both within and outside of the Newhaven Town Boundary, but on the basis that the Event actually takes place within a 2-mile radius of Newhaven and has a demonstrable benefit to Newhaven residents.
6. In connection the aforementioned provision (at 5 above), it is suggested, that councillors carefully consider the implications of an eligibility area that exceeds the town boundaries (whatever the radius distance), particularly as any 'demonstrable benefit' to Newhaven residents is likely to significantly reduce the further outside those boundaries an event is to be held.
7. Additionally of note, is that whilst many town and parish council grant policies do not explicitly state that any council grant funded event 'must be within its own boundaries', they also do not prescribe a 'catchment area' that exceeds them.

8. The process following receipt of any Event Application is detailed within the draft policy, but once the application and all required supporting documentation has been received it will then be reported to the next available Promotion, Partnership & Finance Committee meeting, and if over £7500 is applied for, it would then be referred to the next available Full Council for authorisation as is required by current Financial Regulations.
9. Whilst the EGAP will use a simpler scored assessment of each application, it too will also require supporting documentation similar to that required under the current DGAP.
10. **Recommendation:**
That council resolves to adopt and implement this Policy with immediate effect.



Newhaven Town Council

Event Grant Application Policy

1. How does this Policy operate?

- 1.1 Newhaven Town council is funded only by its residents and therefore has finite funds available to assist organisations providing events for Newhaven residents and potential outside visitors.
- 1.2 Through this policy, the Council remains fully committed to ensuring that any Event Grant can tangibly support the Town in remaining an active, vibrant and sustainable community.
- 1.3 In general terms, the council defines an 'Event' as a planned and organised occasion, such as a social activity, sports event or specific activity such as a dog show, theatrical play or music concert, which can be open to the general public free of charge or on a pay to attend basis.
- 1.4 The Event can be on a single day or over multiple days and/or a combination single or multiple days over a given period.
- 1.5 An Event Grant can be awarded for any amount up to a maximum of £10,000, however available council budgets will dictate the amount of any grant awarded to a successful applicant.
- 1.6 The Event Grant applied for must be for an event which takes place within a 2 mile radius¹ the boundaries of Newhaven Town and be of a demonstrable benefit for the benefit of to the Towns residents, or a specific community therein. It must also be on a specific date(s) and/or for a specific period of time.

2 Who can apply?

- 2.1 Applications from Commercial entities, businesses, political groups/parties, or individuals will not be considered.
- 2.2 Applications may be made by the following types of organisations.

¹ Measured from the Control Tower Mast of the West Pier at Google Co-ordinates 50°46'54.4"N 0°03'25.6"E

- i. Charitable and non-profit making organisations established for charitable, benevolent, social, cultural, recreational or philanthropic purposes and for the benefit of Newhaven residents and surrounding communities.
- ii. Any 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.

2.3 There will be certain conditions attached to the award of each Event Grant.

- i. Support from Newhaven Town Council through the award of an Event Grant must be acknowledged appropriately on any publicity and promotional material including posters, advertisements, press releases and leaflets.
- ii. Funding cannot be used for any activity that may be party-political by way of intention, use or presentation, or to propagate a religion or belief.
- iii. An Event Grant received cannot be 'gifted' to or used to subsidise or aid the activities of another group or organisation in any way. 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.
- iv. An Event Grant can only be used for the purpose stated on the application.
- v. An Event Grant must be fully used within 12 months of the date of the grant payment and documentation of the spend may be required.
- vi. 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.
- vii. It remains the sole responsibility of the applicant for the grant or their agent or parent organisation to secure all relevant licenses and documentary permissions pertaining to the actual event and its intended location. E.g. Landowner Permissions, Alcohol and Performance Licences and any legislative requirements e.g. Martyn's Law.
- viii. Where any such event is to be held on land owned or leased to Newhaven Town Council, then all aforementioned documentation together with all Risk Assessments and Public Liability Insurance of at least £5Million must be included in the application.

3 Application Requirements.

- 3.1 The decision to award any grant rests with the Promotion, Partnership & Finance Committee, with those Event Applications in excess of £7500 requiring further

consideration and authorisation by the Full Town Council. The decision by either the PP&F Committee and/or the Full Council is final and there is no 'appeal process'.

- 3.2 An Event Grant Application must be made on the correct (and latest version) application form and be in the name of the organisation to which the grant is to be awarded with all relevant details completed.
- 3.3 All eligible applications will be assessed on their individual merits against clear and consistent criteria, though any award made may not necessarily be for the full amount applied for.
- 3.4 Applications must be accompanied by any and all supporting documentation, and can be submitted at any time, though will only be considered at the next scheduled meeting of the Promotion, Partnership & Finance Committee, and subsequent Full Council meeting (where applicable).
- 3.5 Irrespective of an Event Grant application being deemed successful by the Promotion, Partnership & Finance Committee (or Full Council), or the existence of sufficient council budgets, the Committee or Council are not obliged to make an award to the monetary value stated on the application form.
- 3.6 Where an Event Grant application has been deemed successful, but the Council has insufficient budget to make an award either in full or part, the applicant will be encouraged to resubmit their application in the following financial year.
- 3.7 Only one application can be made in each Financial Year.
- 3.8 Applications from any group or organisation who have an outstanding loan with or who are financially indebted to the Council will not be considered.
- 3.9 Applications concerning an Event already delivered (in its entirety or otherwise) will not be considered.
- 3.10 Where there is a large shortfall between the value of funding applied for and the total event cost, then that application is unlikely to be successful.
- 3.11 Where an Event Grant has been awarded and the money has not been spent in total, then any remaining monies must be returned to the council. The applicant should retain all bona fide receipts as proof of funding spent.
- 3.12 Should the applicant organisation disband or merge with another prior to the Event, the council may ask for return of all or part of the monies.

4 Required Supporting Documentation.

- 4.1 The following documents are to be submitted in support of all Event Applications

- i) Either a set of annual accounts and/or the organisations bank statements for the previous 12 months,
- ii) A current written set of rules, constitution or other governing document duly authorised and adopted,
- iii) Details of a Bank Account held in the name of the applicant organisation. In the case of a public event, a copy of the organisations current Public Liability Insurance to a minimum of £5 million in cover,
- iv) An Equalities and/or Equal Opportunities Policy either as separate documents or encompassed by their constitution or other governing document.

5 Scoring Criteria.

5.1 Following the receipt of an Event Application and all required supporting documentation, it will be scored and assessed by the Town Clerk, Responsible Finance Officer and Administration & Finance Officer using the following criteria (scoring anything from zero to five points per criterion)

- i) What do you hope to achieve from this event, what are the outcomes that demonstrate 'success'?
(5 points)
- ii) What sections of, or communities in Newhaven will benefit from this Event and how?
(5 points)
- iii) The application identifies a detailed breakdown of costs for the Event and the amount of funding applied for is ideally less than 60% of the total cost,
(5 points)
- iv) The application identifies a range of successful fund-raising activities over the 12 months prior to application.
(5 points)
- v) The application illustrates an active consideration and contribution towards sustainability and the environment through its delivery.
(5 points)

The total number of points that can be scored is 25. Applications scoring less than 20 points will be judged as 'unsuccessful'.

5.2 The scores for each application together with a copy of the application will then be reported to the next scheduled Promotion, Partnership & Finance Committee for their consideration and final decision.

6 The Grants Process.

- 6.1 Event Grant applications (and all supporting documents) can be submitted electronically to admin@newhaventowncouncil.gov.uk or by hard copy (paper) to the council offices at 18 Fort Road, Newhaven, East Sussex. BN9 9QE.
- 6.2 All applications together with their supporting documentation must be received in their entirety (e.g. one email or one envelope) before they are placed before the next scheduled meeting of the Promotion, Partnership & Finance Committee.
- 6.3 The Town Council does not accept any responsibilities for any losses or delays in delivery of any application and its supporting documentation.
- 6.4 Payment of grants will be by BACs to the organisation specified on the application form.

7 Awarding Grants and Publicity.

- 7.1 Where an Event Grant is awarded, the Council may wish to have the Mayor and the Chairman of the P, P&F Committee present the applicant 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 used the grant.

Date of policy & procedure:

Approving committee:

Date of committee meeting:

Supersedes (name of old policy and reference): N/A

Policy version reference:

Policy adopted by Full Council on:

Date for next review:



NEWHAVEN TOWN COUNCIL

Ken Dry
Town Clerk

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

Tel: (01273) 516100

Email: admin@newhaventowncouncil.gov.uk

To: Full Council **Agenda Item 13.**

Date: 8th April 2025

Report Contact: Town Clerk

Subject: **Closure of one of the Councils Bank Accounts**

1. The purpose of this report is to seek Full Council authorisation for officers to close one of its four bank accounts.

2. At present, the council holds and operates the following accounts;

Barclays	xx-xx-xx	xxxx9288	(0%)
Barclays	xx-xx-xx	xxxx1183	(1.35%)
Barclays	xx-xx-xx	xxxx9253	(1.35%)
Unity Trust	xx-xx-xx	xxxx1013	(2.5%)

3. Barclays account xxxx9288 is used for day-to-day banking operations whilst account xxxx9253 is used primarily for large receipts such the Precept and other incoming grants and which can be electronically transferred into xxxx9288. Barclays account xxxx1183 was until recently being used for general and other council reserves.

4. Over the last 12-18 months it has become increasingly apparent that Barclays like other 'High Street' Banks have little commercial interest in providing any tangible financial benefit or sufficient level of customer service to Newhaven Town Council and other similar local government and community organisations as we do not readily avail ourselves of the many financial products they wish to sell.

5. Therefore, due to the aforementioned factors, and particularly the level of interest rates currently offered, it was considered more operationally effective and financially prudent to open an account with Unity Trust Bank, for the purpose of achieving greater interest income from the council financial reserves whilst retaining ready access to the same.

6. An account with Unity Trust was therefore opened in recent months following a previous council resolution for the purpose of holding general and other reserves. With the latter now in place, it is necessary to close the Barclays account xxxx1183. Of the two remaining Barclays accounts, both of these benefit from internet access/operation by key officers, and therefore bank charges are minimal as the BAC's system is used in approximately 99% of transactions. This is also the same for the Unity Trust account.

7. **Recommendation:**

That council authorises officers to close the Barclays Account xxxx1183 with immediate effect.



NEWHAVEN TOWN COUNCIL

Ken Dry
Town Clerk

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

Tel: (01273) 516100

Email: admin@newhaventowncouncil.gov.uk

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

Date: 8th April 2025

Report Contact: Town Clerk

Subject: **Earmarked Reserves 2025-26**

1. The purpose of this report is to seek Full Council adoption of proposed Earmarked Reserves totalling £467,656 for the Financial Year 2025-26.
2. Table 1 overleaf shows the proposed provisions (General Reserves, Earmarked Reserves and Neighbourhood CIL) based upon all funds held at bank on March 31st 2025, totalling £977,763 and with an anticipated additional income/credit of £52K¹ producing a grand total of £1,029.763.
3. Of the latter figure, £100,653 'neighbourhood CIL' is composed of CIL grants over the preceding 4-5 years which must be utilised for infrastructure projects within the town boundaries (not maintenance and repair) and within 5 years of receipt. Technically, this does not form part of the councils General Reserves.
4. General Reserves available therefore total £929,110, and in-line with the Smaller Authorities Proper Practices Panel² (APPP) Practitioners Guide 2025, an Operating Reserve of £312,954³ has been provided for, leaving a General Reserve Balance of £616,156.
5. From the latter balance have been identified a range of ongoing and new project allocations in line with the councils draft Business Plan and the APPP guidance. Two of these projects have each been allocated a 50% share of the 'Neighbourhood CIL' monies (£50K each) in addition to the EMR allocation.
6. On the basis of the aforementioned provisions, this results in a remaining balance of £148,656 in Non-Allocated Reserves and £653 of Neighbourhood CIL, and the former amount is considered by officers to provide a sufficient mitigation for unforeseen circumstances.
- 7. Recommendation:**
That the council adopts those proposed EMR's totalling £467,500 for the Financial Year 2025/26.

¹ CIL Grant in respect of Denton Play Area.

² Formerly known as the Joint Panel on Accountability & Governance (JPAG) Practitioners Guide.

³ Equivalent to 6 months essential operational expenditure costs.

			Bank Balances @ 31.3.25		
			£	39,552	
			£	-	
			£	625,261	
			£	312,950	
		Total at Bank	£	977,763	
	Anticipated Remaining 24/25 Budget Spend		£	-	
	CIL Grant Fund Income		£	52,000	
	Forecast		£	1,029,763	
Reserves & Proposed EMR Allocation		General Fund		Neighbourhood CIL	
	£	929,110	£	100,653	
Operating Reserve (6 months)	£	312,954			
	£	616,156			
Proposed Earmarked Reserves					
Eastside Playground Replacement	£	90,000	£	50,000	
Cem Gates, Toilets and Forecourt Improvements	£	75,000	£	50,000	
Ecology/Species Surveys (OENR and Riverside)	£	7,500			
Riverside Park Grounds Maintenance	£	25,000			
OENR Infrastructure	£	25,000			
Neighbourhood Plan Review	£	40,000			
Devolution - Legal Costs	£	30,000			
Cemetery Allotment Improvements	£	20,000			
Additional Open Space Vegetation Management	£	75,000			
Cemetery Burial Equipment	£	40,000			
Other Playground Repairs	£	15,000			
Architects & Surveyors Fees	£	25,000			
	Sub Total	£	467,500	£	100,000
	Non Allocated General Reserves	£	148,656	£	653

Table 1.



FEE PROPOSAL

Prepared by:

Ashley Renton,
STAAC
enquiries@staac.co.uk

Submitted on: January 09, 2025

Prepared for:

Stephen Honey - Newhaven Town Council

Newhaven Cemetery, Mortuary Chapel, Lewes Road, Newhaven
BN9 9AD

Quote number: 695

Cover Letter



Dear Stephen,

Many thanks for taking the time to meet with Ashley this morning at the Cemetery to discuss this project.

Our fee proposal is for the Change of Use application and associated drawings for the Mortuary Chapel.

Our fees include :

- Survey
- Flood Risk Assessment
- Drawings for the Change of use Application
- Submitting the application and liaising with the Council

All the best,

Ashley Renton
CEO, STAAC

About STAAC



We're here to help you at STAAC.

Our team of 3 architects, 8 engineers, project managers, and admins work together to provide you with solutions for your space.

We understand that the space around you can have a big impact on your life, and that's why we're committed to helping you live your best life possible. If you're feeling overwhelmed, don't worry.

Our CEO, Ashley, has a gift of ADHD and is extremely compassionate. He's always looking for ways to help others achieve their dreams. We believe that everyone deserves to live in a space that enhances their life and relationships, and we're here to make that a reality for you.

Our project manager, Emma, is here to answer any questions you may have and guide you through the process.

We'll work closely with you to understand your needs and create a plan that works for you. At STAAC, we're committed to providing you with the best solutions possible.

Let us help you achieve your dream space today.



What others say about our team

“Excellent value, really helpful, quick, reduced stress levels, definitely working with again”
★★★★★ Joe

“Super efficient very friendly highest quality”
★★★★★ Gaurav

“Very very professional, Exceptionally high standard, delighted - recommended”
★★★★★ Anna

“Professional, knowlagable, speedy”
★★★★★ Masharaf

“Highly recommended flexible engaging”
★★★★★ Mark

“Very happy, effective price, wouldn't hesitate to recommend”
★★★★★ Shaune

STAAC awards



What your package includes

	Package	Silver	Gold <small>*most popular</small>	Platinum
Strategic brief consultation	PLANNING	✓	✓	✓
Site survey	PLANNING	✓	✓	✓
Design options	PLANNING	1	2	3
Existing and proposed floorplan layout design	PLANNING	✓	✓	✓
Design development	PLANNING	✓	✓	✓
Design alterations after first draft	PLANNING	1	4	Unlimited
Site consultations to discuss draft design	PLANNING	X	1	2
Handling of planning submission(s)	PLANNING	✓	✓	✓
Council requested amendments to achieve	PLANNING	✓	✓	✓
If refused – amending and resubmission to council	PLANNING	X	✓	✓

Your investment



Description	Price	Qty	Subtotal
Gold - planning			£5,125
Subtotal			£5,125
VAT (20%)			+£1,025
Total			£6,150

- An insurance fee of 4% is included.
- All payments are due on receipt of invoice.
- An initial site visit prior to design work is included in the quotation.
- Hourly rates for additional work
- Site visits for opening up work or during construction are excluded and will be charged at £250+ VAT (if not included in the package)
- Once building regulation drawings have been issued, alterations and changes to the design will be billed on an hourly basis on the rates above.
- Procurement and arrangement of geotechnical site investigations is excluded from this quotation though specification for these can be provided upon request. Depending on the project type and information around the site the client should make provision for this with in the project budget.

Fee proposal is valid for 3 months after submission.

Your investment

*If requested by the client to inspect works or to assist in any other matter relating to the works not attributable to a defect or insufficient detail in STAAC drawings a charge of £250 per site visit or £97 per hour, and any disbursements provided the same have been agreed with the client in advance.

Telephone advice is free of charge.

If requested to make any off site changes to the drawings due to a change requested by the client and not attributable to a fault or deficiency on the part of STAAC will be undertaken at a fee of £105 per hour or pro-rata per part.

Billing Schedule

Our fees to be paid 50% on initial instruction and final 50% due upon submission to the Council along with the Council fees. Council fees are additional.

Homeowner application (£258), permitted development (£129), LHE (£120) all plus the planning portal fee (£70)

We will exercise our statutory right to claim interest (at 5% over the Bank of England base rate) and compensation for debt recovery costs under the Late Payment legislation if we are not paid according to our agreed terms.

An administration fee of £40 will be added if the invoice is not paid within 7 days of the invoice due date.

* No third party fees are included in this proposal

What we actually do



PLANNING PERMISSION PACKAGE

An application for Planning (or Permitted development) permission for the address above to be made on your behalf and works as detailed in the final agreed drawings.

- Measured Survey and strategic brief consultation
- Needs & Options Review (Where applicable)
- Preparation of existing planning drawings and Site Location
- Preparation of proposed planning drawings and block plan
- **All drawings are subject to your approval**, prior to application being made
- The application will be made on the client's behalf with STAAC acting as your agent
- All Council & third-party fees to the council to be paid by the client
- **Any modifications required to achieve planning approval will be made within our fee**
- **If the application is refused** the drawings will be modified & another application resubmitted within a year free of charge if required
- There are no guarantees that planning will be granted
- Please note that the timeframe given by the council for a planning application decision is **8-13 weeks** after validation
- If additional information is required by the Local Authority such as Flood Risk Assessment and Tree Preservation Orders where a specialist must be instructed to undertake the work required, an additional fee will be incurred by the client.
- Planning applications will not be submitted until Council fees have been received.
- As owner/owners of this property you (the client) are obliged under the Party Wall Act (1996) to serve your neighbours with 21 days' notice of your intention to carry out the works that may affect their premises. **This agreement must be met prior to the commencement of any works.** If your neighbours object to agree to your informal notice(s) they are within their rights to appoint an independent party wall surveyor of their choice (at your cost). If needed, we can recommend Paul Neal at Corsa Consultants.

Terms and Conditions

1. DEFINITIONS

1.1 In these Conditions unless the context otherwise requires:

"Acknowledgement of Order" means the Company's written acknowledgement of the Order signed by the Company's authorised representative.

"the Act" means the Housing Grants Construction & Regeneration Act 1996

"Additional Payment" means payments falling due to the Company under the terms of the Contract in addition to the Contract Price.

"the Client" means the person named in the Quotation for whom the Company has agreed to provide the Design Works

"Commencement Date" has the meaning set out in Clause ()

"the Company" means SAACT Ltd t/a STAAC whose registered office is at STAAC of Unit 1, The Hub, 3 Drove Road, Newhaven BN9 0AD. Company no 10638628

"Confidential Information" means all information designated as such by either party in writing to the other and all such other information which relates to the business, affairs, developments, trade secrets, know how, personnel, Clients and Companies of either party or information which may reasonably be regarded as the confidential information of the disclosing party.

"Conditions" means the provisions set out in this document.

"Contract" means the Contract for the carrying out of the Works including the Quotation, Acknowledgement of Order, Specification, Designs and Formulae and these Conditions together with any further documents identified in the Quotation as Specification Documents

"Contract Price" means the price for the Works set out in the Quotation/Acknowledgement of Order.

"the Order" means the order or acceptance of Quotation issued by the Client to the Company for the carrying out of the Works

"Quotation" means the Company's written quotation.

"the Regulations" means the Construction (Design & Management) Regulations 2007

"the Scheme" the Scheme for Construction Contracts (England & Wales) Regulations 1998

"the Site" means the premises to which the Works are to be carried out

"the Specification" means the specification for the Works Designs" means the Design to be carried out under the Contract including without limitation all associated construction and other works as stated in the Quotation and/or Specification

"Working Day" means Monday to Friday inclusive excluding bank and public holidays in England and Wales.

In these Conditions references to any statute or statutory provision shall, unless the context otherwise requires, be construed as a reference to that statute or statutory provision as from time to time amended, consolidated, modified, extended, re-enacted or replaced.

In these Conditions references to the masculine includes the feminine and the neuter and to the singular include the plural and vice versa as the context admits or requires.

In these Conditions headings will not affect the construction of the Contract.

2. Application of the terms

2.1 These Conditions apply to all the Designs carried out under the Contract and any variation to these Conditions or the Contract and any representations about the Designs shall have no effect unless expressly agreed in writing and signed by the parties.

2.2 The Company shall sell and the Client shall purchase the Designs in accordance with any Quotation which is accepted by the Client or any written order of the Client which is accepted by the Company by an Acknowledgement of Order, subject in either case to these Conditions, which shall govern the Contract to the exclusion of any other terms and conditions subject to which the Quotation is accepted or purported to be accepted, or any such order is made or purported to be made, by the Client.

2.3 No Quotation shall be capable of acceptance if the Client's acceptance in writing is not received within 30 days of the date of Quotation. The Company may withdraw a Quotation at any time prior to acceptance by giving notice in writing to the Client.

Terms and Conditions

3. Orders and specification

3.1 No Order submitted by the Client shall be deemed to be accepted by the Company unless and until confirmed by an Acknowledgement of Order

3.2 The Client shall be responsible to the Company for ensuring the accuracy of the terms of any order submitted by the Client and for giving the Company any necessary information relating to the Works within a sufficient time to enable the Company to perform the Contract in accordance with its terms.

3.3 The quantity, quality and description of and any specification for the Designs shall be those set out in the Quotation and/or the Acknowledgement of Order, as appropriate.

3.4 If any of the Designs in accordance with a specification or information submitted by the Client, the Client shall indemnify the Company against all loss, damages, costs and expenses awarded against or incurred by the Company in connection with, or paid or agreed to be paid by the Company in settlement of, any claim for infringement of any patent, copyrights, design, trade mark or other industrial or intellectual property rights of any other person which results from the Company's use of the Client's specification.

3.5 The Company reserves the right to make any changes in the specification of the Designs which are required to conform with any applicable statutory or EC requirement or which do not materially affect their quality or performance.

3.6 No order which has been accepted by the Company may be cancelled by the Client except with the agreement in writing of the Company on terms that the Client shall indemnify the Company in full against all loss (including loss of profit), Overhead costs (including the cost of all labour and materials used), damages, charges and expenses of whatsoever nature incurred by the Company in connection with such cancellation.

4. Obligations of the company

4.1 The Company shall carry out the Designs in accordance with the Contract using reasonable skill and care

4.2 All workmanship standards shall be of the respective kinds and standards described in the Contract or if not specifically described shall be of the kinds and standards appropriate to the Designs.

4.3 The Company shall, using the reasonable skill and care required by clause 4.1 carry out the Designs in accordance with all relevant statutory and regulatory approvals and requirements.

4.4 The Company shall provide all accurate information and where necessary equipment and facilities necessary to comply with its obligations under clause 4.1.

4.5 The Company shall comply with its obligations as Designer and/or Contractor (as appropriate) under the Regulations.

4.6 The Company shall (save where otherwise instructed by the Client or prevented from so doing by circumstances beyond its control) commence the Works on the Commencement Date and use its reasonable endeavours to carry out and complete the Works by the Completion Date.

4.7 The Company shall not be liable for any delay in delivery of information or carrying out of the Works howsoever caused. Time for performance of the Works shall not be of the essence unless agreed as a Special Condition.

5. CLIENT OBLIGATIONS

5.1 From the Commencement Date, the Client shall provide the Company with full and accurate information appertaining to the Design and the Company shall be held harmless in respect of any inaccurate information provided by the Client.

5.2 The Client shall (and procure that its employees, agents and contractors shall) at all times co-operate with the Company and provide the Company with all such information, assistance, facilities and access as the Company may reasonably request from time to time.

5.3 Without limiting the terms of clause 5.2 the Client shall prior to the Commencement date notify the Company in writing of any known soil/environmental conditions, planning or regulatory requirements or any conditions on Site or otherwise which may affect the Company's ability to carry out the Works.

6. CONTRACT PRICE AND ADDITIONS TO CONTRACT PRICE

6.1 The Client will pay the Company the Contract Price for the Designs in accordance with and subject to the terms of the Contract.

6.2 Any fixed element of the Contract Price and/or any fixed price agreed for variation pursuant to a change order shall be set out in the Quotation/Acknowledgement of Order or change order as appropriate.

6.3 Where the parties agree that any Services will be carried out on a time and materials basis, the time element will be charged at the Company's fee rates set out in the Quotation/Acknowledgement of Order.

6.4 The Contract Price is exclusive of all the Company's costs and expenses in carrying out the Designs except such costs and expenses as are expressly stated in the Quotation/ Acknowledgment of Order to be included in the Contract Price.

6.5 For the purpose of the Contract, the Contract Price and any additional charges and expenses are exclusive of value added tax ("VAT") or any similar taxes. All such taxes are payable by the Client upon receipt of a valid VAT invoice and will be applied in accordance with UK legislation in force at the tax point date.

Terms and Conditions

7. VARIATIONS

7.1 The Client may (with the consent of the Company such consent not to be unreasonably withheld or delayed) seek to vary the extend of the Designs. In the event of such variation the Client and the Company shall be valued by reference to comparable work included within the contract price. Such sums payable in respect of variations shall be Additional Payments to be added to the Contract Price. Such sums payable in respect of variations shall be added to the Contract Price and paid in accordance with clause 9 below.

8. PAYMENT

8.1 The Company shall submit invoices for the Contract Price at the intervals set out in the Quotation. Insofar as any Additional Payment arises under the terms of the Contract then such Additional Payment shall be invoiced within the next invoice following the Additional Payment falling due.

8.2 The due date for payment of each invoice shall be on presentation of the invoice, and all invoices are due for payment on receipt.

8.3 The Client may not later than 5 (five) days after the due date for payment given to the Company written notice stating the amount which the client proposes to pay and the basis upon which that amount is calculated. Where no such notice is given the amount to be paid is the amount stated in the invoice.

8.4 Where the Client intends to withhold payment of any amount stated in the Company's invoice or in a written notice given by the Client under clause 8.3 above the Client must give such notice to the Company not later than 5 (five) days after the date on the invoice for payment stating the amount to be withheld and the grounds for withholding payment.

8.5 Any amounts due to the Company under this Agreement which remain unpaid by the Client after 28 days from the date of the invoice, a Final Notice will be issued and shall be considered a qualifying debt carrying statutory interest under the Late Payment of Commercial Debts (Interest) Act 1998.

8.6 In the event that the Client is in default over payment of any amount past 28 days from the date of the invoice and no notice of intention to withhold has been given under clause 8.3 the Company may suspend performance of the Works or any part thereof. The right to suspend shall cease when the Client makes the payment due.

8.7 Payment is due in 7 days or as stated on the invoice. If payment is not made within 7 days of a Final Notice being issued, we will issue the paperwork in order to reclaim this "Debt" via a CCJ.

9. PROFESSIONAL INDEMNITY INSURANCE

9.1 STAAC is required to comply with the regulations of its professional bodies in respect of the maintenance of professional indemnity insurance, provided that it is available at commercially reasonable rates for a period of 6 years from the completion of the services under the building contract. The level of PII offered by STAAC will be applicable to the Project and will be stated in the covering letter/email. If no PII limit is stated in the letter/email then cover will be limited to £1m each and every claim except for claims in relation to asbestos, contamination and pollution where it is in the Aggregate.

9.2 STAAC shall have no liability whatsoever or however so arising in respect of any claim, losses, liability, cost, expenses or other costs directly or indirectly arising out of or in connection with Fire Safety Notifications including:

9.2.1 the combustibility, fire protection performance, fire resistance and/or fire retardant characteristic of any external cladding or roofing systems;

9.2.2 any internal fire protection systems; and/or

9.2.3 any aspect of the fire safety or fire performance of a building or structure.

STAAC shall have no liability whatsoever or however so arising in respect of any claim, losses, liability, cost, expenses or other costs directly or indirectly arising out of or in connection with waterproofing systems.

STAAC shall on the written request of the Client provide evidence that the insurance is properly maintained STAAC shall immediately inform the Client if the insurance referred to in Clause 9.1 above ceases to be available at commercially reasonable rates in order that the best means of protecting the respective positions of the Client and STAAC can be implemented.

10. LIMITATION OF LIABILITY

10.1 Nothing in the Agreement shall limit the Company's liability

10.1.1 for death or personal injury caused by the negligence of the Company, its employees, agents or contractors, or

10.1.2 for fraudulent misrepresentation.

10.2 Without prejudice to Clause 9.1, the Company shall not, whether in contract tort (including negligence or breach of statutory duty) misrepresentation, restitution or otherwise be liable to the Client or any third party (whether or not such loss was foreseeable or the Company had been advised of such loss) for:

10.2.1 loss of profits;

10.2.2 loss of business;

10.2.3 depletion of goodwill and/or similar loss;

10.2.4 loss of anticipated savings;

10.2.5 loss of goods;

Terms and Conditions

10.2.6 loss of contract;

10.2.7 loss of use loss and/or corruption of data or information;

10.2.8 any special, indirect, consequential or pure economic loss, costs, damages, charges or expenses

10.3 Save in respect of death or personal injury caused by STAAC negligence and Notwithstanding anything to the contrary contained in this Agreement or any related document and without prejudice to any provision contained within it which excludes or limits liability to a lesser amount, the total liability of STAAC under or in connection with this Agreement and any warranties entered into by STAAC whether in contract, tort, negligence (or delict) or breach of statutory duty, indemnity, or otherwise shall not exceed in aggregate a multiple of ten times the total of the fees payable to STAAC by the Client.

10.4 If STAAC is considered to be liable jointly with third parties to the Client the proportion of compensation payable by STAAC shall be limited solely to a just and equitable proportion of liability which is attributed to STAAC breach and on the assumption that the relevant third parties have paid a just and equitable proportion having regard to the extent of their responsibility. STAAC liability shall be limited to and form a part of the total aggregate amount set out in Clause 9.3.

10.5 No action or any proceedings for any breach of the Agreement shall be commenced by either party after the expiry of the period of limitation of 6 years from the completion of the services under the building contract.

11. TERMINATION

11.1 Without prejudice to any other rights or remedies that have accrued in connection with the Contract, the Contract may be terminated immediately by notice in writing by either party if:

11.1.1 the other party is in material or continuing breach of any of its obligations under the Contract and fails to remedy the breach (if capable of remedy) for a period of 21 days after written notice by the other party;

11.1.2 an order is made or a resolution is passed for the winding up of the other party, or circumstances arise which entitle a court of competent jurisdiction to make a winding-up order of the other party;

11.1.3 an order is made for the appointment of an administrator to manage the affairs, business and property of the other party, or documents are filed with a court of competent jurisdiction for the appointment of an administrator of the other party, or notice of intention to appoint an administrator is given by the other party or its directors or by a qualifying floating charge holder (as defined in paragraph 14 of Schedule B1 to the Insolvency Act 1986);

11.1.4 a receiver is appointed of any of the other party's assets or undertaking, or circumstances arise which entitle a court of competent jurisdiction or a creditor to appoint a receiver or manager of the other party, or if any other person takes possession of or sells the other party's assets;

11.1.5 the other party makes any arrangement or composition with its creditors, or makes an application to a court of competent jurisdiction for the protection of its creditors in any way;

11.1.6 the other party ceases, or threatens to cease, to trade;

11.1.7 the other party takes or suffers any similar or analogous action to those referred to in Clauses 14.1.1 to 14.1.5 inclusive in any jurisdiction in consequence of debt

11.1.8 the other party shall be guilty of a criminal act, misconduct or continual misconduct in connection with or affecting the provision of the Services.

11.2 The Company shall be entitled to terminate the Contract if any sum payable by the Client to the Company shall remain unpaid after the final date for

11.3 In the event that the Client is subject to any of the circumstances referred to in Clause 14.1, without limiting any other right or remedy available to the Company, the Company shall)

12. CONFIDENTIALITY

12.1 Except as required by law both parties shall procure that all Confidential Information disclosed by one party to the other in accordance with the Contract or which may at any time until termination of the Contract come into the other party's knowledge possession or control shall not be used for any purposes other than those required or permitted by the Contract shall remain confidential and shall not be disclosed to any third party except insofar as this may be required for the proper operation of the Contract and then only under appropriate confidentiality provisions approved by the other party.

12.2 The provisions of Clause 17.1 shall not apply to any information which:

12.2.1 is or becomes public knowledge other than breach of this Clause 17;

12.2.2 is in the possession of the receiving party without restriction in relation to disclosure prior to the date of receipt from the disclosing party;

12.2.3 is received from a third party who lawfully acquired it and who is under no obligation restricting its disclosure;

12.2.4 is independently developed without access to the Confidential Information.

Terms and Conditions

13. CONFIDENTIAL INFORMATION AND INTELLECTUAL PROPERTY

13.1 The Client shall not without The Company's prior written approval disclose to any other party any information which the Client directly or indirectly acquires from The Company or its clients. This obligation shall remain in force for a period of five (5) years after completion of the Services or termination of the Contract.

13.2 The ownership of all design documents, drawings, plans, reports and other such documents supplied by The Company to the Client or prepared by the Company in the performance of its Services and all intellectual property rights therein shall be vested in the Company

13.3 Technical information (including drawings, designs, specifications, 3D Model and all associated files, electronically recorded and stored data, computer programs and calculations) developed or arising during the Services or in connection with the performance thereof, including the results thereof, and all intellectual property rights therein shall belong to the Company.

13.4 Notwithstanding the provisions of this clause, all rights of title to, copyright in and ownership of any design rights, patents (including patent applications) and other proprietary rights or technical know-how which the Client provides in relation to the Services and which is merely supplemented, enhanced, modified or adapted in the course of the Agreement or was developed out with the Agreement shall remain with Client.

14. DISPUTE RESOLUTION AND ADJUDICATION

14.1 Any dispute or difference arising between the parties in connection with this Appointment may be referred to adjudication under the Act such adjudication to be conducted in accordance with the Scheme.

14.2 Nothing in the above provisions limits the right of either party to commence court proceedings in relation to any dispute arising under the Contract.

15. CONTRACTS (Rights of Third Parties) Act 1999

15.1 Unless expressly provided herein, no term of the Contract is enforceable pursuant to the Contracts (Rights of Third Parties) Act 1999 by any person who is not a party to it.

16. WAIVER

16.1 No forbearance or delay by either party in enforcing its respective rights will prejudice or restrict the rights of that party, and no waiver of any such rights or of any breach of any contractual terms will be deemed to be a waiver of any other right or of any later breach.

16.2 The parties to the Contract do not intend that any term of the Contract shall be enforceable by virtue of the Contracts (Rights of Third Parties) Act 1999 by any person that is not a party to it.

17. ASSIGNMENT & SUB-CONTRACTING

17.1 The Company may assign, sub-contract or transfer any of its rights or duties in whole or in part under the Contract without the written consent of the Client.

17.2 The Client may not assign, sub-contract or transfer any of its rights or duties in whole or in part under the Contract without the written consent of the Company, such consent not to be unreasonably withheld.

18. SEVERABILITY

18.1 If any provision of the Contract is found by any court, tribunal or administrative body of competent jurisdiction to be wholly or partly illegal, invalid, void, voidable, unenforceable or unreasonable it shall to the extent of such illegality, invalidity, voidness, voidability, unenforceability or unreasonableness be deemed severable and the remaining provisions of the Contract and the remainder of such provision shall continue in full force and effect.

19. PARTNERSHIP OR AGENCY

19.1 Nothing in the Contract shall be construed as constituting a partnership between the parties or as constituting either party as the agent of the other for any purpose whatsoever except as specified by the terms of the Contract.

20. FORCE MAJEURE

20.1 Neither party will be liable to the other party for any delay in or failure to perform its obligations under the Contract as a result of any cause beyond its reasonable control, including but not limited to governmental regulations, fire, flood, or any disaster or an industrial dispute affecting a third party. If such delay or failure continues for at least 60 days, either party will be entitled to terminate the Contract by notice in writing to the other party. Subject to the accrued rights that either party shall have against the other at the date that the force majeure event arose, neither party shall have any liability to the other for termination in accordance with this Clause.

Terms and Conditions

21. ENTIRE AGREEMENT

21.1 These Conditions, the Quotation/Acknowledgement of Order and the documents annexed hereto or otherwise referred to herein as forming part of the Contract contain the whole agreement between the parties relating to the subject matter hereof and supersede all prior agreements, arrangements and understandings between the parties relating to that subject matter.

22. NOTICES

22.1 Notices shall be in writing, and shall be sent to the other party marked for the attention of the Company or Client Representative (as appropriate) at the address set out for such party in the Quotation. Notices may be sent first-class mail or email transmission provide that email transmissions are confirmed within 24 hours by first class mailed confirmation of a copy. Correctly addressed notices sent by first-class mail shall be deemed to have been delivered 72 hours after posting and correctly directed emails transmissions shall be deemed to have been received instantaneously on transmission provided that they are confirmed as set out above.

22.2 Save for the service of notices pursuant to this Contract, the parties agree that communications relating to the subject matter of this Contract may be made by electronic mail.

23. INCLUSION OF PROJECT PICTURES IN PORTFOLIO

Approval of Project Pictures: By signing the Fee Proposal, the Client grants permission to the Company to include pictures of the Project in their portfolio. The pictures will be used solely for promotional purposes and to demonstrate the Company's professional capabilities.

23.1 Confidentiality and Privacy: The Company agrees that the exact address and names associated with the Project will not be shared under any circumstances. The Client's privacy and confidentiality shall be respected and protected.

23.2 Client Approval: The Company shall seek the Client's approval before including any pictures of the Project in their portfolio. The Client reserves the right to approve or disapprove specific pictures to be showcased.

23.3 Limitations on Usage: The Company shall use the approved pictures of the Project solely for promotional purposes, including but not limited to their portfolio, website, social media, and other marketing materials.

23.4 Ownership and Rights: The Client acknowledges that the Company retains ownership and copyright of the pictures of the Project. Nothing in this Agreement shall be construed as granting the Client any rights or ownership over the pictures.

23.5 Indemnification: The Client agrees to indemnify and hold the Company harmless against any claims, damages, liabilities, or expenses arising from or related to the inclusion of the Project pictures in the Company's portfolio, except for any wilful misconduct or gross negligence on the part of the Company.

24. GOVERNING LAW AND JURISDICTION

24.1 The Contract shall be governed by and construed in accordance with English Law and each party hereby submits to the exclusive jurisdiction of the English Courts

Sign-off



1. Please read the contract on the previous page to make sure you understand all the details involved with us working together. It's really important to us that everything is transparent and understood from the beginning so that we lay a solid foundation for a great working relationship.
2. If you have any questions at all, please let us know. We're happy to clarify any points and there may be some items that we can sort out together. We're committed to finding the best way to work together.
3. Once you feel confident about everything and are ready to move forward, please click the 'sign here' button below.
4. Sign in the box that pops up to make the acceptance official.
5. Once we receive notification of your acceptance, we'll contact you shortly to sort out next steps and get the project rolling.
6. We'll email you a separate copy of the signed contract for your records.
7. If you'd like to speak to us by phone, don't hesitate to call 08081699964.

STAAC



2025-01-09 15:47:20 (GMT)

Ashley Renton
CEO

Not yet accepted

Stephen Honey



Stephen Honey

Not yet accepted



FEE PROPOSAL

Prepared by:

Ashley Renton,
STAAC
enquiries@staac.co.uk

Submitted on: February 14, 2025

Prepared for:

Stephen Honey Newhaven Town Council

Denton Social Centre Denton Road, Newhaven, BN9 0QE

Quote number: 712

Cover Letter



Dear Stephen,

Many thanks for reaching out regarding your project, we would be happy to support you

Our fee proposal includes planning and structural package for.

- Additional floor to accommodate offices
- Change of use to ground floor for a cafe and public WC's

If you have any questions or would like to discuss the proposal, please do not hesitate to contact us.

We can provide a quote for the interiors (kitchen layout etc) when the design and planning are approved.

All the best,

Ashley Renton
CEO, STAAC

About STAAC



We're here to help you at STAAC.

Our team of 3 architects, 8 engineers, project managers, and admins work together to provide you with solutions for your space.

We understand that the space around you can have a big impact on your life, and that's why we're committed to helping you live your best life possible. If you're feeling overwhelmed, don't worry.

Our CEO, Ashely, has a gift of ADHD and is extremely compassionate. He's always looking for ways to help others achieve their dreams. We believe that everyone deserves to live in a space that enhances their life and relationships, and we're here to make that a reality for you.



Our project manager, Emma, is here to answer any questions you may have and guide you through the process.

We'll work closely with you to understand your needs and create a plan that works for you. At STAAC, we're committed to providing you with the best solutions possible.



Let us help you achieve your dream space today.

What others say about our team

“Excellent value, really helpful, quick, reduced stress levels, definitely working with again”
★★★★★ Joe

“Super efficient very friendly highest quality”
★★★★★ Gaurav

“Very very professional, Exceptionally high standard, delighted - recommended”
★★★★★ Anna

“Professional, knowlagable, speedy”
★★★★★ Masharaf

“Highly recommended flexible engaging”
★★★★★ Mark

“Very happy, effective price, wouldn't hesitate to recommend”
★★★★★ Shaune

STAAC



What your package includes

	Package	Silver	Gold *most popular	Platinum
Strategic brief consultation	PLANNING	✓	✓	✓
Site survey	PLANNING	✓	✓	✓
Design options	PLANNING	1	2	3
Existing and proposed floorplan layout design	PLANNING	✓	✓	✓
Design development	PLANNING	✓	✓	✓
Design alterations after first draft	PLANNING	1	4	Unlimited
Site consultations to discuss draft design	PLANNING	X	1	2
Handling of planning submission(s)	PLANNING	✓	✓	✓
Council requested amendments to achieve	PLANNING	✓	✓	✓
If refused – amending and resubmission to council	PLANNING	X	✓	✓
Building control drawings	BUILDING REGS DESIGN	✓	✓	✓
Structural calculations where required	BUILDING REGS DESIGN	✓	✓	✓
Contract telephone consultation-post planning	BUILDING REGS DESIGN	X	✓	✓
As above but unlimited	BUILDING REGS DESIGN	X	✓	✓
Handling of building control submission	BUILDING REGS DESIGN	+£250	✓	✓
General arrangement drawings	BUILDING REGS DESIGN	X	X	✓
Additional site visits during build	BUILDING REGS DESIGN	X	1	4
Liaising with builder	BUILDING REGS DESIGN	X	✓	✓

Your investment



Description	Price	Qty	Subtotal
Gold - planning and structural			£8,165
Subtotal			£8,165
VAT (20%)			+£1,633
Total			£9,798

- All payments are due on receipt of invoice.
- An initial site visit prior to design work is included in the quotation.
- Hourly rates for additional work - please see our rate card below.
- Site visits for opening up work or during construction are excluded and will be charged at £250+ VAT.
- Once building regulation drawings have been issued, alterations and changes to the design will be billed on an hourly basis on the rates above.
- Procurement and arrangement of Geotechnical site investigations is excluded from this quotation though specification for these can be provided upon request. Depending on the project type and information around the site the client should make provision for this within the project budget.

Fee proposal is valid for 3 months after submission.

Your investment



RATE CARD

Hourly rates for additional work:

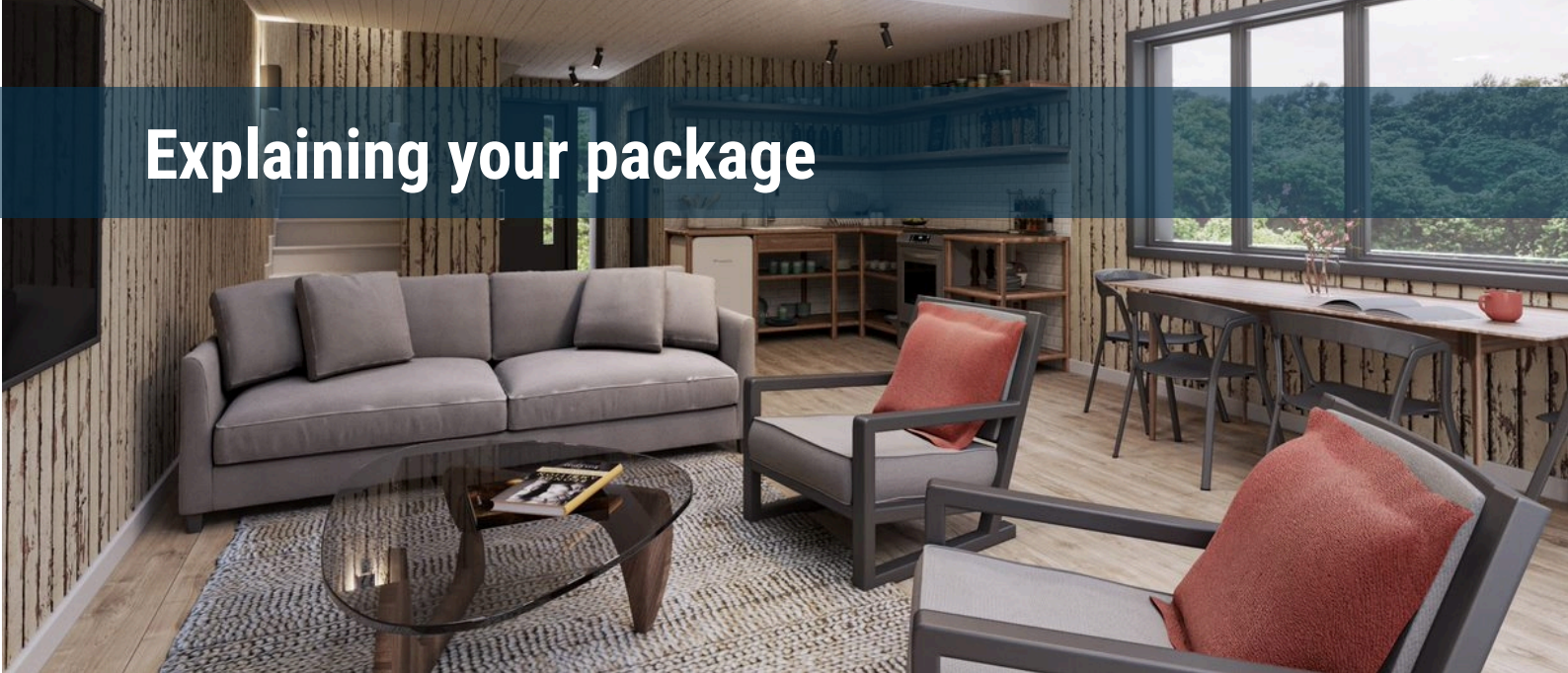
Director:	£120+VAT
Associate:	£100+VAT
Senior Engineer:	£90+VAT
Project Engineer:	£85+VAT
Enginner:	£80+VAT
Senior CAD technician:	£70+VAT
CAD technician:	£60+VAT

What we actually do



- Checking the title, and in particular, any easements and land covenants that may restrict what or where you can build.
- Site survey
- Conducting a site analysis and evaluation
- Ensuring Compliance with building and safety regulations, local planning regulations and restrictions. Depending on the project, there may be laws surrounding the preservation of the local environment or any historic parts of a building.
- Preparing reports (if required)
- Existing drawings of the floorplan
- Proposed design
- Alterations to proposed design.
- Planning Permission submission
- Structural calculations
- Building regulations drawings and specifications (Gold & Platinum packages only)
- Construction documentation - translates the design into instructions and technical specifications for contractors and construction experts. Ensures those specifications are met.
- Project management- site visits and meetings, overseeing the construction and validating quality of work, negotiating with contractors and dealing with and resolving any problems that arise (platinum package only)

Explaining your package



PLANNING PERMISSION PACKAGE

An application for Planning (or Permitted development) permission for the address above to be made on your behalf and works as detailed in the final agreed drawings.

- Measured Survey and strategic brief consultation
- Needs & Options Review (Where applicable)
- Preparation of existing planning drawings and Site Location
- Preparation of proposed planning drawings and block plan
- **All drawings are subject to your approval**, prior to application being made
- The application will be made on the client's behalf with STAAC acting as your agent
- All Council & third-party fees to the council to be paid by the client
- **Any modifications required to achieve planning approval will be made within our fee**
- **If the application is refused** the drawings will be modified & another application resubmitted within a year free of charge if required
- There are no guarantees that planning will be granted
- Please note that the timeframe given by the council for a planning application decision is **8-13 weeks** after validation
- If additional information is required by the Local Authority such as Flood Risk Assessment and Tree Preservation Orders where a specialist must be instructed to undertake the work required, an additional fee will be incurred by the client.
- Planning applications will not be submitted until Council fees have been received

BUILDING REGULATIONS DESIGN PACKAGE (Gold & Platinum packages)

A Building regulations design pack includes all plans and sections required for submission to building control and as required to permit construction of the works to meet the purpose.

- Construction details as per chosen package
- All details required to pass Building Control
- Building Regulations Specifications
- Structural Calculations where required
- Handling the submission for a full plan check to building control if agreed in package
- All council & third-party fees to Building Control to be paid by the client

Explaining your package

PLEASE NOTE: STRUCTURAL CALCULATIONS ARE INCLUDED WITHIN OUR FEE

On-site service. If requested by the client to inspect works or to assist in any other matter relating to the works not attributable to a defect or insufficient detail in STAAC drawings or structural calculations a charge of £250 per site visit or rate based on the rate card, and any disbursements provided the same have been agreed with the client in advance.

Telephone advice is free of charge.

If requested to make any offsite changes to the drawings or additional structural calculations due to a change requested by the client and not attributable to a fault or deficiency on the part of STAAC or in the structural calculations will be undertaken at a fee based on the rate card.

It is the builder's responsibility to ensure fit/function and all dimensions are checked and report back if necessary. (If in doubt ask)

Where the proposed works are within a block of flats or communal building access to the floors above and below will be required prior to the design being confirmed or issued for construction. Ideally, this can be arranged at the initial site visit or further site visits will be required to confirm the design.

Piling works are excluded from this quote unless otherwise stated.

Design of staircases, glass and metal balustrades and secondary steel work is excluded from this quote.

Where STAAC has not been employed to provide below slab drainage design it's up to the client or their nominated representative (architect, project manager, design professional) to ensure that all services and drainage information is provide to us prior to design information being issued. Changes or alterations to the structure of foundations as result of this after final drawings have been issued will be charged at additional rates.

It is the client/s or the their duly appointed representative responsibility to ascertain if relevant build over agreements have been applied for project where the new construction is in close proximity to communal drainage networks or public services. Where possible STAAC will provide details to gain such permission, the work will be charged at the additional rates.

Party wall matters.

As owner/owners of this property you (the client) are obliged under the Party Wall Act (1996) to serve your neighbours with 21 days' notice of your intention to carry out the works that may affect their premises.

This agreement must be met prior to the commencement of any works.

If your neighbours object to agree to your informal notice(s) they are within their rights to appoint an independent party wall surveyor of their choice (at your cost).

If needed, we can recommend Paul Neal at Corsa Consultants.

Build Over Notice

A Build Over Agreement may be required to carry out any building work over the top of or within 3 metres of a public sewer. It is the responsibility of the owner / owners of this property to agree terms with the local authority. Should you wish STAAC to submit a build over application if needed, an additional charge of £450 + VAT will be required along with the local authority fee. A Drainage survey will also be required by a specialist.

Billing schedule and additional costs

Billing Schedule

Our fees to be paid 25% on initial instruction for survey and existing drawings, further 25% and Council fees prior to submission to the Council, 25% to be paid upon instruction to start building regulations design package & final 25% due up to 7 days after receipt of draft specifications.

The final fee is payable within 7 days of invoice and prior to submission of full calculations and drawings to the local Authority or approved building inspector. After final payment is received our building regulations drawings will be issued in full. If refunds are to be given, they will be made in the same way payments received, minus any bank charges.

We will exercise our statutory right to claim interest (at 5% over the Bank of England base rate) and compensation for debt recovery costs under the Late Payment legislation if we are not paid according to our agreed terms.

An administration fee of £40 will be added if the invoice is not paid within 7 days of the invoice due date.

Additional costs

Please note the council fees for your application are additional to our fees £70 Planning Portal administration fee., £129 for permitted development, £258 for homeowner planning and £120 for prior approval Larger Homes Extension. No third party fees are included unless otherwise stated.

Terms and Conditions

1. DEFINITIONS

1.1 In these Conditions unless the context otherwise requires:

"Acknowledgement of Order" means the Company's written acknowledgement of the Order signed by the Company's authorised representative.

"the Act" means the Housing Grants Construction & Regeneration Act 1996

"Additional Payment" means payments falling due to the Company under the terms of the Contract in addition to the Contract Price.

"the Client" means the person named in the Quotation for whom the Company has agreed to provide the Design Works

"Commencement Date" has the meaning set out in Clause ()

"the Company" means SAACT Ltd T/A STAAC of Unit 1, The Hub, 3 Drove Road, Newhaven BN9 0AD. Company no: 10638628

"Confidential Information" means all information designated as such by either party in writing to the other and all such other information which relates to the business, affairs, developments, trade secrets, know how, personnel, Clients and Companies of either party or information which may reasonably be regarded as the confidential information of the disclosing party.

"Conditions" means the provisions set out in this document.

"Contract" means the Contract for the carrying out of the Works including the Quotation, Acknowledgement of Order, Specification, Designs and Formulae and these Conditions together with any further documents identified in the Quotation as Specification Documents

"Contract Price" means the price for the Works set out in the Quotation/Acknowledgement of Order.

"the Order" means the order or acceptance of Quotation issued by the Client to the Company for the carrying out of the Works

"Quotation" means the Company's written quotation.

"the Regulations" means the Construction (Design & Management) Regulations 2007

"the Scheme" the Scheme for Construction Contracts (England & Wales) Regulations 1998

"the Site" means the premises to which the Works are to be carried out

"the Specification" means the specification for the Works Designs" means the Design to be carried out under the Contract including without limitation all associated construction and other works as stated in the Quotation and/or Specification

"Working Day" means Monday to Friday inclusive excluding bank and public holidays in England and Wales.

In these Conditions references to any statute or statutory provision shall, unless the context otherwise requires, be construed as a reference to that statute or statutory provision as from time to time amended, consolidated, modified, extended, re-enacted or replaced.

In these Conditions references to the masculine includes the feminine and the neuter and to the singular include the plural and vice versa as the context admits or requires.

In these Conditions headings will not affect the construction of the Contract

2. Application of the terms

2.1 These Conditions apply to all the Designs carried out under the Contract and any variation to these Conditions or the Contract and any representations about the Designs shall have no effect unless expressly agreed in writing and signed by the parties.

2.2 The Company shall sell and the Client shall purchase the Designs in accordance with any Quotation which is accepted by the Client or any written order of the Client which is accepted by the Company by an Acknowledgement of Order, subject in either case to these Conditions, which shall govern the Contract to the exclusion of any other terms and conditions subject to which the Quotation is accepted or purported to be accepted, or any such order is made or purported to be made, by the Client.

2.3 No Quotation shall be capable of acceptance if the Client's acceptance in writing is not received within 30 days of the date of Quotation. The Company may withdraw a Quotation at any time prior to acceptance by giving notice in writing to the Client.

Terms and Conditions

3. Orders and specification

3.1 No Order submitted by the Client shall be deemed to be accepted by the Company unless and until confirmed by an Acknowledgement of Order.

3.2 The Client shall be responsible to the Company for ensuring the accuracy of the terms of any order submitted by the Client and for giving the Company any necessary information relating to the Works within a sufficient time to enable the Company to perform the Contract in accordance with its terms.

3.3 The quantity, quality and description of and any specification for the Designs shall be those set out in the Quotation and/or the Acknowledgement of Order, as appropriate.

3.4 If any of the Designs in accordance with a specification or information submitted by the Client, the Client shall indemnify the Company against all loss, damages, costs and expenses awarded against or incurred by the Company in connection with, or paid or agreed to be paid by the Company in settlement of, any claim for infringement of any patent, copyrights, design, trade mark or other industrial or intellectual property rights of any other person which results from the Company's use of the Client's specification.

3.5 The Company reserves the right to make any changes in the specification of the Designs which are required to conform with any applicable statutory or EC requirement or which do not materially affect their quality or performance.

3.6 No order which has been accepted by the Company may be cancelled by the Client except with the agreement in writing of the Company on terms that the Client shall indemnify the Company in full against all loss (including loss of profit), Overhead costs (including the cost of all labour and materials used), damages, charges and expenses of whatsoever nature incurred by the Company in connection with such cancellation.

4. Obligations of the company

4.1 The Company shall carry out the Designs in accordance with the Contract using reasonable skill and care

4.2 All workmanship standards shall be of the respective kinds and standards described in the Contract or if not specifically described shall be of the kinds and standards appropriate to the Designs.

4.3 The Company shall, using the reasonable skill and care required by clause 4.1 carry out the Designs in accordance with all relevant statutory and regulatory approvals and requirements.

4.4 The Company shall provide all accurate information and where necessary equipment and facilities necessary to comply with its obligations under clause 4.1.

4.5 The Company shall comply with its obligations as Designer and/or Contractor (as appropriate) under the Regulations.

4.6 The Company shall (save where otherwise instructed by the Client or prevented from so doing by circumstances beyond its control) commence the Works on the Commencement Date and use its reasonable endeavours to carry out and complete the Works by the Completion Date.

4.7 The Company shall not be liable for any delay in delivery of information or carrying out of the Works howsoever caused. Time for performance of the Works shall not be of the essence unless agreed as a Special Condition.

5. CLIENT OBLIGATIONS

5.1 From the Commencement Date, the Client shall provide the Company with full and accurate information appertaining to the Design and the Company shall be held harmless in respect of any inaccurate information provided by the Client.

5.2 The Client shall (and procure that its employees, agents and contractors shall) at all times co-operate with the Company and provide the Company with all such information, assistance, facilities and access as the Company may reasonably request from time to time.

5.3 Without limiting the terms of clause 5.2 the Client shall prior to the Commencement date notify the Company in writing of any known soil/environmental conditions, planning or regulatory requirements or any conditions on Site or otherwise which may affect the Company's ability to carry out the Works.

6. CONTRACT PRICE AND ADDITIONS TO CONTRACT PRICE

6.1 The Client will pay the Company the Contract Price for the Designs in accordance with and subject to the terms of the Contract.

6.2 Any fixed element of the Contract Price and/or any fixed price agreed for variation pursuant to a change order shall be set out in the Quotation/Acknowledgement of Order or change order as appropriate.

6.3 Where the parties agree that any Services will be carried out on a time and materials basis, the time element will be charged at the Company's fee rates set out in the Quotation/Acknowledgement of Order.

Terms and Conditions

6.4 The Contract Price is exclusive of all the Company's costs and expenses in carrying out the Designs except such costs and expenses as are expressly stated in the Quotation/ Acknowledgment of Order to be included in the Contract Price.

6.5 For the purpose of the Contract, the Contract Price and any additional charges and expenses are exclusive of value added tax ("VAT") or any similar taxes. All such taxes are payable by the Client upon receipt of a valid VAT invoice and will be applied in accordance with UK legislation in force at the tax point date.

7. VARIATIONS

7.1 The Client may (with the consent of the Company such consent not to be unreasonably withheld or delayed) seek to vary the extent of the Designs. In the event of such variation the Client and the Company shall be valued by reference to comparable work included within the contract price. Such sums payable in respect of variations shall be Additional Payments to be added to the Contract Price. Such sums payable in respect of variations shall be added to the Contract Price and paid in accordance with clause 9 below.

8. PAYMENT

8.1 The Company shall submit invoices for the Contract Price at the intervals set out in the Quotation. Insofar as any Additional Payment arises under the terms of the Contract then such Additional Payment shall be invoiced within the next invoice following the Additional Payment falling due.

8.2 The due date for payment of each invoice shall be on presentation of the invoice, and all invoices are due for payment on receipt.

8.3 The Client may not later than 5 (five) days after the due date for payment given to the Company written notice stating the amount which the client proposes to pay and the basis upon which that amount is calculated. Where no such notice is given the amount to be paid is the amount stated in the invoice.

8.4 Where the Client intends to withhold payment of any amount stated in the Company's invoice or in a written notice given by the Client under clause 8.3 above the Client must give such notice to the Company not later than 5 (five) days after the date on the invoice for payment stating the amount to be withheld and the grounds for withholding payment.

8.5 Any amounts due to the Company under this Agreement which remain unpaid by the Client after 28 days from the date of the invoice, a Final Notice will be issued and shall be considered a qualifying debt carrying statutory interest under the Late Payment of Commercial Debts (Interest) Act 1998.

8.6 In the event that the Client is in default over payment of any amount past 28 days from the date of the invoice and no notice of intention to withhold has been given under clause 8.3 the Company may suspend performance of the Works or any part thereof. The right to suspend shall cease when the Client makes the payment due.

8.7 Payment is due in 7 days or as stated on the invoice. If payment is not made within 7 days of a Final Notice being issued, we will issue the paperwork in order to reclaim this "Debt" via a CCJ.

9. PROFESSIONAL INDEMNITY INSURANCE

9.1 STAAC is required to comply with the regulations of its professional bodies in respect of the maintenance of professional indemnity insurance, provided that it is available at commercially reasonable rates for a period of 6 years from the completion of the services under the building contract. The level of PII offered by STAAC will be applicable to the Project and will be stated in the covering letter/email. If no PII limit is stated in the letter/email then cover will be limited to £1m each and every claim except for claims in relation to asbestos, contamination and pollution where it is in the Aggregate.

9.2 STAAC shall have no liability whatsoever or however so arising in respect of any claim, losses, liability, cost, expenses or other costs directly or indirectly arising out of or in connection with Fire Safety Notifications including:

9.2.1 the combustibility, fire protection performance, fire resistance and/or fire retardant characteristic of any external cladding or roofing systems;

9.2.2 any internal fire protection systems; and/or

9.2.3 any aspect of the fire safety or fire performance of a building or structure.

STAAC shall have no liability whatsoever or however so arising in respect of any claim, losses, liability, cost, expenses or other costs directly or indirectly arising out of or in connection with waterproofing systems.

STAAC shall on the written request of the Client provide evidence that the insurance is properly maintained STAAC shall immediately inform the Client if the insurance referred to in Clause 9.1 above ceases to be available at commercially reasonable rates in order that the best means of protecting the respective positions of the Client and STAAC can be implemented.

10. LIMITATION OF LIABILITY

10.1 Nothing in the Agreement shall limit the Company's liability

10.1.1 for death or personal injury caused by the negligence of the Company, its employees, agents or contractors, or

10.1.2 for fraudulent misrepresentation.

Terms and Conditions

10.2 Without prejudice to Clause 9.1, the Company shall not, whether in contract tort (including negligence or breach of statutory duty) misrepresentation, restitution or otherwise be liable to the Client or any third party (whether or not such loss was foreseeable or the Company had been advised of such loss) for:

10.2.1 loss of profits;

10.2.2 loss of business;

10.2.3 depletion of goodwill and/or similar loss;

10.2.4 loss of anticipated savings;

10.2.5 loss of goods;

10.2.6 loss of contract;

10.2.7 loss of use loss and/or corruption of data or information;

10.2.8 any special, indirect, consequential or pure economic loss, costs, damages, charges or expenses

10.3 Save in respect of death or personal injury caused by STAAC negligence and Notwithstanding anything to the contrary contained in this Agreement or any related document and without prejudice to any provision contained within it which excludes or limits liability to a lesser amount, the total liability of STAAC under or in connection with this Agreement and any warranties entered into by STAAC whether in contract, tort, negligence (or delict) or breach of statutory duty, indemnity, or otherwise shall not exceed in aggregate a multiple of ten times the total of the fees payable to STAAC by the Client.

10.4 If STAAC is considered to be liable jointly with third parties to the Client the proportion of compensation payable by STAAC shall be limited solely to a just and equitable proportion of liability which is attributed to STAAC breach and on the assumption that the relevant third parties have paid a just and equitable proportion having regard to the extent of their responsibility. STAAC liability shall be limited to and form a part of the total aggregate amount set out in Clause 9.3.

10.5 No action or any proceedings for any breach of the Agreement shall be commenced by either party after the expiry of the period of limitation of 6 years from the completion of the services under the building contract.

11. TERMINATION

11.1 Without prejudice to any other rights or remedies that have accrued in connection with the Contract, the Contract may be terminated immediately by notice in writing by either party if:

11.1.1 the other party is in material or continuing breach of any of its obligations under the Contract and fails to remedy the breach (if capable of remedy) for a period of 21 days after written notice by the other party;

11.1.2 an order is made or a resolution is passed for the winding up of the other party, or circumstances arise which entitle a court of competent jurisdiction to make a winding-up order of the other party;

11.1.3 an order is made for the appointment of an administrator to manage the affairs, business and property of the other party, or documents are filed with a court of competent jurisdiction for the appointment of an administrator of the other party, or notice of intention to appoint an administrator is given by the other party or its directors or by a qualifying floating charge holder (as defined in paragraph 14 of Schedule B1 to the Insolvency Act 1986);

11.1.4 a receiver is appointed of any of the other party's assets or undertaking, or circumstances arise which entitle a court of competent jurisdiction or a creditor to appoint a receiver or manager of the other party, or if any other person takes possession of or sells the other party's assets;

11.1.5 the other party makes any arrangement or composition with its creditors, or makes an application to a court of competent jurisdiction for the protection of its creditors in any way.

11.1.6 the other party ceases, or threatens to cease, to trade;

11.1.7 the other party takes or suffers any similar or analogous action to those referred to in Clauses 11.1.1 to 11.1.5 inclusive in any jurisdiction in consequence of debt

11.1.8 the other party shall be guilty of a criminal act, misconduct or continual misconduct in connection with or affecting the provision of the Services.

11.2 The Company shall be entitled to terminate the Contract if any sum payable by the Client to the Company shall remain unpaid after the final date for

11.3 In the event that the Client is subject to any of the circumstances referred to in Clause 11.1, without limiting any other right or remedy available to the Company, the Company shall)

Terms and Conditions

12. CONFIDENTIALITY

12.1 Except as required by law both parties shall procure that all Confidential Information disclosed by one party to the other in accordance with the Contract or which may at any time until termination of the Contract come into the other party's knowledge possession or control shall not be used for any purposes other than those required or permitted by the Contract shall remain confidential and shall not be disclosed to any third party except insofar as this may be required for the proper operation of the Contract and then only under appropriate confidentiality provisions approved by the other party.

12.2 The provisions of Clause 17.1 shall not apply to any information which:

12.2.1 is or becomes public knowledge other than breach of this Clause 17;

12.2.2 is in the possession of the receiving party without restriction in relation to disclosure prior to the date of receipt from the disclosing party;

12.2.3 is received from a third party who lawfully acquired it and who is under no obligation restricting its disclosure;

12.2.4 is independently developed without access to the Confidential Information.

13. CONFIDENTIAL INFORMATION AND INTELLECTUAL PROPERTY

13.1 The Client shall not without The Company's prior written approval disclose to any other party any information which the Client directly or indirectly acquires from The Company or its clients. This obligation shall remain in force for a period of five (5) years after completion of the Services or termination of the Contract.

13.2 The ownership of all design documents, drawings, plans, reports and other such documents supplied by The Company to the Client or prepared by the Company in the performance of its Services and all intellectual property rights therein shall be vested in the Company

13.3 Technical information (including drawings, designs, specifications, 3D Model and all associated files, electronically recorded and stored data, computer programs and calculations) developed or arising during the Services or in connection with the performance thereof, including the results thereof, and all intellectual property rights therein shall belong to the Company.

13.4 Notwithstanding the provisions of this clause, all rights of title to, copyright in and ownership of any design rights, patents (including patent applications) and other proprietary rights or technical know-how which the Client provides in relation to the Services and which is merely supplemented, enhanced, modified or adapted in the course of the Agreement or was developed out with the Agreement shall remain with Client.

14. DISPUTE RESOLUTION AND ADJUDICATION

14.1 Any dispute or difference arising between the parties in connection with this Appointment may be referred to adjudication under the Act such adjudication to be conducted in accordance with the Scheme.

14.2 Nothing in the above provisions limits the right of either party to commence court proceedings in relation to any dispute arising under the Contract.

15. CONTRACTS (Rights of Third Parties) Act 1999

15.1 Unless expressly provided herein, no term of the Contract is enforceable pursuant to the Contracts (Rights of Third Parties) Act 1999 by any person who is not a party to it.

16. WAIVER

16.1 No forbearance or delay by either party in enforcing its respective rights will prejudice or restrict the rights of that party, and no waiver of any such rights or of any breach of any contractual terms will be deemed to be a waiver of any other right or of any later breach.

16.2 The parties to the Contract do not intend that any term of the Contract shall be enforceable by virtue of the Contracts (Rights of Third Parties) Act 1999 by any person that is not a party to it.

17. ASSIGNMENT & SUB-CONTRACTING

17.1 The Company may assign, sub-contract or transfer any of its rights or duties in whole or in part under the Contract without the written consent of the Client.

17.2 The Client may not assign, sub-contract or transfer any of its rights or duties in whole or in part under the Contract without the written consent of the Company, such consent not to be unreasonably withheld.

Terms and Conditions

18. SEVERABILITY

18.1 If any provision of the Contract is found by any court, tribunal or administrative body of competent jurisdiction to be wholly or partly illegal, invalid, void, voidable, unenforceable or unreasonable it shall to the extent of such illegality, invalidity, voidness, voidability, unenforceability or unreasonableness be deemed severable and the remaining provisions of the Contract and the remainder of such provision shall continue in full force and effect.

19. PARTNERSHIP OR AGENCY

19.1 Nothing in the Contract shall be construed as constituting a partnership between the parties or as constituting either party as the agent of the other for any purpose whatsoever except as specified by the terms of the Contract.

20. FORCE MAJEURE

20.1 Neither party will be liable to the other party for any delay in or failure to perform its obligations under the Contract as a result of any cause beyond its reasonable control, including but not limited to governmental regulations, fire, flood, or any disaster or an industrial dispute affecting a third party. If such delay or failure continues for at least 60 days, either party will be entitled to terminate the Contract by notice in writing to the other party. Subject to the accrued rights that either party shall have against the other at the date that the force majeure event arose, neither party shall have any liability to the other for termination in accordance with this Clause.

21. ENTIRE AGREEMENT

21.1 These Conditions, the Quotation/Acknowledgement of Order and the documents annexed hereto or otherwise referred to herein as forming part of the Contract contain the whole agreement between the parties relating to the subject matter hereof and supersede all prior agreements, arrangements and understandings between the parties relating to that subject matter.

22. NOTICES

22.1 Notices shall be in writing, and shall be sent to the other party marked for the attention of the Company or Client Representative (as appropriate) at the address set out for such party in the Quotation. Notices may be sent first-class mail or email transmission provide that email transmissions are confirmed within 24 hours by first class mailed confirmation of a copy. Correctly addressed notices sent by first-class mail shall be deemed to have been delivered 72 hours after posting and correctly directed emails transmissions shall be deemed to have been received instantaneously on transmission provided that they are confirmed as set out above.

22.2 Save for the service of notices pursuant to this Contract, the parties agree that communications relating to the subject matter of this Contract may be made by electronic mail.

23. INCLUSION OF PROJECT PICTURES IN PORTFOLIO

Approval of Project Pictures: By signing the Fee Proposal, the Client grants permission to the Company to include pictures of the Project in their portfolio. The pictures will be used solely for promotional purposes and to demonstrate the Company's professional capabilities.

23.1 Confidentiality and Privacy: The Company agrees that the exact address and names associated with the Project will not be shared under any circumstances. The Client's privacy and confidentiality shall be respected and protected.

23.2 Client Approval: The Company shall seek the Client's approval before including any pictures of the Project in their portfolio. The Client reserves the right to approve or disapprove specific pictures to be showcased.

23.3 Limitations on Usage: The Company shall use the approved pictures of the Project solely for promotional purposes, including but not limited to their portfolio, website, social media, and other marketing materials.

23.4 Ownership and Rights: The Client acknowledges that the Company retains ownership and copyright of the pictures of the Project. Nothing in this Agreement shall be construed as granting the Client any rights or ownership over the pictures.

23.5 Indemnification: The Client agrees to indemnify and hold the Company harmless against any claims, damages, liabilities, or expenses arising from or related to the inclusion of the Project pictures in the Company's portfolio, except for any wilful misconduct or gross negligence on the part of the Company.

24. GOVERNING LAW AND JURISDICTION

24.1 The Contract shall be governed by and construed in accordance with English Law and each party hereby submits to the exclusive jurisdiction of the English Courts.

Sign-off



1. Please read the contract on the previous page to make sure you understand all the details involved with us working together. It's really important to us that everything is transparent and understood from the beginning so that we lay a solid foundation for a great working relationship.
2. If you have any questions at all, please let us know. We're happy to clarify any points and there may be some items that we can sort out together. We're committed to finding the best way to work together.
3. Once you feel confident about everything and are ready to move forward, please click the 'sign here' button below.
4. Sign in the box that pops up to make the acceptance official.
5. Once we receive notification of your acceptance, we'll contact you shortly to sort out next steps and get the project rolling.
6. We'll email you a separate copy of the signed contract for your records.
7. If you'd like to speak to us by phone, don't hesitate to call 08081699964.

STAAC


2025-02-14 14:03:46 (GMT)

Ashley Renton
CEO

Not yet accepted

Stephen Honey


SIGNATURE
Stephen Honey

Stephen Honey

Not yet accepted

HAMPSON

NEWHAVEN MORTUARY

Architecture Services
HA616

13 January 2025



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INTRODUCTION

Hampson specialise in development projects and have over 25 years of experience in this sector.

Our service is popular because we understand what developers require: a fast and efficient service that gains planning consents for schemes that maximise sales values and are able to be delivered efficiently.

Throughout the whole process we evaluate the scheme against the brief and provide the client with clear summaries of achievable floor areas etc so accurate cost and value analysis can be carried out.

We are very experienced in dealing with planning departments and have developed a strong relationship with them. At any period in time we will typically be working on twenty applications at various councils in the South East.

Our team has worked successfully with major national developers such as Hyde Housing, Southern Housing, First Base, Beech Croft, BHCC, Adur Council, Lewes Council as well as many boutique developers and landowners.

"We have worked with Andy on several projects now and have always found him and his team to be efficient, innovative, commercially minded, inventive in problem solving and refreshingly easy to deal with. The stuffy formality of a client-architect relationship is notable by its absence and the spirit of collaboration and willingness to listen to us as clients is very welcome."

Paul Templeton
Baobab Developments

"I have worked with Andy on some particularly challenging and complex residential led projects; he is a passionate, talented, creative individual and an able communicator. Andy's commitment to design excellence and sustainability is clear to see, he takes the trouble to understand the needs of the end user - putting people and communities at the heart of the design process. Andy has delivered a high-quality and appropriate design response to some of the most challenging sites I have had the pleasure to be involved with! He delivers on the brief and performs whether bringing to life his design concepts for local authorities, residents, community interest groups, CABI design panels or on the witness stand in public inquiry situations."

Tom Shaw
Development Director (South)
The Hyde Group

BRIEF

PROJECT OVERVIEW

Newhaven Town Council owns a former **mortuary building in Newhaven**. The property has been vacant for a number of years and is currently only occasionally used by a gardening group. The Council now wishes to appoint an architect to gain planning consent for residential use of the building and then sell the property.

At this stage, you require:

- A feasibility study to explore how the building can be changed into residential.
- A set of planning drawings.
- A design and access statement that highlights the design evolution and approach.

ARCHITECTURAL INSIGHTS

Following a visit to the building, it appears to be in generally good order with excellent historic detailing. While the building is not listed, it possesses significant character that should be carefully considered in any proposed design.

The key considerations for a change of use to residential include:

Current Use Class and Redundancy:

Establishing the existing use class of the property and proving that it is redundant from its original purpose. This appears achievable but warrants further investigation.

Minimum Space Standards:

For residential conversion, the proposed home must meet the national minimum space standards. A preliminary review on site indicates that a new upper floor will be required to meet these requirements.

While a pre-application enquiry is typically recommended for projects of this nature, you have expressed a preference to proceed directly to a formal planning application.

PROPOSED ARCHITECTURAL SERVICES

Our services for this project will be divided into the following stages:

Feasibility Stage

- Obtain survey quotes and commission survey of land and building on your behalf.
- Obtain and review any available current documentation on the building.
- Investigate and confirm the existing use class of the building and its redundancy status.
- Advise on the residential space standards and the implications for design.
- Develop an outline design to explore residential conversion options.

Planning Submission Stage

- Prepare and submit a full planning application for the residential conversion.
- Provide supporting planning justification, including addressing the use class and space standards.
- Liaise with the local planning authority throughout the submission process and respond to any queries.

TIMELINE

We are ready to commence work immediately. We would aim to submit the planning application within 4 weeks of receiving the survey drawings (dependent on sign offs with council).

ADDITIONAL COSTS

Mandatory Ordnance Survey Licence £125 + vat

Measured Building Survey £TBC

ADDITIONAL CONSULTANTS

Measured Building Surveyor (required)

Planning Consultant (recommended)

FEE BREAKDOWN

Hampson use the RIBA plan of Work on all of our projects to ensure we deliver high quality work consistently for all our clients, regardless of project size. It is widely used throughout the construction industry for this purpose.

The official version is available online but we have provided a tailored version for you as a client to clarify the stages the project will progress through if we are engaged from inception to completion. For further information on fees and RIBA stages please see the RIBA website for the Plan of Work.

Any statutory fees or additional consultant fees are not covered within our fee proposal.

RIBA Stage 0 Strategic Definition	RIBA Stage 1 Preparation and Briefing	RIBA Stage 2 Concept Design	RIBA Stage 3 Concept Design
Conduct a site visit to assess conditions and context, engage in discussions regarding the initial brief, and provide advice to guide the project's direction based on site-specific opportunities and constraints.	Identify opportunities for development and craft an initial capacity study exploring the site's potential. Develop an accommodation schedule. Present the initial proposals to the client, clearly communicating design intent and providing insights for informed decision-making.	Engage closely with clients and consultants to explore and discuss new design options. Develop more detailed and refined CAD drawings. Create 3D visuals to illustrate design concepts, providing clients with a clear, immersive view of the proposed project. Share updated drawings and visuals with the client and project team, incorporating feedback to finalise the design scheme.	Collaboratively agree on a comprehensive final planning strategy with the client and key stakeholders, ensuring alignment on all aspects. Prepare an expanded set of detailed CAD drawings, refining elements of the design. Issue the updated drawings to the client and project team for review, incorporating feedback to finalise the scheme. Complete the full planning submission package and issue to the planning consultant for submission.

TOTAL FOR STAGES 0-3: £5,500 (+ vat)

Post Submission monitoring and any additional drawings would be on standard hourly rates.

CONDITIONS

All fees would cover basic expenses. Changes to the scheme once a stage is complete could incur additional charges. Fee is always only for one submission, any additional applications will incur additional fees.

We have not included for pre-apps, design review panels or public consultation, we can provide these costs in advance of these elements once a planning strategy is agreed.

Invoices are submitted every month and relate to the stage that we are currently working on or have just completed. Fees are payable by electronic transfer within 14 days of invoice date unless otherwise agreed. VAT will be charged.

If you do not proceed to sign the e-contract but you continue to instruct us, or allow this matter to proceed, this will be deemed as your confirmation and acceptance of this proposal document including our terms and conditions and standard hourly timecharge.

A deposit of £2750 + vat will be required on commission.

HEALTH AND SAFETY AND PROJECT ADMINISTRATION

You need to be aware that CDM rules will apply and you will need to ensure you are health and safety compliant. Please contact the Hampson office if you are unsure of your obligations.

ESTIMATED CONSTRUCTION COSTS BUDGETS AND

Hampson will always aim to be pragmatic and understanding towards costs and when designing will endeavour to conform to an agreed budget. However it is important to understand firstly that we are architects and not cost consultants, secondly that our cost knowledge is based on other projects and all projects are very different and can vary hugely in costs, finally that generally costs are always rising. We highly recommend that all clients no matter how small the project take cost advice from professionals such as Quantity Surveyors - we are always happy to recommend suitable consultants.

TERMS & CONDITIONS

Terms and Conditions: Updated January 2025
Conditions of Appointment for Hampson Architects
Limited (Company No. 14787735)

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1.1 Definitions and Interpretation

Letter of Appointment means the fee proposal letter to which these Conditions are annexed. Company refers to Hampson Architects Limited including but not limited to any principals, employees and advisors associated with the Company.

Other Persons means any person, company or firm, other than the Company or any sub-consultant of the Company, including but not limited to consultants, contractors, sub-contractors specialists, statutory bodies or undertakers, approving or adopting authorities, who have performed or will perform work or services in connection with the Project.

Project is defined in the Letter of Appointment. Services means the services to be performed by the Company specified in the Letter of Appointment, which may be varied by agreement.

Where under this Agreement an action is required within a specified period of days from a specified date, that period commences immediately after that date and will include Saturdays and Sundays but exclude any day that is a public holiday.

The provisions of this Agreement are without prejudice to the respective rights and obligations of the parties and continue in force as long as necessary to give effect to such rights and obligations.

This Agreement is subject to the law and the parties submit to the exclusive jurisdiction of the courts of England and Wales or Northern Ireland or Scotland as specified in the Letter of Appointment.

1.2 Company's Services

The Company shall exercise reasonable skill care and diligence in accordance with the normal standards of the Company's profession in performing the Services and discharging all the obligations under this Condition.

The Company shall:
perform the Services with due regard to the Client's requirements;
advise on progress in the performance of the Services and of any issue that may materially affect the delivery, the cost or quality of the project;
(a) act on behalf of the Client in the matters set out or implied in this Agreement;
(b) if acting as Contract Administrator of a building contract, exercise impartial and independent judgement when dealing between the Client and the contractor;
collaborate with any Other Persons appointed by the Client and, as applicable, shall coordinate and integrate information received into the Company's work and shall pass relevant information to them;

make no material alteration to the Services or the approved design without the consent of the Client, except in an emergency or acting in their best interest;

The Company shall have the right to publish photographs/videos of the Project, and the Client shall give reasonable access to the Project for this purpose.

The company has the right to display a signboard at the address of the site. For domestic projects this would be only when building work has commenced.

Client's Responsibilities

The Client shall;
advise the Company of the requirements and of any subsequent changes required;
provide, free of charge, the information in the client's possession, or which is reasonably obtainable, and which is necessary for the proper and timely performance of the Services and the Company shall be entitled to rely on such information;
give decisions and approvals necessary for the performance of the Services;
and may issue reasonable instructions to the Company.

The Client acknowledges that the Company does not warrant;
that planning permission and other approvals from third parties will be granted at all or, if granted will be granted in accordance with any anticipated time-scale;
compliance with any programme and/or target cost for the building work which may need to be reviewed for;
(a) variations requested by the Client;
(b) variation in market prices;
(c) delays caused by any factor beyond the control of the Company;
(d) the discovery at any time of previously unknown conditions.
the competence, performance, work, services, products or solvency of any Other Persons.

The Client shall;
appoint and pay any Other Persons required to perform work or services under separate agreements. Where Client requests of the company recommendations for the appointment of other persons the Company shall be in no way liable for the performance of such other person;
hold the contractor or contractors and not the Company responsible for the proper carrying out and completion of construction works;
not deal with the contractor or contractors directly or interfere with the Company's duties or actions under the building contract.

Assignment

Neither the Company nor the Client shall at any time assign the benefit of this Agreement or any rights arising under it without the prior written consent of the other, which consent shall not be unreasonably withheld or delayed.

The Company may sub-contract performance of any part of the Services without the prior consent of the Client.

Fees and Expenses

The fees for performance of the Services and/or any additional services shall be calculated in accordance with this condition 5 and as specified in the Letter of Appointment.

The Basic Fee for performance of the Services shall be: the specified percentage applied to the final cost of the building work; or the separate percentages specified for each work stage applied to the approved cost of the building work at the end of the previous stage; or the specified fixed lump sum or sums; or time charges ascertained by multiplying the time reasonably spent in the performance of the Services by the specified hourly or daily rate for the relevant personnel. Time 'reasonably spent' includes the time spent in connection with performance of the Services in travelling from and returning to the Company's office; or any combination of these; and/or any other agreed method.

Where a percentage fee applies, the percentages are applied to the current approved estimate of the cost of the building works or the contract sum. The cost shall exclude VAT, fees and any claims made by or against the contractor or contractors. Where a percentage fee applies and the final contract sum exceeds the estimated cost of the building work at the time of the fee agreement the Company reserves the right to calculate a final fee invoice calculated as a percentage of the final contract sum.

Lump sums, rates for time charges, mileage and printing may be revised every 12 months in accordance with changes in the Consumer Price index. Each 12-month period commences on the anniversary of the date on which the Company commenced performance of the Services.

The Basic Fee; shall be adjusted, including due allowance for any loss and/or expense, if material changes are made to the Project and/or the latest approved estimate of the cost of the building work and/or the programme and/or the Services are varied by agreement; shall not be adjusted for any reduction of the cost of the building works arising solely from deflationary market conditions not prevailing at the date of the Agreement. The Basic Fee shall continue to be based on the approved cost of the current building works prior to the date of such reduction.

If the Company is involved in extra work or incurs extra expense for reasons beyond the Company's reasonable control, additional fees shall be calculated on a time basis in accordance with condition 5.2.4 where; the cost of any work, installation or equipment, for which the Company performs Services, is not included in the cost for the building work; and/or the Company is required to vary any item of work commenced or completed or to provide a new design after the Client has authorised development of an approved design; and/or performance of the Services is delayed, disrupted or prolonged.

The Company shall inform the Client on becoming aware that this condition 5.5 will apply. This condition 5.5 shall not apply if any change or extra work or expense arises from a breach of this Agreement by the Company.

The Client shall reimburse the Company for expenses in the manner specified in the Letter of Appointment.

The Company shall maintain records of time spent on Services performed on a time basis and for any expenses and disbursements to be reimbursed at net cost. The Company shall make such records available to the Client on reasonable request.

The Company shall issue invoices monthly or as specified in the Letter of Appointment setting out any accrued instalments of the Basic Fee and any additional fees, expenses, disbursements and VAT, less any amounts previously paid and stating the basis of calculation of the amounts due.

Payment shall become due to the Company on the date of issue of the Company's invoice and be settled within 28 days from the invoice date unless otherwise agreed.

The Client shall inform the Company in writing, on or before the date when payment is due, if the Client intends to withhold payment of any part of that amount stating the amount proposed to be withheld and the reason or reasons for doing so. If no notice is given the amount due shall be the amount stated as due in the account.

If performance of any or all of the Services and/or other obligations is suspended or ended, the Company shall be entitled; to payment of any part of the fee and other amounts properly due including loss of profit on later stages; together with; reimbursement of any loss and/or expense properly and necessarily incurred by the Company by reason of the suspension or the termination, except where the Company is in material or persistent breach of the obligations of the Agreement.

In the event that any amounts are not paid when properly due, the payee shall be entitled to simple interest on such amounts until the date that payment is received at 8% over the dealing rate of the Bank of England Rate current at the date that payment becomes overdue, together with such costs reasonably incurred by the payee (including costs of time spent by principals, employees and advisors) in obtaining payment of any sums due under this Agreement.

The Client or the Company shall pay to the other party who successfully pursues, resists or defends any claim or part of a claim brought by the other; such costs reasonably incurred (including costs of time spent by principals, employees and advisors) where the matter is resolved by negotiation or mediation; or such costs as may be determined by any tribunal to which the matter is referred.

In addition to fees and expenses, the Client shall pay any VAT chargeable on the Company's fees and expenses.

Copyright Licence

The Company shall own the copyright of the drawings and documents produced in performing the Services and generally asserts the Company's moral rights to be identified as the author of such work.

Providing that all fees and/or other amounts properly due are paid, the Client shall have a licence to copy and use and allow Other Persons providing services to the Project to copy and use hard copies and digital files (in PDF format only). The drawings and documents can only be used for purposes related to construction of the Project or its subsequent use or sale but may not be used for reproduction of the design for any part of any extension of the Project or any other project.

Digital drawings in AutoCad format will not be available under the standard terms of this copyright license but CAD issue will not be unreasonably withheld. The Company shall not be liable for any of the drawings and documents other than for the purpose for which they were prepared. No part of any design by the Company may be registered by the Client without the written consent of the Company.

Termination of the companies appointment will automatically lead to the withdrawal of the copyright licence, if a licence is still required it will incur an additional settlement fee.

Liability and Insurance

No action of proceedings arising from the failure of the Company to keep to this Agreement shall be commenced after the expiry of six years from the earlier of (a) the date of the last Service performed under this Agreement or (b) practical completion of construction of the Project.

In any such action or proceedings; the Company's liability for loss or damage shall not exceed the amount of the Company's professional indemnity insurance which is maintained at a minimum of £1,000,000. A copy of the Company's professional indemnity insurance is available on request.

No employee of the Company or any agent of the Company shall be personally liable to the Client for any negligence, default or any other liability whatsoever arising from performance of the Services.

The Company shall maintain until at least the expiry of the period specified in condition 7.1 professional indemnity

insurance with a limit of indemnity not less than the amount or amounts specified in the terms and conditions statement annexed to the signed Letter of Appointment, provided such insurance continues to be offered on commercially reasonable terms to the Company at the time when the insurance is taken out or renewed.

The Company, when reasonably requested by the Client, shall produce for inspection a broker's letter or certificate confirming that such insurance has been obtained and/or is being maintained.

Nothing in this Agreement confers or is intended to confer any right to enforce any of its terms on any person who is not a party to it, other than lawful assignees.

Suspension or Termination of an appointment

The Client may suspend or end performance of the Services and other obligations by giving at least 7 days' written notice and stating the reason for doing so. The Company may suspend or end performance of the Services and other obligations by giving at least 7 days' written notice and stating the reason for doing so. Such reasons include, but are not limited to, the Client's failure to pay any fees or other amounts due by date when payment is due.

If the reason for a notice of suspension arises from a default;

which is remedied, the Company shall resume performance of the Services and other obligations within a reasonable period; or
which is not remedied by the defaulting party, the Agreement will end by giving at least 7 days' further written notice.

Written notice to suspend or terminate an appointment must also include confirmation as to whether or not the Client has a licence to use any information, including drawings, specifications, calculations and the like, prepared by the Architect.

Where Services are suspended by the Client and not resumed within 3 months, the Company has the right to treat performance of the Services affected as ended on giving at least 7 days' further written notice to the Client.

Dispute Resolution

In the event of any dispute or difference arising under the Agreement, the parties may;
attempt to settle the matter by negotiation or mediation; or
start court proceedings to settle the dispute at any time; or
have disputes decided within 21 days by an adjudicator appointed under the RIBA Adjudication Scheme for Consumer Contracts.

If appointed, the adjudicator may allocate between the parties the costs relating to the adjudication, including the fees and expenses of the adjudicator, in accordance with the provisions of condition 5.12.

Consumer's Right to Cancel

The consumer Client has the right to cancel this Agreement for any reason by delivering or sending (including by electronic mail) a cancellation notice to the Company at any time within the period of 7 days starting from the date when this Agreement was made.

The notice of cancellation is deemed to be served as soon as it is posted or sent to the Company or in the case of electronic communication on the day it is sent to the Company.

If the Company was instructed to perform any services before the Agreement was made or before the end of the 7 day period and the instruction or instructions were confirmed in writing, the Company shall be entitled to any fees and expenses properly due before the Company receives the notice of cancellation.

The notice of cancellation is to be addressed to the Company and state;
The Client <name> hereby gives notice that the Agreement with the Company <insert name> and signed [on our behalf] by <name of person(s) who [will sign] [signed]> on <date of signing> is cancelled.

- Client signature(s):
- <address>
- <date>

Fees and Expenses Schedule

Time charges per hour	
Person/grade	
Principal	£ 250.00
Snr architect	£ 125.00
Technician	£ 90.00
Architect	£ 90.00
Part 1 Assistant	£ 60.00
3D Visualiser	£ 60.00

Expenses and Disbursements

Unless otherwise included within the terms of the appointment expenses and disbursements made on behalf of the Client, will be charged at net cost plus a handling charge of 10%.

Where applicable, travel will be charged at 0.45p per mile

E-CONTRACT YFP616

For and on behalf of the client

Name	
Signature/s	
Company	
Contact Number	
Contact Address	
Date	

**Brighton, London and
the Lake District**

01273 95 66 22
andy@hampsonarchitects.com
www.hampsonarchitects.com



HAMPSON

DENTON & MOUNT PLEASANT SOCIAL CENTRE

**Architecture Services
HA620**

10 February 2025



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INTRODUCTION

Hampson specialise in development projects and have over 25 years of experience in this sector.

Our service is popular because we understand what developers require: a fast and efficient service that gains planning consents for schemes that maximise sales values and are able to be delivered efficiently.

Throughout the whole process we evaluate the scheme against the brief and provide the client with clear summaries of achievable floor areas etc so accurate cost and value analysis can be carried out.

We are very experienced in dealing with planning departments and have developed a strong relationship with them. At any period in time we will typically be working on twenty applications at various councils in the South East.

Our team has worked successfully with major national developers such as Hyde Housing, Southern Housing, First Base, Beech Croft, BHCC, Adur Council, Lewes Council as well as many boutique developers and landowners.

"We have worked with Andy on several projects now and have always found him and his team to be efficient, innovative, commercially minded, inventive in problem solving and refreshingly easy to deal with. The stuffy formality of a client-architect relationship is notable by its absence and the spirit of collaboration and willingness to listen to us as clients is very welcome."

Paul Templeton
Baobab Developments

"I have worked with Andy on some particularly challenging and complex residential led projects; he is a passionate, talented, creative individual and an able communicator. Andy's commitment to design excellence and sustainability is clear to see, he takes the trouble to understand the needs of the end user - putting people and communities at the heart of the design process. Andy has delivered a high-quality and appropriate design response to some of the most challenging sites I have had the pleasure to be involved with! He delivers on the brief and performs whether bringing to life his design concepts for local authorities, residents, community interest groups, CABI design panels or on the witness stand in public inquiry situations."

Tom Shaw
Development Director (South)
The Hyde Group

BRIEF

PROJECT OVERVIEW

Denton & Mount Pleasant social centre on Denton Road is owned by Newhaven Town Council at present. The council would like to look at whether it would be possible to have a 1st floor added to the existing single-storey structure to be used for office space and include public lavatories and a café on the ground floor.

At this stage, you require:

- A feasibility study to explore how the building can be changed.
- A set of planning drawings.
- A design and access statement that highlights the design evolution and approach.

ARCHITECTURAL INSIGHTS

We are familiar with the area and have viewed the outside of the building. The building does look like it has scope to have another floor added. Structurally this would need to be verified by an engineer during the feasibility stage. From the photos you have provided we can see its a steel frame building so we would be optimistic it could be modified to take another floor.

In terms of planning though the area was predominantly lower level buildings but the new flats (three storeys) opposite have changed the context so a two storey building would be appropriate.

Regarding the proposed use it would be good to understand whether there is a requirement for a hall or whether this will be incorporated within the cafe?

Once appointed we would work with you to refine and define the brief.

PROPOSED ARCHITECTURAL SERVICES

Our services for this project will be divided into the following stages:

Feasibility Stage

- Obtain survey quotes and commission survey of land and building on your behalf.
- Obtain and review any available current documentation on the building.
- Develop an outline design to review with the client and key stakeholders.

Planning Submission Stage

- Prepare and submit a full planning application for the proposal.
- Provide supporting planning justification for the additional floor.
- Liaise with the local planning authority throughout the submission process and respond to any queries.

TIMELINE

We are ready to commence work immediately. We would aim to submit the planning application within 4 weeks of receiving the survey drawings (dependant on sign offs with council).

ADDITIONAL COSTS

Mandatory Ordnance Survey Licence £125 + vat

Measured Building Survey £TBC

ADDITIONAL CONSULTANTS

Measured Building Surveyor (required)

Planning Consultant (recommended)

FEE BREAKDOWN

Hampson use the RIBA plan of Work on all of our projects to ensure we deliver high quality work consistently for all our clients, regardless of project size. It is widely used throughout the construction industry for this purpose.

The official version is available online but we have provided a tailored version for you as a client to clarify the stages the project will progress through if we are engaged from inception to completion. For further information on fees and RIBA stages please see the RIBA website for the Plan of Work.

Any statutory fees or additional consultant fees are not covered within our fee proposal.

RIBA Stage 0 Strategic Definition	RIBA Stage 1 Preparation and Briefing	RIBA Stage 2 Concept Design	RIBA Stage 3 Concept Design
Conduct a site visit to assess conditions and context, engage in discussions regarding the initial brief, and provide advice to guide the project's direction based on site-specific opportunities and constraints.	Identify opportunities for development and craft an initial capacity study exploring the site's potential. Develop an accommodation schedule. Present the initial proposals to the client, clearly communicating design intent and providing insights for informed decision-making.	Engage closely with clients and consultants to explore and discuss new design options. Develop more detailed and refined CAD drawings. Create 3D visuals to illustrate design concepts, providing clients with a clear, immersive view of the proposed project. Share updated drawings and visuals with the client and project team, incorporating feedback to finalise the design scheme.	Collaboratively agree on a comprehensive final planning strategy with the client and key stakeholders, ensuring alignment on all aspects. Prepare an expanded set of detailed CAD drawings, refining elements of the design. Issue the updated drawings to the client and project team for review, incorporating feedback to finalise the scheme. Complete the full planning submission package and issue to the planning consultant for submission.

TOTAL FOR STAGES 0-3: £5,500 (+ vat)

Post Submission monitoring and any additional drawings would be on standard hourly rates.

CONDITIONS

All fees would cover basic expenses. Changes to the scheme once a stage is complete could incur additional charges. Fee is always only for one submission, any additional applications will incur additional fees.

We have not included for pre-apps, design review panels or public consultation, we can provide these costs in advance of these elements once a planning strategy is agreed.

Invoices are submitted every month and relate to the stage that we are currently working on or have just completed. Fees are payable by electronic transfer within 14 days of invoice date unless otherwise agreed. VAT will be charged.

If you do not proceed to sign the e-contract but you continue to instruct us, or allow this matter to proceed, this will be deemed as your confirmation and acceptance of this proposal document including our terms and conditions and standard hourly timecharge.

A deposit of £2750 + vat will be required on commission.

HEALTH AND SAFETY AND PROJECT ADMINISTRATION

You need to be aware that CDM rules will apply and you will need to ensure you are health and safety compliant. Please contact the Hampson office if you are unsure of your obligations.

ESTIMATED CONSTRUCTION COSTS BUDGETS AND

Hampson will always aim to be pragmatic and understanding towards costs and when designing will endeavour to conform to an agreed budget. However it is important to understand firstly that we are architects and not cost consultants, secondly that our cost knowledge is based on other projects and all projects are very different and can vary hugely in costs, finally that generally costs are always rising. We highly recommend that all clients no matter how small the project take cost advice from professionals such as Quantity Surveyors - we are always happy to recommend suitable consultants.

TERMS & CONDITIONS

Terms and Conditions: Updated January 2025
Conditions of Appointment for Hampson Architects
Limited (Company No. 14787735)

1

1.1 Definitions and Interpretation

Letter of Appointment means the fee proposal letter to which these Conditions are annexed. Company refers to Hampson Architects Limited including but not limited to any principals, employees and advisors associated with the Company.

Other Persons means any person, company or firm, other than the Company or any sub-consultant of the Company, including but not limited to consultants, contractors, sub-contractors specialists, statutory bodies or undertakers, approving or adopting authorities, who have performed or will perform work or services in connection with the Project.

Project is defined in the Letter of Appointment. Services means the services to be performed by the Company specified in the Letter of Appointment, which may be varied by agreement.

Where under this Agreement an action is required within a specified period of days from a specified date, that period commences immediately after that date and will include Saturdays and Sundays but exclude any day that is a public holiday.

The provisions of this Agreement are without prejudice to the respective rights and obligations of the parties and continue in force as long as necessary to give effect to such rights and obligations.

This Agreement is subject to the law and the parties submit to the exclusive jurisdiction of the courts of England and Wales or Northern Ireland or Scotland as specified in the Letter of Appointment.

1.2 Company's Services

The Company shall exercise reasonable skill care and diligence in accordance with the normal standards of the Company's profession in performing the Services and discharging all the obligations under this Condition.

The Company shall:
perform the Services with due regard to the Client's requirements;
advise on progress in the performance of the Services and of any issue that may materially affect the delivery, the cost or quality of the project;
(a) act on behalf of the Client in the matters set out or implied in this Agreement;
(b) if acting as Contract Administrator of a building contract, exercise impartial and independent judgement when dealing between the Client and the contractor;
collaborate with any Other Persons appointed by the Client and, as applicable, shall coordinate and integrate information received into the Company's work and shall pass relevant information to them;

make no material alteration to the Services or the approved design without the consent of the Client, except in an emergency or acting in their best interest;

The Company shall have the right to publish photographs/videos of the Project, and the Client shall give reasonable access to the Project for this purpose.

The company has the right to display a signboard at the address of the site. For domestic projects this would be only when building work has commenced.

Client's Responsibilities

The Client shall;
advise the Company of the requirements and of any subsequent changes required;
provide, free of charge, the information in the client's possession, or which is reasonably obtainable, and which is necessary for the proper and timely performance of the Services and the Company shall be entitled to rely on such information;
give decisions and approvals necessary for the performance of the Services;
and may issue reasonable instructions to the Company.

The Client acknowledges that the Company does not warrant;
that planning permission and other approvals from third parties will be granted at all or, if granted will be granted in accordance with any anticipated time-scale;
compliance with any programme and/or target cost for the building work which may need to be reviewed for;
(a) variations requested by the Client;
(b) variation in market prices;
(c) delays caused by any factor beyond the control of the Company;
(d) the discovery at any time of previously unknown conditions.
the competence, performance, work, services, products or solvency of any Other Persons.

The Client shall;
appoint and pay any Other Persons required to perform work or services under separate agreements. Where Client requests of the company recommendations for the appointment of other persons the Company shall be in no way liable for the performance of such other person;
hold the contractor or contractors and not the Company responsible for the proper carrying out and completion of construction works;
not deal with the contractor or contractors directly or interfere with the Company's duties or actions under the building contract.

Assignment

Neither the Company nor the Client shall at any time assign the benefit of this Agreement or any rights arising under it without the prior written consent of the other, which consent shall not be unreasonably withheld or delayed.

The Company may sub-contract performance of any part of the Services without the prior consent of the Client.

Fees and Expenses

The fees for performance of the Services and/or any additional services shall be calculated in accordance with this condition 5 and as specified in the Letter of Appointment.

The Basic Fee for performance of the Services shall be: the specified percentage applied to the final cost of the building work; or the separate percentages specified for each work stage applied to the approved cost of the building work at the end of the previous stage; or the specified fixed lump sum or sums; or time charges ascertained by multiplying the time reasonably spent in the performance of the Services by the specified hourly or daily rate for the relevant personnel. Time 'reasonably spent' includes the time spent in connection with performance of the Services in travelling from and returning to the Company's office; or any combination of these; and/or any other agreed method.

Where a percentage fee applies, the percentages are applied to the current approved estimate of the cost of the building works or the contract sum. The cost shall exclude VAT, fees and any claims made by or against the contractor or contractors. Where a percentage fee applies and the final contract sum exceeds the estimated cost of the building work at the time of the fee agreement the Company reserves the right to calculate a final fee invoice calculated as a percentage of the final contract sum.

Lump sums, rates for time charges, mileage and printing may be revised every 12 months in accordance with changes in the Consumer Price index. Each 12-month period commences on the anniversary of the date on which the Company commenced performance of the Services.

The Basic Fee; shall be adjusted, including due allowance for any loss and/or expense, if material changes are made to the Project and/or the latest approved estimate of the cost of the building work and/or the programme and/or the Services are varied by agreement; shall not be adjusted for any reduction of the cost of the building works arising solely from deflationary market conditions not prevailing at the date of the Agreement. The Basic Fee shall continue to be based on the approved cost of the current building works prior to the date of such reduction.

If the Company is involved in extra work or incurs extra expense for reasons beyond the Company's reasonable control, additional fees shall be calculated on a time basis in accordance with condition 5.2.4 where; the cost of any work, installation or equipment, for which the Company performs Services, is not included in the cost for the building work; and/or the Company is required to vary any item of work commenced or completed or to provide a new design after the Client has authorised development of an approved design; and/or performance of the Services is delayed, disrupted or prolonged.

The Company shall inform the Client on becoming aware that this condition 5.5 will apply. This condition 5.5 shall not apply if any change or extra work or expense arises from a breach of this Agreement by the Company.

The Client shall reimburse the Company for expenses in the manner specified in the Letter of Appointment.

The Company shall maintain records of time spent on Services performed on a time basis and for any expenses and disbursements to be reimbursed at net cost. The Company shall make such records available to the Client on reasonable request.

The Company shall issue invoices monthly or as specified in the Letter of Appointment setting out any accrued instalments of the Basic Fee and any additional fees, expenses, disbursements and VAT, less any amounts previously paid and stating the basis of calculation of the amounts due.

Payment shall become due to the Company on the date of issue of the Company's invoice and be settled within 28 days from the invoice date unless otherwise agreed.

The Client shall inform the Company in writing, on or before the date when payment is due, if the Client intends to withhold payment of any part of that amount stating the amount proposed to be withheld and the reason or reasons for doing so. If no notice is given the amount due shall be the amount stated as due in the account.

If performance of any or all of the Services and/or other obligations is suspended or ended, the Company shall be entitled; to payment of any part of the fee and other amounts properly due including loss of profit on later stages; together with; reimbursement of any loss and/or expense properly and necessarily incurred by the Company by reason of the suspension or the termination, except where the Company is in material or persistent breach of the obligations of the Agreement.

In the event that any amounts are not paid when properly due, the payee shall be entitled to simple interest on such amounts until the date that payment is received at 8% over the dealing rate of the Bank of England Rate current at the date that payment becomes overdue, together with such costs reasonably incurred by the payee (including costs of time spent by principals, employees and advisors) in obtaining payment of any sums due under this Agreement.

The Client or the Company shall pay to the other party who successfully pursues, resists or defends any claim or part of a claim brought by the other; such costs reasonably incurred (including costs of time spent by principals, employees and advisors) where the matter is resolved by negotiation or mediation; or such costs as may be determined by any tribunal to which the matter is referred.

In addition to fees and expenses, the Client shall pay any VAT chargeable on the Company's fees and expenses.

Copyright Licence

The Company shall own the copyright of the drawings and documents produced in performing the Services and generally asserts the Company's moral rights to be identified as the author of such work.

Providing that all fees and/or other amounts properly due are paid, the Client shall have a licence to copy and use and allow Other Persons providing services to the Project to copy and use hard copies and digital files (in PDF format only). The drawings and documents can only be used for purposes related to construction of the Project or its subsequent use or sale but may not be used for reproduction of the design for any part of any extension of the Project or any other project.

Digital drawings in AutoCad format will not be available under the standard terms of this copyright license but CAD issue will not be unreasonably withheld. The Company shall not be liable for any of the drawings and documents other than for the purpose for which they were prepared. No part of any design by the Company may be registered by the Client without the written consent of the Company.

Termination of the companies appointment will automatically lead to the withdrawal of the copyright licence, if a licence is still required it will incur an additional settlement fee.

Liability and Insurance

No action of proceedings arising from the failure of the Company to keep to this Agreement shall be commenced after the expiry of six years from the earlier of (a) the date of the last Service performed under this Agreement or (b) practical completion of construction of the Project.

In any such action or proceedings; the Company's liability for loss or damage shall not exceed the amount of the Company's professional indemnity insurance which is maintained at a minimum of £1,000,000. A copy of the Company's professional indemnity insurance is available on request.

No employee of the Company or any agent of the Company shall be personally liable to the Client for any negligence, default or any other liability whatsoever arising from performance of the Services.

The Company shall maintain until at least the expiry of the period specified in condition 7.1 professional indemnity

insurance with a limit of indemnity not less than the amount or amounts specified in the terms and conditions statement annexed to the signed Letter of Appointment, provided such insurance continues to be offered on commercially reasonable terms to the Company at the time when the insurance is taken out or renewed.

The Company, when reasonably requested by the Client, shall produce for inspection a broker's letter or certificate confirming that such insurance has been obtained and/or is being maintained.

Nothing in this Agreement confers or is intended to confer any right to enforce any of its terms on any person who is not a party to it, other than lawful assignees.

Suspension or Termination of an appointment

The Client may suspend or end performance of the Services and other obligations by giving at least 7 days' written notice and stating the reason for doing so. The Company may suspend or end performance of the Services and other obligations by giving at least 7 days' written notice and stating the reason for doing so. Such reasons include, but are not limited to, the Client's failure to pay any fees or other amounts due by date when payment is due.

If the reason for a notice of suspension arises from a default;

which is remedied, the Company shall resume performance of the Services and other obligations within a reasonable period; or
which is not remedied by the defaulting party, the Agreement will end by giving at least 7 days' further written notice.

Written notice to suspend or terminate an appointment must also include confirmation as to whether or not the Client has a licence to use any information, including drawings, specifications, calculations and the like, prepared by the Architect.

Where Services are suspended by the Client and not resumed within 3 months, the Company has the right to treat performance of the Services affected as ended on giving at least 7 days' further written notice to the Client.

Dispute Resolution

In the event of any dispute or difference arising under the Agreement, the parties may;
attempt to settle the matter by negotiation or mediation; or
start court proceedings to settle the dispute at any time; or
have disputes decided within 21 days by an adjudicator appointed under the RIBA Adjudication Scheme for Consumer Contracts.

If appointed, the adjudicator may allocate between the parties the costs relating to the adjudication, including the fees and expenses of the adjudicator, in accordance with the provisions of condition 5.12.

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The consumer Client has the right to cancel this Agreement for any reason by delivering or sending (including by electronic mail) a cancellation notice to the Company at any time within the period of 7 days starting from the date when this Agreement was made.

The notice of cancellation is deemed to be served as soon as it is posted or sent to the Company or in the case of electronic communication on the day it is sent to the Company.

If the Company was instructed to perform any services before the Agreement was made or before the end of the 7 day period and the instruction or instructions were confirmed in writing, the Company shall be entitled to any fees and expenses properly due before the Company receives the notice of cancellation.

The notice of cancellation is to be addressed to the Company and state;
The Client <name> hereby gives notice that the Agreement with the Company <insert name> and signed [on our behalf] by <name of person(s) who [will sign] [signed]> on <date of signing> is cancelled.

- Client signature(s):
- <address>
- <date>

Fees and Expenses Schedule

Time charges per hour	
Person/grade	
Principal	£ 250.00
Snr architect	£ 125.00
Technician	£ 90.00
Architect	£ 90.00
Part 1 Assistant	£ 60.00
3D Visualiser	£ 60.00

Expenses and Disbursements

Unless otherwise included within the terms of the appointment expenses and disbursements made on behalf of the Client, will be charged at net cost plus a handling charge of 10%.

Where applicable, travel will be charged at 0.45p per mile

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For and on behalf of the client

Name	
Signature/s	
Company	
Contact Number	
Contact Address	
Date	

**Brighton, London and
the Lake District**

01273 95 66 22
andy@hampsonarchitects.com
www.hampsonarchitects.com



From: darren moore <outlook_02C581687DA61E40@outlook.com> **On Behalf Of**
darren moore
Sent: 29 January 2025 13:59
To: Stephen Honey <stephen.honey@newhaventowncouncil.gov.uk>
Subject: THE MORTUARY CHAPEL NEWHAVEN

Dear Stephen

Thank for you the opportunity to provide a quotation for such an interesting project on a wonderful building. As discussed, and to the best of your knowledge the building is not listed, and after investigation I can confirm this. It would however appear that the property is inside the South Down National Park boundary, and therefore within a conservation area.

My understanding of your requirements are to convert the chapel into a two-bedroom house, arranged over two floors. Upon further consideration this will involve the retention of the internal load-bearing walls running front to back, but the removal of the wall running side to side, and the installation of a new floor.

On the ground floor there will be a kitchen and dining area in the mortuary room where nearest to the foul drainage. The staircase leading to the new first floor will be located, adjacent to the entrance door opposite the road side, after the internal wall has been removed. The area under the new staircase will house a ground floor bathroom and storage area. The living room will be located where the current office is. On the first floor the central staircase will lead to two bedrooms, with one additional roof window facing the road per room. I feel the introduction of a bathroom on the first floor as discussed on site could result in poor bedroom sizes, hence the suggestion under the stairs on the ground floor. I appreciate this is not ideal, so if I am your selected architect, then I will do my best to have a more-conventional first floor bathroom if the space allows.

Although there might be scope for an enlargement of the roof in the form of a rear dormer for the bathroom where headroom is critical I feel the best approach to the external appearance of the building is as little change as possible, taking into account the architectural merit of the building and the possible planning officer's resistance to such fundamental changes in the conservation area. On that, I suggest the only external alterations to be the replacement of the existing non-opening windows with timber sash windows with clear glass and opening windows as necessary. The new windows will be of a traditional style and will compliment the property. The three sets of solid wood doors are part of the building heritage and should be kept in my opinion after renovation.

As discussed to meet the thermal regulations of a converted property the internal walls roof and floor will need to be upgraded. This will result in a slight loss of internal space compared to how those elements are now. The parking is acceptable for two cars, but when I tried to turn around after our meeting I found it a little tight and had to reverse into the highway. This will not be acceptable going forward, and I would suggest that resurfacing of the grassed areas abutting the building will be needed so that cars can come in forward, turn within the site and exit on to the high facing forward.

Overall I feel this is the best approach and will give the greatest value for a developer wishing to purchase the property, avoiding the need for them to resubmit for a better and more lucrative solution. By obtaining planning permission before the property is placed on the market will maximise its value, as is your plan.

My fees are as follows.

The cost of my service includes a complete survey of the property and the grounds, the production of existing and proposed plans/elevations. Initial plans are produced for approval and final plans produced once the initial designs have been agreed to. My fees also include the production of the necessary written statements, location and block plans, as well as the submission of the application and monitoring through to conclusion. My fees do not include more-detailed construction drawings and specification of materials to be used. This can be done later by the purchaser at an agreed additional cost.

My personal planning services fee £4000 plus vat.

Planning application fee £578, (no vat). Application fee paid direct to LDC/SDNP via a payment link.

I trust this provides to you with good value with the added assurance of my extensive experience in the local area. I look forward to working with you in the future.

Regards

Darren Moore

07552 376064

01323 490670

www.dm-as.co.uk

From: darren moore <outlook_02C581687DA61E40@outlook.com> **On Behalf Of**
darren moore
Sent: 29 January 2025 14:33
To: Stephen Honey <stephen.honey@newhaventowncouncil.gov.uk>
Subject: DENTON SOCIAL CENTRE

Dear Stephen

Thank for you the opportunity to provide a quotation for this property.

My understanding of your requirements is to remove the existing roof and build another storey for the purposes of first floor offices. To the ground floor there will be toilets provided that can be accessed from outside when the building is not open to the public. The existing kitchen will be turned into a coffee shop by forming an internal wall, separating the main hall from the kitchen area and the existing internal toilets, which are to be retained. As I'm sure you'll appreciate controlling the budget is very important with public spending and for this reason I would suggest the reuse of the existing steel portal roof frame. It appears that the building is made from a portal frame with vertical posts concealed by internal piers. I think the vertical posts will be lengthened and the existing steel roof trusses reinstalled on top. This element of the work may need to be carried out by a specialist steel fabricator.

The new first floor walls will be formed using cavity brickwork like those of the existing ground floor, with matching white UPVC windows. The existing metal roof covering may be reusable, but it may be worth considering a similar type of material which is thermally insulated to today's standards, or by providing further insulation than what's assumed to be there presently. A fire escape for the new first floor offices will be provided that will lead to the lobby of the coffee shop and out to a single escape door to the rear of the property. Suitable ground floor storage will be retained.

My fees are as follows.

The cost of my service includes a complete survey of the property and the grounds, the production of existing and proposed plans/elevations. Initial plans are produced for approval and final plans produced once the initial designs have been agreed to. My fees also include the production of the necessary written statements, location and block plans, as well as the submission of the application and monitoring through to conclusion. My fees do not include more-detailed construction drawings and specification of materials to be used. This can be done later at an agreed additional cost, after planning approval has been granted.

My personal planning services fee £5000 plus vat.

Planning application fee £578, (no vat). Application fee paid direct to LDC via a payment link.

I trust this provides to you with good value with the added assurance of my extensive experience in the local area. I look forward to working with you in the future.

Regards

Darren Moore

07552 376064

01323 490670

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NEWHAVEN TOWN COUNCIL

Stephen Honey
Executive Officer

TOWN COUNCIL OFFICES
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BN9 9QE

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

To: Full Council **Agenda Item 15**

Date: 8th April 2025

Report Contact: Executive Officer

Subject: **Achieve planning permission for the Old Morgue and Denton & Mount Pleasant Social Centre**

- To consider and approve the appointment of a firm of architects for two projects:
 - The Old Morgue:** As per Councils request to take the development of the Old Morgue into a private residence up to receipt of planning permission.
 - Denton & Mount Pleasant Social Centre:** To attain planning permission as per Councils request to refurbish and augment to provide public toilets and a possible café franchise facility, with additional 1st storey extension to create a meeting room and/or offices
- The Executive Officer requested three architect practices to have initial on-site meetings and then prepare quotes to achieve planning permission (see Appendices A B & C).
- The total cost, whilst not an exact amount (with difficulties in comparison between the three quotes' add-on figures) varied considerably with a 42% increase from the lowest to the highest as below:

Location	Staac	Hampson	Darren Moore
The Old Morgue	5702	5625	4578
Denton & Mount Pleasant Social Centre	8742	5625	5578
Total	£14,444	£11,250	£10,156

- From a purely financial point of view, the quotation from Darren Moore is the best option and Councillors may also wish to note that Staac are the architects that NTC have used for the Cemetery gates, entrance area and toilet block renovation. However, in order to consider all the variables, the quotes were analysed based on a weighted scoring system as shown below to assist you in making a decision.

Criteria	Weighting (%)	Staac	Hampson	Darren Moore
Experience	20	100	100	100
Local	5	25	20	25
Quote Quality	15	60	60	30
Understanding brief	20	100	100	100
Cost	20	70	90	100
Communication Skills	10	30	50	50
Availability	10	40	40	50
Total	100	425	460	455

Recommendation.

That the council informs the Executive Officer as to which Architects practice it wishes to commission for this work.



NEWHAVEN TOWN COUNCIL

Ken Dry
Town Clerk

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

Date: 8th April 2025

Report contact: Town Clerk

Subject: **Allotment Development.**

1. The purpose of this report is to seek Full Council authorisation for payment of invoices in connection with ongoing improvement work of allotment gardens at the Newhaven Cemetery Allotments.
2. Table 1 itemises the quoted costs and required works to be provided by 'Toms Property Services' at a cost of £11,600 Ex VAT to be taken from Earmarked Reserve provision.

Toms Property Services - Allotment Work to be carried out

Quote Numbers	Plot No(s)	Price	Work to be carried out
1075	29a	£2,450	Rubbish clearance, rotavation, shed base construction & building/placement of shed
1076	29b	£2,635	Rubbish clearance, rotavation, shed base construction & building/placement of shed, plus asbestos sheets to be removed and disposed of.
1077	31a	£2,540	Rubbish clearance, rotavation, shed base construction & building/placement of shed
1088	14b	£1,935	55 meters of chain link fence dividers
1091	28a/b	£985	Chain link fencing & entries/gates
1092	29a/b	£1,115	25 meter of chain link fencing
	Total	£11,660	

3. As proscribed by current Financial Regulations a Full Council resolution is required for all expenditure over £7500.
4. The council currently owns and operates x2 sets of allotments; one at Newhaven Cemetery (x57 allotment gardens) and the other at Eastside Recreation Ground (x14 allotment gardens).

5. All of the allotment gardens at Eastside are currently under tenancy and have benefited from a huge renovation completed with external funding and match funding from NTC. Given the standard of provision, sheds, fencing and gates at Eastside, officers have over the past 2-3 years begun to make similar improvements at the Newhaven Cemetery site.
6. As and when tenants have vacated their tenancy at the cemetery site, this has also facilitated the reduction of allotment garden size from 10 down to 5 rods due to tenant feedback indicating that 10 Rods is too big to manage.
7. Of the x57 allotment gardens at Newhaven Cemetery there regularly exists a small number that become vacant and this enables officers to arrange their size reduction, clearance, and provisioning of new sheds, and it is this work that this report seeks authorisation for expenditure.
8. With waiting lists for both sites currently open, there are x14 residents awaiting plots at Eastside with another x25 awaiting plots at the Cemetery site. These numbers follow a period of waiting list closure and a rationalisation of which individuals are 'bona fide' Newhaven Residents.
9. Councillors should also be aware of the fluctuations in demand for allotment gardens, with issues such as the COVID Pandemic restrictions seeing demand significantly increase.
10. Notwithstanding the aforementioned demand fluctuations and relatively lower waiting list numbers, the council continues to maintain a watching brief for potential vacant land both inside and outside of the town boundaries. However, in the south-east of England there remains significant pressure upon land availability (primarily that for housing), and even if successfully purchased, basic development costs of circa £300-400K should be anticipated. E.g. paths, access roads, water supply, etc.

Recommendations.

That council notes the current position approves payment of those invoices at Table 1 (**£11,660 Ex VAT**) from earmarked reserves.



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

Date: 8th April 2025

Report contact: Town Clerk

Subject: **To authorise a range of Legal Invoices in connection with work completed on the Devolution of Land Spaces.**

1. The purpose of this report is to seek Full Council authorisation for payment of invoices in connection with legal work surrounding the ongoing devolution of land spaces to NTC from various third parties and that earmarked reserves be utilised for the same.
2. As proscribed by its current Financial Regulations a Full Council resolution is required for all expenditure over £7500.
3. Listed below are the land spaces forming the current 'devolution continuum' (Table 1 below) and showing the current status of each with attendant legal fees to date.

Land Space	Invoice Fee Ex VAT	Status
Eastside Rec & Allotments	£ 1,713.00	Complete
Avis Road Rec, Denton Cricket Grnd & Drove Park	£ 4,500.00	Ongoing
Footpath between Avis Rd Rec and Denton Rec	£ 600.00	Ongoing
Land at Valley Road	£ 1,500.00	Complete
Riverside Park	£ 1,359.00	Ongoing
Lewes Road Rec	£ 1,000.00	Ongoing
Ouse Estuary Nature Reserve	£ 850.00	Ongoing
	£ 11,522.00	

Table 1.

4. Councillors will already be aware that Eastside Rec and its allotments together with Meeching Down are now within the freehold ownership of NTC, however the council still awaits invoice(s) regarding the Meeching Down Transfer.
5. On the matter of Avis Way Rec (LDC) and its connecting path (ESCC) through to Denton Rec NTC, NTC executed the transfer agreement back in 2021, though for

reasons unknown, it has yet to be executed by LDC which also means the connecting path lease with ESCC cannot be concluded.

6. Regarding Lewes Road Recreation Ground, officers are aware that work on this has been completed by the council's solicitor but still awaits further communication from LDC as to any conclusion of the same.
7. Members will recall that Riverside Park is freehold owned by ESCC and LDC (approximately 50:50) and straddles a former land-fill site. Given the significant financial risk stemming from any potential environmental 'clean up,' the transfer of this land will be on a long-term (99yr) lease basis.

Officers are aware that ESCC solicitors have been pushing 'completion' from their end, however both NTC and ESCC await further progress from LDC to achieve a conclusion.

8. On the matter of the Ouse Estuary Nature Reserve (OENR), despite a notable hiatus caused by COVID and transfer of the 'Seven Sisters' to the South Downs National Park, ESCC appear to have re-invigorated their efforts over the past few months, and like Riverside Park its completion is fast becoming imminent.
9. Based upon previous communication, Drove Park together with the Denton Cricket Ground and the section of scrubland in between both are being 'bundled' into one package. However, the right of access to/from the neighbouring Avis Way Industrial Estate on the north-west boundary of the Drove Park remains an issue.
10. Officers anticipate further invoices as each transfer is completed, though the precise timeline and level of expenditure cannot be realistically gauged, and this will be further exacerbated by the impending Local Government Reorganisation and Devolution of Powers anticipated over the coming three years.

In this same context there are other small pockets of land that have been identified by LDC for potential transfer to NTC.

Recommendations.

That council notes the current position approves payment of those invoices at Table 1 (**£11,522 Ex VAT**) from Earmarked reserves.



NEWHAVEN TOWN COUNCIL

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

Date: 8th April 2025

Report contact: Town Clerk

Subject: **Draft Business Plan 2025-30**

1. The purpose of this report is to seek Full Council acceptance of an initial draft Business Plan for the Town Council, for the period 2025-30.
2. Councillors will recall attending a number of workshops operated by representatives of East Sussex Association of Local Councils and councillors' own input into this process.
3. As a result of councillor input, Strategic Objectives (or threads) have been identified below, which are supported by a range of underlying actions and/or objectives. The draft Business Plan and an indicative timeline can be seen at Appendix 1 and 2 respectively.
 - Creating and Maintaining a Pleasant Place to live and work.
 - Providing Activities for Residents and Visitors of all ages.
 - Maintaining and Enhancing the Physical Environment.
 - Facilitating Economic Opportunities.
 - Provision and Improvement of Community Facilities.
 - Providing an Efficient and Representative Town Council.
4. It should be noted that as the majority of the stated objectives/actions of councillors who participated in the workshops remain effectively aspirational and/or qualitative, it has therefore not been possible to use the normal SMART¹ approach in every case.
5. Officers anticipate that the next stage would be to seek public commentary regarding the draft, and subject to realistic and relevant feedback, the next iteration of the draft being brought before the Annual Full Council Meeting (13.5.25) for full adoption.
6. Thereafter, the document can be reviewed annually and amended where necessary with a progress report at each subsequent Annual Full council Meeting.

Recommendation.

That the council adopts this draft Business Plan and agrees with the suggested approach.

¹ Specific, Measurable, Achievable, Realistic and Timeous.



NEWHAVEN TOWN COUNCIL BUSINESS PLAN 2025-2030

INTRODUCTION

This business plan is the town council's blueprint for how it will work in a co-ordinated way in the best interests of all who live or work in the town or who use our services. It sets out our values, vision and key priorities.

It is our action plan for the next five years and sets out an approximate timeline for the delivery of projects and tasks by the town council, and helps ensure that the Council can take a planned and consistent approach to:

- The design and delivery of services
- The prioritisation and allocation of resources
- The achievement of real value for money

NEWHAVEN.

The town of Newhaven, with a population of about 13,000, is situated in an enviable position at the mouth of the River Ouse, surrounded by the South Downs National Park. Best known for its ferry link with Dieppe in France, the harbour is right in the middle of the town, overlooked by residential housing on the hilly sides of the river valley on either side. Residents and visitors can enjoy the natural beauty of cliffs, Downs, river and sea.

Once, life in Newhaven very much revolved around the port and local people are still proud of this heritage. The town continues to have a real maritime feel, not only because of the daily comings and goings of ships in and out of the harbour, but also because many recent developments have deliberately been built in a style to reflect the town's maritime origins. A prime example of this is West Quay development, which is comprised of high-quality housing along the riverside built in a style designed to evoke fishing lofts together with high quality apartment buildings.

Although the port and the sea remain so closely connected with the identity of the town, economically the port declined in importance during the latter half of the twentieth century, as did so many other ports across the country. Today, most of the businesses operating in Newhaven have little or no connection with the port, and include market leading manufacturers and cutting-edge technology companies. There is extensive support available for local enterprise, including from Newhaven Chamber of Commerce and from the Newhaven Enterprise Centre.

THE ROLE OF NEWHAVEN TOWN COUNCIL.

There are currently three tiers of local government with areas of responsibility in Newhaven - East Sussex County Council, Lewes District Council and Newhaven Town Council. However, it is fully appreciated that a process has been initiated for the election of a County Mayor and a 'Strategic Board' with the dissolution of East Sussex County Council and the majority of District and Borough Councils throughout the County.

However, for the time being,

East Sussex County Council's responsibilities include:

- Adult Social Care, working in partnership with East Sussex Downs & Weald PCT and others, to assess the needs of and commission services for older people and those with disabilities, either in their own homes or in residential placements.
- Waste Disposal, such as by landfill or incineration.
- Children's Services, leading the Children's Trust arrangements, supporting school improvement, commissioning services for children and families through Children's Centres and otherwise, and managing fostering and adoption.
- Transport and Environment, including road safety; the maintenance of footways, roads and bridges, and street lighting; support for public transport; rights of way and access to the countryside; and protection of the Downs and Heritage Coast.
- A range of other services, including Libraries, Archives and Records Management, Trading Standards, Adult Community Learning, and the Registration Service.

Lewes District Council's responsibilities include:

- Housing
- Deciding planning applications
- Rubbish collection from premises in the town; provision of recycling facilities
- Street cleansing
- Environmental health
- Provision of leisure and sports facilities, such as the Seahaven Pool, recreation grounds
- Collection of Council Tax on behalf of all three tiers of local government
- Licensing of taxis

Newhaven Town Council currently receives on an annual basis, a small percentage of the money raised by Council Tax, which is known as "the Precept." This money can be spent on the provision of various things that are of particular benefit to the local community or which the Town Council feel are not adequately provided by the other two tiers.

Eighteen local people serve as Councillors on the Town Council. They are all volunteers and receive no pay for the work they do on behalf of the town. Elections are held every four years.

The Full Council is comprised of 6 Committees,

Planning & Development,
Environment & Amenities,
Strategy & Regeneration,
Promotion, Partnership & Finance,
Personnel, and
Audit.

All meetings of the Council are open to the public and there is a short period at the beginning of each meeting put aside for questions from the public and for the receipt of petitions.

An important part of the role of the Town Council is to represent the views of the town in response to various public consultations.

On a regular basis our Planning & Development Committee meet to look at planning applications received by the Planning Authority (Lewes District Council) and to pass on to them our comments. The Town Council always try to represent the views put forward by local people in this regard, although sometimes this can prove difficult when an application is controversial and has both vocal support and opposition amongst local residents.

Nevertheless, members of the Planning Applications Committee take a vigilant approach in representing the local viewpoint, and encourage objectors/supporters of planning applications to attend meetings and put forward their views. When an application is of particular public interest a special public meeting may be held.

At the present time, Newhaven Town Council provides the following for the local community:

- The Town Council **offices** in Fort Road act as an information point for local resident and are freehold owned by the Council. Refurbished in 2003-4 the offices have easy public access from street level via stairs of an internal lift. Current planning applications may be viewed there during normal office opening hours. The building also has large reception area for viewing materials and a large private meeting room. Leaflets and posters are displayed concerning local events, places of interest and other items of general interest. The meeting room is modern and well equipped and is in regular use in hosting meetings.
- Four **social centres** are owned, maintained and run by the Town Council. They are available for hire by local organisations and individuals. They are Denton Social Centre, East Side Social Centre, Lewes Road Hut and Meeching Hall.
- Some of the town's **recreation grounds** are maintained by the Town Council. These are the Eastside Recreation Ground and Children's Play Area, Denton Recreation Ground and Children's Play Area, the Valley Road Play Area, and the Lewes Road Recreation Ground and Children's Play Area. Other local recreation grounds and play areas are owned and maintained by Lewes District Council.
- Four **amenity areas** across the town are maintained by the Town Council. The Bay Vue Amenity Area in Bay Vue Road is owned by the Town Council and maintained as a grassed area with public seating. The Valley Ponds area is owned and looked after by the Town Council as a wildlife conservation area and amenity area for local residents, as well as Meeching Down. The strip of land known as the Rose Walk Amenity area (behind Southdown School, linking Church Hill and Rose Walk) is owned by East Sussex County Council and maintained as a grassed area by the Town Council.
- The town's **War Memorials** are looked after by the Town Council. All three memorials – the Canadian Memorial, the Mercantile Marine Memorial (also known as the Transport Memorial) and the town's War Memorial – now stand together in the Memorial Gardens in South Way. Each year in August, the Town Council hosts a commemoration service at the Canadian Memorial on the anniversary of the Dieppe Raid in 1942. The Town Council also works in partnership with the Royal British Legion to organise the annual service of remembrance during November.

- **Newhaven Cemetery** is owned by the Town Council, which is the local burial authority. The Cemetery includes burial plots, a garden of remembrance for ashes interments, and a chapel which can be used for funerals.
- There are a number of **allotment gardens** at Newhaven Cemetery and also at Eastside Recreation Ground which are let to local residents for a nominal annual fee.
- The Town Council owns and funds the **CCTV cameras** in the town centre, which are operated and maintained by Sussex Police.
- The **Christmas Lights** in the town centre are leased and installed by contractors put up each year. A number of local businesses allow the Town Council use of their electricity supply for this purpose. The bulbs are LED energy saving bulbs.
- Some of the **public seats** in the town are owned and maintained by the Town Council.
- There are 9 Town Council **noticeboards** around the town which are used for the display of Town Council minutes and agendas and a list of Town Councillors as well as for information on local events.

The Town Council is represented on the following outside bodies:

Access in Seaford and Newhaven Committee
 West Quay Day Centre
 Community Transport for the Lewes Area (CTLA)
 Lewes District Association of Local Councils
 Local Partnership for Children
 Newhaven Chamber of Commerce
 Parishes of the Lower Ouse (POLO)
 Egrets Way Committee
 Newhaven Historical Society
 The Hillcrest Centre
 Friends of Riverside Park
 South East Community Rail Partnership
 Newhaven Enterprise Zone
 East Sussex Association of Local Councils
 Joint Action Group

THE TOWN COUNCIL'S VALUES.

Newhaven Town Council is committed to fair and clear ways of working, from the way it consults with the local community and does business with third parties who help it to deliver services, right through to the way it makes decisions.

As part of this way of working, Newhaven Town Council remains committed to the following principles:

- To represent and promote the interests of Newhaven and all its people in all forums,
- To pay particular attention to the needs of our children and young people,
- Active involvement of local people in decisions affecting activities in the area,
- To promote equality of opportunity and oppose discrimination,
- To be open and accountable in all it does, and
- Support development, which is environmentally, socially and economically sound and sustainable.

THE TOWN COUNCIL'S VISION FOR NEWHAVEN.

In 2012 the Town Council formulated a long-term vision for Newhaven and continues to maintain the same.

- By 2030, Newhaven will have undergone significant regeneration and development and strengthened and diversified its economic base.
- All communities within the town will have access to appropriate facilities to meet their needs and a variety of quality open spaces linked by a network of footpaths and cycleways providing access to the adjoining coast and countryside.
- Improvements to the highway network, public transport routes and parking regimes will have eased movement within the town and access to the regional highway network and adjoining towns and cities.
- Building upon the success of the Enterprise Centre the town will have become the focus for enterprise and training within the district, with links to the two universities in Brighton and other educational establishments acting as a hub for developing and expanding start-up businesses.
- Economic regeneration will also have centred on redevelopment and improvement of the area east of the river, maximising the potential of the waterfront, listed buildings and existing commercial premises, resulting in a quality environment with modern premises, improved access and greenway links, where a variety of uses, activities, businesses and industries thrive.
- Developing tourism opportunities for the town, with new port and accommodation facilities, integrated transport interchange and access arrangements that will act to maintain a continental gateway to the National Park and beyond.
- The old town centre will be revitalised and more accessible with a new role and a greater range of uses and activities to complement those east of the river with its improved public realm linking the two areas.
- These links and improved accessibility of the old town centre will have been aided by the improved highway, cycle and pedestrian network, greater connectivity to the town's railway stations and integrated transport interchange and a high-quality public transport corridor along the A259.

The aforementioned vision is further supported by that contained in its Neighbourhood Plan, which stated:

That by 2030 ...

- *Newhaven will have a quality built and natural environment with development respecting and maximising the potential of its historic and natural assets, whilst protecting the integrity of the countryside and coastal landscapes. Waterside access and a high-quality riverside environment will have been achieved and supported, by a healthy working relationship with the port owners and the local community.*
- *In order to improve safety and manage risks against the effects of climate change including sea level rise and pollution, measures will have been introduced that reduce the risk of river and tidal flooding, improve air quality and ensure a sustainable environment.*

- *New housing will have been delivered to meet the local need and wider housing needs of the district, including affordable housing and a mix of housing types, to ensure an equitable balance of property sizes, essential for a sustainable community.*
- *Residents will enjoy a good quality of life and to encourage healthy living, residents within the town will have access to a range of good quality recreational facilities including open spaces, footpaths and cycleways that provide access to the adjoining coast and countryside.*
- *The town will have a strong and diverse economic base which meets the employment needs of the local community and wider area, with its reputation as a hub for the 'clean and green' sector fully established.*
- *The town centre will provide an accessible focus to community life, revitalised with high quality public spaces and a greater range of uses and activity. The character of the historic assets of the town will have been enhanced and the connectivity of the retail areas west and east of the river will have been strengthened.*
- *The local highway network will enable easy vehicular, pedestrian and cycle access within the town and access to the regional highway network and adjoining towns and cities. There will be facilities for a comprehensive and integrated public transport network serving the town and accessing the wider region.*
- *Educational facilities will meet the needs of the local community and also act as a hub, linked to further and higher educational establishments which train for a diverse range and scale of enterprises and businesses.*
- *The community will be sharing their seaside town with tourists and visitors, with the town acting as a destination in its own right, as well as the continental gateway to the National Park and beyond.*
- *The strategic importance of Newhaven will have been consolidated, with the town being well known in the region for port generated activities and the cross-channel ferry service.*

THE TOWN COUNCIL'S STRATEGIC OBJECTIVES.

Following a number of workshops, the Town Council agreed on the following Strategic Objectives (in bold type), underpinned by a range of planned operational actions and activities. An indicative timeline and categorisation of those Strategic Objectives with underpinning Operational Actions (OA) can be found at Appendix A.

NB. With the recent advent of a proposed Reorganisation of Local Government and devolution of powers via the introduction of a Strategic Mayor for Sussex it is anticipated that this plan will likely require substantial modification as Sussex moves through this process over the coming 3-4 years.

1. Creating and Maintaining a Pleasant Place to live and work.

1.1 *Ensure Approved Planning is Built.*

Through its Planning & Development Committee, the council will take all appropriate action to ensure all development approved by the Planning Authority is actually implemented.

1.2 *Improve all Open Spaces across the Town.*

Under the auspices of the Councils Environment & Amenities Committee, the council will develop a range of 5-year Management Plans for its key Open Spaces (e.g. Valley Ponds and Meeching Down) ensuring that they are environmentally effective, fully acknowledge Biodiversity and provide a pleasant space(s) for residents.

- 1.3 *Prevent Planning Permission for the 18 Storey Block of Flats.*
The Council and its committees will strive to challenge built development across the Town that it considers unsympathetic and/or unnecessary by virtue of its location, size, style and wherever contrary to the Town Councils existing Neighbourhood Plan. However, such planning decisions are taken by the Planning Authority.
- 1.4 *Devolution of Land Spaces to NTC.*
The Town Council will remain committed to the concept of Devolution of land space and/or services, and this is particularly relevant to the Governments stated objectives and the creation of Unitary Authorities.
- 1.5 *Review of the NTC Neighbourhood Plan.*
With a Neighbourhood Plan already in place and fully ratified, a review has already been initiated by the town council. The outcome and its ongoing existence will be determined by completion of the Governments the NPPF changes and Local Plan completion by LDC. However, with the advent of potential Local Government restructuring (possible Unitary Authorities) a timeline for completion of the overall review remains unknown.

2. Providing Activities for Residents and Visitors of all ages.

- 2.1 *Use of 'The Sidings' for NTC Events.*
As part of the Council's ongoing Events Strategy, 'The Sidings' will be a key venue location of many council arranged and partnered Events for the local residents and wider community, and is already featuring in a range of Events as part of the overall NTC Events Strategy.
- 2.2 *Annual Christmas/Winter Market.*
A Town Christmas Lights 'switch -on' event has continued to take place in late November over recent years and will continue as part of the NTC Events Strategy. It is however, one of the councils' objectives to develop and grow this event further in order that greater economic opportunities are facilitated to the benefit of the Town.
- 2.3 *Purchase of Agricultural Land for Formal/Informal provision of Allotments. (Inclusive of Operational Action 2.5 Establish additional Allotment Gardens at Newhaven Cemetery).*
Officers will continue to operate a 'watching brief' for potential land space acquisitions for the purpose of meeting any level of demand for allotment spaces. Currently, all allotment garden provision is being physically improved where tenancies are relinquished, together with continued assessment of waiting list lengths and the eligibility of those wishing to become tenants.
- 2.4 *Contribute more to Arts Events in Newhaven.*
As part of its ongoing Events Strategy, the provision of Arts type events remain a continued aspiration wherever possible.
- 2.5 *Establish additional Allotment Gardens at Newhaven Cemetery.*
See Operational Action 2.3.
- 2.6 *Fenced off area on Meeching Down for Dog Walking/Training.*
Having only recently being added to NTC property portfolio ownership, a 5year conservation management plan has just been approved and will now require

implementation. This work will determine the reality and practicality of provision of a specific 'dog walking/training area' within Meeching Down.

3. Maintaining and Enhancing the Physical Environment.

3.1 *Ranger Service to manage open spaces.*

Resultant of the above and in conjunction with the continued devolvement of land spaces to the council, work will be undertaken to develop a 'Ranger Service' in order to manage and supervise the ongoing maintenance of these spaces. With the recent advent of a Local Government Re-organisation and Devolution of Statutory and other Powers (2025-28), this may be further augmented or changed depending upon the latter outcomes.

3.2 *NTC to adopt 'Motion for the Ocean'.*

This is an aspirational and fundamental objective of, and driven by, the Ocean Conservation Trust; that 'oceanic health' is a fundamental part of climate regulation and must be considered as part of any effective climate emergency response. Commitment is sought from local Councils to support a more ecologically healthy sea and to rethink how the Ocean is taken into account in planning and decision-making at a local level. Adoption will be subject to a Full Council resolution.

3.3 *NTC Takeover Operation and Ownership of Castle Hill.*

At present, this land space does not feature as part of the current 'devolution of land space' continuum. However, such a transfer may materialise as part of the proposed Reorganisation of Local Government and devolution of powers set to take place during 2025-2028.

3.4 *Town wide Grass Cutting Contract (Highway Verges & Open Spaces).*

Whilst currently 'self-delivering' maintenance of Highways Verges within the Town, the Council will examine the advantages or otherwise of including vegetation management of its existing open spaces and its Cemetery into one contract to achieve great control of standards and actual costs.

3.5 *Cemetery Infrastructure Improvements (Pathways & Facilities)*

Plans for an initial tranche of improvement works for the cemetery toilets and main entrance are already being considered by the local Planning Authority, and subject to these permissions and sufficient funding this phase of work is anticipated for completion in the current FY 25/26. There is also an indirect linkage to OA 4.6.

3.6 *Cemetery Memorial Risk Assessment*

Work will begin on a section-by-section basis to determine the safety or otherwise of cemetery memorials with an initial focus upon the newer and more patronised burial sections.

4. Facilitating Economic Opportunities.

4.1 *A busy High Street.*

The Town council has no control over any projects or their finance to deliver any of the fundamental factors required to achieve this OA, as this is within the control of Lewes District Council. On that basis it is necessary for Town Councillors and the Town Clerk to maintain a network of communications in order to secure legitimate input to these projects.

4.2 *Beach Huts for Small Businesses along West Quay.*

As Lewes District Council and in part Newhaven Port & Properties together with The Crown are the freeholders of West Quay and its walkway, and that the latter is a primary access point for the towns fishing fleet, it is highly unlikely that this could be achieved within the current era.

4.3 *Reopen West Beach.*

This land is owned and operated by Newhaven Port & Properties and the town council has no control over this land. However, officers will continue in their attempts to keep this possibility alive through networking and potential joint-working with our local Member of Parliament.

4.4 *Contribute more to Arts Events in Newhaven.*

In recent years the council has actively curated the 'Newhaven Festival' which has attracted and facilitated a range of events taking place in and around Newhaven. With the advent of its own recent Events Strategy, the council is now focusing upon organising and effectively controlling and directly financing a range of events that it wishes to take place in connection and consultation with other third parties, whilst in parallel making direct Events Grants to eligible applicants.

4.5 *Development & Sale of the Cemetery Mortuary Building*

As part of its ongoing Building Assets Strategy, work will be undertaken to redesign the Mortuary Building and seek planning permission for the same in order that consideration can be given to a potential sale for a private residence.

5. Provision and Improvement of Community Facilities.

5.1 *Rationalisation of Existing Property Portfolio.*

Work will continue on the current objectives within the Building Assets Strategy and other specific objectives (listed below) to rationalise the councils' level and type of provision of community and office buildings within the town to achieve greater operational efficiencies and sustainability.

5.2 *Rebuild of Eastside Social Hall.*

The rebuild of this social hall in its current location is considered to be the ultimate objective of the Building Assets Strategy with a range of other objectives within the Strategy culminating in achieving the same.

5.3 *Refurbishment of Lewes Road.*

Whilst forming part of the overall Building Assets Strategy, this objective has few interlinkages with other objectives under same Strategy and is effectively a 'stand-alone' project. The format of this building remains dependent upon the devolution of Lewes Road Recreation ground and the success or otherwise of the nearby Robertson Road Community Hub.

5.4 *Augmentation of Denton Hall (to provide Café Franchise & Public Toilets).*

An Architectural re-design of the existing building is being commissioned to assess the viability and potential cost of this work for further consideration in the context of the wider Building Assets Strategy.

5.5 *Refurbishment of Eastside Playground.*

This project is already in the design stages following community consultation with quotations being sought from reputable providers. Subject to award of this work, installation is likely to begin in October 2025.

6. Providing an Efficient and Representative Town Council.

6.1 *Mitigate Precept through Income Generation.*

With the Council currently possessing the General Power of Competence under The Localism Act s1-6 it has the opportunity to undertake and provide a range of community and commercial activities where the latter has the potential to generate income which in turn can reduce the level of Precept required.

6.2 *Council to move to 'ethical' banking provision.*

The council has already begun to adopt 'ethical' banking¹ service provision by opening its first account with the Unity Trust Bank. As to whether the councils banking service provisions will be transferred is a matter for further consideration in the context of future levels of financial risk.

6.3 *Improve overall Council 'image' and Public Perception.*

With the appointment of a dedicated Communications & Events Officer, and a range of policies, the council are well placed to manage its reputation to a high standard through the various media and communications channels available to all.

With a range of pertinent policies already in place, transparency and sound decision making continue to be fundamental to public perception, with media and communication channels determining their context.

6.4 *Policy Review.*

With some 40+ different policies surrounding operational human resource management and council specific procedures, each document has recently been reviewed by officers and councillors, and placed upon a continuum for regular review and update but remain subject to any changes in legislation.

Documents such as Financial Regulations, Standing Orders and Committee Terms of reference continue on an annual review basis and similarly are subject to additional change following legislative changes. All of this ensures that there is transparency and ongoing relevance for the council and its officers.

6.5 *Auditing.*

Internal and External auditing of all council functions remains the foundation to all council activities. Internal auditing of the council by an independent qualified auditor takes place on a six-monthly basis and forms an integral part of the Annual Governance & Accountability Return (AGAR) which is assessed by an external auditor appointed by National Government for this purpose. This process is in constant application every year.

6.6 *Budget Development & Precept Setting.*

This is an annual process which takes into account all aspects of expenditure and income activities and is developed through councillor aspiration surrounding service provision to residents and operational needs to facilitate the latter.

As well as historic expenditure and income patterns stemming from operational activities, the legislative requirements and the UK economic situation are also significant considerations together with the 'proper practice' guides of the Smaller Authorities Proper Practices Panel (SAPPP) Practitioners Guide.

¹ Ethical banking involves financial institutions prioritising investments and practices that align with social, environmental, and ethical principles, seeking to create positive societal impact beyond solely financial gains.



Newhaven Town Council

Reconciliation Summary

Month: JANUARY 2025

	Amount	Examiner
Cashbook 1 Current Acct 60669288	£78,921.92	CW.
Cashbook 2 B. Prem Acct 2069253	£806,699.96	CW
Cashbook 3 Petty Cash	£61.63	CW
Cashbook 4 R Reward Acct 13831183	0	CW
Cashbook 5 Credit Cards	0	CW
Cashbook 6 Instant Access Acct 20501013	£200,000.00	CW
Petty Cash On-Site	£61.63	CW
Staff Salary Payment	£14,045.72	CW
HMRC Remittance	£4841.94	CW
ESCC Pension Remittance	£4957.28	CW

Report to Full Council:- / /2025

Resolved/Noted as Correct:- Yes/No

Chairmans Signature:-

Bank Reconciliation Statement as at 31/01/2025
for Cashbook 1 - Current A/c

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current A/c	31/01/2025		78,921.92
			<u>78,921.92</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			78,921.92
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			78,921.92
		Balance per Cash Book is :-	78,921.92
		Difference is :-	0.00

Signatory 1:

Name ALISON CAMPBELL Signed  Date 3/2/2025

Signatory 2:

Name CORINA WATTS Signed  Date 12/3/2025

Bank Reconciliation up to 31/01/2025 for Cashbook No 1 - Current A/c

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
24/01/2025	HMRC VAT		29,339.33	29,339.33		R <input checked="" type="checkbox"/>	Receipt(s) Banked
24/01/2025	34420/19		42.08	42.08		R <input checked="" type="checkbox"/>	Receipt(s) Banked
27/01/2025	ESCC SG24	57.92		57.92		R <input checked="" type="checkbox"/>	East Sussex County Council
27/01/2025	CC Dec 24	1,062.56		1,062.56		R <input checked="" type="checkbox"/>	Credit Cards
29/01/2025	34405		288.00	288.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
30/01/2025	02313407	216.16		216.16		R <input checked="" type="checkbox"/>	SSE
		<u>103,712.06</u>	<u>128,949.23</u>				

Signatory 1:

Name AUSON CAMPBELL Signed  Date 3/2/2025

Signatory 2:

Name CORINA WATTS Signed  Date 12/3/2025

Bank Reconciliation up to 31/01/2025 for Cashbook No 1 - Current A/c

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
24/12/2024	34377		27.50	27.50		R <input checked="" type="checkbox"/>	Receipt(s) Banked
24/12/2024	34397		233.40	233.40		R <input checked="" type="checkbox"/>	Receipt(s) Banked
24/12/2024	Mayor Ch24		1.60	1.60		R <input checked="" type="checkbox"/>	Receipt(s) Banked
24/12/2024	MC TTowel		10.00	10.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
24/12/2024	34351		27.50	27.50		R <input checked="" type="checkbox"/>	Receipt(s) Banked
02/01/2025	66184+2	3,368.73		3,368.73		R <input checked="" type="checkbox"/>	Computer-Eyez (South) Ltd
02/01/2025	N101623860	247.00		247.00		R <input checked="" type="checkbox"/>	Lewes District Council
02/01/2025	N101624609	205.00		205.00		R <input checked="" type="checkbox"/>	Lewes District Council
02/01/2025	N101625909	87.00		87.00		R <input checked="" type="checkbox"/>	Lewes District Council
02/01/2025	N10162590C	403.00		403.00		R <input checked="" type="checkbox"/>	Lewes District Council
02/01/2025	N101626909	125.00		125.00		R <input checked="" type="checkbox"/>	Lewes District Council
02/01/2025	N101624639	384.00		384.00		R <input checked="" type="checkbox"/>	Lewes District Council
02/01/2025	Nov 24	186.75		186.75		R <input checked="" type="checkbox"/>	Trade UK Account
02/01/2025	34352		27.50	27.50		R <input checked="" type="checkbox"/>	Receipt(s) Banked
02/01/2025	34389		0.50	0.50		R <input checked="" type="checkbox"/>	Receipt(s) Banked
02/01/2025	34333		55.00	55.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
03/01/2025	34361		27.50	27.50		R <input checked="" type="checkbox"/>	Receipt(s) Banked
03/01/2025	34248		50.00	50.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
03/01/2025	34336AL6B		27.50	27.50		R <input checked="" type="checkbox"/>	Receipt(s) Banked
03/01/2025	MC3.1.25		2.50	2.50		R <input checked="" type="checkbox"/>	Receipt(s) Banked
06/01/2025	34375		27.50	27.50		R <input checked="" type="checkbox"/>	Receipt(s) Banked
06/01/2025	34409		47.25	47.25		R <input checked="" type="checkbox"/>	Receipt(s) Banked
06/01/2025	34334		27.50	27.50		R <input checked="" type="checkbox"/>	Receipt(s) Banked
06/01/2025	34406		811.00	811.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
06/01/2025	34410		126.00	126.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
06/01/2025	34326		102.30	102.30		R <input checked="" type="checkbox"/>	Receipt(s) Banked
06/01/2025	34413		34.20	34.20		R <input checked="" type="checkbox"/>	Receipt(s) Banked
07/01/2025	6693658	18.38		18.38		R <input checked="" type="checkbox"/>	Business Stream
07/01/2025	35329223	400.58		400.58		R <input checked="" type="checkbox"/>	Rentokil Initial UK Ltd
07/01/2025	0521536	13.14		13.14		R <input checked="" type="checkbox"/>	Orbis Protect Ltd
07/01/2025	011679611	52.86		52.86		R <input checked="" type="checkbox"/>	Clares Office Supplies Ltd
07/01/2025	254	24.00		24.00		R <input checked="" type="checkbox"/>	North Laine Window Cleaning
07/01/2025	34407		176.20	176.20		R <input checked="" type="checkbox"/>	Receipt(s) Banked
07/01/2025	115391		662.50	662.50		R <input checked="" type="checkbox"/>	Receipt(s) Banked
07/01/2025	34413		0.30	0.30		R <input checked="" type="checkbox"/>	Receipt(s) Banked
08/01/2025	34370		27.50	27.50		R <input checked="" type="checkbox"/>	Receipt(s) Banked
08/01/2025	34332		27.50	27.50		R <input checked="" type="checkbox"/>	Receipt(s) Banked
08/01/2025	34381		27.50	27.50		R <input checked="" type="checkbox"/>	Receipt(s) Banked
08/01/2025	34316		225.00	225.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
08/01/2025	34412		96.75	96.75		R <input checked="" type="checkbox"/>	Receipt(s) Banked
09/01/2025	DEC 2024	24.56		24.56		R <input checked="" type="checkbox"/>	Barclays Bank
09/01/2025	34411		1,115.82	1,115.82		R <input checked="" type="checkbox"/>	Receipt(s) Banked
09/01/2025	34416		141.00	141.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
10/01/2025	0172392112	57.62		57.62		R <input checked="" type="checkbox"/>	Barclaycard Payments Ltd
10/01/2025	6702	10.80		10.80		R <input checked="" type="checkbox"/>	Pipers News
10/01/2025	34315		16.80	16.80		R <input checked="" type="checkbox"/>	Receipt(s) Banked
10/01/2025	34345		27.50	27.50		R <input checked="" type="checkbox"/>	Receipt(s) Banked
10/01/2025	34224		50.00	50.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked

Bank Reconciliation up to 31/01/2025 for Cashbook No 1 - Current A/c

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
10/01/2025	34404		75.00	75.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
13/01/2025	34350		27.50	27.50		R <input checked="" type="checkbox"/>	Receipt(s) Banked
14/01/2025	6719055	394.62		394.62		R <input checked="" type="checkbox"/>	Business Stream
14/01/2025	58422	497.03		497.03		R <input checked="" type="checkbox"/>	Playdale Playgrounds Ltd
14/01/2025	109212	842.00		842.00		R <input checked="" type="checkbox"/>	Arundel Arboretum Ltd
14/01/2025	6944/6953	26.40		26.40		R <input checked="" type="checkbox"/>	SouthCoast Services Sussex Ltd
14/01/2025	1684405/57	124.13		124.13		R <input checked="" type="checkbox"/>	Clares Office Supplies Ltd
14/01/2025	2970	288.00		288.00		R <input checked="" type="checkbox"/>	Bonny's Wood
14/01/2025	34356		27.50	27.50		R <input checked="" type="checkbox"/>	Receipt(s) Banked
14/01/2025	34362		27.50	27.50		R <input checked="" type="checkbox"/>	Receipt(s) Banked
14/01/2025	34414		90.00	90.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
14/01/2025	34327		162.00	162.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
15/01/2025	300286	9,720.04		9,720.04		R <input checked="" type="checkbox"/>	Lewes District Council
15/01/2025	40107	79.99		79.99		R <input checked="" type="checkbox"/>	Advo Payroll
15/01/2025	RI00128912	549.00		549.00		R <input checked="" type="checkbox"/>	Arval UK Limited
15/01/2025	34399		4,754.00	4,754.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
15/01/2025	TOP UP AC		54,175.40	54,175.40		R <input checked="" type="checkbox"/>	Receipt(s) Banked
16/01/2025	099947	54,175.40		54,175.40		R <input checked="" type="checkbox"/>	HAGS-SMP Ltd
16/01/2025	34419		26.40	26.40		R <input checked="" type="checkbox"/>	Receipt(s) Banked
16/01/2025	34393		27.50	27.50		R <input checked="" type="checkbox"/>	Receipt(s) Banked
16/01/2025	34376		27.50	27.50		R <input checked="" type="checkbox"/>	Receipt(s) Banked
16/01/2025	34379		27.50	27.50		R <input checked="" type="checkbox"/>	Receipt(s) Banked
17/01/2025	A700C35C-3	98.15		98.15		R <input checked="" type="checkbox"/>	E-On Energy Solutions Ltd
17/01/2025	ESCC DEC24	4,841.94		4,841.94		R <input checked="" type="checkbox"/>	Pension ESCC
17/01/2025	34408		77.40	77.40		R <input checked="" type="checkbox"/>	Receipt(s) Banked
20/01/2025	324183	179.60		179.60		R <input checked="" type="checkbox"/>	Premier Managed Technologies G
20/01/2025	V023061733	129.22		129.22		R <input checked="" type="checkbox"/>	EE
20/01/2025	FLGB643118	305.82		305.82		R <input checked="" type="checkbox"/>	BNP Paribas Leasing Solutions
20/01/2025	34390		27.50	27.50		R <input checked="" type="checkbox"/>	Receipt(s) Banked
21/01/2025	599033	582.00		582.00		R <input checked="" type="checkbox"/>	Still Creative Ltd
21/01/2025	258	24.00		24.00		R <input checked="" type="checkbox"/>	North Laine Window Cleaning
21/01/2025	218	1,075.00		1,075.00		R <input checked="" type="checkbox"/>	Toms Property Services
21/01/2025	9463	84.00		84.00		R <input checked="" type="checkbox"/>	J Kirby Electrical Ltd
21/01/2025	CB778D50-3	478.33		478.33		R <input checked="" type="checkbox"/>	E-On Energy Solutions Ltd
21/01/2025	FE7E4DA4-3	203.52		203.52		R <input checked="" type="checkbox"/>	E-On Energy Solutions Ltd
21/01/2025	06F62D9	743.24		743.24		R <input checked="" type="checkbox"/>	E-On Energy Solutions Ltd
21/01/2025	60F9407A-3	388.66		388.66		R <input checked="" type="checkbox"/>	E-On Energy Solutions Ltd
21/01/2025	TopUp 21.1		35,000.00	35,000.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
21/01/2025	34382		27.50	27.50		R <input checked="" type="checkbox"/>	Receipt(s) Banked
22/01/2025	PAYE 12.24	4,957.28		4,957.28		R <input checked="" type="checkbox"/>	PAYE Payments
22/01/2025	BE 22.1.25		175.00	175.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
23/01/2025	1-01539855	1,009.59		1,009.59		R <input checked="" type="checkbox"/>	ENGIE Gas Limited
23/01/2025	1-01539856	655.69		655.69		R <input checked="" type="checkbox"/>	ENGIE Gas Limited
23/01/2025	6746759	33.22		33.22		R <input checked="" type="checkbox"/>	Business Stream
23/01/2025	6747526	110.46		110.46		R <input checked="" type="checkbox"/>	Business Stream
23/01/2025	6745403	124.95		124.95		R <input checked="" type="checkbox"/>	Business Stream
23/01/2025			264.00	264.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
24/01/2025	SS JAN 25	14,045.72		14,045.72		R <input checked="" type="checkbox"/>	Staff Salaries



Transactions

Barclays Business Account

20-49-76 60669288

Available balance	£78,997.89
Last night's balance	£78,921.92
Overdraft limit	£0.00

Showing 95 transactions between 02/01/2025 and 30/01/2025 from 01/01/2025 to 31/01/2025

Date	Description	Money in	Money out	Balance
30/01 /2025	Direct Debit SSE ENERGY SUPPLY 0047362-DD00858594 DD R		-£216.16 ✗	£78,921.92
29/01 /2025	Counter Credit MEECHING AMATEUR D 34405 BGC	£288.00 ✗		£79,138.08
27/01 /2025	Direct Debit NEWHAVEN TOWN BACS DDR		-£57.92 ✗	£78,850.08
27/01 /2025	Direct Debit BCARD COMMERCIAL 5476760289527536 DDR		-£1,062.56 ✗	£78,908.00
24/01 /2025	Counter Credit M Mirfakhraee HALL HIRE jan BGC	£42.08 ✗		£79,970.56
24/01 /2025	Remittance POST OFFICE CREDIT 100770 REM	£264.00 ✗		£79,928.48
24/01 /2025	Direct Debit NEWHAVEN TOWN BACS DDR SS JAN 25		-£14,045.72 ✗	£79,664.48
24/01 /2025	Counter Credit HMRC VAT 191895712 BGC	£29,339.33 ✗		£93,710.20
	Direct Debit			

23/01 /2025	SCOTTISH WATER BUS 27452786 DDR		-£124.95 ✗	£64,370.87
23/01 /2025	Direct Debit SCOTTISH WATER BUS 27154587 DDR		-£110.46 ✗	£64,495.82
23/01 /2025	Direct Debit SCOTTISH WATER BUS 27441569 DDR		-£33.22 ✗	£64,606.28
23/01 /2025	Direct Debit ENGIE GAS 10328543001 DDR		-£655.69 ✗	£64,639.50
23/01 /2025	Direct Debit ENGIE GAS 10328542001 DDR		-£1,009.59 ✗	£65,295.19
22/01 /2025	Funds Transfer PMTG LTD REFUND ADMIN FEE FT	* £175.00 ✗ BANK ERROR - TO BE REVERSED		£66,304.78
22/01 /2025	Counter Credit BCARD1723921210125 BGC BCARD1723921210125 B GC	£27.50 ✗		£66,129.78
22/01 /2025	Direct Debit NEWHAVEN TOWN BACS DDR	ESCC DEC 24	-£4,957.28 ✗	£66,102.28
21/01 /2025	Bill Payment J KIRBY ELECTRICAL 9463 NTC BBP		-£84.00 ✗	£71,059.56
21/01 /2025	Bill Payment MR THOMAS DEAKIN 218 - NTC BBP		-£1,075.00 ✗	£71,143.56
21/01 /2025	Bill Payment MITCHELL MULVAY 258 NTC BBP		-£24.00 ✗	£72,218.56
21/01 /2025	Bill Payment STILL CREATIVE LIM 599033 NTC BBP		-£582.00 ✗	£72,242.56
21/01 /2025	Counter Credit BCARD1723921200125 BGC BCARD1723921200125 B GC	£27.50 ✗		£72,824.56
21/01 /2025	Funds Transfer 204976 20669253 TOP UP AC 21.1.25 FT	£35,000.00 ✗		£72,797.06
21/01 /2025	Direct Debit E.ON NEXT LTD A-60F9407A-001 DDR		-£388.66 ✗	£37,797.06

21/01 /2025	Direct Debit E.ON NEXT LTD A-016F62D9-001 DDR		-£743.24 ✖	£38,185.72
21/01 /2025	Direct Debit E.ON NEXT LTD A-FE7E4DA4-001 DDR		-£203.52 ✖	£38,928.96
21/01 /2025	Direct Debit E.ON NEXT LTD A-CB778D50-001 DDR		-£478.33 ✖	£39,132.48
20/01 /2025	Direct Debit BNP PARIBAS LEASIN A1D67196 V3394598 DDR		-£305.82 ✖	£39,610.81
20/01 /2025	Direct Debit EE LIMITED Q29509271587533226 DD R		-£129.22 ✖	£39,916.63
20/01 /2025	Direct Debit PREMIER MANAGED TE ONEW02 DDR		-£179.60 ✖	£40,045.85
17/01 /2025	Cash Deposit POST OFFICE KEN 17JAN 10.43 ATM	£27.50 ✖		£40,225.45
17/01 /2025	Counter Credit BCARD1723921160125 BGC BCARD1723921160125 B GC	£27.50 ✖		£40,197.95
17/01 /2025	Counter Credit HIBBERT S Hibbert 34408 BGC	£77.40 ✖		£40,170.45
17/01 /2025	Direct Debit NEWHAVEN TOWN BACS DDR HMRC PAYE DEC 24		-£4,841.94 ✖	£40,093.05
17/01 /2025	Direct Debit E.ON NEXT LTD A-A700C35C-001 DDR		-£98.15 ✖	£44,934.99
16/01 /2025	Counter Credit R GALLAGHER 34419 BGC	£26.40 ✖		£45,033.14
16/01 /2025	Counter Credit SINGH G 34393 BGC	£27.50 ✖		£45,006.74
15/01 /2025	Bill Payment HAGS-SMP LTD 099947 NTC BBP		-£54,175.40 ✖	£44,979.24
15/01	Funds Transfer 204976 20669253	£54,175.40 ✖		£99,154.64

/2025	TOP UP AC 15.1.25 FT		
15/01 /2025	Direct Debit ADVO PAY NEWHTC DDR		-£79.99 ✓ £44,979.24
15/01 /2025	Direct Debit ARVAL UK LTD NE3560 DDR		-£549.00 ✓ £45,059.23
15/01 /2025	Direct Debit LEWES DISTRICT COU 300286 DDR		-£9,720.04 ✓ £45,608.23
15/01 /2025	Counter Credit CO-OPERATIVE GROUP 50021635 BGC 34399-SIF	£4,754.00 ✓	£55,328.27
14/01 /2025	Counter Credit NEWHAVEN & SEAFORD NEWHAVEN TOWN COUN BG C 34327	£162.00 ✓	£50,574.27
14/01 /2025	Counter Credit NEWHAVEN & SEAFORD NEWHAVEN TOWN COUN BG C 34415	£90.00 ✓	£50,412.27
14/01 /2025	Bill Payment TREE CARE AT BONNY 2970 NTC BBP		-£288.00 ✓ £50,322.27
14/01 /2025	Bill Payment BUSINESS SUPPLIES INV01684857/405 BBP		-£124.13 ✓ £50,610.27
14/01 /2025	Bill Payment SOUTHCOAST SERVICE 6944/6953 NTC BBP		-£26.40 ✓ £50,734.40
14/01 /2025	Bill Payment ARUNDEL ARBORETUM 109212 NTC BBP		-£842.00 ✓ £50,760.80
14/01 /2025	Bill Payment PLAYDALE PLAYGROUN 058422 NTC BBP		-£497.03 ✓ £51,602.80
14/01 /2025	Counter Credit PLANCK M 28B BGC	£27.50 ✓	£52,099.83
14/01 /2025	Counter Credit BURROWS D 34356 BGC	£27.50 ✓	£52,072.33
14/01 /2025	Direct Debit SCOTTISH WATER BUS 27368914 DDR		-£394.62 ✓ £52,044.83

13/01 /2025	Remittance POST OFFICE CREDIT 100769 REM	£44.30 ✓		£52,439.45
13/01 /2025	Counter Credit WOODS A&J 34350 BGC	£27.50 ✓		£52,395.15
10/01 /2025	Remittance POST OFFICE CREDIT 100768 REM	£96.75 ✓		£52,367.65
10/01 /2025	Funds Transfer AUGILERA RS 34404 FT	£75.00 ✓		£52,270.90
10/01 /2025	Counter Credit NEWHAVEN PORT NEWHAVEN PORT & PR BG C 34224	£50.00 ✓		£52,195.90
10/01 /2025	Direct Debit BARCLAYCARD BCD01723921311224 DDR -017239211224		-£57.62 ✓	£52,145.90
10/01 /2025	Direct Debit PIPERS NEWS STORES PIPERS15791 DDR		-£10.80 ✓	£52,203.52
09/01 /2025	Counter Credit N James 34416 BGC	£141.00 ✓		£52,214.32
09/01 /2025	Cash Deposit POST OFFICE KEN 09JAN 09.13 ATM 34332-AL3B	£27.50 ✓		£52,073.32
09/01 /2025	Credit Payment CHARGES COMMISSION FOR PERIOD 13NOV/12DEC ***** *****		-£24.56 ✓	£52,045.82
09/01 /2025	Funds Transfer NORCROSS DANC 34411NORCROSS FT	£1,115.82 ✓		£52,070.38
08/01 /2025	Counter Credit HAZEL TURNER allotment 34381 BGC	£27.50 ✓		£50,954.56
08/01 /2025	Remittance POST OFFICE CREDIT 100767 REM	£27.50 ✓		£50,927.06
08/01 /2025	Funds Transfer CHURC MEMOR L 34316 FT	£225.00 ✓		£50,899.56
08/01	Counter Credit			

/2025	JOHN TOVEY 34370 BGC -AL33A	£27.50 ✗	£50,674.56
07/01 /2025	Bill Payment RENTOKIL INITIAL U 35329223 BBP	-£400.58 ✗	£50,647.06
07/01 /2025	Bill Payment ORBIS PROTECT LIM 0521535 NTC BBP	-£13.14 ✗	£51,047.64
07/01 /2025	Bill Payment BUSINESS SUPPLIES INV01679611/681036 BB P	-£52.86 ✗	£51,060.78
07/01 /2025	Bill Payment MITCHELL MULVAY 254 NTC BBP	-£24.00 ✗	£51,113.64
07/01 /2025	Cash Deposit POST OFFICE KEN 07JAN 09.48 ATM	£47.25 ✗	£51,137.64
07/01 /2025	Counter Credit J Younghusband 34413 BGC	£0.30 ✗	£51,090.39
07/01 /2025	Direct Debit SCOTTISH WATER BUS 29821242 DDR	-£18.38 ✗	£51,090.09
07/01 /2025	Counter Credit LEWES DISTRICT COU 100219 BGC ES-SIGN SHOP-80729	£662.50 ✗	£51,108.47
07/01 /2025	Counter Credit M Mirfakhraee HALL HIRE Dec BGC	£176.20 ✗	£50,445.97
06/01 /2025	Counter Credit J Younghusband 34413 BGC	£34.20 ✗	£50,269.77
06/01 /2025	Counter Credit J Younghusband 34326 BGC	£102.30 ✗	£50,235.57
06/01 /2025	Counter Credit Studio Tempo MAB 34410 StudioTempo BGC	£126.00 ✗	£50,133.27
06/01 /2025	Counter Credit N.I.P.E.R.S. RENT BGC	£811.00 ✗	£50,007.27
06/01 /2025	Counter Credit SARAH MATTHEWS 34375 ALLOTMENT BGC AL35B	£27.50 ✗	£49,196.27

03/01 /2025	Cash Deposit POST OFFICE KEN 03JAN 15.29 ATM	£30.00 ✓	£49,168.77
03/01 /2025	Counter Credit HAVENS COMMUNITY H 34248 BGC	£50.00 ✓	£49,138.77
03/01 /2025	Funds Transfer MRS N L JORDA ALLOTMENT FT 34361-AL28A	£27.50 ✓	£49,088.77
02/01 /2025	Cash Deposit POST OFFICE KEN 02JAN 12.32 ATM 34351-AL16A 34393-ALTA. + MAYOR'S CHARITY	£355.00 ✓	£49,061.27
02/01 /2025	Counter Credit T Lambert 34389 BGC ALESIO	£0.50 ✓	£48,706.27
02/01 /2025	Direct Debit WL RE KINGFISHER 6331640012255717 DDR TRADE UK	-£186.75 ✓	£48,705.77
02/01 /2025	Direct Debit LEWES DISTRICT COU 101247911 DDR NTCO - N101624639018	-£384.00 ✓	£48,892.52
02/01 /2025	Direct Debit LEWES DISTRICT COU 100899386 DDR ES - N101626909900	-£125.00 ✓	£49,276.52
02/01 /2025	Direct Debit LEWES DISTRICT COU 100789030 DDR CEM - N101625909010	-£403.00 ✓	£49,401.52
02/01 /2025	Direct Debit LEWES DISTRICT COU 100789027 DDR LRD - N101629909001	-£87.00 ✓	£49,804.52
02/01 /2025	Direct Debit LEWES DISTRICT COU 100787964 DDR MH - N101624609000	-£205.00 ✓	£49,891.52
02/01 /2025	Direct Debit LEWES DISTRICT COU 100787757 DDR DH - N10162386003	-£247.00 ✓	£50,096.52
02/01 /2025	Direct Debit COMPUTER EYEZ LTD EYEZ0002059 DDR	-£3,368.73 ✓	£50,343.52
02/01 /2025	Counter Credit ANDREWS S 34352 BGC AL23A	£27.50 ✓	£53,712.25

Need to view older transactions?

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

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

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

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

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

VISA DEBIT

**** * 9113
CONTACTLESS EXP 09/28
SALE PAN.SEQ 2

MERCHANT COPY

AMOUNT

£27.50

No CVM Used

09:29:12 20/01/25

AUTH CODE:

508880

RECEIPT 0095

ES11
-34390

NEWHAVEN TOWN COUNCIL

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

VISA DEBIT

**** * 6080
CONTACTLESS EXP 08/25
SALE PAN.SEQ 0

MERCHANT COPY

AMOUNT

£27.50

No CVM Used

12:37:33 21/01/25

AUTH CODE:

021940

RECEIPT 0096

NEWHAVEN TOWN COUNCIL
FORT ROAD
NEWHAVEN
MID: 1723921
TID: 38286566
AID: A0000000041010
Mastercard

MASTERCARD

**** * 3732
START 06/22 EXP 06/27
CONTACTLESS PAN.SEQ 1
SALE

MERCHANT COPY

AMOUNT

£27.50

No CVM Used

11:39:15 16/01/25

AUTH CODE:

R02676

RECEIPT 0094

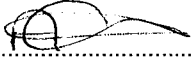
AL37B
-34379

ES03
-34382

Bank Reconciliation Statement as at 31/01/2025
for Cashbook 2 - Business Premium

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Premium Account	31/01/2025		806,699.96
			<u>806,699.96</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			806,699.96
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			806,699.96
		Balance per Cash Book is :-	806,699.96
		Difference is :-	0.00

Signatory 1:

Name ALISON CAMPBELL Signed  Date 3/2/2025

Signatory 2:

Name CORINA WATTS Signed  Date 12/3/2025

Bank Reconciliation up to 31/01/2025 for Cashbook No 2 - Business Premium

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
15/01/2025	TOP UP AC	54,175.40		54,175.40		R <input checked="" type="checkbox"/>	Current A/c
21/01/2025	TopUp 21.1	35,000.00		35,000.00		R <input checked="" type="checkbox"/>	Current A/c
22/01/2025	AC/KD 22.1	100,000.00		100,000.00		R <input checked="" type="checkbox"/>	Unity Trust
23/01/2025	AC/KD 23.1	100,000.00		100,000.00		R <input checked="" type="checkbox"/>	Unity Trust
		<u>289,175.40</u>	<u>0.00</u>				

Signatory 1:

Name ALISON CAMPBELL Signed  Date 3/2/2025

Signatory 2:

Name CORINA WATTS Signed  Date 12/3/2025



Transactions

Business Premium ME

20-49-76 20669253

Available balance	£806,699.96
Last night's balance	£806,699.96
Overdraft limit	n/a

Showing 4 transactions between 15/01/2025 and 23/01/2025 from 01/01/2025 to 31/01/2025

Date	Description	Money in	Money out	Balance
23/01/2025	Bill Payment NEWHAVEN TOWN COUN AC/KD 23.1 TFR BBP		-£100,000.00	£806,699.96
23/01/2025	Bill Payment NEWHAVEN TOWN COUN AC/KD 22.1 TFR BBP		-£100,000.00	£906,699.96
21/01/2025	Funds Transfer 204976 60669288 TOP UP AC 21.1.25 FT		-£35,000.00	£1,006,699.96
15/01/2025	Funds Transfer 204976 60669288 TOP UP AC 15.1.25 FT		-£54,175.40	£1,041,699.96

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Make a payment to another UK account

Your payment is being processed. It won't be reflected in your balance until it's complete, so make sure you have enough money in your account and don't try to make the payment again. We may contact you if we need more information

[Questions about a delayed payment? Our FAQs could help.](#)

From	<i>Business Premium ME 20-49-76 2066 9253</i>
To	<i>NEWHAVEN TOWN COUN 60-83-01 2050 1013</i>
Amount	<i>£100,000.00</i>
Reference	<i>AC/KD 23.1 TFR</i>
When	<i>Immediately after authorisation This payment will be processed as soon as it's fully authorised, so please make sure there's enough money in the account. We'll only update your balance when the payment is complete, so please don't try to make it again. We'll contact you if we need more information.</i>
Instructions received at	<i>Jan 23, 2025 This payment won't be processed until it's been approved by a second authoriser. Once they've logged in to Online Banking, they'll get a notification and will be directed to a 'Payment authorisation' screen to approve, decline or edit this payment. If they edit the payment, you'll need to review and approve it again before it can be processed.</i>



Make a payment to another UK account

Your payment is being processed. It won't be reflected in your balance until it's complete, so make sure you have enough money in your account and don't try to make the payment again. We may contact you if we need more information

[Questions about a delayed payment? Our FAQs could help.](#)

From	<i>Business Premium ME 20-49-76 2066 9253</i>
To	<i>Newhaven Town Council 60-83-01 2050 1013</i>
Amount	<i>£100,000.00</i>
Reference	<i>AC/KD 22.1 TFR</i>
When	<i>Immediately after authorisation This payment will be processed as soon as it's fully authorised, so please make sure there's enough money in the account. We'll only update your balance when the payment is complete, so please don't try to make it again. We'll contact you if we need more information.</i>
Instructions received at	<i>Jan 22, 2025 This payment won't be processed until it's been approved by a second authoriser. Once they've logged in to Online Banking, they'll get a notification and will be directed to a 'Payment authorisation' screen to approve, decline or edit this payment. If they edit the payment, you'll need to review and approve it again before it can be processed.</i>

21 Jan 2025

MRS Alison Marian Campbell



We've transferred your money

Date transfer was set up

21 Jan 2025

Time transfer was set up

08:42:59 GMT

Transfer from

Business Premium ME

Barclays Bank UK PLC

20-49-76 20669253

Transfer to

Barclays Business Account

Barclays Bank UK PLC

20-49-76 60669288

Reference

Top Up AC 21.1.25

Amount

£35,000.00

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

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

15 Jan 2025

MRS Alison Marian Campbell



We've transferred your money

Date transfer was set up

15 Jan 2025

Time transfer was set up

11:16:09 GMT

Transfer from

Business Premium ME

Barclays Bank UK PLC

20-49-76 20669253

Transfer to

Barclays Business Account

Barclays Bank UK PLC

20-49-76 60669288

Reference

Top Up AC 15.1.25

Amount

£54,175.40

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

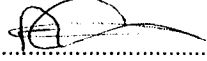
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Registered in England. Registered No. 9740322. Registered office: 1 Churchill Place, London E14 5HP.

Bank Reconciliation Statement as at 31/01/2025
for Cashbook 3 - Petty Cash

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	31/01/2025		61.63
			<u>61.63</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			61.63
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			61.63
		Balance per Cash Book is :-	61.63
		Difference is :-	0.00

Signatory 1:

Name ALISON CAMPBELL Signed  Date 3/2/2025

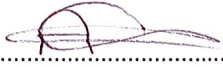
Signatory 2:

Name CORINA WATTS Signed  Date 12/3/2025

Bank Reconciliation up to 31/01/2025 for Cashbook No 3 - Petty Cash

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
02/01/2025	165	1.45		1.45		R <input checked="" type="checkbox"/>	Sainsburys S'Markets
10/01/2025	166	1.45		1.45		R <input checked="" type="checkbox"/>	Sainsburys S'Markets
21/01/2025	167	1.45		1.45		R <input checked="" type="checkbox"/>	Sainsburys S'Markets
27/01/2025	168	1.45		1.45		R <input checked="" type="checkbox"/>	Sainsburys S'Markets
29/01/2025	169	6.79		6.79		R <input checked="" type="checkbox"/>	Halfords
		<u>12.59</u>	<u>0.00</u>				

Signatory 1:

Name ALISON CAMPBELL Signed  Date 3/2/2025

Signatory 2:

Name CORINA WATTS Signed  Date 12/3/2025

Pd
19C-KL
29/1/25

165

166

AL
1/1/25

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

Sainsbury's

Good food for all of us

NEWHAVEN HARBOUR
01273 612036

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

SALE

628822 6PC Prec S/Driver Se £6.79
VAT Amount £1.13
Total £8.79

JS S/SKIM MLK 2.272L £1.45
1 BALANCE DUE £1.45
CASH £20.00

A Premium Motoring Club Member could
have saved £6.79 today
Join today at
www.halfords.com/motoring-club

CHANGE £18.55

MY NECTAR SUMMARY
[C] **** *6012
POINTS EARNED ON £1.45
POINTS EARNED 1

Cash £10.00
Cash Change £3.21

Check the Nectar app or nectar.com
for your points balance and any bonus
points you might have collected.

***** For a chance to win *****
100,000 Nectar points
please tell us how we did at
lettuce-know.com

Store: 0867 Till: 001 Tran: 791110
Date: 29/01/2025 11:04:25

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



6292136067428300100125

Please retain for your records

C #4283 09:29:00 10JAN2025
S2136 R67

Thank you for your visit.



0 8 6 7 0 0 1 7 9 1 1 1 0 2 9 0 1 2 5

Thank you for shopping at
Halfords
Joshua served you today.

165

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

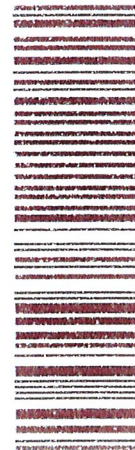
Sainsbury's Supermarkets Ltd
33 Holborn London EC1N 2HT
www.sainsburys.co.uk
Vat Number : 660 4548 36

JS S/SKIM MLK 2.272L £1.45
1 BALANCE DUE £1.45
CASH £2.00

CHANGE £0.55

WITH NECTAR YOU WOULD HAVE EARNED: 1
POINTS
REGISTER AT Nectar.com
or download the app.

***** For a chance to win *****
100,000 Nectar points
please tell us how we did at
lettuce-know.com



6292136074761600020125

C #7616 08:34:55 02JAN2025
S2136 R74

Thank you for your visit.

AC-KL
27/1/25

168

AC-KL
27/1/25

167

Sainsbury's

Good food for all of us
NEWHAVEN HARBOUR
01273 612036

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

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

CHANGE £0.00

MY NECTAR SUMMARY

[C] **** *6012
POINTS EARNED ON £1.45
POINTS EARNED 1

Check the Nectar app or nectar.com
for your points balance and any bonus
points you might have collected.

***** For a chance to win *****
100,000 Nectar points
please tell us how we did at
lettuce-know.com



6292136067952800270125

C #9528 09:08:55 27JAN2025
 S2136 R67

Thank you for your visit.

Sainsbury's

Good food for all of us
NEWHAVEN HARBOUR
01273 612036

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

JS S/SKIM MLK 2.272L £1.45
1 BALANCE DUE £1.45
CASH £10.00

CHANGE £8.55

MY NECTAR SUMMARY

[C] **** *6012
POINTS EARNED ON £1.45
POINTS EARNED 1

Check the Nectar app or nectar.com
for your points balance and any bonus
points you might have collected.

***** For a chance to win *****
100,000 Nectar points
please tell us how we did at
lettuce-know.com



6292136066568200200125

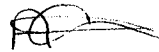
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 S2136 R66

Thank you for your visit.

Bank Reconciliation Statement as at 31/01/2025
for Cashbook 4 - Base Rate Reward Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Base Rate Reward Account	31/01/2025		0.00
			<hr/> 0.00
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			0.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

Signatory 1:

Name ALISON CAMPBELL Signed  Date 3/2/2025

Signatory 2:

Name CORINA WATTS Signed  Date 12/3/2025



Transactions

Business Premium ME

20-49-76 13831183

Available balance	£0.00
Last night's balance	£0.00
Overdraft limit	n/a

Showing **No** transactions between and from 01/01/2025 to 31/01/2025

Date	Description	Money in	Money out	Balance
No Transaction Found				

Need to view older transactions?

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

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

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

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


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

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

**Bank Reconciliation Statement as at 31/01/2025
for Cashbook 5 - Credit Cards**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Card 1851 3279 KD	31/01/2025		0.00
Card 2597 1956 AC	31/01/2025		0.00
			0.00
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
06/01/2025 GB53JCYABE	Amazon Marketplace UK	59.61	
07/01/2025 00058	National Association of Local	78.00	
07/01/2025 IEE2025000	Adobe Systems Software Ireland	198.96	
08/01/2025 CC8.1.2025	National Rock Salt	210.00	
13/01/2025 2025000509	Adobe Systems Software Ireland	198.96	
14/01/2025 24265886	Amazon Marketplace UK	9.89	
21/01/2025 43015	Royal Mail Group Ltd	1,334.15	
23/01/2025 CC23.01.20	Ambers Florist	64.95	
27/01/2025 1100213754	Stamps Direct Limited	44.89	
27/01/2025 2000000880	Citrus Cleaning Supplies	16.80	
28/01/2025 156094	English Woodlands	11.14	
			2,227.35
			-2,227.35
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			0.00
			-2,227.35
		Balance per Cash Book is :-	-2,227.35
		Difference is :-	0.00

Signatory 1:

Name ALISON CAMPBELL Signed  Date 3/2/2025

Signatory 2:

Name CORINA WATTS Signed  Date 12/3/2025

Bank Reconciliation up to 31/01/2025 for Cashbook No 5 - Credit Cards

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
03/12/2024	CAROLS3.12	83.94		83.94		<input checked="" type="checkbox"/>	Sainsburys S'Markets
03/12/2024	413611886	250.00		250.00		<input checked="" type="checkbox"/>	Royal Mail Group Ltd
03/12/2024	GB47PZ5NAB	92.00		92.00		<input checked="" type="checkbox"/>	Amazon Marketplace UK
09/12/2024	QL206344-1	36.00		36.00		<input checked="" type="checkbox"/>	SLCC Enterprises Ltd
09/12/2024	CC.9.12.24	40.00		40.00		<input checked="" type="checkbox"/>	ICO
10/12/2024	MEM252505-	240.00		240.00		<input checked="" type="checkbox"/>	SLCC Enterprises Ltd
10/12/2024	GB47Z8QWA	31.10		31.10		<input checked="" type="checkbox"/>	Amazon Marketplace UK
11/12/2024	HY9QAEQF72	3.00		3.00		<input checked="" type="checkbox"/>	meta platforms ireland limited
12/12/2024	5KEFHEUE72	3.00		3.00		<input checked="" type="checkbox"/>	meta platforms ireland limited
12/12/2024	K3447GCF72	3.00		3.00		<input checked="" type="checkbox"/>	meta platforms ireland limited
12/12/2024	ZWJD6GCF72	3.00		3.00		<input checked="" type="checkbox"/>	meta platforms ireland limited
15/12/2024	GB4845HGAB	9.83		9.83		<input checked="" type="checkbox"/>	Amazon Marketplace UK
15/12/2024	GB4845LKAB	9.82		9.82		<input checked="" type="checkbox"/>	Amazon Marketplace UK
15/12/2024	GB484668AB	9.82		9.82		<input checked="" type="checkbox"/>	Amazon Marketplace UK
17/12/2024	CC17.12.24	2.10		2.10		<input checked="" type="checkbox"/>	Williams Fabrrics
19/12/2024	QL206393-1	144.00		144.00		<input checked="" type="checkbox"/>	SLCC Enterprises Ltd
20/12/2024	106590	35.87		35.87		<input checked="" type="checkbox"/>	Provac Cleaning Supplies Ltd
20/12/2024	CC20.12.24	16.50		16.50		<input checked="" type="checkbox"/>	Sainsburys S'Markets
23/12/2024	GB4880DRAB	15.95		15.95		<input checked="" type="checkbox"/>	Amazon Marketplace UK
31/12/2024	UQR37HCF72	1.63		1.63		<input checked="" type="checkbox"/>	meta platforms ireland limited
02/01/2025	CC2.1.2025	32.00		32.00		<input checked="" type="checkbox"/>	Barclaycard
06/01/2025	GB53JCYABE	59.61			59.61	<input type="checkbox"/>	Amazon Marketplace UK
07/01/2025	00058	78.00			78.00	<input type="checkbox"/>	National Association of Local
07/01/2025	IEE2025000	198.96			198.96	<input type="checkbox"/>	Adobe Systems Software Ireland
08/01/2025	CC8.1.2025	210.00			210.00	<input type="checkbox"/>	National Rock Salt
13/01/2025	2025000509	198.96			198.96	<input type="checkbox"/>	Adobe Systems Software Ireland
14/01/2025	24265886	9.89			9.89	<input type="checkbox"/>	Amazon Marketplace UK
21/01/2025	43015	1,334.15			1,334.15	<input type="checkbox"/>	Royal Mail Group Ltd
23/01/2025	CC23.01.20	64.95			64.95	<input type="checkbox"/>	Ambers Florist
27/01/2025	1100213754	44.89			44.89	<input type="checkbox"/>	Stamps Direct Limited
27/01/2025	2000000880	16.80			16.80	<input type="checkbox"/>	Citrus Cleaning Supplies
27/01/2025	CC Dec 24		1,062.56	1,062.56		<input checked="" type="checkbox"/>	Receipt(s) Banked
28/01/2025	156094	11.14			11.14	<input type="checkbox"/>	English Woodlands
		<u>3,289.91</u>	<u>1,062.56</u>				

Signatory 1:

Name ALISON CAMPBELL Signed  Date 3/2/2025

Signatory 2:

Name CORINA WAITS Signed  Date 12/3/2025

SUMMARY FOR NEWHAVEN TOWN COUNCIL

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

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

Company reference: 5476760289527536
Statement date: 2 January 2025
Page number: 1 of 4
Monthly spend limit: £8,000.00

Date of previous statement: 2 December 2024
Previous balance: £506.45
Payment received: £506.45 CR
Total of charges and adjustments: £0.00
Total of new spending: £1,062.56
New balance: £1,062.56
Minimum payment: £42.62
Payment due by: 27 January 2025
Available to spend: £6,937.44

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

Chq No. (DD)/Bacs
Date 27/1/2025
Amount € 1062.56
Officer *[Signature]*

Payment instructions Councillors See attached x 2 - KT + SPS

Thank you for using Barclaycard Commercial. Your bank account 6****288 at 20 -**- 76 will be debited with the agreed payment or the minimum payment (whichever is greater) on or immediately after 27 January 2025. If your balance is lower than your agreed payment, we will debit the full balance. If you are unable to make the minimum payment please contact us as soon as possible by calling the telephone number listed above.

If you wish to pay any additional amount, please allow sufficient time for your payment to reach us.

- **By Debit Card:** Payments can be made over the phone by the payment due date shown on your statement. Please make the payment before 6.00 pm on this date.
- **By Bank Transfer:** From a Barclays UK account using telephone /online banking, please make the payment before 6.00pm on the payment due date shown on your statement. From a non-Barclays UK account, allow 2 working days before the payment due date and we will process the payment when received. Please refer to your bank for specific payment timescales as they will usually be shorter. Barclaycard details are: Sort code: 20 00 00, Account Number: 23988260. Please use your card number/account number as the reference.
- **At a Branch:** Payments in cash can be made at a Barclays Branch and must be made on or before the payment due date shown on your statement.

If paying by cheque at Barclays Branch allow 2 working days. At other banks, allow 2 working days before the payment due date, for both cash and cheque payments.

- **By Post:** Payments by cheque (made payable to Barclaycard Commercial) must be received 4 working days before the payment due date shown on your statement. Send your cheque and giro to Barclaycard Commercial, Po Box 291, Sheffield, S98 1SB. Please write your name, account number and post code on the back of the cheque.
- Additional payments received will not be deducted from the direct debit amount to be taken.

Interest information

Total of next months estimated interest : £36.47

Balance	Value	Monthly Rate	Estimated Interest*	Expiry Date
PURCHASE	1,062.56	2.008%	36.47	
CASH	0.00	2.388%	0.00	
Totals	£1,062.56		£36.47	

Paid in by and date

bank giro credit ABC

1062.56

42.62

5476760289527536

27 January 2025

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

Cashier's Stamp and Initials

G 004597 BBA2963A 02619
MR KENNETH DRY
NEWHAVEN TOWN COUNCIL
18 FORT ROAD
NEWHAVEN
BN9 9QE

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

Total Cash *
Cheques +

£

25-16-29

10 JAN 2025

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

SUMMARY FOR NEWHAVEN TOWN COUNCIL

Company reference: 5476760289527536
 Statement date: 2 January 2025
 Page number: 2 of 4



Balance	Value	Monthly Rate	Estimated Interest*	Expiry Date
Simple Standard Rate p.a: 24.10% (26.9% compound equivalent)			Simple Cash Rate p.a: 28.65% (32.7% compound equivalent)	
* See reverse for details				

Payments, charges and adjustments				
	BALANCE FROM PREVIOUS STATEMENT			506.45
Total of payment, charges and adjustments				£0.00
27 Dec 2024	DIRECT DEBIT PAYMENT THANK YOU			506.45 CR

New balances by individual cardholder				
Name	Card number	Monthly spend limit		Balance
A M CAMPBELL	5476 7600 2597 1956	4,000		854.39
K DRY	5476 7609 1851 3279	4,000		208.17
Total cardholder expenditure				£1,062.56
New balance				£1,062.56

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

STATEMENT FOR A M CAMPBELL

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

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

Company reference: 5476760289527536
Card number: 5476760025971956
Statement date: 2 January 2025
Page number: 3 of 4
Monthly spend limit: £4,000.00

Date	Description	Amount
3 Dec 2024	ROYAL MAIL ONLINE SHOP INTERNET 041205272464 BUSINESS SERVICES NOT ELSEWHERE CLASSIFIED	250.00 ✗
9 Dec 2024	SLCC ENTERPRISES LTD TAUNTON GBR 101255184224 SCHOOLS AND EDUCATIONAL SERVICES NOT ELSEWHERE CLASSIFIED	36.00 ✗
9 Dec 2024	WWW.ICO.ORG.UK 03031231113 101255504434 GOVERNMENT SERVICES NOT ELSEWHERE CLASSIFIED	40.00 ✗
10 Dec 2024	AMZNBusiness*4G43B7MG5 amazon.co.uk GBR 111252718714 MISCELLANEOUS AND RETAIL STORES	31.10 ✗
10 Dec 2024	SLCC ENTERPRISES LTD TAUNTON GBR 111255184224 SCHOOLS AND EDUCATIONAL SERVICES NOT ELSEWHERE CLASSIFIED	240.00 ✗
15 Dec 2024	AMZNBusiness*E86RR5NA5 amazon.co.uk GBR 161252718714 MISCELLANEOUS AND RETAIL STORES	9.82 ✗
15 Dec 2024	AMZNBusiness*016FK77V5 amazon.co.uk GBR 161252718714 MISCELLANEOUS AND RETAIL STORES	9.83 ✗
15 Dec 2024	AMZNBusiness*ZC5R72FZ5 amazon.co.uk GBR 161252718714 MISCELLANEOUS AND RETAIL STORES	9.82 ✗
18 Dec 2024	AMZNMktplace*BE2126PD5 amazon.co.uk GBR 191252718714 MISCELLANEOUS AND RETAIL STORES	15.95 ✗
19 Dec 2024	SLCC ENTERPRISES LTD TAUNTON GBR 201255184224 SCHOOLS AND EDUCATIONAL SERVICES NOT ELSEWHERE CLASSIFIED	144.00 ✗
19 Dec 2024	PROVAC CLEANING SUPPLI SHROPSHIRE GBR 201255184224 SPECIALITY CLEANING,POLISHING & SANITATION PREPARATIONS	35.87 ✗
2 Jan 2025	CARD FEE	32.00 ✗
11 new purchases / cash advances. Total of spending.		£854.39

G 004597 BBA2963A 02619
MRS A M CAMPBELL
NEWHAVEN TOWN COUNCIL
18 FORT ROAD
NEWHAVEN
BN9 9QE

STATEMENT FOR K DRY

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

Company reference: 5476760289527536
 Card number: 5476760918513279
 Statement date: 2 January 2025
 Page number: 4 of 4
 Monthly spend limit: £4,000.00

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



Date	Description	Amount
3 Dec 2024	AMZNBUSINESS*400KZ9GQ5 amazon.co.uk GBR 041252718714 MISCELLANEOUS AND RETAIL STORES	92.00 ✓
3 Dec 2024	SAINSBURYS S/MKTS NEWHAVEN HARB 041285481474 GROCERY STORES, SUPERMARKETS	83.94 ✓
11 Dec 2024	FACEBK* DUBLIN IRL 121215265674 ADVERTISING SERVICES	3.00 ✓
12 Dec 2024	FACEBK *K3447GCF72 fb.me/ads IRL 131215265674 ADVERTISING SERVICES	3.00 ✓
12 Dec 2024	FACEBK* DUBLIN IRL 131215265674 ADVERTISING SERVICES	3.00 ✓
13 Dec 2024	FACEBK *5KEFHEUE72 fb.me/ads IRL 161215265674 ADVERTISING SERVICES	3.00 ✓
17 Dec 2024	THE PATCHWORK CAT NEWHAVEN 181255504434 SEWING, NEEDLEWORK, FABRIC AND PIECE GOODS STORES	2.10 ✓
20 Dec 2024	SAINSBURYS S/MKTS NEWHAVEN HARB 231285481474 GROCERY STORES, SUPERMARKETS	16.50 ✓
31 Dec 2024	FACEBK *UQR37HCF72 fb.me/ads IRL 010115265674 ADVERTISING SERVICES	1.63 ✓
9 new purchases / cash advances. Total of spending.		£208.17

G 004597 BBA2963A 02619
 MR K DRY
 NEWHAVEN TOWN COUNCIL
 18 FORT ROAD
 NEWHAVEN
 BN9 9QE

Bank Reconciliation Statement as at 31/01/2025
for Cashbook 6 - Unity Trust

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Trust	31/01/2025		200,000.00
			<u>200,000.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			200,000.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			200,000.00
		Balance per Cash Book is :-	200,000.00
		Difference is :-	0.00

Signatory 1:

Name ALISON CAMPBELL Signed  Date 3/2/2025

Signatory 2:

Name CORINA WATTS Signed  Date 12/3/2025

Bank Reconciliation up to 31/01/2025 for Cashbook No 6 - Unity Trust

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
22/01/2025	AC/KD 22.1		100,000.00	100,000.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
23/01/2025	AC/KD 23.1		100,000.00	100,000.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
		<u>0.00</u>	<u>200,000.00</u>				

Signatory 1:

Name ALISON CAMPBELL Signed  Date 3/2/2025

Signatory 2:

Name CORINA WATTS Signed  Date 12/3/2025




Newhaven Town Council

Instant Access

60-83-01 • 20501013

Gross interest rate

2.60 % 

Balance

£ 200,000.00

Available

£ 200,000.00

31 Jan 2025

01 Jan 2025 - 31 Jan 2025

↓ Date	Description	Paid in	Paid out	Balance
23/01/25	N/H TOWN COUNCIL • AC/KD 23.1 TFR	100,000.00		200,000.00 ✓
23/01/25	N/H TOWN COUNCIL • AC/KD 22.1 TFR	100,000.00		100,000.00 ✓



Newhaven Town Council

Reconciliation Summary

Month: FEBRUARY 2025

	Amount	Examiner
Cashbook 1 Current Acct 60669288	£66,993.15	CW
Cashbook 2 B. Prem Acct 2069253	£658,745.96	CW
Cashbook 3 Petty Cash	£93.93	CW
Cashbook 4 R Reward Acct 13831183	0	CW
Cashbook 5 Credit Cards	0	CW
Cashbook 6 Instant Access Acct 20501013	£312,954.00	CW
Petty Cash On-Site	£93.93	CW
Staff Salary Payment	£14,049.33	CW
HMRC Remittance	£4,915.28	CW
ESCC Pension Remittance	£4,841.94	CW

Report to Full Council:- / /2025

Resolved/Noted as Correct:- Yes/No

Chairmans Signature:-

Bank Reconciliation up to 28/02/2025 for Cashbook No 1 - Current A/c

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
20/02/2025	34439		22.80	22.80		R <input checked="" type="checkbox"/>	Receipt(s) Banked
21/02/2025	1-01569458	964.78		964.78		R <input checked="" type="checkbox"/>	ENGIE Gas Limited
21/02/2025	1-01569459	823.08		823.08		R <input checked="" type="checkbox"/>	ENGIE Gas Limited
21/02/2025	FE7E4DA4-3	235.37		235.37		R <input checked="" type="checkbox"/>	E-On Energy Solutions Ltd
21/02/2025	PAYE JAN25	4,915.67		4,915.67		R <input checked="" type="checkbox"/>	PAYE Payments
21/02/2025	34436		4,754.00	4,754.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
24/02/2025	6980437	115.75		115.75		R <input checked="" type="checkbox"/>	Business Stream
24/02/2025	6979955	38.50		38.50		R <input checked="" type="checkbox"/>	Business Stream
24/02/2025	6978415	135.06		135.06		R <input checked="" type="checkbox"/>	Business Stream
24/02/2025	SS FEB 25	14,049.33		14,049.33		R <input checked="" type="checkbox"/>	Staff Salaries
24/02/2025	34441		3,661.00	3,661.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
24/02/2025	34431		171.00	171.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
24/02/2025	34424		288.00	288.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
26/02/2025	DEPAUG24	50.00		50.00		R <input checked="" type="checkbox"/>	Dr Jamil
26/02/2025	4402	3,876.00		3,876.00		R <input checked="" type="checkbox"/>	David Archer Associates
26/02/2025	219202122	5,745.00		5,745.00		R <input checked="" type="checkbox"/>	Toms Property Services
26/02/2025	263	48.00		48.00		R <input checked="" type="checkbox"/>	North Laine Window Cleaning
26/02/2025	2987/2988	4,864.80		4,864.80		R <input checked="" type="checkbox"/>	Bonny's Wood
26/02/2025	7086	96.00		96.00		R <input checked="" type="checkbox"/>	SouthCoast Services Sussex Ltd
26/02/2025	34440		11.40	11.40		R <input checked="" type="checkbox"/>	Receipt(s) Banked
27/02/2025	CC Jan25	2,399.26		2,399.26		R <input checked="" type="checkbox"/>	Credit Cards
28/02/2025	Top Up 282		35,000.00	35,000.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
28/02/2025	34444		285.00	285.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
		<u>61,206.44</u>	<u>49,277.67</u>				

Signatory 1:

Name ALISON CAMPBELL Signed  Date 31/3/2025

Signatory 2:

Name CORINA WATTS Signed  Date 12/3/2025

Bank Reconciliation up to 28/02/2025 for Cashbook No 1 - Current A/c

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
03/02/2025	JAN 2025	27.62		27.62		R ■	Barclays Bank
03/02/2025	Dec 24	63.81		63.81		R ■	Trade UK Account
03/02/2025	02059	1,722.47		1,722.47		R ■	Computer-Eyez (South) Ltd
03/02/2025	34418		134.40	134.40		R ■	Receipt(s) Banked
03/02/2025	34275		33.00	33.00		R ■	Receipt(s) Banked
03/02/2025	34428		85.50	85.50		R ■	Receipt(s) Banked
04/02/2025	9522	90.00		90.00		R ■	J Kirby Electrical Ltd
04/02/2025	058922	87.83		87.83		R ■	Playdale Playgrounds Ltd
04/02/2025	100608	2,407.63		2,407.63		R ■	HAGS-SMP Ltd
04/02/2025	2188	1,543.50		1,543.50		R ■	STAAC
04/02/2025	JS944517B	211.20		211.20		R ■	Jackson Lift Services Ltd
04/02/2025	Multi x 4	163.45		163.45		R ■	Clares Office Supplies Ltd
04/02/2025	18948	744.00		744.00		R ■	Inst. of Cemetery & Crematoriu
04/02/2025	34425		786.60	786.60		R ■	Receipt(s) Banked
04/02/2025	34423		305.00	305.00		R ■	Receipt(s) Banked
04/02/2025	34426		63.00	63.00		R ■	Receipt(s) Banked
04/02/2025	34425/1		0.20	0.20		R ■	Receipt(s) Banked
05/02/2025	34430		129.00	129.00		R ■	Receipt(s) Banked
05/02/2025	34433		25.20	25.20		R ■	Receipt(s) Banked
05/02/2025	34434		285.00	285.00		R ■	Receipt(s) Banked
05/02/2025	34434OP		0.75	0.75		R ■	Receipt(s) Banked
06/02/2025	34427		134.40	134.40		R ■	Receipt(s) Banked
06/02/2025	34437		225.00	225.00		R ■	Receipt(s) Banked
06/02/2025	A1D67196CR		305.82	305.82		R ■	Receipt(s) Banked
07/02/2025	6955	11.00		11.00		R ■	Pipers News
07/02/2025	01693424/4	35.78		35.78		R ■	Clares Office Supplies Ltd
07/02/2025	0522841	13.14		13.14		R ■	Orbis Protect Ltd
07/02/2025	21UF013-07	270.00		270.00		R ■	GeoXphere Ltd
07/02/2025	9623	135.60		135.60		R ■	J Kirby Electrical Ltd
10/02/2025	0172392101	19.32		19.32		R ■	Barclaycard Payments Ltd
12/02/2025	34435		570.00	570.00		R ■	Receipt(s) Banked
12/02/2025	34435		6.00	6.00		R ■	Receipt(s) Banked
12/02/2025	34438		75.00	75.00		R ■	Receipt(s) Banked
13/02/2025	DC13225KD	5.00		5.00		R ■	Sainsburys S'Markets
13/02/2025	34417		171.00	171.00		R ■	Receipt(s) Banked
17/02/2025	013007668	549.00		549.00		R ■	Arval UK Limited
17/02/2025	6258130	7,233.45		7,233.45		R ■	Lewes District Council
17/02/2025	ESCC JAN25	4,841.94		4,841.94		R ■	Pension ESCC
17/02/2025	34432		254.40	254.40		R ■	Receipt(s) Banked
18/02/2025	CB778D50-3	427.28		427.28		R ■	E-On Energy Solutions Ltd
18/02/2025	A7000C35C-	133.73		133.73		R ■	E-On Energy Solutions Ltd
18/02/2025	60F9407A-3	721.08		721.08		R ■	E-On Energy Solutions Ltd
18/02/2025	016F62D9-3	863.46		863.46		R ■	E-On Energy Solutions Ltd
18/02/2025	34429		1,444.80	1,444.80		R ■	Receipt(s) Banked
19/02/2025	04038	79.99		79.99		R ■	Advo Payroll
20/02/2025	V023159297	129.97		129.97		R ■	EE
20/02/2025	325338	318.59		318.59		R ■	Premier Managed Technologies G
20/02/2025	34443		50.40	50.40		R ■	Receipt(s) Banked



Transactions

Barclays Business Account

20-49-76 60669288

Available balance	£64,945.80
Last night's balance	£66,993.15 *
Overdraft limit	£0.00

Showing 68 transactions between 03/02/2025 and 28/02/2025 from 01/02/2025 to 28/02/2025

Date	Description	Money in	Money out	Balance
28/02 /2025	Counter Credit N McNeill Invoice 34444 BGC	£285.00 ✓		£66,993.15
28/02 /2025	Funds Transfer 204976 20669253 TOP UP AC 28.2.25 FT	£35,000.00 ✓		£66,708.15
27/02 /2025	Direct Debit BCARD COMMERCIAL 5476760289527536 DDR		-£2,399.26 ✓	£31,708.15
26/02 /2025	Counter Credit THE TRUST FOR DEVE TDC BGC	£11.40 ✓		£34,107.41
26/02 /2025	Bill Payment SOUTHCOAST SERVICE 7086 NTC BBP		-£96.00 ✓	£34,096.01
26/02 /2025	Bill Payment ARCADIAN PROSPECT 4402 - NTC BBP		-£3,876.00 ✓	£34,192.01
26/02 /2025	Bill Payment MR THOMAS DEAKIN 219/20/21/22 - NTC BB P		-£5,745.00 ✓	£38,068.01
26/02 /2025	Bill Payment MITCHELL MULVAY 263 NTC BBP		-£48.00 ✓	£43,813.01
	Bill Payment			

26/02 /2025	TREE CARE AT BONNY 2987/2988 NTC BBP		-£4,864.80 ✓	£43,861.01
26/02 /2025	Bill Payment MUHAYMAN NURI JAMI DEPOSIT REFUND 24 BBP		-£50.00 ✓	£48,725.81
24/02 /2025	Counter Credit MEECHING AMATEUR D 34424 BGC	£288.00 ✓		£48,775.81
24/02 /2025	Remittance POST OFFICE CREDIT 100772 REM 34443	£50.40 ✓		£48,487.81
24/02 /2025	Counter Credit J Younghusband 34431 BGC	£171.00 ✓		£48,437.41
24/02 /2025	Bill Payment WAGSTAFF BRDWY JWAGSTAFF-34441 BBP	£3,661.00 ✓		£48,266.41
24/02 /2025	Direct Debit NEWHAVEN TOWN BACS DDR 55 FEB 2025		-£14,049.33 ✓	£44,605.41
24/02 /2025	Direct Debit SCOTTISH WATER BUS 27452786 DDR		-£135.06 ✓	£58,654.74
24/02 /2025	Direct Debit SCOTTISH WATER BUS 27441569 DDR		-£38.50 ✓	£58,789.80
24/02 /2025	Direct Debit SCOTTISH WATER BUS 27154587 DDR		-£115.75 ✓	£58,828.30
21/02 /2025	Direct Debit E.ON NEXT LTD A-FE7E4DA4-001 DDR		-£235.37 ✓	£58,944.05
21/02 /2025	Direct Debit NEWHAVEN TOWN BACS DDR INL REV. PAYE JAN 25		-£4,915.67 ✓	£59,179.42
21/02 /2025	Direct Debit ENGIE GAS 10328543001 DDR		-£823.08 ✓	£64,095.09
21/02 /2025	Direct Debit ENGIE GAS 10328542001 DDR		-£964.78 ✓	£64,918.17
21/02 /2025	Counter Credit CO-OPERATIVE GROUP 50021635 BGC	£4,754.00 ✓		£65,882.95
20/02	Counter Credit			

/2025	THE TRUST FOR DEVE TDC BGC	£22.80 ✗	£61,128.95
20/02 /2025	Direct Debit EE LIMITED Q29509271595936982 DD R	-£129.97 ✗	£61,106.15
20/02 /2025	Direct Debit PREMIER MANAGED TE 0NEW02 DDR	-£318.59 ✗	£61,236.12
18/02 /2025	Direct Debit ADVO PAY NEWHTC DDR	-£79.99 ✗	£61,554.71
18/02 /2025	Direct Debit E.ON NEXT LTD A-CB778D50-001 DDR	-£427.28 ✗	£61,634.70
18/02 /2025	Direct Debit E.ON NEXT LTD A-A700C35C-001 DDR	-£133.73 ✗	£62,061.98
18/02 /2025	Direct Debit E.ON NEXT LTD A-60F9407A-001 DDR	-£721.08 ✗	£62,195.71
18/02 /2025	Direct Debit E.ON NEXT LTD A-016F62D9-001 DDR	-£863.46 ✗	£62,916.79
18/02 /2025	Funds Transfer NORCROSS DANC 32612 NORCROSS FT	£1,444.80 ✗	£63,780.25
17/02 /2025	Counter Credit NEWHAVEN & SEAFORD NEWHAVEN TOWN COUN BG C	£254.40 ✗	£62,335.45
17/02 /2025	Direct Debit NEWHAVEN TOWN BACS DDR <i>ESCC PENSION - JAN 25</i>	-£4,841.94 ✗	£62,081.05
17/02 /2025	Direct Debit LEWES DISTRICT COU 300286 DDR	-£7,233.45 ✗	£66,922.99
17/02 /2025	Direct Debit ARVAL UK LTD NE3560 DDR	-£549.00 ✗	£74,156.44
14/02 /2025	Debit SAINSBURYS S/MKTS ON 13 FEB BDC	-£5.00 ✗	£74,705.44
13/02 /2025	Counter Credit Press Play Films From Press Play .. BG	£171.00 ✗	£74,710.44


C

12/02 /2025	Funds Transfer GRAVENOR KA 34438 KERRIE G FT	£75.00 ✓		£74,539.44
12/02 /2025	Transfer MERLINI GIANCARL * 142568*INVOICE NO* TF R	£576.00 ✓		£74,464.44
10/02 /2025	Direct Debit BARCLAYCARD BCD01723921310125 DDR		-£19.32 ✓	£73,888.44
07/02 /2025	Bill Payment BUSINESS SUPPLIES INV01694231/3424 BBP		-£35.78 ✓	£73,907.76
07/02 /2025	Bill Payment ORBIS PROTECT LIMI 0522841 NTC BBP		-£13.14 ✓	£73,943.54
07/02 /2025	Bill Payment GEOXPHERE 21UF013-0007 NTC BBP		-£270.00 ✓	£73,956.68
07/02 /2025	Bill Payment J KIRBY ELECTRICAL 9623 NTC BBP		-£135.60 ✓	£74,226.68
07/02 /2025	Remittance POST OFFICE CREDIT 100771 REM	£129.00 ✓		£74,362.28
07/02 /2025	Direct Debit PIPERS NEWS STORES PIPERS15791 DDR		-£11.00 ✓	£74,233.28
06/02 /2025	Counter Credit TILLEYS STONEMASON INV 34437 BGC	£225.00 ✓		£74,244.28
06/02 /2025	Counter Credit BNP PARIBAS LEASIN DVG3632990 BGC	£305.82 ✓		£74,019.28
05/02 /2025	Counter Credit DANIELS C & P EXEC DANIELS INV 34434 BGC	£285.75 ✓	* 75p	£73,713.46
05/02 /2025	Counter Credit Studio Tempo MAB 34433 Studio Tempo BG C	£25.20 ✓		£73,427.71
05/02 /2025	Counter Credit Studio Tempo MAB 34427-StudioTempo BGC	£134.40 ✓		£73,402.51

05/02 /2025	Cash Deposit POST OFFICE KEN 05FEB 09.51 ATM	£63.20 ✓	£73,268.11
04/02 /2025	Counter Credit BILLIE WEBSTER 34423 BGC	£305.00 ✓	£73,204.91
04/02 /2025	Bill Payment INSTITUTE OF CEMET 18948 NTC BBP	-£744.00 ✓	£72,899.91
04/02 /2025	Bill Payment BUSINESS SUPPLIES VARIOUS X 4 NTC BBP	-£163.45 ✓	£73,643.91
04/02 /2025	Bill Payment JACKSON LIFT SERVI JS944517B NTC BBP	-£211.20 ✓	£73,807.36
04/02 /2025	Bill Payment STAAC DESIGN LIMIT 2188 NTC BBP	-£1,543.50 ✓	£74,018.56
04/02 /2025	Bill Payment HAGS-SMP LTD 100608 NTC BBP	-£2,407.63 ✓	£75,562.06
04/02 /2025	Bill Payment PLAYDALE PLAYGROUN 058922 NTC BBP	-£87.83 ✓	£77,969.69
04/02 /2025	Bill Payment J KIRBY ELECTRICAL 9552 NTC BBP	-£90.00 ✓	£78,057.52
04/02 /2025	Counter Credit N.I.P.E.R.S. RENT BGC	£786.60 ✓	£78,147.52
04/02 /2025	Direct Debit COMPUTER EYEZ LTD EYEZ0002059 DDR	-£1,722.47 ✓	£77,360.92
03/02 /2025	Funds Transfer VAUGHAN J A EARTHQUAKE FT	£85.50 ✓	£79,083.39
03/02 /2025	Counter Credit KP PROJECTS CIC KP PROJECTS 34418 BGC	£134.40 ✓	£78,997.89
03/02 /2025	Direct Debit WL RE KINGFISHER 6331640012255717 DDR	-£63.81 ✓	£78,863.49
03/02 /2025	Counter Credit Mohammed Shabini 34275 BGC	£33.00 ✓	£78,927.30

03/02
/2025

Credit Payment
CHARGES
COMMISSION FOR PERIOD
13DEC/12JAN *****

-£27.62 

£78,894.30

Need to view older transactions?

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

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

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

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

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

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

Bank Reconciliation Statement as at 28/02/2025
for Cashbook 2 - Business Premium

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Premium Account	28/02/2025		658,745.96
			<u>658,745.96</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			658,745.96
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			658,745.96
		Balance per Cash Book is :-	658,745.96
		Difference is :-	0.00

Signatory 1:

Name ALISON CAMPBELL Signed  Date 3/3/2025

Signatory 2:

Name CORINA WATTS Signed  Date 12/3/2025

Bank Reconciliation up to 28/02/2025 for Cashbook No 2 - Business Premium

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
04/02/2025	AC/KF3.2	62,954.00		62,954.00		R <input checked="" type="checkbox"/>	Unity Trust
05/02/2025	AC/KD 5.2	50,000.00		50,000.00		R <input checked="" type="checkbox"/>	Unity Trust
28/02/2025	Top Up 282	35,000.00		35,000.00		R <input checked="" type="checkbox"/>	Current A/c
		<u>147,954.00</u>	<u>0.00</u>				

Signatory 1:

Name ALISON CAMPBELL Signed  Date 3/3/2025

Signatory 2:

Name CORINA WATTS Signed  Date 12/3/2025



Transactions

Business Premium ME

20-49-76 20669253

Available balance **£662,514.97**

Last night's balance £658,745.96 ~~✗~~

Overdraft limit **n/a**

Showing 3 transactions between **04/02/2025** and **28/02/2025** from 01/02/2025 to 28/02/2025

Date	Description	Money in	Money out	Balance
28/02/2025	Funds Transfer 204976 60669288 TOP UP AC 28.2.25 FT		-£35,000.00 ✗	£658,745.96 ✗
05/02/2025	Bill Payment NEWHAVEN TOWN COUN AC/KD 05.02 TFR BBP		-£50,000.00 ✗	£693,745.96
04/02/2025	Bill Payment NEWHAVEN TOWN COUN AC/KD 03.02 TFR BBP		-£62,954.00 ✗	£743,745.96

Need to view older transactions?

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

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

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

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



Make a payment to another UK account

Your payment is being processed. It won't be reflected in your balance until it's complete, so make sure you have enough money in your account and don't try to make the payment again. We may contact you if we need more information

[Questions about a delayed payment? Our FAQs could help.](#)

From	<i>Business Premium ME 20-49-76 2066 9253</i>
To	<i>NEWHAVEN TOWN COUN 60-83-01 2050 1013</i>
Amount	<i>£50,000.00</i>
Reference	<i>AC/KD 05.02 TFR</i>
When	<i>Immediately after authorisation This payment will be processed as soon as it's fully authorised, so please make sure there's enough money in the account. We'll only update your balance when the payment is complete, so please don't try to make it again. We'll contact you if we need more information.</i>
Instructions received at	<i>Feb 5, 2025 This payment won't be processed until it's been approved by a second authoriser. Once they've logged in to Online Banking, they'll get a notification and will be directed to a 'Payment authorisation' screen to approve, decline or edit this payment. If they edit the payment, you'll need to review and approve it again before it can be processed.</i>

05 Feb 2025

MR Kenneth John Dry



Your receipt

Payment authorised

Amount

£50,000.00

To

NEWHAVEN TOWN COUN

60-83-01 2050 1013

From

Business Premium ME

20-49-76 2066 9253

Payment will be made on

Immediate

Reference

AC/KD 05.02 TFR

Audit history

Created by

ALISON MARIAN CAMPBELL

9:24:33 on 05 February 2025

Authorised by

KENNETH JOHN DRY

12:10:30 on 05 February 2025

Barclays Bank UK PLC. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and Prudential Regulation Authority (Financial Services Register



Make a payment to another UK account

Your payment is being processed. It won't be reflected in your balance until it's complete, so make sure you have enough money in your account and don't try to make the payment again. We may contact you if we need more information

[Questions about a delayed payment? Our FAQs could help.](#)

From	<i>Business Premium ME 20-49-76 2066 9253</i>
To	<i>Newhaven Town Council 60-83-01 2050 1013</i>
Amount	<i>£62,954.00</i>
Reference	<i>AC/KD 03.02 TFR</i>
When	<i>Immediately after authorisation This payment will be processed as soon as it's fully authorised, so please make sure there's enough money in the account. We'll only update your balance when the payment is complete, so please don't try to make it again. We'll contact you if we need more information.</i>
Instructions received at	<i>Feb 3, 2025 This payment won't be processed until it's been approved by a second authoriser. Once they've logged in to Online Banking, they'll get a notification and will be directed to a 'Payment authorisation' screen to approve, decline or edit this payment. If they edit the payment, you'll need to review and approve it again before it can be processed.</i>

04 Feb 2025

MR Kenneth John Dry



Your receipt

Payment authorised

Amount

£62,954.00

To

Newhaven Town Council

60-83-01 2050 1013

From

Business Premium ME

20-49-76 2066 9253

Payment will be made on

Immediate

Reference

AC/KD 03.02 TFR

Audit history

Created by

ALISON MARIAN CAMPBELL

9:33:05 on 03 February 2025

Authorised by

KENNETH JOHN DRY

9:32:59 on 04 February 2025

Barclays Bank UK PLC. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and Prudential Regulation Authority (Financial Services Register

28 Feb 2025

MRS Alison Marian Campbell



We've transferred your money

Date transfer was set up

28 Feb 2025

Time transfer was set up

08:33:27 GMT

Transfer from

Business Premium ME

Barclays Bank UK PLC

20-49-76 20669253

Transfer to

Barclays Business Account

Barclays Bank UK PLC

20-49-76 60669288

Reference

Top Up AC 28.2.25

Amount

£35,000.00

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

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

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

Bank Reconciliation Statement as at 28/02/2025
for Cashbook 3 - Petty Cash

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	28/02/2025		93.93
			<hr/> 93.93
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			93.93
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			93.93
		Balance per Cash Book is :-	93.93
		Difference is :-	0.00

Signatory 1:

Name ALISON CAMPBELL Signed  Date 3/3/2025

Signatory 2:

Name CORINA WATTS Signed  Date 12/3/2025

Bank Reconciliation Statement as at 28/02/2025
for Cashbook 1 - Current A/c

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current A/c	25/02/2025		66,993.15
			<u>66,993.15</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			66,993.15
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			66,993.15
		Balance per Cash Book is :-	66,993.15
		Difference is :-	0.00

Signatory 1:

Name ALISON CAMPBELL Signed  Date 3/3/2025

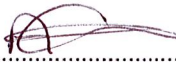
Signatory 2:

Name CORINA WATTS Signed  Date 12/3/2025

Bank Reconciliation up to 28/02/2025 for Cashbook No 3 - Petty Cash

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
05/02/2025	170	2.80		2.80		R <input checked="" type="checkbox"/>	Post Office Ltd
06/02/2025	171	6.95		6.95		R <input checked="" type="checkbox"/>	Sainsburys S'Markets
12/02/2025	172	1.45		1.45		R <input checked="" type="checkbox"/>	Sainsburys S'Markets
13/02/2025	173	3.60		3.60		R <input checked="" type="checkbox"/>	Post Office Ltd
13/02/2025	Dep34176		50.00	50.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
19/02/2025	174	1.45		1.45		R <input checked="" type="checkbox"/>	Sainsburys S'Markets
26/02/2025	175	1.45		1.45		R <input checked="" type="checkbox"/>	Sainsburys S'Markets
		<u>17.70</u>	<u>50.00</u>				

Signatory 1:

Name ALISON CAMPBELL Signed  Date 3/3/2025

Signatory 2:

Name CORINA WATTS Signed  Date 12/3/2025

Good food for all of us
HAMDEN PARK
01323 430447

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

*FBREZE AF COTTON FR £2.50
*ROB DC NAS APP 1.75 £3.50
Nectar Price Saving -£1.00

2 BALANCE DUE £5.00
Visa Debit £5.00
TICC1 *****0019
AID: A0000000031010
PAN SEQUENCE: 00
MERCHANT: ****8433
AUTH CODE: 030115
TID: ****6600

PTN Verified

CHANGE £0.00

YOUR SAVINGS TODAY:
PROMOTIONS -£1.00

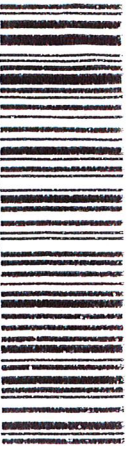
MY NECTAR SUMMARY

IC1 **** * 2045 £5.00
POINTS EARNED ON
PREVIOUS POINTS BALANCE 86
POINTS EARNED 5
NEW POINTS BALANCE 91
YOUR POINTS ARE WORTH £0.45

Check the Nectar app or nectar.com to see any bonus points you might have collected.

For a chance to win *****
100,000 Nectar points
please tell us how we did at
lettuce-know.com

PLEASE KEEP FOR YOUR RECORDS
PUBLISHED TERMS AND CONDITIONS APPLY



6290062671457600330225

C #4576 18:01:22 13FEB2025
S0062 R71

AC-KL
12/2/25

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

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

JS S/SKIM MLK 2.272L £1.45
*JS SUPER SOFT X8 £5.50

2 BALANCE DUE £6.95
CASH £10.00

CHANGE £3.05

WITH NECTAR YOU WOULD HAVE EARNED:
POINTS 6

REGISTER AT Nectar.com
or download the app.

For a chance to win *****
100,000 Nectar points
please tell us how we did at
lettuce-know.com



6292136067272600060225

C #2726 10:03:49 06FEB2025
S2136 R67

Thank you for your visit.

12/2/25
AC-KL

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

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

JS S/SKIM MLK 2.272L £1.45
1 BALANCE DUE £1.45
CASH £1.55

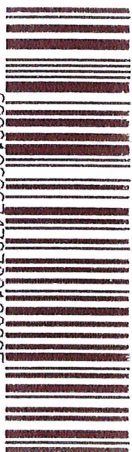
CHANGE £0.10

MY NECTAR SUMMARY

IC1 **** * 6012 £1.45
POINTS EARNED ON
POINTS EARNED 1

Check the Nectar app or nectar.com for your points balance and any bonus points you might have collected.

For a chance to win *****
100,000 Nectar points
please tell us how we did at
lettuce-know.com



6292136067473700120225

C #4737 09:39:41 12FEB2025
S2136 R67

Thank you for your visit.

172

174

Sainsbury's

Good food for all of us
NEWHAVEN HARBOUR
01273 512036

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

JS S/SKTM MLK 2.272L £1.45
BALANCE DUE £1.45
DEBIT MASTERCARD £1.45
contactless)))
LICJ *****5174
AID: A0000000041010
PAN SEQUENCE: 00
MERCHANT: *****5520
AUTH CODE: 381443
TID: *****005

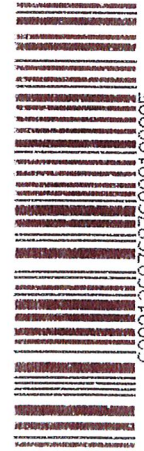
No Cardholder Verification

CHANGE £0.00

WITH NECTAR YOU WOULD HAVE EARNED:
POINTS 1
REGISTER AT Nectar.com
or download the app.

**** For a chance to win ****
100,000 Nectar points
please tell us how we did at
lettuce-know.com

PLEASE KEEP FOR YOUR RECORDS
PUBLISHED TERMS AND CONDITIONS APPLY



C #8760 09:39:56 19FEB2025
S2136 R76

Thank you for your visit.

AC 13/2/25
174

Post Office Ltd.
Your Receipt
FAD: 274907

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

VAT REG No. GB 172 6705 02
Date of Issue: 13/02/2025 12:36
SESSION: 2-510688

Post Office Ltd.
CERTIFICATE OF POSTING

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

Posting date: 13/02/2025 12:36
Session ID: 2-510688
After last acceptance time? N
Destination Country: UK (EU)
Address Validated? N
T24 Large Letter £3.60
Large Letter
Weight 0.586 kg
Item Value £150.00

Item	Price	Total(£)
(S)RM T24 LL - UK	3.60	3.60
ex VAT		
inc VAT		
VAT		
SUBTOTAL	3.60	3.60

VAT SUMMARY	NET	VAT	Total(£)
Rate (S)20.00%	3.00	0.60	3.60
SUBTOTAL	3.00	0.60	3.60

(S)=Standard Rate (Z)=Zero Rate (E)=Exempt

DG Screen Dom 0.00
TOTAL DUE TO POST OFFICE 3.60

Cash BALANCE 3.60
FROM CUSTOMER 0.00

Please retain for future reference

Thank You

Reference number
0214-31DB-02A7-C4B7
Building Name or Number
LEWES COUNCIL
Postcode
BN214UG
Delivery aim: next working day.
End to end tracking at royalmail.com or Royal Mail app.

PLEASE REFER TO SEPARATE TERMS AND CONDITIONS

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

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

Pd 01/2/25
PC-KL
FAD

Sainsbury's

Good food for all of us
NEWHAVEN HARBOUR
01273 612036

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

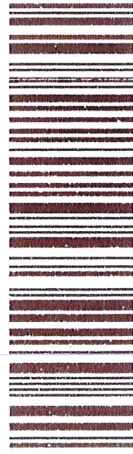
JS S/SKIM MLK 2.272L £1.45
1 BALANCE DUE £1.45
CASH £1.45

CHANGE £0.00

MY NECTAR SUMMARY
[C] **** *6012 £1.45
POINTS EARNED ON 1
POINTS *****

Check the Nectar app or nectar.com
for your points balance and any bonus
points you might have collected.

***** For a chance to win *****
100,000 Nectar points
please tell us how we did at
lettuce-know.com



6292136073798100260225

C #7981 09:18:10 26FEB2025
S2136 R73

Thank you for your visit.

Post Office Ltd. CERTIFICATE OF POSTING

Newhaven
1-2 Newhaven Square
East Sussex
BN9 9QS

Posting date: 05/02/2025 09:53
Session ID: 2-508952
After last acceptance time? N

Destination Country Spain (EU)
Address Validated? N
Int Std Letter £2.80
Weight 0.028 kg
PrePaid Amount -£1.65

Building Name or Number Postcode
FINA LA LUNA CAMINO D 29130

PLEASE REFER TO SEPARATE TERMS AND
CONDITIONS

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

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

Post Office Ltd.
Your Receipt

FAD: 274907
Newhaven
1-2 Newhaven Square
Newhaven
East Sussex
BN9 9QS

VAT REG No. GB 172 6705 02
Date of Issue: 05/02/2025 09:53
SESSION: 2-508952

	ex VAT	inc VAT	Total(£)
{Z}Int Std Letter	2.80	2.80	2.80
SUBTOTAL			2.80
VAT SUMMARY			
Rate	NET	VAT	Total(£)
{Z}00.00%	2.80	0.00	2.80
SUBTOTAL	2.80	0.00	2.80
(S)=Standard Rate (Z)=Zero Rate (E)=Exempt			

1st Class Stmp	1.65		1.65
PrePaidRM Stamps	1.65		1.65
TOTAL DUE TO POST OFFICE			2.80

Cash BALANCE FROM CUSTOMER 2.80
0.00

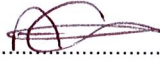
Please retain for future reference

Thank You

Bank Reconciliation Statement as at 28/02/2025
for Cashbook 4 - Base Rate Reward Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Base Rase Reward Account	28/02/2025		0.00
			<u>0.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	0.00
			<u>0.00</u>
<u>Unpresented Receipts (Plus)</u>			
		0.00	0.00
			<u>0.00</u>
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

Signatory 1:

Name ALISON CAMPBELL Signed  Date 3/3/2025

Signatory 2:

Name CORINA WATTS Signed  Date 12/3/2025



Transactions

Business Premium ME

20-49-76 13831183

Available balance	£0.16
Last night's balance	£0.00 ✗
Overdraft limit	n/a

Showing **No** transactions between and from 01/02/2025 to 28/02/2025

Date	Description	Money in	Money out	Balance
No Transaction Found				

Need to view older transactions?

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

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

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

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

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

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

**Bank Reconciliation Statement as at 28/02/2025
for Cashbook 5 - Credit Cards**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Card 1851 3279 KD	28/02/2025		0.00
Card 2597 1956 AC	28/02/2025		0.00
			0.00
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
06/02/2025 29368 R J Meaker Fencing Ltd		1,525.32	
06/02/2025 1100192143 Stamps Direct Limited		45.62	
			1,570.94
			-1,570.94
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			0.00
			-1,570.94
		Balance per Cash Book is :-	-1,570.94
		Difference is :-	0.00

Signatory 1:

Name ALISON CAMPBELL Signed  Date 3/3/2025

Signatory 2:

Name CORINA WATTS Signed  Date 12/3/2025

Bank Reconciliation up to 28/02/2025 for Cashbook No 5 - Credit Cards

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
06/01/2025	GB53JCYABE	59.61		59.61		<input checked="" type="checkbox"/>	Amazon Marketplace UK
07/01/2025	00058	78.00		78.00		<input checked="" type="checkbox"/>	National Association of Local
07/01/2025	IEE2025000	198.96		198.96		<input checked="" type="checkbox"/>	Adobe Systems Software Ireland
08/01/2025	CC8.1.2025	210.00		210.00		<input checked="" type="checkbox"/>	National Rock Salt
11/01/2025	GB5A9L5ABE	17.96		17.96		<input checked="" type="checkbox"/>	Amazon Marketplace UK
13/01/2025	2025000509	198.96		198.96		<input checked="" type="checkbox"/>	Adobe Systems Software Ireland
14/01/2025	24265886	9.89		9.89		<input checked="" type="checkbox"/>	Amazon Marketplace UK
20/01/2025	09151	96.17		96.17		<input checked="" type="checkbox"/>	Rainclear Systems
21/01/2025	43015	1,334.15		1,334.15		<input checked="" type="checkbox"/>	Royal Mail Group Ltd
23/01/2025	CC23.01.20	64.95		64.95		<input checked="" type="checkbox"/>	Ambers Florist
24/01/2025	GB5PGYYAB	23.15		23.15		<input checked="" type="checkbox"/>	Amazon Marketplace UK
27/01/2025	1100213754	44.89		44.89		<input checked="" type="checkbox"/>	Stamps Direct Limited
27/01/2025	2000000880	16.80		16.80		<input checked="" type="checkbox"/>	Citrus Cleaning Supplies
28/01/2025	156094	11.14		11.14		<input checked="" type="checkbox"/>	English Woodlands
30/01/2025	1000255333	21.16		21.16		<input checked="" type="checkbox"/>	Galvanised Specialists Ltd
30/01/2025	GB5WGN2AB	13.47		13.47		<input checked="" type="checkbox"/>	Amazon Marketplace UK
06/02/2025	29368	1,525.32			1,525.32	<input type="checkbox"/>	R J Meaker Fencing Ltd
06/02/2025	1100192143	45.62			45.62	<input type="checkbox"/>	Stamps Direct Limited
27/02/2025	CC Jan25		2,399.26	2,399.26		<input checked="" type="checkbox"/>	Receipt(s) Banked
		<u>3,970.20</u>	<u>2,399.26</u>				

Signatory 1:

Name ALISON CAMPBELL Signed  Date 3/3/2025

Signatory 2:

Name CORINA WATTS Signed  Date 12/3/2025

SUMMARY FOR NEWHAVEN TOWN COUNCIL

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

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

Company reference: 5476760289527536
Statement date: 2 February 2025
Page number: 1 of 4
Monthly spend limit: £8,000.00

Date of previous statement: 2 January 2025
Previous balance: £1,062.56
Payment received: £1,062.56 CR
Total of charges and adjustments: £0.00
Total of new spending: £2,399.26
New balance: £2,399.26 *
Minimum payment: £23.99
Payment due by: 27 February 2025
Available to spend: £5,600.74

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

Chq No/DD/Bacs/CC/Electronic
Date 27/2/2025
Amount £ 2399.26
Officer *[Signature]*
Councillor *[Signature]*

Payment instructions Councillor See attached - KT

Thank you for using Barclaycard Commercial. Your bank account 6****288 at 20-**-76 will be debited with the agreed payment or the minimum payment (whichever is greater) on or immediately after 27 February 2025. If your balance is lower than your agreed payment, we will debit the full balance. If you are unable to make the minimum payment please contact us as soon as possible by calling the telephone number listed above.

If you wish to pay any additional amount, please allow sufficient time for your payment to reach us.

- **By Debit Card:** Payments can be made over the phone by the payment due date shown on your statement. Please make the payment before 6.00 pm on this date.

- **By Bank Transfer:** From a Barclays UK account using telephone /online banking, please make the payment before 6.00pm on the payment due date shown on your statement. From a non-Barclays UK account, allow 2 working days before the payment due date and we will process the payment when received. Please refer to your bank for specific payment timescales as they will usually be shorter. Barclaycard details are: Sort code: 20 00 00, Account Number: 23988260. Please use your card number/account number as the reference.

- **At a Branch:** Payments in cash can be made at a Barclays Branch and must be made on or before the payment due date shown on your statement.

If paying by cheque at Barclays Branch allow 2 working days. At other banks, allow 2 working days before the payment due date, for both cash and cheque payments.

- **By Post:** Payments by cheque (made payable to Barclaycard Commercial) must be received 4 working days before the payment due date shown on your statement. Send your cheque and giro to Barclaycard Commercial, Po Box 291, Sheffield, S98 1SB. Please write your name, account number and post code on the back of the cheque.

Additional payments received will not be deducted from the direct debit amount to be taken.

Interest information

Total of next months estimated interest : £67.34

Balance	Value	Monthly Rate	Estimated Interest*	Expiry Date
PURCHASE	2,399.26	2.008%	67.34	
CASH	0.00	2.388%	0.00	
Totals	£2,399.26		£67.34	

Paid in by and date

2399.26

27 February 2025

bank giro credit ABC

23.99

5476760289527536

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

Cashier's Stamp and Initials

G 006738 BBA2093A 39917
MR KENNETH DRY
NEWHAVEN TOWN COUNCIL
18 FORT ROAD
NEWHAVEN
BN9 9QE



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

25-16-29

Total Cash *
Cheques +

£

- 7 FEB 2025

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

1/3
H2
011211 BBA2093A Page 1 of 3

Paragon cc 1105

SUMMARY FOR NEWHAVEN TOWN COUNCIL

Company reference: 5476760289527536
 Statement date: 2 February 2025
 Page number: 2 of 4



Balance	Value	Monthly Rate	Estimated Interest*	Expiry Date
Simple Standard Rate p.a: 24.10% (26.9% compound equivalent)		Simple Cash Rate p.a: 28.65% (32.7% compound equivalent)		
* See reverse for details				

Payments, charges and adjustments

BALANCE FROM PREVIOUS STATEMENT				1,062.56
Total of payment, charges and adjustments				£0.00
27 Jan 2025	DIRECT DEBIT PAYMENT THANK YOU			1,062.56 CR

New balances by individual cardholder

Name	Card number	Monthly spend limit	Balance
A M CAMPBELL	5476 7600 2597 1956	4,000	2,093.30
K DRY	5476 7609 1851 3279	4,000	305.96
Total cardholder expenditure			£2,399.26
New balance			£2,399.26

How to switch your Barclaycard

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

STATEMENT FOR A M CAMPBELL

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

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

Company reference: 5476760289527536
Card number: 5476760025971956
Statement date: 2 February 2025
Page number: 3 of 4
Monthly spend limit: £4,000.00

Date	Description	Amount
6 Jan 2025	AMZNBusiness*VO2KI0ZM5 amazon.co.uk GBR 070152718715 MISCELLANEOUS AND RETAIL STORES	59.61 ✓
7 Jan 2025	Adobe.com Saggart, Dublin IRL 080115265675 COMPUTER NETWORK/INFORMATION SERVICES	198.96 ✓
13 Jan 2025	AMZNMktplace*VD2ZQ1LV5 amazon.co.uk GBR 140152718715 MISCELLANEOUS AND RETAIL STORES	9.89 ✓
13 Jan 2025	ADOBE *ADOBE ADOBELY/BILL IRL 140155204725 COMPUTER SOFTWARE STORES	198.96 ✓
20 Jan 2025	AMBERS FLORIST SEAFORD 210105272475 FLORISTS	64.95 ✓
20 Jan 2025	MOL*Alumasc Building P 448006444426 210105184895 HARDWARE STORES <i>Rainclear Systems</i>	96.17 ✓
21 Jan 2025	PAYPAL *ROYALMAILGR 03452660858 GBR 240181402255 COURIER SERVICES-AIR OR GROUND,FREIGHT FORWARDERS	1,334.15 ✓
23 Jan 2025	AMZNBusiness*PH57O3ZO5 amazon.co.uk GBR 240152718715 MISCELLANEOUS AND RETAIL STORES	23.15 ✓
24 Jan 2025	STAMPS DIRECT LTD NORWICH GBR 270155184225 STATIONERY, OFFICE AND SCHOOL SUPPLY STO	44.89 ✓
27 Jan 2025	WWW.WBURROWNURSERYCOUK HEATHFIELD ENG 280155541965 NURSERIES, LAWN AND GARDEN SUPPLY STORES	11.14 ✓
27 Jan 2025	WWW.CITRUS-CLEANING-SU AYLESFORD ENG 280155203345 SPECIALITY CLEANING,POLISHING & SANITATION PREPARATIONS	16.80 ✓
30 Jan 2025	AMZNMktplace*O73696I55 amazon.co.uk GBR 310152718715 MISCELLANEOUS AND RETAIL STORES	13.47 ✓
30 Jan 2025	WWW.GSPRODUCTS.CO.UK HALESOWEN LND 310185383905 MISCELLANEOUS GENERAL MERCHANDISE STORES	21.16 ✓
13 new purchases / cash advances. Total of spending.		£2,093.30

G 006738 BBA2093A 39917
MRS A M CAMPBELL
NEWHAVEN TOWN COUNCIL
18 FORT ROAD
NEWHAVEN
BN9 9QE

STATEMENT FOR K DRY

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

Company reference: 5476760289527536
 Card number: 5476760918513279
 Statement date: 2 February 2025
 Page number: 4 of 4
 Monthly spend limit: £4,000.00

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



Date	Description	Amount
7 Jan 2025	WWW.NALC.GOV.UK LONDON LND 080185383905 CIVIC, SOCIAL AND FRATERNAL ASSOCIATIONS	78.00 ✓
8 Jan 2025	NATIONAL ROCK SALT TELFORD 090185481475 LANDSCAPE AND HORTICULTURAL SERVICES	210.00 ✓
11 Jan 2025	AMZNBUSINESS*ZE09399Q5 amazon.co.uk GBR 130152718715 MISCELLANEOUS AND RETAIL STORES	17.96 ✓
3 new purchases / cash advances. Total of spending.		£305.96

G 006738 BBA2093A 39917
 MR K DRY
 NEWHAVEN TOWN COUNCIL
 18 FORT ROAD
 NEWHAVEN
 BN9 9QE

Bank Reconciliation Statement as at 28/02/2025
for Cashbook 6 - Unity Trust

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Trust	28/02/2025		312,954.00
			<u>312,954.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			312,954.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			312,954.00
		Balance per Cash Book is :-	312,954.00
		Difference is :-	0.00

Signatory 1:

Name ALISON CAMPBELL Signed  Date 3/3/2025

Signatory 2:

Name CORINA WATTS Signed  Date 12/3/2025

Bank Reconciliation up to 28/02/2025 for Cashbook No 6 - Unity Trust

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
04/02/2025	AC/KF3.2		62,954.00	62,954.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
05/02/2025	AC/KD 5.2		50,000.00	50,000.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
		<u>0.00</u>	<u>112,954.00</u>				

Signatory 1:

Name ALISON CAMPBELL Signed  Date 3/3/2025

Signatory 2:

Name CERINA WATTS Signed  Date 12/3/2025



Newhaven Town Council
Instant Access
 60-83-01 • 20501013

Gross interest rate Balance Available
 2.50 % ⓘ £ **312,954.00** £ **312,954.00** ✕

28 Feb 2025

01 Feb 2025 - 28 Feb 2025

↓ Date	Description	Paid in	Paid out	Balance
05/02/25	N/H TOWN COUNCIL • AC/KD 05.02 TFR	50,000.00	✕	312,954.00
04/02/25	N/H TOWN COUNCIL • AC/KD 03.02 TFR	62,954.00	✕	262,954.00



Newhaven Town Council

Reconciliation Summary

Month: MARCH 2025

	Amount	Examiner
Cashbook 1 Current Acct 60669288	£39,552.35	CW
Cashbook 2 B. Prem Acct 2069253	£625,260.53	CW
Cashbook 3 Petty Cash	£77.25	CW
Cashbook 4 R Reward Acct 13831183	0	CW
Cashbook 5 Credit Cards	0	CW
Cashbook 6 Instant Access Acct 20501013	£312,954.00	CW
Petty Cash On-Site	£77.25	CW
Staff Salary Payment	£14,025.41	CW
HMRC Remittance	£4,915.28	CW
ESCC Pension Remittance	£4,841.94	CW

Report to Full Council:- / /2025

Resolved/Noted as Correct:- Yes/No

Chairmans Signature:-

--

Bank Reconciliation Statement as at 31/03/2025
for Cashbook 1 - Current A/c

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current A/c	31/03/2025		39,552.35
			<u>39,552.35</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			39,552.35
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			39,552.35
		Balance per Cash Book is :-	39,552.35
		Difference is :-	0.00

Signatory 1:

Name ALISON CAMPBELL Signed  Date 1/4/2025

Signatory 2:

Name CORINA WATTS Signed  Date 1/4/2025

Bank Reconciliation up to 31/03/2025 for Cashbook No 1 - Current A/c

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
11/02/2025	CR11.2.25		6.60	6.60		R ■	Receipt(s) Banked
11/02/2025	CR11.2.25		-6.60	-6.60		R ■	Receipt(s) Banked
21/02/2025	WP17574904	8.79		8.79		R ■	Royal Mail Group Ltd
21/02/2025	WP0424160X	-8.79		-8.79		R ■	Royal Mail Group Ltd
03/03/2025	Jan 2024	81.54		81.54		R ■	Trade UK Account
03/03/2025	02473672	216.16		216.16		R ■	SSE
03/03/2025	0002059	1,749.65		1,749.65		R ■	Computer-Eyez (South) Ltd
04/03/2025	34422		75.00	75.00		R ■	Receipt(s) Banked
04/03/2025	34445		225.00	225.00		R ■	Receipt(s) Banked
05/03/2025	34446		63.00	63.00		R ■	Receipt(s) Banked
06/03/2025	Refund Fee		7.65	7.65		R ■	Receipt(s) Banked
07/03/2025	FEB 2025	25.99		25.99		R ■	Barclays Bank
07/03/2025	7213	11.40		11.40		R ■	Pipers News
07/03/2025	34453		68.40	68.40		R ■	Receipt(s) Banked
10/03/2025	0172392102	18.00		18.00		R ■	Barclaycard Payments Ltd
10/03/2025	34458		22.92	22.92		R ■	Receipt(s) Banked
10/03/2025	34450		786.80	786.80		R ■	Receipt(s) Banked
10/03/2025	34454		1,135.20	1,135.20		R ■	Receipt(s) Banked
10/03/2025	34459		75.00	75.00		R ■	Receipt(s) Banked
11/03/2025	308438	6,385.10		6,385.10		R ■	Kingfisher Direct Ltd
11/03/2025	2425	75.00		75.00		R ■	Clean Team Sussex
11/03/2025	0524646	13.93		13.93		R ■	Orbis Protect Ltd
11/03/2025	38428	380.40		380.40		R ■	Edge IT Systems Ltd
11/03/2025	1962	168.00		168.00		R ■	ESALC Ltd
11/03/2025	0004	36.00		36.00		R ■	Heli's Pix
11/03/2025	2789	943.20		943.20		R ■	Centre Stage Engineering Ltd
11/03/2025	1706980/79	106.11		106.11		R ■	Clares Office Supplies Ltd
11/03/2025	3066	600.00		600.00		R ■	Don Burtenshaw
11/03/2025	SGB25.5.25	400.00		400.00		R ■	Newhaven Bowling Club
11/03/2025	LGH25.5.25	2,100.00		2,100.00		R ■	Havens Community Hub
11/03/2025	LGI25.5.25	1,680.00		1,680.00		R ■	Inroads Productions
11/03/2025	34456		119.70	119.70		R ■	Receipt(s) Banked
12/03/2025	34455		129.00	129.00		R ■	Receipt(s) Banked
12/03/2025	34452		277.20	277.20		R ■	Receipt(s) Banked
13/03/2025	FLLB665721	244.20		244.20		R ■	BNP Paribas Leasing Solutions
13/03/2025	34448		285.00	285.00		R ■	Receipt(s) Banked
14/03/2025	34451		77.40	77.40		R ■	Receipt(s) Banked
17/03/2025	6258353	9,433.45		9,433.45		R ■	Lewes District Council
17/03/2025	40712	79.99		79.99		R ■	Advo Payroll
17/03/2025	RI00131305	549.00		549.00		R ■	Arval UK Limited
17/03/2025	ESCC FEB25	4,841.94		4,841.94		R ■	East Sussex County Council
17/03/2025	34461		44.25	44.25		R ■	Receipt(s) Banked
17/03/2025	34466		2,186.00	2,186.00		R ■	Receipt(s) Banked
18/03/2025	COMP18.3	30.00		30.00		R ■	Sainsburys S'Markets
19/03/2025	CB778D50-3	224.44		224.44		R ■	E-On Energy Solutions Ltd
19/03/2025	A700C35C-3	178.30		178.30		R ■	E-On Energy Solutions Ltd
19/03/2025	60F9407A-3	630.85		630.85		R ■	E-On Energy Solutions Ltd
19/03/2025	016F62D9-3	682.37		682.37		R ■	E-On Energy Solutions Ltd

Bank Reconciliation up to 31/03/2025 for Cashbook No 1 - Current A/c

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
19/03/2025	V023267956	127.70		127.70		R <input checked="" type="checkbox"/>	EE
19/03/2025	34460		58.00	58.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
19/03/2025	34449		288.00	288.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
19/03/2025	34457		120.00	120.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
20/03/2025	FE7E4DA4-3	208.68		208.68		R <input checked="" type="checkbox"/>	E-On Energy Solutions Ltd
20/03/2025	326183	136.51		136.51		R <input checked="" type="checkbox"/>	Premier Managed Technologies G
20/03/2025	34462		566.00	566.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
20/03/2025	34468		101.00	101.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
21/03/2025	1-01610447	836.91		836.91		R <input checked="" type="checkbox"/>	ENGIE Gas Limited
21/03/2025	1-01608263	1,896.13		1,896.13		R <input checked="" type="checkbox"/>	ENGIE Gas Limited
21/03/2025	PAYE FEB25	4,915.28		4,915.28		R <input checked="" type="checkbox"/>	PAYE Payments
21/03/2025	Dep 34470		50.00	50.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
21/03/2025	TU Mar25		37,254.60	37,254.60		R <input checked="" type="checkbox"/>	Receipt(s) Banked
24/03/2025	8007	7,207.20		7,207.20		R <input checked="" type="checkbox"/>	J Kirby Electrical Ltd
24/03/2025	101446	7,569.33		7,569.33		R <input checked="" type="checkbox"/>	HAGS-SMP Ltd
24/03/2025	01708900	47.81		47.81		R <input checked="" type="checkbox"/>	Clares Office Supplies Ltd
24/03/2025	230	462.00		462.00		R <input checked="" type="checkbox"/>	Toms Property Services
24/03/2025	231	1,120.00		1,120.00		R <input checked="" type="checkbox"/>	Toms Property Services
24/03/2025	SS MARCH25	14,025.41		14,025.41		R <input checked="" type="checkbox"/>	Staff Salaries
24/03/2025	34470		52.80	52.80		R <input checked="" type="checkbox"/>	Receipt(s) Banked
24/03/2025	34471		2,568.00	2,568.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
26/03/2025	7245148	28.85		28.85		R <input checked="" type="checkbox"/>	Business Stream
26/03/2025	7248116	115.75		115.75		R <input checked="" type="checkbox"/>	Business Stream
26/03/2025	7249146	130.24		130.24		R <input checked="" type="checkbox"/>	Business Stream
26/03/2025	34469		1,093.00	1,093.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
27/03/2025	Bcard Pay	1,609.90		1,609.90		R <input checked="" type="checkbox"/>	Credit Cards
27/03/2025	34463		863.00	863.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
28/03/2025	001	80.00		80.00		R <input checked="" type="checkbox"/>	Matts Marquees
28/03/2025	7093	59.00		59.00		R <input checked="" type="checkbox"/>	McQuillan Signs & Graphics
28/03/2025	232/3/4/5	3,680.00		3,680.00		R <input checked="" type="checkbox"/>	Toms Property Services
28/03/2025	EVGR26.3.2	1,300.00		1,300.00		R <input checked="" type="checkbox"/>	Look Again
28/03/2025	REF 26.3.2	0.75		0.75		R <input checked="" type="checkbox"/>	Mr Paul Daniels
28/03/2025	CANX	-1,300.00		-1,300.00		R <input checked="" type="checkbox"/>	Look Again
31/03/2025	0262739	195.25		195.25		R <input checked="" type="checkbox"/>	SSE
31/03/2025			305.00	305.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
		<u>76,337.72</u>	<u>48,896.92</u>				

Signatory 1:

Name ALISON CAMPBELL Signed  Date 1/4/2025

Signatory 2:

Name CORINA WATTS Signed  Date 1/4/2025



Transactions

Barclays Business Account

20-49-76 60669288

Available balance	£39,552.35
Last night's balance	£39,442.60
Overdraft limit	£0.00

✓

Showing 75 transactions between 03/03/2025 and 31/03/2025 from 01/03/2025 to 31/03/2025

Date	Description	Money in	Money out	Balance
31/03 /2025	Direct Debit SSE ENERGY SUPPLY 0047362-DD00955392 DD R		-£195.25 <i>✓</i>	£39,552.35 <i>✓</i>
31/03 /2025	Counter Credit Morgan D 34467 BGC	£305.00 <i>✓</i>		£39,747.60
28/03 /2025	Bill Payment MR PAUL DANIELS REFUND O/P NTC BBP		-£0.75 <i>✓</i>	£39,442.60
28/03 /2025	Bill Payment MR THOMAS DEAKIN 233/4/5/6 - NTC BBP		-£3,680.00 <i>✓</i>	£39,443.35
28/03 /2025	Bill Payment R MCQUILLAN 7093 NTC BBP		-£59.00 <i>✓</i>	£43,123.35
28/03 /2025	Bill Payment MR M P HODGSON 001 NTC BBP		-£80.00 <i>✓</i>	£43,182.35
27/03 /2025	Counter Credit BCARD1723921260325 BGC BCARD1723921260325 B GC	£1,093.00 <i>✓</i>		£43,262.35
27/03 /2025	Direct Debit BCARD COMMERCIAL 5476760289527536 DDR		-£1,609.90 <i>✓</i>	£42,169.35

27/03 /2025	Counter Credit CO-OPERATIVE GROUP 50021635 BGC	£863.00 ✓	£43,779.25
26/03 /2025	Direct Debit SCOTTISH WATER BUS 27452786 DDR	-£28.85 ✓	£42,916.25
26/03 /2025	Direct Debit SCOTTISH WATER BUS 27441569 DDR	-£115.75 ✓	£42,945.10
26/03 /2025	Direct Debit SCOTTISH WATER BUS 27154587 DDR	-£130.24 ✓	£43,060.85
24/03 /2025	Bill Payment MR THOMAS DEAKIN 230/231 - NTC BBP	-£1,582.00 ✓	£43,191.09
24/03 /2025	Bill Payment J KIRBY ELECTRICAL 8007 NTC BBP	-£7,207.20 ✓	£44,773.09
24/03 /2025	Bill Payment BUSINESS SUPPLIES INV01708900 BBP	-£47.81 ✓	£51,980.29
24/03 /2025	Bill Payment HAGS-SMP LTD 101446 NTC BBP	-£7,569.33 ✓	£52,028.10
24/03 /2025	Bill Payment WAGSTAFF BRDWY JWAGSTAFF-34471 BBP	£2,568.00 ✓	£59,597.43
24/03 /2025	Direct Debit NEWHAVEN TOWN BACS DDR SS MARCH 25	-£14,025.41 ✓	£57,029.43
21/03 /2025	Funds Transfer 204976 20669253 TOP UP MARCH 25 AC FT	£37,254.60 ✓	£71,054.84
21/03 /2025	Counter Credit D Quinn Leweshut03/25 BGC 344.70 + £50 DEP	£102.80 ✓	£33,800.24
21/03 /2025	Direct Debit NEWHAVEN TOWN BACS DDR ESCC FEB 25	-£4,915.28 ✓	£33,697.44
21/03 /2025	Direct Debit ENGIE GAS 10328543001 DDR MH	-£1,896.13 ✓	£38,612.72
21/03 /2025	Direct Debit ENGIE GAS 10328542001 DDR NTCO	-£836.91 ✓	£40,508.85

20/03 /2025	Counter Credit BCARD1723921190325 BGC BCARD1723921190325 B GC	£58.00 ✓		£41,345.76
20/03 /2025	Counter Credit TILLEYS STONEMASON INV 34468-MERLINI BGC	£101.00 ✓		£41,287.76
20/03 /2025	Direct Debit PREMIER MANAGED TE ONEW02 DDR		-£136.51 ✓	£41,186.76
20/03 /2025	Direct Debit E.ON NEXT LTD A-FE7E4DA4-001 DDR		-£208.68 ✓	£41,323.27
20/03 /2025	Funds Transfer MEMORIAL LTD 34462 FT	£566.00 ✓		£41,531.95
19/03 /2025	Counter Credit NEWHAVEN & SEAFORD NEWHAVEN TOWN COUN BG C	£120.00 ✓		£40,965.95
19/03 /2025	Debit SAINSBURYS S/MKTS ON 18 MAR BDC		-£30.00 ✓	£40,845.95
19/03 /2025	Counter Credit MEECHING AMATEUR D 34449 BGC	£288.00 ✓		£40,875.95
19/03 /2025	Direct Debit E.ON NEXT LTD A-CB778D50-001 DDR		-£224.44 ✓	£40,587.95
19/03 /2025	Direct Debit E.ON NEXT LTD A-A700C35C-001 DDR		-£178.30 ✓	£40,812.39
19/03 /2025	Direct Debit E.ON NEXT LTD A-60F9407A-001 DDR		-£630.85 ✓	£40,990.69
19/03 /2025	Direct Debit E.ON NEXT LTD A-016F62D9-001 DDR		-£682.37 ✓	£41,621.54
19/03 /2025	Direct Debit EE LIMITED Q29509271604392245 DD R		-£127.70 ✓	£42,303.91
17/03 /2025	Counter Credit HILLIER AJ 34466 BGC	£2,186.00 ✓		£42,431.61
17/03	Counter Credit			

/2025	CHARLES SEYMOUR 34461 BGC	£44.25 ✓	£40,245.61
17/03 /2025	Direct Debit LEWES DISTRICT COU 300286 DDR	-£9,433.45 ✓	£40,201.36
17/03 /2025	Direct Debit NEWHAVEN TOWN BACS DDR <i>PAYE-FEB 25</i>	-£4,841.94 ✓	£49,634.81
17/03 /2025	Direct Debit ADVO PAY NEWHTC DDR	-£79.99 ✓	£54,476.75
17/03 /2025	Direct Debit ARVAL UK LTD NE3560 DDR	-£549.00 ✓	£54,556.74
14/03 /2025	Remittance POST OFFICE CREDIT 100773 REM	£129.00 ✓	£55,105.74
14/03 /2025	Counter Credit HIBBERT S Hibbert 34451 BGC	£77.40 ✓	£54,976.74
13/03 /2025	Direct Debit BNP PARIBAS LEASIN A1G05400 V3693532 DDR	-£244.20 ✓	£54,899.34
13/03 /2025	Counter Credit DIGNITY FUNERALS 004257 BGC	£285.00 ✓	£55,143.54
12/03 /2025	Counter Credit Studio Tempo MAB 34452 BGC	£277.20 ✓	£54,858.54
11/03 /2025	Bill Payment KINGFISHER DIRECT INV308438 NTC BBP	-£6,385.10 ✓	£54,581.34
11/03 /2025	Bill Payment DAVID MURCH INV2425 NTC BBP	-£75.00 ✓	£60,966.44
11/03 /2025	Bill Payment ORBIS PROTECT LIM 0524646 NTC BBP	-£13.93 ✓	£61,041.44
11/03 /2025	Bill Payment EDGE IT SYSTEMS LI INV38428 NTC BBP	-£380.40 ✓	£61,055.37
11/03 /2025	Bill Payment EAST SUSSEX ALC LT 1962 NTC BBP	-£168.00 ✓	£61,435.77
11/03	Bill Payment		

/2025	HELEN HUBBARD INV0004 NTC BBP		-£36.00 ✓	£61,603.77
11/03 /2025	Bill Payment CENTRE STAGE ENGIN INV2789 - NTC BBP		-£943.20 ✓	£61,639.77
11/03 /2025	Bill Payment BUSINESS SUPPLIES INV01706980/4879 BBP		-£106.11 ✓	£62,582.97
11/03 /2025	Bill Payment NEWHAVEN BOWLING C GRANT NTC 25.5.25 BBP		-£400.00 ✓	£62,689.08
11/03 /2025	Bill Payment INROADS PRODUCTION GRANT NTC 25.2.25 BBP		-£1,680.00 ✓	£63,089.08
11/03 /2025	Bill Payment HAVENS COMMUNITY H GRANT NTC 25.2.25 BBP		-£2,100.00 ✓	£64,769.08
11/03 /2025	Bill Payment DON BURTENSRAW 3066 NTC BBP		-£600.00 ✓	£66,869.08
11/03 /2025	Counter Credit J Younghusband 34456 BGC	£119.70 ✓		£67,469.08
11/03 /2025	Counter Credit BCARD1723921100325 BGC BCARD1723921100325 B GC INV 34459	£75.00 ✓		£67,349.38
10/03 /2025	Funds Transfer NORCROSS DANC NORCROSSDANCE FT	£1,135.20 ✗		£67,274.38
10/03 /2025	Counter Credit N.I.P.E.R.S. RENT BGC	£786.80 ✗		£66,139.18
10/03 /2025	Direct Debit BARCLAYCARD BCD01723921280225 DDR		-£18.00 ✗	£65,352.38
07/03 /2025	Counter Credit PETTIT SA 34458 BGC	£22.92 ✗		£65,370.38
07/03 /2025	Funds Transfer VAUGHAN J A EARTHQUAKE FT	£68.40 ✗		£65,347.46
07/03 /2025	Credit Payment CHARGES COMMISSION FOR PERIOD 13JAN/12FEB *****		-£25.99 ✗	£65,279.06

07/03 /2025	Direct Debit PIPERS NEWS STORES PIPERS15791 DDR		-£11.40 ✗	£65,305.05
06/03 /2025	Credit Bank Fees Refund 31 Jan to 7 Feb	£7.65 ✗		£65,316.45
05/03 /2025	Cash Deposit POST OFFICE KEN 05MAR 12.12 ATM	£63.00 ✗		£65,308.80
04/03 /2025	Counter Credit A Heffer Invoice 34445 BGC	£225.00 ✗		£65,245.80
04/03 /2025	Counter Credit Morrell L&G 34422 BGC	£75.00 ✗		£65,020.80
03/03 /2025	Direct Debit WL RE KINGFISHER 6331640012255717 DDR		-£81.54 ✗	£64,945.80
03/03 /2025	Direct Debit SSE ENERGY SUPPLY 0047362-DD00903307 DD R		-£216.16 ✗	£65,027.34
03/03 /2025	Direct Debit COMPUTER EYEZ LTD EYEZ0002059 DDR		-£1,749.65 ✗	£65,243.50

Need to view older transactions?

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

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

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

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

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

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

NEWHAVEN TOWN COUNCIL

FORT ROAD
NEWHAVEN
MID: 1723921
TID: 38286566
AID: A0000000041010

MASTERCARD

MASTERCARD

**** * 7620
START 07/23 EXP 08/26
ICC PAN.SEQ 4
SALE

MERCHANT COPY

AMOUNT £1093.00

Verified by PIN

PLEASE DEBIT MY ACCOUNT
09:17:33 26/03/25

AUTH CODE: 020704

RECEIPT 0101

NEWHAVEN TOWN COUNCIL

FORT ROAD
NEWHAVEN
MID: 1723921
TID: 38286566
AID: A0000000041010

MASTERCARD

MASTERCARD

**** * 7620
START 07/23 EXP 08/26
ICC PAN.SEQ 4
SALE

MERCHANT COPY

AMOUNT £1093.00

09:16:32 26/03/25
40IF :92

* VOID *

RECEIPT 0100

NEWHAVEN TOWN COUNCIL

FORT ROAD
NEWHAVEN
MID: 1723921
TID: 38286566
AID: A0000000031010

Visa Debit

VISA DEBIT

**** * 4822
CONTACTLESS EXP 12/29
SALE PAN.SEQ 0

MERCHANT COPY

AMOUNT £58.00

Verified by

Cardholder Device

09:32:15 19/03/25

AUTH CODE: 536376

RECEIPT 0099

NEWHAVEN TOWN COUNCIL

FORT ROAD
NEWHAVEN
MID: 1723921
TID: 38286566
AID: A0000000031010

VISA DEBIT

VISA DEBIT

**** * 8126
CONTACTLESS EXP 06/26
SALE PAN.SEQ 0

MERCHANT COPY

AMOUNT £75.00

No CVM Used

14:14:05 10/03/25

AUTH CODE: 010661

RECEIPT 0098

Inv.
34469

INV 34460
NEWCOMBE

Inv
34459
L. Hart

Bank Reconciliation Statement as at 31/03/2025
for Cashbook 2 - Business Premium

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Premium Account	31/03/2025		625,260.53
			<u>625,260.53</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			625,260.53
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			625,260.53
		Balance per Cash Book is :-	625,260.53
		Difference is :-	0.00

Signatory 1:

Name ALISON CAMPBELL Signed  Date 1/4/2025

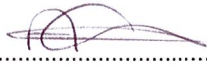
Signatory 2:

Name CORINA WATTS Signed  Date 1/4/2025

Bank Reconciliation up to 31/03/2025 for Cashbook No 2 - Business Premium

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
03/03/2025	Int Mar25		3,769.01	3,769.01		R <input checked="" type="checkbox"/>	Receipt(s) Banked
04/03/2025	Tfr 4.3.25		0.16	0.16		R <input checked="" type="checkbox"/>	Receipt(s) Banked
21/03/2025	TU Mar25	37,254.60		37,254.60		R <input checked="" type="checkbox"/>	Current A/c
		<u>37,254.60</u>	<u>3,769.17</u>				

Signatory 1:

Name ALISON CAMPBELL Signed  Date 1/4/2025

Signatory 2:

Name CORINA WATTS Signed  Date 1/4/2025



Transactions

Business Premium ME

20-49-76 20669253

Available balance	£625,260.53 <i>✓</i>
Last night's balance	£625,260.53
Overdraft limit	n/a

Showing 3 transactions between 03/03/2025 and 21/03/2025 from 01/03/2025 to 31/03/2025

Date	Description	Money in	Money out	Balance
21/03/2025	Funds Transfer 204976 60669288 TOP UP MARCH 25 AC FT		-£37,254.60 <i>✓</i>	£625,260.53 <i>✓</i>
04/03/2025	Funds Transfer 204976 13831183 TRANSFER AC 4.3.25 FT	£0.16 <i>✓</i>		£662,515.13
03/03/2025	Credit Payment INTEREST PAID GROSS FOR PERIOD 2DEC/ 2MAR	£3,769.01 <i>✓</i>		£662,514.97

Need to view older transactions?

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

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

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

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

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

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

21 Mar 2025

MRS Alison Marian Campbell



We've transferred your money

Date transfer was set up

21 Mar 2025

Time transfer was set up

12:42:15 GMT

Transfer from

Business Premium ME

Barclays Bank UK PLC

20-49-76 20669253

Transfer to

Barclays Business Account

Barclays Bank UK PLC

20-49-76 60669288

Reference

Top Up March 25 AC

Amount

£37,254.60

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

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

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

Bank Reconciliation Statement as at 31/03/2025
for Cashbook 3 - Petty Cash

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	31/03/2025		77.25
			<hr/> 77.25
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			77.25
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			77.25
		Balance per Cash Book is :-	77.25
		Difference is :-	0.00

Signatory 1:

Name ALISON CAMPBELL Signed  Date 1/4/2025

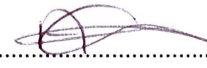
Signatory 2:

Name CORINA WATTS Signed  Date 1/4/2025

Bank Reconciliation up to 31/03/2025 for Cashbook No 3 - Petty Cash

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
06/03/2025	176	1.45		1.45		R <input checked="" type="checkbox"/>	Sainsburys S'Markets
07/03/2025	177	9.49		9.49		R <input checked="" type="checkbox"/>	Halfords
12/03/2025	178	1.45		1.45		R <input checked="" type="checkbox"/>	Sainsburys S'Markets
18/03/2025	179	1.45		1.45		R <input checked="" type="checkbox"/>	Sainsburys S'Markets
25/03/2025	180	1.45		1.45		R <input checked="" type="checkbox"/>	Sainsburys S'Markets
31/03/2025	181	1.39		1.39		R <input checked="" type="checkbox"/>	Toolstation
		<u>16.68</u>	<u>0.00</u>				

Signatory 1:

Name ALISON CAMPBELL Signed  Date 1/4/2025

Signatory 2:

Name CORINA WATTS Signed  Date 1/4/2025

AC-KL
6/3/25

176

AC-KL
Pd 7/3/25

177

Sainsbury's

Good food for all of us

NEWHAVEN HARBOUR
01273 612036

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

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

SALE

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

628534 3/8DR 6PT D Socket 1 £4.49
168146 HAL ADAPTOR SET 2PC £5.00

VAT Amount £1.58
Total £9.49

CHANGE £0.00

A Premium Motoring Club Member could
have saved £9.49 today
Join today at
www.halfords.com/motoring-club

MY NECTAR SUMMARY

[C] **** *6012
POINTS EARNED ON £1.45
POINTS EARNED 1

Check the Nectar app or nectar.com
for your points balance and any bonus
points you might have collected.

Cash £20.00
Cash Change £10.51

***** For a chance to win *****
100,000 Nectar points
please tell us how we did at
lettuce-know.com



6292136067258600060325

Store: 0867 Till: 001 Tran: 800216
Date: 07/03/2025 10:07:26

Item(s) Sold: 2
Item(s) Returned: 0

C #2586 09:45:07 06MAR2025
S2136 R67

Please retain for your records

Thank you for your visit.



0 8 6 7 0 0 1 8 0 0 2 1 6 0 7 0 3 2 5

Thank you for shopping at
Halfords
Ashlee served you today.

AC-KL
6/3/25

Sainsbury's

Good food for all of us
NEWHAVEN HARBOUR
01273 612036

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

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

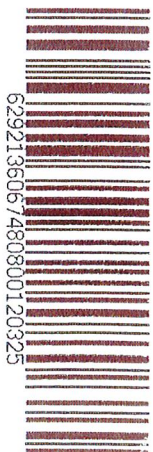
CHANGE £0.00

MY NECTAR SUMMARY

[C] **** *6012
POINTS EARNED ON £1.45
POINTS EARNED 1

Check the Nectar app or nectar.com
for your points balance and any bonus
points you might have collected.

***** For a chance to win *****
100,000 Nectar points
please tell us how we did at
lettuce-know.com



6292136067480800120325

C2894 #4808 10:30:47 12MAR2025
S2136 R67

Thank you for your visit.

176

AC-KL
18/3/25

179

AC-KL
25/3/25

180

Sainsbury's

Good food for all of us
NEWHAVEN HARBOUR
01273 612036

Sainsbury's

Good food for all of us
NEWHAVEN HARBOUR
01273 612036

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

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

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

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

CHANGE £0.00

CHANGE £0.00

MY NECTAR SUMMARY

MY NECTAR SUMMARY

[C] **** *6012
POINTS EARNED ON £1.45
POINTS EARNED 1

[C] **** *6012
POINTS EARNED ON £1.45
POINTS EARNED 1

Check the Nectar app or nectar.com
for your points balance and any bonus
points you might have collected.

Check the Nectar app or nectar.com
for your points balance and any bonus
points you might have collected.

***** For a chance to win *****
100,000 Nectar points
please tell us how we did at
lettuce-know.com

***** For a chance to win *****
100,000 Nectar points
please tell us how we did at
lettuce-know.com



C #7153 10:03:48 18MAR2025
S2136 R67

C #4756 09:55:16 25MAR2025
S2136 R66

Thank you for your visit.

Thank you for your visit.

Company Information

Toolstation Ltd
www.toolstation.com
0806 100 7-2-11 or 0330 333 3303 (mobile
friendly)
Toolstation
Express Park
Bridgewater
Somerset
TA6 4RN
United Kingdom

Registered in England 4372131, Toolstation
Ltd, Ryehill House, Rye Hill Close, Lodge
Farm Industrial Estate Northampton, NN5

VAT Analysis

Band	Rate	Net	VAT	Total
5	20%	1.16	0.23	1.39
		£ 1.16	£ 0.23	£ 1.39

Code	Name	Qty	Price	Totals	VAT Band
Items for collection - YHQ001332992					
33894	Coach Bolt & Nut	1	1.39	1.39	5
00006	Customer Collection	1	0.00	0.00	5

Order No YHQ001332992
Placed on 2025-03-28 10:10:33
Completed on 2025-03-28 10:10:33
Total value 1.39
Operator Karen H
Payment type Cash

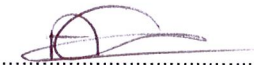
31/3/25
AC-KL

181

Bank Reconciliation Statement as at 31/03/2025
for Cashbook 4 - Base Rate Reward Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Base Rate Reward Account	31/03/2025		0.00
			<hr/> 0.00
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			0.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

Signatory 1:

Name ALISON CAMPBELL Signed  Date 1/4/2025

Signatory 2:

Name CORINA WATTS Signed  Date 1/4/2025

Bank Reconciliation up to 31/03/2025 for Cashbook No 4 - Base Rate Reward Account

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
03/03/2025	Int 3.3.25		0.16	0.16		R <input checked="" type="checkbox"/>	Receipt(s) Banked
04/03/2025	Tfr 4.3.25	0.16		0.16		R <input checked="" type="checkbox"/>	Business Premium
		<u>0.16</u>	<u>0.16</u>				

Signatory 1:

Name ALISON CAMPBELL Signed  Date 1/4/2025

Signatory 2:

Name CORINA WATTS Signed  Date 1/4/2025



Transactions

Business Premium ME

20-49-76 13831183

Available balance **£0.00**

Last night's balance **£0.00**

vae

Overdraft limit **n/a**

Showing **2** transactions between **03/03/2025** and **04/03/2025** from 01/03/2025 to 31/03/2025

Date	Description	Money in	Money out	Balance
04/03/2025	Funds Transfer 204976 20669253 TRANSFER AC 4.3.25 FT		-£0.16 <i>vt</i>	£0.00 <i>vae</i>
03/03/2025	Credit Payment INTEREST PAID GROSS FOR PERIOD 2DEC/ 2MAR	£0.16 <i>vt</i>		£0.16

Need to view older transactions?

If you have registered for online statements, then follow the link to view them

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If you can't find the relevant statement/transactions online, you can order a copy statement

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

4 Mar 2025

MRS Alison Marian Campbell



We've transferred your money

Date transfer was set up

4 Mar 2025

Time transfer was set up

11:44:52 GMT

Transfer from

Business Premium ME

Barclays Bank UK PLC

20-49-76 13831183

Transfer to

Business Premium ME

Barclays Bank UK PLC

20-49-76 20669253

Reference

Transfer AC 4.3.25

Amount

£0.16

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

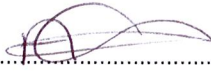
Barclays Bank UK PLC. is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and Prudential Regulation Authority (Financial Services Register No.759676).

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

Bank Reconciliation Statement as at 31/03/2025
for Cashbook 5 - Credit Cards

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Card 1851 3279 KD	31/03/2025		0.00
Card 2597 1956 AC	31/03/2025		0.00
			0.00
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			0.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			0.00
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

Signatory 1:

Name ALISON CAMPBELL Signed  Date 11/4/2025

Signatory 2:

Name CORINA WATTS Signed  Date 11/4/2025

Bank Reconciliation up to 31/03/2025 for Cashbook No 5 - Credit Cards

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
06/02/2025	29368	1,525.32		1,525.32		R <input checked="" type="checkbox"/>	R J Meaker Fencing Ltd
06/02/2025	1100192143	45.62		45.62		R <input checked="" type="checkbox"/>	Stamps Direct Limited
11/02/2025	CC11.2.25		6.60	6.60		R <input checked="" type="checkbox"/>	Receipt(s) Banked
21/02/2025	CC21.2.25	8.79		8.79		R <input checked="" type="checkbox"/>	Royal Mail
27/02/2025	6019288	36.77		36.77		R <input checked="" type="checkbox"/>	Twin Slot Shelving
27/03/2025	Bcard Pay		1,609.90	1,609.90		R <input checked="" type="checkbox"/>	Receipt(s) Banked
		<u>1,616.50</u>	<u>1,616.50</u>				

Signatory 1:

Name ALISON CAMPBELL Signed  Date 1/4/2025

Signatory 2:

Name COENA WATTS Signed  Date 1/4/2025

Chq No/DD/Bacs/CC/Electronic **SUMMARY FOR NEWHAVEN TOWN COUNCIL**

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

Date **27/3/2025**
Amount **£1609.90**
Officer *[Signature]*

Company reference: 5476760289527536
Statement date: 2 March 2025
Page number: 1 of 3
Monthly spend limit: £8,000.00

Tel: 0800 000 000 **Councillor See attached -KT**
Outside UK: +44 1604 269452
ROI: 1800 800 000 **Councillor See attached -LB**
Online: www.barclaycard.co.uk/commercial

Date of previous statement: 2 February 2025
Previous balance: £2,399.26
Payment received: £2,399.26 CR
Total of charges and adjustments: £0.00
Total of new spending: £1,609.90
New balance: £1,609.90
Minimum payment: £16.09
Payment due by: 27 March 2025
Available to spend: £6,390.10

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

The Bank of England Base Rate has decreased by 0.25%. As your simple standard and cash rates move in line with the Base Rate, they've also decreased. Your simple standard rate has decreased from 24.10% to 23.85% (Compound equivalent 26.9% to 26.6%) and simple cash rate has decreased from 28.65% to 28.40% (compound equivalent 32.7% to 32.4%).

Payment instructions

Thank you for using Barclaycard Commercial. Your bank account 6****288 at 20 -**- 76 will be debited with the agreed payment or the minimum payment (whichever is greater) on or immediately after 27 March 2025. If your balance is lower than your agreed payment, we will debit the full balance. If you are unable to make the minimum payment please contact us as soon as possible by calling the telephone number listed above.

If you wish to pay any additional amount, please allow sufficient time for your payment to reach us.

- **By Debit Card:** Payments can be made over the phone by the payment due date shown on your statement. Please make the payment before 6.00 pm on this date.

- **By Bank Transfer:** From a Barclays UK account using telephone /online banking, please make the payment before 6.00pm on the payment due date shown on your statement. From a non-Barclays UK account, allow 2 working days before the payment due date and we will process the payment when received. Please refer to your bank for specific payment timescales as they will usually be shorter. Barclaycard details are: Sort code: 20 00 00, Account Number: 23988260. Please use your card number/account number as the reference.

- **At a Branch:** Payments in cash can be made at a Barclays Branch and must be made on or before the payment due date shown on your statement.

If paying by cheque at Barclays Branch allow 2 working days. At other banks, allow 2 working days before the payment due date, for both cash and cheque payments.

- **By Post:** Payments by cheque (made payable to Barclaycard Commercial) must be received 4 working days before the payment due date shown on your statement. Send your cheque and giro to Barclaycard Commercial, Po Box 291, Sheffield, S98 1SB. Please write your name, account number and post code on the back of the cheque.

Additional payments received will not be deducted from the direct debit amount to be taken.

Interest information

Total of next months estimated interest : £59.99

Balance	Value	Monthly Rate	Estimated Interest*	Expiry Date
PURCHASE	1,609.90	2.008%	59.99	
CASH	0.00	2.388%	0.00	
Totals	£1,609.90		£59.99	

Paid in by and date

bank giro credit **ABC**

1609.90

16.09

5476760289527536

27 March 2025

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

Cashier's Stamp and Initials

G 008397 BBA2234A 76764
MR KENNETH DRY
NEWHAVEN TOWN COUNCIL
18 FORT ROAD
NEWHAVEN
BN9 9QE

Barclays Bank PLC
Automated Bulk Credit Clearing

Barclaycard
Commercial
04-06

Total Cash *

Cheques +

£

25-16-29

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

7 MAR 2025

<5476760289527536< 251629+< 73 X

1/2

H2

009517 BBA2234A Page 1 of 2

Paragon cc 1105

SUMMARY FOR NEWHAVEN TOWN COUNCIL

Company reference: 5476760289527536
 Statement date: 2 March 2025
 Page number: 2 of 3



Balance	Value	Monthly Rate	Estimated Interest*	Expiry Date
Simple Standard Rate p.a: 24.10% (26.9% compound equivalent)		Simple Cash Rate p.a: 28.65% (32.7% compound equivalent)		
* See reverse for details				
Payments, charges and adjustments				
	BALANCE FROM PREVIOUS STATEMENT			2,399.26
Total of payment, charges and adjustments				£0.00
27 Feb 2025	DIRECT DEBIT PAYMENT THANK YOU			2,399.26 CR
New balances by individual cardholder				
Name	Card number	Monthly spend limit	Balance	
A M CAMPBELL	5476 7600 2597 1956	4,000	1,609.90	
Total cardholder expenditure				£1,609.90
New balance				£1,609.90

How to switch your Barclaycard

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

STATEMENT FOR A M CAMPBELL

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

Tel: 0800 008 008
 Outside UK: +44 1604 269452
 ROI: 1800 849 123
 Online: www.barclaycard.co.uk/commercial

Company reference: 5476760289527536
 Card number: 5476760025971956
 Statement date: 2 March 2025
 Page number: 3 of 3
 Monthly spend limit: £4,000.00

Date	Description	Amount
6 Feb 2025 070285383905	WWW.STAMPSDIRECT.CO.UK NORWICH ENG STATIONERY, OFFICE AND SCHOOL SUPPLY STO	45.62 ✓
6 Feb 2025 070205272465	R.J. MEAKER FENCING LT HENFIELD LUMBER AND BUILDING MATERIALS STORES	1,525.32 ✓
11 Feb 2025 120255203345	WWW.CITRUS-CLEANING-SU AYLESFORD ENG SPECIALITY CLEANING,POLISHING & SANITATION PREPARATIONS	6.60 CR ✓
21 Feb 2025 240205272475	ROYAL MAIL GROUP LTD CHESTERFIELD BUSINESS SERVICES NOT ELSEWHERE CLASSIFIED	8.79 ✓
27 Feb 2025 280205272475	CHARLES WATSON IRONMON HALIFAX HARDWARE STORES	36.77 ✓
5 new purchases / cash advances. Total of spending.		£1,609.90

G 008397 BBA2234A 76764
 MRS A M CAMPBELL
 NEWHAVEN TOWN COUNCIL
 18 FORT ROAD
 NEWHAVEN
 BN9 9QE

Bank Reconciliation Statement as at 31/03/2025
for Cashbook 6 - Unity Trust

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Trust	31/03/2025		312,954.00
			<u>312,954.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			312,954.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			312,954.00
		Balance per Cash Book is :-	312,954.00
		Difference is :-	0.00

Signatory 1:

Name ALISON CAMPBELL Signed  Date 1/4/2025

Signatory 2:

Name CORINA WATTS Signed  Date 1/4/2025




Newhaven Town Council

Instant Access

60-83-01 • 20501013

Gross interest rate

2.50 % 

Balance

£ **312,954.00**

Available

£ **312,954.00***✓*

Balances are correct as of 07:47 on 31 Mar 2025.

↓ Date	Description	Paid in	Paid out	Balance
05/02/25	N/H TOWN COUNCIL • AC/KD 05.02 TFR	50,000.00		312,954.00 <i>✓</i>
04/02/25	N/H TOWN COUNCIL • AC/KD 03.02 TFR	62,954.00		262,954.00
23/01/25	N/H TOWN COUNCIL • AC/KD 23.1 TFR	100,000.00		200,000.00
23/01/25	N/H TOWN COUNCIL • AC/KD 22.1 TFR	100,000.00		100,000.00

Current A/c

Payments made between 01/01/2025 and 31/03/2025

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
02/01/2025	Computer-Eyez (South) Ltd	66184+2	3,368.73	3,368.73		501			Master Agreement Jan 2025
02/01/2025	Lewes District Council	N101623860	247.00	247.00		501			Business Rates - Denton
02/01/2025	Lewes District Council	N101624609	205.00	205.00		501			Business Rates - MH
02/01/2025	Lewes District Council	N101624639	384.00	384.00		501			Business Rates - NTCO
02/01/2025	Lewes District Council	N101625909	87.00	87.00		501			Business Rates - LRD
02/01/2025	Lewes District Council	N10162590C	403.00	403.00		501			Business Rates - NH CEM
02/01/2025	Lewes District Council	N101626909	125.00	125.00		501			Business Rates - E
02/01/2025	Trade UK Account	Nov 24	186.75	186.75		501			Light bulbs - MH
07/01/2025	Clares Office Supplies Ltd	011679611	52.86	52.86		501			Laminating pouche A4
07/01/2025	Orbis Protect Ltd	0521536	13.14	13.14		501			Lone worker device
07/01/2025	North Laine Window Cleaning	254	24.00	24.00		501			Window cleaning NTCO
07/01/2025	Rentokil Initial UK Ltd	35329223	400.58	400.58		501			Innitial Services 25/26
07/01/2025	Business Stream	6693658	18.38	18.38		501			Water - Cemetery
09/01/2025	Barclays Bank	DEC 2024	24.56			4058	101	24.56	Charges 13NOV/12DEC 24
10/01/2025	Barclaycard Payments Ltd	0172392112	57.62	57.62		501			Payment Machine Charges Dec 24
10/01/2025	Pipers News	6702	10.80	10.80		501			Weekly newspapers Dec 24
14/01/2025	Arundel Arboretum Ltd	109212	842.00	842.00		501			Various Trees - TW
14/01/2025	Clares Office Supplies Ltd	1684405/57	124.13	124.13		501			Tea bags
14/01/2025	Bonny's Wood	2970	288.00	288.00		501			Meeching Down - Hawthorn fail
14/01/2025	Playdale Playgrounds Ltd	58422	497.03	497.03		501			Deposit for Chains ES
14/01/2025	Business Stream	6719055	394.62	394.62		501			Water - DH
14/01/2025	SouthCoast Services Sussex Ltd	6944/6953	26.40	26.40		501			Padlock for Allotment ES06
15/01/2025	Lewes District Council	300286	9,720.04	9,720.04		501			Refuse collection - LRD
15/01/2025	Advo Payroll	40107	79.99	79.99		501			Payroll services Jan 2025
15/01/2025	Arval UK Limited	RI00128912	549.00	549.00		501			Van Lease Jan 2025
16/01/2025	HAGS-SMP Ltd	099947	54,175.40	54,175.40		501			Denton Park Final
17/01/2025	E-On Energy Solutions Ltd	A700C35C-3	98.15	98.15		501			Electric - LRD
17/01/2025	Pension ESCC	ESCC DEC24	4,841.94			4000	102	1,161.96	ESCC Pensions Employee Dec 24
						4001	102	3,679.98	ESCC Pensions Employer Dec 24
Subtotal Carried Forward:			77,245.12	72,378.62	0.00			4,866.50	

Current A/c

Payments made between 01/01/2025 and 31/03/2025

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
20/01/2025	Premier Managed Technologies G	324183	179.60	179.60		501			Photocopier & printing Nov 24
20/01/2025	BNP Paribas Leasing Solutions	FLGB643118	305.82	305.82		501			Photocopy Rental 19.1-18.1.25
20/01/2025	EE	V023061733	129.22	129.22		501			Mobile TP x 4
21/01/2025	E-On Energy Solutions Ltd	06F62D9	743.24	743.24		501			Electric - ES
21/01/2025	Toms Property Services	218	1,075.00	1,075.00		501			Division fence AL28A/28B
21/01/2025	North Laine Window Cleaning	258	24.00	24.00		501			Window clean - NTCO
21/01/2025	Still Creative Ltd	599033	582.00	582.00		501			Website Checks/Compliance 25
21/01/2025	E-On Energy Solutions Ltd	60F9407A-3	388.66	388.66		501			Electric - DH
21/01/2025	J Kirby Electrical Ltd	9463	84.00	84.00		501			Light repair - DH
21/01/2025	E-On Energy Solutions Ltd	CB778D50-3	478.33	478.33		501			Electric - MH
21/01/2025	E-On Energy Solutions Ltd	FE7E4DA4-3	203.52	203.52		501			Electric - NTCO
22/01/2025	PAYE Payments	PAYE 12.24	4,957.28			4000	102	2,310.67	PAYE Inc Tax
						4000	102	852.29	PAYE NI Employee
						4001	102	1,794.32	PAYE NI Employer
23/01/2025	ENGIE Gas Limited	1-01539855	1,009.59	1,009.59		501			Gas supply - MH
23/01/2025	ENGIE Gas Limited	1-01539856	655.69	655.69		501			Gas supply - NTCC
23/01/2025	Business Stream	6745403	124.95	124.95		501			Water - ES
23/01/2025	Business Stream	6746759	33.22	33.22		501			Water - MH
23/01/2025	Business Stream	6747526	110.46	110.46		501			Water - LRD
24/01/2025	Staff Salaries	SS JAN 25	14,045.72			4000	102	14,025.02	Staff Salaries January 2025
						4008	102	20.70	Staff Mileage KD January 2025
27/01/2025	Credit Cards	CC Dec 24	1,062.56			202		1,062.56	CC Payment Dec 24
27/01/2025	East Sussex County Council	ESCC SG24	57.92			4000	102	12.97	ESCC Pension SG Employee 12/24
						4001	102	44.95	ESCC Pension SG Employer 12/24
30/01/2025	SSE	02313407	216.16	216.16		501			Electric CCTV - Dec 24
03/02/2025	Computer-Eyez (South) Ltd	02059	1,722.47	1,722.47		501			Mastre Agreement Feb 25
03/02/2025	Trade UK Account	Dec 24	63.81	63.81		501			Silicone CEM
03/02/2025	Barclays Bank	JAN 2025	27.62			4058	101	27.62	Bank Charges 13DEC/12JAN 25
04/02/2025	Playdale Playgrounds Ltd	058922	87.83	87.83		501			Huck Swing replacement chains
04/02/2025	HAGS-SMP Ltd	100608	2,407.63	2,407.63		501			Jeep repairs Denton Park
04/02/2025	Inst. of Cemetery & Crematoriu	18948	744.00	744.00		501			Memorial Manage SE,KL,SH,MC
Subtotal Carried Forward:			108,765.42	83,747.82	0.00			25,017.60	

Current A/c

Payments made between 01/01/2025 and 31/03/2025

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
04/02/2025	STAAC	2188	1,543.50	1,543.50		501			Planning - NH Cerr Lodge
04/02/2025	J Kirby Electrical Ltd	9522	90.00	90.00		501			Electrical repairs - ES
04/02/2025	Jackson Lift Services Ltd	JS944517B	211.20	211.20		501			Lift repairs
04/02/2025	Clares Office Supplies Ltd	Multi x 4	163.45	163.45		501			Dividers - NTCO
07/02/2025	Clares Office Supplies Ltd	01693424/4	35.78	35.78		501			Harpic
07/02/2025	Orbis Protect Ltd	0522841	13.14	13.14		501			Fob monthly cost.
07/02/2025	GeoXphere Ltd	21UF013-07	270.00	270.00		501			Parish Online Mapping
07/02/2025	Pipers News	6955	11.00	11.00		501			Newspapers January 25
07/02/2025	J Kirby Electrical Ltd	9623	135.60	135.60		501			Faulty Light - DH
10/02/2025	Barclaycard Payments Ltd	0172392101	19.32	19.32		501			Payment Card Machine Jan 25
13/02/2025	Sainsburys S'Markets	DC13225KD	5.00			4150	203	5.00	Air freshener/Juice
17/02/2025	Arval UK Limited	013007668	549.00	549.00		501			Van Lease Feb 2025
17/02/2025	Lewes District Council	6258130	7,233.45	7,233.45		501			Refund Grass Cutting Feb 25
17/02/2025	Pension ESCC	ESCC JAN25	4,841.94			4000	102	1,161.96	ESCC Pension Employee Jan 2025
						4001	102	3,679.98	ESCC Pension Employer Jan 2025
18/02/2025	E-On Energy Solutions Ltd	016F62D9-3	863.46	863.46		501			Electric - ES
18/02/2025	E-On Energy Solutions Ltd	60F9407A-3	721.08	721.08		501			Electric - DH
18/02/2025	E-On Energy Solutions Ltd	A7000C35C-	133.73	133.73		501			Electric - LRD
18/02/2025	E-On Energy Solutions Ltd	CB778D50-3	427.28	427.28		501			Electric - MH
19/02/2025	Advo Payroll	04038	79.99	79.99		501			Payroll services Feb 25
20/02/2025	Premier Managed Technologies G	325338	318.59	318.59		501			Printing DEC/JAN2
20/02/2025	EE	V023159297	129.97	129.97		501			Mobile Phones x 4
21/02/2025	ENGIE Gas Limited	1-01569458	964.78	964.78		501			Gas - MH
21/02/2025	ENGIE Gas Limited	1-01569459	823.08	823.08		501			Gas - NTCO
21/02/2025	E-On Energy Solutions Ltd	FE7E4DA4-3	235.37	235.37		501			Electric - NTCO
21/02/2025	PAYE Payments	PAYE JAN25	4,915.67			4000	102	2,269.06	PAYE Inc Tax Jan 2025
						4000	102	852.29	Employee NI Jan 2025
						4001	102	1,794.32	Employer NI Jan 2025
21/02/2025	Royal Mail Group Ltd	WP0424160X	-8.79			4022	101	-8.79	Error Correction
21/02/2025	Royal Mail Group Ltd	WP17574904	8.79	8.79		501			Postage for return 21.2.25
24/02/2025	Business Stream	6978415	135.06	135.06		501			Water - ES
24/02/2025	Business Stream	6979955	38.50	38.50		501			Water - MH
Subtotal Carried Forward:			133,674.36	98,902.94	0.00			34,771.42	

Current A/c

Payments made between 01/01/2025 and 31/03/2025

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
24/02/2025	Business Stream	6980437	115.75	115.75		501			Water - LRD
24/02/2025	Staff Salaries	SS FEB 25	14,049.33			4000	102	14,025.41	Staff Salaries February 2025
						4008	102	12.88	Mileage KL February 2025
						4008	102	11.04	Mileage SH February 2025
26/02/2025	Toms Property Services	219202122	5,745.00	5,745.00		501			Refurbishment Allotment 15B
26/02/2025	North Laine Window Cleaning	263	48.00	48.00		501			Window cleaning E
26/02/2025	Bonny's Wood	2987/2988	4,864.80	4,864.80		501			Tree re-stock - NHCEM
26/02/2025	David Archer Associates	4402	3,876.00	3,876.00		501			VRD & MD Habitat Surveys
26/02/2025	SouthCoast Services Sussex Ltd	7086	96.00	96.00		501			Window Handle Replacement - ES
26/02/2025	Dr Jamil	DEPAUG24	50.00			1010	201	50.00	Refund of Deposit
27/02/2025	Credit Cards	CC Jan25	2,399.26			202		2,399.26	CC Payment Jan 2025
03/03/2025	Computer-Eyez (South) Ltd	0002059	1,749.65	1,749.65		501			Webhosting Agreement 25-26
03/03/2025	SSE	02473672	216.16	216.16		501			CCTV Electric
03/03/2025	Trade UK Account	Jan 2024	81.54	81.54		501			Batteries - NTCO
07/03/2025	Pipers News	7213	11.40	11.40		501			Weekly Newspaper Office
07/03/2025	Barclays Bank	FEB 2025	25.99			4058	101	25.99	Bank Fees 13JAN/12FEB 25
10/03/2025	Barclaycard Payments Ltd	0172392102	18.00	18.00		501			Barclays Card Machine Feb 2025
11/03/2025	Heli's Pix	0004	36.00	36.00		501			Digital Photo purchase x 6
11/03/2025	Orbis Protect Ltd	0524646	13.93	13.93		501			Orbis February 25
11/03/2025	Clares Office Supplies Ltd	1706980/79	106.11	106.11		501			Hand towels & Toilet Rolls
11/03/2025	ESALC Ltd	1962	168.00	168.00		501			Finance Training - AC&SH
11/03/2025	Clean Team Sussex	2425	75.00	75.00		501			Cleaning Denton H
11/03/2025	Centre Stage Engineering Ltd	2789	943.20	943.20		501			H&S Checks Lighting Bars
11/03/2025	Don Burtenshaw	3066	600.00	600.00		501			Repair gates, brickwork etc
11/03/2025	Kingfisher Direct Ltd	308438	6,385.10	6,385.10		501			8 x Notice boards
11/03/2025	Edge IT Systems Ltd	38428	380.40	380.40		501			Epitaph 29/325- 28/3/26
11/03/2025	Havens Community Hub	LGH25.5.25	2,100.00			4226	360	2,100.00	Large Grant 25.2.2025
11/03/2025	Inroads Productions	LGI25.5.25	1,680.00			4226	360	1,680.00	Large Grant 25.5.2025
11/03/2025	Newhaven Bowling Club	SGB25.5.25	400.00			4226	360	400.00	Small Grant
Subtotal Carried Forward:			179,908.98	124,432.98	0.00			55,076.00	

Current A/c

Payments made between 01/01/2025 and 31/03/2025

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
									25.2.2025
13/03/2025	BNP Paribas Leasing Solutions	FLLB665721	244.20	244.20		501			Rental 13/3-12/6/25
17/03/2025	Advo Payroll	40712	79.99	79.99		501			Payroll Services March 25
17/03/2025	Lewes District Council	6258353	9,433.45	9,433.45		501			Grounds Maintenance March 25
17/03/2025	East Sussex County Council	ESCC FEB25	4,841.94			4000	102	1,161.96	ESCC Pensions Employee Feb 25
						4001	102	3,679.98	ESCC Pensions Employer Feb 25
17/03/2025	Arval UK Limited	RI00131305	549.00	549.00		501			Van lease March 2025
18/03/2025	Sainsburys S'Markets	COMP18.3	30.00			4218	100	30.00	Gift Card - Comp Winner Win25
19/03/2025	E-On Energy Solutions Ltd	016F62D9-3	682.37	682.37		501			Electric - ES
19/03/2025	E-On Energy Solutions Ltd	60F9407A-3	630.85	630.85		501			Electric - DH
19/03/2025	E-On Energy Solutions Ltd	A700C35C-3	178.30	178.30		501			Electric - LRD
19/03/2025	E-On Energy Solutions Ltd	CB778D50-3	224.44	224.44		501			Electric - MH
19/03/2025	EE	V023267956	127.70	127.70		501			Mobile Phones x 4
20/03/2025	Premier Managed Technologies G	326183	136.51	136.51		501			Photocopier Printin Feb 2025
20/03/2025	E-On Energy Solutions Ltd	FE7E4DA4-3	208.68	208.68		501			Electric - NTCO
21/03/2025	ENGIE Gas Limited	1-01608263	1,896.13	1,896.13		501			Gas - NTCO
21/03/2025	ENGIE Gas Limited	1-01610447	836.91	836.91		501			Gas - MH
21/03/2025	PAYE Payments	PAYE FEB25	4,915.28			4000	102	2,268.67	PAYE February 2025
						4000	102	852.29	Employee NI Feb 2025
						4001	102	1,794.32	Employer NI February 2025
24/03/2025	Clares Office Supplies Ltd	01708900	47.81	47.81		501			Stationery NTCO
24/03/2025	HAGS-SMP Ltd	101446	7,569.33	7,569.33		501			Valley Rd Playground Repair
24/03/2025	Toms Property Services	230	462.00	462.00		501			Rubbish removal skip NH Cem
24/03/2025	Toms Property Services	231	1,120.00	1,120.00		501			Rubbish removal NH Cem
24/03/2025	J Kirby Electrical Ltd	8007	7,207.20	7,207.20		501			Replacement heating st ES
24/03/2025	Staff Salaries	SS MARCH25	14,025.41			4000	102	14,025.41	Staff Salaries March 2025
26/03/2025	Business Stream	7245148	28.85	28.85		501			Water - ES
26/03/2025	Business Stream	7248116	115.75	115.75		501			Water - MH
26/03/2025	Business Stream	7249146	130.24	130.24		501			Water - LRD
27/03/2025	Credit Cards	Bcard Pay	1,609.90			202		1,609.90	Barclaycard Payment 27.3.2025
28/03/2025	Matts Marquees	001	80.00	80.00		501			Marquee etc
Subtotal Carried Forward:			237,321.22	156,422.69	0.00			80,898.53	

Payments made between 01/01/2025 and 31/03/2025

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
									Deposit Sx Day
28/03/2025	Toms Property Services	232/3/4/5	3,680.00	3,680.00		501			AL16a Division/entry/gate
28/03/2025	McQuillan Signs & Graphics	7093	59.00	59.00		501			1 x Entry - Honours Board
28/03/2025	Look Again	CANX	-1,300.00			4218	360	-1,300.00	Canx Grant Payment 28.3.25
28/03/2025	Look Again	EVGR26.3.2	1,300.00			4218	360	1,300.00	Event Grant 26.3.2025
28/03/2025	Mr Paul Daniels	REF 26.3.2	0.75			1169	300	0.75	Overpayment Inv 34434
31/03/2025	SSE	0262739	195.25	195.25		501			CCTV Electric
Total Payments:			241,256.22	160,356.94	0.00			80,899.28	

Credit Cards

Payments made between 01/01/2025 and 31/03/2025

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
02/01/2025	Barclaycard	CC2.1.2025	32.00			4058	101	32.00	Card Charge 2025
06/01/2025	Amazon Marketplace UK	GB53JCYAB	59.61	59.61		501			Gloves - Maintenance
07/01/2025	National Association of Local	00058	78.00	78.00		501			Power Shift 2025 - KD
07/01/2025	Adobe Systems Software Ireland	IEE2025000	198.96	198.96		501			Acrobat Pro
08/01/2025	National Rock Salt	CC8.1.2025	210.00			4015	101	210.00	Rock Salt NTC
11/01/2025	Amazon Marketplace UK	GB5A9L5AB	17.96	17.96		501			Wireless mouse - KD
13/01/2025	Adobe Systems Software Ireland	2025000509	198.96	198.96		501			Acrobat Pro AC
14/01/2025	Amazon Marketplace UK	24265886	9.89	9.89		501			Badge case/lanyard/cases
20/01/2025	Rainclear Systems	09151	96.17	96.17		501			Zinc plated brackets - EM
21/01/2025	Royal Mail Group Ltd	43015	1,334.15	1,334.15		501			NH Matters Deliver
23/01/2025	Ambers Florist	CC23.01.20	64.95	64.95		501			Memorial Wreath - Myr Pinky
24/01/2025	Amazon Marketplace UK	GB5PGYYAB	23.15	23.15		501			Card & Paper
27/01/2025	Stamps Direct Limited	1100213754	44.89	44.89		501			Self inking stamp NTCO
27/01/2025	Citrus Cleaning Supplies	2000000880	16.80	16.80		501			Mop heads
28/01/2025	English Woodlands	156094	11.14	11.14		501			Buckle Ties x 10 - TW
30/01/2025	Galvanised Specialists Ltd	1000255333	21.16	21.16		501			Shackles - Playgrounds
30/01/2025	Amazon Marketplace UK	GB5WGN2A	13.47	13.47		501			Ring binders - NTC
06/02/2025	Stamps Direct Limited	1100192143	45.62	45.62		501			Office stamp - NTCO
06/02/2025	R J Meaker Fencing Ltd	29368	1,525.32	1,525.32		501			3 x 6x4 Lewis Amex Sheds - CAL
21/02/2025	Royal Mail	CC21.2.25	8.79			4022	101	8.79	Return Postage
27/02/2025	Twin Slot Shelving	6019288	36.77	36.77		501			Shelving parts
Total Payments:			4,047.76	3,796.97	0.00			250.79	

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Detailed Income & Expenditure by Budget Heading 31/03/2025

Month No: 12

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Regeneration & Strategic Dev								
<u>100 Regeneration & Strategic Dev</u>								
1013 Bar @ Bandstand Ticket Sales	0	0	2,700	2,700			0.0%	
Regeneration & Strategic Dev :- Income	0	0	2,700	2,700				0
4218 Partnership Cont/Event Support	13,272	5,609	12,000	6,391		6,391	46.7%	
4228 Bandstand	1,420	0	2,000	2,000		2,000	0.0%	
4500 Professional Fees	2,223	514	2,500	1,986		1,986	20.6%	
Regeneration & Strategic Dev :- Indirect Expenditure	16,915	6,123	16,500	10,377	0	10,377	37.1%	0
Net Income over Expenditure	(16,915)	(6,123)	(13,800)	(7,677)				
Regeneration & Strategic Dev :- Income	0	0	2,700	2,700			0.0%	
Expenditure	16,915	6,123	16,500	10,377	0	10,377	37.1%	
Movement to/(from) Gen Reserve	(16,915)	(6,123)	(13,800)	(7,677)				
Promotion Partnership/Finance								
<u>101 Administration & Office Costs</u>								
1050 Miscellaneous Income	0	389	0	(389)			0.0%	
1176 Precept Received	595,380	672,430	672,430	0			100.0%	
1190 Interest Received	14,740	18,130	15,400	(2,730)			117.7%	
Administration & Office Costs :- Income	610,120	690,949	687,830	(3,119)			100.5%	0
4012 Business Rates	0	3,842	4,368	526		526	88.0%	
4014 Utilities, Elec/Water/Sew/Fire	13,220	9,310	12,000	2,690		2,690	77.6%	
4015 Repairs and Maintenance	10,796	15,593	3,492	(12,101)		(12,101)	446.5%	3,586
4017 IT Support	14,651	18,156	19,894	1,738		1,738	91.3%	
4021 Communications	2,841	2,833	2,000	(833)		(833)	141.6%	
4022 General Office Costs	7,725	9,392	6,349	(3,043)		(3,043)	147.9%	
4023 Printing & Stationery	4,222	4,185	4,350	165		165	96.2%	
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	720	800	80		80	90.0%	
4060 Loan Repayments	11,002	11,002	11,002	(0)		(0)	100.0%	
4081 Membership Subscriptions	2,837	3,505	3,545	40		40	98.9%	
4150 Consumables	222	236	265	30		30	88.9%	
Administration & Office Costs :- Indirect Expenditure	98,649	99,474	88,765	(10,709)	0	(10,709)	112.1%	3,586
Net Income over Expenditure	511,470	591,475	599,065	7,590				
6000 plus Transfer from EMR	10,411	3,586	0	(3,586)				
Movement to/(from) Gen Reserve	521,881	595,061	599,065	4,004				

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Detailed Income & Expenditure by Budget Heading 31/03/2025

Month No: 12

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>300 Community Engagement & Promoti</u>								
1169 Mayoral Event/Promotion	0	356	0	(356)			0.0%	
1170 Newsletter - Advert Income	1,392	867	1,000	133			86.7%	
Community Engagement & Promoti :- Income	1,392	1,222	1,000	(222)			122.2%	0
4024 Publications	31,986	23,788	27,000	3,212		3,212	88.1%	
4030 Advertising - Recruitment	0	2,687	500	(2,187)		(2,187)	537.4%	
4031 Advertising & Publicity	253	5,373	500	(4,873)		(4,873)	1074.6%	
4079 Young Mayors Allowance	0	0	500	500		500	0.0%	
4080 Mayoral Expenses	634	1,854	1,600	(254)		(254)	115.9%	
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	38,192	35,850	(2,342)	0	(2,342)	106.5%	0
Net Income over Expenditure	(36,109)	(36,969)	(34,850)	2,119				
<u>360 Support and Services</u>								
4015 Repairs and Maintenance	0	1	0	(1)		(1)	0.0%	
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	10,387	30,000	19,613		19,613	34.6%	
Support and Services :- Indirect Expenditure	85,219	37,384	100,000	62,616	0	62,616	37.4%	0
Net Expenditure	(85,219)	(37,384)	(100,000)	(62,616)				
6000 plus Transfer from EMR	5,000	0	0	0				
Movement to/(from) Gen Reserve	(80,219)	(37,384)	(100,000)	(62,616)				
Promotion Partnership/Finance :- Income	611,511	692,171	688,830	(3,341)			100.5%	
Expenditure	221,369	175,050	224,615	49,565	0	49,565	77.9%	
Net Income over Expenditure	390,143	517,121	464,215	(52,906)				
plus Transfer from EMR	15,411	3,586	0	(3,586)				
Movement to/(from) Gen Reserve	405,554	520,707	464,215	(56,492)				

Environment & Amenities150 Cemetery-Building & Grounds

1152 Excl Right of Burial Full Grav	16,395	30,604	15,000	(15,604)			204.0%	
1153 Excl Right of Burial Ashes Plo	1,415	566	4,000	3,434			14.2%	

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Detailed Income & Expenditure by Budget Heading 31/03/2025

Month No: 12

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1154 Burial Single Depth	18,810	5,940	18,000	12,060			33.0%	
1155 Burial Double Depth	3,852	19,260	13,400	(5,860)			143.7%	
1156 Burial Triple Depth	3,450	0	1,674	1,674			0.0%	
1157 Burial/Scattering of Ashes	5,130	5,260	7,880	2,620			66.8%	
1158 Memorial Permits	8,511	7,819	8,695	876			89.9%	
Cemetery-Building & Grounds :- Income	57,563	69,449	68,649	(800)			101.2%	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	7,542	5,000	(2,542)		(2,542)	150.8%	2,305
4016 Grounds Maintenance	92,131	97,117	123,809	26,692		26,692	78.4%	
4150 Consumables	1	101	0	(101)		(101)	0.0%	
Cemetery-Building & Grounds :- Indirect Expenditure	98,058	108,829	133,867	25,038	0	25,038	81.3%	2,305
Net Income over Expenditure	(40,495)	(39,380)	(65,218)	(25,838)				
6000 plus Transfer from EMR	0	2,305	0	(2,305)				
Movement to/(from) Gen Reserve	(40,495)	(37,075)	(65,218)	(28,143)				
<u>201 Denton Social Centre</u>								
1010 Hall Hire Charges	15,737	15,816	11,640	(4,176)			135.9%	
Denton Social Centre :- Income	15,737	15,816	11,640	(4,176)			135.9%	0
4012 Business Rates	0	2,470	3,227	757		757	76.5%	
4014 Utilities, Elec/Water/Sew/Fire	2,573	4,689	2,877	(1,812)		(1,812)	163.0%	
4015 Repairs and Maintenance	7,893	4,174	3,174	(1,000)		(1,000)	131.5%	
4150 Consumables	125	223	260	37		37	85.8%	
Denton Social Centre :- Indirect Expenditure	10,590	11,556	9,538	(2,018)	0	(2,018)	121.2%	0
Net Income over Expenditure	5,147	4,260	2,102	(2,158)				
6000 plus Transfer from EMR	3,369	0	0	0				
Movement to/(from) Gen Reserve	8,515	4,260	2,102	(2,158)				
<u>202 East Side Social Centre</u>								
1010 Hall Hire Charges	9,759	8,844	9,442	598			93.7%	
East Side Social Centre :- Income	9,759	8,844	9,442	598			93.7%	0
4012 Business Rates	0	1,248	1,407	160		160	88.7%	
4014 Utilities, Elec/Water/Sew/Fire	4,177	5,411	2,893	(2,518)		(2,518)	187.0%	
4015 Repairs and Maintenance	3,085	10,753	1,900	(8,853)		(8,853)	566.0%	
4150 Consumables	0	191	0	(191)		(191)	0.0%	
East Side Social Centre :- Indirect Expenditure	7,262	17,603	6,200	(11,403)	0	(11,403)	283.9%	0
Net Income over Expenditure	2,497	(8,758)	3,242	12,000				

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Detailed Income & Expenditure by Budget Heading 31/03/2025

Month No: 12

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
203 Lewes Road Social Centre								
1010 Hall Hire Charges	3,851	6,853	2,600	(4,253)			263.6%	
Lewes Road Social Centre :- Income	3,851	6,853	2,600	(4,253)			263.6%	0
4012 Business Rates	0	873	1,089	216		216	80.2%	
4014 Utilities, Elec/Water/Sew/Fire	2,570	3,224	4,160	936		936	77.5%	
4015 Repairs and Maintenance	4,956	5,533	1,850	(3,683)		(3,683)	299.1%	
4150 Consumables	0	224	260	36		36	86.2%	
Lewes Road Social Centre :- Indirect Expenditure	7,526	9,854	7,359	(2,495)	0	(2,495)	133.9%	0
Net Income over Expenditure	(3,675)	(3,001)	(4,759)	(1,758)				
204 Meeching Hall								
1010 Hall Hire Charges	11,661	14,072	9,418	(4,654)			149.4%	
Meeching Hall :- Income	11,661	14,072	9,418	(4,654)			149.4%	0
4012 Business Rates	0	2,046	2,433	387		387	84.1%	
4014 Utilities, Elec/Water/Sew/Fire	13,403	9,273	8,751	(522)		(522)	106.0%	
4015 Repairs and Maintenance	8,583	4,750	4,000	(750)		(750)	118.8%	
4021 Communications	204	0	750	750		750	0.0%	
4150 Consumables	4	269	260	(9)		(9)	103.7%	
Meeching Hall :- Indirect Expenditure	22,194	16,339	16,194	(145)	0	(145)	100.9%	0
Net Income over Expenditure	(10,533)	(2,268)	(6,776)	(4,508)				
301 Community Services								
1151 Memorial Slat on Bench	1,041	508	2,300	1,792			22.1%	
1160 Allotment Income Cemetery	1,547	1,948	1,638	(310)			118.9%	
1175 Grass Verge Income	2,454	0	3,200	3,200			0.0%	
1178 Misc Income	915	1,000	0	(1,000)			0.0%	
Community Services :- Income	5,957	3,456	7,138	3,682			48.4%	0
4014 Utilities, Elec/Water/Sew/Fire	267	2,265	0	(2,265)		(2,265)	0.0%	
4015 Repairs and Maintenance	0	48	0	(48)		(48)	0.0%	
4200 CCTV Maintenance/Operating	15,441	1,859	5,500	3,641		3,641	33.8%	
4201 Dog Bins/Emptying	0	0	1,000	1,000		1,000	0.0%	
4202 Defibrillator Elec/Pads	0	490	2,100	1,610		1,610	23.3%	
4210 Christmas Lights	19,562	18,187	25,000	6,813		6,813	72.7%	
4213 Grass Verge Expenditure	16,668	14,854	16,931	2,077		2,077	87.7%	
4230 Play Areas	4,913	130,473	7,000	(123,473)		(123,473)	1863.9%	113,750
4234 Environmental Enhancements	11,125	12,809	10,000	(2,809)		(2,809)	128.1%	1,090
4235 Amenity Areas	21,844	18,760	19,000	240		240	98.7%	

Detailed Income & Expenditure by Budget Heading 31/03/2025

Month No: 12

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4236 Allotments	1,456	18,763	7,000	(11,763)		(11,763)	268.0%	
4241 Town Centre Planters	1,807	0	6,900	6,900		6,900	0.0%	
4248 Business Asset Management	24,629	44,486	0	(44,486)		(44,486)	0.0%	44,486
4500 Professional Fees	920	4,130	2,000	(2,130)		(2,130)	206.5%	3,230
4510 Tree Work	6,832	12,716	9,000	(3,716)	1,500	(5,216)	158.0%	
4511 Tree Wardens	3,078	2,470	3,600	1,130		1,130	68.6%	
4512 Banners on Riverside	2,770	2,695	5,500	2,805		2,805	49.0%	
Community Services :- Indirect Expenditure	131,312	285,003	120,531	(164,472)	1,500	(165,972)	237.7%	162,556
Net Income over Expenditure	(125,355)	(281,547)	(113,393)	168,154				
6000 plus Transfer from EMR	39,724	162,556	0	(162,556)				
Movement to/(from) Gen Reserve	(85,631)	(118,991)	(113,393)	5,598				
Environment & Amenities :- Income	104,527	118,491	108,887	(9,604)			108.8%	
Expenditure	276,942	449,185	293,689	(155,496)	1,500	(156,996)	153.5%	
Net Income over Expenditure	(172,415)	(330,694)	(184,802)	145,892				
plus Transfer from EMR	43,092	164,861	0	(164,861)				
Movement to/(from) Gen Reserve	(129,322)	(165,834)	(184,802)	(18,968)				
Personnel								
<u>102 Staff Costs</u>								
4000 Salaries	136,105	194,746	180,767	(13,979)		(13,979)	107.7%	
4001 National Insurance & Pension	94,104	57,947	56,670	(1,277)		(1,277)	102.3%	
4002 Staff Overtime	0	72	10,000	9,928		9,928	0.7%	
4006 NTC Van	0	10,868	4,800	(6,068)		(6,068)	226.4%	
4007 Subsistence	0	0	200	200		200	0.0%	
4008 Travel	3,133	1,377	2,000	623		623	68.8%	
4009 Payroll Costs	723	800	876	76		76	91.3%	
4010 Training Staff & Councillors	2,204	2,034	3,000	966		966	67.8%	
4013 Employment Law/Health & Safety	7,890	5,893	7,300	1,407		1,407	80.7%	
4153 PPE	0	688	0	(688)		(688)	0.0%	
Staff Costs :- Indirect Expenditure	244,159	274,425	265,613	(8,812)	0	(8,812)	103.3%	0
Net Expenditure	(244,159)	(274,425)	(265,613)	8,812				
Personnel :- Income	0	0	0	0			0.0%	
Expenditure	244,159	274,425	265,613	(8,812)	0	(8,812)	103.3%	
Movement to/(from) Gen Reserve	(244,159)	(274,425)	(265,613)	8,812				

Full Council

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Detailed Income & Expenditure by Budget Heading 31/03/2025

Month No: 12

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
800 Full Council								
1172 CIL Income	0	90,936	0	(90,936)			0.0%	
1181 Town Deal Fund	0	231,520	0	(231,520)			0.0%	
Full Council :- Income	0	322,457	0	(322,457)				0
4096 CIL Expenditure	0	663	0	(663)		(663)	0.0%	
4097 EastSide Rec - Town Deal	0	301,436	0	(301,436)		(301,436)	0.0%	137,511
Full Council :- Indirect Expenditure	0	302,098	0	(302,098)	0	(302,098)		137,511
Net Income over Expenditure	0	20,358	0	(20,358)				
6000 plus Transfer from EMR	0	137,511	0	(137,511)				
6001 less Transfer to EMR	0	38,750	0	(38,750)				
Movement to/(from) Gen Reserve	0	119,120	0	(119,120)				
Full Council :- Income	0	322,457	0	(322,457)			0.0%	
Expenditure	0	302,098	0	(302,098)	0	(302,098)	0.0%	
Net Income over Expenditure	0	20,358	0	(20,358)				
plus Transfer from EMR	0	137,511	0	(137,511)				
less Transfer to EMR	0	38,750	0	(38,750)				
Movement to/(from) Gen Reserve	0	119,120	0	(119,120)				
Earmarked Reserves								
901 Earmarked Reserves								
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				
Movement to/(from) Gen Reserve	16,456	(13,189)	0	13,189				
Earmarked Reserves :- Income	35,300	0	0	0			0.0%	
Expenditure	110,527	13,189	0	(13,189)	0	(13,189)	0.0%	
Net Income over Expenditure	(75,227)	(13,189)	0	13,189				
plus Transfer from EMR	91,683	0	0	0				
Movement to/(from) Gen Reserve	16,456	(13,189)	0	13,189				

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Detailed Income & Expenditure by Budget Heading 31/03/2025

Month No: 12

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	751,339	1,133,119	800,417	(332,702)			141.6%	
Expenditure	869,912	1,220,070	800,417	(419,653)	1,500	(421,153)	152.6%	
Net Income over Expenditure	(118,573)	(86,951)	0	86,951				
plus Transfer from EMR	150,187	305,958	0	(305,958)				
less Transfer to EMR	0	38,750	0	(38,750)				
Movement to/(from) Gen Reserve	31,614	180,257	0	(180,257)				



FULL COUNCIL MEETING

Minutes of the Additional Full Council Meeting of Newhaven Town Council
held at Newhaven Town Council Offices, 18 Fort Road, Newhaven
on **Tuesday February 11th, 2025, at 7.15pm**

PRESENT: Councillors: Pinky McLean-Knight (Chair & Town Mayor)
Kim Bishop (Vice Chair)
Mark Wardle
Shaun Boniface
Steve Saunders
Graham Amy
Jessa Chapman
Jan Woodling
Julie Carr
James Harrison
Madeleine Cook

ALSO ATTENDING: Stephen Honey, Executive Officer

C099/25 The Vice-Chair opened the meeting and stated that the meeting was being recorded and that the recording would be made publicly available on the Newhaven Town Council website for 28 days followed by its removal and deletion.

C100/25 **APOLOGIES FOR ABSENCE**

Cllrs, C. Watts, L. Macleod, & L. Boniface.

Absent: Cllrs C. Von Kurthy & L Thomas.

C101/25 **DECLARATIONS OF INTEREST - DISCLOSURE BY COUNCILLORS OF PERSONAL INTERESTS IN MATTERS ON THE AGENDA, AND WHETHER THE COUNCILLOR REGARDS THEIR INTEREST AS PREJUDICIAL UNDER THE TERMS OF THE CODE OF CONDUCT.**

None declared.

C102/25 **TO CONSIDER WHETHER THE MINUTES OF THE ADDITIONAL FULL COUNCIL HELD ON TUESDAY JANUARY 14TH 2025 ARE AN ACCURATE RECORD OF THE MEETING.**

RESOLVED:

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

C103/25 PETITIONS AND PUBLIC QUESTIONS.

None received.

C104/25 TO CONSIDER AND RESOLVE A BESTOWAL OF THE HONOUR OF THE HONORARY FREEDOM OF NEWHAVEN -REPORT BY THE TOWN CLERK.

In the absence of the Town Clerk, the Executive Office summarised the Town Clerk's report.

Cllr Wardle requested clarification as to how the process works. The Executive Officer advised that in a previous meeting a Councillor had suggested that Mrs Olsworth-Peter received the honour. Cllr S Saunders then spoke to Mrs Olsworth-Peter's contributions to the town of Newhaven.

RESOLVED

Following a unanimous vote, that the council bestows the honour of Honorary Freedom of Newhaven upon Mrs Olsworth-Peter and that she should receive a framed illuminated scroll at the Dieppe Raid Commemoration 2025 at a cost of £218 plus the cost (circa £65) of framing that would be borne by the council.

C105/25 TO EXECUTE A GRANT AGREEMENT FOR A CIL GRANT AWARD IN RESPECT OF DENTON PLAY AREA – REPORT BY THE TOWN CLERK.

In the absence of the Town Clerk, the Executive Office summarised the Town Clerk's report.

RESOLVED

Following a unanimous vote, it was agreed that the Chair and one other councillor execute this agreement by signature to release funding of £50,874.43

C106/25 TO RATIFY AND ADOPT A RANGE OF NEW AND REVIEWED COUNCIL POLICIES – REPORT BY THE EXECUTIVE OFFICER.

The Executive Officer summarised his report and indicated that the 'Sickness & Absence' Policy was the only new document (all others were re-formatted existing policies and procedures) as after it was presented to a previous committee, Cllr S. Boniface suggested some changes that have now been made to his satisfaction.

RESOLVED,

That all those listed Policies and Procedures appended to the report, be adopted by the Council.

There being no further business, the Meeting closed at 7:30pm.

Date:

Town Mayor



PLANNING & DEVELOPMENT COMMITTEE

Minutes of the Planning & Development Committee meeting
held at Meeching Hall, Fort Road, Newhaven
on **Tuesday 28th January 2025 at 7:15pm.**

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

ALSO ATTENDING: Stephen Honey, Executive Officer

P061/25 The Chair stated that this meeting will be recorded and then made publicly available on the Newhaven Town Council Website for 28 days, followed by its removal and deletion.

P062/25 **APOLOGIES FOR ABSENCE**

Cllr Graham Amy

P063/25 **DECLARATIONS OF INTEREST - DISCLOSURE BY COUNCILLORS OF PERSONAL INTERESTS IN MATTERS ON THE AGENDA, AND WHETHER THE COUNCILLOR REGARDS THEIR INTEREST AS PREJUDICIAL UNDER THE TERMS OF THE CODE OF CONDUCT.**

None

P064/25 **TO CONSIDER WHETHER THE MINUTES OF THE MEETING OF THE PLANNING AND DEVELOPMENT COMMITTEE HELD ON TUESDAY 17th DECEMBER 2024 ARE AN ACCURATE RECORD OF THE MEETING.**

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

P065/25 **PETITIONS/PUBLIC QUESTIONS**

None received.

P066/25 **TO CONSIDER THE FOLLOWING PLANNING APPLICATIONS.**

SDNP/24/04909/FUL

Foxhole Farm, The Old Farmhouse Seaford Road

Retrospective retention of roof lights in office units

Following discussion, the committee

RESOLVED That they had no objections to this application.

LW/24/0649

53 Harbour View Road Newhaven

Redevelopment of existing dwelling into 6 No. dwelling houses

Following discussion, the committee

RESOLVED That they objected to this application for the following reasons:

- Lack of Parking
- Difficulty with access
- Overdevelopment
- Concerns regarding surface water run-off
- Loss of biodiversity

LW/24/0784

Church Hall Sacred Heart Church Fort Road

Change of use from Commercial, Business and Service (Use Class E) to Dwellinghouses (Use Class C3).

Following discussion, the committee

RESOLVED That they had no objections to this application.

LW/24/0765

The Old Bakery Butchers Lane Newhaven

Change of use from Commercial, Business and Service (Use Class E) to Dwellinghouses (Use Class C3)

Following discussion, the committee

RESOLVED That they objected to this application for the following reasons:

- Noted the local residents' concerns regarding parking and access.
- Concerned about the change of use, this is contrary to the Neighbourhood Plan wherein it is deemed preferable to have commercial or retail premises within the Newhaven one-way system.

LW/24/0807

Two Ways, The Highway Newhaven
Single-storey infill extension to front/side elevation and increase rear dormer, with associated internal alterations. Hard/soft landscaping works to front boundary and driveway, to include erection of new boundary fences and driveway gates, with mature hedging

Following discussion, the committee

RESOLVED That they had no objections to this application.
However, they noted that they would like to see any new driveway material to be permeable to enable surface water to drain away easily.

LW/24/822

Hillhead Palmerston Road Newhaven
Demolish rear conservatory and replace with rear bay, first floor side dormer, installation of roof light and associated landscaping

Following discussion, the committee

RESOLVED That they had no objections to this application

LW/24/0774

126 Denton Road Newhaven
Retrospective 5m rear extension with a double-pitched roof instead of the originally approved flat roof under LW/24/0235

Following discussion, the committee

RESOLVED That they objected to this application due to the following reason:
We support the neighbours' objections:

- Loss of Light
- Overbearing Building/Structure
- Overlooking, Loss of Privacy
- Overshadowing

as this extension was plainly not a mistake and is a major alteration to the previously approved planning application.

P067/25

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

Noted.

There being no further business, the Meeting closed at 20:01Hrs.

Date:

Chair



PLANNING & DEVELOPMENT COMMITTEE

Minutes of the Planning & Development Committee meeting
held at Meeching Hall, Fort Road, Newhaven
on **Tuesday 25th February 2025** at 7:15pm.

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

ALSO ATTENDING: Stephen Honey, Executive Officer
Alison Campbell, RFO

P068/25 The Chair stated that this meeting will be recorded and then made publicly available on the Newhaven Town Council Website for 28 days, followed by its removal and deletion.

P069/25 **APOLOGIES FOR ABSENCE**

Cllr S Saunders

P070/25 **DECLARATIONS OF INTEREST - DISCLOSURE BY COUNCILLORS OF PERSONAL INTERESTS IN MATTERS ON THE AGENDA, AND WHETHER THE COUNCILLOR REGARDS THEIR INTEREST AS PREJUDICIAL UNDER THE TERMS OF THE CODE OF CONDUCT.**

None

P071/25 **TO CONSIDER WHETHER THE MINUTES OF THE MEETING OF THE PLANNING AND DEVELOPMENT COMMITTEE HELD ON TUESDAY 28TH JANUARY 2025 ARE AN ACCURATE RECORD OF THE MEETING.**

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

P072/25 **PETITIONS/PUBLIC QUESTIONS**

None received.

P073/25 **TO CONSIDER THE FOLLOWING PLANNING APPLICATIONS.**

LW/25/0009

Land opposite Newhaven Town railway station, Railway Road

Outline application for removal of all existing structures, relocation of vehicle entrances and construction of 33 self-contained flats with associated parking and cycle parking.

Following discussion, the committee

RESOLVED that they objected to this application for the following reason:

- They find it wholly unacceptable due to the affordable homes being removed from the application.

SDNP/25/00428/HOUS

Sheepfold Barn, 10 Bush Road, Newhaven

Two-storey rear extension and infill of existing balcony at first floor level; retention of existing plant to rear of dwelling and relocation of existing solar panels to roof slopes of two-storey rear extension; addition of open porch to front elevation and alterations to existing fenestration.

Following discussion, the committee

RESOLVED that they had no objections to this application.

LW/25/0046

Church Hall Sacred Heart Church Fort Road

Removal of door and no.3 eaves level windows and replacement windows and doors to the front.

Following discussion, the committee

RESOLVED that they had no objections to this application.

LW/25/0042

47 Court Farm Road Newhaven

Variation of Condition 1 (Plans) in relation to approval LW/24/0501 to amend approved drawings SK 4 and SK 3A and move extension to allow access to the rear garden.

Following discussion, the committee

RESOLVED that they had no objections to this application.

LW/25/0001

30 High Street, Newhaven

Change of use from Sui Generis (Takeaway) to C3 (Dwellinghouse) creating 1no. 1 bedroom flat to the rear and change of use from class E (shop) to Sui Generis (Takeaway) relocating existing takeaway kitchen to unit 30a with new extractor unit to rear elevation.

Following discussion, the committee

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

- Ground floor residential use is contrary to the Neighbourhood Plan wherein it is deemed preferable to have commercial or retail premises within the Newhaven one-way system.
- Members are concerned about the limited size of the proposed 1-bedroom flat.

P074/25

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

Noted.

There being no further business, the Meeting closed at 19:54 Hrs.

Date:

Chair



PLANNING & DEVELOPMENT COMMITTEE

Minutes of the Planning & Development Committee meeting
held at Meeching Hall, Fort Road, Newhaven
on **Tuesday 25th March 2025 at 7:15pm.**

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

ALSO ATTENDING: Stephen Honey, Executive Officer
Alison Campbell, RFO

P075/25 The Chair stated that this meeting will be recorded and then made publicly available on the Newhaven Town Council Website for 28 days, followed by its removal and deletion.

P076/25 **APOLOGIES FOR ABSENCE**

None

Absent: Cllr Graham Amy

P077/25 **DECLARATIONS OF INTEREST - DISCLOSURE BY COUNCILLORS OF PERSONAL INTERESTS IN MATTERS ON THE AGENDA, AND WHETHER THE COUNCILLOR REGARDS THEIR INTEREST AS PREJUDICIAL UNDER THE TERMS OF THE CODE OF CONDUCT.**

None

P078/25 **TO CONSIDER WHETHER THE MINUTES OF THE MEETING OF THE PLANNING AND DEVELOPMENT COMMITTEE HELD ON TUESDAY 25TH FEBRUARY 2025 ARE AN ACCURATE RECORD OF THE MEETING.**

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

P079/25 **PETITIONS/PUBLIC QUESTIONS**

None received.

P080/25 **TO CONSIDER THE FOLLOWING PLANNING APPLICATIONS.**

SDNP/25/00585/FUL

Homestead, Lewes Road, Newhaven

Demolishment and relocation of dwelling and alterations to the vehicular access to the site, including a permeable driveway and tree and hedge planting

Following discussion, the committee **RESOLVED** that they had no objections to this application.

LW/25/0047

15 West Quay Newhaven

Change of use from a dwellinghouse (C3) to a children's care home (C2)

This application has been withdrawn

LW/25/0078

20 Kennedy Way Newhaven

Single storey front infill extension and conversion of lower ground floor with alterations to rear fenestration and removal of rear external steps

Following discussion, the committee **RESOLVED** that they had no objections to this application.

LW/24/0649

53 Harbour View Road Newhaven

Redevelopment of existing dwelling into 5 No. dwelling houses (AMENDED SCHEME)

Following discussion, the committee **RESOLVED** that they objected to this application for the following reasons:

- Lack of Parking
- Difficulty with access
- Overdevelopment
- Concerns regarding surface water run-off
- Lack of biodiversity

LW/894/CM

Plots 6 & 7 North Quay Road Newhaven

An alternate site layout (part retrospective) including the external processing of asphalt planings, temporary storage of containers, the installation of an LPG storage facility, the relocation of car and lorry parking, and a minor alteration to the configuration of acoustic fencing.

Following discussion, the committee **RESOLVED** that they had no objections to this application.

LW/25/0107

3 Second Avenue Newhaven

Raising section of existing patio and ramp to provide level access to property, alteration to fenestration to rear elevation

Following discussion, the committee **RESOLVED** that they had no objections to this application.

LW/25/0131

Llawnroc Wilmington Road Newhaven

Change of use from existing family home (C3) to children's care home (C3B)

Following discussion, the committee **RESOLVED** that they objected to this application for the following reasons:
Access through unmade road
Lack of parking
Semi-detached house

SDNP/25/00744/FUL

Lewes Road Cemetery, Lewes Road

Readjustment of toilets and extension of entrance gates

Following discussion, the committee **RESOLVED** that they had no objections to this application.

P081/25

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

Noted.

There being no further business, the Meeting closed at 19:54 Hrs.

Date:

Chair



ENVIRONMENT AND AMENITIES COMMITTEE

Minutes of a Meeting of the Environment and Amenities Committee held at Meeching Hall, Fort Road, Newhaven on **Tuesday 11th March 2025 at 7.15pm**

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

ALSO ATTENDING: Ken Dry, Town Clerk
Tracey Younghusband (D. Archer Associates)
X1 Member of the Public (on-line)

EA38/24 The Chair stated that this meeting will be recorded and then made publicly available on the Newhaven Town Council Website for 28 days, followed by its removal and deletion.

EA39/24 **APOLOGIES FOR ABSENCE**

None.

EA40/24 **DECLARATIONS OF INTEREST – DISCLOSURE BY COUNCILLORS OF PERSONAL INTERESTS IN MATTERS ON THE AGENDA, AND WHETHER THE COUNCILLOR REGARDS THEIR INTEREST AS PREJUDICIAL UNDER THE TERMS OF THE CODE OF CONDUCT.**

There were none.

EA41/24 **TO CONSIDER WHETHER THE MINUTES OF THE MEETING OF THE ENVIRONMENT & AMENITIES COMMITTEE HELD ON TUESDAY 17TH DECEMBER 2024 ARE AN ACCURATE RECORD OF THE MEETING.**

The Minutes of the Meeting held on Tuesday 17th December 2024 were considered for accuracy.

RESOLVED:

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

EA42/24 **PETITIONS/PUBLIC QUESTION**

There were none.

EA43/24 **TO CONSIDER QUOTATIONS FROM D. ARCHER ASSOCIATES FOR AN ECOLOGY SURVEY FOR BOTH RIVERSIDE PARK AND THE OUSE ESTUARY NATURE RESERVE – REPORT BY THE TOWN CLERK.**

19:19Hrs – Cllr. Watts joins the meeting.

The meeting received a presentation regarding Meeching Down and Valley Ponds 5year Management Plans from Ms. Tracy Youngusband which was followed by a range of questions from the councillors present.

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

PROPOSED by Cllr. Amy that the committee authorises the engagement of D. Archer Associates to develop a 5year Management Plan for Riverside Park and the Ouse Estuary Nature Reserve at a total cost of **£5430.00 Ex VAT**. This was

SECONDED by Cllr Taylor, and following a unanimous vote, it was

RESOLVED that D. Archer Associates be engaged to develop a 5year Management Plan for Riverside Park and the Ouse Estuary Nature Reserve at a total cost of **£5430.00 Ex VAT**.

EA44/24 **TO CONSIDER AND AUTHORISE A 3YR MAINTENANCE PLAN QUOTATION FOR THE RECENT TREE CLEARANCE REPLANTING AT THE NORTHERN BOUNDARY OF NEWHAVEN CEMETERY - REPORT BY THE TOWN CLERK.**

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

RESOLVED that Bonny's Wood be engaged for this work at a total cost of **£2160.00 Ex VAT**.

EA45/24 **TO CONSIDER AND AUTHORISE QUOTATIONS FOR REPLACEMENT HEATERS AT MEECHING HALL - REPORT BY THE TOWN CLERK.**

The Town Clerk informed the meeting that a range of quotations had yet to be received for this work and therefore this matter could not be considered.

The committee noted this matter.

EA46/24 **BUDGET REPORT TO FEBRUARY 28TH 2025.**

The Town Clerk and RFO informed the meeting that;

- Receipt of CIL Grant funding of circa £52K was imminent and that this would mitigate the apparent 'overspend' regarding play equipment (Denton Play Area),
- There was an overspend regarding Allotments which was due to clearance works (for new tenants) and as part of the re-sizing and re-provisioning of allotments with new sheds and fences etc. Due to significant clearance costs

officers indicated that a 'deposit' of circa £200 should be implemented in the future to mitigate allotment clearances, and

- That the 'waiting list' for allotments contained circa 20 names in total and that this would reduce further in the coming months. Whilst acknowledging that the 'waiting list' was currently 'open', the Chair requested that this be publicised further.

The committee noted these points and the contents of the report.

There being no further business, the Meeting closed at 20:40Hrs.

Date: **Chairman.**

DRAFT



PROMOTION, PARTNERSHIP & FINANCE COMMITTEE

Minutes of a Meeting of the Promotion, Partnership and Finance Committee held at Meeching Hall, Fort Road, Newhaven on **Tuesday 25th February 2025** at **7:15pm**.

PRESENT: Councillors Mark Wardle (Chair)
Lesley Boniface
Shaun Boniface
Julie Carr
James Harrison

ALSO ATTENDING: Stephen Honey, Executive Officer
Alison Campbell, RFO

PPF066/25 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.

PPF067/25 **APOLOGIES FOR ABSENCE.**

Cllr S Saunders
Cllr C Watts (Substituted by Cllr J Harrison)
Cllr L Macleod

PPF068/25 **DECLARATIONS OF INTEREST - DISCLOSURE BY COUNCILLORS OF PERSONAL INTERESTS IN MATTERS ON THE AGENDA, AND WHETHER THE COUNCILLOR REGARDS THEIR INTEREST AS PREJUDICIAL UNDER THE TERMS OF THE CODE OF CONDUCT.**

None.

PPF069/25 **TO CONSIDER WHETHER THE MINUTES OF THE MEETING OF THE PROMOTION, PARTNERSHIP & FINANCE COMMITTEE HELD ON TUESDAY 10TH DECEMBER 2024 ARE AN ACCURATE RECORD OF THE MEETING.**

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

PPF070/25 PETITIONS/PUBLIC QUESTIONS.

None.

PPF071/25 TO CONSIDER AND APPROVE A NUMBER OF SMALL AND LARGE DISCRETIONARY FUNDING APPLICATIONS – REPORT BY THE TOWN CLERK

The Executive Officer summarised the Town Clerk's report and following discussion, the committee:

RESOLVED that the following grants be awarded as per officer's recommendations following scoring per the DGAP and make payments with immediate effect:

Newhaven Bowling Club	£100 ineligible as for building maintenance Awarded	£400
Newhaven Photographers Collective		Ineligible due to funding for Venue hire & Operational expense.
Inroads Productions	Awarded	£1680
Havens Community Hub	Awarded	£2100

PPF072/25 TO CONSIDER AND APPROVE A NUMBER OF COMMUNITY PARTNERSHIP FUNDING APPLICATIONS – REPORT BY THE TOWN CLERK

The Executive Officer summarised the Town Clerk's report and following discussion, the committee:

RESOLVED that the following grants be rejected as per officer's recommendations following scoring per the DGAP and members review of the applications:

Homelink	Ineligible as not a Newhaven based organisation.
Family Support Work	Ineligible as not a Newhaven based organisation & funds to be used as operating costs.
Mencap	Ineligible as funds to be used for building maintenance.
Develop Outdoors CIC	application scored 20 which was sufficient to secure a partial Community Partnership Grant award. However, members considered the application to be unclear and following further discussion of this matter, it was unanimously

RESOLVED that no award be made to Develop Outdoors CIC. Members requested that should they wish to apply during the next grant window that they do so with more clarity on how and where in Newhaven they would be sited and how Newhaven residents would benefit.

Cllr J Carr also requested that Officers should advise HomeLink, Family Support and Mencap that whilst they could not approve an award, they do support their aims.

PPF073/25 TO CONSIDER AND APPROVE AN EVENT FUNDING APPLICATION

The Executive Officer summarised the Town Clerk's report and also advised members that it was difficult to ascertain the exact status of Denton Community Challenge (charity or otherwise), and that the applicant requested that should an award be approved, the monies be paid to an organisation different from the applicant (James Daniels Memorial Fund).

Following discussion, the committee unanimously

RESOLVED that the grant be approved in full i.e.: **£500** but that Denton Community Challenge would need to clarify their status for any future applications and that the grant could only be paid to the applicant, in this case Denton Community Challenge.

PPF074/25 TO CONSIDER AND ADOPT A DRAFT EVENTS APPLICATION POLICY – REPORT BY THE TOWN CLERK.

The Executive Officer summarised the Town Clerk’s report and following discussion, the committee unanimously:

RESOLVED to make an alteration to clause 1.6 by removing, “...within the boundaries of Newhaven Town.” Members also requested that the Town Clerk ensure that this change did not affect/alter the meaning of any other clause.

PPF075/25 TO CONSIDER AND AUTHORISE THE PURCHASE OF REPLACEMENT NOTICEBOARDS – REPORT BY THE EXECUTIVE OFFICER.

The Executive Officer summarised the report and following discussion, the committee unanimously:

RESOLVED to accept Officers recommendation to authorise the purchase of 9 new noticeboards from Kingfisher Direct at a cost of £5,459.64

PPF076/25 BUDGET REPORT TO FEBRUARY 19TH 2025.

Following discussion and minor clarifications, members noted the report.

There being no further business, the Meeting was closed at 21:08 HRS.

Date: **Chair**.....



PROMOTION, PARTNERSHIP & FINANCE COMMITTEE

Minutes of a Meeting of the Promotion, Partnership and Finance Committee held at Meeching Hall, Fort Road, Newhaven on **Tuesday 25th March 2025 at 8:15pm.**

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

ALSO ATTENDING: Stephen Honey, Executive Officer
Alison Campbell, RFO

PPF077/25 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.

PPF078/25 **APOLOGIES FOR ABSENCE.**

Cllr L Macleod

PPF079/25 **DECLARATIONS OF INTEREST - DISCLOSURE BY COUNCILLORS OF PERSONAL INTERESTS IN MATTERS ON THE AGENDA, AND WHETHER THE COUNCILLOR REGARDS THEIR INTEREST AS PREJUDICIAL UNDER THE TERMS OF THE CODE OF CONDUCT.**

None.

PPF080/25 **TO CONSIDER WHETHER THE MINUTES OF THE MEETING OF THE PROMOTION, PARTNERSHIP & FINANCE COMMITTEE HELD ON TUESDAY 25TH FEBRUARY 2025 ARE AN ACCURATE RECORD OF THE MEETING.**

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

PPF081/25 **PETITIONS/PUBLIC QUESTIONS.**

None.

PPF082/25 TO CONSIDER AND APPROVE TWO EVENT FUNDING APPLICATIONS – REPORT BY THE TOWN CLERK

The Chair invited Anthony Peters from Look Again Newhaven & Valdirene Ruston from Culture Connect Project CIC to provide supporting information for their applications.

Following discussion, the two applications were appraised:

Look Again Newhaven - Bruce Asbestos Exhibition

Cllr S Saunders

PROPOSED that this application be granted for the full amount of £1300 which was **SECONDED** by Cllr S Boniface, following a unanimous vote, it was **RESOLVED** that Look Again Newhaven be awarded £1300 for this event application.

Culture Connect Project CIC – One Tree Many Roots

Following an overall consensus, Members **RESOLVED** not to make an award for the following reasons:

- No dates and venues were confirmed for each event
- Breakdown of actual costs for each event would need to be included

Members were concerned that this application, if awarded, may be used (in part) to subsidise events outside of Newhaven and not may not be of a demonstrable benefit to the Towns residents.

Culture Connect Project were advised that they should re-apply with full details of dates, locations & costings.

20:50Hrs Cllr Watts leaves the meeting

20:54Hrs Cllr Watts rejoins the meeting

PPF083/25 TO CONSIDER AND ADOPT A 2ND DRAFT OF AN EVENTS APPLICATION POLICY – REPORT BY THE TOWN CLERK.

The Executive Officer summarised the Town Clerk's report and following discussion, Cllr S Boniface

PROPOSED that the committee accept the Town Clerks alteration of the Events Application Policy which was

SECONDED by Cllr S Saunders.

The Committee then voted as follows:

For 3

Against 3

The Chair then used their casting vote **FOR** and so the committee

RESOLVED to accept the Town Clerk's amended Events Application Policy.

PPF084/25 BUDGET REPORT TO FEBRUARY 19TH 2025.

Members noted the report.

There being no further business, the Meeting was closed at 21:14 HRS.

Date:

Chair.....



REGENERATION AND STRATEGIC DEVELOPMENT COMMITTEE

Minutes of a Meeting of the Regeneration & Strategic Development Committee held at Meeching Hall, Fort Road, Newhaven on **Tuesday 28th January 2025 at 8:15pm.**

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

ALSO ATTENDING: Stephen Honey, Executive Officer
Sarah Clifford, Inroads Productions
Ray Chapman, Bexhill Rail Action Group

RSD0025/25 The Chair stated that this meeting will be recorded and then made publicly available on the Newhaven Town Council Website for 28 days, followed by its removal and deletion.

RSD0026/25 **TO ELECT A VICE CHAIR FOR THE REGENERATION & STRATEGIC DEVELOPMENT COMMITTEE**

Cllr L. Boniface was aware that Cllr Wardle would like to be nominated for the position if no other councillors were interested.

Cllr L Boniface therefore **Proposed** the nomination of Cllr Wardle for the role of Vice Chair of this Regeneration & Strategic Development committee and Cllr Bishop **Seconded** the nomination.

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

RESOLVED that Cllr Wardle will be the Vice Chair of this Regeneration & Strategic Development Committee for the remainder of the Civic Year.

RSD0027/25 **APOLOGIES FOR ABSENCE**

Cllr Mark Wardle

RSD0028/25 **DECLARATIONS OF INTEREST**

For the sake of transparency, Cllr L. Boniface declared that she had worked with Sarah Clifford from Inroads Productions previously on a non-Council affiliated project.

RSD0029/25 TO CONSIDER WHETHER THE MINUTES OF THE MEETING OF THE REGENERATION AND STRATEGIC DEVELOPMENT COMMITTEE HELD ON TUESDAY 26TH NOVEMBER 2024 ARE AN ACCURATE RECORD OF THE MEETING.

The Minutes of the Meeting held on Tuesday 26th November 2024 were considered.

RESOLVED:

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

RSD0030/25 PETITIONS/PUBLIC QUESTIONS

None received

RSD0031/25 TO RECEIVE A PRESENTATION FROM SARAH CLIFFORD REGARDING THE INROADS PROJECT

Ms Clifford gave a presentation regarding a project described as “(re)finding Newhaven”. This was well received by the committee who wished Ms Clifford well with the project and stated they were looking forward to attending/participating once all comes to fruition

RSD0032/25 TO RECEIVE A PRESENTATION FROM RAY CHAPMAN REGARDING THE RAIL & SAIL NEWHAVEN PROJECT

Mr. Chapman gave a presentation regarding the possibility of through-ticketing services for Rail & Sail operators from London – Paris (and beyond) via the Newhaven-Dieppe ferry route. This was well received, and the committee offered their support and (if needed) expertise in making this project successful.

RSD0033/25 TO CONSIDER THE DRAFT TRANSPORT STRATEGY FOR THE SOUTHEAST AND DISCUSS

The strategy was discussed. It was further noted that the document related to the whole of the Southeast of England.

RSD0034/25 INCOME & EXPENDITURE REPORT TO 21ST JANUARY 2025.

The committee noted the report.

Cllr L Boniface queried the Professional Fees, but the Executive Officer was unable to furnish the committee with any further details but said he would revert after consulting with the R.F.O. the following day.

The Executive Officer emailed all committee members on 29th January 2025 after the R.F.O. confirmed that the professional fees related to Website maintenance and consultancy fees regarding forthcoming events.

There being no further business, the meeting closed at 9:03pm.

Date:

Chair