

# CROWBOROUGH TOWN COUNCIL

To the Members of Crowborough Town Council

You are summoned to attend the Annual Statutory Meeting of **CROWBOROUGH TOWN COUNCIL** to be held remotely on **Wednesday 5<sup>th</sup> May 2021** at 7.30 pm when it is proposed to transact the following business: -

Caroline Miles  
Town Clerk  
28<sup>th</sup> April 2021

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## MEETINGS OF THE COUNCIL ARE OPEN TO THE PUBLIC

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**Please note that in view of the confidential nature of the discussion of some items on this agenda, the press and public may be excluded under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960**

- 1. ELECTION OF TOWN MAYOR**
  - 1.1 Declaration of Acceptance of Office of Town Mayor
- 2. ELECTION OF DEPUTY TOWN MAYOR**
  - 2.1 Declaration of Acceptance of Office of Deputy Town Mayor
- 3. APOLOGIES**
- 4. DECLARATIONS OF INTEREST**
- 5. MINUTES**
  - 5.1 To resolve that the minutes of the Council Meeting held on 14<sup>th</sup> April 2021 be taken as read, confirmed as a correct record and signed by the Chairman.
- 6. STANDING ORDERS**
  - 6.1 To review and adopt Standing Orders
- 7. COMMITTEES**
  - 7.1 To agree Delegation Arrangements and Terms of Reference for Committees
  - 7.2 To agree the membership of committees

***The Annual Statutory meeting will adjourn for the election of Chairmen and Vice Chairmen of each of the Standing Committees and associated working groups***

- 8. APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES**
- 9. COMMITTEE MINUTES**

**To note the acts and proceedings of the following committee meetings:**

  - 9.1 Planning and Development – 8<sup>th</sup> March, 29<sup>th</sup> March 2021
  - 9.2 Environment – 16<sup>th</sup> February 2021
  - 9.3 Personnel – 18<sup>th</sup> March, 30<sup>th</sup> March, 7<sup>th</sup> April 2021
  - 9.4 Sport, Recreation and Cemetery – 26<sup>th</sup> January 2021
  - 9.5 F & GP – 9<sup>th</sup> March 2021

## 10. RECOMMENDATIONS FROM COMMITTEE MEETINGS

10.1 That CiL funds are used to replace the faulty street lighting columns at 6 Whitehill road, 5 Fermor Road and the column at Gillridge Green. (resolution number 8909)

## 11. TO AUTHORISE THE SEALING OF DOCUMENTS

11.1	Grants of Exclusive Right of Burial		
	Deed	Name	Grave space
	Q1119	Nicholas Lodge & Janet Lodge	3551
	Q1120	David Robson	3571
	Q1121	Rachael Harris	GRH157 & GRH158

## 12. PINE GROVE

12.1 To **note** the report on Pine Grove

## 13. OUTSIDE BODIES REPORTS.

13.1 To **note** the Wealdlink report

13.2 To **note** the Crowborough Dementia forum report

13.3 To **note** the Sir Henry Fermor Trust report

## 14. FINANCE

14.1 To **note** the Finance Report and agree any actions

14.2 To **note** the Bank reconciliation to 31.03.2021

14.3 To **approve** the Asset Register

14.4 To **approve** section 1 of the Annual Governance Statement 2020/21

## 15. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN

To all Members of the **COMMUNICATIONS and EVENTS** Committee (with copies to all other Members for information)

You are summoned to attend a meeting of the **COMMUNICATIONS and EVENTS** Committee to be held at Pine Grove, Crowborough on Wednesday 5<sup>th</sup> May 2021 during the Statutory Council Meeting when it is proposed to transact the following business:-

1. **ELECTION OF CHAIRMAN**
2. **ELECTION OF VICE CHAIRMAN**

Town Clerk  
28<sup>th</sup> April 2021

To all Members of the **ENVIRONMENT** Committee (with copies to all other Members for information)

You are summoned to attend a meeting of the **ENVIRONMENT** Committee to be held at Pine Grove, Crowborough on Wednesday 5<sup>th</sup> May 2021 during the Statutory Council Meeting when it is proposed to transact the following business:-

1. **ELECTION OF CHAIRMAN**
2. **ELECTION OF VICE CHAIRMAN**
3. **TO AGREE MEMBERSHIP OF THE FOLLOWING WORKING GROUP:**
  - 3.1 Climate Change Policy Working Group

Town Clerk  
28<sup>th</sup> April 2021

To all Members of the **FINANCE and GENERAL PURPOSES** Committee (with copies to all other Members for information)

You are summoned to attend a meeting of the **FINANCE and GENERAL PURPOSES** Committee to be held at Pine Grove, Crowborough on Wednesday 5<sup>th</sup> May 2021 during the Statutory Council Meeting when it is proposed to transact the following business:-

1. **ELECTION OF CHAIRMAN**
2. **ELECTION OF VICE CHAIRMAN**

Town Clerk  
28<sup>th</sup> April 2021

To all Members of the **PERSONNEL** Committee (with copies to all other Members for information)

You are summoned to attend a meeting of the **PERSONNEL** Committee to be held at Pine Grove, Crowborough on Wednesday 5<sup>th</sup> May 2021 during the Statutory Council Meeting when it is proposed to transact the following business:-

1. **ELECTION OF CHAIRMAN**
2. **ELECTION OF VICE CHAIRMAN**

Town Clerk  
28<sup>th</sup> April 2021

To all Members of the **PLANNING and DEVELOPMENT** Committee (with copies to all other Members for information)

You are summoned to attend a meeting of the **PLANNING and DEVELOPMENT** Committee to be held at Pine Grove, Crowborough on Wednesday 5<sup>th</sup> May 2021 during the Statutory Council Meeting when it is proposed to transact the following business:-

1. **ELECTION OF CHAIRMAN**
2. **ELECTION OF VICE CHAIRMAN**

Town Clerk  
28<sup>th</sup> April 2021

To all Members of the **SPORT and RECREATION** Committee (with copies to all other Members for information)

You are summoned to attend a meeting of the **SPORT and RECREATION** Committee to be held at Pine Grove, Crowborough on Wednesday 5<sup>th</sup> May 2021 during the Statutory Council Meeting when it is proposed to transact the following business:-

1. **ELECTION OF CHAIRMAN**
2. **ELECTION OF VICE CHAIRMAN**
3. **TO AGREE MEMBERSHIP OF THE FOLLOWING WORKING GROUPS:**
  - 3.1 Wolfe Pavilion working group.
  - 3.2 2G Pitch Working Group

Town Clerk  
28<sup>th</sup> April 2021

To all Members of the **ALLOTMENTS and CEMETERIES** Committee (with copies to all other Members for information)

You are summoned to attend a meeting of the **ALLOTMENTS and CEMETERIES** Committee to be held at Pine Grove, Crowborough on Wednesday 5<sup>th</sup> May 2021 during the Statutory Council Meeting when it is proposed to transact the following business:-

1. **ELECTION OF CHAIRMAN**
2. **ELECTION OF VICE CHAIRMAN**
3. **TO AGREE MEMBERSHIP OF THE FOLLOWING WORKING GROUP:**
  - 3.1 Summersales Working Group

Town Clerk  
28<sup>th</sup> April 2021



## Standing Orders

**Responsibility:** Full Council

**Review Cycle:** Annually, or earlier in the event of legislative changes

<u>Date of Adoption / Renewal</u>	<u>Resolution Number</u>
18 May 2010	5766
17 May 2011	6128
10 January 2012	6367
8 January 2013	
16 September 2014	7272
8 September 2015	
30 September 2016	7876
23 May 2017	8070
22 May 2018	8391
17 July 2018	8472
14 May 2019	8728
23 June 2020	9043

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## **HOW TO USE STANDING ORDERS**

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework. NALC model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council's standing orders.

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council's Responsible Financial Officer. Model financial regulations are available to councils in membership of NALC.

## **DRAFTING NOTES**

Model standing orders that are in bold type contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning. Model standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council's needs. It is NALC's view that all model standing orders will generally be suitable for councils.

For convenience, the word "councillor" is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights.

Throughout the document, all gender-specific terms are to be considered to refer to both the feminine and the masculine form – except when referring to a particular person.

## **STANDING ORDERS AT CROWBOROUGH TOWN COUNCIL**

The NALC model standing orders have been reviewed and adapted by the Town Council to suit the conduct of business within the local authority. Where legal and statutory requirements exist, these have been followed.



## 1 RULES OF DEBATE AT MEETINGS

- a Motions on an agenda shall be considered in the order that they appear on the agenda unless the order is changed at the discretion of the chairman of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- k One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of a motion shall have a right of reply not exceeding 5 minutes at the end of debate on it. The mover of an amendment has no right of reply.

- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply in respect of the substantive motion at the very end of debate and immediately before it is put to the vote.
- o Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:
- i. to speak on an amendment moved by another councillor;
  - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
  - iii. to make a point of order;
  - iv. to give a personal explanation;
  - v. to exercise a right of reply.
- p During the debate of a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the chairman of the meeting and his decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
- i. to amend the motion;
  - ii. to proceed to the next business;
  - iii. to adjourn the debate;
  - iv. to put the motion to a vote;
  - v. to ask a person to be no longer heard or to leave the meeting;
  - vi. to refer a motion to a committee or sub-committee for consideration;
  - vii. to exclude the public and press;
  - viii. to adjourn the meeting; or
  - ix. to suspend particular standing order(s), except those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- t Excluding motions moved under 1(r) above, the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 5 minutes without the consent of the chairman of the meeting.

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to a vote without discussion.
- c If a resolution made under standing order 2(b) above is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

### 3 MEETINGS GENERALLY

*Where indicated in brackets after each point, this applies only to a specific type of meeting. If not stated, it applied to Council, committee and sub-committee meetings.*

- a **Meetings shall not take place in premises, which at the time of the meeting, are used for the supply of alcohol unless no other premises are available free of charge or at a reasonable cost. (Council only)**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning. (Council only)**
- c **The minimum three clear days' public notice for a meeting does not include the day on which notice was issued or the day of the meeting. (Committee only)**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion. (Council and committee)**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) above shall not exceed 15 minutes unless directed by the chairman of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than 3 minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral

response be given. A record of a public participation session at a meeting shall be included in the minutes of that meeting.

- i A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The chairman of the meeting may at any time permit an individual to be seated when speaking.
- j A person who speaks at a meeting shall direct his comments to the chairman of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
- l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst it is open to the public. To 'report' means to film, photograph, make an audio recording of meetings proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present. (Council and committee)**
- m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission. (Council and committee)**
- n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present. (Council and committee)**
- o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if there is one). (Council only)**
- p **The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the Council (if there is one), if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting. (Council only)**
- q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the Councillors and non-councillors with voting rights present and voting.**
- r **The chairman may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote. (See also standing orders 5(h) and (i) for the different rules that apply in the election of Chairman of the Council at the annual meeting of the Council.)**
- s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At**

**the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda. (Council only)

- t The minutes of a meeting shall include an accurate record of the following:
- i. the time and place of the meeting;
  - ii. the names of councillors who are present and the names of councillors who are absent;
  - iii. interests that have been declared by councillors and non-councillors with voting rights;
  - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
  - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being discussed
  - vi. if there was a public participation session; and
  - vii. the resolutions made
- u **A councillor or non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**
- v **No business may be transacted at a meeting unless at least one third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three. (Council only)**
- (See standing order 4 (d) (viii) for the quorum of a committee or sub-committee meeting)*
- w **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
- x A meeting shall not exceed a period of 3 hours.

#### **4 COMMITTEES AND SUB-COMMITTEES**

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:

- i. shall determine their terms of reference;
- ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
- iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and times of their meetings
- iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
- v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if ordinary members of the committee have confirmed to the Proper Officer 5 days before the meeting that they are unable to attend;
- vi. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
- vii. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;
- viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
- ix. shall determine if the public may participate at a meeting of a committee;
- x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee or a sub-committee.

## **5 ORDINARY COUNCIL MEETINGS**

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman (if there is one) of the Council.**
- f **The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.**

- g **The Vice-Chairman of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but shall give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and shall give a casting vote in the case of an equality of votes.**
- j Following the election of the Chairman of the Council and Vice-Chairman (if there is one) of the Council at the annual meeting, the business may include:
- i. **in an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;**
  - ii. confirmation of the accuracy of the minutes of the last meeting of the Council;
  - iii. receipt of the minutes of a committee;
  - iv. consideration of the recommendations made by a committee;
  - v. review of delegation arrangements to committees, sub-committees, staff and other local authorities;
  - vi. review of the terms of references for committees;
  - vii. appointment of members to existing committees;
  - viii. appointment of any new committees in accordance with standing order 4;
  - ix. review and adoption of appropriate standing orders and financial regulations;
  - x. review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses;
  - xi. review of representation on or work with external bodies and arrangements for reporting back;
  - xii. in an election year, to make arrangements with a view to the Council becoming eligible to exercise the General Power of Competence in the future;
  - xiii. review of inventory of land and other assets including buildings and office equipment;
  - xiv. confirmation of arrangements for insurance cover in respect of all insurable risks;
  - xv. review of the Council's and/or staff subscriptions to other bodies;
  - xvi. review of the Council's complaints procedure;
  - xvii. review of the Council's policies, procedures and practices in respect of its obligations under Freedom of Information and Data Protection legislation (*see also standing orders 11,20 and 21*);

- xviii. review of the Council's policy for dealing with the press/media;
- xix. review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the General Power of Competence; and
- xx. determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

## **6 EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES**

- a **The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chairman of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting must be signed by the two councillors.**
- c The chairman of a committee (or a sub-committee) may convene an extraordinary meeting of the committee (or the sub-committee) at any time.
- d If the chairman of a committee (or a sub-committee) does not call an extraordinary meeting within seven days of having been requested by to do so in writing by two members of the committee (or the sub-committee), any two members of the committee (or the sub-committee) may convene an extraordinary meeting of the committee (or the sub-committee). The public notice giving the time, place and agenda for such a meeting must be signed by the 2 Councillors.

## **7 PREVIOUS RESOLUTIONS**

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least nine councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) above has been disposed of, no similar motion may be moved for a further six months.

## **8 VOTING ON APPOINTMENTS**

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.

## **9 MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER**

- a A motion shall relate to the responsibilities of the meeting which it is tabled and in any event shall



relate to the performance of the Council's statutory functions, powers and obligation or an issue which specially affects the Council's area or its residents.

- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least seven clear days before the next meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b) above, correct obvious grammatical or typographical errors in the wording of the motion
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing to the Proper Officer at least seven clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

## **10 MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE**

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
  - i. to correct an inaccuracy in the draft minutes of a meeting;
  - ii. to move to a vote;
  - iii. to defer consideration of a motion;
  - iv. to refer a motion to a particular committee or sub-committee;
  - v. to appoint a person to preside at a meeting;
  - vi. to change the order of business on the agenda;
  - vii. to proceed to the next business on the agenda;
  - viii. to appoint a committee or sub-committee and their members;
  - ix. to extend the time limit for speaking;
  - x. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
  - xi. to not hear further from a councillor or a member of the public;
  - xii. to exclude a councillor or a member of the public for disorderly conduct;

- xiii. to temporarily suspend the meeting;
- xiv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xv. to adjourn the meeting;
- xvi. to close the meeting;
- xvii. to require a written report

## 11 MANAGEMENT OF INFORMATION

*See also standing order 20*

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

## 12 DRAFT MINUTES

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meet at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a) (i).
- c The accuracy of draft minutes, including any amendment(s) to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

"The chairman of this meeting does not believe that the minutes of the meeting of the ( ) held on

[date] in respect of ( ) were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”

- e **If the Council’s gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings for which approved minutes exist of the meeting shall be destroyed.

### 13 CODE OF CONDUCT AND DISPENSATIONS

- a All councillors and non-councillors with voting rights shall observe the Code of Conduct adopted by the Council.
- b Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.
- c Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council’s Code of Conduct. He may return to the meeting after it has considered the matter in which he had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final.
- f A dispensation request shall confirm:
  - i. the description and nature of the disclosable pecuniary interest or other interest to which the request relates;
  - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
  - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
  - iv. an explanation as to why the dispensation is sought.

- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.
- h **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following applies:**
  - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
  - ii. **granting a dispensation is in the interests of persons living in the Council's area; or**
  - iii. **it is otherwise appropriate to grant a dispensation.**

#### 14 CODE OF CONDUCT COMPLAINTS

- a Upon notification by the District Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's Code of Conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b Where the notification in standing order 14(a) above relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of the Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).
- c The Council may:
  - i. Provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
  - ii. Seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter.
- d **Upon notification by the District Council that a councillor or non-councillor with voting rights has breached the Council's Code of Conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

#### 15 PROPER OFFICER

- a The Proper Officer shall be either (i) the Clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:

- i. **At least three clear days before a meeting of the council, a committee or a sub-committee,**
  - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
  - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

*See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;*
- ii. Subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least seven days before the meeting confirming his withdrawal of it;
- iii. **convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**
- iv. **facilitate the inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
  
- viii. assist with responding to requests made under Freedom of Information legislation and rights exercisable under Data Protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- x. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xi. arrange legal deeds to be executed;  
*(see also standing order 23)*
- xii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiii. record every planning application notified to the Council and the Council's response to the local planning authority in a document for such purpose.
- xiv. refer a planning application received by the Council to the chairman of the Planning and Development Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Planning and Development Committee;
- xv. manage access to information about the Council via the publication scheme; and
- xvi. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.

## 16 RESPONSIBLE FINANCIAL OFFICER

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

## 17 ACCOUNTS AND ACCOUNTING STATEMENTS

- a "Proper practices" in standing orders refer to the most recent version of Governance and Accountability for Local Councils – a Practitioners' Guide.
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's Financial Regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after month end a statement to summarise:
  - i. the Council's receipts and payments (or income and expenditure) for each quarter;
  - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
  - iii. the balances held at the end of the quarter being reported; and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
  - i. Each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
  - ii. To the Council the accounting statements for the year in the form of Section 1 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

## 18 FINANCIAL CONTROLS AND PROCUREMENT

- a The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
  - i. the keeping of accounting records and systems of internal controls;

- ii. the assessment and management of financial risks faced by the Council;
  - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
  - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
  - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity.**
- d Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
- i. a specification for the goods, materials, services or the execution of works shall be drawn up;
  - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
  - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate
  - iv. tenders are to be submitted in writing in a sealed marked envelope, addressed to the Proper Officer;
  - v. tenders shall be opened by the Proper Officer and at least one councillor after the deadline for submission of tenders has passed;
  - vi. tenders are to be reported and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e Neither the Council, nor a committee or sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contract Finder website and in**

**OJEU.**

- g **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.**

**19 HANDLING STAFF MATTERS**

- a A matter personal to a member of staff that is being considered by a meeting of the Personnel Committee is subject to standing order 11.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chairman of the Personnel Committee or, if he is not available, the vice-chairman (if there is one) of the Personnel Committee of absences occasioned by illness or other reason and that person shall report such absence to the Personnel Committee at its next meeting.
- c The chairman of the Personnel Committee or in his absence, the vice-chairman of the Personnel Committee shall upon a resolution conduct a review of the performance and annual appraisal of the Town Clerk. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Personnel Committee at its next meeting.
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chairman of the Personnel Committee or in his absence, the vice-chairman of the Personnel Committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Personnel Committee.
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised relates to the chairman or vice-chairman of the Personnel Committee, this shall be communicated to another member of the Personnel Committee, and this matter shall be reported back and progressed by resolution of the Personnel Committee.
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).



## **20 RESPONSIBILITIES TO PROVIDE INFORMATION**

*See also standing order 21*

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b **The Council shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

## **21 RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**

*See also standing order 11*

- a **The Council shall have policies and procedures in place to respond to an individual exercising his statutory rights concerning his personal data.**
- b **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- c **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- d **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- e **The Council shall maintain a written record of its processing activities.**

## **22 RELATIONS WITH THE PRESS/MEDIA**

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

## **23 EXECUTION AND SEALING OF LEGAL DEEDS**

*See also standing orders 15(b) (xi) and (xvi)*

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.

- b **Subject to standing order 23(a) above, the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.**

## **24 COMMUNICATING WITH DISTRICT AND COUNTY COUNCILLORS**

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council shall be sent to the ward councillor(s) representing the area of the Council.

## **25 RESTRICTIONS ON COUNCILLOR ACTIVITIES**

- a Unless duly authorised no councillor shall:
  - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
  - ii. issue orders, instructions or directions.

## **26 STANDING ORDERS GENERALLY**

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or to vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least nine councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.



**DELEGATION ARRANGEMENTS for STANDING  
COMMITTEES and OFFICERS**

**TERMS OF REFERENCE for COMMITTEES AND WORKING  
GROUPS**

17.05.12 6129, 15.05.12 6490, 13.11.12 6643, 15.01.13 6685, 14.05.13 6776, 13.05.14 7143, 19.05.15 7440, 13.09.16 7850,  
22.05.18 8392, 14.05.19 8729

## SCHEME OF DELEGATION

### SUMMARY

1. Subject to the observance of decisions of the Council on matters of principle or policy, the Council's powers and duties shall be delegated to the Standing Committees, as permitted under the Local Government Act 1972 s 101, in accordance with the approved Terms of Reference unless otherwise stated.
2. In order to maintain a working council on a day to day basis, certain officer delegations can also be approved by Council.

#### Committees

3. Standing Committees will operate within approved Standing Orders, Financial Regulations, other policy documents and procedures and approved budgets in the areas detailed in the following pages. The Council may revoke powers delegated to Standing Committee by resolution.

#### Officers

4. Officers will operate within approved Standing Orders, Financial Regulations, other policy documents and procedures and approved budgets.
5. Officers will need to be aware that financial delegation can be broken down into three elements:
  - (a) Revenue expenditure which allows the Council to continue business uninterrupted - delegated to Officers and reported through the monthly management reports.
  - (b) Capital expenditure - which is always decided by Committee or Council.
  - (c) New items, whether they are considered Revenue or Capital - will always be decided by Committee or Council.

Following these simple rules will enable the Officers to maintain business continuity but also ensure elected Members have overall control of major spending decisions.

6. To comply with Financial Regulation 3.4 which allows the Clerk [but this could be another Officer] to incur expenditure on behalf of the Council up to £5,000 plus VAT for any repair, replacement or other work which is of such extreme urgency that it must be done at once.
7. To report all such action [ref. 6] to the next meeting of the appropriate Committee or Council.

## **1. Terms of Reference - Communications and Events Committee**

- 1.1 To monitor the implications of communications and events within the council's forward planning documents and make recommendations for revisions if required.
- 1.2 To decide which events will be held for the enjoyment of residents of Crowborough and visitors to the town to promote Crowborough, apart from statutory and civic events which remain a function of the Full Council.
- 1.3 To organise events such as the following:
  - Boundary Walk
  - Summer Fair
  - Sussex Day
  - Firework night
  - Carol Service
  - Town Conference
  - Christmas Event
  - Carnival, civic and twinning receptions
- 1.4 To attend to printed and electronic communication including the following:
  - Website
  - Newsletter
  - Town guides/maps
  - Annual Report
- 1.5 To consider applications for civic and commemorative awards.
- 1.6 To consider arrangements for the flying of flags.
- 1.7 To support the proposals in the town's Visioning Document.

## **2. Terms of Reference – Environment Committee**

- 2.1 To monitor the implications of highways, transport and environmental items within the council's forward planning documents and make recommendations for revisions if required.
- 2.2 To be responsible for the council's involvement with all highways, transport and environmental issues and to review and respond to consultations/communications.
- 2.3 To consider the appearance of the town and implement improvements. To provide and/or maintain the following:
  - street furniture (bus shelters, benches, litter bins/litter collection)
  - town signs
  - floral arrangements
  - dog waste bins
  - wooden fingerposts
- 2.4 To consider crime prevention measures including liaison with the Police and the provision of CCTV cameras.
- 2.5 To monitor and promote public transport services and to encourage sustainable transport.
- 2.6 To maintain street lighting.
- 2.7 To manage the Council's amenity land including:
  - The Ghyll
  - Country Park
  - Bluebell Wood
  - Palesgate Lane Land adjacent to the Ghyll, including the woodland
- 2.8 To promote a culture of safety by risk assessments and compliance with current health & safety procedures.
- 2.9 To investigate the acquisition of land for environmental protection and amenity uses.
- 2.10 To consider the use of Section 106/CiL monies to meet the transport and environmental needs of the town.
- 2.11 To support the proposals in the town's Visioning Document.

### **3. Terms of Reference - Finance and General Purposes Committee**

- 3.1 To monitor the financial implications of forward planning.
- 3.2 To be responsible for the corporate management of the Council and administrative services including the following:
  - accounting services
  - audit
  - accommodation
  - legal services
  - servicing of loans
- 3.3 To be responsible for the democratic representation of the Council including the following:
  - elections
  - Members' allowances
  - Mayor's Fund
- 3.4 To ensure the Council's standing orders, financial procedures and risk management are adequate and reviewed on a regular basis.
- 3.5 To provide grants to community organisations.
- 3.6 To support the proposals in the town's Visioning Document.

#### **4. Terms of Reference - Personnel Committee**

4.1 To support the town clerk in staffing matters including:

- appointments
- appraisals
- training and development
- health & safety

4.2 To approve staff pay and conditions.

4.3 To consider and monitor relevant policies and procedures, for example:

- Adverse Weather
- Anti-fraud and anti-corruption
- Bullying and Harassment
- Child Protection and Vulnerable Persons
- Confidential Reporting (Whistleblowing)
- Disciplinary
- Information Technology
- Equal Opportunities Statement
- Grievance
- Handling complaints from members of the public
- Health and Safety
- Member Officer Relations Protocol
- Performance Management Scheme
- Sickness and Absence
- Staff Long Service Awards
- Training and Development
- Social Media

4.4 To make recommendations to the Full Council on the appointment of the Town Clerk.

4.5 To support the proposals in the town's Visioning Document.



## **Terms of Reference - Planning and Development Committee**

- 5.1 To monitor the implications of planning and development within the Council's forward planning documents and make recommendations for revisions if required.
- 5.2 To consider all planning applications submitted by Wealden District Council and East Sussex County Council and make representations. To be aware of planning policy and supplementary planning documents when responding to applications.
- 5.3 To review planning and enforcement appeals and submit additional representations if required.
- 5.4 To report planning enforcement matters to the relevant authority.
- 5.5 To comment on licensing applications if appropriate.
- 5.6 To review documents, consultations and other matters regarding planning and make representations as required.
- 5.7 To liaise with Wealden District Council and developers to consider the appropriate type of housing including low cost housing schemes
- 5.8 To encourage appropriate economic development for the benefit of the town whilst being aware of the immediate environment and impact on residential dwellings.
- 5.9 To encourage the use of environmental initiatives for all development, for example the installation of porous surfacing and energy efficiency measures.
- 5.10 To make recommendations regarding street naming.
- 5.11 To support the proposals in the town's Visioning Document.

## **6. Terms of Reference – Sport and Recreation Committee**

- 6.1 To monitor the implications of sport, recreation and cemetery items within the Council's forward planning documents and make recommendations for revisions if required.
- 6.2 To be responsible for the maintenance and improvement of recreation grounds owned or managed by the Council:
  - Goldsmiths
  - Wolfe
  - Alderbrook
  - Jarvis Brook
  - Limekiln
  - Silver Jubilee
  - Adams Close
  - M.O.D.
  - Land at Palesgate Lane (areas adjacent to the road)
- 6.3 To be responsible for maintenance and improvement of amenity areas including but not limited to:
  - Chapel Green
  - Canada Green
  - War Memorial
  - Whitehill Centre
- 6.4 To liaise with the caravan and camping organisation as required.
- 6.5 To liaise with groups and organisations regarding recreation facilities.
- 6.6 To promote a culture of safety by risk assessments and compliance with current health & safety procedures.
- 6.7 To be responsible for leases/agreements for users of Town Council land and property and conduct an annual review of fees/facilities.
- 6.8 To investigate the acquisition of land for amenity, recreation and other uses.
- 6.9 To consider the use of Section 106/CiL monies to meet the recreation needs of the town.
- 6.10 To support the proposals in the town's Visioning Document.

## **7. Terms of Reference – Allotments and Cemeteries Committee**

- 7.1 To monitor the implications of allotment and cemetery items within the Council's forward planning documents and make recommendations for revisions if required.
- 7.2 To manage and maintain the cemetery, chapel and garden of remembrance.
- 7.3 To manage the land and develop a cemetery at Summersales.
- 7.4 To manage the Council's allotments.
- 7.5 To promote a culture of safety by risk assessments and compliance with current health & safety procedures.
- 7.6 To be responsible for leases/agreements for users of allotments conduct an annual review of fees for the cemeteries.
- 7.7 To support the proposals in the town's Visioning Document.

## PROPOSED COMMITTEE MEMBERSHIP 2021-22

	ALLOTMENTS AND CEMETERIES	COMMUNICATION AND EVENTS	ENVIRONMENT	FINANCE AND GENERAL PURPOSES	PERSONNEL	PLANNING AND DEVELOPMENT	SPORT AND RECREATION
Alison ARTHUR		X	X				
Peter BUCKLITSCH	X			X		X	X
Martyn GARRETT		X	X			X	X
Geoffrey HIGGINSON <i>(preferences not received)</i>							
Richard JURY	X		X			X	X
Chris MOSS <i>(preferences not received)</i>							
Kay MOSS	X	X	X	X	X		X
David NEEVES	X	X			X		X
Gareth OWEN-WILLIAMS	X	X	X				X
Alan PENNEY		X	X		X	X	
Ron REED		X				X	X
Greg ROSE			X	X			X
Colin STOCKS		X	X	X	X		
Matthew STREET	X	X					X
Neil WALLER		X		X	X		
<b>TOTAL PROPOSED MEMBERS</b>	<b>6</b>	<b>10</b>	<b>8</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>9</b>

Key:

X	Indicates member wishes to stand on committee
X	Indicates member wishes to be considered as Chairman of committee

## Representatives to Outside Bodies

<b>ORGANISATION</b>	<b>No. OF CTC MEMBERS</b>	<b>2020/21 REPRESENTATIVES</b>	<b>2021/22 NAMES VOLUNTEERED</b>
Ashdown Forest Liaison Panel	1	Geoffrey Higginson	-
Citizens Advice Bureau	1	Peter Bucklitsch	-
Clued-Up.Info	2	Kay Moss Greg Rose	Kay Moss
Crowborough Community Association	1	Gareth Owen-Williams	Gareth Owen-Williams
East Sussex ALC Ltd	2	Martyn Garrett Colin Stocks	Martyn Garrett
Fair Trade	3	Alan Penney Kay Moss Colin Stocks	Alan Penney Kay Moss Colin Stocks
Jarvis Brook Community Association	2	Gareth Owen-Williams Colin Stocks	Gareth Owen-Williams
Parish Planning Panel	1	Richard Jury	Richard Jury
Sir Henry Fermor School Trustees	2	Martyn Garrett Alan Penney (Appointed 14.05.19 for a three year term)	Appointed 14.05.2019 for a three-year term
Smith and Fermor	1	Peter Bucklitsch	-
Society of Friends of Montargis	1	Gareth Owen-Williams	Kay Moss Gareth Owen-Williams
Strengthening Local Relationships	2	Martyn Garrett Richard Jury Kay Moss	Kay Moss Colin Stocks
Tree Warden	1	Colin Stocks	Colin Stocks
Uckfield Railway Line Parishes Committee	1	John Coleman	John Coleman
Wealden District Association of Local Councils	2	Martyn Garrett Kay Moss	Martyn Garrett Kay Moss
Wealden Dementia Alliance	1	Kay Moss	Kay Moss
Wealdlink	1	Colin Stocks	Colin Stocks



**AGENDA ITEM NUMBER:** 12.1  
**MEETING DATE:** 5<sup>th</sup> May 2021  
**COUNCIL/COMMITTEE:** ASM  
**TITLE:** Pine Grove Report  
**PURPOSE OF REPORT:** Update Councillors on Pine Grove building  
**SUPPORTING DOCUMENTS:** None  
**OFFICER CONTACT:** Peter Cunnington

<b>OFFICER RECOMMENDATIONS:</b>	
<b>1</b>	
<b>2</b>	

**Neilcotts:**

The O&M files have now been received from Neilcotts, George Moss has kindly offered to assist with reviewing all of the manuals to ensure that they are all correct. Once this has been done full details will be released to full Council for them to decide on how to proceed with the retention payment.

**Lifts:**

The Basepoint lift is working however the lift call button on the ground floor is loose and keeps falling off. This should be rectified shortly. The lift to the library has been breaking down on a regular basis. The lift engineer has been out to fix it and it now appears that it requires a new encoder to get it working. This is in the process of being fixed as the lift is needed now the library is open to the public for disabled access.

**Leaks:**

Room 36 is leaking again as the previous work to repair it doesn't seem to have worked. The previous company used has been contacted again to ask them for further investigation work to be carried out.

P.Cunnington

26/04/2021

## **Wealdlink Submission for Crowborough Town Conference, 2021**

When movement restrictions were first imposed early in 2020, Wealdlink's shopping coordinator, Eduardo, rang all the regular customers to ask whether they needed to have shopping delivered. For many, it was the first and only offer they'd had of help.

At the time the last figures were collated, on 23<sup>rd</sup> March this year, 751 shopping deliveries had been completed, with a total value of £25,064.46. It's been a substantial undertaking, completed by Eduardo and three regular volunteers that do the shopping, drive the service bus, and deliver to customers. The efforts of the four were rightly recognised by Wealden's MP.

For brief periods of time restrictions eased, and during those periods some customers were able to use the service to do their own shopping. For others, however, concerns over the health risks posed by visiting busy shops prevented them from venturing out. Wealdlink continued to provide the delivery service for them, and is still undertaking one or two shops for the customers that have been waiting for their second vaccination.

Crowborough Town Council's regular grant to Wealdlink is one of the cornerstones of the service's funding, and Wealdlink is extremely grateful for it, as are its many customers.

Thanks to the generosity of the funding partners, Wealdlink's finances remain healthy. Early this week, Wealdlink took delivery of a new minibus, which replaces its oldest vehicle. The replacement bus is more economical and environmentally friendly than the bus it replaces, and can be driven by a wider range of volunteers.

If anyone is interested in volunteering as a driver or passenger assistant, Wealdlink would like to hear from you. Contact details can be found online, by searching for "Wealdlink".

## Crowborough Dementia Forum

The aim of the Crowborough Dementia Forum is part of the Wealden Dementia Action Alliance. Its' aims are to make Crowborough a dementia friendly community, to arrange events for those living with dementia and to raise awareness of the condition.

We have produced a leaflet to encourage businesses and groups in the area to sign up to the Dementia Charter. I am please that Crowborough Town Council have resolved to sign up to the charter. Last year we had intended spending National Dementia Action Week going round Crowborough and talking to businesses to encourage them to sign up to the charter. Unfortunately, Covid 19 and lockdown meant that this what not possible.

This year National Dementia Action Week is 17<sup>th</sup> - 23<sup>rd</sup> May. The group have produced packs which include details of local support groups and activities. These will be distributed to targeted residents during the week.

Although most activities have had to be suspended during lock down, many groups have kept in touch with people through on line activities and telephone calls.

Once rules allow it is hoped to continue with the Crow borough tea afternoons at Heathrview and Woodlands and the Dementia Choir at Woodlands.

If you know of local businesses who would be interested in signing up to the charter, please let me know.

Cllr Kay Moss

26th April 2021



## SIR HENRY FERMOR TRUST

In his Will dated 1732, Sir Henry Fermor provided funds for both provision of a school and on-going repairs to that school (now known as Sir Henry Fermor's Church of England School), and to benefit the poor children to be educated in the school.

Today, those funds are administered by the Sir Henry Fermor Trust, under the chairmanship of the Rev. Steve Rees, vicar of All Saints Church; and with prudent investment of the money the fund has grown significantly from the original amount bequeathed and acquired additional land holdings.

During the past year, the Trustees have spent most of their time updating the constitution of the Trust, which had not changed since 1966. This proved more complicated than initial thought, as representation on the trust, application of income and property functions plus legislative changes all needed to be investigated, and the Trust has relied heavily on trustees Karl Scholten and Eric Harrison for this time consuming work.

A fully revised Constitution has been lodged with the Charities Commission and title to lands sent to the Land Registry. All representative bodies connected (both past and present) to the Trust were sent copies of the revised Constitution and given opportunity to comment on the changes.

The Trust now comprises of 7 members – the Vicar of All Saints Church (ex-officio) plus; 2 representatives of Crowborough Town Council; and 4 appointees of the Parochial Church Council of All Saints Church (each with a 4 year tenure). Crowborough Town Council's representatives are currently Councillor Martyn Garrett and Councillor Alan Penney until May 2023. Under the revised Constitution future appointments do not need to be councillors, but the Trust would prefer councillors.

The Trust's yearly income may be used to:

- (a) make alterations of, and repairs to, the premises of the School, upon request from the head teacher or any academy trust which sponsors the School;
- (b) provide resources or equipment to current pupils at the School, in conjunction with advice from the School's leadership or teaching staff;
- (c) enable current pupils at the School to pursue extra-curricular activities;
- (d) in exceptional circumstances provide funds for pupils who need financial assistance upon leaving School;
- (e) maintain the main premises of the School and School House to a good standard, in order that these will be in a good condition for any residential tenants and/or educational usage.

In furtherance of the above aims, the Trust has recently granted £50,000 to the School in order that it may obtain Government sourced funding for much need repairs to the building. A number of maintenance issues at the School House have been also completed in the past year, and tenancy agreement renewed.

Councillor Martyn Garrett – 26th April 2021



**AGENDA ITEM NUMBER:** 14

**MEETING DATE:** 5<sup>th</sup> May 2021

**COUNCIL/COMMITTEE:** Full Committee

**TITLE:** Finance Report

**PURPOSE OF REPORT:** This report covers payments made in January, February and March. The bank reconciliation as at 31.03.21 is to be noted. The asset register and Section 1 and 2 of the AGAR for 20/21 is to be approved. It is recommended to approve to increase the signatories on bank accounts to include the Clerk and RFO

**SUPPORTING DOCUMENTS:** Appendix 1 – Payments made in January, February and March

Appendix 2 - Bank Reconciliation as at 31.03.21

Appendix 3 – Asset Register

Appendix 4 – Section 1 and 2 of the AGAR 20/21

**CONTACT OFFICER:** RFO

<b>OFFICER RECOMMENDATIONS:</b>	
	The Committee is RECOMMENDED to: (1) <b>Note</b> all payments made in January, February and March including any through petty cash. Appendix 1 (2) <b>Note</b> the bank reconciliation as at 31.03.21. Appendices 2 (3) <b>Approve</b> the Asset Register as at 31.03.21. Appendix 3 (4) <b>Approve</b> Section 1 and 2 of the Annual Governance and Return for 2020/2021. Appendix 4 (5) <b>Approve</b> the Clerk and RFO becoming signatories on bank accounts

**14.1. List of Payments made**

Attached as Appendix 1 is the list of payments made in January, February and March 2021 including any payments made through petty cash which are shown in [blue](#)

## **14.2. Bank Reconciliation as at 31.03.21**

14.2.1 Please refer to Appendices 2. The committee is recommended to approve the bank reconciliation as at 31.03.21

14.2.2 Bank Reconciliations and bank statements have been checked by the Chair of F&GP Committee up until 31<sup>st</sup> March 2021.

## **14.3 Asset Register**

Appendix 3 shows the current asset register and summary as at the end of 31.03.21. Councillors are recommended to approve the asset register.

## **14.4 Section 1 and 2 AGAR 2020/2021**

Appendix 4 shows section 1 (please refer to page 4) and section 2 (please refer to page 5) of the AGAR report for 2020/2021 which it is recommended that the Council approves. This report will be presented to the internal auditor before coming back to Full Council to be fully signed in the meeting in June.

## **14.5 Signatories on bank account**

It is becoming increasingly difficult to get signatories at short notice. These are not often required but when are, can often be at short notice and Councillors are not available to come into the Council offices. A recent example of this was when we needed to cash a cheque for petty cash.

It is recommended that the Clerk and RFO become signatories on the bank accounts. They are currently both approved to authorise payments via the online banking applications and this would be an extension to this meaning that email approval by two councillors would be needed before the cheques are signed.

RFO

Date Paid	Supplier Name	Net	VAT	Total	Amount	Transaction Detail	Cost Centre Description	Nominal Code Description
04/01/2021	Stamps for WFM	7.24	0	7.24	7.24	Stamps	Central Support-Admin Costs	Telephone & Postage
08/01/2021	Be Fuelcards Ltd	114.58	22.92	137.5	114.58	fuel 27th 29th & 31st	Grounds Maintenance	Fuel and Oils
15/01/2021	MICHAEL BELL BRAND COMMUNICATIONS LTD	250	50	300	250	annual website cost	Central Support-Admin Costs	IT Support
15/01/2021	PRESS2TALK LTD	195	39	234	195	monthly costs x 8 hire	Grounds Maintenance	Telephone & Postage
15/01/2021	VICKI PUGH LIMITED TA 3 SAFETY	2000	400	2400	166.66	fire&building risk assessment	Pine Grove-Revenue Costs	Buildings Maintenance
15/01/2021	VICKI PUGH LIMITED TA 3 SAFETY				166.66	fire&building risk assessment	Whitehill Centre	Buildings Maintenance
15/01/2021	VICKI PUGH LIMITED TA 3 SAFETY				166.66	fire&building risk assessment	Goldsmiths Recreation Ground	Changing Rooms
15/01/2021	VICKI PUGH LIMITED TA 3 SAFETY				333.33	fire&building risk assessment	Goldsmiths Recreation Ground	Toilet/Kiosk
15/01/2021	VICKI PUGH LIMITED TA 3 SAFETY				166.66	fire&building risk assessment	Wolfe Recreation Ground	Pavilion/bar/changing
15/01/2021	VICKI PUGH LIMITED TA 3 SAFETY				166.66	fire&building risk assessment	Wolfe Recreation Ground	Wolfe Toilet
15/01/2021	VICKI PUGH LIMITED TA 3 SAFETY				166.66	fire&building risk assessment	Wolfe Recreation Ground	Wolfe Kiosk
15/01/2021	VICKI PUGH LIMITED TA 3 SAFETY				333.39	fire&building risk assessment	Grounds Maintenance	Workshops/yard/chemical store
15/01/2021	VICKI PUGH LIMITED TA 3 SAFETY				166.66	fire&building risk assessment	Allotments	Allotment Upkeep
15/01/2021	VICKI PUGH LIMITED TA 3 SAFETY				166.66	fire&building risk assessment	Cemetery	Chapel
15/01/2021	VICKI PUGH LIMITED TA 3 SAFETY	1200	240	1440	1200	memorial stones consultancy se	Cemetery	Health & Safety
15/01/2021	HSQE LTD	12	2.4	14.4	12	manual handle course re JD	Personnel	Outdoor Staff Training
15/01/2021	North Wealden Community Transport Ltd	876	0	876	876	01/01/21-31/03/21 TRANSPORT	Highway Facilities	NWCT/Dial-a-ride
15/01/2021	SOUTHERN COUNTIES LIFT SERVICES LTD	65	13	78	65	LIFT MAINTENANCE JAN-MARCH	Pine Grove-Revenue Costs	Buildings Maintenance
15/01/2021	PWC	270	0	270	270	cleaning 6th jan 21	Pine Grove-Revenue Costs	Caretaking/ Cleaning
15/01/2021	AMAZON PAYMENTS UK LIMITED	16.58	3.32	19.9	16.58	camlock	Grounds Maintenance	Workshops/yard/chemical store
15/01/2021	BRITISH TELECOMMUNICATIONS PLC	119.36	23.87	143.23	119.36	january costs	Central Support-Admin Costs	Telephone & Postage
15/01/2021	Coppard Plant Hire Ltd	30	6	36	30	wacker	Silver Jubilee Recreation Gnd	Grounds Maintenance
15/01/2021	Safetec Direct Limited	269.11	53.82	322.93	269.11	TROUSERS,TSHIRT	Personnel	H & S /PPE
15/01/2021	Be Fuelcards Ltd	18.37	3.67	22.04	18.37	fuel 050121	Grounds Maintenance	Fuel and Oils
15/01/2021	Kennedy Bros	242.91	48.58	291.49	242.91	GX15YKW VEH. CUTTING OUT	Grounds Maintenance	Vehicle Costs
15/01/2021	Safetec Direct Limited	41.99	0	41.99	41.99	BOOTS	Personnel	H & S /PPE
15/01/2021	Travis Perkins Trading Co Ltd	24.48	4.9	29.38	24.48	GLUE, BRUSH, CARPET SPRAY	Pine Grove-Revenue Costs	Buildings Maintenance
15/01/2021	AMAZON PAYMENTS UK LIMITED	21.29	4.26	25.55	21.29	car clean equipment	Grounds Maintenance	Vehicle Costs
15/01/2021	Coppard Plant Hire Ltd	285	57	342	285	barrier fencing	Goldsmiths Recreation Ground	Children's Play Areas
15/01/2021	Safetec Direct Limited	95.13	19.03	114.16	95.13	POLO TOP,FLEECE,COAT	Personnel	H & S /PPE
15/01/2021	Compatibility Limited	49	9.8	58.8	49	21/01-20/02	Central Support-Admin Costs	Telephone & Postage
15/01/2021	Ditch The Slippers	1577.67	0	1577.67	1577.67	DONATION	Communication and Events	Fireworks
15/01/2021	1414 CROWBOROUGHRAF SQD	1577.67	0	1577.67	1577.67	DONATION	Communication and Events	Fireworks
15/01/2021		60	0	60	60	replacement washing line	Environmental Projects	The Ghyll
18/01/2021	O2	31.89	6.38	38.27	31.89	january costs	Central Support-Admin Costs	Telephone & Postage
18/01/2021	BRITISH GAS TRADING LTD	1793.66	358.73	2152.39	1793.66	01/12-31/12	Pine Grove-Revenue Costs	Electricity
18/01/2021	Festive Decorations Limited	10550	2110	12660	10550	XMAS LIGHTING 20/21	Communication and Events	Christmas Lights
20/01/2021	British Gas	131.23	6.56	137.79	131.23	01/12-31/12	Wolfe Recreation Ground	Pavilion/bar/changing
20/01/2021	SCOTTISH WATER BUSINESS STREAM 2864138	403.2	0	403.2	403.2	06/10/20-04/01/21	Goldsmiths Recreation Ground	Water and Sewerage
20/01/2021	CONTRACT NATURAL GAS LTD	1380.23	276.04	1656.27	1380.23	dec costs	Pine Grove-Revenue Costs	Gas
22/01/2021	Be Fuelcards Ltd	36.36	7.27	43.63	36.36	fuel 1201	Grounds Maintenance	Fuel and Oils
25/01/2021	EDF Energy Customers plc	369.98	18.5	388.48	369.98	01/10/20-31/12/20	Highway Facilities	CCTV
25/01/2021	SCOTTISH WATER BUSISTREAM LTD 2772624	170.69	0	170.69	170.69	08/12-08/01	Wolfe Recreation Ground	Water and Sewerage
25/01/2021	ECL Telecom	178.65	35.73	214.38	178.65	call charges to 18/12	Central Support-Admin Costs	Telephone & Postage
26/01/2021	BRITISH GAS TRADING LTD 603141165	37.28	1.86	39.14	37.28	02/12-01/01	Whitehill Centre	Electricity
26/01/2021	BRITISH GAS TRADING LTD 603141166	0.62	0.03	0.65	0.62	02/12-01/01	Other Areas and Open Spaces	Electricity
26/01/2021	BRITISH GAS TRADING LTD 603141167	6.5	0.32	6.82	6.5	02/12-01/01	Cemetery	Electricity
26/01/2021	BRITISH GAS TRADING LTD 603141168	0.77	0.03	0.8	0.77	02/12-01/01	Other Areas and Open Spaces	Electricity
26/01/2021	BRITISH GAS TRADING LTD 603141169	69.46	3.47	72.93	69.46	02/12-01/01	Goldsmiths Recreation Ground	Toilet/Kiosk
27/01/2021	Stamps	20.52	0	20.52	20.52	Stamps	Central Support-Admin Costs	Telephone & Postage

27/01/2021	CLARES OFFICE SUPPLIES LTD	79.9	15.98	95.88	79.9	vinyl gloves	Personnel	H & S /PPE
27/01/2021	Focus Group	47.97	9.59	57.56	47.97	costs for february	Wolfe Recreation Ground	Telephone & Postage
27/01/2021	British Gas	33.74	1.68	35.42	33.74	01/01-07/01	Wolfe Recreation Ground	Pavilion/bar/changing
27/01/2021	AMAZON PAYMENTS UK LIMITED	16.58	3.32	19.9	16.58	vehicle clean equip	Grounds Maintenance	Vehicle Costs
27/01/2021	AMAZON PAYMENTS UK LIMITED	24.69	4.93	29.62	24.69	vehicle clean equip	Grounds Maintenance	Vehicle Costs
27/01/2021	AMAZON PAYMENTS UK LIMITED	17.44	0	17.44	17.44	car sponge x2	Grounds Maintenance	Vehicle Costs
27/01/2021	ECOLOGY CONSULTANCY LTD	655	131	786	655	badger survey owlsbury	Allotments	Allotment Upkeep
27/01/2021	Costain Ltd - ESCC	1226.89	245.38	1472.27	1226.89	test life expir. steel col 924	Highway Facilities	Street Lighting
27/01/2021	Mid Sussex Timber Co Ltd	34.13	6.83	40.96	34.13	bolts,washers and screws	Highway Facilities	Seats
27/01/2021	AMAZON PAYMENTS UK LIMITED	200.74	40.18	240.92	200.74	weed membrane for Owlsbury	Allotments	Allotment Upkeep
27/01/2021	Aquarius Solutions	281.2	56.24	337.44	281.2	5lt prosan	Pine Grove-Revenue Costs	Health & Safety
27/01/2021	COASTAL DRAINS LTD	90	18	108	90	front build high jet wash drai	Pine Grove-Revenue Costs	Buildings Maintenance
27/01/2021	The Divine Water Company Limited	93	18.6	111.6	93	annual rental and sanitisation	Communication and Events	Hospitality/Civic Functions
27/01/2021	WEALD COMPUTER MAINTENANCE LTD	437.4	87.48	524.88	437.4	month maintenance costs	Central Support-Admin Costs	IT Support
27/01/2021	Kent County Council	83.3	16.66	99.96	83.3	folders & dividers 4 w/yard	Central Support-Admin Costs	Stationery and Printing
27/01/2021	REACH PUBLISHING SERVICES LIMITED	150	30	180	150	ranger advert	Personnel	Recruitment
27/01/2021	Countryside Jobs Service	125	25	150	125	ranger advert	Personnel	Recruitment
27/01/2021	A F METAL FABRICATION LTD	2250	450	2700	2250	remainder of invoice for frame	Communication and Events	Christmas Fair
27/01/2021	GW SHELTER SOLUTIONS LTD	490.38	98.08	588.46	490.38	crowborough hill repairs	Highway Facilities	Bus Shelters
27/01/2021	GW SHELTER SOLUTIONS LTD	217.43	43.49	260.92	217.43	Piazza bus shelter repairs	Highway Facilities	Bus Shelters
27/01/2021	GW SHELTER SOLUTIONS LTD	318.43	63.69	382.12	318.43	steel cross/green lane shelter	Highway Facilities	Bus Shelters
29/01/2021	GRAPHIC DESIGN SUPPLIES	107.26	21.45	128.71	107.26	SATIN PAPER COVID SIGNS	Pine Grove-Revenue Costs	Health & Safety
29/01/2021	Mid Sussex Timber Co Ltd	101.2	20.24	121.44	101.2	FULL ROUND POLE OWLSBURY	Allotments	Allotment Upkeep
29/01/2021	EAST SUSSEX PENSION FUND	6299.19	0	6299.19	6299.19	JANUARY COSTS		Superannuation Due
29/01/2021	HENCHMAN LTD	479.17	95.83	575	479.17	HI STEP MAXI PLATFORM	Grounds Maintenance	Contingency
29/01/2021	H M Revenue and Customs	6103.66	0	6103.66	6103.66	JANUARY COSTS		PAYE & NI Due
29/01/2021	BIFFA WASTE SERVICES LTD	60	12	72	60	mixed and dry 2612-2201	Wolfe Recreation Ground	Refuse & Hygiene
29/01/2021	BIFFA WASTE SERVICES LTD	262.4	52.48	314.88	262.4	general waste 2612-2201	Wolfe Recreation Ground	Refuse & Hygiene
29/01/2021	BIFFA WASTE SERVICES LTD	111.84	22.37	134.21	111.84	general waste 2612-2201	Cemetery	Grounds Maintenance
29/01/2021	BIFFA WASTE SERVICES LTD	142.88	28.58	171.46	142.88	GENERAL MIXED 31/12-22/01	Pine Grove-Revenue Costs	Refuse & Hygiene
29/01/2021	Zurich Municipal	601.53	100.73	702.26	87.4	YLL2720124613	Central Support-Admin Costs	Insurance
29/01/2021	Zurich Municipal				10.49	ipt	Central Support-Admin Costs	Insurance
29/01/2021	Zurich Municipal				251.82	INSPECTION CONTRACT	Pine Grove-Revenue Costs	Buildings Maintenance
29/01/2021	Zurich Municipal				251.82	INSPECTION CONTRACT	Grounds Maintenance	Equipment Maintenance
29/01/2021	Be Fuelcards Ltd	134.65	26.93	161.58	134.65	fuel 20/01 & 21/01	Grounds Maintenance	Fuel and Oils
29/01/2021	AMAZON PAYMENTS UK LIMITED	18.32	3.66	21.98	18.32	hp adaptor wfh	Central Support-Admin Costs	Equipment
29/01/2021	Coppard Plant Hire Ltd	56.16	11.23	67.39	56.16	CROWD PANELS	Communication and Events	Equipment
29/01/2021	Checkpoint Electrical	100	0	100	80	FIRE TEST	Whitehill Centre	Security, Fire & Alarms
29/01/2021	Checkpoint Electrical				20	LIGHT TEST	Whitehill Centre	Security, Fire & Alarms
29/01/2021	Checkpoint Electrical	20	0	20	20	LIGHT TEST	Goldsmiths Recreation Ground	Security, Fire & Alarms
29/01/2021	Checkpoint Electrical	100	0	100	80	FIRE TEST	Pine Grove-Revenue Costs	Security, Fire & Alarms
29/01/2021	Checkpoint Electrical				20	LIGHT TEST	Pine Grove-Revenue Costs	Security, Fire & Alarms
29/01/2021	Checkpoint Electrical	20	0	20	20	LIGHT TEST	Wolfe Recreation Ground	Security, Fire & Alarms
29/01/2021	Mr S Butler	60	0	60	60	ADVERT FOR RANGER	Personnel	Recruitment
29/01/2021	Kompan Ltd	595	119	714	595	QTR INSPECTS ALL PARKS	Earmarked SRC	Play Equipment
29/01/2021	Stamps	12.75	0	12.75	12.75	Stamps	Central Support-Admin Costs	Telephone & Postage
01/02/2021	EIGHT COMMS GROUP LIMITED	20.83	4.17	25	20.83	wolfe contract	Wolfe Recreation Ground	CCTV
03/02/2021	BRITISH GAS	213.5	42.7	256.2	213.5	01/12-31/12 elec	Wolfe Recreation Ground	Pavilion/bar/changing
03/02/2021	BRITISH GAS	251.53	50.3	301.83	251.53	01/11-30/11 elec	Wolfe Recreation Ground	Pavilion/bar/changing
03/02/2021	BRITISH GAS	302.31	60.46	362.77	302.31	05/10-31/10 elec	Wolfe Recreation Ground	Pavilion/bar/changing
05/02/2021	Mid Sussex Timber Co Ltd	72.84	14.57	87.41	72.84	CARCASSING BOLTS	Highway Facilities	Seats

05/02/2021	Travis Perkins Trading Co Ltd	25.92	5.18	31.1	25.92	COMBI LOCK,SCREWDRIVER	Goldsmiths Recreation Ground	Children's Play Areas
05/02/2021	SARSEN HEALTH LTD	245	0	245	245	ohreview 22/01 &gp report	Corporate Management	Legal & Professional Fees
05/02/2021	Crestala Fencing & Construction Co Ltd	71.15	14.23	85.38	71.15	STRAIGHT EDGE PANEL	Cemetery	Grounds Maintenance
05/02/2021	AMAZON PAYMENTS UK LIMITED	17.48	3.5	20.98	17.48	ink for wfh cm	Central Support-Admin Costs	Stationery and Printing
05/02/2021	AMAZON PAYMENTS UK LIMITED	48.24	9.64	57.88	48.24	ink for wfh zra	Central Support-Admin Costs	Stationery and Printing
05/02/2021	AMSTECH Asbestos Removal Ltd	400	80	480	400	wolfe asbestos	Wolfe Recreation Ground	Pavilion/bar/changing
05/02/2021	Mid Sussex Timber Co Ltd	33.26	6.65	39.91	33.26	CARCASSING AND PANEL	Whitehill Centre	Buildings Maintenance
05/02/2021	Be Fuelcards Ltd	43.21	8.64	51.85	43.21	fuel 260121	Grounds Maintenance	Fuel and Oils
05/02/2021	Coppard Plant Hire Ltd	234	46.8	280.8	234	SECURITY FENCEING PALESGATE	Limekiln Recreation Ground	Grounds Maintenance
05/02/2021	Coppard Plant Hire Ltd	12.48	2.5	14.98	12.48	SECURITY FENCE & CLIPS R TRACK	Goldsmiths Recreation Ground	Children's Play Areas
05/02/2021	Rialtas Business Solutions Ltd	290	58	348	290	CEMETERY SOFTWARE SUPPORT	Cemetery	IT Support
10/02/2021	BUSINESS STREAM GOLDSMITH GROUND	18.14	0	18.14	18.14	29/12-26/01	Goldsmiths Recreation Ground	Water and Sewerage
11/02/2021	BUSINESS STREAM PILMER RD	89.33	0	89.33	89.33	29/12-27/01 pilmer	Allotments	Water and Sewerage
11/02/2021	BUSINESS STREAM OWLSBURY	110.23	0	110.23	110.23	29/12-27/01 owlsbury	Allotments	Water and Sewerage
11/02/2021	BUSINESS STREAM	231.33	0	231.33	231.33	29/12-27/01	Alderbrook Playing Fields	Water and Sewerage
11/02/2021	BUSINESS STREAM	11.08	0	11.08	11.08	29/12-27/01	Whitehill Centre	Water and Sewerage
12/02/2021	TRADE UK	124.99	25	149.99	124.99	wet/dry vacuum	Grounds Maintenance	Equipment
12/02/2021	Bibby Factors (Bishops Services Limited)	502.66	100.53	603.19	502.66	cleaning of library jan	Pine Grove-Revenue Costs	Caretaking/ Cleaning
12/02/2021	Bibby Factors (Bishops Services Limited)	646.8	129.36	776.16	431.2	cleaning january	Pine Grove-Revenue Costs	Caretaking/ Cleaning
12/02/2021	Bibby Factors (Bishops Services Limited)				215.6	cleaning january	Goldsmiths Recreation Ground	Toilet/Kiosk
12/02/2021	KCS Professional Services	518.93	103.79	622.72	280.67	RENTAL	Central Support-Admin Costs	Equipment rental/Lease
12/02/2021	KCS Professional Services				147.65	RENTAL 01/01-31/03	Central Support-Admin Costs	Equipment rental/Lease
12/02/2021	KCS Professional Services				6.59	MONO 01/10/20-31/12/20	Central Support-Admin Costs	Stationery and Printing
12/02/2021	KCS Professional Services				83.86	COLOUR 01/10/20-31/12/20	Central Support-Admin Costs	Stationery and Printing
12/02/2021	KCS Professional Services				0.11	MONO 01/10-31/12/20	Central Support-Admin Costs	Stationery and Printing
12/02/2021	KCS Professional Services				0.05	COLOUR 01/10-31/12/20	Central Support-Admin Costs	Stationery and Printing
12/02/2021	BUSINESS STREAM 3003795	8.8	0	8.8	8.8	30/12-28/01	Other Areas and Open Spaces	Chapel Green
12/02/2021	BUSINESS STREAM WOLFE REC	62.73	0	62.73	62.73	29/12-28/01	Wolfe Recreation Ground	Water and Sewerage
12/02/2021	SCOTTISH WATER BUSINESS STREAM 2762755	267.17	0	267.17	267.17	29/12-28/01	Pine Grove-Revenue Costs	Water and Sewerage
12/02/2021	FOREST ROW PARISH COUNCIL	780	156	936	780	shifts for january	Personnel	Contracted/ Temp Staff
12/02/2021	PRESS2TALK LTD	195	39	234	195	8 x monthly subs	Grounds Maintenance	Telephone & Postage
12/02/2021	SOUTHERN COUNTIES LIFT SERVICES LTD	60	12	72	60	quarterley service of lift	Pine Grove-Revenue Costs	Buildings Maintenance
12/02/2021	Kennedy Bros	354	70.8	424.8	354	gu66gzz 4 tyres	Grounds Maintenance	Vehicle Costs
12/02/2021	VICKI PUGH LIMITED TA 3 SAFETY	2000	400	2400	117.65	pg c/park	Pine Grove-Revenue Costs	Health & Safety
12/02/2021	VICKI PUGH LIMITED TA 3 SAFETY				117.65	goldsmiths rec	Goldsmiths Recreation Ground	Grounds Maintenance
12/02/2021	VICKI PUGH LIMITED TA 3 SAFETY				117.65	wolfe rec	Wolfe Recreation Ground	Grounds Maintenance
12/02/2021	VICKI PUGH LIMITED TA 3 SAFETY				117.65	silver jubilee	Silver Jubilee Recreation Gnd	Grounds Maintenance
12/02/2021	VICKI PUGH LIMITED TA 3 SAFETY				117.65	alderbrook play fld	Alderbrook Playing Fields	Grounds Maintenance
12/02/2021	VICKI PUGH LIMITED TA 3 SAFETY				117.65	jarvis brook rec	Jarvis Brook Recreation Ground	Grounds Maintenance
12/02/2021	VICKI PUGH LIMITED TA 3 SAFETY				117.65	lime kiln	Limekiln Recreation Ground	Grounds Maintenance
12/02/2021	VICKI PUGH LIMITED TA 3 SAFETY				117.65	country park	Other Areas and Open Spaces	Grounds Maintenance
12/02/2021	VICKI PUGH LIMITED TA 3 SAFETY				117.65	the ghyll	Other Areas and Open Spaces	Grounds Maintenance
12/02/2021	VICKI PUGH LIMITED TA 3 SAFETY				117.65	pocket park	Other Areas and Open Spaces	Grounds Maintenance
12/02/2021	VICKI PUGH LIMITED TA 3 SAFETY				117.6	summersails	Cemetery	Grounds Maintenance
12/02/2021	VICKI PUGH LIMITED TA 3 SAFETY				117.65	adams field	Other Areas and Open Spaces	Adams Field
12/02/2021	VICKI PUGH LIMITED TA 3 SAFETY				117.65	MOD pitch	Other Areas and Open Spaces	M O D Park
12/02/2021	VICKI PUGH LIMITED TA 3 SAFETY				117.65	chapel gr/canada gr	Other Areas and Open Spaces	Chapel Green
12/02/2021	VICKI PUGH LIMITED TA 3 SAFETY				117.65	owlsbury	Allotments	Allotment Upkeep
12/02/2021	VICKI PUGH LIMITED TA 3 SAFETY				117.65	herne	Allotments	Allotment Upkeep
12/02/2021	VICKI PUGH LIMITED TA 3 SAFETY				117.65	pilmer	Allotments	Allotment Upkeep
12/02/2021	IAC AUDIT & CONSULTANCY LTD	385	77	462	385	interim audit 20-21	Corporate Management	Audit Fees

12/02/2021	PWC	270	0	270	270	cleaning 030221	Pine Grove-Revenue Costs	Caretaking/ Cleaning
12/02/2021	THOMSON SNELL & PASSMORE LLP	1110	222	1332	1110	advice re pg centre ltd	Corporate Management	Legal & Professional Fees
12/02/2021	VICKI PUGH LIMITED TA 3 SAFETY	400	80	480	400	h&S policy development	Personnel	H & S /PPE
12/02/2021	Checkpoint Electrical	203	40.6	243.6	20	whitehill light	Whitehill Centre	Buildings Maintenance
12/02/2021	Checkpoint Electrical				183	wolfe lights	Wolfe Recreation Ground	Pavilion/bar/changing
12/02/2021	AMAZON PAYMENTS UK LIMITED	119.66	23.93	143.59	119.66	battery charger	Grounds Maintenance	Vehicle Costs
12/02/2021	BURDEN BROS AGRI LTD	441.66	88.35	530.01	441.66	service john deere	Grounds Maintenance	Vehicle Costs
12/02/2021	MRS G RICKABY	31	0	31	31	refund of allotment	Allotments	Income-Allotments
12/02/2021	Be Fuelcards Ltd	72.76	14.55	87.31	72.76	fuel 31/01&0502	Grounds Maintenance	Fuel and Oils
12/02/2021	BRITISH TELECOMMUNICATIONS PLC	118.8	23.76	142.56	118.8	M00601/BRITISH TELECOMMUNICATI	Central Support-Admin Costs	Telephone & Postage
12/02/2021	Simon Young	360	0	360	360	windblown tree ghyll/coun park	Environmental Projects	Tree Works
12/02/2021	Simon Young	2825	0	2825	1412.5	ash tree survey	Environmental Projects	Tree Works
12/02/2021	Simon Young				1412.5	ash tree survey	Grounds Maintenance	Contingency
12/02/2021	British Gas	15.95	0.79	16.74	15.95	08/01-05/02	Wolfe Recreation Ground	Pavilion/bar/changing
12/02/2021	UK POWER NETWORKS	1228	245.6	1473.6	607	disconnection	Goldsmiths Recreation Ground	Children's Play Areas
12/02/2021	UK POWER NETWORKS				621	reconnection	Goldsmiths Recreation Ground	Children's Play Areas
12/02/2021	British Gas	3.6	0.18	3.78	3.6	01/01-07/01 revised gas	Wolfe Recreation Ground	Pavilion/bar/changing
12/02/2021	British Gas	16.36	0.81	17.17	16.36	01/12-31/12 revised gas	Wolfe Recreation Ground	Pavilion/bar/changing
12/02/2021	British Gas	14.81	0.74	15.55	14.81	01/11-30/11 revised gas	Wolfe Recreation Ground	Pavilion/bar/changing
12/02/2021	British Gas	14.43	0.72	15.15	14.43	01/10-31/10 revised gas	Wolfe Recreation Ground	Pavilion/bar/changing
12/02/2021	MR V FELTON	30	0	30	30	refund of allotment	Allotments	Income-Allotments
12/02/2021	Good Energy Ltd	509.42	25.48	534.9	509.42	01/10-12/02 costs gas	Whitehill Centre	Gas
12/02/2021	Good Energy Ltd	329.32	16.47	345.79	329.32	01/10-12/02 gas	Goldsmiths Recreation Ground	Changing Rooms
15/02/2021	DRIVER & VEHICLE LICENSING AGENCY	267.5	0	267.5	265	TAX FOR GP69DLK	Grounds Maintenance	Vehicle Costs
15/02/2021	DRIVER & VEHICLE LICENSING AGENCY				2.5	use of card	Grounds Maintenance	Vehicle Costs
17/02/2021	O2	31.89	6.38	38.27	31.89	costs for february	Central Support-Admin Costs	Telephone & Postage
17/02/2021	BRITISH GAS TRADING LTD	2033.87	406.77	2440.64	2033.87		01/01/3101 Pine Grove-Revenue Costs	Electricity
19/02/2021	Core Surveys Ltd	250	50	300	250	28/01air monitoring	Wolfe Recreation Ground	Pavilion/bar/changing
19/02/2021	Travis Perkins Trading Co Ltd	192.5	38.5	231	38.5	rocksalt various places	Pine Grove-Revenue Costs	Grounds Maintenance
19/02/2021	Travis Perkins Trading Co Ltd				38.5	rocksalt various places	Wolfe Recreation Ground	Grounds Maintenance
19/02/2021	Travis Perkins Trading Co Ltd				38.5	rocksalt various places	Goldsmiths Recreation Ground	Grounds Maintenance
19/02/2021	Travis Perkins Trading Co Ltd				38.5	rocksalt various places	Jarvis Brook Recreation Ground	Grounds Maintenance
19/02/2021	Travis Perkins Trading Co Ltd				38.5	rocksalt various places	Other Areas and Open Spaces	Adams Field
19/02/2021	Compatibility Limited	49	9.8	58.8	49	21/02-20/03 broadband	Central Support-Admin Costs	Telephone & Postage
19/02/2021	Southpoint Electrical Ltd	8.32	1.67	9.99	8.32	batteries	Grounds Maintenance	Workshops/yard/chemical store
19/02/2021	Rialtas Business Solutions Ltd	185	37	222	185	cemetery training 030221	Personnel	Office Staff Training
19/02/2021	REACH PUBLISHING SERVICES LIMITED	150	30	180	150	advert 4 headground	Personnel	Recruitment
19/02/2021	WEALD COMPUTER MAINTENANCE LTD	437.4	87.48	524.88	437.4	maintenance 23/03-23/04	Central Support-Admin Costs	IT Support
19/02/2021	KPS Contractors Ltd	968.71	193.74	1162.45	968.71	burials for january	Cemetery	Burials
22/02/2021	VIRGIN MEDIA BUSINESS LTD	34	6.8	40.8	34	costs for february	Central Support-Admin Costs	Telephone & Postage
22/02/2021	ADVO PAYROLL SERVICES	57.15	11.43	68.58	57.15	jan costs	Corporate Management	Accounting Support
22/02/2021	BRITISH GAS	264.3	52.86	317.16	264.3	01/01-31/01 electric	Wolfe Recreation Ground	Pavilion/bar/changing
22/02/2021	CONTRACT NATURAL GAS LTD	1690.67	338.13	2028.8	1690.67	january costs	Pine Grove-Revenue Costs	Gas
23/02/2021	SCOTTISH WATER BUSISTREAM LTD 2772624	170.69	0	170.69	170.69	08/01-08/02	Wolfe Recreation Ground	Water and Sewerage
24/02/2021	Focus Group	47.97	9.59	57.56	47.97	costs for march	Wolfe Recreation Ground	Telephone & Postage
24/02/2021	ECL Telecom	178.72	35.74	214.46	178.72	call charges	Central Support-Admin Costs	Telephone & Postage
26/02/2021	BRITISH GAS TRADING LTD 603141165	42.54	2.12	44.66	42.54	02/01-01/02	Whitehill Centre	Electricity
26/02/2021	BRITISH GAS TRADING LTD 603141166	0.77	0.03	0.8	0.77	02/01-01/02	Other Areas and Open Spaces	Electricity
26/02/2021	BRITISH GAS TRADING LTD 603141167	7.43	0.37	7.8	7.43	02/01-01/02	Cemetery	Electricity
26/02/2021	BRITISH GAS TRADING LTD 603141168	0.77	0.03	0.8	0.77	02/01-01/02	Other Areas and Open Spaces	Electricity
26/02/2021	BRITISH GAS TRADING LTD 603141169	79.21	3.96	83.17	79.21	02/01-01/02	Goldsmiths Recreation Ground	Toilet/Kiosk



01/03/2021	EIGHT COMMS GROUP LIMITED	20.83	4.17	25	20.83	maintenance contract	Wolfe Recreation Ground	CCTV
01/03/2021	HELPFUL HR LTD	200	0	200	200	feb s/o taken march	Personnel	HR Support
04/03/2021	Cutting of Keys	27.5	0	27.5	27.5	Cutting of keys	Grounds Maintenance	Workshops/yard/chemical store
05/03/2021	Stamps	10.2	0	10.2	10.2	Stamps	Central Support-Admin Costs	Telephone & Postage
05/03/2021	EBAY	1521.44	304.29	1825.73	1521.44	sale fees	Grounds Maintenance	Income-Sale of Assets
05/03/2021	Be Fuelcards Ltd	100.17	20.03	120.2	100.17	fuel 21/02 & 25/02	Grounds Maintenance	Fuel and Oils
11/03/2021	Haulaway Ltd	255	51	306	255	wolfe rec waste	Grounds Maintenance	Workshops/yard/chemical store
11/03/2021	GOOD ENERGY LTD	509.42	25.48	534.9	509.42	01/10-12/02	Whitehill Centre	Gas
11/03/2021	GOOD ENERGY LTD	329.32	16.47	345.79	329.32	01/10-12/02	Goldsmiths Recreation Ground	Changing Rooms
11/03/2021	AMAZON PAYMENTS UK LIMITED	149.99	30	179.99	149.99	pond pump	Grounds Maintenance	Equipment
11/03/2021	EAST SUSSEX PENSION FUND	6082.69	0	6082.69	6082.69	feb costs		Superannuation Due
11/03/2021	H M Revenue and Customs	6214.71	0	6214.71	6214.71	feb costs		PAYE & NI Due
11/03/2021	BIFFA WASTE SERVICES LTD	20.5	4.1	24.6	20.5	temp susp. 23/01-1902	Pine Grove-Revenue Costs	Refuse & Hygiene
11/03/2021	BIFFA WASTE SERVICES LTD	60	12	72	60	23/01-19/02	Wolfe Recreation Ground	Refuse & Hygiene
11/03/2021	BIFFA WASTE SERVICES LTD	262.4	52.48	314.88	262.4	23/01-19/02	Wolfe Recreation Ground	Refuse & Hygiene
11/03/2021	BIFFA WASTE SERVICES LTD	111.84	22.37	134.21	111.84	23/01-19/02	Cemetery	Grounds Maintenance
11/03/2021	Bibby Factors (Bishops Services Limited)	502.66	100.53	603.19	502.66	ete/4500440744a clean feb 21	Pine Grove-Revenue Costs	Caretaking/ Cleaning
11/03/2021	Bibby Factors (Bishops Services Limited)	646.8	129.36	776.16	431.2	clean for feb	Pine Grove-Revenue Costs	Caretaking/ Cleaning
11/03/2021	Bibby Factors (Bishops Services Limited)				215.6	clean for feb	Goldsmiths Recreation Ground	Toilet/Kiosk
11/03/2021	Checkpoint Electrical	20	4	24	20	emergency light test	Goldsmiths Recreation Ground	Security, Fire & Alarms
11/03/2021	Checkpoint Electrical	20	4	24	20	emergency light test	Wolfe Recreation Ground	Security, Fire & Alarms
11/03/2021	TIMBER & CONCRETE FENCING SUPPLIES	918	0	918	918	heras fencing	Other Areas and Open Spaces	Palesgate Lane Land
11/03/2021	Checkpoint Electrical	100	20	120	100	fire test for feb	Pine Grove-Revenue Costs	Security, Fire & Alarms
11/03/2021	Checkpoint Electrical	100	20	120	100	fire alarm test	Whitehill Centre	Security, Fire & Alarms
11/03/2021	Mr S Butler	180	0	180	180	advert	Personnel	Recruitment
11/03/2021	Memorial Benches UK	483.29	96.66	579.95	483.29	adam field bench	Other Areas and Open Spaces	Adams Field
12/03/2021	Mid Sussex Timber Co Ltd	55.62	11.12	66.74	55.62	bolts, postfix	Goldsmiths Recreation Ground	Children's Play Areas
12/03/2021	TRADE UK	185.44	37.08	222.52	185.44	de icer, rivets, bolts,washers	Grounds Maintenance	Vehicle Costs
12/03/2021	TRADE UK	89.87	17.98	107.85	89.87	tape measure,gloves,saw,drill	Grounds Maintenance	Equipment
12/03/2021	COASTAL DRAINS LTD	90	18	108	90	unblock manhole	Pine Grove-Revenue Costs	Buildings Maintenance
12/03/2021	TRADE UK	137.4	27.45	164.85	137.4	compressor,airhose,male adapto	Grounds Maintenance	Workshops/yard/chemical store
12/03/2021	S Taylor	134.33	26.87	161.2	60.08	shingle	Other Areas and Open Spaces	Chapel Green
12/03/2021	S Taylor				74.25	soil	Cemetery	Health & Safety
12/03/2021	Checkpoint Electrical	116.07	23.21	139.28	116.07	wolfe rec compressor	Grounds Maintenance	Workshops/yard/chemical store
12/03/2021	BUSINESS STREAM PILMER RD	7.59	0	7.59	7.59	27/01-25/02 pilmer	Allotments	Water and Sewerage
12/03/2021	BUSINESS STREAM GOLDSMITH GROUND	5.18	0	5.18	5.18	26/01-25/02	Goldsmiths Recreation Ground	Water and Sewerage
12/03/2021	BUSINESS STREAM OWLSBURY	7.59	0	7.59	7.59	27/01-25/02 owlsbury	Allotments	Water and Sewerage
12/03/2021	BUSINESS STREAM 3003795	8.63	0	8.63	8.63	28/01-25/02	Other Areas and Open Spaces	Chapel Green
12/03/2021	BUSINESS STREAM WOLFE REC	58.92	0	58.92	58.92	28/01-25/02	Wolfe Recreation Ground	Water and Sewerage
12/03/2021	BUSINESS STREAM	71.62	0	71.62	71.62	27/01-25/02	Alderbrook Playing Fields	Water and Sewerage
12/03/2021	SCOTTISH WATER BUSINESS STREAM 2762755	318.65	0	318.65	318.65	28/01-25/02	Pine Grove-Revenue Costs	Water and Sewerage
12/03/2021	BUSINESS STREAM	7.08	0	7.08	7.08	27/01-25/02	Whitehill Centre	Water and Sewerage
12/03/2021	Kompan Ltd	750	150	900	750	chain,shackle,nuts, screws wol	Grounds Maintenance	Children's Play Areas
12/03/2021	Coppard Plant Hire Ltd	31.2	6.24	37.44	31.2	security fencing	Goldsmiths Recreation Ground	Children's Play Areas
12/03/2021	Coppard Plant Hire Ltd	234	46.8	280.8	234	security fencing	Limekiln Recreation Ground	Grounds Maintenance
12/03/2021	FOREST ROW PARISH COUNCIL	660	132	792	660	febs shifts	Personnel	Contracted/ Temp Staff
12/03/2021	KPS Contractors Ltd	2193.91	438.78	2632.69	2193.91	burials for february	Cemetery	Burials
12/03/2021	PRESS2TALK LTD	195	39	234	195	monthly hire	Grounds Maintenance	Telephone & Postage
12/03/2021	AMSTECH Asbestos Removal Ltd	2718	543.6	3261.6	2718	dispose of cladding lime kiln	Grounds Maintenance	Contingency
12/03/2021	BLACKHAWK SECURITY LTD	120	24	144	120	call out to power down and up	Grounds Maintenance	Workshops/yard/chemical store
12/03/2021	Checkpoint Electrical	2200	440	2640	2200	rolec ev charge unit	Earmarked SRC	Goldsmiths band banding/Pitch

12/03/2021	PWC	270	0	270	270	cleaning of 030321	Pine Grove-Revenue Costs	Caretaking/ Cleaning
12/03/2021	Compatibility Limited	49	9.8	58.8	49	21/03-20/04 broad band	Central Support-Admin Costs	Telephone & Postage
12/03/2021	Be Fuelcards Ltd	32.18	6.44	38.62	32.18	fuel28/02 and 0303	Grounds Maintenance	Fuel and Oils
12/03/2021	BRITISH TELECOMMUNICATIONS PLC	118.8	23.76	142.56	118.8	calls, line	Central Support-Admin Costs	Telephone & Postage
12/03/2021	Core Surveys Ltd	250	50	300	250	aire monitor wolfe pav	Wolfe Recreation Ground	Pavilion/bar/changing
12/03/2021	Core Surveys Ltd	500	100	600	500	air monitor lime kiln	Other Areas and Open Spaces	Palesgate Lane Land
12/03/2021	GARFITS INTERNATIONAL LTD	348.16	69.63	417.79	348.16	sisis slitter	Grounds Maintenance	Contingency
15/03/2021	BRITISH GAS - ELEC 603280877	43.86	2.19	46.05	43.86	23/12-26/01	Goldsmiths Recreation Ground	Changing Rooms
15/03/2021	BRITISH GAS - ELEC 603280877	33.53	1.67	35.2	33.53	27/01-26/02	Goldsmiths Recreation Ground	Changing Rooms
17/03/2021	O2	31.89	6.38	38.27	31.89	charges for march	Central Support-Admin Costs	Telephone & Postage
17/03/2021	BRITISH GAS TRADING LTD	1856.57	371.32	2227.89	1856.57	01/02-28/02	Pine Grove-Revenue Costs	Electricity
17/03/2021	BRITISH GAS	276.19	55.23	331.42	276.19		Wolfe Recreation Ground	Pavilion/bar/changing
19/03/2021	Be Fuelcards Ltd	27.08	5.42	32.5	27.08	080321 fuel	Grounds Maintenance	Fuel and Oils
22/03/2021	VIRGIN MEDIA BUSINESS LTD	34	6.8	40.8	34	march costs	Central Support-Admin Costs	Telephone & Postage
22/03/2021	ADVO PAYROLL SERVICES	51.6	10.32	61.92	51.6	febs costs	Corporate Management	Accounting Support
22/03/2021	S Taylor	374.29	74.86	449.15	30.04	TYPE 1 1M3	Wolfe Recreation Ground	Grounds Maintenance
22/03/2021	S Taylor				54	SALT	Pine Grove-Revenue Costs	Grounds Maintenance
22/03/2021	S Taylor				54	SALT	Wolfe Recreation Ground	Grounds Maintenance
22/03/2021	S Taylor				54	SALT	Goldsmiths Recreation Ground	Grounds Maintenance
22/03/2021	S Taylor				54	SALT	Jarvis Brook Recreation Ground	Grounds Maintenance
22/03/2021	S Taylor				74.25	SOIL	Cemetery	Health & Safety
22/03/2021	S Taylor				54	SALT	Other Areas and Open Spaces	Adams Field
22/03/2021	CONTRACT NATURAL GAS LTD	1627.92	325.59	1953.51	1627.92	febs costs	Pine Grove-Revenue Costs	Gas
23/03/2021	SCOTTISH WATER BUSISTREAM LTD 2772624	169.25	0	169.25	169.25	08/02-08/03	Wolfe Recreation Ground	Water and Sewerage
24/03/2021	ECL Telecom	178.49	35.7	214.19	178.49	april charges	Central Support-Admin Costs	Telephone & Postage
24/03/2021	EDF Energy Customers plc	199.79	9.99	209.78	199.79	20/11-01/01	Communication and Events	Christmas Lights
25/03/2021	Focus Group	47.97	9.59	57.56	47.97	costs for april	Wolfe Recreation Ground	Telephone & Postage
26/03/2021	BURDEN BROS AGRI LTD	617.18	123.42	740.6	617.18	service j d tractor	Grounds Maintenance	Vehicle Costs
26/03/2021	BURDEN BROS AGRI LTD	360.5	72.1	432.6	360.5	breakdown, drain and clean	Grounds Maintenance	Vehicle Costs
26/03/2021	UK PLUMBING SUPPLIES LTD	29.68	5.94	35.62	29.68	tap for pilmer	Allotments	Allotment Upkeep
26/03/2021	UK PLUMBING SUPPLIES LTD	8.23	1.65	9.88	8.23	herne tap	Allotments	Allotment Upkeep
26/03/2021	Hugh Page (Sussex) Ltd	340.83	33.17	374	340.83	CHAINSAW PPE	Personnel	H & S /PPE
26/03/2021	AMSTECH Asbestos Removal Ltd	1625	325	1950	1625	wolfe asbestos removal re plas	Wolfe Recreation Ground	Pavilion/bar/changing
26/03/2021	COASTAL DRAINS LTD	90	18	108	90	blocked external sewer	Pine Grove-Revenue Costs	Buildings Maintenance
26/03/2021	BRITISH GAS TRADING LTD 603141165	36.82	1.84	38.66	36.82	0202-0103	Whitehill Centre	Electricity
26/03/2021	BRITISH GAS TRADING LTD 603141166	0.62	0.03	0.65	0.62	02/02-01/03	Other Areas and Open Spaces	Electricity
26/03/2021	BRITISH GAS TRADING LTD 603141167	6.5	0.32	6.82	6.5	0202-0103	Cemetery	Electricity
26/03/2021	BRITISH GAS TRADING LTD 603141168	0.62	0.03	0.65	0.62	0202-0103	Other Areas and Open Spaces	Electricity
26/03/2021	BRITISH GAS TRADING LTD 603141169	68.53	3.42	71.95	68.53	02/02-01/03	Goldsmiths Recreation Ground	Toilet/Kiosk
26/03/2021	RIUKL HYGIENE NO 1 K-00035C197-001	1969.34	393.88	2363.22	101.24	costs for 21/22 slimline	Whitehill Centre	Caretaking/ Cleaning
26/03/2021	RIUKL HYGIENE NO 1 K-00035C197-001				101.24	costs for 21/22 slimline	Wolfe Recreation Ground	Refuse & Hygiene
26/03/2021	RIUKL HYGIENE NO 1 K-00035C197-001				404.94	costs for 21/22 manual	Pine Grove-Revenue Costs	Refuse & Hygiene
26/03/2021	RIUKL HYGIENE NO 1 K-00035C197-001				635.4	costs for 21/22 pedal unit	Pine Grove-Revenue Costs	Refuse & Hygiene
26/03/2021	RIUKL HYGIENE NO 1 K-00035C197-001				625.28	costs for 21/22 manual	Goldsmiths Recreation Ground	Toilet/Kiosk
26/03/2021	RIUKL HYGIENE NO 1 K-00035C197-001				101.24	costs for 21/22 slimline	Goldsmiths Recreation Ground	Toilet/Kiosk
26/03/2021	Safetec Direct Limited	463.3	82.06	545.36	463.3	new staff clothing	Personnel	H & S /PPE
26/03/2021	British Gas	129.56	6.47	136.03	129.56	06/02-06/03	Wolfe Recreation Ground	Pavilion/bar/changing
26/03/2021	AMAZON PAYMENTS UK LIMITED	17.5	3.5	21	17.5	snake plaque	Communication and Events	Christmas Fair
26/03/2021	Safetec Direct Limited	32.99	0	32.99	32.99	WORK BOOTS	Personnel	H & S /PPE
26/03/2021	WEALD COMPUTER MAINTENANCE LTD	437.4	87.48	524.88	437.4	maintenance charge	Central Support-Admin Costs	IT Support
26/03/2021	Travis Perkins Trading Co Ltd	94.8	18.96	113.76	31.6	locks for 3 sites	Alderbrook Playing Fields	Grounds Maintenance

26/03/2021	Travis Perkins Trading Co Ltd				31.6	locks for 3 sites	Jarvis Brook Recreation Ground	Grounds Maintenance	
26/03/2021	Travis Perkins Trading Co Ltd				31.6	locks for 3 sites	Wolfe Recreation Ground	Grounds Maintenance	
26/03/2021	WEALD COMPUTER MAINTENANCE LTD	16.37	3.27	19.64	16.37	dert up for c lunny	Central Support-Admin Costs	IT Support	
26/03/2021	VIC YOUNG (SOUTH SHIELDS) LTD.	32101.15	7765.23	39866.38	25000	nissan e-nv200	Grounds Maintenance	Capital Purchases	
26/03/2021	VIC YOUNG (SOUTH SHIELDS) LTD.				7101.15	nissan e-nv200	Earmarked SRC	Equipment/Vehicle Replacement	
26/03/2021	Kennedy Bros	301.7	60.34	362.04	301.7	GX15YKW mot and service	Grounds Maintenance	Vehicle Costs	
26/03/2021	Kennedy Bros	69.17	13.83	83	69.17	gp69dlk service	Grounds Maintenance	Vehicle Costs	
26/03/2021	Hugh Page (Sussex) Ltd	154.16	30.84	185	154.16	CHAINS AND NEW BAR	Grounds Maintenance	Equipment Maintenance	
26/03/2021	Hugh Page (Sussex) Ltd	50	10	60	50	SYNTHPLUS CHAIN	Grounds Maintenance	Fuel and Oils	
26/03/2021	Mr S Butler	120	0	120	120	advert, warden h grounds	Personnel	Recruitment	
26/03/2021	Chaser Pest Control	220	0	220	120	palesgate moles set	Limekiln Recreation Ground	Grounds Maintenance	
26/03/2021	Chaser Pest Control				100	mod moles set	Other Areas and Open Spaces	M O D Park	
26/03/2021	Be Fuelcards Ltd	97.32	19.46	116.78	97.32	fuel 150321	Grounds Maintenance	Fuel and Oils	
26/03/2021	EAST SUSSEX PENSION FUND	6552.61	0	6552.61	6552.61	MARCH COSTS/EAST SUSSEX PENSI		Superannuation Due	
26/03/2021	H M Revenue and Customs	6910.6	0	6910.6	6910.6	MARCHPAY/H M Revenue and Custo		PAYE & NI Due	
26/03/2021	Safetec Direct Limited	179.68	35.94	215.62	179.68	NEW STAFF CLOTHES	Personnel	H & S /PPE	
26/03/2021	SURREY HILLS SOLICITORS	371	70	441	350	allotment shelter/personal cla	Corporate Management	Legal & Professional Fees	
26/03/2021	SURREY HILLS SOLICITORS				21	disbursement	Corporate Management	Legal & Professional Fees	
26/03/2021	MR W ISTED	22.98	4.6	27.58	22.98	FUEL REFUND	Grounds Maintenance	Fuel and Oils	
29/03/2021	Wealden District Council	1812.5	362.5	2175	1812.5	dog bins qtr 4 01/01-31/03	Highway Facilities	Dog Litter Collection	
29/03/2021	East Sussex County Council	18197.64	3639.53	21837.17	18197.64	01/04/20-31/03/21 main.	Highway Facilities	Street Lighting	
30/03/2021	EIGHT COMMS GROUP LIMITED	20.83	4.17	25	20.83	wolfe maintenance contract	Wolfe Recreation Ground	CCTV	
31/03/2021	NOTICEBOARD COMPANY	1539.15	307.83	1846.98	1539.15	OAK DOUBLE	Cemetery	Grounds Maintenance	
31/03/2021	Bibby Factors (Bishops Services Limited)	743.82	148.76	892.58	495.88	cleaning	Pine Grove-Revenue Costs	Caretaking/ Cleaning	
31/03/2021	Bibby Factors (Bishops Services Limited)				247.94	cleaning	Goldsmiths Recreation Ground	Toilet/Kiosk	
31/03/2021	Bibby Factors (Bishops Services Limited)	502.66	100.53	603.19	502.66	cleaning library	Pine Grove-Revenue Costs	Caretaking/ Cleaning	
31/03/2021	Fairs & Green (Mechanical Services) Ltd	325	65	390	325	pg boiler	Pine Grove-Revenue Costs	Buildings Maintenance	
31/03/2021	Travis Perkins Trading Co Ltd	27.48	5.49	32.97	27.48	line marking	Goldsmiths Recreation Ground	Grounds Maintenance	
31/03/2021	The Police&Crime Commissioner for Sussex	228.23	0	228.23	228.23	cctv qtr 4	Highway Facilities	CCTV	
31/03/2021	The Police&Crime Commissioner for Sussex	1593.94	0	1593.94	1593.94	cctv trans qtr4	Highway Facilities	CCTV	
31/03/2021	Fairs & Green (Mechanical Services) Ltd	90	18	108	90	toilets goldsmiths	Goldsmiths Recreation Ground	Toilet/Kiosk	
31/03/2021	Fairs & Green (Mechanical Services) Ltd	130	26	156	130	pilmer leak	Allotments	Allotment Upkeep	
31/03/2021	BIFFA WASTE SERVICES LTD	75	15	90	75	20/02-26/03 mxed	Wolfe Recreation Ground	Refuse & Hygiene	
31/03/2021	BIFFA WASTE SERVICES LTD	328	65.6	393.6	328	20/02-26/03 general	Wolfe Recreation Ground	Refuse & Hygiene	
31/03/2021	BIFFA WASTE SERVICES LTD	137.3	27.46	164.76	137.3	20/02-26/03 general	Cemetery	Grounds Maintenance	
31/03/2021	BIFFA WASTE SERVICES LTD	144.43	28.89	173.32	144.43	05/03-26/03 gen & mixed	Pine Grove-Revenue Costs	Refuse & Hygiene	
31/03/2021	Fairs & Green (Mechanical Services) Ltd	2820	564	3384	195	toilets	Goldsmiths Recreation Ground	Toilet/Kiosk	
31/03/2021	Fairs & Green (Mechanical Services) Ltd				990	toilet taps replace	Goldsmiths Recreation Ground	Toilet/Kiosk	
31/03/2021	Fairs & Green (Mechanical Services) Ltd				955	thermostat mixer valves	Grounds Maintenance	Equipment Maintenance	
31/03/2021	Fairs & Green (Mechanical Services) Ltd				360	Whitehill new valve and tap	Whitehill Centre	Buildings Maintenance	
31/03/2021	Fairs & Green (Mechanical Services) Ltd				320	wolfe waste pipe	Grounds Maintenance	Pavilion/bar/changing	
31/03/2021	BUSINESS STREAM GOLDSMITH GROUND	18.31	0	18.31	18.31		25/02/2603	Goldsmiths Recreation Ground	Water and Sewerage
31/03/2021	BUSINESS STREAM	5.62	0	5.62	5.62	25/02-20/03		Whitehill Centre	Water and Sewerage
31/03/2021	Mid Sussex Timber Co Ltd	52.03	10.41	62.44	52.03	sawn post	Allotments	Allotment Upkeep	
31/03/2021	British Gas	16.34	0.81	17.15	16.34	06/02-06/03	Wolfe Recreation Ground	Pavilion/bar/changing	
31/03/2021	BRITISH GAS - ELEC 603280877	56.89	2.84	59.73	56.89	27/02-25/03	Goldsmiths Recreation Ground	Changing Rooms	
31/03/2021	QUALITY SUSSEX PLANTS AKA JORDANS FLOWER	533.06	0	533.06	533.06	plants for snake rock	Communication and Events	Christmas Fair	
31/03/2021	BUSINESS STREAM	236.14	0	236.14	236.14	25/02-29/03	Alderbrook Playing Fields	Water and Sewerage	
31/03/2021	BUSINESS STREAM OWLSBURY	114.43	0	114.43	114.43	25/02-29/03	Allotments	Water and Sewerage	
31/03/2021	BURDEN BROS AGRI LTD	2241.5	448.29	2689.79	2241.5	john deere mower 1565	Grounds Maintenance	Vehicle Costs	
31/03/2021	Checkpoint Electrical	100	20	120	100	fire and light test	Whitehill Centre	Security, Fire & Alarms	

31/03/2021	Checkpoint Electrical	20	4	24	20	light test	Goldsmiths Recreation Ground	Security, Fire & Alarms
31/03/2021	Checkpoint Electrical	120	24	144	100	fire	Pine Grove-Revenue Costs	Security, Fire & Alarms
31/03/2021	Checkpoint Electrical				20	light	Pine Grove-Revenue Costs	Security, Fire & Alarms
31/03/2021	Checkpoint Electrical	20	4	24	20	wolfe safety test	Wolfe Recreation Ground	Security, Fire & Alarms
31/03/2021	BUSINESS STREAM 3003795	9.49	0	9.49	9.49	25/02-30/03	Other Areas and Open Spaces	Chapel Green
31/03/2021	Coppard Plant Hire Ltd	35.88	7.18	43.06	35.88	HERAS FENCING RUN TRACK	Goldsmiths Recreation Ground	Children's Play Areas
31/03/2021	Coppard Plant Hire Ltd	269.1	53.82	322.92	269.1	HERAS FENCING PALESGATE	Limekiln Recreation Ground	Grounds Maintenance
31/03/2021	L BURTON-LAWRENCE T/A EDENBRIDGE CROWBOR	750	0	750	750	MAY-JUN 21 MAGAZINE	Communication and Events	Newsletter
31/03/2021	Go-Green Waste Recycling	300	60	360	300	GRABAWAY 260321 PILMER	Allotments	Allotment Upkeep
31/03/2021	KPS Contractors Ltd	730.54	146.11	876.65	730.54	MARCH BURIALS	Cemetery	Burials
31/03/2021	VIRGIN MEDIA BUSINESS LTD	34	6.8	40.8	34	APRIL COSTS	Central Support-Admin Costs	Telephone & Postage
31/03/2021	DRIVER & VEHICLE LICENSING AGENCY	267.5	0	267.5	265	re GX15YKW	Grounds Maintenance	Vehicle Costs
31/03/2021	DRIVER & VEHICLE LICENSING AGENCY	2.5	0	2.5	2.5	USEOFCARD	Grounds Maintenance	Vehicle Costs
31/03/2021	Dolphin Ecological Surveys	292.5	0	292.5	73.12	site visits to discuss managem	Environmental Projects	The Ghyll
31/03/2021	Dolphin Ecological Surveys				73.12	site visits to discuss managem	Environmental Projects	Country Park
31/03/2021	Dolphin Ecological Surveys				73.13	site visits to discuss managem	Environmental Projects	Bluebell Wood
31/03/2021	Dolphin Ecological Surveys				73.13	site visits to discuss managem	Environmental Projects	Pocket Park Nature Reserve
31/03/2021	FOREST ROW PARISH COUNCIL	720	144	864	720	charges for March 21	Personnel	Contracted/ Temp Staff

**Bank Reconciliation Statement as at 31/03/2021  
for Cashbook 1 - Bank Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Natwest Reserve	31/03/2021	98	523,949.57
NatWest Current Account	31/03/2021	497	150.00
Lloyds Current Account	31/03/2021	46	223,302.60
Lloyds Fixed Deposit 17/09/21	31/03/2021	1	250,000.00
Nat West 95 day notice account	31/03/2021	14	855,429.11
			<hr/> 1,852,831.28
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			1,852,831.28
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			1,852,831.28
		<b>Balance per Cash Book is :-</b>	<b>1,852,831.28</b>
		<b>Difference is :-</b>	<b>0.00</b>

<b>Account name or alias</b> CTC Savings A/C- Sweeping	<b>Account number</b> 33613257	<b>Sort code</b> 60-06-27	<b>Account currency</b> GBP
<b>Debit or credit</b> Any	<b>Current cleared balance</b> 523949.57		

Any eligible deposits you hold with us are protected by the Financial Services Compensation Scheme (FSCS). A link to the FSCS Information Sheet and list of exclusions can be found on your digital statement. For further information about the compensation provided by the FSCS, refer to the FSCS website at [www.FSCS.org.uk](http://www.FSCS.org.uk).

The interest rate is 0.01% gross 0.01% AER.  
This is based on the balance of 31st of March 2021.

Date	Type	Transaction details	Debit	Credit	Balance
<b>Closing balance</b>					<b>523,949.57</b>
31-MAR-2021		TO 60803959	-10,714.16		523,949.57
31-MAR-2021	INT	31MAR-GRS 33613257		5.42	534,663.73
30-MAR-2021		FROM 60803959		223.00	534,658.31
29-MAR-2021		TO 60803959	-39,408.55		534,435.31
26-MAR-2021		TO 60803959	-29,946.39		573,843.86
25-MAR-2021		FROM 60803959		1,622.20	603,790.25
24-MAR-2021		FROM 60803959		681.81	602,168.05
23-MAR-2021		TO 60803959	-76.25		601,486.24
22-MAR-2021		TO 60803959	-1,699.73		601,562.49
19-MAR-2021		FROM 60803959		47.50	603,262.22
18-MAR-2021		FROM 60803959		2,406.00	603,214.72
17-MAR-2021		FROM 60803959		1,804.42	600,808.72
16-MAR-2021		FROM 60803959		1,056.00	599,004.30
15-MAR-2021		FROM 60803959		579.33	597,948.30
12-MAR-2021		TO 60803959	-12,571.49		597,368.97
11-MAR-2021		TO 60803959	-17,198.57		609,940.46
10-MAR-2021		FROM 60803959		355.28	627,139.03
09-MAR-2021		FROM 60803959		529.00	626,783.75
08-MAR-2021		FROM 60803959		1,821.00	626,254.75
05-MAR-2021		FROM 60803959		13,928.87	624,433.75
04-MAR-2021		FROM 60803959		8,095.50	610,504.88
03-MAR-2021		FROM 60803959		421.38	602,409.38
02-MAR-2021		FROM 60803959		31.00	601,988.00
01-MAR-2021		TO 60803959	-194.00		601,957.00
<b>Opening balance</b>					<b>602,151.00</b>

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<b>Totals</b>	<b>-111,809.14</b>	<b>33,607.71</b>
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<b>Account name or alias</b> CTC Current A/C	<b>Account number</b> 60803959	<b>Sort code</b> 60-06-27	<b>Account currency</b> GBP
<b>Debit or credit</b> Any	<b>Current cleared balance</b> 181.00		

Any eligible deposits you hold with us are protected by the Financial Services Compensation Scheme (FSCS). A link to the FSCS Information Sheet and list of exclusions can be found on your digital statement. For further information about the compensation provided by the FSCS, refer to the FSCS website at [www.FSCS.org.uk](http://www.FSCS.org.uk).

Date	Type	Transaction details	Debit	Credit	Balance
		<b>Closing balance</b>			<b>150.00</b>
31-MAR-2021	EBP	FAIRS & GREEN LIM, FAIRS & GREEN LIM, FP 31/03/21 10, 49174808151305000N	-4,038.00		150.00
31-MAR-2021	EBP	MID SUSSEX TIMBER, MID SUSSEX TIMBER, FP 31/03/21 10, 06174823243046000N	-62.44		4,188.00
31-MAR-2021	EBP	QUALITY SUSSEX PLA, QUALITY SUSSEX PLA, FP 31/03/21 10, 45174824856192000N	-533.06		4,250.44
31-MAR-2021	EBP	TRAVIS PERKINGS TR, TRAVIS PERKINGS TR, FP 31/03/21 10, 58174808957766000N	-32.97		4,783.50
31-MAR-2021	EBP	CHECKPOINT, CHECKPOINT, FP 31/03/21 10, 42174824747903000N	-312.00		4,816.47
31-MAR-2021	EBP	THE POLICE AND CRI, THE POLICE AND CRI, FP 31/03/21 10, 48174808072860000N	-1,822.17		5,128.47
31-MAR-2021	EBP	BIBBYS FACTORS NOR, BIBBYS FACTORS NOR, FP 31/03/21 10, 01174822551311000N	-1,495.77		6,950.64
31-MAR-2021	EBP	NOTICEBOARD COMPAN, NOTICEBOARD COMPAN, FP 31/03/21 10, 41174824569527000N	-1,846.98		8,446.41
31-MAR-2021	EBP	BIFFA WASTE SERVIC, BIFFA WASTE SERVIC, FP 31/03/21 10, 43174824772991000N	-821.68		10,293.39
31-MAR-2021	CHG	26FEB A/C 60803959	-28.09		11,115.07
31-MAR-2021		FROM 33613257		10,714.16	11,143.16
31-MAR-2021	DPC	MARRIOTT R R, MARRIOTT 9 AND 24, VIA ONLINE - PYMT		62.00	429.00
31-MAR-2021	BAC	ELIZABETH BOWER, LIZ BOWER 170/171, FP 31/03/21 1115, 00156485632BBDPFWR		62.00	367.00
31-MAR-2021	BAC	LIVESEY K, KLIVESEYOWL0087, FP 31/03/21 0830, 619911840361423001		31.00	305.00
31-MAR-2021	BAC	C GROSE, GROSE 22 & 21, FP 30/03/21 2214, 300000000738846137		62.00	274.00
31-MAR-2021	BAC	FINCH SONIA, OWL0059/2020/FINCH, FP 31 /03/21 1256, FP21090013646744		62.00	212.00
30-MAR-2021		TO 33613257	-223.00		150.00
30-MAR-2021	S/O	COLES CABLES LTD, CROWBOROUGH TOWN	-25.00		373.00
30-MAR-2021	BAC	KAREN SHAW, SHAWHE12C ALLOTMNT, FP 30/03/21 1717, 00156485632BBDPFNR		31.00	398.00



30-MAR-2021	BAC	MATTHEW MICHAEL OV, PG18 OVERD, FP 30/03/21 1143, 000000FT21089LZDY4	31.00	367.00
30-MAR-2021	BAC	R CUTBILL, OWL0064 CUTBILL, FP 30/03/21 0110, 500000000735090848	31.00	336.00
30-MAR-2021	BAC	COLE G, COLE/OWL92, FP 30/03/21 1515, RP4679969141445400	31.00	305.00
30-MAR-2021	BAC	MARK NICHOLSON, OWL0054/NICHOLSON, FP 30/03/21 1052, PCDFMHNNLZANYM9ZFK	124.00	274.00
29-MAR-2021	D/D	WEALDEN D C, 90017846	-2,175.00	150.00
29-MAR-2021	D/D	PUBLIC WORKS LOANS, CROWBOROUGH	-15,769.38	2,325.00
29-MAR-2021	S/O	HELPFUL HR LIMITED	-200.00	18,094.38
29-MAR-2021	EBP	EAST SUSSEX COUNTY, EAST SUSSEX COUNTY, FP 29/03/21 10, 57142320925458000N	-21,837.17	18,294.38
29-MAR-2021		FROM 33613257	39,408.55	40,131.55
29-MAR-2021	DPC	EMBLEY M & S, EMBLEY HE 26A, VIA ONLINE - PYMT	31.00	723.00
29-MAR-2021	BAC	WILSON S, WILSON OWL31, FP 28/03/21 1755, 620767435571823001	93.00	692.00
29-MAR-2021	BAC	G RICKABY, RICKABY G OWL0179, FP 27/03/21 1826, 600000000733890124	31.00	599.00
29-MAR-2021	BAC	C CUSSELLE, LEWIS PLOT 4, FP 28/03/21 1825, 500000000734404656	31.00	568.00
29-MAR-2021	BAC	G RICKABY, RICKABY W OWL0192, FP 28/03/21 1444, 500000000734327668	31.00	537.00
29-MAR-2021	BAC	OVENDEN ANTHONY, HERNE ALLOTENT HEE, FP 29/03/21 0954, FP21088009998747	31.00	506.00
29-MAR-2021	BAC	OLDHAM RM&S, OLDHAM OWL0264A, FP 28/03/21 1626, 605286046261823001	15.00	475.00
29-MAR-2021	BAC	C CUSSELLE, CUSSELLE PLOT 3, FP 28/03/21 1824, 500000000734404069	31.00	460.00
29-MAR-2021	BAC	TOMSETT L, TOMSETTOWL0039, FP 29/03/21 1603, 465841113061923001	93.00	429.00
29-MAR-2021	BAC	MARK JARMAN, JARMAN PL HE03A, FP 27/03/21 1758, 00156485632BBDP CZT	31.00	336.00
29-MAR-2021	BAC	DAVID MELLOR, MELLOR PR02C, FP 28/03/21 1933, 00151045632BBNGQKG	31.00	305.00
29-MAR-2021	BAC	HOADLEY J+CM, OWL0048 OWL0049, FP 27/03/21 1829, RP4679968848295300	62.00	274.00
29-MAR-2021	BAC	KING LB&DM, KING OWL0037 &0078, FP 29/03/21 0704, 027687917531903001	62.00	212.00
26-MAR-2021	D/D	BG BUSINESS, 603141169230219000	-71.95	150.00
26-MAR-2021	D/D	BG BUSINESS, 603141168230219000	-0.65	221.95
26-MAR-2021	D/D	BG BUSINESS, 603141167230219000	-6.82	222.60
26-MAR-2021	D/D	BG BUSINESS, 603141166230219000	-0.65	229.42
26-MAR-2021	D/D	BG BUSINESS, 603141165230219000	-38.66	230.07

26-MAR-2021	D/D	BE FUELCARDS LTD, BE0812310	-116.78	268.73
26-MAR-2021	D/D	CROWBOROUGH TC, BACS	-22,201.98	385.51
26-MAR-2021	D/D	CROWBOROUGH TC, BACS	-3,957.90	22,587.49
26-MAR-2021	EBP	TRAVIS PERKINGS LT, TRAVIS PERKINGS LT, FP 26/03/21 10, 28155756082766000N	-113.76	26,545.39
26-MAR-2021	EBP	EAST SUSSEX PENSIO, EAST SUSSEX PENSIO, FP 26/03/21 10, 10155754704954000N	-6,552.61	26,659.15
26-MAR-2021	EBP	CHASER PEST CONTRO, CHASER PEST CONTRO, FP 26/03/21 10, 60155746370346000N	-220.00	33,211.76
26-MAR-2021	EBP	SAFETEC DIRECT LTD, SAFETEC DIRECT LTD, FP 26/03/21 10, 17155755132144000N	-793.97	33,431.76
26-MAR-2021	EBP	SURREY HILLS SOLIC, SURREY HILLS SOLIC, FP 26/03/21 10, 64155746467347000N	-441.00	34,225.73
26-MAR-2021	EBP	BURDEN LTD, BURDEN LTD, FP 26/03/21 10, 24155753298481000N	-1,173.20	34,666.73
26-MAR-2021	EBP	AMAZON UK LTD, AMAZON UK LTD, FP 26/03/21 10, 52155745854650000N	-21.00	35,839.93
26-MAR-2021	EBP	KENNEDY BROS, KENNEDY BROS, FP 26/03/21 10, 45155757484850000N	-445.04	35,860.93
26-MAR-2021	EBP	HMRC CUMBERNAULD, HMRC CUMBERNAULD, FP 26/03/21 10, 26155753390567000N	-6,910.60	36,305.97
26-MAR-2021	EBP	WEALD LTD, WEALD LTD, FP 26/03/21 10, 3415575552123000N	-544.52	43,216.57
26-MAR-2021	EBP	MR W ISTED, MR W ISTED, FP 26/03/21 10, 25155755825087000N	-27.58	43,761.09
26-MAR-2021	EBP	RENTOKIL INITIAL U, RENTOKIL INITIAL U, FP 26/03/21 10, 18155748754322000N	-2,363.22	43,788.67
26-MAR-2021	EBP	AMSTECH LTD, AMSTECH LTD, FP 26/03/21 10, 20155744549903000N	-1,950.00	46,151.89
26-MAR-2021	EBP	UK PLUMBING SUPPLI, UK PLUMBING SUPPLI, FP 26/03/21 10, 12155754818937000N	-45.50	48,101.89
26-MAR-2021	EBP	COASTAL DRAINS LTD, COASTAL DRAINS LTD, FP 26/03/21 10, 23155755749643000N	-108.00	48,147.39
26-MAR-2021	EBP	MR S BUTLER, MR S BUTLER, FP 26/03/21 10, 22155744634946000N	-120.00	48,255.39
26-MAR-2021		FROM 33613257	29,946.39	48,375.39
26-MAR-2021	BAC	AVENS LTD SW F, PLOT REF PG16	31.00	18,429.00
26-MAR-2021	DPC	FERDINANDS T, PILMER ALLOTMENT, VIA MOBILE - LVP	62.00	18,398.00
26-MAR-2021	DPC	TONGE C, OWL0144/2021/TONGE, VIA ONLINE - PYMT	31.00	18,336.00
26-MAR-2021	CHP	Q2-21 RENT SCHED, PCM55CI97877998, CROWBOROUGH PINE, GROVE CENTRE LIM, CHAPS TFR	18,000.00	18,305.00

26-MAR-2021	BAC	OLIVER COLLINGRIDG, COLLINGRIDGE HEKA, FP 26/03/21 1218, 00156485632BBDPCMD	31.00	305.00
26-MAR-2021	BAC	MCCARTHY C, MCCARTHY 41A, FP 26/03/21 0906, 596964156090623001	31.00	274.00
26-MAR-2021	BAC	POPE DS, POPE PLOT NO.PG10B, FP 26/03 /21 1213, RP4679968669395200	31.00	243.00
26-MAR-2021	BAC	KEITH WILD, WILD OWL0119-0120, FP 26/03 /21 0929, 00151199632BBHMQHB	62.00	212.00
25-MAR-2021		TO 33613257	-1,622.20	150.00
25-MAR-2021	D/D	FOCUS GROUP, FI1471	-57.56	1,772.20
25-MAR-2021	BAC	EAST SUSSEX GENERA, ESCC 5002147164 K	1,401.26	1,829.76
25-MAR-2021	DPC	HAMERTON PJH & W, HAMERTONHE34B, VIA ONLINE - PYMT	31.00	428.50
25-MAR-2021	BAC	C LEES, D LEES OWL0242/3, FP 25/03/21 1246, 500000000732857151	77.50	397.50
25-MAR-2021	BAC	BROAD R L, RACHELBROAD276B, FP 25/03 /21 1813, 226080723181523001	15.00	320.00
25-MAR-2021	BAC	BAGIRTKAN T, BAGIRTKAN OWL0233, FP 25 /03/21 1744, RP4679968553808800	62.00	305.00
25-MAR-2021	BAC	B GARDINER, GARDINER 19/34/36, FP 25/03 /21 1731, 200000000730992751	93.00	243.00
24-MAR-2021		TO 33613257	-681.81	150.00
24-MAR-2021	D/D	ECL TELECOM, EL1176	-214.19	831.81
24-MAR-2021	BAC	DIGNITY FUNERALS, 015582	850.00	1,046.00
24-MAR-2021	BAC	HALL MJ, HALL OWL0262, FP 24/03/21 1234, RP4679968393135000	46.00	196.00
23-MAR-2021	D/D	BUSINESS STREAM RA, 27726242	-169.25	150.00
23-MAR-2021		FROM 33613257	76.25	319.25
23-MAR-2021	BAC	AYLEY N, OWL0052 AYLEY, FP 23/03/21 1306, RP4679968288420100	31.00	243.00
23-MAR-2021	BAC	MILHAM RT, MILHAM. 66 AND 81, FP 23/03 /21 1118, RP4679968275376200	62.00	212.00
22-MAR-2021	D/D	CNG ENERGY LTD, UAB131508	-1,953.51	150.00
22-MAR-2021	D/D	VIRGIN MOBILE, FA72968708	-40.80	2,103.51
22-MAR-2021	D/D	CELERITY DDS, CROWTC	-61.92	2,144.31
22-MAR-2021		FROM 33613257	1,699.73	2,206.23
22-MAR-2021	DPC	JEFFS M, M JEFFS PLOT HE12A, VIA MOBILE - LVP	31.00	506.50
22-MAR-2021	BAC	A IVALDI, A IVALDI HE1A, FP 22/03/21 0140, 100000000729865961	31.00	475.50
22-MAR-2021	BAC	BARNDEN BG + B, BARNDEN OWL 53 82, FP 20/03/21 1432, RP4679968006697200	62.00	444.50
22-MAR-2021	BAC	NEWMAN, HEC/2021/NEWMAN, FP 21/03/21 1557, 675670607551123001	31.00	382.50

22-MAR-2021	BAC	JEREMY KNIGHT, JEREMY KNIGHT, FP 21/03/21 1225, 00152053632BTHYQRW	31.00	351.50
22-MAR-2021	BAC	SOPHIE BARLING, BARLING OWL0128, FP 21/03/21 1224, 00151046632BBLMSYM	31.00	320.50
22-MAR-2021	BAC	SALLY WALLACE, HED/2021/WALLACE, FP 21/03/21 1848, 00156485632BBDNYXH	31.00	289.50
22-MAR-2021	BAC	S WAITE, WAITE OWL0091, FP 22/03/21 1343, 200000000729617853	15.50	258.50
22-MAR-2021	BAC	MADALINA DOMINA, DOMINAOWL0093, FP 20/03/21 1915, 00153425632CYLFZGY	62.00	243.00
22-MAR-2021	BAC	CE + AE SHEL, SHELDRAKE 259, FP 22/03/21 1601, RP4679968199360000	31.00	181.00
19-MAR-2021		TO 33613257	-47.50	150.00
19-MAR-2021	D/D	BE FUELCARDS LTD, BE0812310	-32.50	197.50
19-MAR-2021	BAC	LAURA GREEN, EROB/GREEN/Q715, FP 19/03/21 0931, 00152636632BDKQJLJ	80.00	230.00
18-MAR-2021		TO 33613257	-2,406.00	150.00
18-MAR-2021	BAC	CROW ATH FC, CAFC 4708	300.00	2,556.00
18-MAR-2021	BAC	F WILLARD, WILLARD OWL 178+, FP 18/03/21 1336, 500000000729948678	93.00	2,256.00
18-MAR-2021	BAC	LESLIE WATERTON, OWL51 WATERTON, FP 18/03/21 1550, 00156485632BBDNXTL	31.00	2,163.00
18-MAR-2021	BAC	HALL + CORNISH, CORNISH - OWL0072, FP 18/03/21 1415, RP4679967760593800	62.00	2,132.00
18-MAR-2021	BAC	TESTER AND JONES L, TESTER, FP 18/03/21 1606, 300000000733463817	1,920.00	2,070.00
17-MAR-2021		TO 33613257	-1,804.42	150.00
17-MAR-2021	D/D	BG BUSINESS, 603439807240920000	-331.42	1,954.42
17-MAR-2021	D/D	BG BUSINESS, 603270403050919000	-2,227.89	2,285.84
17-MAR-2021	D/D	O2, 05680997/001	-38.27	4,513.73
17-MAR-2021	BAC	DIGNITY FUNERALS, 015582	3,970.00	4,552.00
17-MAR-2021	DPC	HAWKINS D G & M C, HAWKINS100 &117, VIA ONLINE - PYMT	62.00	582.00
17-MAR-2021	BAC	HILARY BROWN, BROWN HEM, FP 17/03/21 1054, 00156485632BBDNXFJ	31.00	520.00
17-MAR-2021	BAC	WARMINGTON ES+BA, HE46/2021 /WARMINGT, FP 17/03/21 1058, RP4679967632616500	31.00	489.00
17-MAR-2021	BAC	WALTERS L+VAH, WALTERS HE27, FP 17/03/21 1144, RP4679967637845100	31.00	458.00
17-MAR-2021	BAC	KEVIN CROOK, CROOK 145, FP 17/03/21 0517, 00152053632BTHRDMJ	62.00	427.00
17-MAR-2021	BAC	GROBLER GPJ, GROBLER OWLA ALLOT, FP 17/03/21 1131, RP4659982822769400	124.00	365.00
17-MAR-2021	BAC	P DAVIES, GARY LEE PLAQUE, FP 17/03/21 1446, 600000000729342316	60.00	241.00

17-MAR-2021	BAC	BARBARA SMITH, B SMITH HE39A, FP 17/03 /21 1438, 00156485632BBDNXHR	31.00	181.00
16-MAR-2021		TO 33613257	-1,056.00	150.00
16-MAR-2021	BAC	PRICE BARRY, OWL0270B PRICE, FP 16/03 /21 1213, FP21075O11744695	15.00	1,206.00
16-MAR-2021	BAC	RUPP O & C, OWL0029/2020/RUPP, FP 15/03 /21 2344, 599544654432513001	61.00	1,191.00
16-MAR-2021	BAC	PRICE LOUISE, PRICE OWL0275A/B, FP 16 /03/21 1203, FP21075O11730553	30.00	1,130.00
16-MAR-2021	BAC	TESTER AND JONES L, RE OWEN ADD INSCR, FP 16/03/21 1509, 300000000732655510	70.00	1,100.00
16-MAR-2021	BAC	PAUL STEPHAN ATKIN, TRANSIT, FP 16/03 /21 0934, 100000000727527870	800.00	1,030.00
15-MAR-2021		TO 33613257	-579.33	230.00
15-MAR-2021	D/D	BG BUSINESS, 603280877210919000	-31.27	809.33
15-MAR-2021	D/D	WEALDEN D C, 111921573	-56.00	840.60
15-MAR-2021	BLN	BANKLINE	-14.40	896.60
15-MAR-2021	BGC	102253 605114	80.00	911.00
15-MAR-2021	DPC	SHANKLAND MC, SHANKLAND PLOT 109, VIA MOBILE - LVP	31.00	831.00
15-MAR-2021	DPC	HOOKER RM, RMHOOKER113, VIA ONLINE - PYMT	93.00	800.00
15-MAR-2021	BAC	J HART, HART HE26B, FP 14/03/21 1539, 400000000733035447	31.00	707.00
15-MAR-2021	BAC	MACKAY MILLER JERE, MACKAY MILLER HE38, FP 15/03/21 1306, FP21074O10468704	31.00	676.00
15-MAR-2021	BAC	SULLIVAN M, OWL0073/88, FP 15/03/21 0916, 903532816190513001	62.00	645.00
15-MAR-2021	BAC	BUCKINGHAM SJ&PR, BUCKINGHAM OWL0010, FP 14/03/21 1000, 498979350001413001	31.00	583.00
15-MAR-2021	BAC	OBEY S, OWL0061/2021/OBEY, FP 14/03/21 1435, RP4679967341869400	31.00	552.00
15-MAR-2021	BAC	ARROWSMITH MRS J, ARROWSMITHOWL0263A, FP 15/03/21 1526, 49152657342393000R, CALL REF.NO. 6441	30.00	521.00
15-MAR-2021	BAC	JENNIFER THOMAS, THOMAS HE33A, FP 15 /03/21 1003, 00156485632BBDNWFD	62.00	491.00
15-MAR-2021	BAC	ELIZABETH MANDER, MANDER 238, FP 13 /03/21 1106, 00156485632BBDNVDZ	62.00	429.00
15-MAR-2021	BAC	MICHAEL KILBY, KILBY OWLD, FP 13/03/21 1001, 00155724632BBWPNDZ	124.00	367.00
15-MAR-2021	BAC	FIELD AR +M BPF, FIELD OWL0186, FP 15/03 /21 0742, RP4679967394777900	31.00	243.00
15-MAR-2021	BAC	BROOKS CHARLOTTE, OWL0130/2020 /BROOK, FP 13/03/21 1907, FP21072O08504742	31.00	212.00

15-MAR-2021	BAC	BIRTLES VM & PC, BIRTLES PG08, FP 15/03 /21 0947, 286154507490513001	31.00	181.00
12-MAR-2021	D/D	BUSINESS STREAM RA, 3004092&	-5.18	150.00
12-MAR-2021	D/D	BUSINESS STREAM RA, 30039529	-7.59	155.18
12-MAR-2021	D/D	BUSINESS STREAM RA, 30037958	-8.63	162.77
12-MAR-2021	D/D	BUSINESS STREAM RA, 28332228	-71.62	171.40
12-MAR-2021	D/D	BUSINESS STREAM RA, 27627557	-318.65	243.02
12-MAR-2021	D/D	BUSINESS STREAM RA, 2757632&	-7.08	561.67
12-MAR-2021	D/D	BE FUELCARDS LTD, BE0812310	-38.62	568.75
12-MAR-2021	EBP	S TAYLOR BUILDERS, S TAYLOR BUILDERS, FP 12/03/21 10, 51143345729543000N	-161.20	607.37
12-MAR-2021	EBP	KPS CONSTRUCTION L, KPS CONSTRUCTION L, FP 12/03/21 10, 31143336284934000N	-2,632.69	768.57
12-MAR-2021	EBP	FOREST ROW PARISH, FOREST ROW PARISH, FP 12/03/21 10, 29143336204903000N	-792.00	3,401.26
12-MAR-2021	EBP	TRADE UK, TRADE UK, FP 12/03/21 10, 30143336282882000N	-495.22	4,193.26
12-MAR-2021	EBP	KOMPAN LTD, KOMPAN LTD, FP 12/03/21 10, 50143334870310000N	-900.00	4,688.48
12-MAR-2021	EBP	CHECKPOINT, CHECKPOINT, FP 12/03/21 10, 12143335070288000N	-2,779.28	5,588.48
12-MAR-2021	EBP	BLACKHAWK LTD, BLACKHAWK LTD, FP 12 /03/21 10, 48143334725377000N	-144.00	8,367.76
12-MAR-2021	EBP	COPPARD LTD, COPPARD LTD, FP 12/03/21 10, 41143345352651000N	-318.24	8,511.76
12-MAR-2021	EBP	COASTAL DRAINS LTD, COASTAL DRAINS LTD, FP 12/03/21 10, 60143345392608000N	-108.00	8,830.00
12-MAR-2021	EBP	PARTRIDGE WINDOW C, PARTRIDGE WINDOW C, FP 12/03/21 10, 15143335368410000N	-270.00	8,938.00
12-MAR-2021	EBP	CORE SURVEYS LTD, CORE SURVEYS LTD, FP 12/03/21 10, 10143336570296000N	-900.00	9,208.00
12-MAR-2021	EBP	PRESS2TALK LTD, PRESS2TALK LTD, FP 12 /03/21 10, 12143336749712000N	-234.00	10,108.00
12-MAR-2021	EBP	GRAFITTS INTERNATI, GRAFITTS INTERNATI, FP 12/03/21 10, 14143335267196000N	-417.79	10,342.00
12-MAR-2021	EBP	BRITISH TELECOMMUN, BRITISH TELECOMMUN, FP 12/03/21 10, 49143334791165000N	-142.56	10,759.79
12-MAR-2021	EBP	COMPATIBILITY LTD, COMPATIBILITY LTD, FP 12/03/21 10, 57143345151916000N	-58.80	10,902.35
12-MAR-2021	EBP	MID SUSSEX TIMBER, MID SUSSEX TIMBER, FP 12/03/21 10, 27143336189220000N	-66.74	10,961.15
12-MAR-2021	EBP	AMSTECH LTD, AMSTECH LTD, FP 12/03/21 10, 24143335996041000N	-3,261.60	11,027.89

12-MAR-2021		FROM 33613257	12,571.49	14,289.49
12-MAR-2021	BAC	HSBCVOD, 202103055	1,380.00	1,718.00
12-MAR-2021	BAC	DAVID MARTIN, MARTIN OWL0106, FP 12/03 /21 1135, 00151265632BBHBKML	62.00	338.00
12-MAR-2021	BAC	AKEHURST BP+AM, AKEHURST HERNE 10, FP 12/03/21 1332, RP4679967128051600	33.00	276.00
12-MAR-2021	BAC	PATRICIA MCCOMBIE, PLOT PR04 MCCOMBIE, FP 12/03/21 0909, 00156485632BBDNTRM	31.00	243.00
12-MAR-2021	BAC	BATH GILLIAN, OWL0030/2021/BATH, FP 12 /03/21 0941, FP21071O06285082	62.00	212.00
11-MAR-2021	EBP	HAULAWAY LTD, HAULAWAY LTD, FP 11/03 /21 10, 01111100743746000N	-306.00	150.00
11-MAR-2021	EBP	GOOD ENERGY LTD, GOOD ENERGY LTD, FP 11/03/21 10, 26111055748241000N	-345.79	456.00
11-MAR-2021	EBP	CHECKPOINT, CHECKPOINT, FP 11/03/21 10, 29111056373565000N	-288.00	801.79
11-MAR-2021	EBP	EAST SUSSEX PENSIO, EAST SUSSEX PENSIO, FP 11/03/21 10, 57111101696174000N	-6,082.69	1,089.79
11-MAR-2021	EBP	GOOD ENERGY LTD, GOOD ENERGY LTD, FP 11/03/21 10, 24111056041931000N	-534.90	7,172.48
11-MAR-2021	EBP	BIBBYS FACTORS LTD, BIBBYS FACTORS LTD, FP 11/03/21 10, 21111055940029000N	-1,379.35	7,707.38
11-MAR-2021	EBP	AMAZON LTD, AMAZON LTD, FP 11/03/21 10, 35111056803444000N	-179.99	9,086.73
11-MAR-2021	EBP	TIMBER & CONCRETE, TIMBER & CONCRETE, FP 11/03/21 10, 28111055821978000N	-918.00	9,266.72
11-MAR-2021	EBP	BIFFA LTD, BIFFA LTD, FP 11/03/21 10, 23111055577048000N	-545.69	10,184.72
11-MAR-2021	EBP	MEMORIAL BENCHES U, MEMORIAL BENCHES U, FP 11/03/21 10, 17111055504301000N	-579.95	10,730.41
11-MAR-2021	EBP	HMRC CUMBERNAULD, HMRC CUMBERNAULD, FP 11/03/21 10, 18111055592972000N	-6,214.71	11,310.36
11-MAR-2021	EBP	MR S BUTLER, MR S BUTLER, FP 11/03/21 10, 24111055665234000N	-180.00	17,525.07
11-MAR-2021		FROM 33613257	17,198.57	17,705.07
11-MAR-2021	BAC	DE JAGER D&N, OWL/0050/2021, FP 11/03 /21 0835, 892569515380113001	31.00	506.50
11-MAR-2021	BAC	DAVID COLLUMBELL, COLLUMBELL 247, FP 11/03/21 0858, 00156485632BBDNTFK	31.00	475.50
11-MAR-2021	BAC	ROBB SA+ET, HE09B2021ROBB, FP 11/03/21 1510, RP4679967010910600	31.00	444.50
11-MAR-2021	BAC	ROGERS J&B, ROGERS OWL121, FP 11/03/21 1449, 428118059441113001	31.00	413.50
11-MAR-2021	BAC	JOHNSON DR&A, HE28/JOHNSON, FP 11/03 /21 1738, 550309957371113001	15.50	382.50

11-MAR-2021	BAC	F BRUNT, BRUNT OWL0168, FP 11/03/21 1516, 500000000727074565	186.00	367.00
11-MAR-2021	BAC	ALAN PROWSE, OWL0240, FP 11/03/21 1709, 00153425632CYCWQLZ	31.00	181.00
10-MAR-2021		TO 33613257	-355.28	150.00
10-MAR-2021	BAC	COUNTRYWIDE RESIDE, AB-00102887	169.28	505.28
10-MAR-2021	BAC	STYLES BRM, HE31 2021 STYLES, FP 10/03 /21 1301, RP4679966887235000	31.00	336.00
10-MAR-2021	BAC	VICTOR BONES, BONES PLOT 5 40 60, FP 10 /03/21 1253, 00156485632BBDNSVS	93.00	305.00
10-MAR-2021	BAC	G GREENALL, OWL0140/GREENALL, FP 10 /03/21 1023, 500000000726545001	62.00	212.00
09-MAR-2021		TO 33613257	-529.00	150.00
09-MAR-2021	DPC	NICHOLLS A & V, EROB/NICHOLLS/985, VIA MOBILE - LVP	80.00	679.00
09-MAR-2021	DPC	BROWN G R/CP, OWLB/BROWN, VIA MOBILE - LVP	124.00	599.00
09-MAR-2021	BAC	BULLOCK CM, C.BULLOCK HE33B, FP 09/03 /21 1727, 519036637271903001	31.00	475.00
09-MAR-2021	BAC	FELTON VR, PR06A FELTON, FP 08/03/21 2040, 140911130402803001	31.00	444.00
09-MAR-2021	BAC	PETER COOPER, COOPER PG26, FP 09/03 /21 1036, 00156485632BBDNSHG	31.00	413.00
09-MAR-2021	BAC	MR A N SMEDLEY & M, VIDA OWL0153, FP 09 /03/21 1015, 000000000193480862	124.00	382.00
09-MAR-2021	BAC	WOOD PT BBA, WOOD OWL0063, FP 09/03 /21 1233, RP4679966774838700	31.00	258.00
09-MAR-2021	BAC	L WINN, L WINN OWL0268B, FP 09/03/21 0558, 400000000730795779	15.00	227.00
09-MAR-2021	BAC	MR A N SMEDLEY & M, VIDA OWL0153, FP 09 /03/21 1221, 000000000193494894	31.00	212.00
09-MAR-2021	BAC	FRENCH T, FRENCH OWL0001, FP 09/03/21 1130, RP4679966767206000	31.00	181.00
08-MAR-2021		TO 33613257	-1,821.00	150.00
08-MAR-2021	DPC	PARSONS N, PARSONS OWL0158, VIA ONLINE - PYMT	62.00	1,971.00
08-MAR-2021	DPC	BROWNING R M, BROWNINGOWL0134, VIA ONLINE - PYMT	31.00	1,909.00
08-MAR-2021	DPC	BUDD J S94, HEKB JO BUDD, VIA ONLINE - PYMT	31.00	1,878.00
08-MAR-2021	DPC	WATERS T & M, WATERS OWLF, VIA ONLINE - PYMT	124.00	1,847.00
08-MAR-2021	DPC	WHITEHEAD LP, OWLO067, VIA MOBILE - LVP	31.00	1,723.00
08-MAR-2021	DPC	WILLIAMS K & J, WILLIAMS OWL0138, VIA MOBILE - LVP	31.00	1,692.00
08-MAR-2021	BAC	WILLETT N & KE, OWL0108/21/WILLETT, FP 07/03/21 0931, 879880531390703001	31.00	1,661.00



08-MAR-2021	BAC	ASTILL PD, ASTILL PG25, FP 06/03/21 1109, 634835729011603001	31.00	1,630.00
08-MAR-2021	BAC	BUCK DR & EM, HE32A/2021/BUCK, FP 07/03 /21 2152, 203135322512703001	31.00	1,599.00
08-MAR-2021	BAC	FIONA CATTERMOLLE, CATTERMOLLE, FP 08 /03/21 1718, 00156485632BBDNSBC	31.00	1,568.00
08-MAR-2021	BAC	ANDREWS L, ALLOTMENT, FP 08/03/21 0946, RP4679966643833300	31.00	1,537.00
08-MAR-2021	BAC	HOOPER ALAN, HOOPER OWL0008, FP 07 /03/21 0823, FP21066O19495245	93.00	1,506.00
08-MAR-2021	BAC	BROWN DG&JM, PLOT PR01, FP 06/03/21 1403, 327078203041603001	31.00	1,413.00
08-MAR-2021	BAC	M INNESS, INNESS PLOT PG19, FP 06/03/21 1547, 100000000723578785	31.00	1,382.00
08-MAR-2021	BAC	PHILIP WILKINSON, OWL0057/WILKINSON, FP 08/03/21 1323, 00156499632BBDLGQJ	124.00	1,351.00
08-MAR-2021	BAC	SIMON CHAMBERS, CHAMBERS-OWL0025, FP 06/03/21 2127, 00150075632BKYHYRQ	31.00	1,227.00
08-MAR-2021	BAC	MR G R RODGERS, RODGERS OWL0095, FP 06/03/21 0959, 000000000193261063	31.00	1,196.00
08-MAR-2021	BAC	ASHLEY THOMPSON &, BELLAMY OWL0235-7, FP 06/03/21 1506, ZJ63EV43PDWK4NOWGP	93.00	1,165.00
08-MAR-2021	BAC	A VLADAR, VLADAROWL0127, FP 08/03/21 1251, RP4679966668208800	124.00	1,072.00
08-MAR-2021	BAC	MEDLOCK A&JF, PG11C/2021/MEDLOCK, FP 06/03/21 1610, 724321400161603001	31.00	948.00
08-MAR-2021	BAC	H SHEPPARD, OWL0135/2021/SHEPP, FP 08 /03/21 0844, 600000000725442035	31.00	917.00
08-MAR-2021	BAC	PENNICK KP&J, OWL 257 & 258, FP 08/03/21 0703, 303199152511603001	62.00	886.00
08-MAR-2021	BAC	HIGGOTT DJ&M, PR02B HIGGOTT, FP 06/03 /21 1049, 280965329401603001	31.00	824.00
08-MAR-2021	BAC	J FENNIMORE, FENNIMORE HE31B, FP 06/03 /21 1439, 100000000723553471	31.00	793.00
08-MAR-2021	BAC	TAYLOR MS, TAYLOR74, FP 08/03/21 1029, 053363839201803001	93.00	762.00
08-MAR-2021	BAC	TRACEY GOTTS, GOTTS-HEOA, FP 06/03/21 1710, 00151012632BBPRDCV	31.00	669.00
08-MAR-2021	BAC	MR C G STOCKS, STOCKS HE40, FP 06/03 /21 1615, 000000000193291355	31.00	638.00
08-MAR-2021	BAC	MILLS JANET, MILLSPR03, FP 06/03/21 1810, FP21065O19125926	31.00	607.00
08-MAR-2021	BAC	ANDREW SALMON, OWLO104/2021 /SALMO, FP 07/03/21 0944, 00156485632BBDNRHS	62.00	576.00
08-MAR-2021	BAC	DAVID BRADFORD, BRADFORD PG0731, FP 07/03/21 0909, 00152053632BTGWMTK	31.00	514.00
08-MAR-2021	BAC	PETER HEATON, HEATON136, FP 06/03/21 1128, 000000FT21064HWP8S	31.00	483.00

08-MAR-2021	BAC	PARSONS J, OWL0070/2021, FP 06/03/21 1623, RP4679966504175000	124.00	452.00
08-MAR-2021	BAC	ADAMS S J, ADAMS 31, FP 07/03/21 2009, 194053659002703001	46.00	328.00
08-MAR-2021	BAC	LINDA COATES, OWL248COATES, FP 06/03 /21 1227, 00156485632BBDNRBT	31.00	282.00
08-MAR-2021	BAC	DAVID BRADFORD, PRATS PG11A, FP 07/03 /21 0908, 00152053632BTGWMTC	31.00	251.00
05-MAR-2021		TO 33613257	-13,928.87	220.00
05-MAR-2021	D/D	EBAY UK LIMITED, E2248151377003, INITIAL PAYMENT	-1,825.73	14,148.87
05-MAR-2021	D/D	BE FUELCARDS LTD, BE0812310	-120.20	15,974.60
05-MAR-2021	BGC	102252 605114	70.00	16,094.80
05-MAR-2021	BAC	CCC, CAMPING & CARAVAN	15,874.80	16,024.80
04-MAR-2021		TO 33613257	-8,095.50	150.00
04-MAR-2021	BAC	ELIZABETH BOWER, LIZ BOWER 160-161, FP 04/03/21 1040, 00156485632BBDNPVW	15.50	8,245.50
04-MAR-2021	BAC	ALISON SHARP, EROB/SHARP/61, FP 04/03 /21 1808, 00151079632BBLGXSK	80.00	8,230.00
04-MAR-2021	BAC	BROOKWORTH (CROWBO, 1289, FP 04/03 /21 0234, 51023142300051000N, 1289	8,000.00	8,150.00
03-MAR-2021		TO 33613257	-421.38	150.00
03-MAR-2021	BAC	ZURICH INS PLC/REC, 27200000542, FP 03 /03/21 1430, 60143003635346000N, 27200000542	390.38	571.38
03-MAR-2021	BAC	IONIT R, R IONITA, FP 03/03/21 1030, 946679120301303001	31.00	181.00
02-MAR-2021		TO 33613257	-31.00	150.00
02-MAR-2021	BAC	GRAYSTON CH, PILMER PLOT 9, FP 02/03/21 1415, 162897235141203001	31.00	181.00
01-MAR-2021	S/O	COLES CABLES LTD, CROWBOROUGH TOWN	-25.00	150.00
01-MAR-2021	S/O	HELPFUL HR LIMITED	-200.00	175.00
01-MAR-2021		FROM 33613257	194.00	375.00
01-MAR-2021	BAC	DANIEL BOOTH, PG23, FP 01/03/21 1524, 0Z5Q12KZK0RJ62RJ4X	31.00	181.00
<b>Opening balance</b>				<b>150.00</b>
<b>Totals</b>			<b>-171,921.86</b>	<b>171,921.86</b>

Crowborough Town Council  
 Council Offices  
 Pine Grove  
 Crowborough  
 East Sussex  
 TN6 1DH

Your Account

**Sort Code** 30-98-77  
**Account Number** 00476601

TREASURERS ACCOUNT

01 March 2021 to 31 March 2021

<b>Money In</b>	£0.00	<b>Balance on 01 March 2021</b>	£263,404.74
<b>Money Out</b>	£40,102.14	<b>Balance on 31 March 2021</b>	£223,302.60

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
26 Mar 21	VIC YOUNG SOUTH SH 200000000731557947 130338	FPO		39,866.38	223,538.36
31 Mar 21	000010	PAY		235.76	223,302.60

Transaction types

<b>BGC</b> Bank Giro Credit	<b>BP</b> Bill Payments	<b>CHG</b> Charge	<b>CHQ</b> Cheque
<b>COR</b> Correction	<b>CPT</b> Cashpoint	<b>DD</b> Direct Debit	<b>DEB</b> Debit Card
<b>DEP</b> Deposit	<b>FEE</b> Fixed Service	<b>FPI</b> Faster Payment In	<b>FPO</b> Faster Payment Out
<b>MPI</b> Mobile Payment In	<b>MPO</b> Mobile Payment Out	<b>PAY</b> Payment	<b>SO</b> Standing Order
<b>TFR</b> Transfer			

<b>Account name or alias</b> CTC Savings A/C -95 day	<b>Account number</b> 33665176	<b>Sort code</b> 60-06-27	<b>Account currency</b> GBP
<b>Debit or credit</b> Any	<b>Current cleared balance</b> 855429.11		

Any eligible deposits you hold with us are protected by the Financial Services Compensation Scheme (FSCS). A link to the FSCS Information Sheet and list of exclusions can be found on your digital statement. For further information about the compensation provided by the FSCS, refer to the FSCS website at [www.FSCS.org.uk](http://www.FSCS.org.uk).

The interest rate is 0.15% gross 0.15% AER.  
This is based on the balance of 31st of March 2021.

Date	Type	Transaction details	Debit	Credit	Balance
		<b>Closing balance</b>			<b>855,429.11</b>
31-MAR-2021	INT	31MAR GRS 33665176		115.99	855,429.11
		<b>Opening balance</b>			<b>855,313.12</b>
<b>Totals</b>			<b>0.00</b>	<b>115.99</b>	

Description	31 March 2020	Added	Disposals	31 March 2021
Land & Buildings	£5,568,669	£0	£199,322	£5,369,347
Office Equipment	£22,498	£1,048	£0	£23,546
Infrastructure Assets	£593,727	£8,925	£0	£602,652
Community Assets	£65,573	£0	£14,000	£51,573
Playgrounds	£961,778	£0	£0	£961,778
Grounds Equipment	£440,786	£11,669	£30,940	£421,515
<b>Balance Sheet Assets</b>	<b>£7,653,031</b>	<b>£21,642</b>	<b>£244,262</b>	<b>£7,430,411</b>
Small Value Equipment	£15,700	£0	£0	£15,700
<b>Grand Total</b>	<b>£7,668,731</b>	<b>£21,642</b>	<b>£244,262</b>	<b>£7,446,111</b>
Long Term Loans Due	£7,195	£0	£2,400	£4,795
<b>Per Annual Return</b>	<b>£7,675,926</b>	<b>£21,642</b>	<b>£246,662</b>	<b>£7,450,906</b>

CROWBOROUGH TOWN COUNCIL ASSET REGISTER- LAND & BUILDINGS

Asset Ref	Date of Purchase	Supplier	Minute Reference	Asset Description	Location	Cost/Proxy Cost 31/03/2020	Restated	Additions	Disposals	Cost/Proxy Cost 31/03/2021
	08/01/1985	Queensbury Shelters		Country Park Flower bed and grassed area	Osborne Road Mill Lane / Beacon Road	£1,000				£1,000
	08/12/1992	The Salvation Army Trustee Company		Whitehill Centre	Whitehill Road, TN6 1NT	£140,000				£140,000
	02/06/2006	The Secretary of State for Defence		MOD Playing Field	Beacon Road, TN6 3SU	£35,000				£35,000
	01/03/2012	Upper Medway Farms Ltd		Summersales Land	London Road, TN6 1TD	£95,101				£95,101
	31/10/2015		9299	Summersales New Burtal Ground	London Road, TN6 1TD	£199,321			£199,321	£0
	13/04/1937	Thomas Critchall Turk		Chapel Green	Church Road	£6,500				£6,500
	24/03/1999	Sunley Estates Ltd		Chapel and Cemetery	Herne Road, TN6 2NT	£63,600				£63,600
	14/08/1899	James Tolley		Herne Allotments	Herne Road, TN6 2NT	£4,000				£4,000
	18/02/1935	Charles Price		Walsbury Allotments	Hadlow Down Road	£101,171				£101,171
	18/04/2008	George Hugh Barclay Dodd		Plimer Allotments (Garden)	Plimer Road	£2,500				£2,500
	28/12/1994	Sunseed Farms Ltd		Plimer Allotments (Road)	Goldsmiths Recreation Ground, Eridge Road, TN6 2TN	£98,000				£98,000
	21/04/1975	John Michael Hendon		Campsite						
	18/02/1930	Mystery of Goldsmiths		Top pitch, land behind & inc childrens play area & behind High Cross Fields LAND	Goldsmiths Recreation Ground, Eridge Road, TN6 2TN					£0
	10/12/1969	Crowfield Properties Ltd		Allotment football pitch area	Goldsmiths Recreation Ground, Eridge Road, TN6 2TN	£525				£525
	09/05/1980	Other Estates Ltd		Leisure centre, changing rooms, boating lake, Petanque & running track areas LAND	Goldsmiths Recreation Ground, Eridge Road, TN6 2TN					£0
	03/11/1997	Other Estates Ltd		Skatepark area LAND	Goldsmiths Recreation Ground, Eridge Road, TN6 2TN	£45,000				£45,000
	10/05/2004	Other Estates Ltd		Area 1, Goldsmiths LAND	Goldsmiths Recreation Ground, Eridge Road, TN6 2TN	£125,000				£125,000
	13/08/1987	Adams of Crowborough Ltd		Changing Rooms (building)	Goldsmiths Recreation Ground, Eridge Road, TN6 2TN	£181,900				£181,900
				Kiosk / toilet (building)	Goldsmiths Recreation Ground, Eridge Road, TN6 2TN	£146,883				£146,883
	28/02/2014	John and Rodenick Seymour		Land adjacent to Goldsmiths (model railway extension)	Goldsmiths Recreation Ground, Eridge Road, TN6 2TN	£20,000				£20,000
				Bowls Pavilion	Luxford Lane, TN6 2PQ	£27,000				£27,000
	01/06/2016	Wealden District Council		Pine Grove Enterprise Hub	Pine Grove	£3,880,940				£3,880,940
	17/09/2018	Wealden District Council		Pine Grove land (on which CCA is built - building not owned by CTC) and carpark	The Crowborough Centre, Pine Grove, Crowborough TN6 1FE	£1				£1
	17/09/2018	Wealden District Council	8767	Bluebell Wood	Adjacent to Croft Road car park TN6 1DL	£1			£1	£0
	18/02/1935	Jesse Thomas Bridger		The Ghyll	Burdett Road					£0
	04/10/1979	Mid Sussex Water Company		The Ghyll	Burdett Road	£875				£875
	13/08/1987	Adams of Crowborough Ltd		The Ghyll	Burdett Road	£5,100				£5,100
	02/06/2006	Richard Anthony Dickens and Bryony Sara Bartlett		The Ghyll	Burdett Road	£60,000				£60,000
	19/06/2009	Wealden District Council		The Ghyll	Burdett Road	£250				£250
	13/04/2011	Rydon Homes Ltd		The Ghyll	Burdett Road	£45,000				£45,000
	17/08/2016			Land at The Ghyll	Burdett Road	£27,500				£27,500
	20/10/2016			The Ghyll area 2	Burdett Road	£10,000				£10,000
	30/07/1986	Evelyn Robert Adrian De Rothschild, Edward Stephen Cazaliet & Angela Isabel Mary Nevill		Limekiln Playing Field	Paesgate Lane	£66,500				£66,500
	16/01/2012	Richard Anthony Dickens and Bryony Sara Dickens		Paesgate Lane Land	Paesgate Lane	£180,000				£180,000
						£5,569,669	£0	£0	£199,322	£5,369,347

CROWBOROUGH TOWN COUNCIL ASSET REGISTER- OFFICE EQUIPMENT

Asset Ref	Date of Purchase	Supplier	Minute Reference	Asset Description	Location	Custodian	Condition	Date last physically checked	Cost/Proxy Cost 31/03/2020	Additions	Disposals	Cost/Proxy Cost 31/03/2021
		Queensbury Shelters		Stacking chairs	Pine Grove Offices, Crowborough, TN6 1DH				£300			£300
				Tables	Pine Grove Offices, Crowborough, TN6 1DH				£300			£300
				Display panels	Pine Grove Offices, Crowborough, TN6 1DH				£1,167			£1,167
				Chairs Council chamber	Pine Grove Offices, Crowborough, TN6 1DH				£1,500			£1,500
				Fire safe	Pine Grove Offices, Crowborough, TN6 1DH				500			£500
				Safe	Pine Grove Offices, Crowborough, TN6 1DH				£500			£500
				Franking machine	Pine Grove Offices, Crowborough, TN6 1DH				£1,620			£1,620
				Microphone system	Pine Grove Offices, Crowborough, TN6 1DH				£4,588			£4,588
				Projector and screen	Pine Grove Offices, Crowborough, TN6 1DH				£600			£600
	27/03/2018	Weald		Del T340 Server	Pine Grove Offices, Crowborough, TN6 1DH				£11,423			£11,423
				HP PCs x10- Monitors								
				Lap Top								
	03/04/2020	The Computer Studio	Budget	Lap Top for PC	Pine Grove Offices, Crowborough, TN6 1DH					£320		£320
	21/05/2020	The Computer Studio	Budget	Lap Top for KW	Pine Grove Offices, Crowborough, TN6 1DH					£250		£250
	15/06/2020	The Computer Studio	Budget	Lap Top for LF	Pine Grove Offices, Crowborough, TN6 1DH					£208		£208
	10/11/2020	The Computer Studio	Budget	Lap Top for TW	Pine Grove Offices, Crowborough, TN6 1DH					£270		£270
												£0
												£0
												£0
												£0
<b>TOTALS</b>									<b>£22,498</b>	<b>£1,048</b>	<b>£0</b>	<b>£23,546</b>

CROWBOROUGH TOWN COUNCIL ASSET REGISTER-INFRASTRUCTURE ASSETS

Asset Ref	Date of Purchase	Supplier	Minute Reference	Asset Description	Location	Cost/Proxy Cost 31/03/2020	Additions	Disposals	Cost/Proxy Cost 31/03/2021
				Boundary signs x 3		£16,575			£16,575
		Queensbury Shelters		Bus shelters x 13		£42,900			£42,900
		Queensbury Shelters		Bus shelter		£3,608			£3,608
		Queensbury Shelters		Bus shelter		£3,700			£3,700
		Queensbury Shelters		Bus shelter	Croft Road	£6,087			£6,087
				Car park	The Ghyll	£9,165			£9,165
				Deer / rabbit fence		£2,872			£2,872
				Footbridge x2	Country Park	£7,000			£7,000
				Footbridge x2	The Ghyll	£7,000			£7,000
				Footpath	Green Lane	£3,000			£3,000
				Garden of remembrance wall	Herne Cemetery	£3,530			£3,530
				Hanging basket brackets		2000			£2,000
				Litter bins x 23		£13,800			£13,800
				Notice boards x 6		£8,400			£8,400
31/03/2009				Owlsbury water supply (toilet?)		£4,000			£4,000
				Park benches x 23		£16,100			£16,100
				Parking area	Alderbrook	£31,590			£31,590
31/03/2009				Perimeter path	Goldsmiths	£49,590			£49,590
				Perimeter path	Wolfe Recreation Ground	£23,295			£23,295
				Poster boards x 14 A1 +2 larger	Various - See note	£18,200			£18,200
				Street lights		£249,311			£249,311
31/03/2009				Track	Country Park	£19,380			£19,380
31/03/2005				Water feature	Canada Green	£5,271			£5,271
01/01/2009		Linpac Environmental		Water harvesting	Wolfe Recreation Ground	£2,683			£2,683
01/04/2011		Sustainable		Classic picnic bench		£890			£890
01/03/2012		Coppard		Pedestrian path	The Ghyll	£928			£928
01/03/2012		Coppard		Safety Barrier for car park	The Ghyll	£950			£950
01/11/2011		JAKK Country Furniture		Tree seat	Chapel Green	£1,755			£1,755
23/05/2012		Warren Drive		Car park	Owlsbury	£11,480			£11,480
16/05/2012		Jacksons		Fencing mini-railway	Goldsmiths	£2,646			£2,646
09/03/2012		High Weald		Interpretation panel frame		£1,740			£1,740
09/03/2012		Buffalo Designs		Interpretation panel frame		£850			£850
03/10/2012		Warren Drive		Footpath	Jarvis Brook	£2,840			£2,840
22/08/2013		M Lane & Sons		Town map notice boards x 5		£4,800			£4,800
12/11/2014		Alipark Ltd		Swing leaf gates		£1,584			£1,584
13/07/2015		Warren Drive		New allotments building	Pilmer Road	£12,207			£12,207
29/03/2019		Taylor		Bespoke Archway		£2,000			£2,000
29/04/2020		Noticeboard Company	budgets	Notice Board			£672		£672
16/07/2020		ESCC Highways	8983	Street Light - Columns 5 & 6	Saxonbury Close		£4,027		£4,027
07/08/2020		ESCC Highways	9063	Street Light - Column 6	Whitehill Road		£2,447		£2,447
27/11/2020		ESCC Highways	9094	Street Light - Column 1	Bryants Field		£1,779		£1,779
						£593,727	£8,925	£0	£602,652



CROWBOROUGH TOWN COUNCIL ASSET REGISTER- Community assets

Asset Ref	Date of Purchase	Supplier	Minute Reference	Asset Description	Location	Cost/Proxy Cost 31/03/2020	Additions	Disposals	Cost/Proxy Cost 31/03/2021	Insurance Value
				Chain of Office		£4,000			£4,000	£5,378
		Queensbury Shelters		Conan Doyle statue	Clockes Corner, Crowborough Cross	£46,950			£46,950	£71,837
			8943	Frank Humphrey	Owisbury Oast, Hadlow Down Road, TN6 3RG	£14,000		£14,000	£0	
				Goldsmiths Indoor Leisure	Goldsmiths Recreation Ground, Eridge Road, TN6 2TN	£1			£1	
	26/08/2015	Access		Lockable display cabinet	Crowborough Community Centre or Town Hall	£622			£622	
						£65,573	£0	£14,000	£51,573	£77,215

CROWBOROUGH TOWN COUNCIL ASSET REGISTER- PLAYGROUNDS

Asset Ref	Date of Purchase	Supplier	Minute Reference	Asset Description	Location	Date last physically checked	Cost/Proxy Cost 31/03/2020	Additions	Disposals	Cost/Proxy Cost 31/03/2021
	19/08/2015			Swing/Multi play unit/Zip wire/Balancing beam/Climbing wall/Junior swing/Sand pit/Toddler multi play unit/Springer unit X2	Goldsmiths Recreation Ground	Dec-18	£106,500			£106,500
		HAGS		/Multi play unit with slide	Goldsmiths Recreation Ground	Dec-18	£7,809			£7,809
	31/03/2006			Model boating lake	Goldsmiths Recreation Ground	Dec-18	£42,100			£42,100
				Miniature railway	Goldsmiths Recreation Ground	Dec-18	£12,475			£12,475
				Pearaque piste	Goldsmiths Recreation Ground	Dec-18	£2,500			£2,500
	26/06/2017	Spadeok		Running track	Goldsmiths Recreation Ground	Dec-18	£172,948			£172,948
				Goalposts	Goldsmiths Recreation Ground	Dec-18	£2,250			£2,250
	26/06/2017	Spadeok		Basketball area	Goldsmiths Recreation Ground	Dec-18	£13,261			£13,261
	19/03/2014	Sutcliffe		Netball Court	Goldsmiths Recreation Ground	Dec-18	£15,536			£15,536
	01/12/2018	Playdale		Youth shelter	Goldsmiths Recreation Ground	Dec-18	£9,878			£9,878
	22/12/2017	Caloo		rotajidge	Goldsmiths Recreation Ground	Dec-18	£3,388			£3,388
				Outdoor fitness	Goldsmiths Recreation Ground	Dec-18	£18,000			£18,000
				Half pipe	Skate Park, Goldsmiths Recreation Ground	Dec-18	£33,045			£33,045
				Twin unit/Central low box/End units x 2/Bench x 2	Skate Park, Goldsmiths Recreation Ground	Dec-18	£60,433			£60,433
		Elbe Play		Floor trampoline	Jarvis Brook Recreation Ground	Dec-18	£5,894			£5,894
		Elbe Play		Play house	Jarvis Brook Recreation Ground	Dec-18	£1,146			£1,146
		Elbe Play		Multiple spinning rocker	Jarvis Brook Recreation Ground	Dec-18	£2,279			£2,279
		Elbe Play		Four seater seesaw	Jarvis Brook Recreation Ground	Dec-18	£934			£934
		Elbe Play		Toddlers safety seat	Jarvis Brook Recreation Ground	Dec-18	£370			£370
		Elbe Play		Eagle 2 double swing	Jarvis Brook Recreation Ground	Dec-18	£732			£732
		Elbe Play		Playo double swing	Jarvis Brook Recreation Ground	Dec-18	£576			£576
		Elbe Play		Crawling tunnel x 2	Jarvis Brook Recreation Ground	Dec-18	£1,128			£1,128
		Elbe Play		Hill platform	Jarvis Brook Recreation Ground	Dec-18	£1,138			£1,138
		Elbe Play		Pretoria play system	Jarvis Brook Recreation Ground	Dec-18	£7,684			£7,684
		Elbe Play		Steel slide	Jarvis Brook Recreation Ground	Dec-18	£1,197			£1,197
		Elbe Play		Jupiter carousel	Jarvis Brook Recreation Ground	Dec-18	£1,917			£1,917
		Elbe Play		Eagle swing	Jarvis Brook Recreation Ground	Dec-18	£1,625			£1,625
		Elbe Play		Landscaping seats and bins	Jarvis Brook Recreation Ground	Dec-18	£32,788			£32,788
		Elbe Play		MUGA	Jarvis Brook Recreation Ground	Dec-18	£34,640			£34,640
		Wheelscape		Skate Park	Jarvis Brook Recreation Ground	Dec-18	£60,000			£60,000
				MUGA/Zip wire/ Swing/Tyre swing/Climbing net/Basketball unit/Toddler swing/Spring unit/Stepping stones/Multi play unit/Picnic area	Adams Field Recreation Ground	Dec-18	£140,354			£140,354
				Zip wire/ Tyre swing/ Small swing/Roundabout/Climbing unit/Small unit with slide/Small bridge/Spinner/Large stones	Wolfe Recreation Ground	Dec-18	£82,242			£82,242
				Goalposts	Wolfe Recreation Ground	Dec-18	£2,250			£2,250
	06/08/2014	Prologic		Primo goal end	Wolfe Recreation Ground	Dec-18	£3,515			£3,515
	06/08/2014	Prologic		Sand digger	Wolfe Recreation Ground	Dec-18	£1,825			£1,825
	06/08/2014	Prologic		Sand factory	Wolfe Recreation Ground	Dec-18	£7,375			£7,375
	06/08/2014	Prologic		Inclusive wheelspin	Wolfe Recreation Ground	Dec-18	£5,495			£5,495
	06/08/2014	Prologic		Play sand	Wolfe Recreation Ground	Dec-18	£1,960			£1,960
	06/08/2014	Prologic		Surfaces	Wolfe Recreation Ground	Dec-18	£5,194			£5,194
	06/08/2014	Prologic		Edging / stockading	Wolfe Recreation Ground	Dec-18	£3,596			£3,596
	06/08/2014	Prologic		Installation	Wolfe Recreation Ground	Dec-18	£7,383			£7,383
	22/10/2017	Caloo		Adult Gym	Wolfe Recreation Ground	Dec-18	£5,000			£5,000
				Stepping stones/Balance beam/Swing/Play unit with slide	Silver Jubilee Recreation Ground	Dec-18	£25,018			£25,018
		G L Jones		Inclusive roundabout	Silver Jubilee Recreation Ground	Dec-18	£16,400			£16,400
							£961,778	£0	£0	£961,778



Small Value Equipment-Non Balance Sheet over £500

Stock take Jan 2020

Number	Description	Acquisition Date	Condition	Supplier	Cost/Proxy Cost 31/03/2020	Additions	Disposals/ Removed from Agar	Cost/Proxy Cost 31/03/2021
0008	Generator				£500			£500
0029	Chainsaw Head			Hugh Page	£500			£500
0133	Chainsaw Head			Hugh Page	£500			£500
0109	Stihl Hedgecutter - double sided			Hugh Page	£600			£600
0110	Stihl Hedgecutter - double sided			Hugh Page	£600			£600
0111	Stihl Hedgecutter - double sided			Hugh Page	£600			£600
0116	Small Marquee		poor		£700			£700
	Large Marquee		poor		£1,500			£1,500
0137	Basket Watering System	Feb-12		SCH Supplies	£1,005			£1,005
0073	Garden Mower	23.5.2012		Hugh Page	£996			£996
	Water Harvest Tank	2.5.2012		Leaffield Engineering	£902			£902
	Water Harvest Tank				£902			£902
	Platform Step Ladder	27 7 2012		T & T	£795			£795
0140	Stihl strimmer FS 460 C				£700			£700
0141	Stihl strimmer FS 460 C				£700			£700
	Stihl strimmer FS 460 C				£700			£700
	Stihl strimmer FS 460 C				£700			£700
	Stihl strimmer FS 460 C				£700			£700
	Stihl strimmer FS 460 C				£700			£700
	Stihl strimmer FS 460 C				£700			£700
	Stihl strimmer FS 460 C				£700			£700
0112	Stihl Pole Saw HT101				£700			£700
					£15,700	£0	£0	£15,700

Small Value Equipment-Non Balance Sheet under £500

Stock take Jan 2020

Number	Description	Acquisition Date	Condition	Supplier	Cost/Proxy Cost 31/03/2020	Additions	Disposals	Cost/Proxy Cost 31/03/2021
O107	Sihli chainsaw 24"			Hugh Page	£400			£400
O108	Sihli chainsaw 18"			Hugh Page	£400			£400
O105	Hedge Cutter HEAD			Hugh Page	£450			£450
O114	Hedge Cutter HEAD			Hugh Page	£450			£450
O106	Hedge Cutter HEAD			Hugh Page	£450			£450
CO52	Tiller - Honda			Hugh Page	£400			£400
CO58	F-S200 Strimmer			Hugh Page	£350			£350
CO86	Small angle grinder (May 2010)				£70			£70
O136	Trundle Pot White Liner				£208			£208
	Honda Water Pump	Aug-11		Hugh Page	£333			£333
	Alarm System - Depot	25 5 2012		Peter Brown	£314			£314
O122	Pond Filter- Goldsmiths	14.7 2012		Colin Watts	£186			£186
	Sihli Blower				£300			£300
	Sihli Blower				£300			£300
O117	Sihli Blower			T & T	£300			£300
	Hitachi SDS Drill				£301			£301
	Hitachi SDS Drill				£300			£300
O102	Sihli combi multi tool engine KM90R				£300			£300
O138	Sihli combi multi tool engine KM90R				£300			£300
CO20	Sihli combi multi tool engine KM90R				£300			£300
O103	Sihli combi multi tool engine KM90R				£300			£300
CO89	Hitachi cordless 18v drill				£200			£200
O121	Hitachi large angle grinder				£300			£300
	Hitachi large angle grinder				£300			£300
	Makita 18v drill and impact driver duo set	21/11/2019	new	Travis	£280			£280
	oil filled heater x2	15/11/2019	new		£120			£120
	A frame tri pod ladder	22/10/2019	new	TUD01	£235			£235
	Step ladder	22/10/2019	new	TUD02	£118			£118
	trippie ladder	22/10/2019	new	TUD03	£200			£200
	fridge for Groundstaff	23/10/2019	new		£160			£160
	tools & boxes for vans	20/05/2019	new	Halfords	£378			£378
	tools & boxes for vans	20/05/2019	new	Halfords	£378			£378
	tools & boxes for vans	20/05/2019	new	Halfords	£378			£378
	Sihli Cordless Li-Ion Grass trimmer and brush cutter FSA 130	31/01/2020	new	Halfords	£317			£317
	Sihli Cordless Li-Ion Hedge trimmer and brush cutter FSA 131	31/01/2020	new	Hugh Paige	£317			£317
	Sihli Cordless Li-Ion Hedge trimmer HSA 94 T 24" bar	31/01/2020	new	Hugh Paige	£339			£339
	Sihli Cordless Li-Ion Hedge trimmer HSA 94 T 24" bar	31/01/2020	new	Hugh Paige	£293			£293
	Sihli Cordless Li-Ion Telescopic Long-reach hedge trimmer HLA85	31/01/2020	new	Hugh Paige	£293			£293
	Sihli Cordless Li-Ion Telescopic Long-reach hedge trimmer HLA86	31/01/2020	new	Hugh Paige	£233			£233
	Sihli Cordless Li-Ion High Power Blower BGA 100	31/01/2020	new	Hugh Paige	£475			£475
	AR 1000 Backpack Battery	31/01/2020	new	Hugh Paige	£475			£475
	AR 1000 Backpack Battery	31/01/2020	new	Hugh Paige	£88			£88
	AL 500 Quick Charger	31/01/2020	new	Hugh Paige	£88			£88
	AL 500 Quick Charger	31/01/2020	new	Hugh Paige	£163			£163
	Pole Pruner	04/12/2019	new	Hugh Paige	£450			£450
	back pack blower	28/02/2020	new	Hugh Paige	£320			£320
	cordless chain saw and Treehog	05/03/2020	new	Iamberg	£280	£280		£280
	Floodlight - running track	10/09/2020	new		£1,377.00	£1,377.00		£1,377.00
	AR1000 Battery x 3 - £459 each	30/09/2020	new	P P Estates	£255.00	£255.00		£255.00
	Sihli AL50 quick charger x 3 - £85 each	30/09/2020	new	P P Estates	£561.00	£561.00		£561.00
	Sihli KMAY30R x 2 - £280.50 each	30/09/2020	new	P P Estates	£918.00	£918.00		£918.00
	Sihli FSA130 x 3 - £306 each	30/09/2020	new	P P Estates	£0	£0		£0
					£13,950	£3,401	£0	£17,351

# Annual Governance and Accountability Return 2020/21 Part 3

## To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities\*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
  - are unable to certify themselves as exempt (fee payable); or
  - have requested a limited assurance review (fee payable)

## Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2020/21

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
  - The **Annual Internal Audit Report must** be completed by the authority's internal auditor.
  - **Sections 1 and 2 must** be completed and approved by the authority.
  - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2021**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2021**. Reminder letters will incur a charge of £40 +VAT:
  - the Annual Governance and Accountability Return Sections 1 and 2, together with
  - a bank reconciliation as at 31 March 2021
  - an explanation of any significant year on year variances in the accounting statements
  - notification of the commencement date of the period for the exercise of public rights
  - Annual Internal Audit Report 2020/21

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

## Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2021 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2020/21**, approved and signed, page 4
- **Section 2 - Accounting Statements 2020/21**, approved and signed, page 5

Not later than 30 September 2021 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

## Guidance notes on completing Part 3 of the Annual Governance and Accountability Return (AGAR) 2020/21

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide\** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2021.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide\**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2020) equals the balance brought forward in the current year (Box 1 of 2021).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2021**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including <b>the dates set for the period for the exercise of public rights</b> , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations from last year to this year been published?		
	Has the bank reconciliation as at <b>31 March 2021</b> been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? <b>NB:</b> do not send trust accounting statements unless requested.		

*\*Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)

# Annual Internal Audit Report 2020/21

ENTER NAME OF AUTHORITY

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2021, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2020/21 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.			
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.			
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.			
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.			
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.			
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.			
H. Asset and investments registers were complete and accurate and properly maintained.			
I. Periodic bank account reconciliations were properly carried out during the year.			
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.			
K. If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")</i>			
L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.			
M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set)</i> .			
N. The authority has complied with the publication requirements for 2019/20 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .			
<b>O. (For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

DD/MM/YYYY DD/MM/YYYY DD/MM/YYYY

ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

DD/MM/YYYY

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).



## Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A <i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

## Section 2 – Accounting Statements 2020/21 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward			<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs			<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward			<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments			<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b></i>
9. Total fixed assets plus long term investments and assets			<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
			<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

## Section 3 – External Auditor’s Report and Certificate 2020/21

In respect of

ENTER NAME OF AUTHORITY

### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2021; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### 2 External auditor’s limited assurance opinion 2020/21

(Except for the matters reported below)\* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (\*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

### 3 External auditor certificate 2020/21

We certify/do not certify\* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2021.

\*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YY