ADDITIONAL FULL COUNCIL MEETING

Minutes of the Additional Full Council Meeting of Newhaven Town Council
held at Newhaven Town Council Offices, 18 Fort Road, Newhaven
on **Tuesday May 20th, 2025,** at **7.15pm**

PRESENT: Councillors: Kim Bishop (Chair & Town Mayor)
Mark Wardle (Vice Chair)
James Harrison
Michael Young
Shaun Boniface
Lesley Boniface
Corina Watts
Krissy Taylor
Lindsey Macleod
Pinky McLean-Knight
Jo Pettitt
Jan Woodling

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

C023/25 The 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.

C024/25 **APOLOGIES FOR ABSENCE**

Cllrs J Chapman, J Carr, G Amy, S Saunders & M Cook

Absent: L Thomas.

C025/25 **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.

C026/25 **TO CONSIDER WHETHER THE MINUTES OF THE ANNUAL FULL COUNCIL MEETING HELD ON TUESDAY MAY 13TH 2025 ARE AN ACCURATE RECORD OF THE MEETING.**

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

DRAFT

C027/25 **PETITIONS AND PUBLIC QUESTIONS.**

None received.

C028/25 **TO RECEIVE AND CONSIDER PRESENTATIONS FROM THE FOLLOWING CONTRACTORS IN RESPECT OF THE RENOVATION OF EASTSIDE PLAY AREA.**

- Hags-SMP
- Playdale Playgrounds
- Playsafe Playgrounds

Each of the representatives gave their presentations without the other representatives being present. Each presentation was followed by questions from the Councillors present and were then thanked by the Chair for their attendance at the meeting.

C029/25 **TO RESOLVE AS TO WHICH CONTRACTOR WILL BE APOINTED TO CARRY OUT RENOVATION WORKS AT EASTSIDE PLAY AREA.**

Following discussion, it was,
PROPOSED by Cllr K Taylor that HAGS -SMP Ltd be commissioned for this work at a cost of £134,999

SECONDED by Cllr M Wardle

A vote was taken resulting in:

10 votes in favour
1 abstention

RESOLVED that HAGS-SMP Ltd be commissioned for this work at a cost of £134,999 + VATsubject to the Executive Officer seeking to:

- Establish a lead time
- Replace the quoted roundabout with a more “inclusive” one similar to that installed at the Denton play area
- Ascertain costings for the removal of spoil or the possibility of further discount to off-set this extra cost.
- The possibility of an extra “turkey themed” item.

There being no further business, the Meeting closed at 9:07pm.

DRAFT

Date: …… ……
Town Mayor

PLANNING & DEVELOPMENT COMMITTEE

Minutes of the Planning & Development Committee meeting
held at Meeching Hall, Fort Road, Newhaven
on **Tuesday 6th May 2025** at **7:15pm.**

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

ALSO ATTENDING: Cllr. J. Woodling
Ken Dry, Town Clerk
Stephen Honey, Executive Officer
X1 Member of the Public

P082/25 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.

P083/25 **APOLOGIES FOR ABSENCE**

Cllr Graham Amy

P084/25 **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.

P085/25 **TO CONSIDER WHETHER THE MINUTES OF THE MEETING OF THE PLANNING AND DEVELOPMENT COMMITTEE HELD ON TUESDAY 25TH MARCH 2025 ARE AN ACCURATE RECORD OF THE MEETING.**

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

P086/25 **PETITIONS/PUBLIC QUESTIONS**

None received.

P087/25 **TO CONSIDER THE FOLLOWING PLANNING APPLICATIONS.**

LW/896/CM **Fisher's Wharf, East Quay, Newhaven Port**
Variation of Condition 3 of Planning Permission LW/799/CM(EIA) to extend the hours of working.

Following discussion, the committee,

RESOLVED that they objected to this application as it was predicated purely upon extended operational hours and no other factor.

LW/25/0155 **Flat 1 7 First Avenue Newhaven**
Extension of existing driveway and dropped kerb.

Following discussion, the committee

RESOLVED that they supported this application on the proviso that any surfacing is of a permeable type.

LW/25/0115 ***Land at Valley Road Newhaven***
Variation of Condition 1 (Landscaping) in relation to approval of LW/18/0406 to include appearance, layout and scale and associated hard and soft landscaping for 85 new dwellings.

The Town Clerk informed the meeting that this application was no longer available on the LDC Planning Portal and additionally there was no other information to suggest that it had been either agreed or refused.

LW/25/0162 **52 Evelyn Avenue Newhaven**
Replacement single storey rear extension and alterations to fenestration.

Following discussion, the committee,

RESOLVED that they had no objection to this application.

LW/25/0151 **2 Chapel Street Newhaven**
Demolition of former Newhaven Social Club and erection of 2 and 3 storey building comprising 6no. 2 bedroomed flats(C3) on first and second floors and 5no. business units on ground floor for Class E uses - Resubmission of LW/22/0152 (approved).

Following discussion, the committee,

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

- 'Overlooking' and loss of light to neighbouring properties,
- Over-development,
- Lack of parking, and

- No disabled access provision.

TW/25/0029/TPO **10 Vicarage Close Denton**
T5 - Beech - Crown reduction to approximately 6m

Following discussion, the committee,

RESOLVED that they had no objection to this application on the proviso that the work is completed at the correct time of year and under the advisement of the Planning Authority's Tree Officer.

LW/25/0140 **13 Howey Close Newhaven**
Demolition of existing detached garage and replacement with outbuilding to house art studio.

Following discussion, the committee,

RESOLVED that they had no objection to this application on the proviso that the garage conversion shall be used solely for purposes incidental to the occupation and enjoyment of the dwelling at 13 Howey Close and not for any trade or business purposes, as a holiday let or as a separate unit of accommodation.

LW/25/0196 **27 Hillcrest Road Newhaven**
Construction of a rear residential annexe.

Following discussion, the committee,

RESOLVED that they had no objection to this application on the proviso that the garage conversion shall be used solely for purposes incidental to the occupation and enjoyment of the dwelling at 27 Hillcrest Road and not for any trade or business purposes, as a holiday let or as a separate unit of accommodation.

P088/25 **TO CONSIDER AND NOTE A REPORT ON RECENT PLANNING DECISIONS MADE BY LEWES DISTRICT COUNCIL.**

Noted.

The Chair additionally informed the meeting that she had yet to receive a response to her letter concerning the Planning Authority decision(s) surrounding Llawnroc, Wilmington Road, Newhaven (Applications LW/25/0014 and LW/25/0131) and would follow this up.

There being no further business, the Meeting closed at 20:10Hrs.

Date: …… Chair ……

PLANNING & DEVELOPMENT COMMITTEE

Minutes of the Planning & Development Committee meeting
held at Meeching Hall, Fort Road, Newhaven
on **Tuesday 27th May 2025** at **7:15pm.**

PRESENT: Councillors Kim Bishop
Krissy Taylor
Lesley Boniface
Jessa Chapman

ALSO ATTENDING: Ken Dry, Town Clerk

P001/25 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.

P002/25 **TO ELECT A MEMBER OF THIS PLANNING & DEVELOPMENT COMMITTEE TO THE ROLE OF CHAIRMAN FOR THE SAME.**

Cllr. Bishop **PROPOSED** that Cllr. Saunders take the role as Chairman of this committee,

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

RESOLVED that Cllr. Saunders take the role of Chairman of the Planning & Development Committee for the ensuing year.

P003/25 **TO ELECT A MEMBER OF THIS PLANNING & DEVELOPMENT COMMITTEE TO THE ROLE OF VICE-CHAIRMAN FOR THE SAME.**

Cllr. Boniface **PROPOSED** that Cllr. Taylor take the role as Vice Chairman of this committee,

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

RESOLVED that Cllr. Taylor take the role of Vice Chairman of the Planning & Development Committee for the ensuing year.

P004/25 **APOLOGIES FOR ABSENCE**

Cllrs Amy, Saunders and McLean-Knight

DRAFT

P005/25 **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.

P006/25 **TO CONSIDER WHETHER THE MINUTES OF THE MEETING OF THE PLANNING AND DEVELOPMENT COMMITTEE HELD ON TUESDAY 6th MAY 2025 ARE AN ACCURATE RECORD OF THE MEETING.**

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

P007/25 **PETITIONS/PUBLIC QUESTIONS**

None received.

P008/25 **TO CONSIDER THE FOLLOWING PLANNING APPLICATIONS.**

SDNP/25/01172/HOUS **Nore Down House , Lewes Road**
Erection of roof extension including juliette balcony

Following discussion, the committee, **RESOLVED** that they had no objection to this application.

LW/25/0143 **Denton Island Training and Business Centre**
Installation of 2.7m high security fencing

Following discussion, the committee, **RESOLVED** that they had no objection to this application, though requested that planning officers ensured that no public rights of way are compromised.

LW/25/0204 **Land off Westdean Avenue Newhaven**
Change of use of former agricultural land to the use of the site for holiday tourer or caravan accommodation including regularisation of hard landscaping works with retrospective permission for new access, and hard landscape

Following discussion, the committee, **RESOLVED** that they OBJECTED to this application for the following reasons;

- Outside the Planning Boundary,
- Destruction of natural habitat,
- Lack of utilities (water, electricity and drainage etc)
- Increased Traffic, and
- Sets a precedent.

DRAFT

	LW/25/0252	**Europa Building Euro Business Park Newhaven** Alterations to front elevation of building to create additional unit access doors and new main entrance, plus alterations to colours and branding on whole building. Following discussion, the committee, **RESOLVED** that they had no objection to this application.

P009/25 **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 19:43Hrs.

Date: …… **Chair ……..**

DRAFT

REGENERATION AND STRATEGIC DEVELOPMENT COMMITTEE

Minutes of a Meeting of the Regeneration & Strategic Development Committee
held at Meeching Hall, Fort Road, Newhaven
on **Tuesday 6th May 2025** at **8:15pm.**

PRESENT: Councillors: Shaun Boniface (Chair)
Lesley Boniface
Krissy Taylor
Kim Bishop
Jan Woodling
James Harrison (Sub for Cllr. Wardle)

ALSO ATTENDING: Ken Dry, Town Clerk
Stephen Honey, Executive Officer
Guy McQueen – LDC
X2 Members of the Public

RSD0035/25 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.

RSD0036/25 APOLOGIES FOR ABSENCE

Cllr. Wardle

RSD0037/25 DECLARATIONS OF INTEREST

None

RSD0038/25 TO CONSIDER WHETHER THE MINUTES OF THE MEETING OF THE REGENERATION AND STRATEGIC DEVELOPMENT COMMITTEE HELD ON TUESDAY 28TH JANUARY 2025 ARE AN ACCURATE RECORD OF THE MEETING.

The Minutes of the Meeting held on Tuesday 28th January 2025 were considered.

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

RSD0039/25 PETITIONS/PUBLIC QUESTIONS

None received

RSD0040/25 TO RECEIVE A PRESENTATION FROM GUY McQUEEN REGARDING THE NEWHAVEN - COMBINED TOWN CENTRE STREETSCAPE IMPROVEMENTS - STAGE 3 REPORT.

Mr. McQueen made a comprehensive presentation regarding the Town Transport Interchange and the High Street developments, their progress to date and key milestones in project delivery.

Following a range of questions and discussion, the committee thanked him for his work to date.

RSD0041/25 ENTRANCES TO NEWHAVEN TOWN – DISCUSSION ITEM (CLLR. S. BONIFACE).

Discussion took place regarding the key 'entrances' to the Town, and following this it was unanimously,

RESOLVED that the Town Clerk undertake relevant research regarding the establishment and development of these.

RSD0042/25 NEWHAVEN HIGH STREET MARKET – DISCUSSION ITEM (CLLR. S. BONIFACE).

Discussion took place regarding the casual 'market' that took place in the High Street on certain days of the week, and that it had been established that permissions from Lewes District Council already existed which were administered by the Newhaven Chamber of Commerce.

The Committee felt that more could be done to facilitate and improve its existing provision and operation, and unanimously,

RESOLVED that the Town Clerk contact relevant members within the Chamber of Commerce to take this forward.

RSD0043/25 LOCAL GOVERNMENT REORGANISATION – DISCUSSION ITEM

The Town Clerk reminded the Committee of the potential outcomes of the election of a Sussex Mayor, the re-organisation of Local Government within Sussex and the devolution or otherwise of legislative powers and services to Town and Parish Councils.

The Town Clerk suggested a range of considerations and potential outcomes from the above and requested that Committee Members begin the process of considering what objectives and level of 'control' the Town Council may like to achieve regarding the same.

RSD0044/25 INCOME & EXPENDITURE REPORT TO 30TH APRIL 2025.

Noted.

There being no further business, the meeting closed at 9:57pm.

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 27th May 2025** at **8:30pm.**

PRESENT: Councillors: Shaun Boniface (Chair)
Lesley Boniface
Krissy Taylor
Kim Bishop
Mark Wardle
James Harrison

ALSO ATTENDING: Ken Dry, Town Clerk
Stephen Honey, Executive Officer (on-line)

RSD001/25 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.

RSD002/25 **TO ELECT A MEMBER OF THIS REGENERATION & STRATEGIC DEVELOPMENT COMMITTEE TO THE ROLE OF CHAIRMAN FOR THE SAME.**

Cllr. L. Boniface **NOMINATED** Cllr. S. Boniface to take the role of Chairman of this Regeneration & Strategic Development Committee, this was **SECONDED** by Cllr.Taylor, and following a unanimous vote in favour, it was

RESOLVED that Cllr. S. Boniface take the role of Chairman of this Regeneration & Strategic Development Committee for the ensuing year.

RSD003/25 **TO ELECT A MEMBER OF THIS REGENERATION & STRATEGIC DEVELOPMENT COMMITTEE TO THE ROLE OF VICE-CHAIRMAN FOR THE SAME.**

Cllr. Wardle **NOMINATED** Cllr. Harrison to take the role of Vice Chairman of this Regeneration & Strategic Development Committee, this was **SECONDED** by Cllr.Taylor, and following a unanimous vote in favour, it was

RESOLVED that Cllr. Harrison take the role of Vice Chairman of this Regeneration & Strategic Development Committee for the ensuing year.

RSD004/25 **APOLOGIES FOR ABSENCE**

Cllr. Woodling.

DRAFT

RSD005/25 **DECLARATIONS OF INTEREST**

None made.

RSD006/25 **TO CONSIDER WHETHER THE MINUTES OF THE MEETING OF THE REGENERATION AND STRATEGIC DEVELOPMENT COMMITTEE HELD ON TUESDAY 6TH MAY 2025 ARE AN ACCURATE RECORD OF THE MEETING.**

The Minutes of the Meeting held on Tuesday 6th May 2025 were considered.

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

RSD007/25 **PETITIONS/PUBLIC QUESTIONS**

None received

RSD008/25 **TO CONSIDER AND RESOLVE ACTIONS CONCERNING THE EXISTING GROUNDS MAINTENANCE PROVISION.**

The Town Clerk provided the meeting with an update on the current position and then provided an oral summary of each of the following options.

	Option 1	Option 2	Option 3	Option 4	Option 5	
	LDC Veg + Burial	NTC Veg + Burial Highways Verges	NTC Veg Highways Verges LDC Burial	NTC Veg Highways Verges NTC Burial DLO	NTC Veg Highways Verges NTC Burial	
Term	(5+5 years)	(5+5 years)	2 years and (5+5years)	2 years + Perm	2 years each contract*	*staggered let
Potential Risks	Over-riding Unitary Priorities Minimal Control Chosen Contractor Lack of Flexibility Increased Precept Unknown effects of Unitary Set-up	Over Procurement Thresholds Increased NTC Monitoring *unknown* Contractor Increased Precept Contractor Relationship Full NTC Procurement Unknown effects of Unitary Set-up	Reduced Control/Monitoring Chosen Contractor Lack of Flexibility (Burial) NTC Monitoring Increased Precept Partial U/K effects of Unitary Set-up	Recruitment & Training Capital Expenditure/Eqpt Staff Salaries/Inc. Precept Staffing on-costs NTC Monitoring Increased Precept	NTC Monitoring Increased Precept	
Potential Benefits	No NTC Procurement	Contractor Control Chosen Contractor One contract/economies of scale	Reduced NTC Provcurement Some Contractor Control Some Contract Renewal Frequency Below Procurment Thresholds	Part Contract/Economies of Scale Contractor Control Contract Renewal Frequency Below Procurment Thresholds Staff 'ownership'?	Contract Economies of Scale Contractor Control Contract Renewal Frequency Below Procurment Thresholds	

Following discussion, councillors indicated that they did not consider Options 1 and 2 as viable given the circumstances at hand and that additional financial information surrounding Option 4 was required.

RESOLVED that a decision be deferred until more financial information is supplied regarding Option 4 with a final resolution by e-mail to be reported to the next meeting of this committee.

RSD009/25 **INCOME & EXPENDITURE REPORT TO 20TH MAY 2025.**

Noted.

DRAFT

There being no further business, the meeting closed at 21:25Hrs.

Date: …… ……

Chair

DRAFT

PERSONNEL COMMITTEE

Minutes of a Meeting of the Personnel Committee
held at Meeching Hall, 2 Fort Road, Newhaven
on **Tuesday 27th May 2025** at **8:00pm**

PRESENT: Councillor's Lindsey Macleod (Chair)
Shaun Boniface
Corina Watts
Julie Carr

ALSO ATTENDING: Cllrs L. Boniface
Bishop
Taylor
Ken Dry, Town Clerk

PE01/25 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.

PE02/25 **TO ELECT A MEMBER OF THIS PERSONNEL COMMITTEE TO THE ROLE OF CHAIRMAN FOR THE SAME.**

Cllr. S. Boniface **PROPOSED** that Cllr. Macleod take the role of Chairman of this committee, this was
SECONDED by Cllr. Carr, and following a unanimous vote in favour, it was

RESOLVED that Cllr. Macleod take the role of Chairman of this Personnel Committee for the ensuing year.

PE03/25 **TO ELECT A MEMBER OF THIS PERSONNEL COMMITTEE TO THE ROLE OF VICE-CHAIRMAN FOR THE SAME.**

Cllr. Watts **PROPOSED** that Cllr. S. Boniface take the role of Vice Chairman of this committee, this was
SECONDED by Cllr. Carr, and following a unanimous vote in favour, it was

RESOLVED that Cllr. S. Boniface take the role of Vice Chairman of this Personnel Committee for the ensuing year.

PE04/25 **APOLOGIES FOR ABSENCE**

Cllrs. Saunders and Pettitt

Absent – Cllr. Thomas

DRAFT

PE05/24 **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.

PE06/24 **TO CONSIDER WHETHER THE MINUTES OF THE MEETING OF THE PERSONNEL COMMITTEE HELD ON MONDAY 10TH DECEMBER 2024 ARE AN ACCURATE RECORD OF THE MEETING**

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

PE07/24 **PETITIONS/PUBLIC QUESTIONS**

There were none.

PE08/24 **EXCLUSION OF PRESS AND PUBLIC - TO RESOLVE THAT THE PRESS AND PUBLIC BE EXCLUDED FROM THE REMAINDER OF THE MEETING IN ACCORDANCE WITH THE PROVISIONS OF SECTION 1(2) OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT, 1960, IN VIEW OF THE CONFIDENTIAL NATURE OF THE PERSONNEL MATTERS TO BE DISCUSSED.**

RESOLVED.

PE09/24 **CONFIDENTIAL – TO CONSIDER AN ADVANCEMENT OF SALARY SPINAL COLUMN POINT.**

The Town Clerk summarized his report.

Following discussion, it was

RESOLVED unanimously,

That the current incumbents of the roles of Executive Officer, and Communications & Events Officer receive advancement to the next highest salary spinal column point, with effect from April 1st 2025.

Cllr. Carr asked that on behalf of the Committee, both staff members be thanked for their excellent work to date.

There being no further business, the Meeting closed at 20:04Hrs.

Date: …… ……
Chairman

DRAFT

N E W H A V E N T O W N C O U N C I L

Ken Dry
Town Clerk

TOWN COUNCIL OFFICES
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EAST SUSSEX
BN9 9QE

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

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

Date: 17th June 2025

Report contact: Town Clerk

Subject: **Allotment Development.**

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1. The purpose of this report is to seek Full Council authorisation to commission further works in connection with ongoing improvement work of allotment gardens at the Newhaven Cemetery Allotments together with an increase in the Earmarked Reserve Provision for the same.

2. At its meeting of April 8th 2025 the council authorised the commission and payment of renovative works (to vacated allotment gardens) by 'Toms Property Services' totalling £11,600 Ex VAT which were in addition to previously authorised works of £3260 plus £2450 of works not accrued from FY 2024/25, making a total expenditure of £17,730 from the previously agreed Earmarked Reserve provision of £20K.

3. A further tranche of physical works is required to more recently vacated allotment gardens 5b, 14a and 31 totalling **£4395** for which this report seeks authorisation.

4. Additionally, it is anticipated that a further 1-2 allotment gardens at the Cemetery Allotments may become vacant later in this financial year, and therefore officers request that the current Earmarked Reserve Provision be increased from £20K to £28K, in order to encompass these anticipated works and those detailed at para. 3 above. This increase would be provided from non-allocated General Reserves which currently stand at £148,656.

5. 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).

6. 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.

7. 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.

8. 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.

9. 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.

10. 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.

11. 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 the council,

A. Notes its current level and quality of provisions across both Allotment Sites and overall,

B. Authorises the latest works required at the Newhaven Cemetery Site totalling **£4395** in favour of **Toms Property Services**, and

C. Allocates an additional £8K to its current Earmarked Reserve Provision for the above and those anticipated works.

N E W H A V E N T O W N C O U N C I L

Ken Dry
Town Clerk

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Email: admin@newhaventowncouncil.gov.uk

To: Full Council **Agenda Item 13**

Date: 17th June 2025

Report Contact: Town Clerk

Subject: **West Quay Banners**

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1. The purpose of this report is to request that the councillors authorise the provision and 12-month maintenance plan of its (No. 10) banners along West Quay through the services of Bay Media.

2. At the conclusion of the Photographic Competition each year it has been the custom and practice to print/display the winner and runners up photographs from each category of the council's photographic competition onto lamppost banners and erect them along West Quay promenade/walkway.

3. The latter also display the logos of commercial sponsors of the competition, for which this income mitigates the cost of the banners and their ongoing maintenance.

4. Quotations for the provision and one years maintenance of the banners in situ was sought from the following contractors;

Bay Media	£2600+VAT
Sussex Sign Coy	£5740+VAT
Anywhere Anytime	Declined to provide a quotation.

   This cost includes all print, production, installation as well as maintenance and removal.

5. Bay Media have provided the banners for the last 6 years and have proved to be highly responsive to our design and very occasional maintenance needs.

6. **Recommendation:**
   That the council authorises officers to accept the quotation of Bay Media (£2600.00+VAT) and initiate the works immediately following completion of the 2025 Photographic Competition.

N E W H A V E N T O W N C O U N C I L

Ken Dry
Town Clerk

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

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

Date: 8th April 2025

Report Contact: Town Clerk

Subject: **Event Funding Application from the Towner**

1. The purpose of this report is to request councillor consideration of an Event Funding Application received from The Towner for **£7500** and instruct officers accordingly.

2. A redacted copy of the application and its supporting documentation can be seen at **Appendix 1.** This will be the first Event Funding Application considered under the Event Grant Policy adopted by Full Council on April 8th 2025.

3. Normally an application would firstly be reported to a scheduled Promotion Partnership & Finance Committee. However given the applicants timeline, the councils meeting schedule and that this application would eventually have to come before Full Council as required by Financial Regulations, the Town Clerk has included its consideration on this Full Council Agenda.

The Application

4. **'Free Form by Leap than Look'**
   This application is adjudged as eligible in the context of the applicant organisation and the location (The Sidings) over multiple dates starting Friday Aug 1st until Sunday September 28th 2025.

5. The Applicant seeks a grant for £7500 for a set of Events estimated to cost £42,500, and a breakdown of those costs can be found at Table 1 overleaf and which the expenditure lines of the £7500 are highlighted in yellow.

6. As per the existing Event Policy, the application was scored as follows from the information provided (Appendix 1);

   What do you hope to achieve from this event, what are the outcomes that demonstrate 'success'? **4**

   What sections of, or communities in Newhaven will benefit from this event? **3**

Cont…

How will delivery of this event contribute towards sustainability and the environment? **4**

Detailed breakdown of costs for the event. **4**

What Fund Raising activities over the preceding 12 months have taken place? **2**

This application has achieved a total score of **17** out of a possible 25. The current policy states that a minimum score of 20 points must be achieved if an application is to be deemed successful. Councillors are of course at liberty to amend those scores where they see fit.

Description	Amount	NTC grant contribution
Look Then Leap: artist fees, workshop facilitation, research, fabrication development, installation, evaluation, design: 2 artists @ £300 p/d for 30 days	£12,500.00	£2,500.00
Fabricator Yannik Eilers (Yes Office) 25 days @ £250 p/d	£5,500.00	£1,500.00
SCDA community activies project manager equivalent 1 day a week for 13 weeks FTE of £37,068 inc. on-costs	£2,000.00	£500.00
SCDA senior community development worker - equivalent 1 day per week for 13 weeks at £32,916 FTE inc. on-costs (facilitating closed sessions for community groups)	£1,500.00	
Freelance Technicians (used by Towner) @ £169 p/d x 2 days	£338.00	
Event staff: 1 first aid trained @ £21 per hour, 7 hours a day, 3 days a week for 7 weeks + 1 BH Monday 25 August (time and a half)	£3,307.50	£1,028.50
Event staff: 1 invigilator @ National Liivng wage £12.60 an hour, 7 hours a day, 3 days a week for 7 weeks + 1 BH Monday 25 August (time and a half)	£1,984.50	£618.50
2 people each from Hospitable Environment and Newhaven Art Projects - facilitated closed sessions @ £150 p/d per person (x4)	£1,200.00	
Designers: to design promo and guide materials, 5 x £275 p/d	£1,350.00	
Photography and videography: install £300 p/d, event shots £150 p/d, Videography £300 p/d	£1,950.00	
Installation materials: planed timber, marine ply panels, CNC cut to shape discounted from Boutique Modern	£1,100.00	£500.00
Promotion: audience development - paid social, print, print distribution, Royal mail postcode letterbox leaflet drop, advertising, PR	£4,250.00	
Launch event: staff, promotion, artist fees	£1,000.00	£250.00
Hi-Po Plants Loughton storage container for artworks 2 months x £160p/m	£320.00	
Contribution to annual over heads comprising studio rental, internet, phone, equipment hire, professional fees and subs of £9,840 proportionate to 30 days project time = £1,450	£1,450.00	
Other event costs: cleaning materials, refuse and recycling collection, on-site shipping container hire (used as first aid room/hq)	£500.00	
Recycling - materials unable to be used with Brighton Wood recycling	£250.00	£100.00
Contingency	£2,000.00	£503.00
TOTAL	**£42,500.00**	**£7,500.00**

Table 1

Finance

7. 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.

8. Councillors should be aware that even where they consider an application to be successful, they are not obliged to award the full funding sought.

9. **Recommendation:**
That the council resolves whether or not they wish to make an award to this Event Application and instructs the RFO accordingly.

Newhaven Town Council

Event Grant Application Form.

Please supply as much information as possible, using additional sheets of paper for additional information.

If you need any help or advice on completing this form, please call us on 01273 516100.

Name of Event -	Free Form by Leap Then Look
Name of Organisation Applying -	Towner
Amount of Funding Sought -	£7,500
Dates and Description of the Event -	Free Form is an interactive outdoor installation, devised, made, & experienced by Newhaven's most deprived communities with artists Leap Then Look. Over 9 weeks at Newhaven Sidings 10,000+ people will touch, pick up, combine & rearrange beautiful objects experiencing joyful play. Free, open to all, co-designed in community workshops with Leap Then Look & an emerging associate artist, informed by & marketed to 57 community groups – Free Form is a fully accessible Playground of the Imagination for all ages. Launch **Friday 1 Aug** Open to the public: **All Saturdays & Sundays in August & September. 2, 3, 9, 10, 16, 17, 23, 24, 30, 31 August and Bank Holiday Monday 25 August & 6, 7, 13, 14, 20, 21, 27, 28** September All Fridays in August and September will be added should funding by granted by NTC: **8, 15, 22, 29 August & 5, 12, 19, 26 September plus Thursday 25.** Private – supervised sessions: **7 weekday sessions will take place during the show plus at least 3 more sessions will be added on weekdays should funding by granted by NTC.**
What do you hope to achieve from this event, what are the outcomes that demonstrate 'success'? **(5 Points Available)**	Please see attachment

What sections of, or communities in Newhaven will benefit from this Event and how? **(5 Points Available)**	Please see attachment
How will delivery of this event contribute towards sustainability and the environment? (5 Points Available)	Please see attachment

FINANCIAL INFORMATION

What is the Total Cost of the Event?		
Provide a detailed breakdown of costs for the Event. (5 Points Available)	**Funding Body**	**ff**
	Please see attachment	
What Fund Raising activities over the preceding 12 months have taken place? (5 Points Available)	Please see attachment	

Bank Account details of Organisation -	Organisation Name: Towner [redacted]

Declaration.

I confirm that I have read the Town Councils 'Event Grant Application Policy', agree to its requirements and certify that the details provided in this application form are correct. I hereby make [redacted]his application for an Event Grant.

Signed - [redacted]

Print Na[redacted]

Date – 20/05/2025

Address – Towner, College Road, Devonshire Park, Eastbourne BN21 4JJ

[redacted]

[redacted]

Position in Organisation – Newhaven Creative Producer

What do you hope to achieve from this event, what are the outcomes that demonstrate 'success'?

Free Form (FF)is an opportunity for the people of Newhaven to come together to meet and play. At the heart of the project is a commitment to collaboration & playfulness. Leap Then Look (LTL), artists Bill Leslie and Lucy Cran's, innovative methodology enables participants to imagine, experiment & create without fear of failure. This creative process will inspire confidence & spark curiosity while fostering meaningful community relationships.

Co-designed with thirty 8-16yr old, home-schooled SEND & LGBTQIA+ children and YPs (4 workshops in June, funded by the NEZ), FF will result in a fully accessible, interactive, large-scale outdoor artwork that reflects & celebrates local voices.

With the help of grant funding from Newhaven Town Council the outcomes we aim to achieve will be:

1. Attracting 10k+people of all ages to engage in creative play over 32 days. A Newhaven Town Council Event Grant would enable the show to open 9 days more than the 23 currently planned.

Participants will interact with large, tactile sculptural objects & colourful, moveable artworks, exploring & reimagining the artwork through each new interaction. A Newhaven Town Council Event Grant would enable more materials to be bought and the number and size of the installations to increase by around 25%.

2. Provide a paid associateship to one emerging 18-30yr old, underrepresented artist. This strand of the project is being funded by Talent Accelerator.

3. Break down barriers through targeted engagement with 57 disadvantaged community groups & 10 private supervised sessions for vulnerable groups. A Newhaven Town Council Event Grant would enable three more of these supervised sessions than the seven currently planned, reaching SEND, LGBTQIA+, Family Kitchen, Home Start, CAMHS, Disabled & Refugee communities.

4. Create a legacy of artworks placed in 6 new spaces nationally reaching 30k+people.

5. Enhance partnerships between us and Sussex Community Development Association (SCDA), NEZ, LTL, NTC & key community orgs.

6. Deliver a powerful perception change in how the community views creativity & intergenerational play.

7. Raise Newhaven's profile: As with LTL's last project produced with Towner, we expect this sculpture to tour the country to other major galleries, when the project ends in Newhaven getting Newhaven's name in front of people nationwide.

We will achieve our success outcomes through a 3-step process:

1. Fabrication & installation: LTL develop the ideas co-designed with the community to produce scale models that the fabricator will turn into the final pieces.

2. Partnership Marketing: Leveraging the combined reach of 60+ partners to make tens of thousands of people aware of FF.

3. Event Delivery: The final artwork is envisioned as a central structure surrounded by diverse loose parts which visitors can use to reimagine & reconstruct. The installation will be open to the public on weekends, Fridays (with the help of an NTC grant) & for weekday supported sessions with vulnerable groups, ensuring accessibility & inclusion. The site will be supervised by stewards & can accommodate up to 250 people at any time.

What sections of, or communities in Newhaven will benefit from this Event and how?

There will be private facilitated sessions to directly engage at least 10 Newhaven and surrounding areas groups, including: Young Carers (Care for the Carers), people living with a disability (Moveability & Sustrans), LGBTQIA+ 11-16yr olds (The Last Project), neurodiverse (The Neurodiverse Café), young people living with mental health challenges (CAMHS), home schooled SEND 8-11yr olds (SCDA) & refugees (SCDA).

FF marketing will target Newhaven's diverse communities, focusing on those least likely to engage with the arts, ensuring we reach those folk who don't normally attend this type of arts activity.

Newhaven is undergoing a creative resurgence, supported by NTC, LDC, SCDA, TE, NEZ & Creative Newhaven, the local artist network group. Our community is challenged by economic deprivation & social isolation which FF will address by creating an accessible & inclusive space for creativity. Consultation shows marginalised groups remain underrepresented in creative engagement. FF builds on our previous engagement with disadvantaged groups using co-design & targeted interactions to respond to the visible & invisible barriers they face to accessing art & being creative, ensuring the installation resonates with their lived experiences & aspirations. By prioritising marginalised groups & those less likely to engage with traditional arts FF will foster connection, self-confidence & creative skills.

Community Outreach

We will leverage our partner's services & relationships with 57 marginalised groups in and around Newhaven to engage hard-to-reach individuals through tailored outreach, face-to-face connections & partnership working. FF is rooted in the needs, aspirations & identities of Newhaven's most deprived & underrepresented communities ensuring its relevance & resonance. From the outset, we have involved local groups less likely to attend traditional exhibitions in its design & planning leading to the creation of a richly interactive & inclusive space.

Towner has worked with Hospitable Environment, Newhaven Festival, Haven Young Creatives, Newhaven Arts Projects and many others over several years learning what the community needs & what the gaps in provision are. These voices have told us how much they would value a large-scale community creative project. Project participants in music groups, theatre workshops & visual arts activities often tell us that it is the first time they have accessed anything like it.

FF will address both visible & invisible barriers to creativity & accessing the arts, as identified by our target groups, including cost (indirect travel & food costs), accessibility, and social confidence to interact publicly & 'knowing what's ok to do'.

In response:

* FF is free, open to the public, centrally located & easily accessible by public transport.

* The site has ramp access, fully accessible toilets, reasonably priced soft drink options & is known as a safe, family-friendly environment.

* SCDA's ongoing relationships with marginalised groups, allows for tailored outreach with stewards trained to ensure those least likely to engage with the arts are supported to participate.

* There will be opportunities to observe the installation & not participate.

Participants of all ages & abilities will be supported to get involved & develop their creativity; inviting experimentation, collaboration & imaginative play, igniting creative engagement with one another & the

world around. TE and SCA's trusted role within the community combined with LTLs approach, will create a welcoming & accessible space that empowers participants, celebrates diversity & strengthens the cultural fabric of Newhaven.

Marketing

Our multi-layered marketing strategy to raise awareness of the project locally, regionally & nationally is:

- TE will promote via @creativenewhaven 2.9k+ Insta, 900+ Facebook followers,

- TE primary Insta account (34.5k followers) & TikTok, ensuring broad reach.

- TE's marketing producer will coordinate digital & print campaigns, supported by our freelance design & photography professionals.

- Creative Newhaven, chaired by TE's CEO Joe Hill, will amplify the project through its network of 40+ creatives & events, facilitating cross-promotion.

- Contract a specialist contemporary art PR agency, who will craft press releases & secure coverage in local, regional & national media.

- LTL reach 11.7k Insta followers

- work with NTC to place posters on community boards and put flyers in visible places

How will delivery of this event contribute towards sustainability and the environment?

FF incorporates key environmental actions to ensure it aligns with sustainability best practice.

-Reduced waste in partnership with Newhaven-based Boutique Modern, supplying materials with minimal environmental impact. Timber waste will be reduced to near-zero through precision fabrication and by reclaiming offcuts for future workshops.

-The installations will be designed for reuse, with modular components that can be repurposed for future projects, ensuring longevity. LL's exhibition at Towner in 2023/24 has gone on to Baltic in Newcastle/Gateshead and Tramways Glasgow.

-The site is adjacent to bus & train stations. We will encourage visitors to use sustainable transport options, including public transit, walking, & cycling, & provide clear information about options in marketing materials.

Testing New Approaches

We are embedding innovative fabrication methods with The Yes Office (the Fabricators), focusing on sustainable production processes, and efficient material use, including using locally sourced or reclaimed materials.

Evaluation and Sharing

Our environmental approach will be evaluated using feedback from partners & attendees, as well as by tracking material usage and waste reduction during the project. We will document our methods & outcomes to share insights with partners. This information will also be included in a post-project report, which we will share with other cultural organizations to promote sustainable practices across the sector.

The project will demonstrate how environmental responsibility can be seamlessly integrated into large-scale, community-focused cultural initiatives.

Provide a detailed breakdown of costs for the Event.

See separate Excel spread

What Fund Raising activities over the preceding 12 months have taken place?

Talent Accelerator, a partnership between De La Warr Pavilion and the Brighton Dome, have confirmed £1,500 worth of 'support in kind' funding to pay for a local artist to be mentored by Leap Then Look as an Associate Artist.

We submitted an Arts Council application in January; we received a decision letter in April which turned down the application for funding. Each section of the application was marked strong, which is the best score an application can receive. On advice we resubmitted an application in May for a smaller amount towards evaluation and legacy.

We have applied to five trust and Foundations, receiving three 'decline to fund' decisions and we are awaiting two more decisions from the Hays Foundation and the Lennox Hannay Trust. If we are successful with either of the other Trusts we will spend more money on fabrication, making the installation more interactive and paying the artists more.

The Newhaven Enterprise Zone has guaranteed £35,000 from the annual creative programming budget it provides Towner to support creativity in Newhaven, and we will add a further £4,500 in support in kind through staff time.

We are approaching Newhaven Town Council to support this project through the formal event grant application process but should NTC fund this project we would also consider the council as a partner on the same level as all our other partners and would ensure that in all promotion, publicity, and marketing that the council are credited as such.

We hope that, along with hosting Sussex Day at the Sidings, that this year will mark a new phase of collaboration and partnership between Towner and NTC to develop the arts offer at the Sidings and in other places around the town. We would welcome the opportunity to attend a council meeting to talk about the project if we were invited.

FREE FORMS - SCDA: BUDGET

Description		Amount
Newhaven Enterprise Zone	Confirmed	£35,000.00
Newhaven Town Council	Unconfirmed	£7,500.00
	TOTAL	**£42,500.00**

Description		Amount
Boutique Modern discounted materials, transport & labour	Confirmed	£3,000.00
Talent Accelerator - Associate Artist programme	Confirmed	£1,500.00
Towner Eastbourne project manager: event production & artist liaison 5 x £200 p/d	Confirmed	£1,000.00
Towner Eastbourne : evaluation and action research consultant	Confirmed	£500.00
Towner Eastbourne marketing producer: to produce social content, coordinate print, liaise with PR, 20 x £150 p/d	Confirmed	£3,000.00
	TOTAL	**£9,000.00**

Description	Amount	NTC grant contribution
Look Then Leap: artist fees, workshop facilitation, research, fabrication development, installation, evaluation, design: 2 artists @ £300 p/d for 30 days	£12,500.00	£2,500.00
Fabricator Yannik Eilers (Yes Office) 25 days @ £250 p/d	£5,500.00	£1,500.00
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Recycling - materials unable to be used with Brighton Wood recycling	£250.00	£100.00
Contingency	£2,000.00	£503.00
TOTAL	**£42,500.00**	**£7,500.00**

TOTAL INCOME	**£42,500.00**
TOTAL INCOME + IN KIND	**£51,500.00**
TOTAL EXPENDITURE	**£42,500.00**
TOTAL PROJECT COST (EXPENDITURE + IN KIND)	**£51,500.00**

REGISTERED COMPANY NUMBER: 08803625 (England and Wales)
REGISTERED CHARITY NUMBER: 1156762

REPORT OF THE TRUSTEES AND

AUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024

FOR

TOWNER

TOWNER

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FOR THE YEAR ENDED 31 MARCH 2024

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TOWNER

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2024

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2024. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

Objectives

Founded as an art gallery for the people, Towner presents world class exhibitions of national and international significance and works from our acclaimed collection. We work in collaboration with individuals, communities and organisations, especially those with least access to the arts, to ensure that we are relevant to all our audiences. An innovative cultural social asset for Eastbourne and the South East., Towner brings the most exciting developments in modern and contemporary art to local, national and international audiences, develops and supports artistic practice, and provides a place for experimenting, creating and talking about art and culture.

Towner has been established for public benefit to fulfil the following charitable objectives:

To advance the education, enjoyment and appreciation of the public at large of the arts by the establishment and/or maintenance of an art gallery
To advance the education, enjoyment and appreciation of the public at large of the arts by the maintenance of Towner in Eastbourne
To advance the education, enjoyment and appreciation of the public at large of the arts through Towner's art collection
To pursue such other charitable purposes analagous to any of the objects as the Trustees in their absolute discretion shall determine.

Trustees Report on Activities

Overview of 2023/24

2023/24 was Towner's most successful year garnering national profile and record audiences of 213,000 for its high-profile exhibitions which included a major retrospective on the sculptor Barbara Hepworth and the Turner Prize, the world's most prestigious art award. It was the largest scale project the gallery and team has undertaken which was generously supported by sponsors, grant funders and private donations. There was also generous in-kind support of goods and services from partners and suppliers.
Turner Prize was supported by Eastbourne ALIVE, an ambitious engagement programme across Eastbourne. It brought together local creative partner organisations, artists and communities which ran from March 2023 through till March 2024. It was aimed particularly at young people to raise aspirations of their hometown and change perceptions of the town among visitors and boost the visitor economy.

The Year in Numbers

We welcomed **212,722** visitors to Eastbourne as a result of the Turner Prize and Eastbourne ALIVE.
We opened **4 new exhibitions**
In our cinema we held **492 screenings of 145 titles** with **18,515 people** enjoying a film at Towner Cinema throughout the year
18,360 visited our summer exhibition Barbara Hepworth: Art & Life
More than **7,500 people attended our public programme** of talks, workshops and masterclasses to accompany our exhibitions
Almost **6,000** people, mostly children and young people, participated in the Learning & Engagement Programme's free creative sessions, workshops and events. This includes **2,000** pupils participating in artist-led workshops in schools and **1,400** Year 9 pupil visits to Turner Prize. A further **5,000** participated in Eastbourne ALIVE's workshops and events around the Turner Prize.
There were **446K page views** on our website
We welcomed over **6,000 new followers** across our social media platforms
We generated **press coverage that received over 14 million views**
This included 453 articles on the Turner Prize 2023 with an estimated **13.6 million views.**

Team numbers
53 (including full & part time & zero hours contracted)
50 volunteers

Enterprises

Light Restaurant managed by Borough Restaurants opened in May 2023 following a refurbishment of the previous Towner café space. The 45 cover Scandinavian-inspired restaurant is open for lunch each day the gallery is open and for dinner Thursday – Sunday. As well as delivering a high-quality catering offer, the move to a third-party provider has protected the organisation from the risk of operational losses relating to catering whilst also delivering a consistent income line.
Overall, our commercial activities performed well throughout the year, supported by high visitor figures and a popular exhibition programme. Retail and Cinema sales came in over budget, with cinema becoming an increasingly important strand in our commercial strategy.
During the year we continued to develop a range of commercial events, including our first Ceramics Fair, a two-day event that celebrated the versatile artform in honour of Barbara Hepworth and her exhibition at Towner.

Environment sustainability
We have researched the options for installing solar panels on our roof, as a major project to support our environmental sustainability commitments as well as reducing our spend on energy. Plans were developed and costed during the year and we hope to proceed with installation in 24/25.

Diversity and Inclusion
Hosting the Turner Prize provided an excellent opportunity to extend our existing access resources to support disabled and neuro-diverse visitors. This included the provision of sensory bags and quiet sessions to support neurodiverse visitors, live BSL for artist events, an audio guide developed by VocalEyes and a visual guide and sensory map commissioned from autistic artist Anna Farley. These resources were commended in a review by disabled artist Jamilia Prowse who commented that Towner's exhibition spaces showed "a real consideration not only of how art can be accessed, but also who the art is for."
In our cinema programme we offered regular captioned screenings, dementia friendly screenings, family films and special screenings for carers. Alongside our regular programme of free events and exhibitions, we also offered free entrance across our ticketed programmes for carers and under 18s and discounts for those in receipt of benefits.
We continued our partnership with iniva (Institute of International Visual Arts) including the commission of artist Maria Amidu and curatorial training programme aimed at broadening representation in our exhibitions and collection acquisitions.

We continued to offer team training on diversity and inclusion topics including a session with the organisation Gendered Intelligence on Trans Inclusion, which culminated with the development of a new Trans Inclusion policy for the organisation.

Youth Voice / Skills & Training

We are delivering a new Youth Voice Strategy to improve structural inclusivity by involving young people in Towner's decision-making processes and improving representation in our organisation from the local community. A new Collection & Acquisitions Committee funded by Art Fund Reimagine is providing opportunities for young adults from diverse backgrounds to take part in selecting artworks for the collection and receive training and professional development opportunities. The Towner team will also gain experience of working with young people and a Coordinator role is supporting an early-career curator.
We are offering work placements for FE students in partnership with East Sussex College & Talent Accelerator providing skills and training for young adults to enter the culture sector or wider creative industries and tourism.

Creative Newhaven

Newhaven's Cultural Action Plan continued to catalyse Newhaven Enterprise Zone's 25-year investment programme with *Following Ravilious – Newhaven Views*, a free public art trail of 8 large-scale artworks in 4 Newhaven locations during August, September and October 2023.
The giant billboard artworks included four paintings by Eric Ravilious alongside a new work by contemporary artists; Emily Allchurch, Jo Lamb, Charlie Prodger and Mark Titchner, their responses inspired by Ravilious and the modern Newhaven landscape.
Following Ravilious was accompanied by a summer programme of events & activities and an illuminated sculptural installation by Hanna Benihoud in Newhaven Library window. Over the whole year, audiences reached 150,000 and Instagram followers increased to 1,600.

Black Robin Farm

Planning permission was granted by South Downs National Park Authority in February 2024 to develop the dairy farm into a new cultural destination. The application was led by Eastbourne Borough Council in partnership with Towner and other key stakeholders. With funding from the previous government's Levelling Up fund, the landscape-led project will include exhibitions, learning activities, cultural events and a visitor offer providing an Eastern gateway to the national park and the unique Downland landscape for communities and visitors. We are continuing to fundraise for the capital development of a new gallery building and of the Flint Barns into a Landscape Heritage Visitor Centre. It is expected that work will begin on the centre in spring 2025.

Programme Report
Towner 100 Exhibitions

***Unseen*: 11 February to 14 May 2023**
and *The Living Collection*: 17 December 2022 to 28 August 2023

In Towner's one-hundredth year, we held two exhibitions focussed on Towner's Collection – one looking forward and one looking back at Towner's 100 hundred years of collecting. *Unseen* displayed a selection of new acquisitions that have joined the collection recently and had not yet been unseen. Through these works, audiences were asked to engage with questions such as which artists and artworks get acquired for a gallery collection and which get displayed? How are these decisions made and who is making them? What does a town's collection say about its communities?
Alongside TOWNER 100: The Living Collection told some of the stories about gifts, bequests and purchases that have contributed to making the collection what it is today and looking at how it might develop into the future. The exhibition considered Towner's broad and varied history of collecting and exhibiting over the past one hundred years through a selection of paintings, prints and artefacts.

***Barbara Hepworth Art & Life*: 27 May to 3 September 2023**
This exhibition displayed some of Hepworth's most celebrated sculptures including the modern abstract carving that launched her career in the 1920s and 1930s, her iconic strung sculptures of the 1940s and 1950s, and large-scale bronze and carved sculptures from later in her career. Key loans from national public collections were shown alongside works from private collections that had not been on public display since the 1970s, and rarely seen drawings, paintings and fabric designs. The exhibition was themed around Hepworth's broader cultural interests in music, dance, theatre, politics and literature, exploring these and encouraging new interpretations and presentations of her work.

***Turner Prize*: 28 September 2023 – 14 April 2024**
Towner Eastbourne played host to the Turner Prize 2023, the world's leading prize for contemporary art. One of the best-known prizes for the visual arts in the world, the Turner Prize aims to promote public debate around new developments in contemporary British art. Established in 1984, the Prize is awarded to a British artist for an outstanding exhibition or other presentation of their work in the previous twelve months.
The four nominated artists were Jesse Darling, Ghislaine Leung, Rory Pilgrim. Artist Jesse Darling was announced as the winner of the Turner Prize on 5 December 2023 at an exclusive televised ceremony and dinner for 400 guests in Eastbourne's Winter Gardens. The artist was awarded £25,000 with £10,000 awarded to the other shortlisted artists.
With sponsorship from King & McGaw, support from Eastbourne Borough Council, East Sussex County Council, the University of Sussex, the Chalk Cliff Trust and private donors as well as a host of in-kind supporters including Identity, the Turner Prize brought transformative cultural and social experiences to Eastbourne for visitors and residents.
Visitor feedback

- *All relatable this year: Motherhood vs art making; Celebration vs oppression; Despair and recovery and hope; the de-legitimizing of citizens. Powerful! Well done to Towner!*

- *Barbara Walker's work brought me to tears. Sharing the stories with my kids was very powerful.*

- *Rory Pilgrim made me feel like I belonged in an Art gallery. Thank you for drawing me in with your thoughtful creativity.*

- *This is a beautiful building. Made for sharing beautiful things. We saw a water soundscape, we listened to animated music, we read life stories and we puzzled at hammers on walls. Thank you, Towner* ♥♥.

Eastbourne ALIVE

Eastbourne ALIVE, the celebratory community partnership programme around Turner Prize funded by Arts Council England's first Place Partnership was aimed at young people to foster pride in their hometown through creative engagement.

We delivered 20 public artworks/interventions, opportunities for 50 artists, 100 workshops, performances & events, 121 participant placements for 50 young people with 23 organisations, over 1400 Year 9 student visits to Turner Prize. 30 businesses participated in dressing the town in Eastbourne ALIVE brand and colours.
At the heart of the project was an ambitious schools project to bring Year 9 pupils to visit the exhibition and attend artist-led workshops in school. The aim was to grow confidence in engaging with contemporary art and develop creative skills ahead of making their GCSE choices. We ran 88 sessions for 2054 students (across all years) in 15 schools including 1 college, 1 special school and 1 Pupil Referral Unit. 57 children visited who are educated outside of a mainstream classroom. 10 artists delivered 90 workshops in classrooms.
Students and teachers were provided with a printed guide to contemporary art titled, ***Give it Some Oomph!*** designed by a group of Year 9 students at Turing School who worked with artist Richard Phoenix and Towner to design an accessible guide and activity book for their peers.
Towner provided work experience for **35 students** (26 from University of Sussex, 9 additional recruited through Talent Accelerator) who received training to support the pupils and digital badges.

Susanne (University of Sussex): *It [has been] a really good opportunity to start to talk about art in a public setting and with young people - to be able to hear yourself articulate ideas out loud... This is something I've not done before, so that was an invaluable experience.*

Key Turner Prize Statistics

130,000 people visited Turner Prize 2023 (September 2023 – April 2024) which was free to enter. This figure represents **a 40% increase on the same period last year** (figures for this period in 2022-23 total 80,400).
Participants in gallery based public programme: **6,466.**
5,000 people took part in Eastbourne ALIVE workshops.
At least **12,500,000 views of public artwork** in the town either online or in person.
£16.1 million in additional economic impact arose from Turner Prize and Eastbourne ALIVE activities.
80% of residents felt positive about the town.
85% visitors felt positive about the town.

Public Programme

We delivered a new public programme of imaginative, multi-disciplinary events and engagement activities. During 23/24 we delivered 50 events and activities that reached 7,567 people and involved 84 artists and facilitators. Most activities were free, but 10 events were ticketed or pay-what-you-can generating a new income stream.
Events included Towner's 100th birthday celebration in May 2023 attracting 2000 people, breaking the record for visitors in one day. Free events throughout the day included a family workshop, 4 brass band performances of a work inspired by Barbara Hepworth, subject of the major retrospective exhibition. There were also films, art store tours, the performance of a new acquisition of work by 2019 Turner Prize winner Helen Cammock and accompanying panel discussion, a cake cutting ceremony and DJs.
The Turner Prize events explored new perspectives to bring greater understanding of the four shortlisted artists' work. 20 events included coversations with the shortlisted artists, music, poetry and vocal performances, fiction readings, meditation, and tours for BSL and audio description users. 920 people physically attended Turner Prize events and several thousand digitally attended event live streams and watched recordings.

Learning & Engagement

The Making Together programme continued offering artist and participants opportunities to work together in the gallery and community settings. Our projects focus on the process of making and creative practice to support creative development, build skills and confidence and contribute to wellbeing. Our priority groups are Early Years, Schools and adults, especially young adults, to support positive mental health.

Early Years

Free weekly Wriggle Room sessions alternating between the gallery and Willingdon Trees Community Centre in Hampden Park (IMD lowest 10% for education and training) providing free artist-led creative sessions for under-5s and their caregivers. During 2023-24 there were **898 attendees** (549 at Towner/Beacon Centre & 349 at The Trees).

Holiday programme

Artist-led holiday activities and takeover days for families run during half terms and the Easter holidays (1296 participants in 2023/24).

Supporting mental health

Banana Sharks for 12-18 year olds meets at Willingdon Trees Community Centre in Hampden Park on Friday evenings. Working with two artists, participants use photography, modelling, music and food to learn how beneficial creative activities can be for positive mental health & resilience.

Arts in Mind is a regular group for adults with mental health conditions to create new work together helping to reduce isolation and anxiety while helping them to learn to self-manage their conditions and aid recovery.

Community public artworks

Since summer 2023 we have worked with communities in two of Eastbourne's most disadvantaged areas, Seaside and Shinewater/Langney, both in the IMD lowest 20% for education and training.

RIVIERIA is taking place over 8 sites in the local area of Seaside. The artist Navine G Dossos worked with over 50 Seaside residents creating stencils of local motifs reflective of the neighbourhood's character and history. From these stencils a bespoke designed textile has been produced for clothes making, furnishings and shop awnings. The project and design will be exhibited at local arts organisation Devonshire Collective's VOLT gallery in summer 2024.

THE FINDINGS project took place outdoors and in 8 workshops in an empty shop unit in Langney shopping centre. Local community groups such as Langney Men's Shed and Shinewater Primary School participated in creative workshops and two 'archaeological' digs around Shinewater Park revealing found items and fragments which have been cast into 3D objects to be installed at 5 sites around the area. The bronze age history of the local marshes and how this might be relevant to the community that lives here today was the project's inspiration.

Both commissions, which were funded by the previous Government's Levelling Up fund as part of Towner's centenary, complete in summer 2024.

Financial position and reserves

Total reserves at the end of the year were £5,307,493 (2023: £4,964,117). The Trustees have set a reserves policy which is a product of strategic planning, budgeting and risk management. The policy requires that the charity's core activity, funded through the unrestricted reserve, could continue for six months during a period of unforeseen difficulty, which is in line with Charity Commission recommendations. The unrestricted free reserves (excluding fixed assets) which totalled £868,409 as at 31 March 2024 (2023: £781,481) meet this requirement. Maintaining a six-month operating reserve will support the organisation in trading through potential adversity, taking in to account future commitments and the possibility of lack of financial investment from key public funders. The level of reserves will be monitored and reviewed by the Trustees on a regular basis. Unrestricted reserves include £205,000 designated to Emerging Artists' expenditure and new staff positions.

Principal risks and uncertainties

Going Concern

The principle financial risks facing the charity and its trading subsidiary are considered as part of the overall approach to risk management, but include variation to visitor forecasts, changes to income from Eastbourne Borough Council and Arts Council England, unplanned expenditure and a challenging economic environment. Prior to signing off this report Eastbourne Borough Council have announced their intention to reduce their funding within this financial year, as disclosed in Note 23. Taking this into account, the Trustees have reviewed the cash position of the charity and are satisfied that the charity will remain able to meet all its financial commitments. The Trustees believe that the charity is able to manage its financial risks successfully and are confident that there are sufficient reserves for the operation to continue. This position will force the charity to review all its free-to-access exhibitions and could result in an increase in ticketed activity. This will be in conjunction with an accelerated programme of income diversification.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is a company, limited by guarantee, as defined by the Companies Act 2006. It is governed by its Memorandum and Articles of Association.

Recruitment and appointment of new trustees

The management of Towner is the responsibility of the Trustees who are elected and co-opted under the terms of the Articles of Association. The maximum number of Trustees was initially eleven but can be increased at the discretion of the Board. Of the total number of Trustees two are to be appointed by Eastbourne Borough Council. Trustees are required to retire by rotation whereby one third of the Trustees shall be required to retire each year but shall be eligible for reappointment. Trustees may be re-appointed by the Board at the end of each term of office.

Organisational structure

There are currently eight Trustees who have delegated powers to the Executive Director and Senior Management Team to make expenditure decisions within the framework of the approved annual budget.
A Finance and Resources Sub-Committee has been established. This committee monitors income and expenditure and performance against the approved budget and reports back to the Board. They also approve and monitor Health and Safety policies and the Risk Register.

The day-to-day activities are controlled by Joe Hill, Executive Director, and the Senior Management Team who lead departments and report to the Executive Director.

Induction and training of new trustees

Trustees are recruited according to the Trustees' and Executive Director's ongoing assessment of the skills and experiences needed for the Board of an art gallery and museum. These include expertise in national and international arts and culture, fundraising, finance, HR and legal. Prospective new Trustees are recommended to the Chair and Executive Director, who assess the candidates and decide whether to proceed with the appointment.

The newly appointed Trustees received an induction from Towner's solicitor, advising them on their legal responsibilities. They were given thorough briefings by the Executive Director, Senior Management team and the Chairman.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

08803625 (England and Wales)

Registered Charity number

1156762

Registered office

Towner Devonshire Park
College Road
Eastbourne
East Sussex
BN21 4JJ

Trustees

J Babarinde	Member of Parliament, Community Campaigner and Social Entrepreneur
Mrs ME Bannister	Councillor (appointed 11 September 2023)
Ms D V Casson	Designer (resigned 3 June 2024)
Dr F M Dennis	Senior Lecturer
D Dimbleby	Broadcaster
J Jones	Artist and Lecturer
G F H King	Publisher
C F McKenzie	Freelance Arts Consultant (resigned 11 December 2023)
C R Swansborough	Accountant (resigned 11 September 2023)
J Williams	Arts Manager and Councillor
C Wood	Curator, Writer and Art Historian

Director
Joe Hill

External Finance Committee Member
Judith Barber

Auditors
Xeinadin Audit Limited
Chartered Accountants
Registered Auditor
36 Old Jewry
London
EC2R 8DD

COMMENCEMENT OF ACTIVITIES
Charitable Trust status was obtained on 1 July 2014, from which point the Trust commenced its charitable activities.

STATEMENT OF TRUSTEES' RESPONSIBILITIES
The trustees (who are also the directors of Towner for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

AUDITORS

The auditors, Xeinadin Audit Limited were reappointed at the Meeting of Trustees on 16 September 2024

Report of the trustees, incorporating a strategic report, approved by order of the board of trustees, as the company directors, on 16 September 2024 and signed on the board's behalf by:

.....
D Dimbleby - Trustee

REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF TOWNER

Opinion

We have audited the financial statements of Towner (the 'charitable company') and its subsidiary for the year ended 31 March 2024 which comprise the Consolidated Statement of Financial Activities, the Consolidated Balance Sheet, the charity Balance Sheet, the Consolidated Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's and its subsidiary's affairs as at 31 March 2024 and of their incoming resources and application of resources, including their income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the Annual Report, other than the financial statements and our Report of the Independent Auditors thereon.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Report of the Trustees for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Report of the Trustees has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception
In the light of the knowledge and understanding of the charitable company and its subsidiaries and their environment obtained in the course of the audit, we have not identified material misstatements in the Report of the Trustees.

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:
- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of trustees
As explained more fully in the Statement of Trustees' Responsibilities, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Our responsibilities for the audit of the financial statements
We have been appointed as auditor under section 151 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue a Report of the Independent Auditors that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

•We identified areas of laws and regulations that could reasonably be expected to have a material effect on the financial statements from our sector experience and through discussion with the management team
•We had regard to laws and regulations in areas that directly affect the financial statements including financial reporting and taxation legislation. We considered that extent of compliance with those laws and regulations as part of our procedures on the related financial statement items.

•With the exception of any known or possible non-compliance, and as required by auditing standards, our work in respect of these was limited to enquiry of the management team.

•We communicated identified laws and regulations throughout our team and remained alert to any indications of non-compliance throughout the audit.

•We addressed the risk of fraud through management override of controls, by testing the appropriateness of journal entries and other adjustments; assessing whether the judgements made in making accounting estimates are indicative of a potential bias; and evaluating the business rationale of any significant transactions that are unusual or outside the normal course of business.

Our audit procedures were designed to respond to risks of material misstatement in the financial statements, recognizing that the risk of not detecting a material misstatement due to fraud is higher than the risk of not detecting one resulting from error, as fraud may involve deliberate concealment by, for example, forgery, misrepresentations or through collusion. There are inherent limitations in the audit procedures performed and the further removed non-compliance with laws and regulations is from the events and transactions reflected in the financial statements, the less likely we are to become aware of it.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our Report of the Independent Auditors.

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Andrew Hill FCA (Senior Statutory Auditor)
for and on behalf of Xeinadin Audit Limited
Chartered Accountants
Registered Auditor
36 Old Jewry
London
EC2R 8DD

Date: 16/09/2024

TOWNER

CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2024

	Notes	Unrestricted funds £	Restricted funds £	2024 Total funds £	2023 Total funds £
INCOME AND ENDOWMENTS FROM:					
Donations and legacies	2	224,751	377,215	601,966	1,500,009
Charitable activities					
Secured funding EBC		413,880	-	413,880	413,880
Secured funding Arts Council England		537,962	-	537,962	365,962
Newhaven Creative		-	151,703	151,703	174,404
Learning activities and funding	3	-	66,081	66,081	146,349
Turner Prize Funding	3	153,668	35,907	189,575	40,000
Eastbourne Alive funding	3	-	511,915	511,915	50,000
Exhibition & collection activities and exhibition funding	3	177,219	103,595	280,814	99,573
Public art trail funding		-	65,587	65,587	-
Memberships, Patrons and Director's circle		108,205	-	108,205	96,003
Art Fund Museum of the Year Prize		-	-	-	-
Museums & Galleries Exhibitions Tax Relief		189,387	-	189,387	76,068
Trading activities: retail, café, cinema, venue hire & events	4	538,367	2,600	540,967	515,399
Other income	5	7,889	-	7,889	71,104
Total		**2,351,328**	**1,314,603**	**3,665,931**	**3,548,751**
EXPENDITURE ON:	6				
Charitable activities					
Fundraising and supporters' costs		170,645	11,983	182,628	173,524
Newhaven Creative		-	204,434	204,434	134,456
Learning activities		244,739	110,843	355,581	335,195
Turner Prize		517,234	76,498	593,732	94,058
Eastbourne Alive		17,569	506,020	523,589	42,514
Exhibition & collection activities		644,475	49,854	694,329	883,956
Public art trail		218	65,587	65,805	-
Travel and subsistence		17,402	-	17,402	7,446
Trading Activities					
Shop, café, cinema, venue hire & commercial events		683,344	1,100	684,444	706,648
Other trading activities		609	-	609	1,325
Total		**2,296,235**	**1,026,319**	**3,322,554**	**2,379,122**
NET INCOME		**55,093**	**288,284**	**343,376**	**1,169,629**
Transfers between funds	18	723,529	(723,529)	-	-
Net movement in funds		**778,622**	**(435,245)**	**343,376**	**1,169,629**
Total funds brought forward		4,279,893	684,223	4,964,117	3,794,488
TOTAL FUNDS CARRIED FORWARD		**5,058,515**	**248,978**	**5,307,493**	**4,964,117**

TOWNER

CONSOLIDATED BALANCE SHEET
31 MARCH 2024

	Notes	Unrestricted funds £	Restricted fund £	2024 Total funds £	2023 Total funds £
FIXED ASSETS					
Intangible assets	12	6,138	-	6,138	9,207
Tangible assets	13	2,118,767	-	2,118,767	2,068,531
Heritage assets	14	2,065,201	-	2,065,201	1,860,062
		4,190,106	-	4,190,106	3,937,800
CURRENT ASSETS					
Debtors	16	334,541	36,368	370,909	500,901
Stock		47,583	-	47,583	39,376
Cash at bank		625,992	203,014	829,006	767,824
		1,008,115	239,382	1,247,497	1,308,101
CREDITORS					
Amounts falling due within one year	17	(139,706)	9,596	(130,110)	(281,785)
NET CURRENT ASSETS		868,409	248,978	1,117,387	1,026,317
TOTAL ASSETS LESS CURRENT LIABILITIES		5,058,515	248,978	5,307,493	4,964,117
NET ASSETS		5,058,515	248,978	5,307,493	4,964,117
FUNDS	18				
Unrestricted funds				5,058,515	4,279,893
Restricted funds				248,978	684,223
TOTAL FUNDS				5,307,493	4,964,117

The financial statements were approved by the Board of Trustees and authorised for issue on 16 September 2024 and were signed on its behalf by:

.....
D Dimbleby - Trustee

TOWNER

BALANCE SHEET
31 MARCH 2024

	Notes	Unrestricted funds £	Restricted fund £	2024 Total funds £	2023 Total funds £
FIXED ASSETS					
Intangible assets	12	6,138	-	6,138	9,207
Tangible assets	13	2,118,767	-	2,118,767	2,068,531
Heritage assets	14	2,065,201	-	2,065,201	1,860,062
Investments	15	1	-	1	1
		4,190,107	-	4,190,107	3,937,801
CURRENT ASSETS					
Debtors	16	455,371	36,368	491,739	726,105
Cash at bank		501,137	203,014	704,150	610,031
		956,507	239,382	1,195,889	1,336,136
CREDITORS					
Amounts falling due within one year	17	(101,328)	9,596	(91,732)	(245,255)
NET CURRENT ASSETS		855,179	248,978	1,104,157	1,090,881
TOTAL ASSETS LESS CURRENT LIABILITIES		5,045,286	248,978	5,294,264	5,028,682
NET ASSETS		5,045,286	248,978	5,294,264	5,028,682
FUNDS	18				
Unrestricted funds				5,045,286	4,344,458
Restricted funds				248,978	684,223
TOTAL FUNDS				5,294,264	5,028,682

The financial statements were approved by the Board of Trustees and authorised for issue on 16 September 2024 and were signed on its behalf by:

.....
D Dimbleby - Trustee

TOWNER

CONSOLIDATED CASH FLOW STATEMENT
FOR THE YEAR ENDED 31 MARCH 2024

	Notes	2024 £	2023 £
Cash flows from operating activities			
Cash generated from operations	1	343,334	988,110
Net cash provided by operating activities		343,334	988,110
Cash flows from investing activities			
Purchase of intangible fixed assets		-	-
Purchase of tangible fixed assets		(211,244)	(997,041)
Irrecoverable VAT adjustment re improvements to property		10,109	-
Purchase of heritage assets		(81,017)	(43,000)
Net cash used in investing activities		(282,152)	(1,040,041)
Change in cash and cash equivalents in the reporting period		61,182	(51,931)
Cash and cash equivalents at the beginning of the reporting period	2	767,824	819,755
Cash and cash equivalents at the end of the reporting period	2	829,006	767,824

NOTES TO THE CASH FLOW STATEMENT FOR THE YEAR ENDED 31 MARCH 2024

1. RECONCILIATION OF NET INCOME TO NET CASH FLOW FROM OPERATING ACTIVITIES

	2024	2023
	£	£
Net income for the reporting period (as per the Statement of Financial Activities)	343,376	1,169,629
Adjustments for:		
Depreciation charges	153,968	111,441
Donated works included in income	(124,122)	(230,750)
(Increase)//decrease in debtors	129,993	(253,493)
(Increase)/decrease in stock	(8,207)	(6,200)
Increase/(decrease) in creditors	(151,674)	197,484
Net cash provided by operations	343,334	988,110

2. ANALYSIS OF CASH AND CASH EQUIVALENTS

	2024	2023
	£	£
Notice deposits (less than 3 months)	829,006	767,824
Total cash and cash equivalents	829,006	767,824

3. ANALYSIS OF CHANGES IN NET FUNDS

	At 1/4/23	Cash flow	At 31/3/24
	£	£	£
Net cash			
Cash at bank and in hand	767,824	61,182	829,006
Total	767,824	61,182	829,006

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024

1. ACCOUNTING POLICIES

Basis of preparing the financial statements
The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Income
All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure
Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Governance costs
Governance costs comprise all costs involving the public accountability of the charity and its compliance with regulation and good practice. These costs include costs relating to statutory audit fees, together with any legal advice relating to governance, and an apportionment of staff overhead.

Tangible fixed assets
Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life. Improvements to property – over remaining lease term. Fixtures and Fittings – 10% straight line, IT and electronic equipment – 20-25% straight line, Other equipment – 10% straight line. Website costs 20% straight line.

Heritage assets: works of art - "the collection"
The Trustees consider the works of art to be heritage assets as defined by the SORP and FRS 30. Works of Art consist of paintings, sculptures and prints acquired by purchase and or accepted to be accessioned into the Collection through donation and bequest.

Additions to the Collection acquired by purchase are recognised in the balance sheet at cost on an annual basis. All works accessioned into the Collection through donation or bequest are reported in the Balance Sheet at commercial value using recent transaction information form external sources as the basis of assessment.

In accordance with FRS 30 "Market Value" has been defined by the Trustees for this purpose as being the lower of the comparable assessed costs to acquire at auction, compared to that at an appropriate retail gallery. The artworks are deemed to have indeterminate lives and a high residual value, hence the Trustees do not consider it appropriate to charge depreciation.

Going forward, all items purchased for the Collection will continue initially to be recorded in the Balance Sheet at cost and the Trustees will, if considered appropriate, have them re-valued at any point in the future. Collection items acquired by donation or bequest will be recorded at current market value.

Taxation
The charity is exempt from corporation tax on its charitable activities.

1. ACCOUNTING POLICIES - continued

Fund accounting
Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Hire purchase and leasing commitments
Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight-line basis over the period of the lease.

Pension costs and other post-retirement benefits
The charity operates a pension scheme for some staff providing defined benefits based on final pensionable pay. The assets of the scheme are held separately from those of the charity, being part of the East Sussex County Council Scheme. The most recent actuarial valuation carried out was in March 2023. The Admission Agreement entered into between East Sussex County Council and Eastbourne Borough Council and Towner dated 1 July 2014 are on the basis of a fully funded scheme. Eastbourne Borough Council also acts as a guarantor in relation to the scheme. The charity also operates a defined contribution scheme for the remaining staff.

Donated goods and services
The value of these is not currently included in the financial statements but would be if deemed material.

2. DONATIONS AND LEGACIES

	Unrestricted £	Restricted £	Total 2024 £	2023 £
Works donated to collection	124,122	-	124,122	230,750
Donations and grants towards capital projects	-	203,125	203,125	882,850
Donations and grants towards collection acquisitions	-	77,000	77,000	17,000
Donations and grants towards core costs	100,629	97,090	197,719	356,414
Legacies	-	-	-	12,995
	224,751	377,215	601,966	1,500,009

3. INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted	Restricted	2024	2023
Learning activities and funding:	£	£	£	£
Income from learning activities	-	-	-	111
Restricted grants and donations	-	66,081	66,081	146,238
	-	66,081	66,081	146,349
Turner Prize Funding				
Sponsorship	147,500	-	147,500	-
Restricted grants and donations	-	35,907	35,907	40,000
Event income and catalogue sales	6,168	-	6,168	-
	153,668	35,907	189,575	40,000
Eastbourne Alive Funding				
Restricted grants and donations	-	511,915	511,915	50,000
Exhibition and collection activities and exhibition funding				
Exhibition tickets	166,345	-	166,345	44,936
Other ticketed events	9,491	-	9,491	9,814
Image licensing and loans	1,383	-	1,383	3,345
Touring income	-	-	-	4,041
Sponsorship	-	-	-	15,000
Restricted grants and donations	-	103,595	103,595	22,437
	177,219	103,595	280,814	99,573

4. TRADING ACTIVITIES

	Unrestricted	Restricted	2024	2023
	£	£	£	£
Retail sales (shop and online)	332,346	-	332,346	221,484
Café and catering	1,370	-	1,370	142,343
Cinema tickets	149,863	-	149,863	114,970
Cinema funding	-	600	600	980
Rental income and recharged expenses	21,786	-	21,786	-
Venue hire (incl. cinema)	21,163	-	21,163	20,098
Commercial events	11,838	-	11,838	11,523
Other restricted funding of trading activities	-	2,000	2,000	4,000
	538,367	2,600	540,967	515,399

5. OTHER INCOME

	Unrestricted	Restricted	2024	2023
	£	£	£	£
Insurance claims received	-	-	-	500
Sussex Modern income	-	-	-	33,333
Sale of equipment	363	-	363	2,360
Sale of non-accessioned gifts	482	-	482	31,458
Book royalties	531	-	531	405
Miscellaneous	436	-	436	204
Interest received	6,077	-	6,077	2,844
	7,889	-	7,889	71,104

6. ANALYSIS OF COSTS

	Direct staff costs	Other direct costs	Allocated support costs (staff)	Allocated support costs (non staff)	Totals
	£	£	£	£	£
Fundraising and Supporters' Costs	134,408	15,457	-	32,763	182,628
Newhaven Creative	69,531	132,403	2,500	-	204,434
Learning	94,932	88,991	65,222	106,437	355,581
Turner Prize	177,446	276,753	65,222	74,312	593,732
Eastbourne Alive	61,461	462,128	-	-	523,589
Exhibition and collection activities	279,614	115,747	65,222	233,746	694,329
Public Art Trail	12,500	53,305	-	-	65,805
Travel and subsistence	-	17,402	-	-	17,402
Shop, café, cinema and venue hire	152,562	275,736	65,222	190,925	684,444
Other	-	609	-	-	609
	982,453	1,438,532	263,386	638,182	3,322,554

Newhaven Creative other direct costs includes £52,252 grants to grass roots organisations (2023:£14,900 organisations)

7. GOVERNANCE COSTS

Governance costs comprise:	Total £
Staff costs	22,875
Audit costs	7,300
Regulatory costs	26
Recruitment costs	16,169
Room hire	706
Other	468
	47,544

8. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):	2024	2023
	£	£
Auditors' remuneration	7,300	6,650
Depreciation - owned assets	60,986	34,564
Other operating leases	1,320	2,460

9. TRUSTEES' REMUNERATION AND BENEFITS

No trustees' remuneration or other benefits were paid for the year ended 31 March 2024 or for the year ended 31 March 2023. Towner-related travel expense reimbursement was £nil (2023: £16).

10. STAFF COSTS

	2024	2023
	£	£
Wages and salaries	1,108,720	981,481
Social security costs	88,166	77,337
Pension costs	48,954	34,071
	1,245,840	1,093,248

The average monthly number of employees during the year was 52 (2023: 53)

The number of staff whose employee benefits (excluding employer pension costs) exceeded £60,000 was 1 (2023:1) as follows:

	2024	2023
£70,001 - £80,000	-	1
£80,001 - £90,000	1	-

In addition to the trustees, key management personnel are considered to be the Director, Deputy Director, Director of Development, Head of Collections and Exhibitions, Head of Learning and Head of Marketing & Communications. The total amount paid to these key management personnel in the year (including employer's pension contributions) was £323,359 (2023: £307,839).

11. COMPARATIVES (PRIOR YEAR) FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted fund £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	751,980	748,029	1,500,009
Charitable activities			
Secured funding EBC	413,880	-	413,880
Secured funding Arts Council England	365,962	-	365,962
Newhaven Creative	-	174,404	174,404
Learning activities and funding	111	146,238	146,349
Turner Prize funding	-	40,000	40,000
Eastbourne Alive funding	-	50,000	50,000
Exhibition & collection activities and exhibition funding	77,136	22,437	99,573
Memberships, Patrons and Director's Circle	96,003	-	96,003
Museums and Galleries Exhibitions Tax Relief	76,068		76,068
Trading activities			
Shop, café, cinema, venue hire & commercial events	510,419	4,980	515,399
Other income	71,104	-	71,104
Total	2,362,663	1,186,087	3,548,751

	Unrestricted funds £	Restricted funds £	Total Funds £
EXPENDITURE ON			
Charitable activities			
Fundraising and Supporters' Costs	173,524	-	173,524
Newhaven Creative	-	134,456	134,456
Learning activities	226,689	108,506	335,195
Turner Prize	44,648	49,409	94,058
Eastbourne Alive	22,661	19,853	42,514
Exhibition and collection activities	832,703	51,253	883,956
Travel and subsistence	7,446	-	7,446
Trading activities			
Shop, café, cinema, venue hire & commercial events	705,170	1,478	706,648
Other trading activities	1,325	-	1,325
Total Expenditure	2,014,166	364,956	2,379,122
NET INCOME	348,497	821,132	1,169,629
Transfers between funds	958,457	(958,457)	-
Net movement in funds	1,306,954	(137,325)	1,169,629
RECONCILIATION OF FUNDS			
Total funds brought forward	2,972,940	821,548	3,794,488
TOTAL FUNDS CARRIED FORWARD	4,279,893	684,223	4,964,117

12. INTANGIBLE FIXED ASSETS (GROUP AND CHARITY)

	Computer software £
COST	
At 1 April 2023 and at 31 March 2024	15,345
DEPRECIATION	
At 1 April 2023	6,138
Charge for year	3,069
At 31 March 2024	9,207
NET BOOK VALUE	
At 31 March 2024	6,138
At 31 March 2023	9,207

13. TANGIBLE FIXED ASSETS (GROUP AND CHARITY)

	Improvements to property £	Assets under construction £	Fixtures fittings and equipment £	Computer equipment £	Totals £
COST					
At 1 April 2023	1,457,727	439,387	338,634	16,320	2,252,069
Additions	-	194,691	15,148	1,405	211,244
Irrecoverable VAT adjustment	(10,109)	-	-	-	(10,109)
Transfers	529,393	(634,079)	104,686	-	-
At 31 March 2024	1,977,011	-	458,468	17,725	2,453,204
DEPRECIATION					
At 1 April 2023	70,888	-	97,275	15,375	183,537
Charge for year	66,513	43,468	39,924	995	150,899
Transfers	26,470	(43,468)	16,998	-	-
At 31 March 2024	163,870	-	154,197	16,370	334,437
NET BOOK VALUE					
At 31 March 2024	1,813,141	-	304,271	1,355	2,118,767
At 31 March 2023	1,386,840	439,387	241,359	945	2,068,531

Improvements to property comprise the construction of Towner's cinema in 2017, the cost of the ground floor development project completed in early 22/23 and the cost of the café redevelopment completed in early 23/24, the latter transferred from assets in construction this year (the FFE element being transferred from assets in construction to that heading).

14. HERITAGE ASSETS

	Total £
At 1 April 2023	1,860,062
Additions – donated (market value)	124,122
Additions – purchased (cost)	81,017
At 31 March 2024	2,065,201
NET BOOK VALUE	
At 31 March 2024	2,065,201
At 31 March 2023	1,860,062

15. FIXED ASSET INVESTMENTS

The charity controls Towner Enterprises Limited, which is incorporated in England, by virtue of holding 100% of its £1 equity share capital. The company undertakes ancillary trading activities at Towner with the aim of gifting its taxable profits to the charity.

	2024 £	2023 £
Turnover	535,287	513,699
Expenditure	(457,493)	(522,594)
Profit(loss) for the year	77,794	(8,895)
Amount gift aided to the Charity in the year	-	-
The Assets and Liabilities of Towner Enterprises Ltd were:		
Total assets	189,651	199,210
Total liabilities	(176,421)	(263,774)
Net assets	13,230	(64,564)
Represented by:		
Share capital and reserves	13,230	(64,564)

16. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2024 Group £	2024 Charity £	2023 Group £	2023 Charity £
Trade debtors	29,609	18,164	92,081	90,917
Amounts owed from subsidiary	-	138,043	-	227,244
Other debtors	285,043	281,999	198,391	197,841
VAT recoverable	-	-	24,602	24,602
Restricted funding due	32,857	32,857	-	-
Prepayments and accrued income	23,399	20,675	185,828	185,502
Total	370,909	491,739	500,901	726,105

17. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2024 Group £	2024 Charity £	2023 Group £	2023 Charity £
Trade creditors	29,125	18,542	151,267	135,322
Other creditors	979	-	117	-
Tax & social security	28,600	12,730	14,912	-
Accruals and deferred income	71,405	60,460	115,488	109,933
Total	130,110	91,732	281,785	245,255

18. MOVEMENT IN FUNDS

	At 1/4/23	Net income	Transfers between funds	At 31/3/24
	£	£	£	£
Unrestricted funds:				
General fund	4,279,893	55,093	723,529	5,058,515
Restricted funds:				
Building development project (Phase 2 -cafe)	439,387	203,125	(642,512)	-
Collection acquisitions	18,429	77,000	(81,017)	14,412
Learning	71,843	(55,250)	10,000	26,593
Learning Appeals	-	-	-	-
Turner Prize	50,591	(40,591)	(10,000)	-
Eastbourne Alive	30,147	5,895	-	36,041
Exhibitions	14,596	12,332	-	26,929
Public Art Trail	-	-	-	-
Iniva	-	11,544	-	11,544
Newhaven Creative	52,731	(52,731)	-	-
Fundraising and Supporters' Costs	2,500	(2,500)	-	-
Fidelity (core costs)	-	86,607	-	86,607
Art Fund Reimagine	-	40,853	-	40,853
Funding of internships	-	-	-	-
Funding of book production	4,000	2,000	-	6,000
Cinema funding	-	-	-	-
Total restricted	684,224	288,284	(723,529)	248,978
Total Funds	4,964,117	343,376		- 5,307,493

The main transfer between funds represents the second floor café development project being completed in 23/24, moving to general use and so leaving restricted funds. Collection acquisitions are also deemed to leave the restricted acquisition fund once they are purchased (using restricted funds) and enter the general collection.

18 contd	NET INCOME - DETAIL	Incoming resources £	Resources expended £	Net income £
	Unrestricted funds:			
	General fund	2,351,328	(2,296,235)	55,093
	Restricted funds:			
	Building development project (Phase 2 -cafe)	203,125	-	203,125
	Collection acquisitions	77,000	-	77,000
	Learning	38,750	(94,000)	(55,250)
	Learning Appeals	16,331	(16,331)	-
	Turner Prize	35,907	(76,498)	(40,591)
	Eastbourne Alive	511,915	(506,020)	5,895
	Exhibitions	42,345	(30,013)	12,332
	Public Art Trail;	65,587	(65,587)	-
	Iniva	25,750	(14,207)	11,544
	Newhaven Creative	151,703	(204,434)	(52,731)
	Fundraising and Supporters' Costs	-	(2,500)	(2,500)
	Fidelity (core costs)	97,090	(10,483)	86,607
	Art Fund Reimagine	43,200	(2,347)	40,853
	Funding of internships	3,300	(3,300)	-
	Funding of book production	2,000	-	2,000
	Cinema funding	600	(600)	-
	Total restricted	1,314,603	(1,026,319)	288,284
	Total Funds	3,665,931	(3,322,554)	343,376

19. MOVEMENT IN FUNDS – PRIOR YEAR COMPARATIVE

	At 1/4/22	Net income	Transfers between funds	At 31/3/23
	£	£	£	£
Unrestricted funds:				
General fund	2,972,940	348,497	958,457	4,279,893
Restricted funds:				
Building development project (Phase 1 -ground floor)	628,928	426,748	(1,055,676)	-
Building development project (Phase 2 -cafe)	2,000	283,573	153,814	439,387
Building development project (office upgrade)	-	16,715	(16,715)	-
Collection acquisitions	41,309	17,000	(39,880)	18,429
Learning	43,614	28,229	-	71,843
Turner Prize	-	591	50,000	50,591
Eastbourne Alive	-	30,147	-	30,147
Exhibitions	92,915	(28,319)	(50,000)	14,596
Collection Curation – Kickstart	-	-	-	-
Iniva	-	-	-	-
Newhaven Creative	12,783	39,948	-	52,731
Fundraising and Supporters' Costs	-	2,500	-	2,500
Kickstart (core costs)	-	-	-	-
Other	-	4,000	-	4,000
Total restricted	821,548	821,132	(958,457)	684,223
Total Funds	3,794,488	1,169,629		- 4,964,117

The main transfer between funds represents the Ground Floor Development project being completed in 22/23, moving to general use and so leaving restricted funds. The top floor café project was funded in arrears against invoices paid and so shows temporary funding from unrestricted funds as at the year end. The top floor cafe project was completed in 23/24. £50,000 funding received in advance for the Turner Prize in 21/22 has been reallocated from Exhibitions as the Turner Prize is now shown separately. Unrestricted reserves include £215,000 designated to Emerging Artists' expenditure and new staff positions.

19 contd	NET INCOME - DETAIL	Incoming resources £	Resources expended £	Net income £
	Unrestricted funds:			
	General fund	2,362,663	(2,014,166)	348,497
	Restricted funds:			
	Building development project (Phase 1 - ground floor)	426,748	-	426,748
	Building development project (Phase 2 -cafe)	283,753	-	283,753
	Building development project (office upgrade)	16,715	-	16,715
	Collection acquisitions	17,000	-	17,000
	Learning	136,238	(108,008)	28,229
	Turner Prize	50,000	(49,409)	591
	Eastbourne Alive	50,000	(19,853)	30,147
	Exhibitions	4,250	(32,569)	(28,319)
	Collection Curation – Kickstart	6,437	(6,437)	-
	Iniva	11,750	(11,750)	-
	Newhaven Creative	174,404	(134,456)	39,948
	Fundraising and Supporters' Costs	2,500	-	2,500
	Kickstart (core costs)	1,493	(1,493)	-
	Other	4,980	(980)	4,000
	Total restricted	1,186,087	(364,956)	821,132
	Total Funds	3,548,751	(2,379,122)	1,169,629

20. EMPLOYEE BENEFIT OBLIGATIONS

For staff who transferred from the Eastbourne Borough Council in 2014, the charity operates a pension scheme providing defined benefits based on pensionable pay. The assets of the scheme are held separately from those of the charity, being part of the East Sussex Pension Fund. Pension contributions are determined by a qualified actuary on the basis of triennial valuations. The latest valuation was carried out as at 31 March 2023. Under an agreement with Eastbourne Borough Council, Towner's liability is limited to an employer contribution rate of 19.2% of pensionable pay. Other staff have the option of joining a defined contribution scheme under auto-enrolment provisions.

21. RELATED PARTY DISCLOSURES

Towner employed the services of King & McGaw Ltd, the value of the work carried out totalled £23,120 (2023 £18,160) and received commercial sponsorship of £50,000 (2023: £25,000). King and McGaw is a company owned by Mr G King, a Trustee of Towner.

22. MEMBERS' LIABILITY

The charity is a private company limited by guarantee and consequently does not have a share capital. Each of the members is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

23. POST BALANCE SHEET EVENTS

In late August 2024, the senior team were informed that Eastbourne Borough Council will be applying a £100,000 cut to their funding of Towner in the current financial year (24/25) with immediate effect, along with a possible further cut coming in the next financial year. This is a result of the growing homeless crisis in the town and the pressure this is putting on the Council's budget. There is currently no decision on the future funding level, so the current income diversification programme will be accelerated, and a full review of free (unticketed) activity will take place, alongside a full review of all expenditure. In addition, we will be accelerating the installation of solar panels to reduce energy costs.

COMPANY LIMITED BY GUARANTEE

THE COMPANIES ACT 2006

MEMORANDUM AND ARTICLES OF ASSOCIATION

OF

TOWNER

Company No: 08803625

Incorporated: 5 December 2013

TUESDAY

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A17 18/03/2025 #3

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COMPANY LIMITED BY GUARANTEE

THE COMPANIES ACT 2006

MEMORANDUM OF ASSOCIATION of TOWNER

Each subscriber to this memorandum of association wishes to form a company under the Companies Act 2006 and agrees to become a member of the company

Name of each subscriber	Authentication by each subscriber

THE COMPANIES ACT 2006

COMPANY LIMITED BY GUARANTEE AND NOT HAVING A SHARE CAPITAL

ARTICLES OF ASSOCIATION OF TOWNER

1. INTERPRETATION

1.1 In these Articles of Association (the "Articles"):

"the Act" means the Companies Acts, as that term is defined in Section 2 of the Companies Act 2006;

"the Board" means the Trustees of the Company acting collectively;

"Chair" means the chair of the Board, appointed in accordance with Article 28.10;

"Clear Days" in relation to the period of a notice means the period excluding the day when the notice is given or deemed to be given, and the day for which it is given or on which it is to take effect;

"Community Trustee" means a member of the community who is not an officer or member of the Local Authority;

"electronic communication" means the same as in the Electronic Communications Act 2000;

"document" includes, unless otherwise specified, any document sent or supplied in electronic form;

"electronic form" has the meaning given in Section 1168 of the Companies Act 2006;

"electronic means" means any means of electronic equipment for processing, storage and transmission of data as defined in Section 1168 of the Companies Act 2006;

"Local Authority" means Eastbourne Borough Council or its successor body;

"Local Authority Trustee" means a local authority trustee appointed to be a Trustee from time to time pursuant to Article 22;

"Members" means individuals admitted to the membership of the Company pursuant to Article 10;

"Memorandum" means the Memorandum of Association of the Company;

"the Office" means the registered office of the Company;

"the Seal" means the common seal of the Company;

"Trustee" means a Trustee of the Company;

"the United Kingdom" means Great Britain and Northern Ireland; and

"Working Day" means a day, other than Saturday, Sunday or a bank or public holiday in England and Wales, on which the clearing banks in the City of London are open for business.

1.2 Expressions referring to writing shall, unless the contrary intention appears, be construed as including references to printing, lithography, photography, and other modes of representing or reproducing words in a visible form. Writing means the representation or reproduction of words, symbols or other information in visible form by a method or combination of methods, whether sent or supplied in electronic form or otherwise.

1.3 Unless the context otherwise requires, words or expressions contained in these Articles shall bear the same meaning as in the Act.

1.4 Words importing gender shall mean and include any other gender and words importing persons shall include corporations and natural persons.

2. NAME

2.1 The name of the company ("the Company") is the Towner.

3. REGISTERED OFFICE

3.1 The registered office of the Company will be situated in England.

4. OBJECTS

4.1 The Company has been established for public benefit to:

4.1.1 to advance the education, enjoyment and appreciation of the public at large of the arts by the establishment and/or maintenance of a museum and/or art gallery; and/or

4.1.2 without prejudice to the generality of the above, to advance the education, enjoyment and appreciation of the public at large of the arts by the maintenance of the Towner in Eastbourne; and/or

4.1.3 to advance the education, enjoyment and appreciation of the public at large of the arts through Towner's art collection; and/or

4.1.4 to pursue such other charitable purposes analogous to any of the above as the Trustees in their absolute discretion shall determine (together the "Objects").

5. POWERS

5.1 In furtherance of the said Objects, but not further or otherwise, the Company shall have power:

5.1.1 to establish, maintain, manage and/or operate an art gallery;

5.1.2 to establish, maintain, manage and/or operate a museum;

5.1.3 to raise funds and invite and receive contributions PROVIDED THAT in raising funds the Trustees shall not undertake any substantial permanent trading activity and shall confirm to any relevant statutory regulations;

5.1.4 to acquire or hire property of any kind, and any interests in or rights over property of any kind;

5.1.5 to sell, dispose of, let, mortgage, or charge any property of the Company and to grant licences, options, rights and privileges in respect of, or otherwise deal with, all or any part of the property and rights of the Company;

5.1.6 to co-operate and enter into arrangements with any authorities, international, national, local or otherwise;

5.1.7 to accept subscriptions, gifts, donations, devises and bequests of any real or personal property maintain and alter any of the same as are necessary for any of the objects of the Company and (subject to such consents as may be required by law) sell, lease, mortgage or otherwise dispose of any such property;

5.1.8 to issue appeals, hold public meetings and take such other steps as may be appropriate for the purpose of procuring contributions to the funds of the Company in the shape of donations, subscriptions or otherwise;

5.1.9 to issue cheques and other financial instruments, and to operate bank and other accounts in the name of the Company;

5.1.10 subject to such consents as may be required by law, to borrow and raise money for the objects of the Company on such terms and conditions and on such security as may be thought fit;

5.1.11 to construct, maintain and alter buildings or erections;

5.1.12 to carry on trade in so far as either the trade is exercised in the course of the actual carrying out of a primary object of the Company or such trade is temporary and ancillary to the carrying out of the said objects;

5.1.13 to take and accept any gift of money, property or other assets, whether subject to any special trust or not, for any one or more of the objects of the Company;

5.1.14 to establish subsidiary companies to assist or act as agents for the Company and/or to subscribe for either absolutely or conditionally or otherwise acquire and hold shares, stocks, debentures, debenture stock or other securities or obligations of any other Company;

5.1.15 to invest the monies of the Company not immediately required for its objects in or upon such investments, securities or property as may be thought fit;

5.1.16 to make any charitable donation or grant either in cash or assets for the furtherance of the objects of the Company;

5.1.17 to establish or support any charitable institution and to subscribe or guarantee money for charitable purposes calculated to further the objects of the Company;

5.1.18 to lend money and give credit to, take security for such loans or credit from and to guarantee and become or give security for the performance of contracts or obligations by any person or Company as may be necessary or expedient for the work of the Company;

5.1.19 to provide indemnity insurance to cover the liability of the Trustees:

5.1.19.1 which by virtue of any rule of law would otherwise attach to them in respect of any negligence, default, breach of trust, or breach of duty of which they may be guilty in relation to the Company;

5.1.19.2 to make contributions to the assets of the Company in accordance with the provisions of Section 214 of the Insolvency Act 1986;

PROVIDED THAT any such insurance in the case of Article 5.1.25.1.19.1(a) shall not extend to:

5.1.19.3 any liability resulting from conduct which the Trustees knew, or must be assumed to have known, was not in the best interests of the Company, or which the Trustees did not care whether it was in the best interests of the Company or not;

5.1.19.4 any liability to pay the costs of unsuccessfully defending criminal prosecutions for offences arising out of the fraud or dishonesty or willful or reckless misconduct of the Trustees; or

5.1.19.5 any liability to pay a fine.

And PROVIDED THAT any insurance in the case of Article 5.1.205.1.19.2 shall not extend to any liability to make such a contribution where the basis of the Trustee's liability is his knowledge prior to the insolvent liquidation of that Company (or reckless failure to acquire that knowledge) that there was no reasonable prospect that the Company would avoid going into insolvent liquidation;

5.1.20 to employ and pay such staff (who shall not be Trustees) to supervise, organise, carry on the work of and advise the Company;

5.1.21 to allow Trustees to be paid for their services when acting either in the capacity of director or employee of a subsidiary entity of the Company provided that the Charity Commission have consented to this;

5.1.22 to purchase insurance to cover the officers, staff, voluntary workers and those of its Members from and against all such risks incurred in the course of the performance of their duties, as may be thought fit;

5.1.23 to pay reasonable annual sums or premiums for or towards the provision of pensions for staff for the time being of the Company and their dependants;

5.1.24 to purchase insurance to cover any buildings or other property to their full value;

5.1.25 to co-operate with, enter into arrangements with, partner or contract with any person, body corporate, public body or institution in furtherance of the Company's objects;

5.1.26 to amalgamate with any companies, institutions, societies or associations which are charitable at law and have objects altogether or mainly similar to those of the Company and which prohibit the payment of any dividend or profit to and the distribution of any of their assets amongst their Members at least to the same extent as such payments or distributions are prohibited in the case of Members of the Company by these Articles;

5.1.27 to pay out of the funds of the Company the costs, charges and expenses of and incidental to the formation and registration of the Company;

5.1.28 to establish where necessary local branches (whether autonomous or not); and

5.1.29 to do all such other lawful things as shall further the above objects or any of them.

6. NON DISTRIBUTION

6.1 The income and property of the Company shall be applied solely towards the promotion of its Objects as set forth in these Articles and no portion thereof shall be paid or transferred, directly or indirectly, by way of dividend, bonus or otherwise howsoever by way of profit, to Members of the Company and no Trustee shall be appointed to any office of the Company paid by salary or fees PROVIDED THAT nothing herein shall prevent any payment in good faith by the Company:

6.1.1 of reasonable and proper remuneration for any services rendered to the Company by any Member, officer, employee or consultant of the Company or any Trustee or related person PROVIDED THAT in the case of payment for services from a Trustee or a related person, such payment is made in accordance with Section 36 of the Charities Act 2006;

6.1.2 of interest on money lent by any Member of the Company or by any Trustee at a reasonable and proper rate per annum;

6.1.3 of reasonable and proper rent for premises demised or let by any Member of the Company or the Board;

6.1.4 of fees, remuneration or other benefit in money or money's worth to a Company of which a Trustee may also be a member holding not more than one-hundredth part of the issued capital of that Company;

6.1.5 of out-of-pocket expenses to any Trustee;

6.1.6 of any premium in respect of any indemnity insurance to cover the liability of the Trustees which, by virtue of any rule of law would otherwise attach to them in respect of any negligence, default, breach of trust or breach of duty of which they may be guilty in relation to the company PROVIDED THAT any such insurance shall not extend to any claim arising from liability resulting from conduct which the Trustees knew, or must be assumed to have known, was not in the best interests of the Company, or which the Trustees did not care whether it was in the best interests of the company or not and PROVIDED ALSO THAT any such insurance shall not extend to any claim arising from liability for the costs of unsuccessfully defending criminal prosecutions for offences arising out of the fraud or dishonesty or willful or reckless misconduct of the Trustees;

6.1.7 of the usual professional charges for business done by any Trustee who is a solicitor, accountant or other person engaged in a profession, or by any partner of his, when instructed by the Company to act in a professional capacity on its behalf PROVIDED THAT at no time shall a majority of the Trustees benefit under this provision and that a Trustee shall withdraw from any meeting at which his appointment or remuneration, or that of his partner, is under discussion.

7. LIMITED LIABILITY

7.1 The liability of the Members is limited.

8. GUARANTEE

8.1 Every Member of the Company undertakes to contribute to the assets of the Company, in the event of the same being wound up whilst being a Member, or within one year after ceasing to be a Member, for payment of the debts and liabilities of the Company contracted before ceasing to be a Member, and of the costs, charges and expenses of winding up, and for the adjustment of the rights of the contributories among themselves, such amount as may be required not exceeding one pound.

9. WINDING UP

9.1 If upon the winding-up or dissolution of the Company there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the Members of the Company, but shall be given, or transferred to some other charitable institution or institutions having objects similar to the objects of the Company, and which prohibit the distribution of its or their income and property to an extent at least as great as is imposed on the Company under or by virtue of Article 6 hereof, such institution or institutions to be determined by the Members of the Company at or before the time of dissolution, and if considered appropriate by the Trustees, after consultation with the Charity Commission, in so far as effect cannot be given to such provision, then to some other charitable object.

10. MEMBERS

10.1 Only the subscribers to the Memorandum and the Trustees shall be Members of the Company.

10.2 Every person admitted to membership of the Company shall either sign a written consent to become a Member or sign the register of Members.

10.3 A Member will cease to be a Member:

10.3.1 if he resigns by giving notice to the Company;

10.3.2 if being a Trustee, on ceasing to be a Trustee for whatever reason;

10.3.3 if an individual, upon death, or if he becomes of unsound mind, or is convicted of any indictable offence for which he is sentenced to a term of imprisonment; and

10.3.4 if, in the view of the Board, it is determined that the Member's continued membership is not in the best interests of the Company or that membership should cease for any other reasonable reason and the Board pass a resolution to this effect.

10.4 Membership of the Company is not transferable.

11. GENERAL MEETINGS

11.1 The Company shall each year hold a general meeting as its annual general meeting in addition to any other meetings in that year, and shall specify the meeting as such in the notices calling it; and not more than fifteen months shall elapse between the date of one annual general meeting of the Company and that of the next PROVIDED THAT so long as the Company holds its first annual general meeting within eighteen months of its incorporation, it need not hold it in the year of its incorporation or in the following year. The annual general meeting shall be held at such time and place as the Board shall appoint.

11.2 The Board may whenever it thinks fit convene a general meeting, and general meetings shall also be convened if requisitioned by Members as provided by the Act.

12. NOTICE OF GENERAL MEETINGS

12.1 All meetings of Members shall be called by at least fourteen Clear Days' notice in writing PROVIDED THAT a general meeting may be called by shorter notice if it is so agreed. In the case of any general meeting, by a majority of the Members having a right to attend

and vote at the meeting, being a majority together representing not less than ninety per cent of the total voting rights at that meeting of all the Members.

12.2 The notice shall specify the place, the day and the hour of meeting, and the general nature of the business to be transacted. Notice shall be given, to such persons as are, under the Articles of the Company, entitled to receive such notices from the Company.

12.3 The accidental omission to give notice of a meeting to, or the non-receipt of notice of a meeting by, any person entitled to receive notice shall not invalidate the proceedings of that meeting.

12.4 Notice of every general meeting shall be given in writing either personally or by post addressed to a Member at his registered office or in electronic form using electronic means to an address for the time being notified to the Company by the Member and shall be given to:

12.4.1 every Member except those Members who (having no registered address within the United Kingdom) have not supplied to the Company an address within the United Kingdom for giving of notices to them;

12.4.2 the reporting accountant or auditor (as appropriate in accordance with the Act) for the time being of the Company;

12.4.3 each Trustee.

12.5 Proof that an envelope containing a notice was properly addressed, prepaid and posted shall be conclusive evidence that the notice was given. Proof that a notice contained in an electronic form of communication was sent in accordance with guidance issued by the Institute of Chartered Secretaries and Administrators by a record (in whatever form) of the total number of recipients emailed and of each recipient to whom the message was sent shall be conclusive evidence that notice was given. A notice shall be deemed to be given at the expiration of 48 hours after the envelope containing it was posted, or in the case of a notice contained in an electronic form of communication, at the expiration of 24 hours after the time it was sent. In the event that the nominated person responsible for sending the notices is alerted that an electronic form of communication was unsuccessfully delivered to its recipient (and subsequent attempts to remedy the situation are unsuccessful), the nominated person shall send a hard copy of the notice by mail to the recipient's last known postal address.

12.6 A Member present in person at any general meeting shall be deemed to have received notice of the meeting and, where necessary, of the purposes for which it was called.

13. PROCEEDINGS AT GENERAL MEETINGS

13.1 No business shall be transacted at any general meeting unless a quorum of Members is present at the time when the meeting proceeds to business. Three voting Members shall be a quorum PROVIDED ALWAYS THAT for a meeting to be quorate, there must be a majority of Community Trustees in attendance.

13.2 If within half an hour from the time appointed for the meeting a quorum is not present, or, if during a meeting a quorum ceases to be present, the meeting shall be adjourned to such other time and/or if necessary to such other day and place as the Board determines. If at the adjourned meeting a quorum is not present within half an hour after the appointed starting time, the Members present will be a quorum.

14. CHAIR

14.1 The Chair of the Board shall also chair every general meeting of the Company, or if there is no such Chair, or if he shall not be present within fifteen minutes after the time appointed for the holding of the meeting or is unwilling to act, the Trustees shall elect one of their number to chair the general meeting.

14.2 If at any general meeting no Trustee is willing to act as Chair or if no Trustee is present within fifteen minutes after the time appointed for holding the meeting, the voting Members present shall choose one of their number to chair the meeting.

14.3 The Chair may, with the consent of any general meeting at which a quorum is present (and shall if so directed by the meeting), adjourn the meeting from time to time and from place to place, but no other business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place. When a meeting is adjourned for fourteen days or more, notice of the adjourned meeting shall be given as in the case of an original meeting. Otherwise, it shall not be necessary to give notice.

15. RESOLUTIONS

15.1 At any general meeting, a resolution put to the vote of the meeting shall be decided on a show of hands by those Members present, whether present personally or represented by proxy or whether a representative of a corporate Member unless, before or on the declaration of the result of the show of hands, a poll is demanded:

15.1.1 by the Chair; or

15.1.2 by at least two Members present in person or represented by proxy or a representative of a corporate Member and having the right to vote at the meeting; or

15.1.3 by a Member or Members present in person or represented by proxy or a representative of a corporate Member representing not less than one-tenth of the total voting rights of all the Members having the right to vote at the meeting.

15.2 Unless a poll is so demanded, a declaration by the Chair that a resolution has on a show of hands been carried or carried unanimously, or by a particular majority, or lost and an entry to that effect in the minutes of proceedings of the Company shall be conclusive evidence of the fact without proof of the number or proportion of votes recorded in favour for or against the resolution.

15.3 The demand for a poll may be withdrawn before the poll is taken, but only with the consent of the Chair. The withdrawal of the demand for a poll shall not invalidate the result of a show of hands declared before the demand for the poll was made.

15.4 A poll demanded on the election of a Chair, or on a question of adjournment, shall be taken immediately. A poll demanded on any other question shall be taken at such time and in such manner as the Chair of the meeting directs, not being more than thirty days after the poll is demanded, and any business other than that upon which a poll has been demanded may proceed pending the taking of the poll. The result of the poll shall be deemed to be the resolution of the meeting at which the poll was demanded.

15.5 No notice need be given of a poll not taken immediately if the time and the place at which it is to be taken are announced at the meeting at which it is demanded. In other cases at least seven Clear Days' notice shall be given specifying the time and place at which the poll is to be taken.

15.6 A resolution may be passed by the Members in writing in accordance with the Act and a resolution passed in this way shall be valid and effective as if it had been passed at a general meeting of the Company duly convened and held. A resolution proposed as a written resolution shall:

15.6.1 be sent to all Members;

15.6.2 be accompanied by a statement informing the Member how to signify agreement to the resolution and the date by which the resolution must be passed if it is not to lapse; and

15.6.3 state on the face of the resolution that it is a special resolution, if this is the case.

16. VOTES OF MEMBERS

16.1 Subject to the Articles, every Member shall have one vote whether present personally, by proxy or as a representative of a corporate Member. The Board may make arrangements for postal voting on such terms and conditions as it thinks fit.

16.2 No Member shall be entitled to vote at any general meeting unless all monies presently payable by him or her to the Company have been paid.

16.3 No objection shall be raised to the qualification of any voter except at the meeting or adjourned meeting at which the vote objected to is tendered, and every vote not disallowed at the meeting shall be valid. Any objection made in due time shall be referred to the Chair whose decision shall be final and conclusive.

16.4 A vote given or poll demanded by the duly authorised representative of a Member organisation shall be valid notwithstanding the previous determination of the authority of the person voting or demanding a poll unless notice of the determination was received by the Company at the registered office before the commencement of the meeting or adjourned meeting at which the vote is given or the poll demanded or (in the case of a poll taken otherwise than on the same day as the meeting or adjourned meeting) the time appointed for taking the poll.

17. APPOINTMENT OF PROXIES

17.1 Votes may be given on show of hands or on a poll either personally or by proxy.

17.2 The proxy form (and the power of attorney, if any, under which it is signed, or a copy of that power certified by a solicitor and any instrument to terminate a proxy appointment) must be deposited at the registered office of the Company, or at another place within the United Kingdom specified for that purpose in the notice convening the meeting, not less than 48 hours before the time set for the meeting or adjourned meeting in question at which the person named in the instrument proposes to vote and may be contained in an electronic communication, where an address has been specified for the purpose of receiving electronic communications:

17.2.1 in the notice convening the meeting; or

17.2.2 in any instrument of proxy sent out by the Company in relation to the meeting; or

17.2.3 in any invitation contained in an electronic communication to appoint a proxy issued by the Company in relation to the meeting.

17.3 An appointment of proxy which is not deposited, delivered or received in a manner permitted by Article 17.2 shall be invalid. In calculating the 48 hour period, no account shall be taken of any part of a day that is not a Working Day.

17.4 A vote given or poll demanded by a proxy for a Member, or by the authorised representative of a Member which is an organisation remains valid despite the previous revocation of the authority of proxy or representative unless notice of revocation was received by the Company at its registered office in accordance with Article 17.2. A person who is entitled to attend, speak or vote (either on a show of hands or on a poll) at a general meeting remains so entitled in respect of that meeting or any adjournment of it, even though a valid proxy notice has been delivered to the Company by or on behalf of that person. The instrument appointing a proxy shall be deemed to confer authority to demand or join in demanding a poll. Proxies shall count towards the quorum of a meeting of Members and shall have the same rights to speak as the Member who appointed him.

17.5 Any instrument appointing a proxy shall be in the following form or as near thereto as circumstances will admit:

I, [Name] of [Address] being a Member of [Name of company] appoint [name of proxy] of [Address of Proxy] or the Chair (delete as appropriate) as my proxy to vote for me on my behalf at [the General Meeting of the Company to be held on [date] and at any adjournment] or [all General meetings of the Company until [date]] and to join in any demand for a poll in accordance with the Articles.

This form is to be used in respect of the resolutions mentioned below as follows:

Resolution For*_____

Against* _____

**Place cross in desired box. If left blank, the proxy will vote as he/she thinks fit.*

As witness my hand this _____ day of _____

18. HONORARY OFFICERS

18.1 The Board shall have the power, at its sole discretion to appoint honorary officers including but not limited to a President or a Patron ("Honorary Officers").

18.2 Honorary Officers shall not be entitled to attend meetings of the Board, but may attend if invited by the Board, and shall be entitled to attend general meetings of the Company but not to vote at the same or count towards the quorum.

18.3 The Board shall be entitled to appoint Honorary Officers for life or such other term of appointment as the Board may decide.

19. TRUSTEES

19.1 Unless otherwise determined by the Company, the Board shall consist of at least three and not more than thirteen individuals comprised as follows:

19.1.1 up to two Local Authority Trustees; and

19.1.2 up to eleven Community Trustees

PROVIDED ALWAYS THAT the Community Trustees shall at all times be in the majority.

19.2 All Trustees shall be required to become a Member of the Company.

19.3 The first Trustees shall be those persons named in the IN01 form delivered to Companies House, who shall be deemed to have been appointed under these Articles. Future Trustees shall be appointed as provided in these Articles.

19.4 The Trustees may be paid all reasonable expenses properly incurred by them in connection with the exercise of their powers and the discharge of their responsibilities in relation to the Company.

19.5 No person may be appointed as a Trustee:

19.5.1 unless he has attained the age of 18 years; or

19.5.2 in circumstances such that, had he already been a Trustee, he would have been disqualified from acting under the provisions of Article 24.

19.6 No person shall be entitled to act as a Trustee whether on a first or on any subsequent entry into office until after signing in the minute book of the Trustees a declaration of acceptance and willingness to act as a Trustee of the Company.

20. LOCAL AUTHORITY TRUSTEES

20.1 The Local Authority shall be entitled to nominate up to two individuals to the Board ("Local Authority Trustees") and decide their period of appointment.

20.2 The appointment of Local Authority Trustees will be effective when the Local Authority confirms its nominations and the period of appointment of its nominations in writing to the Chair.

20.3 A Local Authority Trustee shall not be subject to the retirement by rotation provisions set out in the Act and shall continue to act as a Trustee until:

20.3.1 the Local Authority nominates a new Local Authority Trustee to serve in his place;

20.3.2 he reaches the end of his period of appointment; or

20.3.3 he resigns or is disqualified or removed pursuant to the Articles.

20.4 The Local Authority shall at its discretion be entitled to remove a Local Authority Trustee by serving written notice on the Chair of the Company.

20.5 For the avoidance of doubt, the Local Authority shall not cause the Company to be a "controlled" or "connected entity" for the purposes of the Local Government and Housing Act 1989 or the Local Government and Public Involvement in Health Act 2007 (when

introduced) and, therefore, at no time shall the Local Authority nominees make up more than 20% of the Trustees of Members.

21. COMMUNITY TRUSTEES

21.1 Any person who is willing to act as a Community Trustee, and is permitted by law and the Articles to do so, may be appointed to be a Community Trustee:

21.1.1 by ordinary resolution; or

21.1.2 by a decision of the Trustees.

21.2 In selecting persons to be appointed as Community Trustees, the Trustees shall take into account the benefits of appointing a person who is able by virtue of his or her personal or professional qualifications to make a contribution to the pursuit of the objects or the management of the Company and shall follow best practice in relation to Trustee recruitment, including any guidance issued by the Charity Commission from time to time.

21.3 Subject to Article 21.4, a Community Trustee shall be appointed for an initial fixed term of 4 years before being required to retire but shall be eligible for appointment for a further 4 years. Thereafter, a retiring Community Trustee shall be required to stand down as a Community Trustee save that the Trustees, acting reasonably and in good faith and in the best interests of the Company having particular regards to the Community Trustees input into the strategy of the Company, may resolve to appoint a retiring Community Trustee who has served 8 years in office for a further 2 years. The Trustees shall record this decision and the reasons for it in the Report and Accounts for the Company. The maximum term of office for a Community Trustee shall be 10 years.

21.4 No Community Trustees shall be required to retire for the first three years following the Company commencing operations.

21.5 Community Trustees may be re-appointed by the Board at the end of each term of office.

22. BORROWING POWERS

22.1 Without prejudice to the generality their powers under these Articles, the Board may exercise all the powers of the Company to borrow money, and to mortgage or charge its undertaking and property, or any part thereof, and to issue debentures, debenture stock and other securities, whether outright or as security for any debt, liability or obligation of the Company or of any charitable body where such action will directly further the objects of the Company.

23. POWERS AND DUTIES OF THE TRUSTEES

23.1 The business of the Company shall be managed by the Board who may pay all expenses incurred in the formation of the Company, and may exercise all such powers of the Company as are not required to be exercised by the Company in general meeting. Any such requirement may be imposed either by the Act or by these Articles or by any regulation made by the Company in general meeting; but no such regulation shall invalidate any prior act of the Board which would have been valid if that regulation had not been made.

23.2 All cheques and other negotiable instruments, and all receipts for moneys paid to the Company, shall be signed or otherwise executed, as the case may be, in such manner as the Board shall from time to time determine.

23.3 The Board shall arrange for minutes to be made:

23.3.1 of all appointments of officers made by the Board;

23.3.2 of the names of the Trustees present at each Board meeting; and

23.3.3 of all resolutions and proceedings at all meetings of the Company.

24. DISQUALIFICATION AND REMOVAL OF TRUSTEES

24.1 A Trustee shall cease to hold office if:

24.1.1 he ceases to be a Trustee by virtue of any provision in the Act or is disqualified from acting as a Trustee by virtue of Section 72 of the Charities Act 1993 (or any statutory re-enactment or modification of that provision) or under the Company Directors Disqualification Act 1986 (or any statutory re-enactment or modification of that Act); or

24.1.2 a registered medical practitioner who is treating that person gives a written opinion to the company stating that that person has become physically or mentally incapable of acting as a Trustee and may remain so for more than three months; or

24.1.3 he resigns his office by written notice to the Company (but only if at least three Trustees remain in office when the notice of resignation is to take effect); or

24.1.4 he ceases to be a Member of the Company; or

24.1.5 he dies; or

24.1.6 he is absent without permission of the Board from more than 50% of the Board meetings in any calendar year and the Board resolves that his office be vacated; or

24.1.7 he is removed from office by notice signed by a majority of the other Trustees stating that that person should cease to be a Trustee; or

24.1.8 a composition is made with that person's creditors generally in satisfaction of that person's debts (whether by means of an individual voluntary arrangement or otherwise); or

24.1.9 being a Local Authority Trustee, is removed by the Local Authority.

25. TRUSTEES' INTERESTS

25.1 Except to the extent expressly permitted by these Articles, no Trustee shall take or hold any interest in property belonging to the Company or receive remuneration or be interested otherwise than as a Trustee in any other contract to which the Company is a party.

25.2 Whenever a Trustee has any kind of interest in a matter to be discussed by the Board which may conflict with the interests of the Company, the Trustee concerned must declare an interest in the item under discussion, withdraw from the meeting for that item (unless expressly asked to stay to provide information) and shall not be taken into account in calculating the quorum for that item of the meeting. For the purposes of this Article, a conflicting interest or duty is an interest or duty that arises as a result of a Trustee being a member, director, officer or employee of another organisation.

26. PROCEEDINGS OF THE BOARD

26.1 The Board shall meet at least four times in each calendar year. The Trustees shall use all reasonable endeavours to attend all Board meetings.

26.2 Subject to the provisions of the Articles, the Board may regulate its proceedings as it sees fit.

26.3 Questions arising at a meeting shall be decided by a majority of the votes.

26.4 In the event that, if at any meeting, the number of votes cast by the Local Authority Trustees shall cause the Company to be a "controlled" or "connected entity" for the purpose of local government legislation as referred to in Clause 21.5, then the actual votes cast by the Local Authority Trustees shall be proportionately reduced so that together the votes cast by the Local Authority Trustees shall not exceed 20% of all votes cast. This provision shall apply to member meetings as well.

26.5 The quorum for the transaction of the business of the Board shall be fixed at three Trustees PROVIDED ALWAYS THAT for a meeting to be quorate, there must be a majority of Community Trustees in attendance.

26.6 The Chairman or any two Trustees may call a Trustees' meeting by giving not less than ten days' notice of the meeting to the Trustees. Notice of any Trustees' meeting must indicate:

26.6.1 its proposed date, time and subject matter;

26.6.2 where it is to take place; and

26.6.3 if it is anticipated that Trustees participating in the meeting will not be in the same place, how it is proposed that they should communicate with each other during the meeting.

26.7 Notice of a Trustees' meeting:

26.7.1 need not be given writing, but

26.7.2 must be communicated to each Trustee.

26.8 It shall not be necessary to give notice of a meeting to a Trustee who is absent from the United Kingdom.

In fixing the date and time of any Trustees' meeting, the Trustee calling it must try to ensure, subject to the urgency of any matter to be decided by the Trustees, that as many Trustees as practicable are likely to be available to participate in it.

26.9 The Board may act notwithstanding any vacancies in its number, but, if the number of Trustees is less than the number fixed as the quorum, the continuing Trustees or Trustee may act only for the purpose of filling vacancies or of calling a general meeting to appoint further Trustees.

26.10 The Trustees shall elect a Chair who shall hold office until the Board meeting following the first anniversary of his appointment unless by a majority vote of the Trustees present and entitled to vote, he is removed from office before that time. The Trustees shall be permitted to re-elect the existing Chair or select another Trustee to act as Chair. If and as long as the position of Chair is vacant, the Trustees may appoint one of their number to be Chair. The Chair shall be entitled to preside at all meetings of the Board at which he is present but if at any meeting the Chair is not present within ten minutes after the time appointed for holding the meeting and/or is unwilling to preside, the Board shall

choose one of their number to be Chair of the meeting. In the case of an equality of votes, the Chair shall be entitled to a second or casting vote. The Chair shall always be a Community Trustee.

26.11 The Trustees may appoint one or more sub-committees consisting of at least one Trustee for the purpose of making an inquiry or supervising or performing any function or duty which in the opinion of the Board would be more conveniently undertaken or carried out by a sub-committee PROVIDED THAT all acts and proceedings of any such sub-committees shall be fully and promptly reported to the Board.

26.12 All acts done by the Board, or by a committee of the Board, shall, notwithstanding that it be afterwards discovered that there was defect in the appointment of any Trustee or that any of them were disqualified from holding office, or has vacated office, or were not entitled to vote, be as valid as if every such person has been duly appointed and was qualified and had continued to be a Trustee and had been entitled to vote.

26.13 A resolution in writing, signed by such number of the Trustees as required by the Act, having regard to the nature of the resolution shall be as valid and effective as if it had been passed at a meeting of the Board or (as the case may be) a committee of the Board duly convened and held. Such a resolution may consist of several documents in the same form, each signed by one or more of the Trustees.

26.14 Any Trustee may validly participate in a meeting of the Trustees through the medium of telephone or video conference or any other form of electronic communication equipment PROVIDED THAT all persons participating in the meeting are able to hear and speak to each other throughout such meeting. A person so participating shall be deemed present at the meeting and shall accordingly be counted in a quorum and be entitled to vote. A resolution passed at any meeting held in such manner and signed by the chair of the meeting shall be valid and effectual as if it had been passed at a meeting of the Trustees duly convened and held.

27. RECORD KEEPING

27.1 A Trustee or another authorised person must take minutes of all proceedings and keep these in accordance with the Act.

27.2 The Company must keep company records in accordance with the Act.

28. BANK ACCOUNT

28.1 Any bank account in which any part of the Trust Fund is deposited shall be operated by the Trustees and shall be held in the name of the Company. All cheques and orders for the payment of money from such account shall be signed by at least two Trustees or otherwise in accordance with an agreed scheme of delegation approved by the Trustees, including payments by electronic transfers.

29. THE SEAL

29.1 If the Company has a common seal and it is affixed to a document, the document must also be signed by one authorised person in the presence of a witness who attests the signature. For the purposes of this Article, an authorised person is:

29.1.1 any Trustee of the company;

29.1.2 any other person authorised by the Trustees for the purpose of signing documents to which a company seal is applied.

30. MEANS OF COMMUNICATION TO BE USED

30.1 Subject to these Articles:

30.1.1 anything sent or supplied by or to the Company or its Members or directors under these Articles may be sent or supplied in any way in which the Companies Act 2006 provides for documents or information to be sent or supplied by or to the Company for the purposes of the Companies Acts, and

30.1.2 any notice or documents to be sent or supplied to the Members or the directors in connection with the taking of decision by the Members or the directors may also be sent or supplied by the means by which the Members or directors have asked to be sent or supplied with such notices or documents for the time being.

31. ACCOUNTS

31.1 Accounts shall be prepared in accordance with the Act and the Charities Act 2006.

32. ANNUAL REPORT AND RETURN

32.1 The Trustees shall comply with their obligations under the Charities Act 1992 (or any statutory re-enactment or modification of that Act) with regard to the preparation of an annual report and return and their transmission to the Charity Commission.

33. INDEMNITY

33.1 Subject to the provisions of the Act every Trustee or other officer or auditor of the Company shall be indemnified out of the assets of the Company against any liability incurred by him or her in that capacity in defending any proceedings, whether civil or criminal, in which judgement is given in his or her favour or in which he is acquitted or in connection with any application in which relief is granted to him or her by the court from liability for negligence, default, breach of duty or breach of trust in relation to the affairs of the Company.

34. DISSOLUTION

34.1 The Company may at any time decide by resolution passed by at least 75% of the Members that the Company is to be dissolved.

34.2 Article 6 of these Articles shall determine the procedure for dissolution.

35. AMENDMENT OF ARTICLES

35.1 These Articles may be amended by the Company in general meeting PROVIDED THAT:

35.1.1 no amendment may be made to Articles 4, 6 or 9 of these Articles or this Article without the prior consent in writing of the Charity Commission; and

35.1.2 no amendment may be made which has the effect of the Company ceasing to be a charity at law.

36. RULES OR BYE LAWS

36.1 The Trustees may from time to time make such Rules or Bye Laws as it may deem necessary or convenient for the proper conduct and management of the membership, and in particular but without prejudice to the generality of therefore going, it may by such Rules or Bye Laws regulate:

36.1.1 the deposit of money at a bank and the custody of documents;

36.1.2 the conduct of Members of the Company in relation to one another, and to the Company's employees;

36.1.3 the admission and classification of Members of the Company, and the rights and privileges of such Members, and the conditions of membership and the terms on which Members may resign or have their membership terminated and the entrance fees, subscriptions and other fees or payments to be made by Members;

36.1.4 the procedure at general meetings and meetings of the Board and sub Committees in so far as such procedure is not regulated by these Articles;

36.1.5 the calling of meetings;

36.1.6 generally, all such matters as are commonly the subject matter of Company rules.

36.2 The Company in general meeting shall have power to alter, add to or repeal the Rules or Bye Laws and the Trustees shall adopt such means as they deem sufficient to bring to the notice of Members of the Company all such Rules or Bye Laws, which, so long as they shall be in force, shall be binding on all Members of the Company PROVIDED NEVERTHELESS THAT no Rule or Bye Law shall be inconsistent with, or shall affect or repeal anything contained in, these Articles.

Name of each subscriber	Authentication by each subscriber

BN9

WEEKENDS
AUG & SEP



FREE FORMS

BY LEAP THEN LOOK

A FREE PLAYGROUND OF THE IMAGINATION, PERFECT FOR KIDS, AND THEIR PARENTS AT THE NEWHAVEN SIDINGS

+ ABYSS BREWERY POP-UP BAR

RAILWAY APPROACH, NEWHAVEN, BN9 0DF

@creativenewhaven

TOWNER Eastbourne
Newhaven Enterprise Zone
Sussex Community Development Association
BOUTIQUE MODERN
LEAP THEN LOOK
Lewes District Council
ABYSS BREWING

TOWNER
Eastbourne

Employee Handbook

Updated Dec 2022

1. Introduction

Welcome to Towner

Congratulations on joining the team at Towner Eastbourne. We look forward to having you on the team and supporting your development within the organisation.

Like most organisations we work within a framework of policies and behaviours and this Handbook is designed to give all employees the main information required relating to their employment with Towner.

This document contains the information you are likely to need in relation to your employment with us. It gives an overview of the terms and conditions of your employment, and outlines what you can expect from us as your employer. In return we ask you for the highest degree of commitment, professionalism and loyalty to help us achieve the aims and objectives of the organisation.

Updates of this handbook will be issued from time to time, of which you will be notified.

We hope you find this a useful guide during your employment with us. However, if you are unable to find the answer to your question here, please feel free to contact us directly.

Joe Hill

Executive Director

Niamh Pearce

Deputy Director

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3. Starting with Towner

a. About the Organisation

Collecting and exhibiting contemporary art for almost 100 years, Towner Eastbourne sits where the coast and the South Downs meet. Towner presents exhibitions of national and international importance for audiences in Eastbourne, the UK and beyond, showcasing the most exciting and creative developments in modern and contemporary art. Towner develops and supports artistic practice and collaborates with individuals, communities and organisations to deliver an inclusive, connected and accessible public programme of live events, film and learning. As an accredited museum, Towner has a collection of almost 5000 works and is best known for its modern British art – including the largest and most significant body of work by Eric Ravilious (1903-1942) – and a growing collection of international contemporary art.

Previously part of the Local Authority (Eastbourne Borough Council), Towner became an independent charitable Trust in 2014, supported by a Board of Trustees and chaired by David Dimbleby. In 2019, Towner celebrated 10 years in the award-winning building designed by Rick Mather Architects, which opened in 2009 after the gallery moved from its original home in Eastbourne's Old Town. In 2018 a new 84 seat cinema was developed in the ground floor of the building and now accommodates a popular, year-round programme of film screenings and events. In 2021/22 we re-designed our ground floor spaces to improve visitor experience and provide more spaces to accommodate our extended programme ambitions. In 2023 we developed our top floor café space to create a new Restaurant and Bar – *Light* – which is now overseen by an external catering company.

Towner is supported by Eastbourne Borough Council and is an Arts Council England National Portfolio Organisation. In October 2020 Towner was announced as a winner of Art Fund's 'Museum of the Year'.

In recent years Towner has welcomed over 160,000 visitors annually. As a free cultural and social space, we provide free exhibitions (and one annual ticketed show), the Ravilious Gallery, and a Collection Library. We offer creative learning activities for families, school visits/workshops and vulnerable groups including a weekly *Arts in Mind* group and *Open Ended*, a monthly offer for those living with memory loss and their carers. Our cinema programme includes mainstream/arthouse titles and special events for families and audiences with additional needs. The café is an important meeting and social place for residents/visitors regardless of visiting the galleries. We also support the professional development of artists and creative businesses in the region through events and workshops.

2023 was Towner's centenary year, which we marked with TOWNER100, an ambitious programme of exhibitions, events and offsite activities. The highlight of our centenary programme was hosting the prestigious Turner Prize 2023 exhibition.

Our **Mission, Vision and Values** are as follows:

Vision:
Transforming lives and communities through the arts.

Mission:
Proud of our unique place in Eastbourne, where the coast and South Downs meet, we support artists and create experiences for everyone that connect, challenge and inspire.

Towner Values:
Generosity: We share the gallery with diverse communities, making sure Towner is a welcoming, safe space for everyone to enjoy. We value different perspectives and treat each other with kindness and respect.
Creativity: Creativity inspires everything we do. We innovate across the organisation; in our working practices, our openness to collaborate and how we engage with communities.
Relevance: We always strive to be closely connected with our audiences and artists. By listening to different perspectives, we ensure our activities are reflective of people's lives. We champion the region and nurture its identity.
Integrity: We are committed to being ethical, honest and transparent in the governance of our charity, its financial management and across all our activities. We are accountable for our decisions and take ownership of our actions.
Bravery: We are confident and courageous, open to risk-taking across all aspects of our work, and will push the boundaries of what an art gallery can do.

b. Statement of Employment Terms and Conditions

As an employee of Towner, you will have received an offer letter and employment contract setting out specific terms and conditions of service. This includes details of:

- the date when the employment (and the period of continuous employment) began;
- salary;
- pension schemes;
- notice period
- holiday entitlement;
- sickness absence and sickness pay;
- non-solicitation;
- disciplinary and grievance procedures;
- details of the existence of any relevant collective agreements which directly affect the terms and conditions of your employment

Further detailed policies and procedures, not mentioned as part of this offer letter or employment contract, can be found in this handbook.

We (Towner) reserve the right to change its terms & conditions and employment policies from time to time. You will be notified at the earliest opportunity of these changes by way of general notice to all employees affected by the change. Where a contractual change in your terms and

conditions of employment results in a change to your written statement of particulars of employment, we will give you a written statement of the change at the earliest opportunity.

c. Probation Periods

All new joiners are subject to a probationary period of three months (unless this differs within your contract of employment). During this probationary period you will be given appropriate support and development opportunity to ensure you are reaching the standards required by us. During this probation period your notice period will be one week from either party. We reserve the right to extend your probation at its discretion. Failure to meet required standards may result in termination of your employment, with a paid notice period of one week.

d. Your Attendance at Work

We value good attendance at work and are committed to improving the general wellbeing of employees to support this. Although we aim to secure regular attendance, we do not expect employees to attend when they are unwell.

i) Notification of Absence

- You are expected to contact your line manager by telephone no later than one hour before the start of your normal working day on the day of intended sickness absence
- If you continue to be absent you must continue to call in each day at the same time thereafter until you are able to return to work
- For absence under seven working days, you will be required to complete a self-certification form
- For absence over seven working days, you will be asked to obtain a doctor's certificate for the duration of the sickness period

During prolonged periods of absence, your line manager should be kept informed of progress and an expected date of return.

If you have been absent due to sickness and have failed to provide a self-certification or doctor's certificate or are found not to have been genuinely ill, this will be noted as 'unauthorised absence' and may be subject to disciplinary action.

ii) Medical & Dental Appointments

You should, where possible, make medical and dental appointments outside of working hours. If this is not possible, reasonable time off will be permitted for appointments. Ideally these should be scheduled for the beginning or end of the working day to minimise disruption. We have the right to ask for evidence of appointments before granting time off.

iii) Return to work

When you return from a period of sickness absence, your manager will conduct a return-to-work interview with you to discuss your wellbeing. The purpose of the meeting is to:

- Ensure you are fully fit to return to work

- Identify the reason for the absence (if not already known)
- Identify and address any problems (work related or otherwise) that may be contributing to the absence

The content of this meeting will be kept confidential and will only discuss with the organisation's external HR Consultant if necessary.

iv) Medical reports

We may request your consent to obtain medical information for yourself, this may include asking you to attend an Occupational Health Appointment or requesting medical information from your GP/Specialist/Consultant. Obtaining this medical information will be at Towner's expense.

v) Frequent Intermittent Absence

Where your absence reaches a level which gives cause for concern, an interview will be arranged by the Director or a senior member of staff. During this meeting, you will be given an opportunity to explain the reasons for any frequent absence. We will give you reasonable time for you to improve your attendance and take into account any underlying reasons.

We may set you attendance targets and timelines for improvement. If this improvement does not occur, this may result in our disciplinary procedure being applied.

For any further absence you may be required to provide a medical certificate for each and every future period of sickness absence, irrespective of duration. Failure to provide these may result in a loss of pay for the absence.

vi) Long Term Sickness

Long-term sickness is classed as any absence lasting 4 weeks or more. Consideration will be taken regarding medical information that the organisation may need and this will be discussed with you. We will stay in regular contact with you; including holding meetings to discuss your well-being (which may be held at your home).

Following a lengthy absence, it may be appropriate to consider a phased return. If your GP recommends this, Towner will consider if this is possible and can be accommodated. During an agreed phased return, you may not receive sick pay. We may agree to payment subject to the following conditions:

1. The period of part-time work is for no longer than one month
2. The return to work on a part time basis is on medical advice and a sick note is received that reflects this
3. The temporary hours of work are at least half the hours normally worked daily.

If Towner's independent doctor or your GP certifies that you are unfit to perform your normal duties but advises that you may be fit to perform other duties, attempts will be made to find suitable alternative employment.

If suitable alternative employment is not possible, your employment may be terminated on the grounds of ill health.

vii) Sickness Payments

For details, please see the Handbook section on Pay and Benefits.

e. Hours of Work

Your normal hours are outlined in your employment contract.

You may be required to work additional hours as necessary to carry out your duties and responsibilities.

f. Flexible Working

Employees with at least 26 weeks' continuous service with Towner have the right to request flexible working. Flexible working refers to any working pattern that is adapted from the 'standard' hours of work operating within a workplace to suit an individual's needs. If an employer wants to consider, negotiate or simply grant a flexible working request, they can do so for any employee.

The employee must state that they are making a 'statutory request for flexible working'. The change being requested must be detailed (including the proposed start date), and the employee must state how he or she believes the change would impact on our business organisation. If these points are not presented in this way, the request can be considered as invalid.

Under the legislation, there is a duty to seriously consider an application for flexible working in a reasonable manner. We can reject the request if there are good business reasons for doing so.

If it is decided to grant the request, we will inform the employee and confirm the change (and commencement date) in writing. The employee will be reminded at this point that he or she will not have the statutory right to make any further flexible working requests for a period of 12 months.

If the request is refused (either wholly or in part) we will arrange a meeting with the employee to discuss the reasons why the request cannot be granted and negotiate any potential alternatives.

The employee will then be provided with the decision in writing, whether that is to confirm that the request has been reconsidered and granted (even if under negotiated terms) or rejected. Normally the written decision will be provided within 14 days of the meeting.

g. Conflict of Interest

You should not, directly or indirectly, engage in, or have any interest, financial or otherwise, in any other business enterprise which is in direct competition with Towner or that interferes or is likely to interfere with your independent exercise of judgement in Towner's best interest.

Information gathered whilst working for Towner must not be used for commercial or personal gain.

Should you be in doubt as to whether an activity involves a conflict, you should discuss the situation with the Director/Deputy Director.

h. Standards of Performance and Behaviour at Work

Outlined in this section are standard policies regarding performance and behaviour at work.

i) Appearance

Towner does not seek to inhibit individual choice in relation to your appearance. However, you are expected to dress appropriately at all times in relation to your role, and to ensure that your personal hygiene and grooming are properly attended to prior to presenting yourself at work.

If you have any queries about what is appropriate, these should be directed to your line manager.

ii) Personal Property

Any personal property, included but not limited to jewellery, cash, credit cards, clothes, cars, motorbikes or bicycles etc. left on the premises is done so entirely at your own risk. You are strongly advised not to leave any valuables unattended.

iii) Telephones & Correspondence

Telephone / mobile phone or postal facilities must not be used for private purposes without prior permission from the line manager. If, for any reason, personal use is made of these items then arrangements must be made to pay the cost price of all services used. Abuse of these facilities will be considered a potential disciplinary matter.

iv) Smoking and Other Substances at Work

Legislation now exists which makes it illegal to smoke in enclosed public spaces. Smoking (including e-cigarettes) is therefore strictly prohibited on the premises (including entrances and exits).

Outside areas, away from the building, are available for those who wish to smoke during their break-time.

Bringing alcohol or any unlawful drugs to the workplace, and consuming them there is strictly prohibited both during work time or during a period prior to work where the effects carry over

to the workplace. Any such instances will be dealt with under the disciplinary procedure and may lead to your summary dismissal.

v) Confidentiality

During the course of your employment you may find yourself in possession of sensitive information, the disclosure of which could be construed as a breach of confidentiality. It is a condition of your employment that you have a duty of confidentiality to the organisation, and you must not discuss any sensitive or confidential matter whatsoever with any outside organisation including the media.

Any such breach of confidentiality would be deemed as gross misconduct except as otherwise provided or as permitted by any current legislation (e.g. the UK Public Interest Disclosure Act 1998) and could lead to your dismissal.

vi) Computer, email and Internet use

If you have access to organisation's computers including email and access to the internet as part of your job, you must not abuse this by using these facilities for purposes unrelated to organisation business.

All internet use will be monitored and accessing pornographic or other unsuitable material, including auction or certain social networking sites will be strictly prohibited and would be considered a serious disciplinary offence which may result in dismissal.

vii) Receipt of Gifts

Your working relationships may bring you into contact with outside organisations where it is normal business practice or social convention to offer hospitality, and sometimes gifts. Offers of this kind to you or your family can place you in a difficult position. Therefore, no employee or any member of his or her immediate family should accept from a supplier, customer or other person doing business with Towner, payments of money under any circumstances, or special considerations, such as discounts or gifts of materials, equipment, services, facilities or anything else of value unless:

- They are in each instance of a very minor nature usually associated with accepted business practice.

- They do not improperly interfere with your independence of judgement or action in the performance of your employment.

In every circumstance where a gift is offered, the advice of your line manager must be sought.

viii) Bribery and other Corrupt Behaviour

We have a strict anti-bribery and corruption policy in line with the Bribery Act (2010). A bribe is defined as: giving someone a financial or other advantage to encourage that person to perform their functions or activities improperly or to reward that person for having already done so.

If you bribe (or attempt to bribe) another person, intending either to obtain or retain business for the organisation, or to obtain or retain an advantage in the conduct of the organisation's business this will be considered gross misconduct. Similarly accepting or allowing another person to accept a bribe will be considered gross misconduct. In these circumstances you will be subject to formal investigation under the organisation's disciplinary procedures, and disciplinary action up to and including dismissal may be applied.

viiii) *Supporting sustainability*

Towner recognises that its activities have an impact on the environment, especially in relation to energy consumption, material usage and visitor and staff travel to the gallery. We are committed to ensuring sustainability awareness informs all aspects of decision making across the organisation. All staff are expected to play their part in delivering this aim and we have produced a code of conduct – *Think Green* – to set out our expectations in terms of individual and organisational behaviour to support sustainability (see Appendix).

i. Data Protection and Access to Information

Towner will comply with all statutory requirements of the General Data Protection Regulations by registering all personal data held on its computer and/or related electronic equipment and by taking all reasonable steps to ensure the accuracy and confidentiality of such information.

The General Data Protection Regulations protects individuals' rights concerning information about them. Anyone processing personal data must comply with the eight principles of good practice. Data must be:

- fairly and lawfully processed
- processed for limited purposes
- adequate, relevant and not excessive
- accurate
- not kept longer than necessary
- processed in accordance with the data subject's rights
- secure
- not transferred to countries without adequate protection

Employees can request access to the information held on them by the organisation. All requests by employees to gain access to their personnel records should be made in writing. There is no charge for this service.

We process personal data collected in accordance with its data protection policy. This data is held securely and accessed by, and disclosed to, authorised individuals only for the purposes of managing its policies and procedures.

Inappropriate access or disclosure of employee data constitutes a data breach and should be reported in accordance with the organisation's data protection policy immediately. It may also constitute a disciplinary offence, which will be dealt with under the organisation's disciplinary procedure.

Further details are in our *Data Protection, Confidentiality & Personal Conduct Policy* evidenced in Appendix 2 of the handbook and by signing your contract of employment you confirm your understanding and compliance with the contents of this document.

j. Changes in Personal Information for Employment Purposes

It is important that our records are correct, as inaccurate or out of date information may affect your salary or cause difficulties in situations where contact is required for emergencies. You are required to keep your details up to date on our online HR system,.

Personal data on employees is held in accordance with the provisions of the organisation's Data Protection Policy which will be made available for inspection by you if required.

k. Performance Management

At Towner managing performance is key for ensuring our employees maximise their potential. The organisation is committed to performing an annual appraisal process with an interim checkpoint every six months. In addition, a probation appraisal will be conducted after the first three months of employment.

During your employment, we will invest in your development and you will be given support, development opportunities and regular feedback to ensure you stay on track. Should you need additional support to ensure your performance is sustained, a performance improvement programme may be put in place to monitor this.

4. Valuing Diversity and Dignity at Work

a. Valuing Diversity

i) Statement

Towner is committed to valuing diversity and seeks to provide all staff with the opportunity for employment, career and personal development on the basis of ability, qualifications and suitability for the work as well as their potential to be developed into the job.

We believe that people from different backgrounds can bring fresh ideas, thinking and approaches which make the way we work is undertaken more effective and efficient.

The organisation will not tolerate direct or indirect discrimination against any person on grounds of age, disability, gender / gender reassignment, marriage / civil partnership, pregnancy / maternity, race, religion or belief, sex, or sexual orientation whether in the field of recruitment, terms and conditions of employment, career progression, training, transfer or dismissal.

It is also the responsibility of all staff in their daily actions, decisions and behaviour to endeavour to promote these concepts, to comply with all relevant legislation and to ensure that

they do not discriminate against colleagues, customers, suppliers or any other person associated with the organisation. Towner supports this by providing a number of documents outlining our expectations for staff behaviour in relation to supporting our aim to achieve an inclusive work and public environment (see below and also the Appendix)

ii) Key Actions

In adopting these principles Towner:

1. Will not tolerate acts that breach this policy and all such breaches or alleged breaches will be taken seriously, be fully investigated and may be subject to disciplinary action where appropriate.
2. Fully recognises its legal obligations under all relevant legislation and codes of practice.
3. Will allow staff to pursue any matter through the internal procedures (Grievance Procedure) which they believe has exposed them to inequitable treatment within the scope of this policy.
4. Will select candidates only on the basis of their ability to carry out the job, using a clear and open process.
5. Will provide all employees with the training and development that they need to carry out their job effectively.

In addition to the above, Towner has produced an Anti-Racism statement with a supporting action plan, an Inclusivity & Relevance Plan, a Trans-inclusion Policy and also a Code of Conduct for staff and visitors/external parties. These documents should be read as part of your induction process (see Appendix section of this handbook). By signing your contract of employment you confirm your understanding and compliance with these policies.

b. Dignity at Work

i) Statement

The organisation believes that the working environment should at all times be supportive of the dignity and respect of individuals. If a complaint of harassment is brought to the attention of management, it will be investigated promptly and appropriate action will be taken.

ii) Harassment

Harassment can be defined as conduct, which is unwanted and offensive and affects the dignity of an individual or group of individuals.

Sexual harassment is defined as “unwanted conduct of a sexual nature, or other conduct based on sex, affecting the dignity of women and men at work”. This can include unwelcome physical, verbal or non-verbal conduct.

People can be subject to harassment on a wide variety of grounds including, but not limited to:

- race, ethnic origin, nationality or skin colour
- sex or sexual orientation

- religious or political convictions
- willingness to challenge harassment, leading to victimisation
- disabilities, sensory impairments or learning difficulties
- gender identity
- status as ex-offenders
- age
- real or suspected infection with a blood borne virus (e.g. AIDS/HIV)
- membership of a trade union or activities associated with membership

Forms may include, but may not be limited to:

- physical contact ranging from touching to serious assault
- verbal and written harassment through jokes, offensive language, gossip and slander, sectarian songs, letters etc
- intentional/persistent mis-gendering, when preferred pronouns have been shared.
- visual display of posters, graffiti, obscene gestures, flags and emblems
- isolation or non-cooperation at work, exclusion from social activities
- coercion ranging from pressure for sexual favours to pressure to participate in political/religious groups
- intrusion by pestering, spying or following someone
- bullying

iii) What should I do if I feel I am being harrassed?

If you feel you are being harassed you are strongly encouraged to seek early advice/support from your line manager. If your feel your line manager is harassing you, then you should contact his / her immediate line manager.

You should also keep a written record detailing the incidents of harassment and any requests made to the harasser to stop. This written record should be made as soon as possible after the events giving rise to concern and should include dates, times, places and the circumstances of what happened.

The organisation has a formal procedure for dealing with these issues.

5. Whistleblowing

We encourage a free and open culture in its dealings between employees and all people with whom it engages in business. In particular, they recognise that effective and honest communication is essential if malpractice is to be effectively dealt with.

This policy is designed to protect employees who raise legitimate concerns about specific matters and to provide guidance to all those who work with or within Towner who may from time to time feel that they need to raise certain issues relating to Towner with someone in confidence.

It is intended to cover concerns that are made in the public interest. If the matter is of an individual or personal nature it should be pursued through the Grievance Procedure.

a. Confidentiality

Any disclosure you make under this policy will be treated as far as reasonably practicable in a confidential and sensitive manner. If confidentiality is not reasonably practicable, for instance, because of the nature of the information, this will be explained to you.

b. Anonymity

You may make a disclosure anonymously. However, as part of Towner policy to promote openness and discourage fear of reprisal, you are encouraged to put your name to any disclosure you make. Concerns expressed anonymously cannot be dealt with as effectively as open disclosures. Anonymous disclosures will be considered, and an investigation made at the organisation's discretion.

c. Unreasonable treatment

We will not tolerate any detrimental treatment of any employee who has made a disclosure under this policy. Complaints about such behaviour will be dealt with under the Disciplinary Procedure.

d. Disclosure

This policy will apply in cases where you genuinely believe that one of the following sets of circumstances is occurring, has occurred or may occur that is in the public interest:

- That a criminal offence has been committed is being committed or is likely to be committed.
- That a person has failed, is failing or is likely to fail to comply with any legal obligation to which he or she is subject.
- That a miscarriage of justice has occurred is occurring or is likely to occur.
- That the health and safety of any individual has been, is being, or is likely to be endangered.
- That the environment has been, is being, or is likely to be damaged.
- That information tending to show any matter falling within any one of the preceding paragraphs has been, is being, or is likely to be, deliberately concealed.

While it is not necessary that you prove the malpractice or misconduct that you are alleging, but may simply raise a reasonable suspicion, please note that you will not be protected from the consequences of making such a disclosure if, by doing so, you commit a criminal offence.

If you wish to raise or discuss any issues which might fall into the above categories, you should in the first instance contact one of our Directors who will treat the matter in confidence. If the matter relates to one of these Directors, you should contact Towner's external HR Consultant (see Appendix for contact details). In such cases it is likely that further investigation will be necessary, and you may be required to attend an investigative or disciplinary hearing as a witness. Appropriate steps will be taken to ensure that your working environment and/or working relationship is/are not prejudiced by the fact of your disclosure.

e. Breach of policy

If you feel that you have suffered a detriment as a result of making a disclosure under this policy, you should in the first instance raise the matter in accordance with the Grievance Procedure.

The Disciplinary Procedure may be invoked by Towner if you are found to have intentionally misled Towner in respect of any matter or to have breached this policy in any other way.

6. Pay, Benefits & Pensions

a. Salary Arrangements

Your salary will be paid monthly in arrears by direct transfer to your designated bank account.

Your basic pay is outlined in your employment contract. Any subsequent amendments to your basic pay will be notified to you in writing by the organisation.

Part-time employees will be paid on a pro rata basis based on the hours they work. In all other aspects, unless it is specifically stated otherwise in their contract of employment (e.g. those on casual/zero hours contracts), their salaries will be paid in accordance with the pay arrangements for full-time employees of the organisation.

If any queries arise with regard to pay, or if it looks as if a mistake has been made, speak to your line manager immediately so that they can take appropriate action. Unless agreed otherwise, any pay errors, whether of over or underpayment, will be rectified in the next salary payment.

Appropriate deductions will be made from pay including income tax and National Insurance contributions (NICs), which are subject to each employee's earning level, family status and the number of hours worked.

Your salary will be reviewed annually; any increases will be determined by the resources available to Towner.

Staff on EBC contracts of employment may have different terms and conditions in this regard as outlined in their contract, details of which can be made available on request.

b. Overtime & Time of in Lieu (TOIL)

If you are entitled to receive pay for overtime this will be outlined in your employment contract. TOIL must always be agreed in advance with your Line Manager. TOIL hours should ideally be used as soon as possible, and within two months. Staff required to work on a Bank Holiday will receive standard pay and equivalent TOIL to replace the Bank Holiday entitlement.

c. Income Tax

If there are any changes in your personal circumstances which will affect your tax status, you should notify the Inland Revenue, who will automatically inform the organisation of any changes to your tax code. Addresses of local offices and enquiry centres can be found here: http://www.inlandrevenue.gov.uk/menus/officesmenu.htm

d. Deductions

Towner is entitled to deduct from your salary or any other monies due to you from the organisation, any amounts owing by you to the organisation. These sums may include, without limitation, any overpayments, loans or advances, losses incurred by the organisation in respect of mistakes regarding transport, traffic and parking offences or fines caused by you, costs of repairing any damage to company property caused by you, any losses suffered by the organisation as a result of any negligence or breach of duty by you and any sums due having taken at termination of employment excess holiday than that accumulated.

e. Expenses

Towner shall reimburse to you all reasonable out of pocket expenses which you may properly incur in connection with the business of the organisation and which you have been given **prior approval** by the organisation. All claims should comply with the organisation policies and procedures in this regard, in particular providing such receipts or other appropriate evidence and adhering to timescales.

f. Sickness Pay Provision

i) Statutory Sick Pay (SSP)

Most employees have a right to statutory sick pay (SSP) as long as they earn more than the lower earnings level. SSP is not however payable for the first three qualifying days of absence. (A qualifying day is a day on which you are normally expected to work under your contract of employment).

There is a limit of 28 weeks' SSP in any one period of sickness or linked periods. (Periods of sickness are said to be linked if the second period starts within eight weeks of the end of the first period).

SSP is paid in the same way as ordinary pay and is subject to tax and National Insurance contributions.

ii) Occupational Sick Pay

During your probationary period	No entitlement to occupational sick pay
At the end of your probationary period and up to six months service	Two weeks full pay and one-week half pay
During six months to one years' service	Four weeks full pay and two weeks half pay
During second year of service	Six weeks full pay and three weeks half pay
During third year of service	Eight weeks full pay and four weeks half pay

During fourth year of service	Ten weeks full pay and five weeks half pay
After five years of service	Twelve weeks full pay and six weeks half pay

Payments of sick pay may be terminated, suspended or reduced if an employee fails to notify the organisation of relevant facts, or if their absence or continued absence is due to them taking an unwarranted risk (in or out of work), conducting themselves in a way that prejudices their recovery, abusing alcohol or drugs or other substances, or recklessly endangering the health and safety at work of themselves and others. Sick pay will also be stopped if the employee fails to follow the correct notification of sickness absence reporting procedures.

Staff on EBC contracts of employment may have different terms and conditions in this regard as outlined in their original contract, details of which can be made available on request.

g. Pension Scheme

You will be automatically enrolled in the organisation's workplace Pension scheme (NEST) if you meet the eligibility criteria, details of which you will have received as part of your offer letter and employment contract. You may elect to opt out of the scheme if you so wish. Please note that no member of the organisation can advise you on whether you should join or not. If you are unsure, you should seek independent financial advice.

6. Leave Arrangements

a. Annual Leave

Full time employees of Towner are entitled to 25 days paid annual leave. After two years of continuous service with Towner, you will be awarded a further two extra days holiday.

Holiday allowance will be pro-rated in the following circumstances:

- If you work part time hours
- If your employment begins part way through the holiday year
- If your employment ends part way through the holiday year

Staff on 'no fixed hours contracts' will receive a payment of 12% of their earned monthly wages, in lieu of holiday. This will be paid on a monthly basis with payroll.

Holidays must be requested through our online HR system, where they will be approved by your line manager. We will, where possible, try to accommodate individual preferences for holiday dates, but the needs of the business may have to take precedence, particularly where short or inadequate notice is given.

- The holiday year runs from 1st April to 31st March.
- Leave for employees joining after the start of the leave year accrues at the rate of one twelfth of the annual entitlement for each complete calendar month of service

- Leave for employees who terminate their employment during the leave year is calculated on the same basis. If, however, the annual leave entitlement has been exceeded, a deduction calculated on the same basis will be deducted from the final salary payment.
- Holiday pay in lieu of accrued leave will be paid only on termination of employment and will normally be subject to a maximum of 10 working days.
- The organisation may ask you to take any unused holiday or TOIL during your notice period
- It is organisation policy that holiday entitlement cannot be carried over from one holiday year into the next unless its extreme circumstances.

Towner also recognises the any statutory Bank Holidays in addition to basic annual leave entitlement.

Staff on EBC contracts of employment may have different terms and conditions in this regard as outlined in their contract, details of which can be made available on request.

b. Maternity Leave and Pay

Pregnant employees will be entitled to take 26 weeks' Ordinary Maternity Leave and 26 weeks Additional Maternity Leave, irrespective of their length of service or the number of hours worked each week.

You may not return to work during the two weeks immediately following the birth of your child.

You are free to choose when you would like your maternity leave to start, however, the earliest you can choose to start your maternity leave is during the 11th week before the expected week of your child's birth.

In certain circumstances, your maternity leave may start automatically earlier than the date you chose as the start date for your maternity leave. This applies where you are absent from work wholly or partly because of pregnancy at any time during the four weeks before the expected week of childbirth or if you give birth early.

If you have at least 26 weeks' service by the end of the 15th week before your child is expected to be born, you may be entitled to Statutory Maternity Pay (SMP), provided your average weekly earnings are at or above the Lower Earnings Limit for National Insurance.

SMP is payable for 39 weeks. For the first six weeks, SMP will be paid at 90% of your average weekly earnings. For the remaining 33 weeks, SMP will be paid at the standard rate which is prescribed by regulations and is reviewed on an annual basis. The organisation will inform you of the applicable rate. If your average weekly earnings fall below the standard rate, SMP will be paid at 90% of your average weekly earnings throughout.

SMP will be paid subject to deductions for tax and National Insurance contributions in the normal way. The organisation does not operate an enhanced maternity scheme.

In order to be eligible for maternity leave and SMP, you are required to notify your line manager in writing by or during the 15th week before the expected week of your child's birth. You must inform your Line Manager of the following:

- that you are pregnant
- the week in which your child is due
- the date you intend to start your maternity leave
- the date from which you will be claiming SMP

You should enclose a MAT B1 certificate with your written notification signed by your registered doctor or registered midwife to confirm the expected week of childbirth.

You may change the date you start your maternity leave providing you give at least 28 days' notice in writing of either the new start date or the original start date (whichever is earliest).

Within 28 days of receiving your notice, the organisation shall notify you in writing of the date when your maternity leave will end.

All pregnant employees, regardless of length of service, are entitled to take time off with full pay during working hours to receive antenatal care. This includes relaxation and parent craft classes if attended on medical advice, in addition to medical examinations.

During Ordinary Maternity Leave, you will continue to receive your contractual benefits and your normal terms and conditions will continue to apply, except for those terms relating to wages and salary. You will continue to accrue holiday.

During Additional Maternity Leave, the rights and obligations under your contract of employment are reduced, but you must still give notice in accordance with your contract of employment if you want to leave. In addition, you will continue to be bound by your obligations of confidentially and loyalty. Only statutory holiday will accrue.

Employees can request up to 10 days' work during their maternity leave without losing their right to SMP. These are known as 'keeping in touch' days.

For all employees, you must return to work after your ordinary or additional maternity leave ends (unless you have advised us that you do not intend to return to work, giving the notice required by your contract of employment). If you intend to return before the end date of your 26-week ordinary leave period of before the end of your additional leave period, you must give the organisation at least 8 weeks' notice in writing.

If you return to work immediately after a period of Ordinary Maternity Leave you will return to work in the same job you left before you started your maternity leave.

If you return to work from a period of Additional Maternity Leave, you will return to the same job you were employed to do. If this is not reasonably practicable, the organisation will endeavour to find you a suitable alternative job on equally favourable terms and conditions.

Staff on EBC contracts of employment may have different terms and conditions in this regard as outlined in their contract, details of which can be made available on request.

c. Adoption Leave and Pay

An employee who adopts a child through an approved adoption agency is entitled to up to 52 weeks' adoption leave from day one of his/her employment.

This is made up as follows:

- 26 weeks' Ordinary Adoption Leave; followed by
- 26 weeks' Additional Adoption Leave

Additional adoption leave follows on immediately from the end of the period of ordinary maternity leave.

To qualify for Statutory Adoption Pay, the employee must:

- Have been continuously employed for at least 26 weeks by the date he or she is informed by the adoption agency that the adopter has been matched with a child;
- Have average weekly earnings equal to or above the lower earnings limit for National Insurance purposes over the eight-week period leading up to the date the adopter is matched with a child;
- Give the employer the required minimum notice that he or she intends to be absent from work because of adoption;
- Provide the employer with a matching certificate from the adoption agency as evidence of entitlement to Statutory Adoption Pay; and
- Adoption leave can start on the day the child is placed for adoption, or up to 14 days earlier.

The employee does not need to give notice of a return to work if he or she simply returns at the end of the Adoption Leave period.

If the employee wishes to return to work before the full entitlement to Adoption Leave has ended, the employee must give his or her employer a minimum of eight week's notice of the date of the earlier return.

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

Employees on adoption leave may request up to 10 day's work without losing their right to SAP. These are known as 'keeping in touch days'. Work will be paid at the employee's normal rate of pay, but SAP will be taken into account.

Employees have the right to resume working in the same job if returning to work from ordinary adoption leave. If the employee returns to work after a period of additional adoption leave, he/she is entitled to return either to the same job or, if this is not reasonably practicable, to another suitable job that is on terms and conditions not less favourable.

Staff on EBC contracts of employment may have different terms and conditions in this regard as outlined in their contract, details of which can be made available on request.

d. Paternity Leave and Pay

Statutory Paternity Leave is a maximum of two weeks' leave, following the birth of a child, taken in order to support the mother or care for the new child. It can be taken as a single week or two consecutive weeks. It cannot be taken as odd days or as two separate weeks.

Statutory Paternity Leave must be taken within 56 days of the birth. If the baby is born earlier than expected, it must be taken within 56 days from the date the baby was due.

To qualify you must have worked for the organisation for at least 26 weeks by the end of the 15th week before the expected birth week.

Statutory Paternity Pay is paid at a fixed rate per week (determined in legislation) or 90% of average earnings if that is less. It is paid less tax and National Insurance contributions in the normal way.

During Statutory Paternity Leave, you are entitled to all of your normal contractual terms and conditions as if you were not absent, apart from basic wages and salary. You have the right to return to exactly the same job, on the same terms and conditions after Statutory Paternity Leave.

Paternity leave and pay are also available for the adoption of a child.

e. Shared Parental Leave and Pay

Each parent qualifies separately for Shared Parental Leave (SPL) and Statutory Shared Parental Pay (ShPP).

If you're eligible you can start SPL and take leave in separate blocks, instead of taking it all in one go like maternity or adoption leave. You can also share the leave between you, if you're both eligible.

To qualify for SPL, you must share responsibility for the child with one of the following:

- your husband, wife, civil partner or joint adopter
- the child's other parent
- your partner (if they live with you and the child)

You must also:

- have been employed continuously by the same employer for at least 26 weeks by the end of the 15th week before the due date (or by the date you're matched with your adopted child)
- stay with the same employer while you take SPL

During the 66 weeks before the week the baby's due (or the week you're matched with your adopted child) your partner must:

- have been working for at least 26 weeks (they don't need to be in a row)
- have earned at least £390 in total in 13 of the 66 weeks (add up the highest paying weeks, they don't need to be in a row)

This can be as an employee, worker or self-employed person. Your partner doesn't have to be working at the date of birth or when you start SPL.

You can only start Shared Parental Leave (SPL) or Shared Parental Pay (ShPP) once the child has been born or placed for adoption.

For SPL to start, the mother (or the person getting adoption leave) must either:

- return to work, which ends any maternity or adoption leave
- give their employer 'binding notice' of the date when they plan to end their leave (you can't normally change the date you give in binding notice)

A mother can't return to work before the end of the compulsory 2 weeks of maternity leave following the birth

ShPP is payable for 39 weeks. For the first six weeks, ShPP will be paid at 90% of your average weekly earnings. For the remaining 33 weeks, Shpp will be paid at the standard rate which is prescribed by regulations.

ShPP will be paid subject to deductions for tax and National Insurance contributions in the normal way. The organisation does not operate an enhanced scheme.

f. Other Leave Policies

Time Off for Dependants

You are legally entitled to take a reasonable amount of time off to deal with certain unexpected emergencies involving certain dependants. This leave is unpaid and called Time Off for Dependants. Time Off for Dependants can be taken, for example, if a dependant falls ill or is injured, if care arrangements break down, or to arrange or attend a dependant's funeral. A dependant could be your child (including adopted child), spouse, partner, grandchild, wife, parent or someone who depends on you for care. It also includes someone who lives in your household, and someone who reasonably relies on you, such as an elderly relative. Any time taken off must be necessary and reasonable in the particular circumstances.

Parental Leave

An employee is entitled to up to 18 week's unpaid parental leave per child if he/she is the birth or adoptive parent of a child who is under 18 years of age. To qualify for ordinary parental leave, employees must have completed at least one year's continuous service with the organisation.

A maximum of four weeks' Parental Leave may be taken in any one year.

Parental Leave may only be taken in blocks of one complete week or more except in the case of parents of children with a disability who may take Parental Leave one day at a time.

An employee is required to give the employer a minimum of 21 calendar days' notice in writing of his or her request to take Parental Leave.

Employers have the right to postpone Parental Leave for up to six months if the business would be unacceptably disrupted by the employee's absence. However, Parental Leave requested to take place immediately after the birth of a child may not be postponed provided that the employee has given 13 weeks' notice of his or her intention to take Parental Leave at this time.

Parental Bereavement Leave

We recognise that, while dealing with any bereavement is difficult, the death of a child is among the most devastating events that an employee can ever face. This policy sets out our commitment to supporting bereaved parents through their grief by ensuring they can take parental bereavement leave.

Entitlement to Parental Bereavement Leave

The policy applies to employees who suffer the loss of a child under the age of 18. This includes parents who suffer a stillbirth after 24 weeks of pregnancy. Adoptive parents, the parents of children born through a surrogate and the "natural parents" of adopted children who have been granted some court-ordered contact also qualify for parental bereavement leave. The partner of a deceased child's parent also qualifies, as long as they live in an "enduring family relationship" with the child and their parent. Legislation includes the concept of a "parent in fact", which means someone who, for a continuous period of at least four weeks before the child died, lived with the child and had "day-to-day responsibility" for the child (but who is not being paid to look after the child).

Whatever your length of service at Towner, you can take this type of leave if you are the parent of the child who has passed away, or the partner of the child's parent. In general, you can take this type of leave if you have parental responsibility for the child. This includes adoptive parents.

If you have suffered a bereavement but are unsure if you are entitled to parental bereavement leave, please contact your line manager for clarification.

You can take two weeks of parental bereavement leave. You can take the leave as:

- a single block of two weeks; or
- two separate blocks of one week at different times.

You cannot take the leave as individual days. You can take the leave at the time(s) you choose within the 56 weeks after your bereavement. You might choose, for example, to take it at a particularly difficult time such as your child's birthday.

If you have lost more than one child, you have a separate entitlement to bereavement leave for each child who has passed away.

Notification Requirements to Take Parental Bereavement Leave

To take parental bereavement leave, an employee must tell their employer:

- the date of the child's death;
- the date on which they are beginning their parental bereavement leave; and
- if they intend to take one or two weeks' parental bereavement leave.

If you need to take parental bereavement leave within the first 56 days after your bereavement, you can take the leave straight away. You do not have to provide any notice. Please let your line manager know no later than when you are due to start work on the first day on which you wish to take leave or, if that is not feasible, as soon as you can.

To take leave more than 56 days after your bereavement, please give your line manager at least one week's notice.

Employees do not have to provide any evidence of their child's death (such as a copy of a death certificate or a letter from the child's doctor).

Pay During **Parental Bereavement Leave**

We recognise the need to provide bereaved parents with as much support as possible, and we will continue to pay normal pay during your leave.

Compassionate Leave

The organisation recognises that employees may need compassionate leave from time to time for example when important personal or family matters must be attended to at short notice. The Director has discretion to grant up to five days paid compassionate leave in any one leave year for an employee and also up to twenty days leave without pay in any one year for an employee. This leave is granted at the organisation’s discretion.

Jury Service

Inform your line manager as soon as you are notified about jury service and give a copy of your court summons to them. You can only defer jury service once, so make sure you discuss the best approach. Do not defer without speaking to them first. You will need to put in a claim for loss of earnings from the court and Towner will make up the difference of your normal pay. If jury service finishes early you should tell the organisation as soon as you are aware so arrangements to return to work can be made.

Time off for Public Duties

We endeavour to support activities that might be considered to be in the interest of the public at large. As a result, we will accommodate up to five working days paid leave during your working hours to perform public duties. Any time off must be approved in advance by the Director.

7. Health and Safety

All employees will be bound by the Health and Safety policies and procedures and must ensure they are made aware of these.

Should you feel concern over any health and safety aspects of your work, this should be brought to the attention of your line manager immediately.

Towner's policy and procedures relating to Health and Safety is included as an Appendix to this document. By signing your contract of employment you confirm you have read this document and will comply with all procedures.

8. Leaving Towner

a. Notice Periods

Should you decide to leave your employment with Towner, you will need to provide your contractual notice period as outlined in your employment contract.

If Towner terminates your contract, the minimum statutory periods will apply:

Periods of continuous employment	**Minimum notice**
Less than four years	Four weeks
Four years or more, but less than twelve years	One week for each year of continuous employment
Twelve years or more	Not less than twelve weeks' notice

Your employment may be terminated without notice where dismissal follows disciplinary proceedings.

Staff on EBC contracts of employment may have different terms and conditions in this regard as outlined in their contract, details of which can be made available on request.

b. Working Notice

In all cases Towner reserves the right to enforce your full notice period. Your full remaining annual leave entitlement should be taken during your notice period in agreement with your line manager. Exceptionally, if this is not possible, your manager may agree to make a payment in lieu of this. If you leave any day other than the last working day of that month, that month will not count for annual leave purposes.

If you resign and are in possession of property belonging to Towner (including computer files), you should make your line manager aware of these, and arrange how they will be handed back

to Towner. You remain bound by the confidentiality arrangements outlined in your contract of employment during this period.

In exceptional circumstances, if deemed appropriate and as an alternative to working your notice, Towner reserves the right either to transfer you to other suitable duties during your notice period or to require you to accept payment in lieu of any entitlement to notice.

c. Other Conditions on Leaving

On leaving, Towner will deduct from any money due to you such sums as you may owe to the organisation. These may include, but are not restricted to, any loans, relocation assistance, court orders and payment made for holidays taken in excess of entitlement.

If you leave without giving notice and without Towner's agreement, you are in breach of your contract and you may forfeit some or all of any salary due to you.

Before leaving, you must hand over to your line manager all articles belonging to Towner. Documents and software include (but are not limited to) correspondence, diaries, address books, databases, files, reports, plans, records or any other medium for storing information. You should not retain any copies, drafts, reproductions, extracts or summaries of documents and software. You are also required to return all equipment belonging to Towner: laptops, phones, access/ID passes and keys. Failure to return company equipment, may result in a deduction from your final salary to the value of the items.

For six months after the date at which you have left Towner you must not:

- Solicit or seek to entice away any organisation staff
- Use or divulge to any person or company any confidential information relating to the business of Towner.

Should you be dismissed for reasons of gross misconduct, your employment may be terminated immediately without the benefit of notice or payment in lieu of notice.

Appendix 1 - Disciplinary and Grievance Procedures

DISCIPLINARY PROCEDURE

SCOPE

The Disciplinary Procedure will be used only when necessary and as a last resort. Where possible, informal and/or formal counselling or other good management practice will be used to resolve matters prior to any disciplinary action being taken. The procedure is intended to be positive rather than punitive but takes cognisance of the fact that sanctions may have to be applied in some circumstances.
An employee can discuss any part of this policy with their line manager. They can help clarify an employee's rights as well as give guidance and support where it may be needed. Every individual has the right to representation at any point during the disciplinary process.

SUSPENSION

Suspension is not disciplinary action and is fully paid. The purpose of suspension is manifold and can be used when it is necessary to remove a member of staff from the workplace pending an investigation for example, to allow time for a 'cooling down period' for both parties, for their own or others protection, to prevent them influencing or being influenced by others or to prevent possible interference with evidence. Only the Manager in charge of that individual, at that time or their superior, have the authority to suspend an individual.

An employee suspended from duty will receive written confirmation within three days of:

- the reason for the suspension
- the date and time from which the suspension will operate.
- the timescale of the ongoing investigation.
- the right of appeal to the immediate manager of the suspending manager should the suspension last more than 7 days

COUNSELLING

Counselling is an attempt to correct a situation and prevent it from getting worse without having to use the disciplinary procedure. Where improvement is required, the employee must be given clear guidelines as to:

- what is expected in terms of improving shortcomings in conduct or performance
- the time scales for improvement
- when this will be reviewed
- the employee must also be told, where appropriate, that failure to improve may result in formal disciplinary action.

A record of the counselling should be given to the employee and a copy retained in their personnel file. It is imperative that any counselling should be followed up and improvements recognised and recorded. Once the counselling objectives have been met, any record of the counselling will be removed from the employee's file.

If during counselling it becomes clear that the matter is more serious, then the discussion should be adjourned, and pursued under the formal disciplinary procedure.

PROCEDURE FOR INVESTIGATION

Investigations should be carried out by the most appropriate manager who is not directly involved with the incident being investigated. This manager may involve others to assist with the investigation process. All the relevant facts should be gathered promptly as soon as is practicable after the incident. Statements should be taken from witnesses at the earliest opportunity. Any physical evidence should be preserved and/or photographed if reasonable to do so.

A report should be prepared which outlines the facts of the case. This should be submitted to the appropriate senior manager / Director who will decide whether further action is required. Where appropriate, this report may be made available to the individual and their representative.

In most circumstances where misconduct or serious misconduct is suspected, it will be appropriate to set up an investigatory meeting. This would be chaired by the appropriate Senior Manager / Director, who would be accompanied by an appropriate staff member who can provide Human Resources perspective. This may be an external HR consultant. The investigating manager would be asked to present his/her findings in the presence of the employee who has been investigated.

Following the full presentation of the facts, and the opportunity afforded to the employee to state his side of the case, the meeting should be adjourned, and everyone would leave the room except the senior manager / Director hearing the case, and the other manager. They would discuss the incident(s) and decide which of the following option was appropriate:

1. take no further action against the employee
2. recommend counselling for the employee
3. proceed to a disciplinary hearing

All parties should be brought back and informed as to which option has been chosen.

Should the decision be taken to proceed to a disciplinary hearing, then the formal disciplinary process will begin.

The letter inviting the employee to attend the Disciplinary Meeting will set out the reasons why the meeting is being convened. The letter will include any supporting evidence gathered to enable the employee to prepare a response to the detail of the alleged breach of discipline.

The employee will be given reasonable notice of the Disciplinary Meeting to ensure sufficient time to prepare their response and to arrange representation if desired.

The employee will be informed that they are entitled to be accompanied by a work colleague or Trade Union representative.

The role of the employee representative is to support the employee but not to provide representation.

During the Disciplinary Meeting the representative can confer with their employee, address the meeting e.g., to put the employee's case forward or sum up the case. However, s/he is not there to answer questions on behalf of the employee, or obstruct the process in any way

All meetings will be minuted. These notes will not be verbatim, but a record of the key points discussed. A copy of these notes will be made available to both parties.

At the meeting, the manager will set out the detail of the alleged breach of discipline to the employee and the employee will be given sufficient opportunity to state his/her case and provide any mitigating circumstances, before any final decision is made by the manager.

The meeting may be adjourned if the manager needs to conduct further investigations before making a decision. In these circumstances, every effort will be made to inform the employee of the likely duration of such an adjournment.

WARNINGS

Examples of Minor Misconduct

Below are listed examples of misconduct which may warrant a First Written Warning. It is stressed however that this list is not exhaustive and that on all occasions a full and proper investigation must take place prior to the issue of a warning.

- Persistent lateness and poor timekeeping.
- Absence from work, including going absent during work, without valid reason, notification or authorisation.
- Failure to work in accordance with prescribed procedures.
- Unwillingness to perform agreed tasks.
- Unreasonable standards of dress or personal hygiene.
- Failure to observe organisation regulations and procedures.

Examples of Gross Misconduct

Listed below are examples of misconduct which may be considered to be Gross Misconduct and may warrant a Final Warning, Demotion or Dismissal. It is stressed however that this list is not exhaustive and that on all occasions a full and proper investigation must take place prior to the issuing of a Final Warning, or Dismissal.

- Theft, including unauthorised possession of Company property.
- Breaches of confidentiality, prejudicial to the interest of the organisation,
- Being unfit for duty because of the misuse/consumption of drugs or alcohol.
- Refusal to carry out a management instruction which is within the individual's capabilities and which would be seen to be in the interests of the organisation.
- Breach of confidentiality / security procedures.
- Bribing or attempting to bribe another individual, or personally taking or knowingly allowing another person to take a bribe;
- Physical assault, breach of the peace or verbal abuse.

- False declaration of qualifications or professional registration.
- Failure to observe organisation rules, regulations or procedures.
- Wilful damage of property at work.
- Failure to apply sound professional judgement.

Warnings and Time Scales

Verbal warning – 6 months
Written warning – 12 months
Final written warning – 18 months
Demotion
Dismissal

LETTER OF WARNING

All Warnings must contain the following information:

- The nature of the offence and where appropriate, that if further misconduct occurs, more severe disciplinary action will be taken.
- The period of time given to the employee for improvement.
- The employees right to appeal to the manager directly above that of the one issuing the warning.
- A copy of the warning and any supporting documentation must be attached to the individual's personnel file.
- The employee must also receive a copy of the warning which in the case of any written warning will be sent to their home address by recorded delivery if not handed to them in person.
- In any case where a warning has been issued, reference must be made to the fact that any further misconduct may lead to further disciplinary action. In cases where a final written warning is issued, reference must be made to the face that any further misconduct may lead to dismissal, and that the employee has the right of appeal, and to who they can make that appeal.

The letter confirming dismissal will contain the following information:

- The reason for dismissal and any administrative matter arising from the termination of their employment.
- The employees right of appeal and to whom they should make that appeal

APPEALS

Every employee has the right to appeal against the outcome of a disciplinary hearing. The basis of an appeal should normally relate to one of the following areas:

- that the organisation's Procedure had not been followed correctly.
- that the resulting disciplinary action was inappropriate.
- that the need for disciplinary action was not warranted.

- that new information regarding disciplinary action, has arisen

An appeal should be put in writing. The letter of appeal may be constructed by the employee or their representative. The letter should contain the grounds for appeal and should be lodged within 5 days of receipt of the warning / dismissal letter.
An appeal will be arranged as soon as reasonably possible upon receipt of the appeal letter.

Appeals against First Warnings

In the case of first warnings, the appeal will be heard by the manager next in line to the one who issued the warning.

Appeals against Downgrading, Final Warnings and Dismissal

The hearing and determining of appeals against final warnings and dismissal will be heard by the appropriate Director. They may also involve another senior manager / Director not previously involved with the case.

Witnesses may be required by either party at an appeal hearing, dependent upon the circumstances and nature of the case. However, there is no specific obligation on either party to produce a witness. Either party must give 5 days prior notice that they intend to call specific persons involved or associated with the case under consideration.

It is the responsibility of the management representative and for the appellant to each arrange for the availability and attendance of any witness they wish to call.

The decision of the manager hearing an appeal is the final internal stage.

GRIEVANCE PROCEDURE

It is preferable that complaints and disagreements can be resolved informally. It is important to the organisation that employees consider that they are being treated fairly and that any serious concerns are resolved as quickly as possible to maintain a harmonious working environment. The purpose of the procedure is to provide a process whereby grievances can be dealt with fairly, consistently and speedily within the organisation.

The grievance procedure is intended as the tool by which a member of staff may formally raise a grievance, regarding any condition of their employment, heard by the management of the organisation. The aggrieved employee has the right to be accompanied by a work colleague or Trade Union Representative, but this person will not represent the employee.

Time scales have been fixed to ensure that grievances are dealt with quickly, however these may be extended if it is agreed upon by both parties.

This procedure is not intended to deal with:
1. Dismissal or disciplinary matters which are dealt with in a separate procedure.
2. Disputes, which are of a collective nature and which are dealt with in a separate procedure.

Informal Procedure

Most grievances are ideally resolved informally in discussion with the immediate manager. The organisation's view is that raising complaints should be viewed as a positive process provided that it is done so in an appropriate manner, as this allows the grievance to be resolved quickly

However, if it is not possible to resolve the complaint informally, or it is inappropriate to do so, the employee should put their grievance in writing to either their Line Manager or (if the issue involves their Line Manager) to another Director

Formal Procedure

The employee raising the complaint will be invited to a grievance hearing by the manager, who will also inform them of the right to be accompanied. If the person chosen to accompany the employee cannot attend on the proposed date, the employee can suggest another date so long as it is reasonable and not more than five days after the date originally proposed agreed.

At the meeting, the employee should explain their complaint and say how they think it could be resolved. If the grievance cannot be resolved at this point, the manager should then adjourn the meeting to seek further advice or to initiate an investigation

Following discussion of the grievance or on conclusion of the investigation, the decision will be confirmed in writing to the employee

Appeal

If the employee is not satisfied with the decision following the grievance hearing they have they the right to appeal the matter formally in writing no later than 5 working days after receiving written confirmation of the outcome of their grievance.

All employees who have raised a grievance and who wish to appeal against the decision must specify their grounds for the appeal.
The employee will be invited to a further meeting with a different Manager/employee (this may be an external representative), informing them of their right to be accompanied.

Following the discussion of the grievance appeal at the meeting, the Manager will make a decision and confirm the outcome in writing indicating the reasons for agreement or disagreement with the points raised.

Once the decision at appeal has been delivered, this concludes the internal process.

ENDS

Appendix 2 – Data Protection, Confidentiality & Personal Conduct Policy

All new employees should read the contents of this policy prior to commencing employment. By signing your contract of employment you confirm that you will comply with all of the procedures outlined in this policy document.

PART ONE: Employee Confidentiality Agreement re. Data Protection Responsibilities

As part of our commitment to protecting the personal data of all of the stakeholders, users, colleagues and employees who we engage with, Towner promises to safeguard, respect and maintain the privacy of personal data that we hold within our systems – both electronic and paper-based. Personal data is defined as information relating to an identifiable living individual. Whenever personal data is processed, collected, recorded, stored or disposed of it must be done within the terms of both the Data Protection Act 2018 (DPA) and the GDPR.

Data Protection Act 2018 (DPA)

The DPA states that personal data should be treated in accordance with the following eight principles. It must be:

1. processed fairly and lawfully
2. collected for specified and limited purposes
3. adequate, relevant and not excessive for the purpose for which it was collected
4. accurate and up to date
5. kept for no longer than necessary for the purpose for which it was collected
6. processed in accordance with the rights of data subjects
7. protected against unauthorised or unlawful processing and accidental loss or damage
8. not transferred to a country outside the European Economic Area unless that country ensures an adequate level of protection for the rights of the data subjects in relation to the processing of personal data.

The General Data Protection Regulation (GDPR)

Many of the GDPR main concepts and principles are much the same as those in the current Data Protection Act, but GDPR places greater emphasis on transparency and individuals' rights provision. Data processors must now be accountable; Towner is required to document the personal information it holds, where it came from and who it shares it with through effective policies and procedures.

The GDPR includes the following rights for individuals:

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object
- The right not be subject to automated decision-making including profile

To honour these individual rights, organisations need to ensure that personal information is treated in accordance with the following 6 principles:

1. processed lawfully, fairly and in a transparent manner in relation to individuals;
2. collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes;
3. adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
4. accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;
5. kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals; and
6. processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures."

Privacy Notice:

Towner communicates privacy information through its Privacy Notice which explains how it intends to use stakeholder and staff information, its lawful basis for processing the data, its data retention periods and that individuals have a right to complain to the Information Commissioner's Office (ICO) if they think there is a problem with the way it is handling their data. Towner's Privacy Notice is included on our website (bottom of home page) and available on request.

All employees should comply with the following:

- Do not share any personal information that has been obtained through Towner with any third parties without specific written consent from the individuals involved. *(this could include sharing a mailing list with another organisation or could be giving out a colleague's personal mobile number to a third party without permission to do so)*
- Password protect all online documents in my control that contain personal information.*To do this go to File/Info/Permissions/Password protect*.
- Regularly review any personal data held, and securely delete information that is no longer needed for the original purpose; and update, archive or securely delete information if it goes out of date.
  It is good practice if Information that does not need to be accessed regularly, but which still needs to be retained, to be safely archived or put offline. However, personal data should not be kept indefinitely "just in case", or if there is only a small possibility that it will be used.
- Use blind copying (bcc) when emailing groups that include personal emails of others.
- Ensure computer has auto lock function applied.

- Close door to staff office spaces during public opening hours.
- Ensure any printed documents containing personal information are locked away when not in immediate use (e.g. membership forms, job applications etc) and particularly overnight.
- Shred sensitive printed material as soon as possible or ensure it is stored in a locked cupboard
- (*For those with responsibility for fulfilling over the phone credit card transactions)* Ensure any written credit card details and other personal information are processed as quickly as possible (within 24 hrs) and shredded immediately after successful processing. If there is a delay in processing the printed details ensure they are stored in locked cupboard.
- Never ask a customer to send their credit card details to Towner via email.
- Ensure personal cheques are locked away and not left on desks.
- Take care to immediately retrieve documents that may contain personal information from the printer. Unclaimed print outs will be shredded if they are found to contain personal data.

PART TWO: Towner's procedures for managing employee information

Staff have a right to know what information Towner holds on then, how this is stored and how it is used. Towner will obtain and store personal information on our employees and volunteers for 4 main purposes, as follows:

1. Information gathered via a recruitment process
2. Information contained within personnel records
3. Payroll information (bank details, address, DOB etc)
4. General contact information, incl. emergency contacts, to facilitate efficient communication.

Access to personal information relating to named/identifiable staff is tightly controlled in the following ways:

Personnel files: Employee records are locked and located within the Director's Office. Only the Director, Deputy Director and the Director's PA have access to these files. Requests by Line Managers to access personnel folders relating to their team must be made to the Director or Deputy Director and will not automatically be allowed. Staff have the right to view what information is held on their personnel files.

Job Applications: Electronic Job Applications received during recruitment process are saved in a password protected folder. These are kept for a 6-month period in line with best practice re. fair employment. Hard copies may be printed for the interview panel but great care should be taken to ensure hard copies are securely stored at all times and shredded asap after use.

Equal Opportunities Monitoring Forms: In accordance with the Equality Act Towner is committed to monitoring the diversity of our workforce. This information is primarily gathered via Equal Ops Forms that are completed as part of the application process. Our Equal Ops Forms do not include information that would easily link the data back to a specific individual. Hard copies of Equal Ops forms are removed from Job Applications on receipt to ensure sensitive information cannot be easily linked back to an individual.

Payroll information: Access to payroll is limited to the Director, Deputy Director and the Finance Officer and access to our finance system is password protected. Electronic payslips that are emailed to staff are password protected.

Contact Information: As it is sometimes necessary to contact staff via personal mobile or personal email for work related issues, we ask staff's permission to store their preferred personal mobile number and personal email on a shared document. This is strictly for internal use only. Personal contact information should not be shared with external contacts without explicit consent. Communications from Towner to employees via their personal email/mobile should be kept to a minimum but will include the issuing of Week Ahead notes and Rotas. Printed copies of staff contact details should be stored with care and should not be on display in any publicly accessible areas of the building. This information is currently saved in online folders that are available to contracted staff only. Currently this document is not password protected, due to the limited team that have access to the computer system.

C. PART THREE: Professional Conduct

In addition to responsibilities under Data Protection legislation all employees of Towner are expected to conduct themselves in a professional manner and avoid any scenarios or activities that could damage Towner's corporate reputation. Towner does not seek to dictate how employees conduct themselves in their personal lives outside work. However, unlawful, anti-social or other conduct by employees which may jeopardise Towner's reputation or position will be dealt with through the disciplinary procedure.

- Employees must not engage in any illegal activities using Towner resources or our network, this includes copying of pirated material or software and viewing or transmitting obscene or pornographic material.
- Employees must never disclose sensitive or confidential information relating to Towner to third parties, either in person or via social media or press. There will be times when employees may become aware of confidential information, either about other individuals or in connection with the organisation's activities. Employees should be aware of the need to keep such matters confidential and to respect the proper channels of communication for such information.
- Personal statements and opinions should not be attributed to Towner Art Gallery unless an employee is writing/presenting in an authorised, official capacity.
- Only appointed members of staff are permitted to post material on a social media website in Towner's name.
- Employees should use common sense in their use of personal social media accounts and should be very mindful of the impact personal contributions on social media might make to people's perception of Towner as an organisation.
- Do not upload, post or forward any content belonging to a third party unless you have their consent.
- Do not personally announce any news or features relating to the gallery before the gallery has done so in an official capacity.

Version: Updated Dec 2023

Please contact Niamh Pearce, Deputy Director with any queries

Appendix Three - Additional Policies & Procedures

By signing your contract of employment you confirm that you have read and understood the following documents and will comply with procedures outlined.

These documents can be found on the shared drive:
Towner Art Gallery\General\Towner Policy Statements\CURRENT AGREED POLICIES

1. Towner Health and Safety Policy and Procedures
2. Towner Policy and Procedures for Safeguarding Children, Young People and Vulnerable Adults.
3. Towner Environmental Sustainability Policy & Action Plan
4. Think Green! A code of conduct for staff to support sustainability.
5. Towner Inclusivity and Relevance Plan
6. Towner Anti-Racism statement and Action Plan
7. Trans Inclusion Policy
8. Code of Conduct

Hiscox Insurance
Quote Schedule

This schedule tells you what will be insured with us if you decide to accept this quote. It should be read carefully with your policy wording(s) and statement of fact detailed elsewhere in this document.

Schedule effective date: 01/07/2024

Insurance details

Quote:	QT-PSC04009128403/13 for policy PL-PSC04009128403/10
Period of insurance:	From 01/07/2024 to 30/06/2025 both days inclusive. This policy is a Continuing cover policy.
Quote expiry date:	05/09/2024
Insured:	Towner
Address:	Devonshire Park College Road EASTBOURNE BN21 4JJ
Additional insureds:	None
Business:	Museum and Gallery

Premium details

Annualised premium – the annual premium for this policy. This is given for comparison purposes.

Annual premium:	£12,415.49
Insurance Premium Tax (IPT):	£1,489.86
Annual total:	£13,905.35

Please note that there will be no refund or additional premium for any transaction which is less than £20 (excluding IPT).

Hiscox Insurance
Quote Schedule

Summary

Claims information

If you need to make a claim:

- For claims relating to your building or contents please contact our claims team on 0800 711 7156, 9.00am – 5:30pm Monday to Friday or contact your broker. If you wish to make a claim online, you can log most claims quickly and easily through our claims notification portal at https://claims.hiscox.co.uk/.

  Outside of normal business hours, if you require emergency assistance in relation to substantial damage to your property, you can speak to our 24-hour emergency assistance team using the telephone number above. Your policy schedule will state if property cover is included in your policy.

  Our out-of-hours emergency assistance team operate on a pay-and-claim basis and you will need to have credit card details available as appropriate. The team will then be able to direct you to essential tradesmen, emergency loss adjusters or disaster management companies in the event of substantial damage.
- If there is a claim (or potential claim) against you by a third party, you should contact your broker immediately. If this is not possible or you would prefer to contact us directly please email us at liability.claims@hiscox.com. If you need to speak to a member of the claims team urgently, please call our team on 0800 711 7156, 9.00am – 5:30pm Monday to Friday. If you wish to make a claim online, you can log most claims quickly and easily through our claims notification portal at https://claims.hiscox.co.uk/.

You will need to provide your full name and contact details, the name of your business or organisation, your address and postcode, the policy reference and circumstances of the claim.

The **Important information and contact details** section below contains additional information specific to the covers applicable to your policy.

If you are unsure of who to contact please call our team on 0800 711 7156, 9.00am – 5:30pm Monday to Friday. They will ensure you get through to the correct claims team and let you know what actions you need to take.

If anything happens that might be covered under the policy, you must comply with the obligations set out in General claims conditions, together with the obligations set out under Your obligations in the section or sections under which you are making the claim. It is important that you read the policy for details of its terms in full.

Your covers
This is a summary of each section of your policy. See each section for cover details.

Cover	Insurance amount	Excess
Public and products liability	£10,000,000	£1,000

Employers' liability	£10,000,000	£0
Insured premises: Devonshire Park College Road, EASTBOURNE, BN21 4JJ		
Property – contents	£73,522	£250
Property – business interruption	£2,376,574	£0
Property – away and in transit	£140,584	£250
Property – money	Included	£0
Crisis containment	£25,000	-

The figures above are in summary only and are not in addition to the amount insured specified against each cover section below.

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Hiscox Insurance
Quote Schedule

SECTION: PUBLIC AND PRODUCTS LIABILITY	
Cover start date:	**01/07/2024**

Limit of indemnity	£10,000,000
Limit applies to	each and every claim or loss, excluding defence costs and criminal proceedings costs
Excess	£1,000
Excess applies to	each and every claim or loss, including all costs
Geographical limits	United Kingdom and European Union
Applicable courts	United Kingdom and European Union

Claims brought in USA or Canada	Not covered

Abuse or molestation cover (included within not in addition to the overall limit of indemnity stated above)	
Limit of indemnity	£1,000,000
Limit applies to	in the aggregate, including all costs
Excess	£2,500
Excess applies to	each and every claimant in respect of each and every claim or loss, excluding defence costs
Geographical limits	United Kingdom and European Union
Applicable courts	United Kingdom and European Union

Additional covers (in addition to the overall limit of indemnity stated above)		
Cover	**Limit of indemnity**	**Limit applies to**
Financial Loss	£50,000	in the aggregate
Defamation and intellectual property rights	£100,000	in the aggregate
Court attendance compensation: in total	£10,000	in the aggregate
Court attendance compensation: directors, partners, trustees, committee members, senior managers and officers	£250	per person, per day
Court attendance compensation: any other employees	£100	per person, per day

Special limits (included within not in addition to the overall limit of indemnity stated above)		
Cover	**Limit of indemnity**	**Limit applies to**
Hirers liability	£100,000	each and every claim or loss, excluding defence costs and criminal proceedings costs
Criminal proceedings costs	£100,000	in the aggregate
Unauthorised use of third-party telephones by your employees	£10,000	in the aggregate
Pollution defence costs	£100,000	in the aggregate

Hiscox Insurance
Quote Schedule

Special excesses		
Cover	**Excess**	**Excess applies to**
Financial Loss	£500	each and every claimant, including defence costs
Hirers liability	£250	each and every claim or loss, including defence costs, for property damage only
Unauthorised use of third-party telephones by your employees	£250	each and every loss
Defamation and intellectual property rights	£500	each and every loss

Insurer
Hiscox Insurance Company Limited

Section endorsements
Amendment of cover: sub-contractors' insurance requirement (same limit) **We** will not make any payment for any claim or loss directly or indirectly due to any work undertaken by any sub-contractor, outsourcer or freelancer unless **you** take all reasonable steps to ensure that they have and maintain in force public and products liability insurance with a limit of indemnity of not less than the limit of indemnity under this section of the **policy**. **Amendment of cover: abuse or molestation - claims occurring** **What is covered**, **Additional cover**, Abuse or molestation claims is amended to read as follows: If, as a result of **your business**, any party brings a claim against **you** for **abuse or molestation** occurring during the **period of insurance**, **we** will indemnify **you** against the sums **you** have to pay as compensation. This includes a claim against any **employee** when they are acting on **your** behalf in whatever capacity. **We** will not in any event provide cover to any party who actually commits, condones or ignores any **abuse or molestation**. **We** will also pay **defence costs** but **we** will not pay costs for any part of a claim not covered by this section.

SECTION: EMPLOYERS' LIABILITY

Cover start date:	**01/07/2024**

Limit of indemnity	£10,000,000
Limit applies to	each and every claim or loss, including all costs
Geographical limits	Worldwide
Applicable courts	United Kingdom, The Isle of Man and The Channel Islands

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Additional covers (in addition to the overall limit of indemnity stated above)		
Cover	**Limit of indemnity**	**Limit applies to**
Representation costs	£250,000	in the aggregate
Court attendance compensation: in total	£10,000	in the aggregate
Court attendance compensation: directors, partners, trustees, committee members, senior managers and officers	£250	per person, per day
Court attendance compensation: any other employees	£100	per person, per day

Special limits (included within not in addition to the overall limit of indemnity stated above)		
Cover	**Limit of indemnity**	**Limit applies to**
War, terrorism and nuclear risks	£5,000,000	each and every claim or loss, including defence costs

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SECTION: PROPERTY – CONTENTS

Cover start date:	**01/07/2024**

Insured premises: Devonshire Park College Road, EASTBOURNE, BN21 4JJ

Cover	**Amount insured**	**Limit applies to**	**Excess**	**Excess applies to**
General contents	£8,617	each and every incident of loss	£250	each and every incident of loss
Seating	£28,761	each and every incident of loss	£250	each and every incident of loss
It's Nicer To Be Nice Installation	£21,600	each and every claim or loss	£1,000	each and every incident of loss
Billboards	£14,543	each and every claim or loss	£250	each and every incident of loss
Total amount insured	£73,522			

Additional covers (in addition to the amount insured above)				
Cover	**Amount insured**	**Limit applies to**	**Excess**	**Excess applies to**
Glass and sanitary fixtures and fittings	£20,000	each and every incident of loss	£250	each and every incident of loss

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Newly acquired contents	£25,000	each and every incident of loss in total across all property sections	£250	each and every incident of loss
Reconstitution of data and documents	£10,000	each and every incident of loss in total across all property sections	£250	each and every incident of loss
Metered water and fuel	£25,000	in the aggregate in total across all property sections	£250	each and every incident of loss
Unauthorised use of utilities	£10,000	in the aggregate in total across all property sections	£250	each and every incident of loss
Continuing hire charges	£10,000	each and every incident of loss in total across all property sections	£250	each and every incident of loss
Employee dishonesty	£10,000	in the aggregate in total across all property sections	£250	each and every incident of loss
Contents temporarily elsewhere	£25,000	each and every incident of loss in total across all property sections	£250	each and every incident of loss
Bequeathed contents	£50,000	each and every incident of loss	£250	each and every incident of loss
Contents at fund raising events	£10,000	each and every incident of loss	£250	each and every incident of loss
Personal effects	£5,000	each and every incident of loss	£250	each and every incident of loss
Lock replacement	£10,000	each and every incident of loss	£250	each and every incident of loss
Building damage by theft	£10,000	each and every incident of loss	£250	each and every incident of loss
Employees' cycles	£10,000	each and every incident of loss	£250	each and every incident of loss
Extinguisher and alarm resetting expenses	£10,000	each and every incident of loss	£250	each and every incident of loss
Loss prevention costs	£10,000	each and every incident of loss	£250	each and every incident of loss
Removal of debris	£25,000	each and every incident of loss	£250	each and every incident of loss
Outdoor items	£10,000	each and every incident of loss	£250	each and every incident of loss
Refrigerated stock	£25,000	or the amount insured for stock, whichever is less, for each and every incident of loss	£250	each and every incident of loss
Marquees	£10,000	each and every incident of loss	£250	each and every incident of loss

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SECTION: PROPERTY – BUSINESS INTERRUPTION

Cover start date:	01/07/2024

Insured premises: Devonshire Park College Road, EASTBOURNE, BN21 4JJ

Cover	Indemnity period	Amount insured
Loss of income	12 months	£2,376,574
Total amount insured		£2,376,574

Business trends uplift applies	No
Business trends uplift percentage	Not applicable

Special limits (included within and not in addition to overall amount insured above)		
Cover	**Amount insured**	**Limit applies to**
Homeworkers	£100,000	each and every incident of loss
Unspecified customers	£100,000	each and every incident of loss
Denial of access	£100,000	each and every incident of loss
Public utilities	£100,000	each and every incident of loss
Public authority	£100,000	each and every incident of loss
Non-damage denial of access	£100,000	each and every incident of loss
Telecommunications and internet service providers	£100,000	each and every incident of loss
Unspecified suppliers	£100,000	each and every incident of loss
Loss of licence	£100,000	each and every incident of loss
Bomb threat	£100,000	each and every incident of loss
Failure of safety equipment	£10,000	each and every incident of loss

Insurer	
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Section endorsements

Special condition: business continuity plan

The following is added to **Your obligations**:

Business continuity plan

You must ensure that **you** have a business continuity plan in force which:

1. takes into consideration all functions critical to **your activities**;

2. provides for reasonable steps to minimise any interruption following any **insured damage**, **insured breakdown** and **restrictions**; and

3. such plan is tested at least annually.

We will not make any payment under this section in respect of any **insured damage**, **insured breakdown** or **restrictions** occurring whilst **you** are not in compliance with this condition unless **you** can demonstrate that such non-compliance could not have increased the risk of the loss occurring in the circumstances in which it occurred.

SECTION: PROPERTY – PROPERTY AWAY AND IN TRANSIT

Cover start date:	**01/07/2024**

Cover	Amount insured	Limit applies to	Excess	Excess applies to
Insured property anywhere in the United Kingdom	£28,576	each and every incident of loss	£250	each and every incident of loss
Insured property at specified insured premises in the United Kingdom	£112,008	each and every incident of loss	£250	each and every incident of loss
Total amount insured	£140,584			

Special limits (included within and not in addition to overall amount insured above)		
Cover	**Amount insured**	**Limit applies to**
Limit per vehicle or craft	£25,000	each and every incident of loss

Hired out property: Maximum amount for non-standard hire contract	Not covered

Additional covers (in addition to the amount insured above)				
Cover	**Amount insured**	**Limit applies to**	**Excess**	**Excess applies to**
Reconstitution of data and documents	£10,000	each and every incident of loss in total across all property sections	£250	each and every incident of loss

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Alternative hire costs	£10,000	each and every incident of loss	£250	each and every incident of loss
Continuing hire charges	£10,000	each and every incident of loss in total across all property sections	£250	each and every incident of loss
Loss of hire fees	£10,000	each and every incident of loss	£250	each and every incident of loss
Loss prevention costs	£10,000	each and every incident of loss	£250	each and every incident of loss
Removal of debris	£10,000	each and every incident of loss	£250	each and every incident of loss

Specified items (included within and not in addition to overall amount insured above)				
Description	**Amount insured**	**Limit applies to**	**Excess**	**Excess applies to**
Hired in scissor lift	£8,400	each and every incident of loss		

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Section endorsements

Amendment of cover: building works

Your obligations, Building works is amended to read as follows:

If **you** or anyone on **your** behalf intends to undertake any demolition, building work or groundwork at or on any **specified or unspecified premises** and the estimated cost is more than £250,000, **you** must tell **us** about the work at least 30 days before the work starts and before **you** enter into any contract for the works. **We** may change the terms and conditions of this **policy** or impose additional requirement that **you** must carry out. If **we** impose additional requirements **we** will tell **you** the timeframes within which **you** must carry them out.

If **you** do not tell **us**, **we** will not make any payment for **damage** indirectly caused by or resulting from the demolition, building work or groundwork, or stoppage of such work, at or on any part of the buildings at or on any **specified or unspecified premises**.

You do not have to tell **us** if the work is for minor alternations, repairs, decoration, or maintenance only.

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SECTION: PROPERTY – MONEY

Cover start date:	01/07/2024

Cover	Amount insured	Limit applies to	Excess	Excess applies to
Money in any specified or unspecified insured premises while open or in a locked safe	£5,000	each and every incident of loss	£0	each and every incident of loss
Money in any specified or unspecified insured premises while not open and not in a locked safe	£1,000	each and every incident of loss	£0	each and every incident of loss
Money at employees' homes	£1,000	each and every incident of loss	£0	each and every incident of loss
Money in transit	£2,500	each and every incident of loss	£0	each and every incident of loss
Money at event or exhibition sites	£1,000	each and every incident of loss	£0	each and every incident of loss
Money at contract sites	£1,000	each and every incident of loss	£0	each and every incident of loss
Money at any other location	£1,000	each and every incident of loss	£0	each and every incident of loss
Non-negotiable instruments	£1,000,000	each and every incident of loss	£0	each and every incident of loss

Geographical limits	United Kingdom, The Isle of Man and The Channel Islands

Additional covers (in addition to the amount insured above)				
Cover	**Compensation amount**	**Limit applies to**	**Excess**	**Excess applies to**
Personal assault: disablement which totally prevents the injured person from carrying out all parts of their usual occupation	£100	per week up to a maximum of 104 weeks for each and every incident of loss	£0	per person for each and every incident of loss
Personal assault: death	£10,000	per person	£0	per person
Personal assault: total loss, or permanent and total loss of use, of one or more limbs	£10,000	per person for each and every incident of loss	£0	per person for each and every incident of loss
Personal assault: total and irrecoverable loss of sight in one or both eyes	£10,000	per person for each and every incident of loss	£0	per person for each and every incident of loss

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Hiscox Insurance Company Limited

Hiscox Insurance
Quote Schedule

SECTION: CRISIS CONTAINMENT

Cover start date:	**01/07/2024**

Limit	£25,000
Limit applies to	Each and every crisis and in the aggregate
Geographical limit	United Kingdom, The Isle of Man, the Channel Islands and the Republic of Ireland

Special limits (included within not in addition to the overall limit of indemnity stated above)		
Cover	**Limit of indemnity**	**Limit applies to**
Outside working hours discretionary crisis mitigation costs	£2,000	each and every crisis and in the aggregate

Insurer
Hiscox Insurance Company Limited

General information	
Underwritten by:	Hiscox Underwriting Ltd on behalf of the insurers listed for each section of the policy
General terms and conditions wording:	15661 WD-COM-UK-GTCA(4) The General terms and conditions apply to the whole of this policy. Any other conditions are shown in the section to which they apply.
Property definitions wording:	16090 WD-PROF-UK-PD(5) Property definitions apply to the Property sections of this policy.
Public and products liability section wording:	20692 WD-CLE-UK-PPL(2)
Employers' liability section wording:	16164 WD-PROF-UK-EL(3)
Property – contents section wording:	22255 WD-LER-UK-PYC(1)
Property – business interruption section wording:	22285 WD-LER-UK-PYI(1)
Property – property away and in transit section wording:	16093 WD-PROF-UK-PAIT(7)

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Property – money section wording:	16092 WD-PROF-UK-MON(3)
Crisis containment section wording:	9809 WD-PIP-UK-CRI(2)

Hiscox Insurance
Quote Schedule

Important information and contact details

Information about us
This policy is underwritten by Hiscox Underwriting Limited on behalf of the insurers listed below.

Name	Hiscox Underwriting Limited
Registered address	22 Bishopsgate London EC2N 4BQ United Kingdom
Company registration	Registered in England and Wales number 02372789
Status	Authorised and regulated by the Financial Conduct Authority.

Insurers
These insurers provide cover as specified in each section of the schedule

Name	**Hiscox Insurance Company Limited**
Registered address	22 Bishopsgate London EC2N 4BQ United Kingdom
Company registration	Registered in England number 00070234
Status	Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.

Commercial assistance and legal advice helpline:
This policy gives you access to a legal advice helpline to assist in the day-to-day running of your business.
This helpline is available 24 hours a day, 7 days a week and will ensure you have the best advice when your business is facing legal issues at home or abroad on issues such as:

- Employment
- Prosecutions
- Discrimination in the workplace
- Health & safety
- European law

Helpline number: +44 (0)800 840 2269

Helpline hours: 24 hours a day, 7 days a week

This helpline is provided by DAS Legal Expenses Insurance Company Ltd. as a service for eligible Hiscox policyholders

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Complimentary Benefit: The Hiscox Risk Academy

Hiscox Insurance
Quote Schedule

The Hiscox Risk Academy provides an interactive learning and information management system and assessment centre for you and your employees to help you better manage risks and minimise disruption to your business. The Academy allows you to manage, track and deliver training and assessments in a simple online environment.

The interactive training is tailored to the needs of your business and covers topics including fire safety, cyber security, slips, trips and falls, mental health awareness and many more. The editable documents and templates allow you to identify and monitor risks in your own workplace.

This feature is provided as a complimentary part of your policy with Hiscox and can be accessed by registering at

riskacademy.hiscox.co.uk

Crisis containment:

Crisis line contact number (24 hours): +44(0)800 8402783 / +44 (0)1206 711796

Crisis containment provider: Hill & Knowlton Strategies Ltd

During office hours, the call **will** be answered by Hiscox. Outside of our normal opening hours, your call will be answered by Hill & Knowlton Strategies Ltd.

If you first become aware of a crisis outside of working hours, you must notify us of the crisis as soon as possible within working hours by telephoning +44(0)800 8402783 or +44 (0) 1206 711796.

Employers' liability:

You must provide **us** with the following information for each entity insured under this section of the **policy**:

1. employer name; and
2. full address of employer including postcode; and
3. HMRC Employer Reference Number (ERN).

If any insured entity does not have an ERN, **you** must provide **us** with one of the following reasons:

a. the entity has no employees; or
b. all staff employed earn below the current Pay As You Earn (PAYE) threshold; or
c. the entity is not registered in England, Wales, Scotland or Northern Ireland.

You must inform **us** immediately of any changes to the above information. This information is required by **us** to enable compliance with mandatory regulatory requirements for Employers' liability insurance

Your policy details will be added to the Employers Liability Database, managed by the Employers Liability Tracing Office (ELTO). This data will be available for search by registered users as well as individual claimants on a limited basis, who wish to verify the Employers' liability insurer of an employer at a particular point in time.

You can find out more:
- from **your** insurance adviser (if **you** have one); or
- by contacting **us**; or
- at www.elto.org.uk.

Hiscox Insurance
Quote Schedule

Please note that there will be no refund or additional premium for any transaction which is less than £20 (excluding IPT).

Hiscox Insurance
Quote Schedule

Important information about this Statement of Fact

You must read this Statement of Fact carefully. We have relied on the facts set out below and all the information that you or anyone on your behalf provided, to help us decide:

- whether to provide you with insurance; and
- the terms of the insurance we provide to you, including premium.

You must check that all of the facts set out within this Statement of Fact are true, accurate and complete. Please note that some of the information may have been assumed by us.

You must contact your broker or, if you do not have a broker, you must contact us as soon as possible if any of the facts set out below or any of the information provided to us:

- is not true, accurate and complete; or
- no longer remains true, accurate and complete during your period of insurance.

In each case, we will let you know whether and how it affects the terms of your insurance cover.

If any of the facts or information that you provide to us is not, or no longer remains true, accurate and complete, and you do not contact your broker or us, it could affect:

- the validity of your policy; or
- the amount that we will pay for any claim.

Please refer to your policy wording for more details about your duty of fair presentation and our remedies.

Maximum allowables

The table below shows the 'declared value' in respect of each policy cover listed. These amounts are based on the information provided by you to us in respect of your business or activities to be insured. The table below also shows a 'maximum allowable' amount for each policy cover listed.

For the policy covers listed in the table below, we do not require you to contact us with any increase to the value of any declared value, provided that:

(a) the declared values were true, accurate and complete when you provided them to us; and

(b) during the period of insurance:
- you do not exceed; and
- you reasonably expect not to exceed

any of the maximum allowable amounts shown below.

You must contact your broker or, if you do not have a broker, you must contact us, as soon as possible if you cannot satisfy all parts of (a) and (b) above.

We use these declared values and maximum allowable amounts to help us decide:

- whether to provide you with insurance; and
- the terms of any insurance we provide to you, including premium,

for the policy covers listed in the table below.

If you cannot satisfy all parts of (a) and (b) above and do not contact your broker or us, it could affect:

- the validity of your policy; or
- the amount that we will pay for any claim.

If your business or activities to be insured grow beyond any declared value, the maximum allowable amounts shown below do not provide for any increase to any policy cover amount shown in your policy schedule, such as any limit of indemnity, amount insured or benefit amount.

Hiscox Insurance
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If you want to change any policy cover amount shown in your policy schedule, such as any limit of indemnity, amount insured or benefit amount, you must contact your broker or, if you do not have one, you must contact us and we will confirm whether or not we agree to make such changes to your policy and whether the terms of any insurance we provide to you, including premium, will also change.

Continuing cover: Maximum allowable amounts

Policy Cover	Category	Declared Value	Maximum allowable
Public and products liability	Turnover	£2,376,574	£2,970,718
Employers' liability	Wage roll	£1,293,201	£1,616,501

You and your business

Please carefully check the Answers to each of the Questions set out below to ensure they are true, accurate and complete. Please note that the Answers provided below may have been based upon:

- information which you have provided to us or which has been provided on your behalf;
- assumptions which we have made about you, your business or your activities to be insured

If any of the Answers set out below is not, or no longer remains true, accurate and complete, and you do not contact your broker or us, it could affect:

- the validity of your policy; or
- the amount that we will pay for any claim.

As you are renewing your policy with us, please also note that we may have made some changes to the Questions and/or the assumptions upon which the cover was based during your previous period of insurance, so it is important that you read this document carefully to ensure that all of the Answers are [true,] accurate and complete.

Question	Answer
What is your organisation's primary trade?	Museum
What is your organisation's business description?	Museum and Gallery
Have any of your directors, partners or other board members ever been: a. disqualified from acting as a director of a limited company or member of a limited liability partnership; or b. convicted of or charged with a criminal offence, other than a conviction spent under the Rehabilitation of Offenders Act 1974?	No
Have you ever had any insurance policy avoided or cancelled?	No
Thinking about your current business, or others you have run in the past: Are you aware of any circumstance or incident that may give rise to a loss or a claim being made against you?	No
Does all of the information previously provided to us by you or on your behalf remain true, complete and accurate, and does it remain a fair presentation of the risk to be insured?	Yes

Company and Subsidiary Turnover Breakdown

Company name	Country	Share of overall turnover
Towner	UNITED KINGDOM	100%

HISCOX

Hiscox Insurance
Quote Schedule

Public and products liability

Question	Answer
Do you construct or erect any staging, seating or sets?	Yes
Do you sell, supply, manufacture, install, repair or service any products?	Yes
Do you manufacture your own products?	No
Are all products sourced from third party distributors or manufacturers in the UK, European Union, Japan, Australia, New Zealand, USA or Canada?	Yes
Do you rebrand, repackage, test or alter any products manufactured by third parties?	No
Do you host, coordinate or organise any activity that involves more than 500 people in attendance at any one time?	No
Do you host, co-ordinate or organise any activity or event which involves any: use of heat, including pyrotechnics, fireworks and bonfires; playground or inflatable play equipment; physical challenge or sporting activity; aquatic activity; aerial activity; interaction with animals; weaponry; or mechanically driven rides or vehicles?	No
Do you, or does anyone on your behalf, undertake, supervise, host, co-ordinate, organise or facilitate in any respect whatsoever any of the following activities: taking any swab samples or other testing designed to provide, or help to provide, a positive or negative diagnosis for COVID-19, other than where this is for your employees, clients or customers for the purposes of carrying out your primary trade, business or profession; or supplying or administering any vaccination for COVID-19, other than where this is for your employees for the purposes of carrying out your primary trade, business or profession?	No
In respect of public and products liability, have - you, or - any past or present director, partner, principal or manager ever suffered any claim or loss that would fall within the scope of the proposed insurance?	Yes
Is manual work done by freelance technicians, under the supervision of a Technical Manager who works for you?	Yes
Do you have a separate insurance policy in place to cover the cafe at your premises?	Yes
Are you directly responsible for the provision of any food and drink to members of the public (this does not include the use of any third party caterers)?	No
Do you undertake any work away from your premises at any third party location?	Yes
What percentage of your turnover is derived from working away from your premises at third party locations?	7.50%

Hiscox Insurance
Quote Schedule

Employers' liability

Question	Answer
Does anyone undertake any work on your behalf which involves the use of any fixed cutting, sawing, planing or drilling machinery?	Yes
Is all fixed machinery used by anyone working on your behalf fitted with safety guards, cut-off switches and extractors?	Yes
In respect of employers liability, have - you, or - any past or present director, partner, principal or manager ever suffered any claim or loss that would fall within the scope of the proposed insurance?	No

Property

Question	Answer
Premises: Devonshire Park College Road, EASTBOURNE, BN21 4JJ	
What is the primary use of this premises?	Venue
Is the premises built of brick, stone or concrete and roofed with slate, tiles, concrete, metal or asbestos?	Yes
Is there any use of naked flames, portable or gas heaters at the premises?	No
Do you undertake any processes that involve the application of heat at the premises, other than the use of domestic cooking appliances or soldering irons?	No
Are the premises protected by a fire alarm which is connected to a central monitoring station?	Yes
Have you or any partner or director of the business had any previous claims or losses in a business capacity within the last five years, whether previously insured or not?	No
Has the property ever previously flooded?	No
Is the property Grade I or II* status in England or Wales, or Category A or B status in Scotland, or Category A or B+ status in Northern Ireland?	No
Is all hoarding made of non-combustible materials?	Yes
Maximum load per vehicle	£25,000

Information about your claims in the last 5 years		
Year of claim	Type of claim	Cost of claim
2020	Other	£16,396.20

Using your personal information

Hiscox is a trading name of a number of Hiscox companies. The specific company acting as a data controller of your personal information will be listed in the documentation we provide to you. If you are unsure you can also contact us at any time by telephoning 01904 681198 or by emailing us at dataprotectionofficer@hiscox.com.

We collect and process information about you in order to provide insurance policies and to process claims. Your information is also used for business purposes such as fraud prevention and detection and financial management. This may involve sharing your information with, and obtaining information about you from, our group companies

and third parties such as brokers, loss adjusters, credit reference agencies, service providers, professional advisors, our regulators or fraud prevention agencies.

We may record telephone calls to help us monitor and improve the service we provide.

For further information on how your information is used and your rights in relation to your information please see our privacy policy at www.hiscox.co.uk/cookies-privacy.

Report 15a

Newhaven Town Council

Reconciliation Summary

Month: April 2025

	Amount	Examiner
Cashbook 1 Current Acct 60669288	£ 51,007.90	CWatts
Cashbook 2 B. Prem Acct 2069253	£963,115.96	CWatts
Cashbook 3 Petty Cash	£ 67.91	CWatts
Cashbook 4 R Reward Acct 13831183	£ 0.00	CWatts
Cashbook 5 Credit Cards	£0.00	CWatts
Cashbook 6 Instant Access Acct 20501013	£314,333.77	CWatts
Petty Cash On-Site	£67.91	CWatts
Staff Salary Payment	£14,191.63	CWatts
HMRC Remittance	£5530.02	CWatts
ESCC Pension Remittance	£4907.48	CWatts

Report to Full Council:- / /2025

Resolved/Noted as Correct:- Yes/No

Chairmans Signature:-

Bank Reconciliation Statement as at 30/04/2025
for Cashbook 1 - Current A/c

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Current A/c	30/04/2025		51,007.90
			51,007.90

Unpresented Payments (Minus)	Amount	
	0.00	
		0.00
		51,007.90

Unpresented Receipts (Plus)		
	0.00	
		0.00
		51,007.90
	Balance per Cash Book is :-	**51,007.90**
	Difference is :-	**0.00**

Signatory 1:

Name ALISON CAMPBELL Signed [signature] Date 1/5/2025

Signatory 2:

Name CORINA WATTS Signed [signature] Date 1/5/2025

Bank Reconciliation up to 30/04/2025 for Cashbook No 1 - Current A/c

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
22/04/2025	PAYE MAR25	4,915.28		4,915.28		R	PAYE Payments
22/04/2025	34491		40.00	40.00		R	Receipt(s) Banked
23/04/2025	34494		20.00	20.00		R	Receipt(s) Banked
24/04/2025	7489444	99.87		99.87		R	Business Stream
24/04/2025	7487639	61.26		61.26		R	Business Stream
24/04/2025	4188976	27.46		27.46		R	Business Stream
24/04/2025	SS APR25	14,191.63		14,191.63		R	Staff Salaries
24/04/2025	34487		103.50	103.50		R	Receipt(s) Banked
25/04/2025	34486		278.00	278.00		R	Receipt(s) Banked
25/04/2025	34497		20.00	20.00		R	Receipt(s) Banked
25/04/2025	34495		20.00	20.00		R	Receipt(s) Banked
28/04/2025	274/75/80	96.00		96.00		R	North Laine Window Cleaning
28/04/2025	JS954529R	412.80		412.80		R	Jackson Lift Services Ltd
28/04/2025	3074	1,230.00		1,230.00		R	Don Burtenshaw
28/04/2025	1&3 EELE	192.50		192.50		R	Elizabeth Eletheriou
28/04/2025	220161/162	614.40		614.40		R	Haven Security Ltd
28/04/2025	7xInvs	14,097.80		14,097.80		R	Weller Hedleys
28/04/2025	5201/2025/	105.00		105.00		R	Inst. of Cemetery & Crematoriu
28/04/2025	0040	184.80		184.80		R	Pulse South Coast
28/04/2025	543499425	644.00		644.00		R	James Hallam Ltd
28/04/2025	3 x invs	394.27		394.27		R	Clares Office Supplies Ltd
28/04/2025	0922	1,504.66		1,504.66		R	Chroma Vision Ltd
28/04/2025	0010400090	59.95		59.95		R	Tates of Sussex
28/04/2025	0981	136.50		136.50		R	Mulberry Local Authority Servi
28/04/2025	24004	102.00		102.00		R	Robins of Herstmonceux Ltd
28/04/2025	1806	342.60		342.60		R	Diocese of Chichester
28/04/2025	209/210	6,600.00		6,600.00		R	Hampson Architects Ltd
28/04/2025	4606	2,456.78		2,456.78		R	Countrymans Contractors Ltd
28/04/2025	2040	2,282.05		2,282.05		R	ESALC Ltd
28/04/2025	5 x invs	4,460.40		4,460.40		R	Rialtas Business Solutions Ltd
28/04/2025	469406	84.88		84.88		R	Pyrotec Fire Protection Ltd
28/04/2025	CC March25	397.54		397.54		R	Credit Cards
28/04/2025	Top Up 284		40,000.00	40,000.00		R	Receipt(s) Banked
29/04/2025	02766696	216.16		216.16		R	SSE
29/04/2025	0163521A/9	135.60		135.60		R	Fenland Leisure Products Ltd
30/04/2025	PWLB 4.25	5,501.23		5,501.23		R	PWLB - DMO
30/04/2025	Invs x 9	8,415.00		8,415.00		R	Toms Property Services
30/04/2025	01723680	32.52		32.52		R	Clares Office Supplies Ltd
30/04/2025	34496		10.00	10.00		R	Receipt(s) Banked
30/04/2025	34499		115.05	115.05		R	Receipt(s) Banked
30/04/2025	34502		20.00	20.00		R	Receipt(s) Banked
		91,701.96	103,157.51				

Signatory 1:

Name ALISON CAMPBELL Signed ..... Date 1/5/2025

Bank Reconciliation up to 30/04/2025 for Cashbook No 1 - Current A/c

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
01/04/2025	PRECPT ERR	-361,981.00		-361,981.00		R	Lewes District Council Brewhav
01/04/2025	ERR CORR	361,981.00		361,981.00		R	Lewes District Council
01/04/2025	100787757	247.05		247.05		R	Lewes District Council
01/04/2025	100878964	200.90		200.90		R	Lewes District Council
01/04/2025	100789027	90.25		90.25		R	Lewes District Council
01/04/2025	100789030	499.00		499.00		R	Lewes District Council
01/04/2025	100899386	122.50		122.50		R	Lewes District Council
01/04/2025	101247911	386.30		386.30		R	Lewes District Council
01/04/2025	67619/20	1,591.57		1,591.57		R	Computer-Eyez (South) Ltd
01/04/2025	April25	195.58		195.58		R	Trade UK Account
01/04/2025	Precpt25/6		361,981.00	361,981.00		R	Receipt(s) Banked
01/04/2025	Top Up		35,000.00	35,000.00		R	Receipt(s) Banked
01/04/2025	Err Corr		-361,981.00	-361,981.00		R	Receipt(s) Banked
02/04/2025	34477		68.40	68.40		R	Receipt(s) Banked
02/04/2025	34474		786.80	786.80		R	Receipt(s) Banked
02/04/2025	34478		1,803.37	1,803.37		R	Receipt(s) Banked
02/04/2025	34476		63.00	63.00		R	Receipt(s) Banked
03/04/2025	34485		90.00	90.00		R	Receipt(s) Banked
03/04/2025	34484		101.00	101.00		R	Receipt(s) Banked
04/04/2025	34473		288.00	288.00		R	Receipt(s) Banked
04/04/2025	HMRC VAT		21,777.19	21,777.19		R	Receipt(s) Banked
07/04/2025	7406467	193.45		193.45		R	Business Stream
07/04/2025	7405107	18.17		18.17		R	Business Stream
07/04/2025	34447		110.00	110.00		R	Receipt(s) Banked
10/04/2025	0172392103	37.62		37.62		R	Barclaycard Payments Ltd
10/04/2025	34480		102.60	102.60		R	Receipt(s) Banked
11/04/2025	7502	14.25		14.25		R	Pipers News
11/04/2025	34483		1,284.00	1,284.00		R	Receipt(s) Banked
11/04/2025	34481		150.00	150.00		R	Receipt(s) Banked
15/04/2025	300286	9,696.07		9,696.07		R	Lewes District Council
15/04/2025	013249826	549.00		549.00		R	Arval UK Limited
15/04/2025	0013184579	-402.00		-402.00		R	Arval UK Limited
16/04/2025	34479		129.00	129.00		R	Receipt(s) Banked
16/04/2025	34490		225.00	225.00		R	Receipt(s) Banked
16/04/2025	34475		103.20	103.20		R	Receipt(s) Banked
16/04/2025	34482		449.40	449.40		R	Receipt(s) Banked
17/04/2025	A700C35C38	126.24		126.24		R	E-On Energy Solutions Ltd
17/04/2025	041013	79.99		79.99		R	Advo Payroll
17/04/2025	ESCC MAR25	4,841.94		4,841.94		R	Pension ESCC
22/04/2025	FEES4.4.25	19.20		19.20		R	Barclays Bank
22/04/2025	1-01637432	885.23		885.23		R	ENGIE Gas Limited
22/04/2025	1-01637433	552.13		552.13		R	ENGIE Gas Limited
22/04/2025	CB778D5038	256.52		256.52		R	E-On Energy Solutions Ltd
22/04/2025	016F62D937	601.64		601.64		R	E-On Energy Solutions Ltd
22/04/2025	FE7E4DA438	195.12		195.12		R	E-On Energy Solutions Ltd
22/04/2025	60F9407A38	479.02		479.02		R	E-On Energy Solutions Ltd
22/04/2025	V023369985	135.85		135.85		R	EE
22/04/2025	326988	94.43		94.43		R	Premier Managed Technologies G

Bank Reconciliation up to 30/04/2025 for Cashbook No 1 - Current A/c

Signatory 2:

Name CORINA WATTS Signed [signature] Date 1/5/2025

Today: **01 May 2025**

BARCLAYS

MRS ALISON MARIAN CAMPBELL

Transactions

Barclays Business Account 20-49-76 60669288

Available balance	**£47,512.78**
Last night's balance	£51,007.90
Overdraft limit	**£0.00**

Showing **84** transactions between **01/04/2025** and **30/04/2025** from 01/04/2025 to 30/04/2025

Date	Description	Money in	Money out	Balance
30/04 /2025	Counter Credit MARCHANT P J Inv 34502 BGC	£20.00		£51,007.90
30/04 /2025	Bill Payment MR THOMAS DEAKIN INVOICES X 9 - NTC BB P		-£8,415.00	£50,987.90
30/04 /2025	Bill Payment BUSINESS SUPPLIES INV01723680 BBP		-£32.52	£59,402.90
30/04 /2025	Counter Credit Studio Tempo MAB 34499 BGC	£115.05		£59,435.42
30/04 /2025	Counter Credit NITA HOPPER fish chips BGC	£10.00		£59,320.37
30/04 /2025	Direct Debit PUBLIC WORKS LOANS NEWHAVEN DDR		-£5,501.23	£59,310.37
29/04 /2025	Remittance POST OFFICE CREDIT 100776 REM	£278.00		£64,811.60
29/04 /2025	Remittance POST OFFICE CREDIT 100775 REM	£103.50		£64,533.60
	Direct Debit			

29/04 /2025	SSE ENERGY SUPPLY 0047362-DD00996332 DD R		-£216.16	£64,430.10
28/04 /2025	Funds Transfer 204976 20669253 TOP UP 28.4.25 AC FT	£40,000.00		£64,646.26
28/04 /2025	Bill Payment HAMPSON ARCHITECTS 209/210 NTC BBP		-£6,600.00	£24,646.26
28/04 /2025	Bill Payment WINCKWORTH SHERWOO NEWHAVEN TOWN BBP		-£342.60	£31,246.26
28/04 /2025	Bill Payment ROBINS OF HERSTMON 24004 BBP		-£102.00	£31,588.86
28/04 /2025	Bill Payment MULBERRY LOCAL AUT 0981 - NTC BBP		-£136.50	£31,690.86
28/04 /2025	Bill Payment TATES 10401000907 NTC BBP		-£59.95	£31,827.36
28/04 /2025	Bill Payment CHROMA VISION LIMI 0922 NTC BBP		-£1,504.66	£31,887.31
28/04 /2025	Bill Payment BUSINESS SUPPLIES 1719544/03/38 NTC BBP		-£394.27	£33,391.97
28/04 /2025	Bill Payment JAMES HALLAM 543499425 NTC BBP		-£644.00	£33,786.24
28/04 /2025	Bill Payment PULSE SOUTH COAST 0040 NTC BBP		-£184.80	£34,430.24
28/04 /2025	Bill Payment RIALTAS BUSINESS S 32217/8/9/20/21 BBP		-£4,460.40	£34,615.04
28/04 /2025	Bill Payment EAST SUSSEX ALC LT 2040 NTC BBP		-£2,282.05	£39,075.44
28/04 /2025	Counter Credit BCARD1723921250425 BGC BCARD1723921250425 B GC	£20.00		£41,357.49
28/04 /2025	Direct Debit BCARD COMMERCIAL 5476760289527536 DDR		-£397.54	£41,337.49

25/04 /2025	Bill Payment COUNTRYMANS CONTRA SI-4606 NTC BBP		-£2,456.78	£41,735.03
25/04 /2025	Bill Payment INSTITUTE OF CEMET 5201/2025/26 NTC BBP		-£105.00	£44,191.81
25/04 /2025	Bill Payment WELLERS LAW GROUP 829482/8/5/3/7/6/9 BB P		-£14,097.80	£44,296.81
25/04 /2025	Bill Payment ELIZABETH ELEFTHER INV 1 + 3 NTC BBP		-£192.50	£58,394.61
25/04 /2025	Bill Payment DON BURTENSHAW 3074 NTC BBP		-£1,230.00	£58,587.11
25/04 /2025	Bill Payment JACKSON LIFT SERVI JS954529R NTC BBP		-£412.80	£59,817.11
25/04 /2025	Bill Payment MITCHELL MULVAY 274/275/280 NTC BBP		-£96.00	£60,229.91
25/04 /2025	Bill Payment PYROTEC FIRE PROTE 469406 NTC BBP		-£84.88	£60,325.91
25/04 /2025	Bill Payment HAVEN SECURITY LTD 220161/220162 NTC BBP		-£614.40	£60,410.79
25/04 /2025	Bill Payment FENLAND LEISURE PR 063521/060889 NTC BBP		-£135.60	£61,025.19
25/04 /2025	Counter Credit D Parsons 34495 BGC	£20.00		£61,160.79
24/04 /2025	Direct Debit NEWHAVEN TOWN BACS DDR		-£14,191.63	£61,140.79
24/04 /2025	Direct Debit SCOTTISH WATER BUS 27441569 DDR		-£27.46	£75,332.42
24/04 /2025	Direct Debit SCOTTISH WATER BUS 27452786 DDR		-£61.26	£75,359.88
24/04 /2025	Direct Debit SCOTTISH WATER BUS 27154587 DDR		-£99.87	£75,421.14

23/04 /2025	Counter Credit MARTIN E Invoice 34494 BGC	£20.00		£75,521.01
22/04 /2025	Remittance POST OFFICE CREDIT 100774 REM	£354.00		£75,501.01
22/04 /2025	Direct Debit NEWHAVEN TOWN BACS DDR		-£4,915.28	£75,147.01
22/04 /2025	Direct Debit E.ON NEXT LTD A-60F9407A-001 DDR		-£479.02	£80,062.29
22/04 /2025	Direct Debit E.ON NEXT LTD A-FE7E4DA4-001 DDR		-£195.12	£80,541.31
22/04 /2025	Direct Debit E.ON NEXT LTD A-016F62D9-001 DDR		-£601.64	£80,736.43
22/04 /2025	Direct Debit E.ON NEXT LTD A-CB778D50-001 DDR		-£256.52	£81,338.07
22/04 /2025	Direct Debit ENGIE GAS 10328543001 DDR		-£552.13	£81,594.59
22/04 /2025	Direct Debit ENGIE GAS 10328542001 DDR		-£885.23	£82,146.72
22/04 /2025	Direct Debit EE LIMITED Q29509271612860907 DD R		-£135.85	£83,031.95
22/04 /2025	Direct Debit PREMIER MANAGED TE 0NEW02 DDR		-£94.43	£83,167.80
22/04 /2025	Counter Credit R Dowling invoice 34491 BGC	£40.00		£83,262.23
17/04 /2025	Direct Debit NEWHAVEN TOWN BACS DDR		-£4,841.94	£83,222.23
17/04 /2025	Direct Debit ADVO PAY NEWHTC DDR		-£79.99	£88,064.17
17/04 /2025	Direct Debit E.ON NEXT LTD A-A700C35C-001 DDR		-£126.24	£88,144.16

16/04 /2025	Counter Credit Studio Tempo MAB 34482 BGC	£449.40		£88,270.40
16/04 /2025	Counter Credit HIBBERT S Hibbert 34475 BGC	£103.20		£87,821.00
15/04 /2025	Direct Debit ARVAL UK LTD NE3560 DDR		-£549.00	£87,717.80
15/04 /2025	Direct Debit LEWES DISTRICT COU 300286 DDR		-£9,696.07	£88,266.80
15/04 /2025	Counter Credit ARVAL UK LTD CNE3560 BGC	£402.00		£97,962.87
11/04 /2025	Counter Credit NEWHAVEN & SEAFORD NEWHAVEN TOWN COUN BG C	£150.00		£97,560.87
11/04 /2025	Counter Credit CPJ FIELD OPERATIN CPJ Field BGC	£1,284.00		£97,410.87
11/04 /2025	Direct Debit PIPERS NEWS STORES PIPERS15791 DDR		-£14.25	£96,126.87
10/04 /2025	Counter Credit J Younghusband 34480 BGC	£102.60		£96,141.12
10/04 /2025	Direct Debit BARCLAYCARD BCD01723921310325 DDR		-£37.62	£96,038.52
07/04 /2025	Direct Debit SCOTTISH WATER BUS 29821242 DDR		-£18.17	£96,076.14
07/04 /2025	Direct Debit SCOTTISH WATER BUS 27368914 DDR		-£193.45	£96,094.31
07/04 /2025	Counter Credit Save Bills Inv-34447 BGC	£110.00		£96,287.76
07/04 /2025	Counter Credit HMRC VAT 191895712 BGC	£21,777.19		£96,177.76
04/04 /2025	Counter Credit MEECHING AMATEUR D 34473 BGC	£288.00		£74,400.57

04/04 /2025	Credit Payment CHARGES COMMISSION FOR PERIOD 13FEB/12MAR ********** **********		-£19.20	£74,112.57
03/04 /2025	Counter Credit TILLEYS STONEMASON INV 34484-DOMIN BGC	£101.00		£74,131.77
03/04 /2025	Counter Credit Lee Rosamund 26/4 LEWES RD HUT BGC	£90.00		£74,030.77
02/04 /2025	Funds Transfer NORCROSS DANC 34478 NORCROSSS FT	£1,803.37		£73,940.77
02/04 /2025	Cash Deposit POST OFFICE KEN 02APR 10.10 ATM	£63.00		£72,137.40
02/04 /2025	Counter Credit N.I.P.P.E.R.S. RENT BGC	£786.80		£72,074.40
02/04 /2025	Funds Transfer VAUGHAN J A EARTHQUAKE FT	£68.40		£71,287.60
01/04 /2025	Funds Transfer 204976 20669253 TOP UP 1.4.2025 AC FT	£35,000.00		£71,219.20
01/04 /2025	Direct Debit SCREWFIX DIRECT LT 6331640012255717 DDR		-£195.58	£36,219.20
01/04 /2025	Direct Debit COMPUTER EYEZ LTD EYEZ0002059 DDR		-£1,591.57	£36,414.78
01/04 /2025	Direct Debit LEWES DISTRICT COU 101247911 DDR		-£386.30	£38,006.35
01/04 /2025	Direct Debit LEWES DISTRICT COU 100899386 DDR		-£122.50	£38,392.65
01/04 /2025	Direct Debit LEWES DISTRICT COU 100789030 DDR		-£499.00	£38,515.15
01/04 /2025	Direct Debit LEWES DISTRICT COU 100789027 DDR		-£90.25	£39,014.15
01/04 /2025	Direct Debit LEWES DISTRICT COU 100787964 DDR		-£200.90	£39,104.40

01/04 /2025	Direct Debit LEWES DISTRICT COU 100787757 DDR	-£247.05	£39,305.30

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

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

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.

Inv. 34497

NEWHAVEN TOWN COUNCIL
FORT ROAD
NEWHAVEN
MID: 1723921
TID: 38286566
AID: A0000000031010
VISA DEBIT
VISA DEBIT
**** **** **** 3967
EXP 05/27
CONTACTLESS PAN.SEQ 0
SALE
MERCHANT COPY
AMOUNT £20.00
No CVM Used
12:47:41 25/04/25
AUTH CODE: 025297
RECEIPT 0103

Bank Reconciliation Statement as at 30/04/2025
for Cashbook 2 - Business Premium

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Business Premium Account	30/04/2025		963,115.96
			963,115.96

Unpresented Payments (Minus)	Amount
	0.00
	0.00
	963,115.96

Unpresented Receipts (Plus)	
	0.00
	0.00
	963,115.96

Balance per Cash Book is :-	**963,115.96**
Difference is :-	**0.00**

Signatory 1:

Name ALISON CAMPBELL Signed [signature] Date 1/5/2025

Signatory 2:

Name CORINA WATTS Signed [signature] Date 1/5/2025

Bank Reconciliation up to 30/04/2025 for Cashbook No 2 - Business Premium

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
01/04/2025	Top Up	35,000.00		35,000.00		R	Current A/c
01/04/2025	Prcpt25/6		361,981.00	361,981.00		R	Receipt(s) Banked
02/04/2025	CILDPK25		50,874.43	50,874.43		R	Receipt(s) Banked
28/04/2025	Top Up 284	40,000.00		40,000.00		R	Current A/c
		75,000.00	412,855.43				

Signatory 1:

Name ALISON CAMPBELL Signed [signature] Date 1/5/2025

Signatory 2:

Name CORINA WATTS Signed [signature] Date 1/5/2025

Today: **01 May 2025**

BARCLAYS

MRS ALISON MARIAN CAMPBELL

Transactions

Business Premium ME — 20-49-76 20669253

Available balance	**£963,115.96**
Last night's balance	£963,115.96
Overdraft limit	**n/a**

Showing **4** transactions between **01/04/2025** and **28/04/2025** from 01/04/2025 to 30/04/2025

Date	Description	Money in	Money out	Balance
28/04/2025	Funds Transfer 204976 60669288 TOP UP 28.4.25 AC FT		-£40,000.00	£963,115.96
02/04/2025	Counter Credit LEWES DISTRICT COU 113896 BGC	£50,874.43		£1,003,115.96
01/04/2025	Funds Transfer 204976 60669288 TOP UP 1.4.2025 AC FT		-£35,000.00	£952,241.53
01/04/2025	Counter Credit LEWES DISTRICT COU 113896 BGC	£361,981.00		£987,241.53

Need to view older transactions?

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

1 Apr 2025

MRS Alison Marian Campbell

BARCLAYS

We've transferred your money

Date transfer was set up

1 Apr 2025

Time transfer was set up

07:36:56 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 1.4.2025 AC

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.

28 Apr 2025

MRS Alison Marian Campbell

BARCLAYS

We've transferred your money

Date transfer was set up

28 Apr 2025

Time transfer was set up

13:01:40 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 28.4.25 AC

Amount

£40,000.00

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 29/04/2025
for Cashbook 3 - Petty Cash

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Petty Cash	30/04/2025		67.91
			67.91

Unpresented Payments (Minus)	Amount	
	0.00	
		0.00
		67.91

Unpresented Receipts (Plus)		
	0.00	
		0.00
		67.91

Balance per Cash Book is :-	**67.91**
Difference is :-	**0.00**

Signatory 1:

Name ALISON CAMPBELL Signed [signature] Date 1/5/2025

Signatory 2:

Name CORINA WATTS Signed [signature] Date 1/5/2025

Bank Reconciliation up to 29/04/2025 for Cashbook No 3 - Petty Cash

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
01/04/2025	182	1.39		1.39		R	Toolstation
02/04/2025	183	1.45		1.45		R	Sainsburys S'Markets
07/04/2025	184	1.85		1.85		R	Morrisons Daily
11/04/2025	185	1.55		1.55		R	Sainsburys S'Markets
22/04/2025	186	1.55		1.55		R	Sainsburys S'Markets
28/04/2025	187	1.55		1.55		R	Sainsburys S'Markets
		9.34	0.00				

Signatory 1:

Name ALISON CAMPBELL Signed [signature] Date 1/5/2025

Signatory 2:

Name CORINA WATTS Signed [signature] Date 1/5/2025

184

Morrisons Daily
46 High Street, NEWHAVEN. BN9 9PD

531754 POS2 Greg 07/04/25 11:45

Description	Qty	Total £
M BRITISH SEMI SKIMMED MILK	1	1.85
Total Item(s) Sold	1	1.85
Total To Pay		£1.85
Tender Amount Cash		£2.00
CHANGE DUE		£-0.15

VAT Rate	Sale Amount	VAT Amount	Net Sales
0.00%	1.85	0.00	1.85
Total	1.85	0.00	1.85

Thank You For Shopping

0645050000531754R

183

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
****

6292136073758100020425

C #7581 08:57:13 02APR2025
S2136 R73

Thank you for your visit.

182

Invoice

Order No	YHQ001335570
Placed on	2025-03-28 10:11:57
Total value	1.39
Operator	Karen H
Payment type	Cash

Code	Name	Qty	Price	Totals	VAT Band
Items for delivery - YHQ001335570					
33894	Coach Bolt & Nut	1	1.39	1.39	5
00009	Next Business Day	1	0.00	0.00	5

SEAT
CEMETRY

VAT Analysis

Band	Rate	Net	VAT	Total
5	20%	1.16	0 23	1.39
		£ 1.16	**£ 0.23**	**£ 1.39**

Company Information

Toolstation Ltd
www.toolstation.com
0808 100 7-2-11 or 0330 333 3303 (mobile friendly)

Toolstation
Express Park
Bridgwater
Somerset
TA6 4RN
United Kingdom

Registered in England: 4372131, Toolstation Ltd, Ryehill House, Rye Hill Close, Lodge Farm Industrial Estate, Northampton, NN5 7UA

AC-MC 28/4/25

187

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	£1.55
1 BALANCE DUE	£1.55
CASH	£1.55
CHANGE	£0.00

****

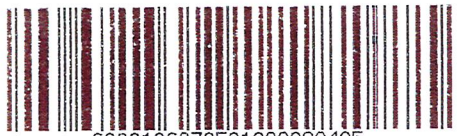
WITH NECTAR YOU WOULD HAVE EARNED:
POINTS 1

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

****



629213607353120028O425

C #5312 09:16:55 28APR2025
S2136 R73

Thank you for your visit.

AC-KL 23/4/25

186

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	£1.55
1 BALANCE DUE	£1.55
CASH	£2.05
CHANGE	£0.50

****

MY NECTAR SUMMARY
[C] **** **** **** ***6012
POINTS EARNED ON £1.55
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

****



629213607200660022O425

C #66 11:08:42 22APR2025
S2136 R72

Thank you for your visit.

185

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	£1.55
1 BALANCE DUE	£1.55
DEBIT MASTERCARD	£1.55

contactless

[ICC] **********5174	
AID:	A0000000041010
PAN SEQUENCE:	00
MERCHANT:	****5520
AUTH CODE:	150952
TID:	****4007

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



629213607862650011O425

C #6265 10:47:41 11APR2025
S2136 R78

Thank you for your visit.

Newhaven Town Council

Bank Reconciliation Statement as at 30/04/2025
for Cashbook 4 - Base Rate Reward Account

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Base Rase Reward Account	30/04/2025		0.00
			0.00

Unpresented Payments (Minus)	Amount	
	0.00	
		0.00
		0.00

Unpresented Receipts (Plus)		
	0.00	
		0.00
		0.00

Balance per Cash Book is :-	**0.00**
Difference is :-	**0.00**

Signatory 1:

Name ALISON CAMPBELL Signed [signature] Date 1/5/2025

Signatory 2:

Name CORINA WATTS Signed [signature] Date 1/5/2025

Today: **01 May 2025**

BARCLAYS

MRS ALISON MARIAN CAMPBELL

Transactions

Business Premium ME 20-49-76 13831183

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

Showing **No** transactions between and from 01/04/2025 to 30/04/2025

Date	Description	Money in	Money out	Balance
No Transaction Found				

Need to view older transactions?

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Newhaven Town Council

Bank Reconciliation Statement as at 30/04/2025
for Cashbook 5 - Credit Cards

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Card 1851 3279 KD	30/04/2025		0.00
Card 2597 1956 AC	30/04/2025		0.00
			0.00

Unpresented Payments (Minus)			Amount	
22/04/2025	GB5371QFAB	Amazon Marketplace UK	21.85	
22/04/2025	GB5000OVXW	Amazon Marketplace UK	8.49	
22/04/2025	GB5000OTXW	Amazon Marketplace UK	25.47	
22/04/2025	W169680896	Apple Retail UK Ltd	408.00	
25/04/2025	18621	Cableties	59.64	
				523.45
				-523.45

Unpresented Receipts (Plus)

0.00	
	0.00
	-523.45
Balance per Cash Book is :-	**-523.45**
Difference is :-	**0.00**

Signatory 1:

Name ALISON CAMPBELL Signed [signature] Date 1/5/2025

Signatory 2:

Name CORINA WATTS Signed [signature] Date 1/5/2025

Newhaven Town Council

Bank Reconciliation up to 30/04/2025 for Cashbook No 5 - Credit Cards

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
01/04/2025	GB524ZVXA	26.84		26.84		R	Amazon Marketplace UK
01/04/2025	1047892626	44.95		44.95		R	B & Q Limited
01/04/2025	109213	37.08		37.08		R	Provac Cleaning Supplies Ltd
01/04/2025	12617	44.80		44.80		R	J W Plant The Flag Company
01/04/2025	2118193997	4.09		4.09		R	Screwfix Direct Limited
01/04/2025	GB5001HLM1	32.84		32.84		R	Amazon Marketplace UK
01/04/2025	GB5004G3IA	7.98		7.98		R	Amazon Marketplace UK
22/04/2025	GB5371QFAB	21.85			21.85		Amazon Marketplace UK
22/04/2025	GB5000OVX	8.49			8.49		Amazon Marketplace UK
22/04/2025	GB5000OTX	25.47			25.47		Amazon Marketplace UK
22/04/2025	W169680896	408.00			408.00		Apple Retail UK Ltd
25/04/2025	18621	59.64			59.64		Cableties
28/04/2025	CC March25		397.54	397.54		R	Receipt(s) Banked
30/04/2025	2935482	198.96		198.96		R	Adobe Systems Software Ireland
		920.99	397.54				

Signatory 1:

Name ALISON CAMPBELL Signed [signature] Date 1/5/2025

Signatory 2:

Name CORINA WATTS Signed [signature] Date 1/5/2025

barclaycard commercial

barclaycard

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: 1800 849 123
Online: www.barclaycardcorp.co.uk/commercial

Company reference:	5476760289527536
Statement date:	2 April 2025
Page number:	1 of 4
Monthly spend limit:	£8,000.00
Date of previous statement:	2 March 2025
Previous balance:	£1,609.90
Payment received:	£1,609.90 CR
Total of charges and adjustments:	£0.00
Total of new spending:	£397.54
New balance:	**£397.54**
Minimum payment:	**£5.00**
Payment due by:	**28 April 2025**
Available to spend:	**£7,602.46**
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 28/4/2025
Amount £397.54
Officer RA
Councillor See attached - KT
Councillor KBhop

1/3

Payment instructions

Thank you for using Barclaycard Commercial. Your bank account 6****288 at 20 -**- 76 will be debited with the agreed payment or the minimum payment (whichever is greater) on or immediately after 28 April 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 : £12.77

Balance	Value	Monthly Rate	Estimated Interest*	Expiry Date
PURCHASE	397.54	1.987%	12.77	
CASH	0.00	2.367%	0.00	
Totals	**£397.54**		**£12.77**	

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Paid in by and date

bank giro credit ABC

397.54 5.00 5476760289527536

28 April 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 004552 BBA2409A 19456
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 +
£

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

Paragon cc 1105

<5476760289527536< 251629+< 73 X 22 APR 2025

SUMMARY FOR NEWHAVEN TOWN COUNCIL

Company reference: 5476760289527536
Statement date: 2 April 2025

Balance	Value	Monthly Rate	Estimated Interest*	Expiry Date

Simple Standard Rate p.a: 23.85% (26.6% compound equivalent) Simple Cash Rate p.a: 28.40% (32.4% compound equivalent)

* See reverse for details

Payments, charges and adjustments

	BALANCE FROM PREVIOUS STATEMENT	1,609.90
Total of payment, charges and adjustments		**£0.00**
27 Mar 2025	DIRECT DEBIT PAYMENT THANK YOU	1,609.90 CR

New balances by individual cardholder

Name	Card number	Monthly spend limit	Balance
A M CAMPBELL	5476 7600 2597 1956	4,000	198.58
K DRY	5476 7609 1851 3279	4,000	198.96
Total cardholder expenditure			**£397.54**
New balance			**£397.54**

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

barclaycard commercial

barclaycard

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 April 2025
Page number:	3 of 4
Monthly spend limit:	£4,000.00

Date	Description	Amount
7 Mar 2025	B&Q MARKETPLACE EASTLEIGH	44.95 ✓
100385481475	LUMBER AND BUILDING MATERIALS STORES	
10 Mar 2025	AMAZON* RB2XA7MG4 LONDON LND	7.98 ✓
110385383905	MISCELLANEOUS GENERAL MERCHANDISE STORES	
11 Mar 2025	AMZNBusiness*RB06T5SJ4 amazon.co.uk GBR	26.84 ✓
120352718715	MISCELLANEOUS AND RETAIL STORES	
20 Mar 2025	WWW.JWPLANT.CO.UK INTERNET	44.80 ✓
210305272465	BUSINESS SERVICES NOT ELSEWHERE CLASSIFIED	
24 Mar 2025	AMAZON* RW4674274 LONDON LND	32.84 ✓
250385383905	MISCELLANEOUS GENERAL MERCHANDISE STORES	
27 Mar 2025	PROVAC CLEANING SUPPLI SHROPSHIRE GBR	37.08 ✓
310355184225	SPECIALITY CLEANING,POLISHING & SANITATION PREPARATIONS	
27 Mar 2025	SCREWFIX DIRECT WWW.SCREWFIX.	4.09 ✓
310385481475	LUMBER AND BUILDING MATERIALS STORES	
7 new purchases / cash advances.	**Total of spending.**	**£198.58**

G 004552 BBA2409A 19456

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

barclaycard commercial

barclaycard

STATEMENT FOR K DRY

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:	5476760918513279
Statement date:	2 April 2025
Page number:	4 of 4
Monthly spend limit:	£4,000.00

Date	Description	Amount
9 Mar 2025	**Adobe.com Saggart, DublIRL**	198.96
100315265675	COMPUTER SOFTWARE STORES	

1 new purchases / cash advances. **Total of spending.** **£198.96**

3/3

H2

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G 004552 BBA2409A 19456

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

Newhaven Town Council

Bank Reconciliation Statement as at 30/04/2025
for Cashbook 6 - Unity Trust

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Unity Trust	30/04/2025		314,333.77
			314,333.77

Unpresented Payments (Minus)	Amount	
	0.00	
		0.00
		314,333.77

Unpresented Receipts (Plus)		
	0.00	
		0.00
		314,333.77
	Balance per Cash Book is :-	**314,333.77**
	Difference is :-	**0.00**

Signatory 1:

Name ALISON CAMPBELL Signed [signature] Date 1/5/2025

Signatory 2:

Name CORINA WATTS Signed [signature] Date 1/5/2025

Bank Reconciliation up to 30/04/2025 for Cashbook No 6 - Unity Trust

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
01/04/2025	INT31.3.25		1,379.77	1,379.77		R	Receipt(s) Banked
		0.00	1,379.77				

Signatory 1:

Name ALISON CAMPBELL Signed [signature] Date 1/5/2025

Signatory 2:

Name CORINA WAITS Signed [signature] Date 1/5/2025

unity trust bank

Newhaven Town Council
Instant Access
60-83-01 • 20501013

Gross interest rate	Balance	Available
2.50 %	£ **314,333.77**	£ **314,333.77**

Balances are correct as of 10:16 on 01 May 2025.

↓ Date	Description	Paid in	Paid out	Balance
31/03/25	Credit Interest	**1,379.77**		**314,333.77**
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: MAY 2025

	Amount	Examiner
Cashbook 1 Current Acct 60669288	£20,050.69	CW
Cashbook 2 B. Prem Acct 2069253	£926,576.29	CW
Cashbook 3 Petty Cash	£125.12	CW
Cashbook 4 R Reward Acct 13831183	0	CW
Cashbook 5 Credit Cards	0	CW
Cashbook 6 Instant Access Acct 20501013	£314,333.77	CW
Petty Cash On-Site	£125.12	CW
Staff Salary Payment	£14,204.88	CW
HMRC Remittance	£ 5,531.03	CW
ESCC Pension Remittance	£ 4,907.48	CW

Report to Full Council:- / /2025

Resolved/Noted as Correct:- Yes/No

Chairmans Signature:-

Newhaven Town Council

Bank Reconciliation Statement as at 31/05/2025
for Cashbook 1 - Current A/c

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Current A/c	31/05/2025		20,050.69
			20,050.69

Unpresented Payments (Minus)	Amount	
	0.00	
		0.00
		20,050.69

Unpresented Receipts (Plus)		
	0.00	
		0.00
		20,050.69
	Balance per Cash Book is :-	**20,050.69**
	Difference is :-	**0.00**

Signatory 1:

Name ALISON CAMPBELL Signed [signature] Date 2/6/2025

Signatory 2:

Name CORINA WATTS Signed [signature] Date 10/6/2025

Bank Reconciliation up to 31/05/2025 for Cashbook No 1 - Current A/c

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
09/04/2025	CC9.4.25	179.50		179.50		R	Sainsburys S'Markets
09/04/2025	CC9.4.25R	-179.50		-179.50		R	Sainsburys S'Markets
01/05/2025	March 2025	397.41		397.41		R	Trade UK Account
01/05/2025	1007877572	247.00		247.00		R	Lewes District Council
01/05/2025	1007879642	205.00		205.00		R	Lewes District Council
01/05/2025	1007890272	87.00		87.00		R	Lewes District Council
01/05/2025	1007890302	499.00		499.00		R	Lewes District Council
01/05/2025	100899386	125.00		125.00		R	Lewes District Council
01/05/2025	1012479112	384.00		384.00		R	Lewes District Council
01/05/2025	37971/72	1,570.71		1,570.71		R	Computer-Eyez (South) Ltd
01/05/2025	AC 1.5.25	77.90		77.90		R	Petty Cash
01/05/2025	34500(2)		5.00	5.00		R	Receipt(s) Banked
01/05/2025	34500		77.90	77.90		R	Receipt(s) Banked
01/05/2025	34501		20.00	20.00		R	Receipt(s) Banked
01/05/2025	34489		77.35	77.35		R	Receipt(s) Banked
01/05/2025	34504		20.00	20.00		R	Receipt(s) Banked
02/05/2025	34510		72.00	72.00		R	Receipt(s) Banked
06/05/2025	34513		72.00	72.00		R	Receipt(s) Banked
06/05/2025	34508		811.00	811.00		R	Receipt(s) Banked
06/05/2025	34511		870.40	870.40		R	Receipt(s) Banked
06/05/2025	34503		22.92	22.92		R	Receipt(s) Banked
06/05/2025	34507		297.00	297.00		R	Receipt(s) Banked
07/05/2025	CH8745	395.00		395.00		R	Lynns Travel Ltd
07/05/2025	MEN-2024-0	300.00		300.00		R	Newhaven Lewes & District Menc
07/05/2025	0010200060	129.98		129.98		R	Tates of Sussex
07/05/2025	0527342/43	865.40		865.40		R	Orbis Protect Ltd
07/05/2025	19577	709.20		709.20		R	Inst. of Cemetery & Crematoriu
07/05/2025	283	24.00		24.00		R	North Laine Window Cleaning
07/05/2025	7247	72.00		72.00		R	SouthCoast Services Sussex Ltd
07/05/2025	0026	184.80		184.80		R	Pulse South Coast
07/05/2025	1096	300.00		300.00		R	Elevators Ltd
07/05/2025	NHCOC2526	40.00		40.00		R	Newhaven Chamber of Commerce
07/05/2025	2025-001	390.00		390.00		R	Newhaven Fish Bar
07/05/2025	LW/21/0954	3,460.33		3,460.33		R	Business Premium
07/05/2025	34515		10.00	10.00		R	Receipt(s) Banked
07/05/2025	LW21/0954		3,460.33	3,460.33		R	Receipt(s) Banked
07/05/2025	34512		170.00	170.00		R	Receipt(s) Banked
07/05/2025	34472		4,754.00	4,754.00		R	Receipt(s) Banked
08/05/2025	FEES8.5.25	19.20		19.20		R	Barclays Bank
09/05/2025	CIL 8.5.25	3,460.33		3,460.33		R	Business Premium
09/05/2025	7761	11.40		11.40		R	Pipers News
09/05/2025	Err Dup	3,460.33		3,460.33		R	Business Premium
09/05/2025	34514		180.00	180.00		R	Receipt(s) Banked
09/05/2025	Err Corr		6,920.66	6,920.66		R	Receipt(s) Banked
12/05/2025	0172392104	18.64		18.64		R	Barclaycard Payments Ltd
12/05/2025	34488		2,568.00	2,568.00		R	Receipt(s) Banked
14/05/2025	34516		35.40	35.40		R	Receipt(s) Banked
15/05/2025	6258987	9,433.45		9,433.45		R	Lewes District Council

Bank Reconciliation up to 31/05/2025 for Cashbook No 1 - Current A/c

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
15/05/2025	34520		1,093.00	1,093.00		R	Receipt(s) Banked
16/05/2025	ESCC APR25	4,907.48		4,907.48		R	East Sussex County Council
16/05/2025	013371239	549.00		549.00		R	Arval UK Limited
16/05/2025	34509		108.80	108.80		R	Receipt(s) Banked
16/05/2025	100219		1,063.35	1,063.35		R	Receipt(s) Banked
19/05/2025	V023470682	140.50		140.50		R	EE
19/05/2025	34523		110.00	110.00		R	Receipt(s) Banked
20/05/2025	041365	79.99		79.99		R	Advo Payroll
20/05/2025	327555	160.22		160.22		R	Premier Managed Technologies G
20/05/2025	SXMAYOR25	10.00		10.00		R	Sussex Mayors Association
20/05/2025	7289	44.40		44.40		R	SouthCoast Services Sussex Ltd
20/05/2025	2754	900.00		900.00		R	Aspen Tree Care
20/05/2025	2089	84.00		84.00		R	ESALC Ltd
20/05/2025	31050	110.40		110.40		R	Tansleys Printers
20/05/2025	01730385/1	67.95		67.95		R	Clares Office Supplies Ltd
20/05/2025	0858	4,536.00		4,536.00		R	Icthus Event Solutions Ltd
20/05/2025	SSB1	50.00		50.00		R	Seaford SIlver Band
20/05/2025	9000000159	950.00		950.00		R	East Sussex County Council
20/05/2025	7254	43.20		43.20		R	SouthCoast Services Sussex Ltd
20/05/2025	30350	5,700.00		5,700.00		R	Tansleys Printers
20/05/2025	I285711	1,131.73		1,131.73		R	WEL Medical Ltd
20/05/2025	BK221295-1	36.00		36.00		R	SLCC Enterprises Ltd
20/05/2025	PUR003358	594.00		594.00		R	SEL Live Ltd
20/05/2025	8THMAY2025	50.00		50.00		R	Haven Harmonies
20/05/2025	3038	864.00		864.00		R	Bonny's Wood
20/05/2025	34519		37.20	37.20		R	Receipt(s) Banked
20/05/2025	34522		110.00	110.00		R	Receipt(s) Banked
20/05/2025	34525		101.00	101.00		R	Receipt(s) Banked
21/05/2025	016F62D9-3	284.09		284.09		R	E-On Energy Solutions Ltd
21/05/2025	FE7E4DA4-3	169.34		169.34		R	E-On Energy Solutions Ltd
21/05/2025	60F9407A-3	161.20		161.20		R	E-On Energy Solutions Ltd
21/05/2025	CB778D50-3	116.22		116.22		R	E-On Energy Solutions Ltd
21/05/2025	A700C35C-3	99.19		99.19		R	E-On Energy Solutions Ltd
21/05/2025	EE APR25	192.50		192.50		R	Elizabeth Eletheriou
21/05/2025	STMICCHURC	146.72		146.72		R	St Michaels Church
21/05/2025	HAVENSHUB	146.78		146.78		R	Havens Food Co-operative
21/05/2025	HAVENSFOO	979.57		979.57		R	Havens Food Co-operative
21/05/2025	34524		170.00	170.00		R	Receipt(s) Banked
21/05/2025	TOPMAY25		40,000.00	40,000.00		R	Receipt(s) Banked
21/05/2025	34527		83.40	83.40		R	Receipt(s) Banked
22/05/2025	PAYEAPR25	5,530.02		5,530.02		R	PAYE Payments
22/05/2025	34531		10.00	10.00		R	Receipt(s) Banked
22/05/2025	VEDAY25		70.00	70.00		R	Receipt(s) Banked
23/05/2025	1-01665671	766.78		766.78		R	ENGIE Gas Limited
23/05/2025	1-01665672	322.02		322.02		R	ENGIE Gas Limited
23/05/2025	SSMAY2025	14,204.88		14,204.88		R	Staff Salaries
23/05/2025	35429		1,093.00	1,093.00		R	Receipt(s) Banked
27/05/2025	7712174	47.91		47.91		R	Business Stream

Bank Reconciliation up to 31/05/2025 for Cashbook No 1 - Current A/c

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
27/05/2025	7710837	117.30		117.30		R	Business Stream
27/05/2025	7712666	148.84		148.84		R	Business Stream
27/05/2025	CC April25	2,927.13		2,927.13		R	Credit Cards
27/05/2025	34532		16.50	16.50		R	Receipt(s) Banked
27/05/2025	34526		110.00	110.00		R	Receipt(s) Banked
27/05/2025	34533		16.50	16.50		R	Receipt(s) Banked
28/05/2025	HAVENSFD2	100.00		100.00		R	Havens Community
28/05/2025	2762	1,440.00		1,440.00		R	Aspen Tree Care
28/05/2025	31184	110.40		110.40		R	Tansleys Printers
28/05/2025	19580174	19,675.30		19,675.30		R	James Hallam Ltd
28/05/2025	4160	150.00		150.00		R	Complete Property Solutions (S
28/05/2025	017	40.00		40.00		R	Chris Foster & Jenny Humphries
28/05/2025	SLH/2025/6	330.00		330.00		R	Mrs Sue Hobbs
28/05/2025	HAVENSFD2.	-100.00		-100.00		R	Havens Community
28/05/2025	34534		66.32	66.32		R	Receipt(s) Banked
28/05/2025	34535		16.50	16.50		R	Receipt(s) Banked
28/05/2025	34537		35.40	35.40		R	Receipt(s) Banked
28/05/2025	34536		16.50	16.50		R	Receipt(s) Banked
29/05/2025	02907382	244.50		244.50		R	SSE
30/05/2025	34521		180.00	180.00		R	Receipt(s) Banked
30/05/2025	34539		318.00	318.00		R	Receipt(s) Banked
		96,226.64	65,269.43				

Signatory 1:

Name ALISON CAMPBELL Signed [signature] Date 2/6/2025

Signatory 2:

Name ..... Signed ..... Date .....

Today: **02 Jun 2025**

BARCLAYS

MRS ALISON MARIAN CAMPBELL

Transactions

Barclays Business Account 20-49-76 60669288

Available balance	**£16,736.07**
Last night's balance	£20,050.69
Overdraft limit	**£0.00**

Showing **107** transactions between **01/05/2025** and **30/05/2025** from 01/05/2025 to 31/05/2025

Date	Description	Money in	Money out	Balance
30/05 /2025	Counter Credit TILLEYS STONEMASON INV 34539-FERGUSON BG C	£318.00		£20,050.69
30/05 /2025	Counter Credit TOWNER INVOICE 34521 BGC	£180.00		£19,732.69
29/05 /2025	Direct Debit SSE ENERGY SUPPLY 0047362-DD01041422 DD R		-£244.50	£19,552.69
28/05 /2025	Bill Payment MR R + MRS S L HOB SLH/2025/6 NTC BBP		-£330.00	£19,797.19
28/05 /2025	Bill Payment MR C FOSTER 017 NTC BBP		-£40.00	£20,127.19
28/05 /2025	Bill Payment COMPLETE PROPERTY 4160 NTC BBP		-£150.00	£20,167.19
28/05 /2025	Bill Payment JAMES HALLAM 19580174 NTC BBP		-£19,675.30	£20,317.19
28/05 /2025	Bill Payment TANSLEYS PRINTERS 31184 NTC BBP		-£110.40	£39,992.49

28/05 /2025	Bill Payment ASPEN TREE CARE MR INV 2762 NTC BBP		-£1,440.00	£40,102.89
28/05 /2025	Bill Payment HAVENS COMMUNITY H NTC MAYOR DONATION BB P		-£100.00	£41,542.89
28/05 /2025	Counter Credit OSBORNE K & D 34536 - ALL15B BGC	£16.50		£41,642.89
28/05 /2025	Counter Credit Culture Connect Pr Culture Connect BGC	£35.40		£41,626.39
28/05 /2025	Counter Credit Simmons Emily INV NO 34535 BGC	£16.50		£41,590.99
28/05 /2025	Cash Deposit POST OFFICE KEN 28MAY 09.45 ATM	£66.32		£41,574.49
27/05 /2025	Counter Credit N Nicholson 34533 BGC	£16.50		£41,508.17
27/05 /2025	Bill Payment WAGSTAFF BRDWY JWAGSTAFF-34526 BBP	£110.00		£41,491.67
27/05 /2025	Counter Credit PERRY&HALL 34532 Perry/Hall BGC	£16.50		£41,381.67
27/05 /2025	Direct Debit SCOTTISH WATER BUS 27441569 DDR		-£47.91	£41,365.17
27/05 /2025	Direct Debit SCOTTISH WATER BUS 27452786 DDR		-£117.30	£41,413.08
27/05 /2025	Direct Debit SCOTTISH WATER BUS 27154587 DDR		-£148.84	£41,530.38
27/05 /2025	Direct Debit BCARD COMMERCIAL 5476760289527536 DDR		-£2,927.13	£41,679.22
23/05 /2025	Funds Transfer KING R INV 35429 - I-2841 FT	£1,093.00		£44,606.35
23/05 /2025	Cash Deposit POST OFFICE KEN 23MAY 09.01 ATM	£80.00		£43,513.35

23/05 /2025	Direct Debit NEWHAVEN TOWN BACS DDR		-£14,204.88	£43,433.35
23/05 /2025	Direct Debit ENGIE GAS 10328543001 DDR		-£322.02	£57,638.23
23/05 /2025	Direct Debit ENGIE GAS 10328542001 DDR		-£766.78	£57,960.25
22/05 /2025	Direct Debit NEWHAVEN TOWN BACS DDR		-£5,530.02	£58,727.03
21/05 /2025	Counter Credit MURIEL ECE 34527 BGC	£83.40		£64,257.05
21/05 /2025	Funds Transfer 204976 20669253 TOP UP MAY 25 AC FT	£40,000.00		£64,173.65
21/05 /2025	Counter Credit BCARD1723921200525 BGC BCARD1723921200525 B GC	£37.20		£24,173.65
21/05 /2025	Direct Debit E.ON NEXT LTD A-A700C35C-001 DDR		-£99.19	£24,136.45
21/05 /2025	Direct Debit E.ON NEXT LTD A-CB778D50-001 DDR		-£116.22	£24,235.64
21/05 /2025	Direct Debit E.ON NEXT LTD A-60F9407A-001 DDR		-£161.20	£24,351.86
21/05 /2025	Direct Debit E.ON NEXT LTD A-FE7E4DA4-001 DDR		-£169.34	£24,513.06
21/05 /2025	Direct Debit E.ON NEXT LTD A-016F62D9-001 DDR		-£284.09	£24,682.40
21/05 /2025	Counter Credit Mr Abdul Shukur Ah 34524 BGC	£170.00		£24,966.49
20/05 /2025	Bill Payment SUSSEX MAYORS ASSO MYR KIM BISHOP NTC BB P		-£10.00	£24,796.49
20/05	Bill Payment SOUTHCOAST SERVICE		-£44.40	£24,806.49

/2025	7289 NTC BBP		
20/05 /2025	Bill Payment ASPEN TREE CARE MR INV 2754 NTC BBP	-£900.00	£24,850.89
20/05 /2025	Bill Payment SUSSEX EVENTS LIMI PUR003358 BBP	-£594.00	£25,750.89
20/05 /2025	Bill Payment EAST SUSSEX ALC LT 2089 NTC BBP	-£84.00	£26,344.89
20/05 /2025	Bill Payment TANSLEYS PRINTERS 31050 NTC BBP	-£110.40	£26,428.89
20/05 /2025	Bill Payment BUSINESS SUPPLIES INV01730385/1244 BBP	-£67.95	£26,539.29
20/05 /2025	Bill Payment ICTHUS EVENT SOLUT 0858 NTC BBP	-£4,536.00	£26,607.24
20/05 /2025	Bill Payment HAVENS COMMUNITY H NTC MAYOR DONATION BB P	-£1,026.35	£31,143.24
20/05 /2025	Bill Payment ST MICHAELS CHURCH NTC MAYOR DONATION BB P	-£146.72	£32,169.59
20/05 /2025	Bill Payment TREE CARE AT BONNY 3038 NTC BBP	-£864.00	£32,316.31
20/05 /2025	Bill Payment HAVEN HARMONIES 8TH MAY 2025 - BEA BB P	-£50.00	£33,180.31
20/05 /2025	Bill Payment ELIZABETH ELEFTHER INV 4 NTC BBP	-£192.50	£33,230.31
20/05 /2025	Bill Payment SEAFORD SILVER BAN SSB1 BBP	-£50.00	£33,422.81
20/05 /2025	Bill Payment EAST SUSSEX COUNTY 9000000159 NTC BBP	-£950.00	£33,472.81
20/05 /2025	Bill Payment SOUTHCOAST SERVICE 7254 NTC BBP	-£43.20	£34,422.81

20/05 /2025	Bill Payment TANSLEYS PRINTERS 30350 - NTC BBP		-£5,700.00	£34,466.01
20/05 /2025	Bill Payment WEL MEDICAL LTD I285711 - NTC BBP		-£1,131.73	£40,166.01
20/05 /2025	Bill Payment SLCC ENTERPRISES BK221295-1 BBP		-£36.00	£41,297.74
20/05 /2025	Bill Payment MONU STONEWORKS 34525 - G.D. BAKER BB P	£101.00		£41,333.74
20/05 /2025	Direct Debit ADVO PAY NEWHTC DDR		-£79.99	£41,232.74
20/05 /2025	Direct Debit PREMIER MANAGED TE 0NEW02 DDR		-£160.22	£41,312.73
20/05 /2025	Counter Credit Sussex Compliance 34522 BGC	£110.00		£41,472.95
19/05 /2025	Counter Credit Linda Louise Thoma Advert BGC	£110.00		£41,362.95
19/05 /2025	Direct Debit EE LIMITED Q29509271621358415 DD R		-£140.50	£41,252.95
16/05 /2025	Counter Credit HIBBERT S Hibbert 34509 BGC	£108.80		£41,393.45
16/05 /2025	Direct Debit NEWHAVEN TOWN BACS DDR		-£4,907.48	£41,284.65
16/05 /2025	Counter Credit LEWES DISTRICT COU 100219 BGC	£1,063.35		£46,192.13
15/05 /2025	Counter Credit MS D L MORRIS 34520 INVOICE BGC	£1,093.00		£45,128.78
15/05 /2025	Direct Debit ARVAL UK LTD NE3560 DDR		-£549.00	£44,035.78
15/05	Direct Debit LEWES DISTRICT COU		-£9,433.45	£44,584.78

/2025	300286 DDR			
14/05 /2025	Counter Credit Culture Connect Pr 34516 BGC	£35.40		£54,018.23
12/05 /2025	Bill Payment WAGSTAFF BRDWY JWAGSTAFF-34488 BBP	£2,568.00		£53,982.83
12/05 /2025	Direct Debit BARCLAYCARD BCD01723921300425 DDR		-£18.64	£51,414.83
09/05 /2025	Remittance POST OFFICE CREDIT 100777 REM	£170.00		£51,433.47
09/05 /2025	Funds Transfer 204976 20669253 CIL TRANS 8.5.25 FT		-£3,460.33	£51,263.47
09/05 /2025	Direct Debit PIPERS NEWS STORES PIPERS15791 DDR		-£11.40	£54,723.80
08/05 /2025	Counter Credit NEWHAVEN & SEAFORD NEWHAVEN TOWN COUN BG C	£180.00		£54,735.20
08/05 /2025	Credit Payment CHARGES COMMISSION FOR PERIOD 13MAR/13APR ********** **********		-£19.20	£54,555.20
07/05 /2025	Funds Transfer JEFFERIES FU 34472 JEFFERIES FT	£4,754.00		£54,574.40
07/05 /2025	Bill Payment NEWHAVEN LEWES AND MEN-2024-015 NTC BBP		-£300.00	£49,820.40
07/05 /2025	Bill Payment LYNNS TRAVEL CH8745 NTC BBP		-£395.00	£50,120.40
07/05 /2025	Bill Payment NEWHAVEN CHAMBER O MEMBERSHIP 25/26 BBP		-£40.00	£50,515.40
07/05 /2025	Bill Payment ELEVATOR INSPECTIO 1096 NTC BBP		-£300.00	£50,555.40
07/05 /2025	Bill Payment PULSE SOUTH COAST 0026 NTC BBP		-£184.80	£50,855.40

07/05 /2025	Bill Payment SOUTHCOAST SERVICE 7247 NTC BBP		-£72.00	£51,040.20
07/05 /2025	Bill Payment MITCHELL MULVAY 283 NTC BBP		-£24.00	£51,112.20
07/05 /2025	Bill Payment INSTITUTE OF CEMET 19577 NTC BBP		-£709.20	£51,136.20
07/05 /2025	Bill Payment ORBIS PROTECT LIMI 527342/343 NTC BBP		-£865.40	£51,845.40
07/05 /2025	Bill Payment TATES 102000605 NTC BBP		-£129.98	£52,710.80
07/05 /2025	Bill Payment NEWHAVEN FISH BAR 2025-001 NTC BBP		-£390.00	£52,840.78
07/05 /2025	Counter Credit LEWES DISTRICT COU 100219 BGC	£3,460.33		£53,230.78
07/05 /2025	Counter Credit L Marsden Fish Chips supper BGC	£10.00		£49,770.45
06/05 /2025	Counter Credit MEECHING AMATEUR D 34507 BGC	£297.00		£49,760.45
06/05 /2025	Counter Credit L Harris Invoice 34503 BGC	£22.92		£49,463.45
06/05 /2025	Funds Transfer NORCROSS DANC 34511NORCROSS FT	£870.40		£49,440.53
06/05 /2025	Counter Credit N.I.P.P.E.R.S. RENT BGC	£811.00		£48,570.13
06/05 /2025	Counter Credit The Unity Coach Lt 34513 BGC	£72.00		£47,759.13
02/05 /2025	Funds Transfer VAUGHAN J A EARTHQUAKE FT	£72.00		£47,687.13
02/05 /2025	Counter Credit BCARD1723921010525 BGC BCARD1723921010525 B GC	£5.00		£47,615.13

01/05 /2025	Counter Credit PAUL PHILPOTT Invoice 34504 BGC	£20.00		£47,610.13
01/05 /2025	Counter Credit Sussex Commu SCDA 34489 BGC	£77.35		£47,590.13
01/05 /2025	Counter Credit BCARD1723921300425 BGC BCARD1723921300425 B GC	£20.00		£47,512.78
01/05 /2025	Direct Debit COMPUTER EYEZ LTD EYEZ0002059 DDR		-£1,570.71	£47,492.78
01/05 /2025	Direct Debit LEWES DISTRICT COU 101247911 DDR		-£384.00	£49,063.49
01/05 /2025	Direct Debit LEWES DISTRICT COU 100899386 DDR		-£125.00	£49,447.49
01/05 /2025	Direct Debit LEWES DISTRICT COU 100789030 DDR		-£499.00	£49,572.49
01/05 /2025	Direct Debit LEWES DISTRICT COU 100789027 DDR		-£87.00	£50,071.49
01/05 /2025	Direct Debit LEWES DISTRICT COU 100787964 DDR		-£205.00	£50,158.49
01/05 /2025	Direct Debit LEWES DISTRICT COU 100787757 DDR		-£247.00	£50,363.49
01/05 /2025	Direct Debit SCREWFIX DIRECT LT 6331640012255717 DDR		-£397.41	£50,610.49

Need to view older transactions?

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

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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.

9 May 2025

MRS Alison Marian Campbell

BARCLAYS

We've transferred your money

Date transfer was set up

9 May 2025

Time transfer was set up

07:37:42 GMT

Transfer from

Barclays Business Account

Barclays Bank UK PLC

20-49-76 60669288

Transfer to

Business Premium ME

Barclays Bank UK PLC

20-49-76 20669253

Reference

CIL Trans 8.5.25

Amount

£3,460.33

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.

NEWHAVEN TOWN COUNCIL
FORT ROAD
NEWHAVEN
MID: 1723921
TID: 38286566
AID: A0000000031010
Visa Debit
VISA DEBIT
**** **** **** 5801
EXP 05/29
CONTACTLESS PAN.SEQ 0
SALE
MERCHANT COPY
AMOUNT £37.20
No CVM Used
11:23:15 20/05/25
AUTH CODE: 917546
RECEIPT 0106

NEWHAVEN TOWN COUNCIL
FORT ROAD
NEWHAVEN
MID: 1723921
TID: 38286566
AID: A0000000031010
Visa Debit
VISA DEBIT
**** **** **** 8286
EXP 10/27
CONTACTLESS PAN.SEQ 7
SALE
MERCHANT COPY
AMOUNT £20.00
No CVM Used
10:13:13 30/04/25
AUTH CODE: 050946
RECEIPT 0104

NEWHAVEN TOWN COUNCIL
FORT ROAD
NEWHAVEN
MID: 1723921
TID: 38286566
AID: A0000000031010
Visa Debit
VISA DEBIT
**** **** **** 8286
EXP 10/27
CONTACTLESS PAN.SEQ 7
SALE
MERCHANT COPY
AMOUNT £5.00
No CVM Used
09:17:41 01/05/25
AUTH CODE: 072346
RECEIPT 0105

Invoice
34519

Harrop

Inv
34501

Bank Reconciliation Statement as at 31/05/2025
for Cashbook 2 - Business Premium

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Business Premium Account	31/05/2025		926,576.29
			926,576.29

Unpresented Payments (Minus)	Amount	
	0.00	
		0.00
		926,576.29

Unpresented Receipts (Plus)		
	0.00	
		0.00
		926,576.29
	Balance per Cash Book is :-	**926,576.29**
	Difference is :-	**0.00**

Signatory 1:

Name ALISON CAMPBELL Signed [signature] Date 2/6/2025

Signatory 2:

Name CORINA WATTS Signed [signature] Date 10/6/2025

Bank Reconciliation up to 31/05/2025 for Cashbook No 2 - Business Premium

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
07/05/2025	LW/21/0954		3,460.33	3,460.33		R	Receipt(s) Banked
09/05/2025	Err Corr	6,920.66		6,920.66		R	Current A/c
09/05/2025	CIL 8.5.25		3,460.33	3,460.33		R	Receipt(s) Banked
09/05/2025	Err Dup		3,460.33	3,460.33		R	Receipt(s) Banked
21/05/2025	TOPMAY25	40,000.00		40,000.00		R	Current A/c
		46,920.66	10,380.99				

Signatory 1:

Name ALISON CAMPBELL Signed [signature] Date 2/6/2025

Signatory 2:

Name CORINA WATTS Signed [signature] Date 10/6/2025

Today: **02 Jun 2025**

BARCLAYS

MRS ALISON MARIAN CAMPBELL

Transactions

Business Premium ME — 20-49-76 20669253

Available balance	**£929,637.95**
Last night's balance	£926,576.29
Overdraft limit	**n/a**

Showing **2** transactions between **09/05/2025** and **21/05/2025** from 01/05/2025 to 31/05/2025

Date	Description	Money in	Money out	Balance
21/05/2025	Funds Transfer 204976 60669288 TOP UP MAY 25 AC FT		-£40,000.00	£926,576.29
09/05/2025	Funds Transfer 204976 60669288 CIL TRANS 8.5.25 FT	£3,460.33		£966,576.29

Need to view older transactions?

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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.

21 May 2025

MRS Alison Marian Campbell

BARCLAYS

We've transferred your money

Date transfer was set up

21 May 2025

Time transfer was set up

09:44:33 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 May 25 AC

Amount

£40,000.00

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

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

Bank Reconciliation Statement as at 31/05/2025
for Cashbook 3 - Petty Cash

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Petty Cash	31/05/2025		125.12
			125.12

Unpresented Payments (Minus)	Amount	
	0.00	
		0.00
		125.12

Unpresented Receipts (Plus)		
	0.00	
		0.00
		125.12
	Balance per Cash Book is :-	**125.12**
	Difference is :-	**0.00**

Signatory 1:

Name ALISON CAMPBELL Signed [signature] Date 2/6/2025

Signatory 2:

Name CORINA WATTS Signed C Watts Date 10/6/2025

Bank Reconciliation up to 31/05/2025 for Cashbook No 3 - Petty Cash

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
01/05/2025	188	1.55		1.55		R	Sainsburys S'Markets
01/05/2025	189	9.29		9.29		R	Auto Parts
01/05/2025	AC 1.5.25		77.90	77.90		R	Receipt(s) Banked
06/05/2025	PC6.5.25	190.00		190.00		R	Newhaven Fish Bar
06/05/2025	VEDAY5.25		190.00	190.00		R	Receipt(s) Banked
08/05/2025	FUEL8.5.25	5.00		5.00		R	Star Fuels
13/05/2025	192	1.55		1.55		R	Sainsburys S'Markets
20/05/2025	193	1.65		1.65		R	Sainsburys S'Markets
30/05/2025	194	1.65		1.65		R	Sainsburys S'Markets
		210.69	267.90				

Signatory 1:

Name ALISON CAMPBELL Signed [signature] Date 2/6/2025

Signatory 2:

Name CORINA WATTS Signed [signature] Date 10/6/2025

AC-KL 9/5/25

191

Star Fuels
79 South Coast Road
Peacehaven, BN10 8QS

Tel:01273 580214

VAT NO 730 4799 24

Red diesel for off road use ONLY

CUSTOMER RECEIPT

ARTICLE	VAT	AMOUNT
*Unleaded	2	£ 5.00
(PUMP 3; 3.70 ℓ * £ 1.349/ℓ) *		
TOTAL		£ 5.00
Cash		£ 5.00

VAT type	%	Nett	VAT amount
2	20.00	£ 4.17	£ 0.83

08-05-2025 14:25:09 6099 JAK1 1163110042
11-096333-91341

Thank You For Calling.

188

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	£1.55
1 BALANCE DUE	£1.55
CASH	£1.55
CHANGE	£0.00

****
MY NECTAR SUMMARY
[C] **** **** **** ***6012

POINTS EARNED ON	£1.55
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
****

6292136066825200010525

C #8252 09:22:29 01MAY2025
S2136 R66

Thank you for your visit.

AC-KL 13/5/25

192

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	£1.55
1 BALANCE DUE	£1.55
CASH	£2.00
CHANGE	£0.45

****
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
****

6292136065463300130525

C #4633 10:26:33 13MAY2025
S2:36 R65

Thank you for your visit.

30/5/25
KRC-ICL

194

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	£1.65
1 BALANCE DUE	£1.65
CASH	£5.00
CHANGE	£3.35

****
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

****

6292136067158300300525

C #1583 10:39:30 30MAY2025
S2136 R67

Thank you for your visit.

AC-KL
20/5/25

193

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	£1.65
1 BALANCE DUE	£1.65
CASH	£1.70
CHANGE	£0.05

****
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

****

6292136067807400200525

C #8074 09:12:23 20MAY2025
S2136 R67

Thank you for your visit.

NAPA AUTO PARTS

189

Company Reg No. 998035 - VAT Reg No. 174 9083 38

Head Office:
ALLIANCE AUTOMOTIVE UK LV LTD
ROYDSDALE HOUSE
ROYDSDALE WAY
EUROWAY INDUSTRIAL ESTATE

BRADFORD
BD4 6SE

Issuing Branch:
NAPA AUTO PARTS
UNIT 8 WILLOW IND EST
AVIS WAY
NEWHAVEN
BN9 0DD

Tel: 01273 514668

Invoice To:
NEWHAVEN TRADE COUNTER COLLECTI
THIS IS FOR COUNTER
COLLECTIONS ONLY

Deliver To:
NEWHAVEN TRADE COUNTER COLLECTION
THIS IS FOR COUNTER
COLLECTIONS ONLY

Delivery Contact Numbers:

Delivery Comments:

INVOICE

Doc No. LNNV567449

Date 30/04/25

Cust No. LN1001

Order No.

Sold By LRM 09:32

Terms WEEKLY

MOP = CSH

Part Number	Description	Loc	QTY	Suggested Selling Price	Unit Price	Nett Price
NPANCSW5005L	NAPA SCREENWASH -10C RETAIL 5L	DAR10	1	9.94	7.74	7.74

Customer Signature:	Received Date & Time:	Picked By:	Delivery Instructions:		
			00 - NO DELIVERY CODE ASSIGNED	Goods Value	7.74
				VAT Value	1.55
				Invoice Total	9.29

1.55	Rate	Sales Value	VAT Value
1	20.00	7.74	1.55

All goods are sold subject to the manufacturer's condition of sale and guarantee. The title in the goods referred to above shall not pass to the Purchaser whilst there is any money due from the Purchaser to the Seller under this contract.

Goods may not be accepted for credit unless returned within 7 days of issue. The Seller reserves the right to apply a handling charge of up to 25% on goods returned against orders correctly executed. E. & O.E.

*** NAPA AUTO PARTS is a trading name of Alliance Automotive UK LV Limited ***

If you have any queries with this document please contact us on 01273 514668

WEATHER THE WINTER WITH
SCREENWASH • ICE SCRAPERS • ANTI FREEZE

NAPA AUTO PARTS



Newhaven Town Council

Bank Reconciliation Statement as at 31/05/2025
for Cashbook 4 - Base Rate Reward Account

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Base Rase Reward Account	31/05/2025		0.00
			0.00

Unpresented Payments (Minus)	Amount
	0.00
	0.00
	0.00

Unpresented Receipts (Plus)	
	0.00
	0.00
	0.00

Balance per Cash Book is :-	**0.00**
Difference is :-	**0.00**

Signatory 1:

Name ALISON CAMPBELL ..... Signed ..... Date 2/6/2025

Signatory 2:

Name CORINA WATTS ..... Signed ..... Date 10/6/2025

Today: **02 Jun 2025**

BARCLAYS

MRS ALISON MARIAN CAMPBELL

Transactions

Business Premium ME 20-49-76 13831183

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

Showing **No** transactions between and from 01/05/2025 to 31/05/2025

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 31/05/2025
for Cashbook 5 - Credit Cards

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Card 1851 3279 KD	31/05/2025		0.00
Card 2597 1956 AC	31/05/2025		0.00
			0.00

Unpresented Payments (Minus)			Amount	
01/05/2025	9A518606PH	Royal Mail Group Ltd	1,334.57	
06/05/2025	GB5006M84K	Amazon Marketplace UK	39.98	
06/05/2025	GB53QIKOAB	Amazon Marketplace UK	13.49	
07/05/2025	GB53STYABE	Amazon Marketplace UK	33.87	
14/05/2025	22-13059-9	EBAY UK	24.97	
20/05/2025	QL207172-1	SLCC Enterprises Ltd	450.00	
20/05/2025	GB54814YAB	Amazon Marketplace UK	42.65	
				1,939.53
				-1,939.53

Unpresented Receipts (Plus)

0.00	
	0.00
	-1,939.53
Balance per Cash Book is :-	**-1,939.53**
Difference is :-	**0.00**

Signatory 1:

Name Alison Campbell Signed ..... Date 2/6/2025

Signatory 2:

Name Corina Watts Signed ..... Date 10/6/2025

Bank Reconciliation up to 31/05/2025 for Cashbook No 5 - Credit Cards

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
09/04/2025	CC9.4.25	179.50		179.50		R	Sainsburys S'Markets
15/04/2025	29977	2,022.96		2,022.96		R	R J Meaker Fencing Ltd
22/04/2025	GB5371QFAB	21.85		21.85		R	Amazon Marketplace UK
22/04/2025	GB5000OVX	8.49		8.49		R	Amazon Marketplace UK
22/04/2025	GB5000OTX	25.47		25.47		R	Amazon Marketplace UK
22/04/2025	W169680896	408.00		408.00		R	Apple Retail UK Ltd
25/04/2025	18621	59.64		59.64		R	Cableties
25/04/2025	24004(2)	102.00		102.00		R	Robins of Herstmonceux Ltd
29/04/2025	CC29.4.25	60.25		60.25		R	Sainsburys S'Markets
30/04/2025	GB53LFGUAB	38.97		38.97		R	Amazon Marketplace UK
01/05/2025	9A518606PH	1,334.57			1,334.57		Royal Mail Group Ltd
06/05/2025	GB5006M84K	39.98			39.98		Amazon Marketplace UK
06/05/2025	GB53QIKOAB	13.49			13.49		Amazon Marketplace UK
07/05/2025	GB53STYABE	33.87			33.87		Amazon Marketplace UK
14/05/2025	22-13059-9	24.97			24.97		EBAY UK
20/05/2025	QL207172-1	450.00			450.00		SLCC Enterprises Ltd
20/05/2025	GB54814YAB	42.65			42.65		Amazon Marketplace UK
27/05/2025	CC April25		2,927.13	2,927.13		R	Receipt(s) Banked
		4,866.66	2,927.13				

Signatory 1:

Name ALISON CAMPBELL Signed [signature] Date 2/6/2025

Signatory 2:

Name CORINA WATTS Signed [signature] Date 10/6/2025

barclaycard commercial

barclaycard

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: 1800 849 123
Online: www.barclaycard.co.uk/commercial

Company reference:	5476760289527536
Statement date:	2 May 2025
Page number:	1 of 4
Monthly spend limit:	£8,000.00
Date of previous statement:	2 April 2025
Previous balance:	£397.54
Payment received:	£397.54 CR
Total of charges and adjustments:	£0.00
Total of new spending:	£2,927.13
New balance:	**£2,927.13**
Minimum payment:	**£29.27**
Payment due by:	**27 May 2025**
Available to spend:	**£5,072.87**
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 27/5/2025
Amount £2927.13
Officer
Councillor
Councillor See attached - ICT

1/3

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 May 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.

H2

Interest information

Total of next months estimated interest : £90.82

Balance	Value	Monthly Rate	Estimated Interest*	Expiry Date
PURCHASE	2,927.13	1.987%	90.82	
CASH	0.00	2.367%	0.00	
Totals	**£2,927.13**		**£90.82**	

022977 BBA2556A Page 1 of 3

Paid in by and date

bank giro credit ABC

2927.13 29.27 5476760289527536

27 May 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 013257 BBA2556A 57962
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 +
£

Paragon cc 1105

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

16 MAY 2025 <5476760289527536< 251629+< 73 X 19 MAY 2025

barclaycard commercial

barclaycard

SUMMARY FOR NEWHAVEN TOWN COUNCIL

Company reference: 5476760289527536
Statement date: 2 May 2025

Balance	Value	Monthly Rate	Estimated Interest*	Expiry Date

Simple Standard Rate p.a: 23.85% (26.6% compound equivalent) Simple Cash Rate p.a: 28.40% (32.4% compound equivalent)

* See reverse for details

Payments, charges and adjustments

	BALANCE FROM PREVIOUS STATEMENT	397.54
Total of payment, charges and adjustments		**£0.00**
28 Apr 2025	DIRECT DEBIT PAYMENT THANK YOU	397.54 CR

New balances by individual cardholder

Name	Card number	Monthly spend limit	Balance
A M CAMPBELL	5476 7600 2597 1956	4,000	2,279.38
K DRY	5476 7609 1851 3279	4,000	647.75
Total cardholder expenditure			**£2,927.13**
New balance			**£2,927.13**

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

barclaycard commercial

barclaycard

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 May 2025
Page number:	3 of 4
Monthly spend limit:	£4,000.00

Date	Description	Amount
15 Apr 2025	AMZNMktplace*RH3JS6QZ4 amazon.co.uk GBR	8.49 ✓
160452718715	MISCELLANEOUS AND RETAIL STORES	
15 Apr 2025	ROBINS OF HERSTMONCEUX HERSTMONCEUX	102.00 ✓
160405272465	LUMBER AND BUILDING MATERIALS STORES	
15 Apr 2025	R.J. MEAKER FENCING LT HENFIELD	2,022.96 ✓
160405272465	LUMBER AND BUILDING MATERIALS STORES	
15 Apr 2025	AMZNMktplace*RH50Z58M4 amazon.co.uk GBR	21.85 ✓
160452718715	MISCELLANEOUS AND RETAIL STORES	
15 Apr 2025	AMZNMktplace*RH2Q51804 amazon.co.uk GBR	25.47 ✓
160452718715	MISCELLANEOUS AND RETAIL STORES	
24 Apr 2025	SP CABLETIES.CO.UK HORLEY LND	59.64 ✓
250485383905	ELECTRICAL PARTS AND EQUIPMENT	
30 Apr 2025	AMZNMktplace*JL7D02715 amazon.co.uk GBR	38.97 ✓
010552718715	MISCELLANEOUS AND RETAIL STORES	
7 new purchases / cash advances.	**Total of spending.**	**£2,279.38**

G 013257 BBA2556A 57962
MRS A M CAMPBELL
NEWHAVEN TOWN COUNCIL
18 FORT ROAD
NEWHAVEN
BN9 9QE

barclaycard commercial

barclaycard

STATEMENT FOR K DRY

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:	5476760918513279
Statement date:	2 May 2025
Page number:	4 of 4
Monthly spend limit:	£4,000.00

Date	Description	Amount
9 Apr 2025	SAINSBURYS.CO.UK 0800 328 1700	179.50 ✓
100485481475	GROCERY STORES, SUPERMARKETS	
17 Apr 2025	APPLE.COM/UK 0845-600-1683GBR	408.00 ✗
170452718775	ELECTRONIC SALES	
29 Apr 2025	SAINSBURYS S/MKTS NEWHAVEN HARB	60.25 ✗
300485481475	GROCERY STORES, SUPERMARKETS	
3 new purchases / cash advances.	**Total of spending.**	**£647.75**

3/3

H2

022979 BBA2556A Page 3 of 3

G 013257 BBA2556A 57962
MR K DRY
NEWHAVEN TOWN COUNCIL
18 FORT ROAD
NEWHAVEN
BN9 9QE

Bank Reconciliation Statement as at 31/05/2025
for Cashbook 6 - Unity Trust

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Unity Trust	31/05/2025		314,333.77
			314,333.77

Unpresented Payments (Minus)	Amount	
	0.00	
		0.00
		314,333.77

Unpresented Receipts (Plus)		
	0.00	
		0.00
		314,333.77
	Balance per Cash Book is :-	**314,333.77**
	Difference is :-	**0.00**

Signatory 1:

Name ALISON CAMPBELL Signed [signature] Date 2/6/2025

Signatory 2:

Name CORINA WATTS Signed [signature] Date 10/6/2025

unity trust bank

Newhaven Town Council
Instant Access
60-83-01 • 20501013

Gross interest rate	Balance	Available
2.25 %	£ **314,333.77**	£ **314,333.77**

Balances are correct as of 09:21 on 02 Jun 2025.

↓ Date	Description	Paid in	Paid out	Balance
31/03/25	Credit Interest	**1,379.77**		**314,333.77**

Report 15b

Current A/c

Payments made between 01/04/2025 and 31/05/2025

						Nominal Ledger Analysis			
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
01/04/2025	Lewes District Council	100787757	247.05	247.05		501			Business Rates - DH
01/04/2025	Lewes District Council	100789027	90.25	90.25		501			Business Rates - LRD
01/04/2025	Lewes District Council	100789030	499.00	499.00		501			Business Rates - CEM
01/04/2025	Lewes District Council	100878964	200.90	200.90		501			Business Rates - MH
01/04/2025	Lewes District Council	100899386	122.50	122.50		501			Business Rates - E
01/04/2025	Lewes District Council	101247911	386.30	386.30		501			Business Rates - NTCO
01/04/2025	Computer-Eyez (South) Ltd	67619/20	1,591.57	1,591.57		501			Wireless keyboard AC
01/04/2025	Trade UK Account	April25	195.58	195.58		501			Blind
01/04/2025	Lewes District Council	ERR CORR	361,981.00			1176	101	361,981.00	Error Correction
01/04/2025	Lewes District Council Brewhav	PRECPT ERR	-361,981.00			1176	101	-361,981.00	Precept Error Recording
07/04/2025	Business Stream	7405107	18.17	18.17		501			Water - NH CEM
07/04/2025	Business Stream	7406467	193.45	193.45		501			Water - DH
09/04/2025	Sainsburys S'Markets	CC9.4.25	179.50			4218	100	179.50	Easter Eggs - Easter Egg Hunt
09/04/2025	Sainsburys S'Markets	CC9.4.25R	-179.50			4218	100	-179.50	CC Payment Reversal
10/04/2025	Barclaycard Payments Ltd	0172392103	37.62	37.62		501			Barclaycard Payments March 2
11/04/2025	Pipers News	7502	14.25	14.25		501			Weekly Newspapers March 25
15/04/2025	Arval UK Limited	0013184579	-402.00	-402.00		501			C|redit Road Tax
15/04/2025	Arval UK Limited	013249826	549.00	549.00		501			Van Lease April 2025
15/04/2025	Lewes District Council	300286	9,696.07	9,696.07		501			Grounds Maintenance Apr25
17/04/2025	Advo Payroll	041013	79.99	79.99		501			Payroll services April 2025
17/04/2025	E-On Energy Solutions Ltd	A700C35C38	126.24	126.24		501			Electric - LRD
17/04/2025	Pension ESCC	ESCC MAR25	4,841.94			4000	102	1,161.96	ESCC Pension Employee MAR25i
						4001	102	3,679.98	ESCC Pension Employer MAR25
22/04/2025	E-On Energy Solutions Ltd	016F62D937	601.64	601.64		501			Electric - ES
22/04/2025	ENGIE Gas Limited	1-01637432	885.23	885.23		501			Gas Supply - MH March 25
22/04/2025	ENGIE Gas Limited	1-01637433	552.13	552.13		501			Gas Supply - Marcl 25 NTCO
22/04/2025	Premier Managed Technologies G	326988	94.43	94.43		501			Photocopying March 2025
22/04/2025	E-On Energy Solutions Ltd	60F9407A38	479.02	479.02		501			Electric - DH
22/04/2025	E-On Energy Solutions Ltd	CB778D5038	256.52	256.52		501			Electric - MH
	Subtotal Carried Forward:		21,356.85	16,514.91	0.00			4,841.94	

Payments made between 01/04/2025 and 31/05/2025

						Nominal Ledger Analysis			
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
22/04/2025	E-On Energy Solutions Ltd	FE7E4DA438	195.12	195.12		501			Electric - NTCO
22/04/2025	Barclays Bank	FEES4.4.25	19.20			4058	101	19.20	Fees 13FEB/12MA 2025
22/04/2025	PAYE Payments	PAYE MAR25	4,915.28			4000	102	2,268.67	PAYE Inc Tax March 2025
						4000	102	852.29	Employee NI May March 2025
						4001	102	1,794.32	Employer NI March 2025
22/04/2025	EE	V023369985	135.85	135.85		501			Mobile Phones x 4
24/04/2025	Business Stream	4188976	27.46	27.46		501			Water supply - MH
24/04/2025	Business Stream	7487639	61.26	61.26		501			Waster supply - ES
24/04/2025	Business Stream	7489444	99.87	99.87		501			Water Supply - LRI
24/04/2025	Staff Salaries	SS APR25	14,191.63			4000	102	14,191.63	Staff Salaries April 2025
28/04/2025	Tates of Sussex	0010400090	59.95	59.95		501			Viburnium Tinus 3l
28/04/2025	Pulse South Coast	0040	184.80	184.80		501			Easter Egg Hunt Support 2025
28/04/2025	Chroma Vision Ltd	0922	1,504.66	1,504.66		501			CCTV Maintenance & Data
28/04/2025	Mulberry Local Authority Servi	0981	136.50	136.50		501			EOY Audit Internal 24/25
28/04/2025	Elizabeth Eletheriou	1&3 EELE	192.50			4235	301	35.00	February 25
						4235	301	157.50	March 25
28/04/2025	Diocese of Chichester	1806	342.60	342.60		501			Court Fees - Memorial Testing
28/04/2025	ESALC Ltd	2040	2,282.05	2,282.05		501			Memberships - NALC & ESALC 25
28/04/2025	Hampson Architects Ltd	209/210	6,600.00	6,600.00		501			Architect Deposit Fee DSC
28/04/2025	Haven Security Ltd	220161/162	614.40	614.40		501			Fire Alarm Maintenance
28/04/2025	Robins of Herstmonceux Ltd	24004	102.00	102.00		501			Top Soil - Tree Wardens
28/04/2025	North Laine Window Cleaning	274/75/80	96.00	96.00		501			Window Cleaning - MH
28/04/2025	Clares Office Supplies Ltd	3 x invs	394.27	394.27		501			Office stationery
28/04/2025	Don Burtenshaw	3074	1,230.00	1,230.00		501			Repairs to Amenity Areas
28/04/2025	Countrymans Contractors Ltd	4606	2,456.78	2,456.78		501			Grass cutting 1 of 6
28/04/2025	Pyrotec Fire Protection Ltd	469406	84.88	84.88		501			Servicing ES ChRn
28/04/2025	Rialtas Business Solutions Ltd	5 x invs	4,460.40	4,460.40		501			Bookings Software 25/26
28/04/2025	Inst. of Cemetery & Crematoriu	5201/2025/	105.00	105.00		501			Membership 2025/26
28/04/2025	James Hallam Ltd	543499425	644.00	644.00		501			Van Insurance 25/26
28/04/2025	Weller Hedleys	7xInvs	14,097.80	14,097.80		501			Legal Fees -
	Subtotal Carried Forward:		76,591.11	52,430.56	0.00			24,160.55	

Payments made between 01/04/2025 and 31/05/2025

						Nominal Ledger Analysis			
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
									Riverside & LRD
28/04/2025	Credit Cards	CC March25	397.54			202		397.54	NTC CC Balance Transfer Mar25
28/04/2025	Jackson Lift Services Ltd	JS954529R	412.80	412.80		501			Lift Repairs
29/04/2025	Fenland Leisure Products Ltd	0163521A/9	135.60	135.60		501			Delivery charges
29/04/2025	SSE	02766696	216.16	216.16		501			Electric - CCTV
30/04/2025	Clares Office Supplies Ltd	01723680	32.52	32.52		501			Dispenser & stationery
30/04/2025	Toms Property Services	Invs x 9	8,415.00	8,415.00		501			Alootment Sjkip Hl
30/04/2025	PWLB - DMO	PWLB 4.25	5,501.23			4060	101	5,501.23	PWLB Loan Repayment 30.4.2025
01/05/2025	Lewes District Council	1007877572	247.00	247.00		501			Business Rates - DH
01/05/2025	Lewes District Council	1007879642	205.00	205.00		501			Business Rates - MH
01/05/2025	Lewes District Council	1007890272	87.00	87.00		501			Business Rates - LRD
01/05/2025	Lewes District Council	1007890302	499.00	499.00		501			Business Rates - CEM
01/05/2025	Lewes District Council	100899386	125.00	125.00		501			Business Rates - E
01/05/2025	Lewes District Council	1012479112	384.00	384.00		501			Business Rates - NTCO
01/05/2025	Computer-Eyez (South) Ltd	37971/72	1,570.71	1,570.71		501			Agreement Office - May 2025
01/05/2025	Petty Cash	AC 1.5.25	77.90			210		77.90	Top Up AC 1.5.202
01/05/2025	Trade UK Account	March 2025	397.41	397.41		501			Wood - NH CEM
07/05/2025	Tates of Sussex	0010200060	129.98	129.98		501			Water Butt x 2
07/05/2025	Pulse South Coast	0026	184.80	184.80		501			VE Celebrations - Medical Prov
07/05/2025	Orbis Protect Ltd	0527342/43	865.40	865.40		501			Device Monitoring April 2025
07/05/2025	Elevators Ltd	1096	300.00	300.00		501			Lift Inspection 5.25
07/05/2025	Inst. of Cemetery & Crematoriu	19577	709.20	709.20		501			ICCM Convention 2025
07/05/2025	Newhaven Fish Bar	2025-001	390.00	390.00		501			Fish & Chip Suppe 8.5.25
07/05/2025	North Laine Window Cleaning	283	24.00	24.00		501			Window Cleaning - NTCO
07/05/2025	SouthCoast Services Sussex Ltd	7247	72.00	72.00		501			Fire door repairs - DH
07/05/2025	Lynns Travel Ltd	CH8745	395.00	395.00		501			VE Day Transport 5.25
07/05/2025	Business Premium	LW/21/0954	3,460.33			203		3,460.33	CIL Transfer - LW/21/0954
07/05/2025	Newhaven Lewes & District	MEN-2024-0	300.00	300.00		501			VE Day Hall Hire 5.25
07/05/2025	Newhaven Chamber of	NHCOC2526	40.00			4081	101	40.00	Membership 2025-2026
	Subtotal Carried Forward:		102,165.69	68,528.14	0.00			33,637.55	

Payments made between 01/04/2025 and 31/05/2025

						Nominal Ledger Analysis			
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
08/05/2025	Barclays Bank	FEES8.5.25	19.20			4058	101	19.20	Fees 13MAR/13APR 202
09/05/2025	Pipers News	7761	11.40	11.40		501			Newspapers - April 25
09/05/2025	Business Premium	CIL 8.5.25	3,460.33			203		3,460.33	CIL Transfer 8.5.25
09/05/2025	Business Premium	Err Dup	3,460.33			203		3,460.33	Error Correction - Duplicate
12/05/2025	Barclaycard Payments Ltd	0172392104	18.64	18.64		501			Payment Machine - Apr 25
15/05/2025	Lewes District Council	6258987	9,433.45	9,433.45		501			Grounds Maintenance May 2
16/05/2025	Arval UK Limited	013371239	549.00	549.00		501			Van Lease - May 2025
16/05/2025	East Sussex County Council	ESCC APR25	4,907.48			4000	102	1,178.05	ESCC Pension Employee April 25
						4001	102	3,729.43	ESCC Pension Employer April 25
19/05/2025	EE	V023470682	140.50	140.50		501			Mobile Phones x 4
20/05/2025	Clares Office Supplies Ltd	01730385/1	67.95	67.95		501			Noteboks & Divider
20/05/2025	Advo Payroll	041365	79.99	79.99		501			Salary Processing May 2025
20/05/2025	Icthus Event Solutions Ltd	0858	4,536.00	4,536.00		501			Final Xmas Lights 29.1.25
20/05/2025	ESALC Ltd	2089	84.00	84.00		501			Procurement Training - SH/AC
20/05/2025	Aspen Tree Care	2754	900.00	900.00		501			Tree Care - Meeching Down
20/05/2025	Tansleys Printers	30350	5,700.00	5,700.00		501			NH Matters March 2025
20/05/2025	Bonny's Wood	3038	864.00	864.00		501			Meeching Down - Emergency Work
20/05/2025	Tansleys Printers	31050	110.40	110.40		501			Banner - VE Day 8.5.25
20/05/2025	Premier Managed Technologies G	327555	160.22	160.22		501			Photocopies
20/05/2025	SouthCoast Services Sussex Ltd	7254	43.20	43.20		501			2 x Abloy keys
20/05/2025	SouthCoast Services Sussex Ltd	7289	44.40	44.40		501			Various locks
20/05/2025	Haven Harmonies	8THMAY2025	50.00	50.00		501			Support/Singers for VE Day
20/05/2025	East Sussex County Council	9000000159	950.00	950.00		501			Legal Fees - Avis rd - Rec
20/05/2025	SLCC Enterprises Ltd	BK221295-1	36.00	36.00		501			Transfer of Assets Event 11.6
20/05/2025	WEL Medical Ltd	I285711	1,131.73	1,131.73		501			4 Defib Batteries
20/05/2025	SEL Live Ltd	PUR003358	594.00	594.00		501			Sound & Lighting VE Day
20/05/2025	Seaford SIlver Band	SSB1	50.00	50.00		501			Bugler for VE Day
20/05/2025	Sussex Mayors Association	SXMAYOR25	10.00			4080	300	10.00	Subscription
21/05/2025	E-On Energy Solutions Ltd	016F62D9-3	284.09	284.09		501			Electric - ES
	Subtotal Carried Forward:		139,862.00	94,367.11	0.00			45,494.89	

Payments made between 01/04/2025 and 31/05/2025

						Nominal Ledger Analysis			
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
21/05/2025	E-On Energy Solutions Ltd	60F9407A-3	161.20	161.20		501			Electric - DH
21/05/2025	E-On Energy Solutions Ltd	A700C35C-3	99.19	99.19		501			Electric - LRD
21/05/2025	E-On Energy Solutions Ltd	CB778D50-3	116.22	116.22		501			Electric - MH
21/05/2025	Elizabeth Eletheriou	EE APR25	192.50			4235	301	192.50	Community Garder April 25
21/05/2025	E-On Energy Solutions Ltd	FE7E4DA4-3	169.34	169.34		501			Electric - NTCO
21/05/2025	Havens Food Co-operative	HAVENSFOO	979.57			4080	300	979.57	Mayors Donation 24/25
21/05/2025	Havens Food Co-operative	HAVENSHUB	146.78			4080	300	146.78	Mayors Xmas Concert Donation2
21/05/2025	St Michaels Church	STMICCHURC	146.72			4080	300	146.72	Mayors Concert Donation Dec 24
22/05/2025	PAYE Payments	PAYEAPR25	5,530.02			4000	102	2,319.46	PAYE Inc Tax April 2025
						4000	102	865.26	Employee NI April 2025
						4001	102	2,345.30	Employer NI April 2025
23/05/2025	ENGIE Gas Limited	1-01665671	766.78	766.78		501			Gas - MH
23/05/2025	ENGIE Gas Limited	1-01665672	322.02	322.02		501			Gas - NTCO
23/05/2025	Staff Salaries	SSMAY2025	14,204.88			4000	102	14,204.88	Staff Salaries May 2025
27/05/2025	Business Stream	7710837	117.30	117.30		501			Water - ES
27/05/2025	Business Stream	7712174	47.91	47.91		501			Water - MH
27/05/2025	Business Stream	7712666	148.84	148.84		501			Water - LRD
27/05/2025	Credit Cards	CC April25	2,927.13			202		2,927.13	CC Payment April 2025
28/05/2025	Chris Foster & Jenny Humphries	017	40.00	40.00		501			Singing - VE Day
28/05/2025	James Hallam Ltd	19580174	19,675.30	19,675.30		501			NTC Insurances 25/26
28/05/2025	Aspen Tree Care	2762	1,440.00	1,440.00		501			Tree Work - Meeching Down
28/05/2025	Tansleys Printers	31184	110.40	110.40		501			Banner - NTC
28/05/2025	Complete Property Solutions (S	4160	150.00	150.00		501			Re-app 2 coats oil LRD
28/05/2025	Havens Community	HAVENSFD2	100.00			4080	300	100.00	Mayors Donation 24/25
28/05/2025	Havens Community	HAVENSFD2.	-100.00			4080	300	-100.00	Reverse - Duplicate payment
28/05/2025	Mrs Sue Hobbs	SLH/2025/6	330.00	330.00		501			CILCA Training - S
29/05/2025	SSE	02907382	244.50	244.50		501			CCTV Electric May 25
	Total Payments:		187,928.60	118,306.11	0.00			69,622.49	

Report 15c

Credit Cards

Payments made between 01/04/2025 and 31/05/2025

						Nominal Ledger Analysis			
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
01/04/2025	B & Q Limited	1047892626	44.95	44.95		501			Urinal Cubes - MH
01/04/2025	Provac Cleaning Supplies Ltd	109213	37.08	37.08		501			Green floor dusters
01/04/2025	J W Plant The Flag Company	12617	44.80	44.80		501			VE Day Flag
01/04/2025	Screwfix Direct Limited	2118193997	4.09	4.09		501			Red/White Marking Tape
01/04/2025	Amazon Marketplace UK	GB5001HLM1	32.84	32.84		501			Toilet Tissues
01/04/2025	Amazon Marketplace UK	GB5004G3IA	7.98	7.98		501			Corner protectors
01/04/2025	Amazon Marketplace UK	GB524ZVXA	26.84	26.84		501			Gloves
09/04/2025	Sainsburys S'Markets	CC9.4.25	179.50			4218	100	179.50	Sainsburys S'Markets
15/04/2025	R J Meaker Fencing Ltd	29977	2,022.96	2,022.96		501			4 x Apex Sheds NHC Allotments
22/04/2025	Amazon Marketplace UK	GB5000OTX	25.47	25.47		501			Magnets
22/04/2025	Amazon Marketplace UK	GB5000OVX	8.49	8.49		501			Magnets
22/04/2025	Amazon Marketplace UK	GB5371QFA	21.85	21.85		501			Gloves
22/04/2025	Apple Retail UK Ltd	W169680896	408.00	408.00		501			Ipad
25/04/2025	Cableties	18621	59.64	59.64		501			Cableties - NH CEI
25/04/2025	Robins of Herstmonceux Ltd	24004(2)	102.00	102.00		501			Jumbo Bag Top Sc - TW
29/04/2025	Sainsburys S'Markets	CC29.4.25	60.25			4082	300	60.25	Town Hall Refreshments
30/04/2025	Adobe Systems Software Ireland	2935482	198.96	198.96		501			Adobe - LM
30/04/2025	Amazon Marketplace UK	GB53LFGUA	38.97	38.97		501			Window Film - NTC
01/05/2025	Royal Mail Group Ltd	9A518606PH	1,334.57	1,334.57		501			NH Matters Deliver Summer 25
06/05/2025	Amazon Marketplace UK	GB5006M84K	39.98	39.98		501			Outdoor lamps
06/05/2025	Amazon Marketplace UK	GB53QIKOAB	13.49	13.49		501			Batteries - Ouside Lamps
07/05/2025	Amazon Marketplace UK	GB53STYAB	33.87	33.87		501			Window Film - NTC
14/05/2025	EBAY UK	22-13059-9	24.97	24.97		501			Large presentaion cheque
20/05/2025	Amazon Marketplace UK	GB54814YA	42.65	42.65		501			Magnets - NTC Notice Boards
20/05/2025	SLCC Enterprises Ltd	QL207172-1	450.00	450.00		501			CILCA Enrolement SH
	Total Payments:		5,264.20	5,024.45	0.00			239.75	

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Regeneration & Strategic Dev									
100	Regeneration & Strategic Dev								
4218	Partnership Cont/Event Support	5,609	2,315	35,000	32,685		32,685	6.6%	
4228	Bandstand	0	0	2,000	2,000		2,000	0.0%	
4500	Professional Fees	514	0	2,500	2,500		2,500	0.0%	
	Regeneration & Strategic Dev :- Indirect Expenditure	**6,123**	**2,315**	**39,500**	**37,185**	**0**	**37,185**	**5.9%**	**0**
	Net Expenditure	**(6,123)**	**(2,315)**	**(39,500)**	**(37,185)**				
	Regeneration & Strategic Dev :- Income	**0**	**0**	**0**	**0**			**0.0%**	
	Expenditure	**6,123**	**2,315**	**39,500**	**37,185**	**0**	**37,185**	**5.9%**	
	Movement to/(from) Gen Reserve	**(6,123)**	**(2,315)**	**(39,500)**	**(37,185)**				
Promotion Partnership/Finance									
101	Administration & Office Costs								
1050	Miscellanous Income	389	0	180	180			0.0%	
1176	Precept Received	672,430	361,981	723,962	361,981			50.0%	
1190	Interest Received	18,130	1,380	15,400	14,020			9.0%	
	Administration & Office Costs :- Income	**690,949**	**363,361**	**739,542**	**376,181**			**49.1%**	**0**
4012	Business Rates	3,842	3,842	4,072	230		230	94.4%	
4014	Utilities, Elec/Water/Sew/Fire	9,310	873	3,925	3,052		3,052	22.2%	
4015	Repairs and Maintenance	15,593	1,738	3,600	1,862		1,862	48.3%	
4017	IT Support	18,156	6,443	17,305	10,862		10,862	37.2%	
4021	Communications	2,833	230	2,449	2,219		2,219	9.4%	
4022	General Office Costs	9,392	764	6,545	5,781		5,781	11.7%	
4023	Printing & Stationery	4,185	1,019	4,309	3,290		3,290	23.6%	
4025	Insurance	18,450	20,319	19,003	(1,316)		(1,316)	106.9%	
4057	Audit Fees	2,249	114	2,318	2,204		2,204	4.9%	
4058	Bank Charges	720	89	700	611		611	12.7%	
4060	Loan Repayments	11,002	5,501	11,002	5,501		5,501	50.0%	
4081	Membership Subscriptions	3,505	2,427	3,545	1,118		1,118	68.5%	
4150	Consumables	236	32	250	218		218	12.7%	
4218	Partnership Cont/Event Support	0	92	0	(92)		(92)	0.0%	
	Administration & Office Costs :- Indirect Expenditure	**99,474**	**43,483**	**79,023**	**35,540**	**0**	**35,540**	**55.0%**	**0**
	Net Income over Expenditure	**591,475**	**319,878**	**660,519**	**340,641**				
6000	plus Transfer from EMR	3,586	0	0	0				
	Movement to/(from) Gen Reserve	**595,061**	**319,878**	**660,519**	**340,641**				

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		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
300	Community Engagement & Promoti								
1169	Mayoral Event/Promotion	356	10	0	(10)			0.0%	
1170	Newsletter - Advert Income	867	625	1,000	375			62.5%	
1173	NTC Events Income	0	180	0	(180)			0.0%	
	Community Engagement & Promoti :- Income	**1,222**	**815**	**1,000**	**185**			**81.5%**	**0**
4024	Publications	23,788	6,813	30,400	23,587		23,587	22.4%	
4030	Advertising - Recruitment	2,687	0	500	500		500	0.0%	
4031	Advertising & Publicity	5,373	0	500	500		500	0.0%	
4079	Young Mayors Allowance	0	0	500	500		500	0.0%	
4080	Mayoral Expenses	1,854	1,293	1,600	307		307	80.8%	
4082	Hospitality	497	60	300	240		240	20.1%	
4221	Dieppe Raid/Remembrance	3,993	0	5,000	5,000		5,000	0.0%	
4224	Town Crier	0	0	150	150		150	0.0%	
	Community Engagement & Promoti :- Indirect Expenditure	**38,192**	**8,166**	**38,950**	**30,784**	**0**	**30,784**	**21.0%**	**0**
	Net Income over Expenditure	**(36,969)**	**(7,351)**	**(37,950)**	**(30,599)**				
360	Support and Services								
1172	CIL Income	0	50,874	0	(50,874)			0.0%	
	Support and Services :- Income	**0**	**50,874**	**0**	**(50,874)**				**0**
4015	Repairs and Maintenance	1	0	0	0		0	0.0%	
4215	Grant Aid	9,056	0	20,000	20,000		20,000	0.0%	
4218	Partnership Cont/Event Support	17,940	0	10,000	10,000		10,000	0.0%	
4226	Community Partnership Grants	10,387	0	20,000	20,000		20,000	0.0%	
	Support and Services :- Indirect Expenditure	**37,384**	**0**	**50,000**	**50,000**	**0**	**50,000**		**0**
	Net Income over Expenditure	**(37,384)**	**50,874**	**(50,000)**	**(100,874)**				
	Promotion Partnership/Finance :- Income	**692,171**	**415,050**	**740,542**	**325,492**			**56.0%**	
	Expenditure	**175,050**	**51,649**	**167,973**	**116,324**	**0**	**116,324**	**30.7%**	
	Net Income over Expenditure	**517,121**	**363,401**	**572,569**	**209,168**				
	plus Transfer from EMR	**3,586**	**0**	0	0				
	Movement to/(from) Gen Reserve	**520,707**	**363,401**	**572,569**	**209,168**				

Environment & Amenities

150	Cemetery-Building & Grounds								
1149	Transfer of Exclusive Right of	0	0	500	500			0.0%	

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		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1152	Excl Right of Burial Full Grav	30,604	3,279	16,863	13,584			19.4%	
1153	Excl Right of Burial Ashes Plo	566	0	485	485			0.0%	
1154	Burial Single Depth	5,940	1,980	6,789	4,809			29.2%	
1155	Burial Double Depth	19,260	3,852	4,402	550			87.5%	
1157	Burial/Scattering of Ashes	5,260	0	5,374	5,374			0.0%	
1158	Memorial Permits	7,819	947	8,491	7,544			11.2%	
	Cemetery-Building & Grounds :- Income	**69,449**	**10,058**	**42,904**	**32,846**			**23.4%**	**0**
4012	Business Rates	4,034	4,990	4,246	(744)		(744)	117.5%	
4014	Utilities, Elec/Water/Sew/Fire	35	18	1,058	1,040		1,040	1.7%	
4015	Repairs and Maintenance	7,542	467	4,000	3,533		3,533	11.7%	
4016	Grounds Maintenance	97,117	15,722	127,638	111,916		111,916	12.3%	
4150	Consumables	101	0	0	0		0	0.0%	
	Cemetery-Building & Grounds :- Indirect Expenditure	**108,829**	**21,198**	**136,942**	**115,744**	**0**	**115,744**	**15.5%**	**0**
	Net Income over Expenditure	**(39,380)**	**(11,140)**	**(94,038)**	**(82,898)**				
6000	plus Transfer from EMR	2,305	0	0	0				
	Movement to/(from) Gen Reserve	**(37,075)**	**(11,140)**	**(94,038)**	**(82,898)**				
201	Denton Social Centre								
1010	Hall Hire Charges	15,816	3,248	15,739	12,491			20.6%	
	Denton Social Centre :- Income	**15,816**	**3,248**	**15,739**	**12,491**			**20.6%**	**0**
4012	Business Rates	2,470	2,470	2,627	157		157	94.0%	
4014	Utilities, Elec/Water/Sew/Fire	4,689	746	3,888	3,142		3,142	19.2%	
4015	Repairs and Maintenance	4,174	222	3,500	3,278		3,278	6.3%	
4150	Consumables	223	5	250	245		245	1.9%	
	Denton Social Centre :- Indirect Expenditure	**11,556**	**3,443**	**10,265**	**6,822**	**0**	**6,822**	**33.5%**	**0**
	Net Income over Expenditure	**4,260**	**(195)**	**5,474**	**5,669**				
202	East Side Social Centre								
1010	Hall Hire Charges	8,844	1,332	9,732	8,401			13.7%	
	East Side Social Centre :- Income	**8,844**	**1,332**	**9,732**	**8,401**			**13.7%**	**0**
4012	Business Rates	1,248	1,248	1,327	80		80	94.0%	
4014	Utilities, Elec/Water/Sew/Fire	5,411	950	3,077	2,127		2,127	30.9%	
4015	Repairs and Maintenance	10,753	86	2,000	1,914		1,914	4.3%	
4150	Consumables	191	0	0	0		0	0.0%	
	East Side Social Centre :- Indirect Expenditure	**17,603**	**2,284**	**6,404**	**4,120**	**0**	**4,120**	**35.7%**	**0**
	Net Income over Expenditure	**(8,758)**	**(952)**	**3,328**	**4,280**				

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		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
203	Lewes Road Social Centre								
1010	Hall Hire Charges	6,853	831	2,600	1,769			32.0%	
	Lewes Road Social Centre :- Income	**6,853**	**831**	**2,600**	**1,769**			**32.0%**	**0**
4012	Business Rates	873	873	929	56		56	94.0%	
4014	Utilities, Elec/Water/Sew/Fire	3,224	463	3,795	3,332		3,332	12.2%	
4015	Repairs and Maintenance	5,533	205	2,000	1,795		1,795	10.2%	
4150	Consumables	224	0	250	250		250	0.0%	
	Lewes Road Social Centre :- Indirect Expenditure	**9,854**	**1,542**	**6,974**	**5,432**	**0**	**5,432**	**22.1%**	**0**
	Net Income over Expenditure	**(3,001)**	**(711)**	**(4,374)**	**(3,663)**				
204	Meeching Hall								
1010	Hall Hire Charges	14,072	1,786	14,011	12,225			12.7%	
	Meeching Hall :- Income	**14,072**	**1,786**	**14,011**	**12,225**			**12.7%**	**0**
4012	Business Rates	2,046	2,046	2,176	130		130	94.0%	
4014	Utilities, Elec/Water/Sew/Fire	9,273	2,004	5,910	3,906		3,906	33.9%	
4015	Repairs and Maintenance	4,750	223	4,000	3,777		3,777	5.6%	
4150	Consumables	269	96	250	154		154	38.3%	
	Meeching Hall :- Indirect Expenditure	**16,339**	**4,368**	**12,336**	**7,968**	**0**	**7,968**	**35.4%**	**0**
	Net Income over Expenditure	**(2,268)**	**(2,582)**	**1,675**	**4,257**				
301	Community Services								
1151	Memorial Slat on Bench	508	0	915	915			0.0%	
1160	Allotment Income Cemetery	1,948	89	1,732	1,643			5.1%	
1161	Allotment Income East Side	0	0	385	385			0.0%	
1175	Grass Verge Income	0	0	3,210	3,210			0.0%	
1178	Misc Income	1,000	0	0	0			0.0%	
	Community Services :- Income	**3,456**	**89**	**6,242**	**6,153**			**1.4%**	**0**
4014	Utilities, Elec/Water/Sew/Fire	2,265	384	2,965	2,581		2,581	12.9%	
4015	Repairs and Maintenance	48	36	0	(36)		(36)	0.0%	
4200	CCTV Maintenance/Operating	1,859	1,254	3,030	1,776		1,776	41.4%	
4202	Defibrillator Elec/Pads	490	943	2,100	1,157		1,157	44.9%	
4210	Christmas Lights	18,187	3,780	25,000	21,220		21,220	15.1%	
4213	Grass Verge Expenditure	14,854	2,047	17,454	15,407		15,407	11.7%	
4230	Play Areas	130,473	115	10,000	9,885		9,885	1.1%	
4234	Environmental Enhancements	12,809	0	10,000	10,000		10,000	0.0%	
4235	Amenity Areas	18,760	2,154	19,000	16,846		16,846	11.3%	
4236	Allotments	18,763	10,101	7,000	(3,101)		(3,101)	144.3%	10,101

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		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4248	Business Asset Management	44,486	5,500	0	(5,500)	5,500	(11,000)	0.0%	
4500	Professional Fees	4,130	12,786	2,000	(10,786)		(10,786)	639.3%	11,936
4510	Tree Work	12,716	1,950	14,000	12,050	1,500	10,550	24.6%	
4511	Tree Wardens	2,470	328	3,600	3,272		3,272	9.1%	
4512	Banners on Riverside	2,695	0	5,500	5,500		5,500	0.0%	
	Community Services :- Indirect Expenditure	**285,003**	**41,378**	**121,649**	**80,271**	**7,000**	**73,271**	**39.8%**	**22,037**
	Net Income over Expenditure	**(281,547)**	**(41,289)**	**(115,407)**	**(74,118)**				
6000	plus Transfer from EMR	162,556	22,037	0	(22,037)				
	Movement to/(from) Gen Reserve	**(118,991)**	**(19,253)**	**(115,407)**	**(96,154)**				
	Environment & Amenities :- Income	**118,491**	**17,344**	**91,228**	**73,884**			**19.0%**	
	Expenditure	**449,185**	**74,213**	**294,570**	**220,357**	**7,000**	**213,357**	**27.6%**	
	Net Income over Expenditure	**(330,694)**	**(56,869)**	**(203,342)**	**(146,473)**				
	plus Transfer from EMR	**164,861**	**22,037**	0	(22,037)				
	Movement to/(from) Gen Reserve	**(165,834)**	**(34,832)**	**(203,342)**	**(168,510)**				

Personnel

102	Staff Costs								
4000	Salaries	194,746	37,042	230,446	193,404		193,404	16.1%	
4001	National Insurance & Pension	57,947	11,549	79,093	67,544		67,544	14.6%	
4002	Staff Overtime	72	0	1,000	1,000		1,000	0.0%	
4006	NTC Van	10,868	588	6,588	6,000		6,000	8.9%	
4007	Subsistence	0	0	200	200		200	0.0%	
4008	Travel	1,377	4	500	496		496	0.8%	
4009	Payroll Costs	800	133	900	767		767	14.8%	
4010	Training Staff & Councillors	2,034	1,471	3,000	1,529		1,529	49.0%	
4013	Employment Law/Health & Safety	5,893	792	7,500	6,708		6,708	10.6%	
4153	PPE	688	46	500	454		454	9.2%	
	Staff Costs :- Indirect Expenditure	**274,425**	**51,625**	**329,727**	**278,102**	**0**	**278,102**	**15.7%**	**0**
	Net Expenditure	**(274,425)**	**(51,625)**	**(329,727)**	**(278,102)**				
	Personnel :- Income	**0**	**0**	**0**	**0**			**0.0%**	
	Expenditure	**274,425**	**51,625**	**329,727**	**278,102**	**0**	**278,102**	**15.7%**	
	Movement to/(from) Gen Reserve	**(274,425)**	**(51,625)**	**(329,727)**	**(278,102)**				

Full Council

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		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
800	Full Council								
1172	CIL Income	90,936	3,460	0	(3,460)			0.0%	
1181	Town Deal Fund	231,520	0	0	0			0.0%	
	Full Council :- Income	**322,457**	**3,460**	**0**	**(3,460)**				**0**
4096	CIL Expenditure	663	0	0	0		0	0.0%	
4097	EastSide Rec - Town Deal	301,436	0	0	0		0	0.0%	
	Full Council :- Indirect Expenditure	**302,098**	**0**	**0**	**0**	**0**	**0**		**0**
	Net Income over Expenditure	**20,358**	**3,460**	**0**	**(3,460)**				
6000	plus Transfer from EMR	137,511	0	0	0				
6001	less Transfer to EMR	38,750	0	0	0				
	Movement to/(from) Gen Reserve	**119,120**	**3,460**	**0**	**(3,460)**				
	Full Council :- Income	**322,457**	**3,460**	**0**	**(3,460)**			**0.0%**	
	Expenditure	**302,098**	**0**	**0**	**0**	**0**	**0**	**0.0%**	
	Net Income over Expenditure	**20,358**	**3,460**	**0**	**(3,460)**				
	plus Transfer from EMR	**137,511**	**0**	0	0				
	less Transfer to EMR	**38,750**	**0**	0	0				
	Movement to/(from) Gen Reserve	**119,120**	**3,460**	**0**	**(3,460)**				

Earmarked Reserves

901	Earmarked Reserves								
9034	Towns Deal - East Side Project	13,189	0	0	0		0	0.0%	
	Earmarked Reserves :- Indirect Expenditure	**13,189**	**0**	**0**	**0**	**0**	**0**		**0**
	Net Expenditure	**(13,189)**	**0**	**0**	**0**				
	Earmarked Reserves :- Income	**0**	**0**	**0**	**0**			**0.0%**	
	Expenditure	**13,189**	**0**	**0**	**0**	**0**	**0**	**0.0%**	
	Movement to/(from) Gen Reserve	**(13,189)**	**0**	**0**	**0**				
	Grand Totals:- Income	**1,133,119**	**435,854**	**831,770**	**395,916**			**52.4%**	
	Expenditure	**1,220,070**	**179,803**	**831,770**	**651,967**	**7,000**	**644,967**	**22.5%**	
	Net Income over Expenditure	**(86,951)**	**256,052**	**0**	**(256,052)**				
	plus Transfer from EMR	**305,958**	**22,037**	0	(22,037)				
	less Transfer to EMR	**38,750**	**0**	0	0				
	Movement to/(from) Gen Reserve	**180,257**	**278,088**	**0**	**(278,088)**				