



TELSCOMBE TOWN COUNCIL

Telscombe Civic Centre, 360 South Coast Road, Telscombe Cliffs, East Sussex, BN10 7ES
Tel: 01273 589777 Email: enquiries@telscombetowncouncil.gov.uk

To All Members of Telscombe Town Council
8th March 2016

Dear Sir/Madam

You are hereby summoned to attend a meeting of TELSCOMBE TOWN COUNCIL to be held on **Wednesday 16th March 2016** in the Telscombe Civic Centre at 7.30 pm.

Yours faithfully

Nancy Astley

Nancy Astley
Town Clerk

AGENDA

1. Public question time - Members of the public are welcome to attend and may ask questions at the commencement of the meeting for a period of fifteen minutes
2. Apologies for absence
3. To receive members declarations of interest
4. To approve and sign minutes of the meeting held on Wednesday 20th January 2016 - *attached*
5. Matters arising for noting
6. To receive Minutes from the following Committees – *attached*:
 - a) Planning & Highways – 11th January, 1st February 2016
 - b) Policy & Resources – 18th January 2016
 - c) Amenities & Civic Centre – 25th January 2016
7. Notification of Income and Expenditure to 31st January 2016 – *see attached*
8. To approve payments and receipts for January & February 2016 – *see attached*
9. To approve risk assessment and health & safety policies – *see attached*
10. To approve asset register – *see attached*
11. To review the effectiveness of the internal audit process - *see attached*
12. To approve payment of new photocopier lease and service agreement by Direct Debit – *see attached*
13. To note Council's compliance with new Workplace Pensions Automatic Enrolment – *see attached*
14. Reports from:- (a) The Mayor (b) The Deputy Mayor (c) County Councillors
(d) District Councillors (e) Representatives on Outside Bodies
15. Urgent matters at the discretion of the Chairman for noting and/or inclusion on a future agenda

The Council, members of the public and press may record/film/photograph or broadcast this meeting when the public and press are not lawfully excluded. Any member of the public who attends a meeting and objects to being filmed should advise the Clerk (in advance) who will instruct that they are not included in the filming.

NB The next Council meeting will be held on **Wednesday 18th May 2016** commencing at 7.30 pm

TELSCOMBE TOWN COUNCIL



Minutes of a meeting of **TELSCOMBE TOWN COUNCIL** held on **Wednesday 20th January 2016** in Telscombe Civic Centre at 7.30 pm.

PRESENT:- Cllr T Armour, Cllr W Botting, Cllr J Harris, Cllr G Maskell, Cllr B Page, Cllr D Wright

Also present: Nancy Astley, Town Clerk - Stella Newman, Deputy Clerk/RFO(*minutes*)
Cllr P Howson, ESCC

1054. PUBLIC QUESTION TIME

Mr Peter Seed asked if a site for the second to last item on the CIL wish list had been identified and the Town Clerk advised him this was purely a wish list at this stage. Regarding the last item on the CIL wish list, Mr Seed asked what the progress was on allotments. The Town Clerk advised that a working party had been formed and possible sites were being looked at.

1055. APOLOGIES FOR ABSENCE

Apologies were received from Cllrs D Brindley and A Mendoza due to work commitments, Cllrs J Wilkins and D Neave due to another engagement and Cllrs A Loraine, R Maskell and A Smith as they were attending a meeting in Lewes. These reasons for absence were accepted.

1056. TO RECEIVE MEMBERS DECLARATIONS OF INTEREST

None.

1057. TO APPROVE AND SIGN MINUTES OF THE MEETING HELD ON WEDNESDAY 16th DECEMBER 2015

Min 1050 (d), p 2411 – it was noted that in the final sentence, the meeting that Mary Mears and chaired was the ‘Rottingdean & W Saltdean Local Action Team’ not a SRA meeting and it was requested that this wording be added, which it was.

The Council considered the minutes from the rest of the meeting and it was proposed by Cllr D Wright, seconded by Cllr J Harris and unanimously

RESOLVED that they were a true record of the proceedings and were signed as correct by the Mayor.

1058. MATTERS ARISING FOR NOTING

Min 1050 (c) Cllr P Howson from ESCC advised that they have no kerbstones in store.

1059. TO RECEIVE MINUTES FROM THE FOLLOWING COMMITTEES:-

(a) Planning & Highways – 30th November & 31st December 2015

In the absence of the Committee Chairman, Cllr G Maskell requested that the minutes of the above meetings be accepted and the recommendations contained therein be adopted.

RESOLVED that the minutes be accepted and recommendations adopted.

1060. NOTIFICATION OF INCOME & EXPENDITURE TO 30th DECEMBER 2015

The actual year to date figures at 31st December 2015 for all committees and earmarked reserves being expenditure of £198,077 and income of £300,710 were accepted.

1061. TO APPROVE PAYMENTS AND RECEIPTS FOR DECEMBER 2015

Payments of £25,776.39 for 1st-31st December 2015 were proposed as correct by Cllr B Page, seconded by Cllr J Harris, unanimously agreed and signed as accurate by the Mayor. Receipts of £4,622.53 for 1st-31st December 2015 were noted.

1062. SUBSCRIPTION RENEWALS

A list of subscription renewals that were due and been circulated to Councillors and it was proposed by Cllr B Page, seconded by Cllr D Wright and

RESOLVED that the following subscriptions be renewed:- Campaign to Protect Rural England, South Downs Land Management and Peacehaven Chamber of Commerce.

1063. COMMUNITY INFRASTRUCTURE LEVY

The Community Infrastructure Levy (CIL) in the Lewes District Charging Area started on 1st December 2015. As part of the preparatory work on the governance and spending aspect of CIL, Lewes DC have produced the CIL Bidding Form which is in the process of being made available online with associated guidance notes. Bids will be accepted twice a year. As part of the bidding guidance, Telscombe has been requested by Lewes DC to provide a wish list of infrastructure improvements it wishes to see progressed. The Town Clerk had drawn up a wish list which had been discussed with both the town's Tenants and Residents Associations. It was therefore proposed by Cllr T Armour, seconded by Cllr J Harris and

RESOLVED that the preliminary wish list drawn up by the Town Clerk be approved and sent to Lewes DC in preparation for bidding in June 2016.

1064. INSURANCE RENEWAL

The Town Clerk advised that we are about to enter the third year of a 3 year agreement. The premium has increased slightly due to an increase in the 'insurance premium tax' (IPT). However, the brokers have given the option of undertaking a new 5 year agreement which would be subject to a 5% discount in the first year and include a free building insurance evaluation. Following discussion it was proposed by Cllr D Wright, seconded by Cllr J Harris and

RESOLVED that the insurance be renewed for the third year only at a cost of £3,754.82 plus a £15 admin fee which includes cover for Tyefest.

1065. REPORTS FROM:-

a) **The Mayor:-** Cllr W Botting informed the Council that he had attended the Christmas coffee morning at the Civic Centre which had been attended by approximately 60 people. He thanked Nancy Astley, Town Clerk for her assistance on the morning. He had also attended the Christmas carol service at St Laurence Church in Telscombe Village and thanked Cllr R Maskell for being Father Christmas at the party afterwards in the Village Club.

TELSCOMBE TOWN COUNCIL



1065. Contd. Reports From:-

a) The Mayor (Contd)

The Mayor also attended the Christmas dinner at Kempton House which unfortunately was poorly attended and he ended by advising that the memory garden construction is due to start soon.

b) The Deputy Mayor:- Cllr G Maskell had nothing to report.

c) County Councillors:- Cllr P Howson advised that he had given a written report to the Town Clerk which could be inspected at the Council offices. He did, however, advise that East Sussex County Council need to make £70.2m savings over the next 4 years which will result in massive cuts taking place.

d) District Councillors:- There were no District Councillors present.

e) Outside Bodies:- Cllr J Harris advised that Crimestoppers are moving forward on domestic violence. He also advised that they are to hold a social event at the Grand Hotel and he could provide details to anyone that is interested.

1066. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING AND/OR INCLUSION ON A FUTURE AGENDA

The Town Clerk advised that SALC have arranged a 3 Southern Counties Devolution briefing event and if anyone else is interested, she may be able to get them booked in.

There being no further business the Mayor closed the meeting at 7.56pm.

Signed.....
Mayor, Cllr W Botting

Summary Income & Expenditure by Budget Heading 31/01/2016

Month No : 10

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Of Budget
<u>Policy and Resouces</u>							
Expenditure	10,082	121,739	170,350	48,611	0	48,611	71.5 %
Income	43	256,308	11,766	244,542			2178.4 %
Net Expenditure over Income	10,038	-134,569	158,584	293,153			
<u>Amenities</u>							
Expenditure	3,143	37,053	54,960	17,907	6,000	11,907	78.3 %
Income	0	428	1,000	-572			42.8 %
Net Expenditure over Income	3,143	36,624	53,960	17,336			
<u>Civic Centre</u>							
Expenditure	794	40,747	53,725	12,978	0	12,978	75.8 %
Income	1,452	33,568	35,000	-1,432			95.9 %
Net Expenditure over Income	-658	7,179	18,725	11,546			
<u>Planning and Highways</u>							
Expenditure	1,400	4,980	23,550	18,570	0	18,570	21.1 %
Income	0	11,900	11,000	900			108.2 %
Net Expenditure over Income	1,400	-6,920	12,550	19,470			
<u>Earmarked Reserves</u>							
Expenditure	0	8,976	113,685	104,709	0	104,709	7.9 %
Income	0	0	0	0			0.0 %
Net Expenditure over Income	0	8,976	113,685	104,709			
<u>INCOME - EXPENDITURE TOTALS</u>							
Expenditure	15,418	213,495	416,270	202,775	6,000	196,775	52.7 %
Income	1,495	302,205	58,766	243,439			514.3 %
Net Expenditure over Income	13,923	-88,710	357,504	446,214			

Month No : 10

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget	
Policy and Resources								
<u>101</u>	<u>General Administration</u>							
4000	Wages, NI & Pension	9,237	94,020	117,500	23,480	23,480	80.0 %	
4005	Staff Expenses	0	110	400	290	290	27.6 %	
4008	Staff Training/Conferences	0	318	800	483	483	39.7 %	
4009	Mayors Allowance	105	647	1,500	853	853	43.1 %	
4010	Councillors/Civic Expenses	0	316	400	84	84	78.9 %	
4011	Councillor Training	0	350	800	450	450	43.8 %	
4012	Members Allowances – <i>due in March</i>	0	0	3,250	3,250	3,250	0.0 %	
4020	Miscellaneous Expenses	20	75	300	225	225	25.0 %	
4021	Stationery, Copier etc	87	4,347	4,900	553	553	88.7 %	
4022	Telephone, Fax, Internet	89	1,560	2,700	1,140	1,140	57.8 %	
4023	Subscriptions	36	2,988	3,100	112	112	96.4 %	
4024	Postage	47	683	1,300	617	617	52.5 %	
4025	Insurance – <i>payment in Feb</i>	0	0	3,850	3,850	3,850	0.0 %	
4029	Burial Fees	0	0	500	500	500	0.0 %	
4030	Newsletter & Publicity	0	2,868	4,500	1,632	1,632	63.7 %	
4040	Computer Equipment	0	0	1,000	1,000	1,000	0.0 %	
4041	Computer Maintenance	150	1,500	1,900	400	400	78.9 %	
4042	Bank Charges	40	560	650	90	90	86.1 %	
4043	Website	0	0	300	300	300	0.0 %	
4050	Legal Fees	0	0	1,250	1,250	1,250	0.0 %	
4053	Community flock	0	1,266	3,500	2,234	2,234	36.2 %	
4056	Professional Fees	0	443	1,600	1,157	1,157	27.7 %	
4057	Audit Fees	0	1,273	1,400	127	127	90.9 %	
4058	Payroll Services	40	531	650	119	119	81.7 %	
4059	Elections	0	0	2,225	2,225	2,225	0.0 %	
4061	Telscombe Tye-General	80	1,891	2,000	109	109	94.5 %	
	General Administration :- Expenditure	9,932	115,744	162,275	46,531	0	46,531	71.3 %
1011	Community flock	0	6,438	5,000	1,438		128.8 %	
1031	Wayleaves	0	16	16	0		100.6 %	
1040	Income Newsletter	0	1,000	1,800	-800		55.6 %	
1053	Income HLS Grant	0	4,656	3,500	1,156		133.0 %	
1176	Precept Received	0	220,881	0	220,881		0.0 %	
1177	Council Tax Support Grant	0	22,938	0	22,938		0.0 %	
1190	Interest Received	43	380	450	-70		84.4 %	
	General Administration :- Income	43	256,308	10,766	245,542		2380.7	

Month No : 10

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>102</u> Grants							
4070 Tye Maintenance	0	0	750	750		750	0.0 %
4075 Grants	150	2,170	3,000	830		830	72.3 %
4081 CAB	0	3,325	3,325	0		0	100.0 %
Grants :- Expenditure	150	5,495	7,075	1,580	0	1,580	77.7 %
<u>104</u> Telscombe Village Club							
4076 Telscombe Village Club	0	500	1,000	500		500	50.0 %
Telscombe Village Club :- Expenditure	0	500	1,000	500	0	500	50.0 %
1050 Grants Received – Trustees refusing to pay grant of £500	0	0	1,000	-1,000			0.0 %
Telscombe Village Club :- Income	0	0	1,000	-1,000			0.0 %
Policy and Resouces :- Expenditure	10,082	121,739	170,350	48,611			71.5 %
Income	43	256,308	11,766	244,542			2178.4

Month No : 10

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
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Amenities105 Town Events

4362	Fireworks & Town Entertainment	0	4,601	4,500	-101	-101	102.2 %
4365	Entertainment consumables	0	428	1,000	572	572	42.8 %
	Town Events :- Expenditure	0	5,029	5,500	471	0	91.4 %
1054	Income entertainment	0	428	1,000	-572		42.8 %
	Town Events :- Income	0	428	1,000	-572		42.8 %

201 Parks, Open Spaces/Playgrounds

4098	PlayEquipment Replacement	0	4,775	11,000	6,225	6,000	225	98.0 %
4100	Playgrounds Spare Parts	74	955	2,000	1,045		1,045	47.7 %
4101	Grounds Maintenance	3,069	21,295	30,000	8,705		8,705	71.0 %
4103	Annual Inspections – <i>inv awaited</i>	0	0	300	300		300	0.0 %
4120	Community Capital Projects	0	0	500	500		500	0.0 %
4325	Dog Bins Emptying	0	4,742	4,500	-242		-242	105.4 %
4326	Litter Bin Emptying	0	257	160	-97		-97	160.9 %
	Parks, Open Spaces/Playgrounds :- Expenditure	3,143	32,024	48,460	16,437	6,000	10,437	78.5 %

202 Amenities General

4351	Seats and Notice Boards	0	0	1,000	1,000		1,000	0.0 %
	Amenities General :- Expenditure	0	0	1,000	1,000	0	1,000	0.0 %

Amenities :- Expenditure	3,143	37,053	54,960	17,907			78.3 %
Income	0	428	1,000	-572			42.8 %

Month No : 10

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget	
Civic Centre								
<u>301</u>	<u>Civic Building</u>							
4401	General Repairs	0	1,055	2,100	1,045	1,045	50.2 %	
4402	Consumable Supplies	60	641	900	259	259	71.3 %	
4403	Equipment Maintenance	0	915	1,800	885	885	50.8 %	
4404	External/Internal Decorating	0	17	1,200	1,183	1,183	1.4 %	
4406	Refuse collection	0	787	900	113	113	87.4 %	
4407	Equipment	0	565	1,100	535	535	51.4 %	
4411	Rates	0	14,297	14,250	-47	-47	100.3 %	
4412	Water and Sewage	0	1,566	1,600	34	34	97.9 %	
4413	Electricity	733	1,588	2,200	612	612	72.2 %	
4414	Gas	0	734	1,800	1,066	1,066	40.8 %	
4417	Internal Works	0	2,771	5,675	2,904	2,904	48.8 %	
	Civic Building :- Expenditure	794	24,935	33,525	8,590	0	8,590	74.4 %
1000	Income Civic Centre	1,452	33,568	35,000	-1,432		95.9 %	
	Civic Building :- Income	1,452	33,568	35,000	-1,432		95.9 %	
<u>302</u>	<u>Civic Building Loan</u>							
4060	Loan Accounts – <i>solar panel loan finished</i>	0	15,811	20,200	4,389	4,389	78.3 %	
	Civic Building Loan :- Expenditure	0	15,811	20,200	4,389	0	4,389	78.3 %
	Civic Centre :- Expenditure	794	40,747	53,725	12,978		75.8 %	
	Income	1,452	33,568	35,000	-1,432		95.9 %	

Month No : 10

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>Planning and Highways</u>							
401	Planning and Highways						
4020	Miscellaneous Expenses	0	46	250	204	204	18.4 %
4102	Grass Verge Cutting – <i>due in March</i>	1,400	1,400	13,700	12,300	12,300	10.2 %
4300	Public Lighting	0	1,565	2,800	1,235	1,235	55.9 %
4350	Bus Shelters	0	844	3,500	2,656	2,656	24.1 %
4352	Bus Shelter Cleaning – <i>due in March</i>	0	0	1,800	1,800	1,800	0.0 %
4354	Community Bus	0	1,125	1,500	375	375	75.0 %
	Planning and Highways :- Expenditure	1,400	4,980	23,550	18,570	0	21.1 %
1060	Agency Grass Cutting	0	11,900	11,000	900		108.2 %
	Planning and Highways :- Income	0	11,900	11,000	900		108.2 %
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	Planning and Highways :- Expenditure	1,400	4,980	23,550	18,570		21.1 %
	Income	0	11,900	11,000	900		108.2 %

Month No : 10

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
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Earmarked Reserves

<u>910 Earmarked Reserves</u>		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
9011	Park Refurbishment	0	0	18,850	18,850		18,850	0.0 %
9012	Civic Centre Maintenance	0	3,980	6,257	2,277		2,277	63.6 %
9013	Information Technology	0	0	1,160	1,160		1,160	0.0 %
9014	Telscombe Tye	0	600	18,735	18,135		18,135	3.2 %
9018	Tye Signage Expenditure	0	0	2,048	2,048		2,048	0.0 %
9020	Youth Projects Expenditure	0	0	1,718	1,718		1,718	0.0 %
9021	Election Expenses	0	0	13,500	13,500		13,500	0.0 %
9022	Community Capital Projects	0	0	31,836	31,836		31,836	0.0 %
9023	Street Lighting Expenditure	0	2,896	3,432	536		536	84.4 %
9024	Wave Leisure Expenditure	0	1,500	1,500	0		0	100.0 %
9025	Summer Fayre Expenditure	0	0	2,649	2,649		2,649	0.0 %
9026	Councillor training	0	0	2,500	2,500		2,500	0.0 %
9027	Burial fees	0	0	1,000	1,000		1,000	0.0 %
9028	Bus shelters	0	0	4,000	4,000		4,000	0.0 %
9029	Street furniture	0	0	1,000	1,000		1,000	0.0 %
9030	CCTV	0	0	1,500	1,500		1,500	0.0 %
9032	Website	0	0	1,000	1,000		1,000	0.0 %
9033	Telephones	0	0	1,000	1,000		1,000	0.0 %
Earmarked Reserves :- Expenditure		0	8,976	113,685	104,709	0	104,709	7.9 %

Earmarked Reserves :- Expenditure	0	8,976	113,685	104,709			7.9 %
Income	0	0	0	0			0.0 %

PAYMENTS & RECEIPTS - JANUARY 2016

PAYMENTS

<u>Code</u>	<u>Com.</u>	<u>Paid to</u>	<u>Details</u>	<u>Excl.</u> <u>VAT</u>	<u>VAT</u>	<u>TOTAL</u>	<u>Cheque</u> <u>No.</u>
<u>No.</u>				<u>£</u>	<u>£</u>	<u>£</u>	
4041-101	Admin	Northstar	IT support	150.00	30.00	180.00	SO
4022-101	Admin	Northstar	Email hosting	23.80	4.76	28.56	SO
4022-101	Admin	Madison Solutions	Website hosting	10.00	2.00	12.00	DD
4024-101	Admin	Pitney Bowes	Franker rental Jan-Mar 2016	46.68	9.34	56.02	DD
4058-101	Admin	Payline Bureau	Payroll services	40.25	8.05	48.30	bacs
4000-101	Admin	Salaries	In Council files	5,751.34		5,751.34	bacs
4021-101	Admin	County Office Supplies	Stationery	34.59	6.92	41.51	9043
4009-101	M.A.	Peacehaven Town Council	Burns night tickets x 8	83.33	16.67	100.00	9044
4009-101	M.A.	Vaughtons	Engrave past deputy mayor's badge	22.05	4.41	26.46	9045
4101-201	Amn	Lewes DC	Playground inspections January	195.00	39.00	234.00	9046
4101-201	Amn	Tim Jordan	Grounds maintenance Dec 2015	2,467.50	493.50	2,961.00	9047
4402-301	C. Centre	Direct Cleaning via HSBC Invoice Finance	Cleaning supplies	59.35	11.87	71.22	9048
4413-301	C. Centre	EDF 5%	Electricity, 29 Sept - 6 January '16	733.20	146.64	879.84	DD
4101-201	Amn	M Evans	Various grounds maintenance works	345.00	0.00	345.00	9049
4102-401	PLAN	Tim Jordan	Extra grass verge cut	1,400.00	280.00	1,680.00	9050
4023-101	Admin	CPRE	Subscription	36.00	0.00	36.00	9051
4075-102	Admin	Telscombe Cliffs WI	Grant	150.00	0.00	150.00	9052
4022-101	Admin	Fastnet	Internet Jan	55.00	11.00	66.00	DD
4000-101	Admin	Salary deductions	In Council files	3,485.92	0.00	3,485.92	bacs
4021-101	Admin	Ethos Communications	Black toner	48.62	9.72	58.34	DD
4042-101	Admin	Nat West	Bank charges	40.28	0.00	40.28	DD
				15,177.91	1,073.88	16,251.79	

Signed
Mayor

Please see separate sheet for Receipts January 2016

RECEIPTS - JANUARY 2016

<u>Date</u>	<u>Pay-in no.</u>	<u>Details</u>	<u>£.p</u>	<u>£.p</u>	<u>£.p</u>
7 Dec to					
7 Jan	1190-101	BACS	TRO Interest - No 1		42.57
14th Jan	1000-301	100961	J Palmer - 3822, 27 & 34	60.00	
	1000-301		Katie Sanders - 3833	20.00	
	1000-301		Al Anon - 3832 & 38	33.60	
	1000-301		Alex Murphy - 3836	20.00	
	1000-301		Breast Cancer Group - 3837	16.80	150.40
14th Jan	1000-301	100962	Living Light - 3853	20.00	
	1000-301		Anneli Smith - 3850	6.00	
	1000-301		Al Anon - 3854	16.80	
	1000-301		Alex Murphy - 3851	20.00	
	1000-301		Friday Prayers - 3842	8.40	
	1000-301		Jane Chant - 3839 & 49	40.00	
	1000-301		Havenside - 3848	16.50	
	1000-301		WI - 3858	28.00	
	1000-301		TRA - 3840	16.00	
	1000-301		Conservatives - 3812	16.80	
	1000-301		Christadelphians - 3843	187.20	
	1000-301		PCS - 3825	130.00	505.70
18th Jan	1000-301	BACS	St Johns - 3826		30.00
21st Jan	1000-301	100963	Anneli Smith - 3861	6.00	
	1000-301		Friday Prayers - 3857	8.40	
	1000-301		Jennie Palmer - 3841, 47, 56	60.00	
	1000-301		A Murphy - 3862	20.00	
	1000-301		Living Light - 3863	20.00	
	1000-301		Jane Chant - 3855 & 60	40.00	
	1000-301		Peacehaven Chiropractic - 3700	36.62	191.02
29th Jan	1000-301	Online payment	Advice 4 Business - 3835		400.00
29th Jan	1000-301		Mrs Latter - 3881	50.00	
	1000-301		P Van Buren - 3852	8.00	
	1000-301		Al Anon - 3875 & 3864	33.60	
	1000-301		Jane Chant - 3865 & 3870	40.00	
	1000-301		Friday Prayers - 3867 & 3878	16.80	
	1000-301		Alex Murphy - 3872	20.00	
	1000-301		Anneli Smith - 3871	6.00	174.40
29th Jan	1190-101		Nat West - bank interest		0.61
					<u>1,494.70</u>

Signed
Mayor

PAYMENTS & RECEIPTS - FEBRUARY 2016

<u>Code</u> <u>No.</u>	<u>Com.</u>	<u>Paid to</u>	<u>Details</u>	<u>Excl.</u> <u>VAT</u> £	<u>VAT</u> £	<u>TOTAL</u> £	<u>Cheque</u> <u>No.</u>
4041-101	Admin	Northstar	IT support	150.00	30.00	180.00	SO
4022-101	Admin	Northstar	Email hosting	23.80	4.76	28.56	SO
4022-101	Admin	Madison Solutions	Website hosting	10.00	2.00	12.00	
4022-101	Admin	BT Payment Services	Acct 42559255 office -1 Jan/31 Mar	157.25	31.45	188.70	DD
4414-301	C.Centre	British Gas 5%	29th Oct - 31st December 2015	353.95	17.69	371.64	DD
4009-101	M.A.	Grace Eyre Foundation	x2 function tickets	70.00		70.00	9053
4350-401	PLAN	Ace	Bus shelter repairs	1,550.00	310.00	1,860.00	9054
4023-101	Admin	Society Local Council Clerks	Subscription - Nancy Astley	235.00		235.00	9055
4401-301	C.Centre	Lockinex UK Ltd	Armco barriers	467.42	93.48	560.90	9056
	n/a	Cash	Petty Cash	285.00		285.00	9057
4403-301	C.Centre	Gartec	Annual lift maintnance	313.95	62.79	376.74	9058
4023-101	Admin	South Downs Land Management Group	Subscription	20.00		20.00	9059
4009-101	M.A.	Tenterdown Town Council	2x tour and lunch tickets	90.00		90.00	9060
4056-101	Admin	RBS Software Solutions	Omega maintenance contract	475.00	95.00	570.00	9061
4101-201	Amn	Tim Jordan	Grounds maintenance Jan 16	217.50	43.5	261.00	9062
4300-401	PLAN	ESCC	New lantern column F-C'worth p	366.68	73.34	440.02	9063
4101-201	Amn	M Evans)	Grounds maintenance Jan 16	285.00		285.00	9064
4061-101	Admin	M Evans)	Tye fence/gate repairs	45.00		45.00	"
<i>cheque total £330.00</i>							
4403-301	C.Centre	Barry Johnson, IBS Electrical	PAT testing	155.00		155.00	9065
4022-101	Admin	Calibre Network	Broadband line rental Dec, Jan	24.00	4.80	28.80	9066
4021-101	Admin	Ethos Communications	Copier support charges 11 Dec - 10 Feb	62.08	12.42	74.50	DD
4024-101	Admin	Purchase Power	Postage	308.00		308.00	DD
4058-101	Admin	Payline Bureau	Payroll services	40.25	8.05	48.30	DD
4000-101	Admin	Salaries	In Council files	5,792.23		5,792.23	DD
4021-101	Admin	Ethos	Photocopies 11 Nov - 10 Feb & final support charge	429.97	85.99	515.96	DD
4300-401	PLAN	EDF Energy 5%	Street lighting 1 Nov-31 Jan'16	526.51	26.33	552.84	9067
4101-201	Amn	Lewes District Council	Play area inspections February	195.00	39.00	234.00	9068
4050-101	Admin	Lawson Lewis Blakers	Review of Club lease	374.70	73.50	448.20	9069
4009-101	M.A.	National Coastwatch	2x function tickets	80.00		80.00	9070
4030-101	Admin	Sussex Print Services	Print 3,300 Town Criers	485.00		485.00	9071
4025-101	Admin	WPS Insurance	Insurance Feb '16 - Feb '17	3,769.82		3,769.82	9072
4101-201	Amn	Mr M Evans	Various grounds maintenance	360.00		360.00	9073
9018-910	E.R.	DJ Solutions	2x post signs for Tye	240.00	48.00	288.00	9074
4022-101	Admin	Fastnet	Broadband February	55.00	11.00	66.00	DD
4000-101	Admin	Salary deductions	In Council files	3,490.02		3,490.02	BACS
4042-101	Admin	Nat West	bank charges	37.08		37.08	DD
				21,540.21	1,073.10	22,613.31	

Signed
Mayor

SEE SEPARATE SHEET FOR RECEIPTS FEBRUARY 2016

RECEIPTS - FEBRUARY 2016

			<u>Details</u>	£	£
7th Jan to					
8th Feb	1190-101	BACS	TRO Interest - No 1		42.71
2nd Feb	1000-301	100965	Southdown Housing - 3874	40.00	
	1000-301		Living Light - 3873	20.00	
	1000-301		Jane Chant - 3876 & 3882	40.00	
	1000-301		Bingo - 3879	25.00	
	1000-301		Anneli Smith - 3890	6.00	
	1000-301		Jennie Palmer -3859, 66, 69, 77	80.00	
	1000-301		Deans Tea Club-3787, 3830 & 86	<u>199.50</u>	410.50
8th Feb	105	BACS	VAT reclaim - Oct to Dec '15		3,713.18
9th Feb	1040-101	Online	Coastway Vets - 3899		80.00
12th Feb	1000-301	100966	Breast Cancer Group - 3893	16.80	
	1000-301		Peacehaven Players - 3846	30.00	
	1000-301		Telscombe Resi Assoc - 3896	16.00	
	1000-301		3919	10.00	
	1000-301		Christadelphians - 3889	312.00	
	1000-301		CAB - 3887	10.50	
	1000-301		Telscombe WI - 3912	<u>28.00</u>	423.30
12th Feb	1000-301	100967	Friday Prayers - 3898	8.40	
	1000-301		Al Anon - 3894	33.60	
	1000-301		D Doherty - 3905	10.00	
	1000-301		Alex Murphy - 3891 & 3910	40.00	
	1000-301		Jane Chant - 3895 & 3908	40.00	
	1000-301		Jennie Palmer - 3883 & 97	40.00	
	1000-301		Anneli Smith - 3909	6.00	
	1000-301		Living Light - 3911	<u>20.00</u>	198.00
12th Feb	1053-101	BACS	Rural Payments Agency - HLS grant		4,655.85
16th Feb	1000-301	BACS	St John's - 3868		80.00
	1000-301	100968	Maria Kite - 3918 & 3880	142.50	
	1000-301		Peter Washtell - 3904	90.00	
	1000-301		Alex Murphy - 3923	20.00	
	1000-301		Living Light - 3924	20.00	
	1000-301		Jane Chant - 3922	20.00	
	1000-301		Jennie Palmer - 3907 & 14	40.00	
	1000-301		Mr G Colwell - 3921	72.00	
	1000-301		Friday Prayers - 3915	8.40	
	1000-301		Martin Stocker - 3932	90.00	
	1000-301		Al Anon - 3926	16.80	
	1000-301		Trevor Unwin - 3933	<u>90.00</u>	609.70
24th Feb		Online payment	Advice 4 Business - 3884		<u>400.00</u>
			balance c/f		<u>10,613.24</u>

Signed

Mayor

RECEIPTS - FEBRUARY 2016

	<u>Details</u>	£	£
24th Feb	Balance b/f		10,613.24
29th Feb	1000-301 Jane Chant - 3927 & 35	40.00	
	1000-301 Al Anon - 3930	39.38	
	1000-301 Friday Prayers - 3929	8.40	
	1000-301 Anneli Smith - 3937	6.00	
	1000-301 Southdown Housing - 3940	40.00	
	1000-301 Alex Murphy - 3938	20.00	
	1000-301 Living Light - 3939	20.00	
	Kemptown Conservatives - 3916	67.20	
	1000-301 Flower Club - 3925	67.20	
	1040-101 Wagstaff - 3901	<u>40.00</u>	348.18
1190-101 BACS	Nat West - bank interest		1.02
			<u><u>10,962.44</u></u>

Signed
Mayor

COMMITTEE	Audit Sub-Committee
AGENDA ITEM	09
REPORT FROM	Deputy Town Clerk/RFO
MEETING DATE	16th March 2016
SUBJECT	To approve Risk Assessment and Health & Safety Policy

1. Introduction

In accordance with Item 15.1 of the Financial Regulations, risk management should be reviewed annually.

2. Information

A draft Risk Assessment and Health & Safety Policy were taken to the Audit Sub Committee in January. Both these documents were agreed and are attached for information.

3. Recommendation

It is recommended that Council approve these documents and they are signed by the Mayor.

COMMITTEE	Council
AGENDA ITEM	10
REPORT FROM	Deputy Town Clerk/RFO
MEETING DATE	16th March 2016
SUBJECT	To approve Asset Register

1. Introduction

In accordance with Item 13.6 of the Financial Regulations, an asset register should be verified annually by full Council.

2. Information

The full draft Asset Register for 2015/16 was taken to the Audit Sub-Committee in January and agreed. The summary sheet showing movement within each section is attached for information. The full document is lengthy and can be viewed in the office.

3. Recommendation

It is recommended that the Asset Register totalling £1,760,729 be approved and signed by the Mayor, Cllr W Botting.

COMMITTEE	Full Council
AGENDA ITEM	11
REPORT FROM	Deputy Town Clerk/RFO
DATE	16th March 2016
SUBJECT	To Review the Effectiveness of the Internal Audit

1. Introduction

In accordance with the Accounts and Audit Regulations 2006, the Council are required to undertake a review of the effectiveness of the internal audit process annually.

2. Information

The review should cover the following which should be discussed and minuted:-

a) Scope of internal audit – *the scope of the internal audit should have been discussed and agreed with the internal auditor to ensure it takes account of the Council's risk areas and wider internal control arrangements.*

An overall plan was discussed and agreed with the Town Clerk, RFO and Internal Auditor at his interim visit in November 2015. It covers all required aspects of internal audit. Cllrs also carry out certain aspects of audit by checking the bank reconciliations quarterly and 2 Cllrs signing cheques.

b) Independence – *the internal auditor should be independent from the Council and unbiased.*

The internal auditor we appointed is one of a number of auditors on the recommended list from the Sx Assoc of Local Councils – Mulberry & Co from Surrey and are totally independent.

c) Competence – *the internal auditor should have sufficient knowledge to be able to carry out the audit work.*

Mulberry & Co have sufficient knowledge to carry out the audit work as they are chartered certified accounts, registered auditors and chartered tax advisers.

d) Relationships – *all relevant responsibilities of the Clerk, RFO and members are defined in relation to internal control and risk management (job descriptions).*

Both the Clerk and RFO have been issued with job descriptions which clearly define their relevant responsibilities with regard to internal control. A full risk assessment has been carried out by the Town Clerk.

e) Planning and reporting – *members should be aware of when the internal audit(s) will take place, when reports will be issued and reporting is in accordance with the plan.*

Internal audits take place twice yearly, the plan having been agreed by the Town Clerk & RFO at the internal auditor's initial visit. One is at the end of the calendar year, and another at the end of the financial year. (external

audit takes place at the end of the financial year and is to be submitted to the external auditors by June 10th following approval by full Council)

3. Recommendation

The above was considered and agreed at the Audit Sub-Committee in January and it is therefore recommended that it is now approved by full Council.

COMMITTEE	Full Council
AGENDA ITEM	12
REPORT FROM	Deputy Town Clerk/RFO
DATE	16th March 2016
SUBJECT	Photocopier lease/service agreement – payment by DD

1. Introduction

A new photocopier lease and service agreement were agreed at full Council on 16th December 2015.

2. Information

The contracts have been signed and will commence next month. The quarterly lease is £231.21 excluding VAT (*previous lease £435 ex VAT*).

3. Recommendation

It is recommended that approval be given to pay the leasing company, GE Capital and service agreement with Premier Office by Direct Debit.

COMMITTEE	Full Council
AGENDA ITEM	13
REPORT FROM	Deputy Town Clerk/RFO
DATE	16th March 2016
SUBJECT	New Workplace Pensions – Automatic Enrolment

1. Introduction

The law on workplace pensions has changed and under the Pensions Act 2008, every employer in the UK must put certain staff into a pension scheme and contribute towards it. It is called 'automatic enrolment'.

2. Information

Different employers had a different date when the law on workplace pensions came into effect which is known as the 'staging date'. We were notified by The Pensions Regulator that ours was 1st March 2016.

All staff were assessed at our staging date of 1st March. Those employees who were eligible already belong to the LGPS which is a qualifying pension scheme. One member of staff was not eligible and could have opted to join, but has decided not to.

All staff were written to advising how automatic enrolment applied to them using the templates provided by The Pensions Regulator and I have completed our declaration of compliance.

3. Recommendation

It is recommended that Council note this has taken place and we have fulfilled our legal responsibilities.