

CROWBOROUGH TOWN COUNCIL

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 the Council Offices, Pine Grove, Crowborough on **Tuesday 1st March 2022** at 7.30 pm when it is proposed to transact the following business:

Caroline Miles, Town Clerk
23rd February 2022

MEETINGS OF THE COUNCIL ARE OPEN TO THE PUBLIC.

Questions from members of the public (15 minutes maximum)

IN VIEW OF THE CONFIDENTIAL NATURE OF THE DISCUSSION OF SOME ITEMS ON THIS AGENDA,
THE PRESS AND PUBLIC MAY BE EXCLUDED UNDER THE PUBLIC BODIES (ADMISSION TO
MEETINGS) ACT 1960

1. APOLOGIES

2. DECLARATIONS OF INTEREST

3. MINUTES

3.1. To **adopt** the minutes of 14th December 2021 as a true record of the meeting

4. GRANTS

4.1. To **consider** the grant applications received and **agree** any action

5. FINANCE

To **note** the Finance Report and supporting appendices and **agree** any action.

5.1 To **note** the Current Income and Expenditure Position and Earmarked Reserves and **agree** any action

5.2 To **review** the current loan summary

5.3 To **note** the latest figures from Basepoint

5.4 To **note** the valuations from the Property Valuation

5.5 To **note** the internal auditors reports and supporting comments and **agree** any action

5.6 To **review** current IT support & back up costs and **agree** any action

5.7 To **review** card payment facility costs and **agree** any action

5.8 To **note** the signing of bank reconciliations

6. REVIEW OF INTERNAL CONTROLS

6.1 To **note** the officer's report and **agree** action.

7. EXEMPT BUSINESS

7.1 To **note** the confidential report on Pine Grove

7.2 To **note** the confidential aged debt report

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

GRANT APPLICATIONS 2022-2023

APPLICANT	DETAILS OF PROJECT	OTHER FUNDING SOURCES (£)	GRANT REQUESTED (£)	TOTAL COST OF PROJECT (£)
Ashdown Radio Limited	A replacement NUC (Next Unit of Computing). It controls the radios playout system for the studio	None	£389.86	£779.72
Beacon Swimming Club	Replace old flat top starting blocks with standard starting blocks which will help be trained in advanced swimming techniques	Raised £9109.00 - Club Swimmers & Families, £500.00 - Sussex ASA, £2000.00 - Gatwick Airport Community Trust Fund	£2,000.00	£13,618.80
Children With Cancer Fund	Host a local event for 15 individuals living in Crowborough to meet one another and be able to support one another through difficult times	None	£400.00	£400.00
Crowborough Bonfire & Carnival Society	To help assist with costs of entertainers and bands on carnival day	All other funds are raised by members at fetes, sponsored events etc	£1,500.00	£10,000.00
Crowborough Community Orchard	It is part of a joint project with Ashdown Primary School and St Marys School. Crowborough Community Orchard would manage the former playing field as an Orchard and Nature reserve	None as yet but applying to others	£1,500.00	£2,970.00
Crowborough & District Anglers Association	Junior fishing day for under 12 years. We hire 3 expert trained instructors who are DBS checked. They are taught how to handle the fish when caught and return them. There are 2 sessions in the morning and 1 in the afternoon and a basic set of kit is also provided for them to take home.	CDA provide the remaining finance required	£500.00	£1,100.00
Crowborough Wolfe Bowling Club	To purchase a container, sleepers and base so that the heavy iron is lower and closer to the green making it easier for the players.	None	£4,000.00	£4,000.00
Green Transition Crowborough	To help purchase event banners and assist with web costs and leaflets to help advertise aspects of the move to sustainability in the community.	£700 raised by members and public contributions and fund raising events	£500.00	£1,200.00
RVS Crowborough Darby & Joan Club	49 residents benefit from the grant, it contributes towards the elderly being able to socialise and interact one a month. The grant will help towards hall rental, entertainment, lunches etc	None	£1,500.00	£4,390.00
St Michaels Church	Contribution to thoroughly clean and overhaul of the traditional pipe organ.	Raised so far £2000.00 - Crowborough Lions, £1000.00 - Legacy, £1500.00 - Organist & Choir Leader and other fund raising events to take place.	£2,500.00	£10,000.00
TOTAL AMOUNT OF GRANTS REQUESTED			£14,789.86	£48,458.52
AVAILABLE BUDGET 2022/23			£16,000.00	



RECEIVED
21 FEB 2022

BY: _____

GRANT APPLICATION

Please return the completed grant application and supporting information to:

Council Offices, Pine Grove, Crowborough, East Sussex, TN6 1DH or
info@crowboroughtowncouncil.gov.uk

YOUR GROUP/ORGANISATION	
Name of group/organisation	Ashdown Radio Limited (formerly Uckfield Community Radio Limited - see change of name certificate included with this application)
Name of applicant and position held in group/organisation	<div style="background-color: black; width: 100px; height: 1.2em; display: inline-block;"></div> Fundraising director (voluntary)
Address for correspondence	<div style="background-color: black; width: 350px; height: 30px;"></div>
Telephone number (daytime)	<div style="background-color: black; width: 280px; height: 30px;"></div>
Email address	<div style="background-color: black; width: 280px; height: 30px;"></div>
<p>Summary of aims and objectives of group/organisation</p> <p>Ashdown Radio Limited is a not for profit organisation. It holds a community radio licence from Ofcom and started broadcasting to Uckfield and the surrounding area in 2002, though for a limited duration each year as governed by our licence. Since 2010 we have been broadcasting 24 hours a day, 7 days a week. We are currently working towards our next significant milestone on 1st April 2022 of launching broadcasts to an expanded area of Crowborough and the surrounding villages as well as the Uckfield area.</p> <p>All members of the community within the broadcast area are able to benefit from Ashdown Radio. All aspects of the broadcasting are focused to support and advance development of and within the local community.</p>	

The radio station is operated by local volunteers for the sole benefit of developing and supporting the local community. It is firmly rooted in the local area and aims to support all members of the community to have access to the widest range of local advice, news and information possible to provide opportunities and wellbeing for all.





At its heart, Ashdown Radio supports and promotes the advancement of the local community by;

- Actively promoting and stimulating local economic activity
- Supporting local groups and organisations and providing a platform or them to 'get their message out'
- Providing a facility to allow members of local community groups to come together to support collective action and generate solutions to common local problems
- Providing an organisation where local people who share the same interest or passion for radio are able to develop their skills and at the same time serve their local community
- Providing a platform for informal education, in the form of learning that takes place through direct involvement in community activities
- Building a stronger and more resilient community to support local requirements
- Providing training for local residents in the art of radio broadcasting
- Providing locally produced original output for broadcast
- Providing a platform to facilitate discussion and expression of local opinions
- Actively strengthening better understanding and links within the community

Ashdown Radio is a truly local community radio station which benefits the local community.

Is the group/organisation a Registered Charity? (If so, please supply registration number)	Ashdown Radio Limited is not a registered charity. Instead it is a not for profit private limited company
Number of members in the group/organisation	<p>Ashdown Radio is run by a board of seven directors who are all voluntary and are not paid any expenses.</p> <p>The board is supported by 33 Members who are all volunteers and have roles in providing the broadcast service.</p> <p>We estimate that the broadcast audience (including our expanded broadcast area) is 26,000.</p>
Number of members resident in Crowborough	<p>Of our 33 Members, approximately 10 are resident in Crowborough and the surrounding villages.</p> <p>We estimate the extended broadcast area</p>

	reaches around 7,000 residents, businesses and organisations in the Crowborough area as well as an estimated audience of 19,000 people in the Uckfield and surrounding area.
DETAILS OF GRANT APPLIED FOR	
Total cost of project	£779.72 exclusive of VAT (see attached quote from Knibbs Limited)
Amount of grant requested	50% of the project cost = £779.72/2 = £389.86
Details of funds from group/organisation or other bodies	None
<p>Details of what the grant is for and how many Crowborough residents will benefit (continue a separate sheet if required)</p> <p>Ashdown Radio would like to use the money towards a replacement NUC, a 'Next Unit of Computing' which is essentially a small 'bare bones' computer without the usual peripherals such as screen, keyboard and other user interface devices.</p> <p>The NUC is a critical piece of equipment as it controls the 'radio playout system' for our studios. It is installed within the studio and as well as allowing presenters to seamlessly cue up and play multiple media clips during live shows, it drives the studio e-mail system and allows access to the internet and phone systems for live interviews. Each volunteer presenter has access to the NUC and will plan and work on their individual programmes using this essential piece of studio equipment.</p> <p>Our current system is at least 7 years old and needs replacing before it fails. A quote for the replacement NUC equipment from Knibbs Limited, a local company, accompanies this application.</p>	
PREVIOUS APPLICATIONS	
Please provide details of any previous grants given to your group/organisation by Crowborough Town Council in the last five years	None. However, we have been coordinating with Crowborough Town Council (CTC) to install our repeater antenna and ancillary equipment in Pine Grove all as part of the expansion of our broadcast area. This has been carried out under a separate agreement with the Council. Under that agreement Ashdown Radio will pay CTC an annual amount for the ability to house some equipment associated with the repeater antenna in

	Pine Grove.
ACCOUNTS	
Any grant awarded will be paid via BACS. Please provide your group/organisation's bank details below:	
Bank:	
Sort code:	
Account number:	
<p>Please attach a copy of your most recent accounts. New organisations should attach a budget forecast.</p> <p>A copy of our most recent report and accounts filed with Companies House for year ended 31st December 2020, is provided as part of this application.</p> <p>I certify that the above information is correct</p> <div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;">Signed:</div>  </div> <div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;">Name (please print):</div>  </div> <div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;">Date:</div> <div>21st February 2022</div> </div>	

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

How the information you provide will be used

General Data Protection Regulations – Any personal information such as name, postal address, telephone number and email address given via this website/form will only be used to provide a requested service, kept for as long as necessary to provide that service and will not be disclosed to any other third party other than as described in our privacy notice, with your prior permission or if we are required to do so by law.

Company Registration No. 06448025 (England and Wales)

**UCKFIELD COMMUNITY RADIO LIMITED
UNAUDITED ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2020**

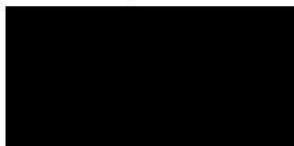


UCKFIELD COMMUNITY RADIO LIMITED
UNAUDITED ACCOUNTS
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**UCKFIELD COMMUNITY RADIO LIMITED
COMPANY INFORMATION
FOR THE YEAR ENDED 31 DECEMBER 2019**

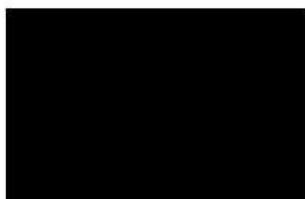
Directors



Company Number

06448025 (England and Wales)

Registered Office



UCKFIELD COMMUNITY RADIO LIMITED
STATEMENT OF FINANCIAL POSITION
AS AT 31 DECEMBER 2020

	Notes	2020 £	2019 £
Fixed Assets			
Tangible Assets	4	6,702	8,080
Current Assets			
Debtors	5	3,205	3,433
Cash at bank and in hand		44,245	9,389
		<hr/>	<hr/>
		47,450	12,821
Creditors: amounts falling due within 1 year	6	37,396	(14,266)
		<hr/>	<hr/>
Net current (liabilities)/assets		10,054	(1,445)
		<hr/>	<hr/>
Net assets		16,756	6,635
		<hr/>	<hr/>
Reserves			
Profit and loss account	7	10,121	6,635
		<hr/>	<hr/>
Members' funds		16,756	6,635
		<hr/>	<hr/>

For the year ending 31 December 2020 the company was entitled to exemption from audit under section 477 of The Companies Act 2006 relating to small companies. The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The Directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared and delivered in accordance with the provisions applicable to companies subject to the small companies regime and in accordance with the provisions of FRS 102 Section 1A – Small Entities. The profit and loss account has not been delivered to the Registrar of Companies.

Approved by the board on 16th September 2021


Director

Company Registration No. 06448025

UCKFIELD COMMUNITY RADIO LIMITED
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2019

1 Statutory information

Uckfield Community Radio Limited is a private company, limited by guarantee, registered in England and Wales, registration number 06448025. The registered office is [REDACTED]

2 Compliance with accounting standards

The accounts have been prepared in accordance with the provisions of FRS 102 Section 1A Small Entities. There were no material departures from that standard.

3 Accounting Policies

The principal accounting policies adopted in the preparation of the financial statements are set out below and have remained unchanged from the previous year, and also have been consistently applied within the same accounts.

Basis of preparation

The accounts have been prepared under historical cost convention as modified by the revaluation of certain fixed assets. The accounts are presented in £ sterling.

Tangible fixed assets and depreciation

Tangible assets are included at cost less depreciation and impairment.

Depreciation has been provided at the following rates in order to write off the assets over their estimated useful lives:

4	Plant & Machinery	25% straight Line	Plant & Machinery
	Tangible fixed assets		At cost £
	Cost or valuation		
	As at 1 January 2019		106,279
	Additions		643
	As at 31 December 2019		106,922
	Depreciation		
	As at 1 st Jan 2020		96,873
	Charge for the year		3,346
	As at 31 December 2020o		100,219
	Net book value		
	At 31 December 2020		6,703
	At 31 December 2019		8,080

UCKFIELD COMMUNITY RADIO LIMITED
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2019

5 Debtors	2020	2019
	£	£
Trade debtors	2,070	2,148
Other debtors	1,135	1,285
	<hr/>	<hr/>
	3,205	3,433
 6 Creditors: amounts falling due within one year		
	2020	2019
	£	£
Trade creditors	2,568	2,353
Taxes and social security	4,481	1,778
Accruals	22,235	2,406
Deferred income	8,112	7,772
	<hr/>	<hr/>
	37,396	14,266

7 Company limited by guarantee

The company is limited by guarantee and has no share capital.

Every member of the company undertakes to contribute to the assets of the company, in the event of a winding up, such an amount as may be required not exceeding £1.

8 Average number of employees

During the year the average number of employees was 1 (2019 : 1)



FILE COPY

**CERTIFICATE OF INCORPORATION
ON CHANGE OF NAME**

Company Number 6448025

The Registrar of Companies for England and Wales hereby certifies that under the Companies Act 2006:

UCKFIELD COMMUNITY RADIO LIMITED

a company incorporated as private limited by guarantee, having its registered office situated in England and Wales, has changed its name to:

ASHDOWN RADIO LIMITED

Given at Companies House on **13th October 2021**



* N06448025G *

The above information was communicated by electronic means and authenticated by the Registrar of Companies under section 1115 of the Companies Act 2006



Companies House



**THE OFFICIAL SEAL OF THE
REGISTRAR OF COMPANIES**



Notice of Change of Name by Resolution

Company Number: **06448025**

Company Name: **UCKFIELD COMMUNITY RADIO LIMITED**

Received for filing in Electronic Format on the: **11/10/2021**

Notice is hereby given that the company has changed its name as set out in the attached resolution

Authorisation

Authenticated

This form was authorised by one of the following:

Director, Secretary, Person Authorised, Administrator, Administrative Receiver, Receiver, Receiver manager, Charity Commission Receiver and Manager, CIC Manager

COMPANIES ACT 2006
SPECIAL RESOLUTION ON CHANGE OF NAME

Company number: 06448025

Existing company name:
UCKFIELD COMMUNITY RADIO LIMITED

The following special resolution to change the name of the company was agreed and passed by the members.

On the 11th October 2021

That the name of the company be changed to:
ASHDOWN RADIO LIMITED



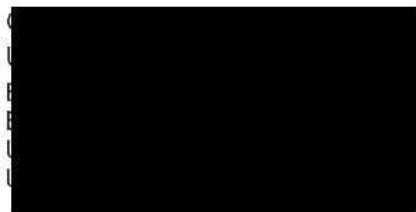
QUOTE

QUOTE #	KCSQ4619
DATE	Feb 17, 2022

To



Ship To



Phone



Phone



Call us with any questions on



SALESPERSON	P.O. Number	PAYMENT TERMS	DUE DATE
		14 Days Nett	

Here is the quote you requested.

QTY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	<p>HP ProDesk 405 G6 Mini desktop Ryzen 5 Pro 4650GE / 3.3 GHz AMD PRO RAM 16 GB SSD 256 GB NVMe Radeon Graphics GigE Win 10 Pro 64-bit</p> <p>Bays 1 (total) / 1 (free) x internal 2.5" Slots 1 (total) / 1 (free) x M.2 Card - 2230 (x1 mode) 1 (total) / 0 (free) x M.2 Card - 2280 (x4 mode) Interfaces 2 x USB 3.2 Gen 1 4 x USB 3.2 Gen 2 (2 front, 2 rear) 1 x USB-C 3.2 Gen 2 (1 in front) 1 x DisplayPort 1.4 1 x HDMI 1 x headphones/microphone (1 in front) (CTIA and OMTP headset support) 1 x LAN (Gigabit Ethernet) 1 x VGA</p> <p>Dimensions & Weight Width 17.7 cm Depth 17.5 cm Height 3.42 cm Weight 1.25 kg</p>	£779.72	£779.72

SUBTOTAL	£779.72
SHIPPING	£9.95
VAT	£157.93
TOTAL	£947.60

Please contact me if I can be of further assistance.

Prices are valid on day of issue. Quotation subject to our standard terms and conditions of business. Unless otherwise specified, quotations exceeding £3,000 require 40% deposit (excludes lease options).

To accept this quotation,
sign here and return:

Signature, Name and Date

Thank You For Your Business!

Signing this quotation constitutes entering into a contract for the provision of the above products and/or services.

THIS IS A NEW CONTRACT



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19 FEB 2022

BY: _____

GRANT APPLICATION

Please return the completed grant application and supporting information to:

Council Offices, Pine Grove, Crowborough, East Sussex, TN6 1DH or
info@crowboroughtowncouncil.gov.uk

YOUR GROUP/ORGANISATION	
Name of group/organisation	Beacon Swimming Club
Name of applicant and position held in group/organisation	[REDACTED]
Address for correspondence	[REDACTED]
Telephone number (daytime)	[REDACTED]
Email address	[REDACTED]
<p>Summary of aims and objectives of group/organisation</p> <p>Beacon Swimming Club's Mission Statement:</p> <p>Beacon Swimming Club is open and welcoming to all and as a team will work together to maximise the abilities of each individual while providing opportunities for all to succeed in their goals and so build a vibrant, positive and successful Club.</p> <p>Aims of Beacon Swimming Club:</p> <p>Beacon Swimming Club provides coaching for swimmers of all ages. Once a swimmer has passed their Gold Challenge Award, they can be placed in one of our squads. Our squad age categories range from Youth Swimmers through to Senior Swimmers and up to Master Swimmers.</p> <p>The Club's aim is to provide an enjoyable, structured environment in which to:</p> <ul style="list-style-type: none">• Help swimmers fulfil their individual potential.• Prepare them to compete at a level appropriate to their ability. <p>It is understood that the principal way to develop the performance of the Club is to develop the performance of its members. As such, the development of each individual</p>	

swimmer is the main objective of the Club.

Our aim is for all swimmers to enjoy their time at the Club, not only on fitness and competition level but also on a social one as well. The club's social atmosphere has assisted in our swimmers seeing vast development throughout their time with us.

Is the group/organisation a Registered Charity?
(If so, please supply registration number)

No

Number of members in the group/organisation

Beacon Swimming club currently has 259 members. These members hold a total of 274 memberships (some hold memberships to both the swimming and the lifesaving "branches" of the club).

Number of members resident in Crowborough

Of those, 97 reside within the TN6 postcode area. This is an increase of 12 Crowborough swimmers since our last application. Members from outlying areas (TN1, TN2, TN3, TN4, TN5, TN7, TN9, TN12, , TN18, TN20, TN21, TN22) swim at Crowborough, some up to 5 or 6 times per week. Most swimmers are children, ferried by parents and therefore bringing additional revenue and support into Crowborough.

DETAILS OF GRANT APPLIED FOR

Total cost of project

Starting Blocks	£11,866.80
Covers	£972.00
Installation	£777.00
TOTAL	<u>£13,615.80</u>

Amount of grant requested

£2000

Details of funds from group/organisation or other bodies

Raised by Club Swimmers and Families	£9,109.00
Sussex ASA	£500.00
Gatwick Airport Community Trust Fund	£2,000.00
TOTAL	<u>£11,609.00</u>

Details of what the grant is for and how many Crowborough residents will benefit (continue a separate sheet if required)

Regarding the number of Crowborough residents who will benefit, please see above.

Beacon are planning to replace the old flat-top starting blocks at one end of the pool at Freedom Leisure, Crowborough with competition standard starting blocks (x6) for training and events.

These blocks will feature a platform with adjustable footrest, backstroke bar with

vertical and horizontal hand hold and secure fixings to allow backstroke wedge use. These are all features that Beacon does not currently have available at any of the pools used. This has placed swimmers at a disadvantage, both in an inability to be trained in advanced swimming techniques and use of equipment to enhance their swim performance. Additionally, where these facilities have been available when visiting other pools for training or competition, Beacon swimmers are not familiar with their use and this has impacted negatively on their performance compared to swimmers from other clubs.

These new blocks would a) bring the club facilities into better alignment with other local clubs (currently the facilities do not allow some events to be hosted at Crowborough) and b) allow Beacon swimmers to train and become familiar with these key pieces of equipment, giving them the opportunity to use them at Crowborough and other locations comfortably, confidently and competitively.

Beacon Swimming Club aims to help every swimmer develop their technique and fulfil their individual potential.

Competition blocks would allow swimmers to improve:

- Their explosive starts of the block in forward facing strokes, utilising the adjustable footrests
- Their streamlined position in a backstroke start, being able to use the vertical hand holds
- Their powerful pushoff in a backstroke start, using securely fitted backstroke wedges (previously funded in part by CTC).

These apparently small adjustments can make all the difference when achieving qualifying times for County, Regional and National competitions, where currently, our swimmers are disadvantaged.

For context, Beacon has 29 County Qualifying swimmers (the Sussex County competition runs throughout February, so they are competing right now). So far this year there are also 10 Regional Qualifying swimmers, 1 National Qualifier (and hopefully 4 more to come) and one Para National swimmer.

Competition blocks will bring Beacon Swimming Club facilities up to the standard of many other local clubs, therefore, enhancing the profile of the club, particularly when hosting inter-club events.

Freedom Leisure, Crowborough would rarely be used by other swimming clubs for training events. However, Crowborough was one of the first pools to re-open after Covid-19 lockdowns and other clubs did use the facilities for a short time. In circumstances such as these, the blocks would be made available to other swimming clubs for use during their sessions at the pool.

The blocks will have custom-made covers, featuring the Club logo, which will be seen by all who use the pool and spectate from the gallery above.

Each block will also have a small plaque bearing the names of the groups and organisations that have helped to make this project possible – Crowborough Town Council would be added to that plaque design.

Please could it be noted that, whilst I understand that funding cannot be applied for retrospectively, the following information is significant.

Fundraising efforts have never ceased during the Covid-19 pandemic, but they have

been significantly challenged.

Every step of the way, believing we are almost at the end of all the restrictions, the club swimmers and families have wholeheartedly supported the permitted fundraising activities that have gone ahead.

The original quote for the starting blocks was agreed with the manufacturers in May 2021, but as time went on, they kindly agreed to hold that price until 31st December 2021.

The manufactures contacted me in November to confirm that if the order was not placed until 2022, there would likely be a 30% increase in price, due to the worldwide price hikes, particularly for components such as steel.

With this in mind, it was agreed that, although short of the last funds for the project, the order was to be placed, with the Club's regular account offering a loan to the Fundraising arm if required, until further fundraising could achieve the balance.

The balance for the blocks, the cost for covers and the fee for installation are all yet to be paid.

It is also worth noting that, while alternative and cheaper blocks are available, the specific profile of the pool at Crowborough restricts that choice. Many blocks were considered before settling on the blocks from SteelLine Ltd.

PREVIOUS APPLICATIONS

Please provide details of any previous grants given to your group/organisation by Crowborough Town Council in the last five years

2016 - £2500 – for Club 40th Anniversary Event

2020 - £540 – Backstroke Wedges (gratefully received, receipt and confirmation of publicity sent November 2020)

2021 - £500 – Covid Recovery Grant

ACCOUNTS

Any grant awarded will be paid via BACS. Please provide your group/organisation's bank details below:

Bank:



Sort code:





Account number:



Please attach a copy of your most recent accounts. New organisations should attach a budget forecast.

I certify that the above information is correct

Signed:	
Name (please print):	
Date:	18/02/2022
<hr/>	

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

How the information you provide will be used

General Data Protection Regulations – Any personal information such as name, postal address, telephone number and email address given via this website/form will only be used to provide a requested service, kept for as long as necessary to provide that service and will not be disclosed to any other third party other than as described in our privacy notice, with your prior permission or if we are required to do so by law.



Beacon Swimming Club

Income and Expenditure Account

	Actual Sep 2019-Aug 2020	Budget Sep 2020-Aug 2021	Actual Sep 2020-Aug 2021
Training Days/ Camps	2,395	2,000	3,755
Membership Fees	76,680	98,686	84,101
Internal Competitions/ Galas	2,238	0	0
Miscellaneous Income	75	0	355
Grants	600	10,213	10,713
Fundraising	0	0	0
Total Income	81,989	110,899	98,924
Coaching Costs	(40,882)	(50,249)	(41,405)
Pool Hire	(37,667)	(46,164)	(45,938)
Land Training	(532)	0	0
Coaches Development/ Training	(69)	(500)	0
Community Events/ Tri-Gala	(547)	0	0
Equipment/ Kit	(80)	0	266
Swim England Membership	(884)	(750)	(1,118)
Competition Costs	(2,044)	0	(503)
Miscellaneous Expenses	(1,909)	0	(2,191)
Total Expenditure	(84,613)	(97,663)	(90,888)
Profit/ (Loss) For Period	(2,625)	13,236	8,036



Beacon Swimming Club

Balance Sheet at 31st August

	31/08/2021	31/08/2020
<u>Assets</u>	<u>£</u>	<u>£</u>
Cash at Bank and In Hand	25,228	13,492
Club Kit Stock	200	400
	<hr/> 25,428	<hr/> 13,892
<u>Liabilities</u>		
Accrued Expenses	(5,000)	(1,500)
Net Assets	<hr/> 20,428 <hr/>	<hr/> 12,392 <hr/>
<u>Reserves</u>		
Reserves b/fwd	12,392	15,017
Loss for the Period	8,036	(2,625)
	<hr/> 20,428 <hr/>	<hr/> 12,392 <hr/>

Beacon SC Fundraising Accounts

Accounts 30/06/2020 - 08/02/2022

DESCRIPTION	Profit	Bank Balance
Balance after Backstroke Wedge Purchase		£55.16
Quiz Donations	£545.25	£600.41
Gifted Donations	£6,125.75	£6,726.16
100 Club	673.15	£7,399.31
Preloved Kit Sales	£663.25	£8,062.56
easyfundraising	£657.39	£8,719.95
Raffles	£389.50	£9,109.45
Gatwick Airport Community Trust	£2,000.00	£11,109.45
Sussex ASA	£500.00	£11,609.45
Current Balance		£11,609.45



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05 JUL 2021
BY:

GRANT APPLICATION

Please return the completed grant application and supporting information to:

Council Offices, Pine Grove, Crowborough, East Sussex, TN6 1DH or
info@crowboroughtowncouncil.gov.uk

YOUR GROUP/ORGANISATION	
Name of group/organisation	Children with cancer Fund
Name of applicant and position held in group/organisation	[REDACTED]
Address for correspondence	[REDACTED]
Telephone number (daytime)	[REDACTED]
Email address	[REDACTED]
Summary of aims and objectives of group/organisation Children with Cancer Fund (CWCF) are a small local charity supporting families affected by childhood cancer across East Sussex, Brighton + Hove.	
Is the group/organisation a Registered Charity? (If so, please supply registration number)	1110644
Number of members in the group/organisation	134 Families (Approximately 500 individuals)
Number of members resident in Crowborough	15 individuals

DETAILS OF GRANT APPLIED FOR

Total cost of project	£400
Amount of grant requested	£400
Details of funds from group/organisation or other bodies	

Details of what the grant is for and how many Crowborough residents will benefit (continue a separate sheet if required)

One aim of our charity is to host exciting local events, giving families affected by childhood cancer, the opportunity to meet others in a similar situation and reduce feelings of loneliness and isolation. We would love to bring the families we support in Crowborough together for an evening of socialisation over delicious food and drink at a local restaurant/venue. We currently have 15 individuals living in Crowborough and feel it would make a huge difference for them to meet one another and start building strong support networks to help them through their difficult times. Due to Covid 19, we lost a lot of our usual funding which is why we are contacting local organisations to support the work we do. We would be hugely grateful for any support you may be able to offer.

PREVIOUS APPLICATIONS

Please provide details of any previous grants given to your group/organisation by Crowborough Town Council in the last five years

—

ACCOUNTS

Any grant awarded will be paid via BACS. Please provide your group/organisation's bank details below:

Bank:	
Sort code:	
Account number:	

Please attach a copy of your most recent accounts. New organisations should attach a budget forecast.

I certify that the above information is correct

Signed:

Name (please print):

Date: 2 / 7 / 2021

Crowborough Town Council

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

How the information you provide will be used

General Data Protection Regulations – Any personal information such as name, postal address, telephone number and email address given via this website/form will only be used to provide a requested service, kept for as long as necessary to provide that service and will not be disclosed to any other third party other than as described in our privacy notice, with your prior permission or if we are required to do so by law.

Children With Cancer Fund (Polegate)
Charity No. 1110644
Accounts for the
Year ended 5th April 2020

(simplified accounts)

64 Windsor Way
Polegate
East Sussex
BN26 6QF

Children with Cancer Fund (Polegate)

Income & Expenditure Account

	Year ended		Period ended	
	5th April 2020		5th April 2019	
General Account				
Income				
Donations -general	51214		51808	
Donations - Gift aid	4541		1932	
Gift Aid- Just Giving	17613		16289	
Donations - other charities	18117		7100	
Fundraising	20280		14352	
Legacies & Share Income	0		0	
Misc income (penny boxes)	4415		4736	
Other Income\ Grants	14381		3139	
Gift Aid - Tax Refunds	<u>2524</u>		<u>1669</u>	
		133084		101024
Investment Income				
Interest & other income		4109		4733
Gains on Investments				
St James Place		<u>0</u>		<u>1260</u>
		137193		107016
Expenditure				
Caravan Running Costs	15784		17248	
Group events and activities	21792		38153	
Granting Wishes	47496		51812	
Fund Raising	5462		2765	
Misc expenses	0		0	
Telephone & Internet	0		5	
Travel Expenses	0		58	
Insurance	183		289	
Stationery, printing & post & advertising	1426		1077	
Newsletter	7460		6841	
Bank Charges	-9		0	
Just Giving charges	855		1187	
Accountancy & Independent Examiners Fee	3200		1917	
Bookkeeping	3830		3800	
Legal, Professional & Consultancy	177		4207	
Sundries & subscriptions	2798		1644	
Loss on fixed asset disposals	0		0	
Depreciation	0		0	
St James Place investment Costs	<u>15152</u>	<u>125604</u>	<u>4000</u>	<u>135004</u>
Net Operating Surplus				
		11589		-27987
Less Vired between Funds		-30113		-10291
Net Surplus		<u>-18524</u>		<u>-38279</u>
Restricted Fund				
Income				
Donations & Grants		7512		18597
Fund Raising Group Events		1872		515
Gift Aid - Tax Refunds		25		0
Interest & investment income		<u>0</u>		<u>0</u>
		9409		19112
Expenditure				
Fund Raising Costs & Group Events	0		0	
Staff Salaries	41134		34346	
Staff Training	0		11	
Advertising	48		0	
Employers Liability Insurance	426		290	
Travel & Subsistence	48		43	
Office Expenses & accommodation costs	8580		6762	
Telephone & Internet	230		884	
Stationery, printing & post	865		1892	
Computer Consumables	808		624	
Accountancy & Independent Examiners Fee	1418		1917	
Legal & Professional Fees	1357		1325	
Bank Charges	183		60	
Revaluation Deficit/Surplus	0		0	
Depreciation of Office Equipment	<u>594</u>	<u>55691</u>	<u>1686</u>	<u>49840</u>
Net Operating Deficit				
		-46282		-30728
Vired from general fund for designated purpose		30113		10291
Net Deficit/Surplus		<u>-16169</u>		<u>-20437</u>

Children with Cancer Fund (Polegate)

BALANCE SHEET

	Year ended 5th April 2020		Year ended 5th April 2019	
Fixed Assets				
<i>At Net Book Value</i>				
Caravans	0		0	
Office Premises	0		0	
Office Equipment	<u>584</u>	584	<u>1177</u>	1177
Current Assets - General Fund				
Sundry Debtors & Prepayments	19247		16722	
Investment - St James Place	132108		97260	
Petty Cash	200		177	
Bank Account HSBC 70762	4281		4410	
Bank Account Julian Hodge bond 209271	0		79268	
Bank Account (Community) HSBC 9774	42096		803	
Bank Account (BMM) HSBC 9782	13754		13726	
Bank Account (Metro Bank)	681		1683	
Bldg. Soc. Nationwide632	1		11915	
Paypal A/c	0		0	
Deposit Ac. Virgin 03182	46149		45775	
Bank of Cyprus	0		0	
Bldg. Soc.Saffron 4233	<u>76955</u>		<u>75632</u>	
11900	<u>335472</u>		<u>347372</u>	
Restricted Fund				
Sundry Debtors & Prepayments	6252		1049	
Bank Account (Restrict) HSBC 75237 & Cash	<u>23102</u>		<u>44195</u>	
	<u>29354</u>	<u>364826</u>	<u>45244</u>	<u>392615</u>
		365410		393793
Current Liabilities				
Restricted Fund				
Sundry creditors & Accruals	2551		2867	
General Fund				
Sundry creditors & Accruals	<u>8763</u>	<u>11314</u>	<u>2137</u>	<u>5003</u>
Current Assets				
Less Current Liabilities	£	<u>354096</u>	£	<u>388789</u>
represented by:				
Surplus of Funds				
General Funds				
Balance b/fwd	345233		383512	
add				
Surplus in Year	<u>-18524</u>	326709	<u>-38279</u>	345233
Restricted Funds				
<i>Administrator's Fund</i>				
Balance b/fwd	43556		63992	
add				
Deficit/Surplus in Year	<u>-16169</u>	<u>27387</u>	<u>-20436</u>	43556
	£	<u>354096</u>	£	<u>388789</u>

We hereby approve the accounts of the Charity known as Children with Cancer Fund (Polegate) for the year ended 5/4/20, and confirm we have made available all relevant books, records and information necessary for their preparation.

Trustee *Sylvia Dow*

Trustee *Christopher Downton*

Dated 28/12/2020

**Independent Examiners Report to
Children With Cancer Fund (Polegate)**

CHILDREN WITH CANCER FUND (POLEGATE)

5th April 2020

This report is on the accounts of Children With Cancer Fund for the year ended 5th April 2020 as set out in the financial statements.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is required.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, it has come to my attention, that :

- (1) there was limited evidence of donations made for specific purposes during the year, and the need to keep accounting records in accordance with section 130 of the 2011 Act; and to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act was not fully met; and
- (2) the procedures for identifying, monitoring and accurately recording receipts and payments in relation to unrestricted and restricted funds were not consistently adhered to throughout the year.
- (3) there were other strong controls and mechanisms in place, which assured the Trustees throughout the year that there was ongoing monitoring of income and expenses and the continued viability of the Charity
- (4) despite the inconsistencies in the year with record keeping, nothing has come to my attention that would cause undue concern.
- (5) the record keeping, financial processes and monitoring of restricted funds were further tightened and improved after the end of year.

In my opinion, attention should be drawn to these matters in order to enable a proper understanding of the accounts to be reached.

.....
M I Spencer F.A.I.A. CTA
M I SPENCER LTD

Dated

70 Victoria Road
Polegate
Sussex
BN26 6BU



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GRANT APPLICATION

Please return the completed grant application and supporting information to:

Council Offices, Pine Grove, Crowborough, East Sussex, TN6 1DH or
info@crowboroughtowncouncil.gov.uk

YOUR GROUP/ORGANISATION

Name of group/organisation	CROWBOROUGH BONFIRE & CARNIVAL SOCIETY
Name of applicant and position held in group/organisation	[REDACTED] CHAIRMAN
Address for correspondence	[REDACTED]
Telephone number (daytime)	[REDACTED]
Email address	[REDACTED]
Summary of aims and objectives of group/organisation To raise money for local organisations while providing a day of fun and carnival celebrations and torch light procession around the town	
Is the group/organisation a Registered Charity? (If so, please supply registration number)	NO.
Number of members in the group/organisation	approx 80
Number of members resident in Crowborough	approx 60

DETAILS OF GRANT APPLIED FOR

Total cost of project

approx \$10,000

Amount of grant requested

\$1,500

Details of funds from group/organisation or other bodies

All other funds are raised by members at fetes, sponsored events etc.

Details of what the grant is for and how many Crowborough residents will benefit (continue a separate sheet if required)

To help towards the cost of entertainers on carnival day, bands dancers etc, all of which adds to the atmosphere of the evenings procession. It is also felt this year is rather special due to the last two years we have had to cancel due to the pandemic and many people in and around crowborough have said how much the event has been missed and how they hoped it would continue

PREVIOUS APPLICATIONS

Please provide details of any previous grants given to your group/organisation by Crowborough Town Council in the last five years

2021 \$1,500 returned
2020 \$1,500 returned
2019 \$1,500
2018 \$1,500
2017 £1,500

ACCOUNTS

Any grant awarded will be paid via BACS. Please provide details of your group/organisation's bank details below:

Bank:	already on council files
Sort code:	
Account number:	

Please attach a copy of your most recent accounts. New organisations should attach a budget forecast.

I certify that the above information is correct

Signed:

Name (please print):

Date: 18-2-22.

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

How the information you provide will be used

General Data Protection Regulations – Any personal information such as name, postal address, telephone number and email address given via this website/form will only be used to provide a requested service, kept for as long as necessary to provide that service and will not be disclosed to any other third party other than as described in our privacy notice, with your prior permission or if we are required to do so by law.

ACCOUNT NOTES 1-6

	2020	2021
	£	£
1. <u>Carnival Day Income</u>		
Advertising – Programme Adverts	290.00	0.00
Programme Sales	0.00	0.00
Society Stalls	0.00	0.00
Ground Rent	0.00	0.00
Raffle	0.00	0.00
Street Collection	0.00	0.00
2. <u>Fundraising Income</u>		
Fetes and Fairs	246.70	242.40
3. <u>Other Income</u>		
Donations	0.00	0.00
Council Grant	0.00	1500.00
Membership Subscription	250.00	0.00
Prize Money	0.00	0.00
Returns to Funds	0.00	0.00
Transport	0.00	0.00
Interest from Bank Account	6.35	0.47
Miscellaneous	0.00	0.00
Dinner Money	0.00	0.00
4. <u>Carnival Day Expenses</u>		
St John's Ambulance	0.00	0.00
Bands	0.00	0.00
Royalty Costs.	0.00	0.00
P.A & Audio	0.00	0.00
Church Hall	75.00	0.00
Posters and Road Signs (Advertising)	0.00	0.00
Printing of Programmes	0.00	0.00
Raffle Costs	0.00	0.00
Prizes & Rosettes	0.00	0.00
Torch Material	225.00	180.00
Transport	0.00	0.00
Miscellaneous	0.00	0.00
Performers (Chapel Green)	0.00	0.00
Other Expenses	0.00	0.00
Hire of Equipment	0.00	0.00

5. Other Expenses

Gifts, Donations, Remembrance & funerals	37.00	0.00
Annual Insurance	807.54	889.18
Registration and Licenses	33.04	5.00
Secretary& Treasurer/Postage	0.00	00.00
Miscellaneous (Council Grant/Comp House)	18.00	1500.00
Fetes	0.00	0.00
WDC Lottery License	20.00	0.00

6. Street Collection Distribution

Nil

RECEIPTS AND PAYMENTS ACCOUNT
ACCOUNT PERIOD ENDED 30th NOVEMBER 2021

RECEIPTS	Notes	2020	20221
	£	£	
Carnival Day Income	1.	290.00	0.00
Interest Received	3.	6.35	0.47
Fundraising – Fetes	2.	246.70	242.40
Other Income	3.	300.00	1500.00
Carnival Day Street Collection	1.	<u>0.00</u>	<u>0.00</u>
		<u>843.05</u>	<u>1742.87</u>

PAYMENTS			
Carnival Day Expenses	4.	300.00	180.00
Other Expenses	5.	915.54	2394.18
Street Collection Distribution	6.	<u>3707.00</u>	<u>00.00</u>
		<u>4922.54</u>	<u>2574.18</u>
		-£4079.49	-£831.31

BALANCE SHEET	2020	2021
£ £		
ASSETS		
Current Account	3009.48	2182.70
Deposit Account	6220.05	6220.68
	9,229.53	8,403.38

CURRENT LIABILITIES	NIL	NIL
---------------------	-----	-----

FUNDS		
As at 30 th November 2021	£8,403.38	



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25 JAN 2022
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GRANT APPLICATION

Please return the completed grant application and supporting information to:




Council Offices, Pine Grove, Crowborough, East Sussex, TN6 1DH or
info@crowboroughtowncouncil.gov.uk

YOUR GROUP/ORGANISATION	
Name of group/organisation	Crowborough Community Orchard
Name of applicant and position held in group/organisation	[REDACTED] Chair
Address for correspondence	[REDACTED]
Telephone number (daytime)	[REDACTED]
Email address	[REDACTED]
Summary of aims and objectives of group/organisation Our aim is to involve as many Crowborough residents as possible in the creation and maintenance of community orchards. Our objectives are to improve people's health and wellbeing through positive and creative volunteering opportunities; to enhance biodiversity through managing the orchards as nature reserves; providing educational opportunities for children and adults in pruning, managing orchards and cooking; and helping tackle climate change	
Is the group/organisation a Registered Charity? (If so, please supply registration number)	No
Number of members in the group/organisation	We do not have formal members yet. There are eight people on the committee
Number of members resident in Crowborough	All committee members live in C.borough

DETAILS OF GRANT APPLIED FOR	
Total cost of project	£2,970
Amount of grant requested	£1,500
Details of funds from group/organisation or other bodies	We have not secured any funding to date
<p>Details of what the grant is for and how many Crowborough residents will benefit (continue a separate sheet if required)</p> <p>The grant is for the creation of our first community orchard on land off Herne Road as part of a joint project with Ashdown Primary School and St Mary's School. The school would like Crowborough Community Orchard to manage their former playing field as an orchard and nature reserve. The site will be used for educational activities by both schools during the week in term time. At other times the site will be opened up as a community orchard and nature reserve. It is expected that several hundred Crowborough residents will benefit, including all pupils at both schools, with many parents and other volunteers being involved at weekends in managing the site. Crowborough Community Orchard is applying to Crowborough Town Council for a start-up grant which will enable it to create the first community orchard in Crowborough. If our application is successful then the tools purchased will be used in the creation and management of subsequent orchards.</p> <p>The total project costs are: £900 fruit trees £560 wooden fence posts £560 tools (spades, forks, mell, gloves) £220 metal fencing mesh £210 wooden stakes £160 pruning equipment & tools £140 watering barrel and trolley £90 public liability insurance £60 organic compost £40 fencing tools and staples £30 plastic ties</p> <p>We are applying to other grant-funding bodies for the other 50% start-up costs.</p>	
PREVIOUS APPLICATIONS	
Please provide details of any previous grants given to your group/organisation by Crowborough Town Council in the last five years	None

ACCOUNTS

Any grant awarded will be paid via BACS. Please provide your group/organisation's bank details below:

Bank:	
Sort code:	
Account number:	

Please attach a copy of your most recent accounts. New organisations should attach a budget forecast.

I certify that the above information is correct

Signed:



Name (please print):



Date:

25/01/22

Crowborough Town Council

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

How the information you provide will be used

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BY:

GRANT APPLICATION

Please return the completed grant application and supporting information to:

Council Offices, Pine Grove, Crowborough, East Sussex, TN6 1DH or
info@crowboroughtowncouncil.gov.uk

YOUR GROUP/ORGANISATION	
Name of group/organisation	CROWBOROUGH & DISTRICT ANGLERS ASSOCIATION
Name of applicant and position held in group/organisation	[REDACTED] PRESIDENT.
Address for correspondence	[REDACTED]
Telephone number (daytime)	[REDACTED]
Email address	[REDACTED]
Summary of aims and objectives of group/organisation TO GIVE YOUNG PEOPLE CORRECT RESPONSIBLE INSTRUCTION TO TREAT THE COUNTRYSIDE WITH RESPECT & RESPONSIBILITY. TO CATCH FISH CORRECTLY & IN A MANNER THAT ENABLES THEM TO BE RETURNED TO THE WATER UNHARMED.	
Is the group/organisation a Registered Charity? (If so, please supply registration number)	NO BUT IT IS NOT FOR PROFIT
Number of members in the group/organisation	471
Number of members resident in Crowborough	166

DETAILS OF GRANT APPLIED FOR

Total cost of project

APPROX £1,100

Amount of grant requested

£500

Details of funds from group/organisation or other bodies

CDAA PROVIDE THE REMAINING FINANCE REQUIRED.

Details of what the grant is for and how many Crowborough residents will benefit (continue a separate sheet if required)

CDAA PROVIDES A JUNIOR FISHING DAY IN JUNE WHICH IS FREE TO ALL PARTICIPANTS. THEY ARE ALL UNDER 12 YEARS OLD. WE HIRE 3 EXPERT TRAINED INSTRUCTORS WHO ARE ALL D.B.S. CHECKED. THEY TEACH THE PARTICIPANTS HOW TO USE THE TACKLE CORRECTLY + RESPONSIBLY (ALWAYS USING BARBLESS HOOKS) THEY ARE TAUGHT HOW TO LAND THE FISH + HOW TO HANDLE THEM WHEN CAUGHT + HOW TO RETURN THEM TO THE WATER. THERE ARE 2 SESSIONS, 1 IN THE MORNING + 1 IN THE AFTERNOON AND WE PROVIDE A BASIC SET OF KIT TO TAKE HOME IN THE HOPE THAT THEY WILL CARRY ON FISHING + VISITING THE COUNTRYSIDE. THE USUAL NUMBER OF PARTICIPANTS IS 25 TO 30.

PREVIOUS APPLICATIONS

Please provide details of any previous grants given to your group/organisation by Crowborough Town Council in the last five years

2016 £305.00
2017 £—
2018 £325.00
2019 £475.00
2020/21 —

ACCOUNTS

Any grant awarded will be paid via BACS. Please provide your group/organisation's bank details below:

Bank:	
Sort code:	
Account number:	

Please attach a copy of your most recent accounts. New organisations should attach a budget forecast.

I certify that the above information is correct

Signed

Name (please print):

Date: 18-02-2022.

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

How the information you provide will be used

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CDAА ACCOUNTS 2020-21

Crowborough and District Anglers Association Statement of Income and Expenditure

	Year ending 31.3.21	Year Ending 31.3.20	Change
	Income	Income	
SUBS	£18,056.50	£8,950.50	£9,106.00
FUNDRAISING	£249.43	£877.35	-£627.92
WKG PARTY	£485.00	£315.00	£170.00
DAY TICKETS	£390.00	£376.00	£14.00
JOINING FEES	£985.00	£374.00	£611.00
ADVERTISING	£0.00	£235.00	-£235.00
INTEREST	£6.66	£20.16	-£13.50
NEWSLETTER	£7.30	£17.20	-£9.90
PAYPAL FEES	£454.00	£139.50	£314.50
JUNIOR SECTION	£0.00	£1,073.25	-£1,073.25
BOUGH BEECH	£584.00	£297.75	£286.25
SEA SECTION		£0.00	£0.00
TOTAL	£21,217.89	£12,675.71	£8,542.18
	Expenditure	Expenditure	
SUBS	£4.00	£69.00	-£65.00
PURCHASES	£1,885.27	£1,892.22	-£6.95
WATER RENT	£6,145.00	£5,642.50	£502.50
FUNDRAISING	£0.00	£63.00	-£63.00
WKG PARTY	£2,072.54	£896.58	£1,175.96
BOUGH BEECH	£584.00	£406.00	£178.00
RFA MEMBERSHIPS	£712.50	£600.00	£112.50
TROPHIES	£499.67	£725.78	-£226.11
PAYPAL COSTS	£261.23	£96.30	£164.93
JUNIOR SECTION	£0.00	£545.53	-£545.53
TOTAL	£12,164.21	£10,936.91	£1,227.30
Current Gross Surplus	£9,053.68	£1,738.80	£7,314.88
Summery			
Receipts	£21,217.89		
Expenditure	£12,164.21		
Closing Gross Surplus	£9,053.68		
Bank Reconciliation			
Cash in bank 31.3.20	£14,086.21		
Cash in hand 31.3.20	0.00		
Opening Balance	£14,086.21		
Cash in bank C/A	£3,072.65		
Cash in bank Sav	£20,067.24		
Sandra's float	£0.00		
Roger's Junior Float	£0.00		
Closing Balance	£23,139.89		
Net Movement in Cash	£9,053.68		

Honorary Treasurer

Date

Auditor

Date

Historical Gross Surpluses

2012	£596.21
2013	£358.70
2014	£460.60
2015	£2,352.63
2016	£1,372.15 exc loan rep
2017	£2,232.58
2018	£1,707.47
2019	£597.44
2020	£1,738.80
2021	£9,053.68

Reconciliation

bank a/c	£2,879.90
plus banking	£0.00
less Bough B	-£276.00
plus stripe	£718.75
less cheques	-£250.00
bank bal	£3,072.65

CDAA CONSOLIDATED BALANCE SHEET AS AT 31.3.21

DETAILS	ASSETS	LIABILITIES	2020	
			ASSETS	LIABILITIES
Sandra's Float	£0.00		£0.00	
C/A Balance	£3,072.65		£1,026.60	
Sav a/c Balance	£20,067.24		£13,060.58	
Water portfolio valuation	£70,000.00		£40,000.00	
Club owned equipment	£6,246.54		not recorded	
Club Silverware	£4,000.00		not recorded	
Junior Section Float	£0.00		£0.00	
Totals	£103,386.43	£0.00	£54,087.18	£0.00
Net Assets/ (Liabilities)	£103,386.43		£54,087.18	

Honorary Treasurer

Date

12-4-21

Auditor

Date

12/4/21

The Mr Isted Junior Fund

Award £32 pa to pay Junior Winners subs for the next season (or first season they are 12) plus a commemorative trophy.

Winners		Funds donated 2017	£256.00 Balance	£256.00
Amber Blakeway	2018		£32.00	£224.00
Harry Andrews	2019		£32.00	£192.00
Not Contested re Covid 19	2020		£0.00	£192.00
Not Contested re Covid 19	2021		£0.00	£192.00
	2022		£32.00	£160.00
	2023		£32.00	£128.00
	2024		£32.00	£96.00
	2025		£32.00	£64.00
	2026		£32.00	£32.00
	2027		£32.00	£0.00



GRANT APPLICATION

Please return the completed grant application and supporting information to:

Council Offices, Pine Grove, Crowborough, East Sussex, TN6 1DH or
info@crowboroughtowncouncil.gov.uk

YOUR GROUP/ORGANISATION	
Name of group/organisation	Crowborough Wolfe Bowling Club
Name of applicant and position held in group/organisation	[REDACTED] Treasurer
Address for correspondence	[REDACTED]
Telephone number (daytime)	[REDACTED]
Email address	[REDACTED]
Summary of aims and objectives of group/organisation <p>Crowborough Wolfe Bowling Club - a club supporting all ages and ranges of bowlers, together with those who are disabled and disadvantaged - seek to provide social and competitive bowling for all, and particularly during the difficult times of the current pandemic where we have been able (and encouraged by Bowls England) to provide socially safe bowls for all, improving and empowering those vulnerable to loneliness and Mental Health conditions). A prime directive of our club is to teach and play the sport to aid mental and physical well-being and health.</p>	
Is the group/organisation a Registered Charity? (If so, please supply registration number)	No
Number of members in the group/organisation	80 - An almost equal proportion of male and female members, many of which who live alone having lost their loved ones.
Number of members resident in Crowborough	79

DETAILS OF GRANT APPLIED FOR

Total cost of project	£4000.00 + VAT
Amount of grant requested	£4000.00 + VAT
Details of funds from group/organisation or other bodies	Our internal funds have been significantly depleted over the last 2 years with a lack of income from visitors and matches played. We hope to see this improving from 2022 onwards.

Details of what the grant is for and how many Crowborough residents will benefit (continue a separate sheet if required)

Some 5 years ago, Crowborough Wolfe Bowls Club (CWBC) purchased a "green iron" to help with the maintenance of the bowling green to produce a very flat true surface. This is a very specific requirement for a bowls club, and it not only allows us to make flat lawn bowling as easy as possible for the club members, most of which are over retirement age, but also to our visitors. Being flat allows the elderly, frail and infirm to continue to enjoy the sport of bowls, and we have around 80 mixed members (with one still bowling at 101 years of age). Sadly, the pandemic very abruptly brought bowling to a halt (and indeed our income) but now that the guidance has allowed us to open up and encourage bowls to continue, we see that we need to use our green iron more regularly. In itself, this would not normally require additional funding by way of a grant, but we now see that the (ageing) green team are finding moving the green iron from its current secure shelter to the bowling green more and more difficult.

For context and by way of explanation, the extremely heavy (nearly 1/2 tonne) iron is currently stored in a steel container approximately 7 feet above the green. To get the iron onto the green takes at least 3 members to move it from its container, onto 3 separate pathways using intricate manoeuvres and then to the final sloping pathway to the green. Because of the effort required and the members involved, there is a serious and identified risk for the potential of an accident.






We have a solution at relatively minimal expense, where we could place a metal container (delivered flat packed and erected by members and friends of the club) sited on the far side of the green and only 300mm above the playing surface. The container will have two doors on the long side enabling the green iron to be driven by 1 person - from the inside of the container - onto the green via two 6ft long ramps. Having ironed the green it can then be safely driven up the ramps back into the container. This means that it can be safely and securely handled by one individual, removes the risks currently faced by our elderly members, and ultimately provides a highly effective and safe process moving forward.

The estimated cost of the container, sleepers for the base construction and two small ramps will be approximately £4,000 plus VAT.

The nature of the equipment to be purchased means that our maintenance team are able to maintain our green to a high standard. Outdoor bowling activities were stopped for a period of time which as mentioned included income potential and fund raising - a reason for approaching the Town Council for support at this really difficult time for finances within the club. More regular use of the iron will provide a high standard bowling surface which will benefit our 80 members and visitors and will give them greater enjoyment from the facility and hopefully should increase our membership.

PREVIOUS APPLICATIONS

Please provide details of any previous grants given to your group/organisation by Crowborough Town Council in the last five years	N/A
---	-----

ACCOUNTS	
Any grant awarded will be paid via BACS. Please provide your group/organisation's bank details below:	
Bank:	
Sort code:	
Account number:	
Please attach a copy of your most recent accounts. New organisations should attach a budget forecast.	
I certify that the above information is correct	
Signed:	
Name (please print):	
Date:	23rd December 2021

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

How the information you provide will be used

General Data Protection Regulations – Any personal information such as name, postal address, telephone number and email address given via this website/form will only be used to provide a requested service, kept for as long as necessary to provide that service and will not be disclosed to any other third party other than as described in our privacy notice, with your prior permission or if we are required to do so by law.



Treasurers Report

March 2021

Members

The Treasurers report is supported by the income and expenditure account (and supporting note) together with the balance sheet for the year ending 30 September 2020. This summary is to also highlight the key areas of the prepared accounts which you should be aware of, and in order to address some of the questions which may arise before the AGM.

Our 2019 season closing balance of £14,459.85 was healthy at the time, and during that season you will note that our balance increased substantially from 2018 – in many respects, very helpful in that none of us were able to expect what was just around the corner in 2020, and of course, there was no opportunity to realise the income levels that we would have ordinarily expected to have received.

Our 2020 season closing balance of £8,480.10 and incorporated work performed over the 2019/2020 winter period, together with 2020 summer costs (more of this detailed below). Our subscriptions for last year were minimal (we called for £45 from members), and of course, no additional revenue / income to speak of. Hence you will see that the main proportion of income in the 2019 season (around £12.8K from subscriptions, match fees, raffles, bar takings etc.) was substantially lower in 2020 (ca. £4.2K).

Our fixed costs continued throughout the reported period (noted below), which for comparison purposes (eg. insurance, building rent, utilities and green maintenance) were ca. £8.5K in 2019 and ca. £7.5K in 2020. This clearly tells us all that the club needs to be maintained – and will attract costs - whether or not we have the same levels of bowling activity.

Incorporated in the 2020 costs has been the well overdue and necessary repair / refurbishment to the sprinkler system (which led to some issues with the playing surface last year of which many of you will have witnessed). With the servicing of ground machinery to this, and an increase in costs for water our expenditure was significant in comparison to other years, with few revenue streams to support this.

Forward Looking Statement

Our current balance (as at 28 Feb 2021) is £5,606.75. The maintenance of the club facilities was paramount to be able to begin the 2021 season in good order, and therefore over the 2020/2021 winter period, the committee decided and agreed that this was a priority and have accommodated further ground maintenance expenditure – our playing surface preparation is not cheap, but is a necessity to attract and retain bowlers.

The committee have agreed membership fees for the 2021 season as published on the membership forms.

Whilst we hope that 2021 will provide the opportunity to realise some income to support subscriptions, this is by no means a certainty as we reach our AGM. There may be further recommendations to follow at the end of the 2021 season, specifically the absolute minimum for cash reserves to be held by the club.

For completeness, the accounts have been prepared by Lorna, peer reviewed by Simon prior to audit and sign off, and agreed by our external auditor.

Crowborough Wolfe Bowling Club
Income & Expenditure Account
For the Year Ending 30 September 2021

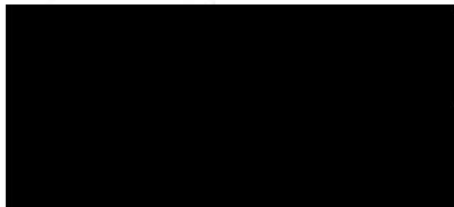
BALANCE SHEET
AS AT 30th September 2021

Net Assets	2021	2020	2019
Cash			
Cash at Bank	8480	8480	14,459.85
Petty Cash Balance	0	0	0.00
	<u>8480</u>	<u>8480</u>	<u>14,459.85</u>
Liabilities	0	0	0.00
	<u>8,480.00</u>	<u>8,480.00</u>	<u>14,459.85</u>
Represented By			
Balance Carried Forward	8,480.10	14,459.85	10,616.21
Surplus/(Deficit) for year	<u>2,944.18</u>	<u>(5,979.75)</u>	<u>3,843.64</u>
	<u>11,424.28</u>	<u>8,480.10</u>	<u>14,459.85</u>

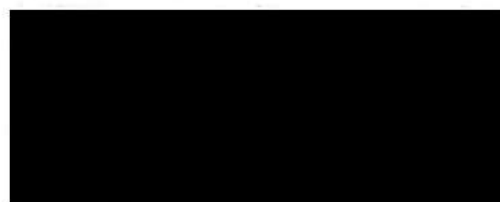
Accountant's Report to Crowborough Wolfe Bowling Club

In accordance with the instructions given to me, I have examined the books and records of Crowborough Wolfe Bowling Club

From the information and explanations supplied to me I can confirm that the accounts have been properly prepared



Date 22/10/21



Date 21/10/21

Crowborough Wolfe Bowling Club
Income & Expenditure Account
For the Year Ending 30 September 2021

Income	2021	2020	2019
Sponsorship Donations	607.50	952.40	1,840.50
Subscriptions Joining Playing Social	5,189.00	4,237.00	6,071.00
Match Fees & Catering	2,466.64	7.50	3,107.53
County Subs Fees Benevolent Fund	20.50	586.00	26.00
Bonus Ball	700.00	0.00	660.00
Social Events	0.00	471.05	625.00
Raffles / Book Sales	484.75	187.00	1,183.64
Shop Sales Equip,emts/T-Shirts	625.21	22.00	836.39
Stationery Printing Postages Stickers	16.00	0.00	12.45
Club Competitions Prizes	234.00	0.00	242.00
Electricity	310.78	515.01	0.00
Building Rent	0.00	0.00	257.20
Green Maintenance Waste/Equipment	88.64	240.00	0.00
Bar Licence Takings / Expenses	2,255.69	0.00	2,507.25
Bridge	0.00	0.00	156.64
Bank	0.00	1.59	0.00
Total Income	12,998.71	7,219.55	17,525.60
Expenditure			
Sponsorship Donations	0.00	25.00	131.57
Subs: Joining, playing, social	0.00	900.00	0.00
Match Fees & Catering	342.61	364.20	600.29
County Subs Fees Benevolent Fund	619.50	793.25	769.25
Bonus Ball	275.00	0.00	325.00
Telephone	0.00	0.00	40.00
Social Events	0.00	32.97	217.91
Raffles / Book Sales	186.34	0.00	423.26
Shop Sales Equip,emts/T-Shirts	571.31	0.00	768.59
Stationery Printing Postages Stickers	65.96	219.38	218.26
Internet	194.21	97.05	87.60
Insurance	709.89	955.05	955.05
Club Competitions Prizes	242.75	0.00	15.00
Electricity	854.00	1,412.00	1,348.00
Building Rent / Expenses	546.29	3,286.08	3,610.26
Water	235.11	617.48	115.34
Green Maintenance Waste/Equipment	4,264.04	4,306.84	2,643.13
Bar Licence Takings / Expenses	827.52	70.00	1,268.75
Accountant	120.00	120.00	120.00
Bridge	0	0	24.70
Total Expenditure	10,054.53	13,199.30	13,681.96
Excess of Income over Expenditure	<u>2,944.18</u>	<u>(5,979.75)</u>	<u>3,843.64</u>



RECEIVED
14 FEB 2022

BY:

GRANT APPLICATION

Please return the completed grant application and supporting information to:

Council Offices, Pine Grove, Crowborough, East Sussex, TN6 1DH or
info@crowboroughtowncouncil.gov.uk

YOUR GROUP/ORGANISATION	
Name of group/organisation	Green Transition Crowborough
Name of applicant and position held in group/organisation	[REDACTED]
Address for correspondence	[REDACTED]
Telephone number (daytime)	[REDACTED]
Email address	[REDACTED]
Summary of aims and objectives of group/organisation Green Transition Crowborough is a community organisation that promotes local action in the Crowborough area to address climate change and encourage sustainability, in line with the values, principles and example of the Transition Network.	
Is the group/organisation a Registered Charity? (If so, please supply registration number)	No
Number of members in the group/organisation	Over 550 in total
Number of members resident in Crowborough	500

DETAILS OF GRANT APPLIED FOR

Total cost of project	£1,200
Amount of grant requested	£500
Details of funds from group/organisation or other bodies	£ 700 raised by member and public contributions and fund-raising events.

Details of what the grant is for and how many Crowborough residents will benefit
(continue a separate sheet if required)

See attached sheet

PREVIOUS APPLICATIONS

Please provide details of any previous grants given to your group/organisation by Crowborough Town Council in the last five years

No previous grants from Crowborough Town Council

Details of what the grant is for and how many Crowborough residents will benefit.

Green Transition Crowborough (GTC) was launched on 2nd September 2021, drawing inspiration from Transition Town Lewes and the global transition movement (<https://transitionnetwork.org/>). Its basic objective is to engage the local community in direct responses to climate change and other environmental challenges. It has incorporated existing initiatives, such as Sustainable Living in Crowborough (SLiC) and the Crowborough Community Fridge (CCF), with their active local Facebook communities, and the Community Orchard initiative. Links have also been made with local schools, with Ashdown Forest, the local Farmers' Market, local businesses and the Chamber of Commerce. We also intend to develop links with local sport groups.

As a result of these developments, we have already organised a series of activities, including the 'Moths to a Flame' project to commemorate COP 26. This involved three local schools from our schools group, where children decorated over 800 moths (which have since been exhibited in the Crowborough Community Centre and visited by Wealden MP, Nus Ghani) as a means of raising awareness of climate change. Another project was an electric vehicle show at the Community Centre, where some 20 owners of electric vehicles showed them to people interested in buying one and discussed their experience. Around 60 interested members of the community came to see the vehicles. GTC also had a stall at Crowborough Christmas Fair, which explained our activities and asked people attending to think about reducing waste at Christmas. It was organised in conjunction with WeFill, a local business providing refills of domestic products, in order to reduce the amount of packaging waste. The Community Fridge intends to launch in the spring of 2022 and we are actively discussing the organisation of a Repair Café in the town.

Our aim over the next year is to develop our activities and stage further events to publicise various aspects of the move to sustainability in our community. We are requesting support for these developments and in particular for staging events (such as a Repair Café and another Electric Vehicle Show) and providing information material, both at events and through our website (which is already under development currently). The expenditure would be primarily as follows:

- 2 Event Roller banners (estimate £80 each)
- Outdoor banner 3m X 1m (estimate £75)
- Further development of web site - for instance, to allow online booking for events and provide information resources on particular topics – for instance, a sustainable living guide on local recycling and re-use opportunities, based on material submitted to the SLiC Facebook page (estimate £400)
- Development and design of information leaflets and online publications on issues, such as the experience of local people who have installed solar panels or heat pumps and identifying local businesses that provide appropriate 'green' services. (estimate £200)
- Contribution to public liability insurance costs (estimate £350)

It is our policy to use local suppliers to provide as much as possible.

Our intention is ultimately to reach out to all members of our local community and we feel that our planned events and social media activity will help thousands of Crowborough inhabitants to move towards a more sustainable lifestyle over the next year or so. However the initial direct impact of the proposed events, information tools and web site will be on hundreds of local residents on each of the major occasions. This will then be multiplied by social media coverage and other promotional activity.

ACCOUNTS

Any grant awarded will be paid via BACS. Please provide your group/organisation's bank details below:

Bank:

Sort code:

Account number:

Please attach a copy of your most recent accounts. New organisations should attach a budget forecast.

I certify that the above information is correct

Signed:

Name (please print)

Date:

11/2/2022

Crowborough Town Council

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

How the information you provide will be used

General Data Protection Regulations – Any personal information such as name, postal address, telephone number and email address given via this website/form will only be used to provide a requested service, kept for as long as necessary to provide that service and will not be disclosed to any other third party other than as described in our privacy notice, with your prior permission or if we are required to do so by law.

Estimated Income and Expenditure 2021-22¹

Expenditure		Income	
	£		£
Venue hire		Donations by supporters	
- Actual	70	- Actual	200
- Projected	400	- Projected	650
Web site (creation & operation)		Donations at events	
- Projected	700	- Actual	32
Public liability insurance		- Projected	200
- Projected	350	Grant income	
Printed & other materials		- Projected	1,000
- Actual	20	Refund of Xmas Fair fee	
- Projected	200	- Actual	20
Exhibition equipment			
- Actual	70		
- Projected	235		
Projected surplus	57		
Total expenditure		Total income	
- Actual	160	- Actual	252
- Projected	<u>1,942</u>	- Projected	<u>1,850</u>
	2,102		2,102

¹ First year estimate from 1st September 2021 to 31st August 2022



RVS Darby and Joan Club Crowborough

RECEIVED
24 JAN 2022

BY:

Claire Campbell
Customer Services
Crowborough Town Council
Council Offices
Pine Grove
Crowborough
East Sussex
TN6 1DH

24th January 2022

Dear Claire

GRANT APPLICATION

On behalf the RVS Darby and Joan Club Crowborough I herewith make our Grant Application for 2022. The application comprises the enclosed completed forms together with supporting accounts information.

I confirm that I or another Committee Member will be happy to attend the Grant Application Meeting to present the proposal.

In the meantime should you have any queries regarding the Application please don't hesitate to contact me by telephone on [REDACTED] or via email at [REDACTED]

Yours sincerely

[REDACTED]

Treasurer



GRANT APPLICATION

Please return the completed grant application and supporting information to:

Council Offices, Pine Grove, Crowborough, East Sussex, TN6 1DH or
info@crowboroughtowncouncil.gov.uk

YOUR GROUP/ORGANISATION	
Name of group/organisation	ROYAL VOLUNTARY SERVICE - CROWBOROUGH DABBY AND JOAN CLUB
Name of applicant and position held in group/organisation	[REDACTED] TREASURER
Address for correspondence	[REDACTED]
Telephone number (daytime)	[REDACTED]
Email address	[REDACTED]
Summary of aims and objectives of group/organisation To provide a monthly social meeting for the elderly, with a lunch and entertainment provided. The entertainment follows a varied programme throughout the year. At Christmas a free Christmas lunch is put on with all the trimmings, together with entertainment, carols and presents for members. The meetings are augmented by at least one coach outing to the seaside or place of interest and includes a lunch or afternoon tea.	
Is the group/organisation a Registered Charity? (If so, please supply registration number)	YES ROYAL VOLUNTARY SERVICE 1015988
Number of members in the group/organisation	51
Number of members resident in Crowborough	49

DETAILS OF GRANT APPLIED FOR

Total cost of project	£4,390.00
Amount of grant requested	£1,500.00
Details of funds from group/organisation or other bodies	IN THE PAST 12 MONTHS WE HAVE RECEIVED NO OTHER FUNDING FROM OTHERS.

Details of what the grant is for and how many Crowborough residents will benefit (continue a separate sheet if required)

The number of Crowborough residents benefitting from the grant is ~~49~~ 49.

The grant will contribute towards enabling elderly residents to socialise and interact with one another for one afternoon a month.

The last two years have been terribly blighted by the Covid pandemic, whereby from March 2020 until August 2021 we have been unable to provide these meetings due to the lockdowns and other restrictions.

However over this period we have striven to make sure the Members haven't felt isolated by telephoning them all initially once a week and then fortnightly.

And with the relaxation in restrictions we have organised a series of treats, including the delivery of cream teas, Rishard chip lunches and a goody bag for Christmas 2020.

As you will appreciate this has had a serious impact on our finances and your grant is needed this year more than ever.

The Costs of the Project are by necessity based on the year 15th March 2019 until 29th February 2020 the

PREVIOUS APPLICATIONS

Please provide details of any previous grants given to your group/organisation by Crowborough Town Council in the last five years	2021 £1,000 2020 £1,500 2019 £1,500 2018 £1,400 2017 £2,000
---	---

last year we were ~~not~~ able to have our normal programme, and which we intend to follow this coming year. The grant would help fund the following:-

- ① Hall rental per annum
- ② Monthly entertainment (singers, speakers etc) +
- ③ Christmas Lunch (Outside Caterers, Entertainment) + Birthday Card
- ④ Outing Coach Hire etc.

= £840
 = £600
 = £2000
 = £950
 } £4,390

ACCOUNTS	
Any grant awarded will be paid via BACS. Please provide your group/organisation's bank details below:	
Bank:	[REDACTED]
Sort code:	[REDACTED]
Account number:	[REDACTED]
Please attach a copy of your most recent accounts. New organisations should attach a budget forecast.	
I certify that the above information is correct	
Signed:	[REDACTED]
Name (please print):	[REDACTED]
Date:	24/01/2022

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

How the information you provide will be used

General Data Protection Regulations – Any personal information such as name, postal address, telephone number and email address given via this website/form will only be used to provide a requested service, kept for as long as necessary to provide that service and will not be disclosed to any other third party other than as described in our privacy notice, with your prior permission or if we are required to do so by law.

① HALL RENTAL P/A. = £840

② MONTHLY ENTERTAINMENT
+ BIRTHDAY CARD

$$13.98 + 30.00 + 50.00 + 100 \\ + 75 + 75 + 75 + 36 + 4 = 597.45$$

$$35.39 + 58.08 + 50$$

SAY £600

③ OUTING

$$425 + 15.90 + 140 + 30 \\ + 340$$

$$= £950.9$$

SAY

£950.

④ CHRISTMAS LUNCH ETC

$$200 + 73.20 + 90 + 8$$

$$+ 1476 + 70 + 3.98 + 10 + 60 = 1999.26$$

+ 8

SAY

£2000

£4390

RVS Darby and Joan Crowborough Income and Expenditure 2019/2020
1st March 2019 to 29th February 2020

DATE	Description	Chq No:	Receipt No:	INCOME	EXP	TOTAL
01.03.19	O/BAL					£ 2,674.48
08.03.19	United Church Donation to new cooker + dishwasher fund	673			£ 50.00	£ 2,624.48
10.03.19	A4 sub-dividers & plastic pockets		2158		£ 7.98	£ 2,616.50
21.03.19	Meeting			£ 148.00		£ 2,764.50
21.03.19	Travel			£ 16.00		£ 2,780.50
21.03.19	Subscriptions			£ 60.00		£ 2,840.50
21.03.19	Book table			£ 4.20		£ 2,844.70
21.03.19	Food & flower sales			£ 4.00		£ 2,848.70
21.03.19	Donation			£ 5.00		£ 2,853.70
21.03.19	Easter Eggs & B'day Cards		2159		£ 13.98	£ 2,839.72
21.03.19	Flowers		2160		£ 5.00	£ 2,834.72
21.03.19	Cakes		2161		£ 15.00	£ 2,819.72
21.03.19	Food		2164		£ 55.97	£ 2,763.75
21.03.19	Guide Dog Puppy Walkers		521		£ 30.00	£ 2,733.75
22.03.19	RVS Management Fee	674			£ 20.00	£ 2,713.75
01.04.19	United Church S/O				£ 210.00	£ 2,503.75
02.04.19	Printing additional membership cards		2165		£ 15.00	£ 2,488.75
18.04.19	Meeting			£ 184.00		£ 2,672.75
18.04.19	Travel			£ 20.00		£ 2,692.75
18.04.19	Subs			£ 40.00		£ 2,732.75
18.04.19	Book table			£ 1.30		£ 2,734.05
18.04.19	Cakes			£ 4.50		£ 2,738.55
18.04.19	Donation			£ 2.00		£ 2,740.55
18.04.19	Hot Cross Buns		2166		£ 10.12	£ 2,730.43
18.04.19	Cakes		2167		£ 15.00	£ 2,715.43
18.04.19	Food		2168		£ 55.26	£ 2,660.17
18.04.19	Flowers		2169		£ 5.00	£ 2,655.17
18.04.19	Sussex Horse Rescue Trust		522		£ 50.00	£ 2,605.17
16.05.19	Meeting			£ 152.00		£ 2,757.17
16.05.19	Travel			£ 16.00		£ 2,773.17
16.05.19	Subs			£ 10.00		£ 2,783.17
16.05.19	Book table			£ 0.60		£ 2,783.77
16.05.19	Cakes		2170		£ 15.00	£ 2,768.77
16.05.19	Food		2171		£ 37.10	£ 2,731.67
16.05.19	Flowers		2172		£ 16.00	£ 2,715.67
16.05.19	Microphone Battery		2173		£ 5.39	£ 2,710.28
16.05.19	Olivia Piper - Singer		523		£ 100.00	£ 2,610.28
20.06.19	Meeting			£ 188.00		£ 2,798.28
20.06.19	Travel			£ 20.00		£ 2,818.28
20.06.19	Book table			£ 2.80		£ 2,821.08

RVS Darby and Joan Crowborough Income and Expenditure 2019/2020
1st March 2019 to 29th February 2020

DATE	Description	Chq No:	Receipt No:	INCOME	EXP	TOTAL
20.06.19	Strawberries, Bowls, Spoons + Bingo Cards		2174		£ 28.69	£ 2,792.39
20.06.19	Football Packs + Mini Bubbles		2175		£ 20.00	£ 2,772.39
20.06.19	Food		2176		£ 54.11	£ 2,718.28
20.06.19	Cakes		2177		£ 15.00	£ 2,703.28
20.06.19	Flowers		2178		£ 5.00	£ 2,698.28
20.06.19	Quiz & Beetle Drive Prizes		2179		£ 12.00	£ 2,686.28
26.06.19	Crowborough Town Council Grant			£ 1,500.00		£ 4,186.28
01.07.19	United Church S/O				£ 210.00	£ 3,976.28
03.07.19	Committee Meeting Working Lunch		2180		£ 41.90	£ 3,934.38
09.07.19	Cakes		2181		£ 15.00	£ 3,919.38
09.07.19	Reimbursement for Moby Dick Lunch Deposit	675			£ 75.00	£ 3,844.38
09.07.19	Sawdust for Lucky Dip		2182		£ 8.97	£ 3,835.41
13.07.19	Summer Fair			£ 127.15		£ 3,962.56
13.07.19	Cancelled Chq (returned deposit from Crowborough Town Council)	672		£ 25.00		£ 3,987.56
18.07.19	Meeting			£ 180.00		£ 4,167.56
18.07.19	Travel			£ 21.00		£ 4,188.56
18.07.19	Outing Incl Cheques			£ 270.00		£ 4,458.56
18.07.19	Book table			£ 5.00		£ 4,463.56
18.07.19	Food & Flower sales			£ 2.50		£ 4,466.06
18.07.19	Sundries			£ 4.00		£ 4,470.06
18.07.19	Flowers		2183		£ 6.00	£ 4,464.06
18.07.19	Food		2184		£ 37.91	£ 4,426.15
18.07.19	Exercise with		524		£ 75.00	£ 4,351.15
01.08.19	Crowborough Town Council Christmas Fair Deposit	676			£ 20.00	£ 4,331.15
02.08.19	New First Aid Kit		2185		£ 16.99	£ 4,314.16
15.08.19	Meeting Incl Cheques			£ 184.00		£ 4,498.16
15.08.19	Travel Inc Cheque			£ 20.00		£ 4,518.16
15.08.19	Subs			£ 10.00		£ 4,528.16
15.08.19	Outing Incl Cheques			£ 330.00		£ 4,858.16
15.08.19	Outing Volunteers			£ 15.00		£ 4,873.16
15.08.19	Book table			£ 3.70		£ 4,876.86
15.08.19	Food & flower sales			£ 3.70		£ 4,880.56
15.08.19	Cakes & Flowers		2186		£ 27.00	£ 4,853.56
15.08.19	Food		2187		£ 36.78	£ 4,816.78
15.08.19	ENSA Talk by Ms D.Taylor		524		£ 75.00	£ 4,741.78

RVS Darby and Joan Crowborough Income and Expenditure 2019/2020
1st March 2019 to 29th February 2020

DATE	Description	Chq No:	Receipt No:	INCOME	EXP	TOTAL
19.09.19	Meeting Incl Cheque			£ 180.00		£ 4,921.78
19.09.19	Travel Incl Cheque			£ 17.00		£ 4,938.78
19.09.19	Subs			£ 10.00		£ 4,948.78
19.09.19	Outing Incl Cheque			£ 60.00		£ 5,008.78
19.09.19	Outing Volunteers			£ 45.00		£ 5,053.78
19.09.19	Flowers		2188		£ 5.00	£ 5,048.78
19.09.19	Food + Cakes		2189		£ 73.23	£ 4,975.55
19.09.19	Rob T Ukulele Entertainer		525		£ 75.00	£ 4,900.55
21.09.19	Hams Travel Outing Coach Hire	677			£ 425.00	£ 4,475.55
25.09.19	Lunch for two at Dobbies (Outing recce)		2190		£ 15.90	£ 4,459.65
30.09.19	United Church S/O				£ 210.00	£ 4,249.65
02.10.19	Coffee and biscuits for 56 + tip		2191		£ 140.00	£ 4,109.65
02.10.19	Donation			£ 50.00		£ 4,159.65
02.10.19	Coach Driver Gratuity				£ 30.00	£ 4,129.65
02.10.19	Ovingdean WI Tea for 56 + tip	678			£ 340.00	£ 3,789.65
17.10.19	Meeting			£ 164.00		£ 3,953.65
17.10.19	Travel			£ 18.00		£ 3,971.65
17.10.19	Books			£ 1.00		£ 3,972.65
17.10.19	Donations			£ 51.00		£ 4,023.65
17.10.19	Flowers for Demonstration		2192		£ 36.00	£ 3,987.65
17.10.19	Cakes		2193		£ 15.00	£ 3,972.65
17.10.19	Food		2194		£ 46.39	£ 3,926.26
17.10.19	Outing refund to Joan Turnbull				£ 10.00	£ 3,916.26
18.10.19	Advance to cover Christmas Expenses		2196		£ 200.00	£ 3,716.26
24.10.19	Reimbursement to Fenella Dolling for 12 No. JLP Gift Voucher Raffle	679	2195		£ 120.00	£ 3,596.26
06.11.19	Reimbursement to Fenella Dolling for Membership Card printing costs	680	2197		£ 37.68	£ 3,558.58
07.11.19	Reimbursement to Sheila Barnard for Moby Dick Lunch Balance	681	2198		£ 295.00	£ 3,263.58
08.11.19	Further Advance to cover Christmas Expenses	682	2199		£ 73.28	£ 3,190.30
21.11.19	Meeting			£ 270.00		£ 3,460.30
21.11.19	Travel			£ 19.00		£ 3,479.30

RVS Darby and Joan Crowborough Income and Expenditure 2019/2020
1st March 2019 to 29th February 2020

DATE	Description	Chq No:	Receipt No:	INCOME	EXP	TOTAL
21.11.19	Sundry - G.Gilmore owed Meeting Fee			£ 5.00		£ 3,484.30
21.11.19	Flowers		2200		£ 5.00	£ 3,479.30
21.11.19	Food & Christmas Fair stuff		2201		£ 17.00	£ 3,462.30
21.11.19	Stamps & Biscuits		2202		£ 35.39	£ 3,426.91
21.11.19	Double Cream		2203		£ 2.40	£ 3,424.51
21.11.19	Tombola + Bring & Buy			£ 179.49		£ 3,604.00
22.11.19	Crowborough Christmas Fair			£ 128.75		£ 3,732.75
22.11.19	Cancelled Cheque - Returned Crowborough Town Council Christmas Fair Deposit	676		£ 20.00		£ 3,752.75
25.11.19	21/11/19 Cheque - Mrs JA Francis			£ 2.50		£ 3,755.25
25.11.19	Waitrose			£ 302.00		£ 4,057.25
28.11.19	United Church - Room Hire	683			£ 25.00	£ 4,032.25
28.11.19	Wine for Christmas Lunch	684	2204		£ 90.00	£ 3,942.25
04.12.19	Chocolates for		2205		£ 8.00	£ 3,934.25
06.12.19	Christmas Catering	685			£ 1,476.00	£ 2,458.25
09.12.19	Christmas Flowers & Gifts	686			£ 70.00	£ 2,388.25
19.12.19	Milk & Napkins		2206		£ 3.98	£ 2,384.27
19.12.19	Gift Voucher for Caroline		2207		£ 10.00	£ 2,374.27
19.12.19	Pinney Sister Entertainer		526		£ 60.00	£ 2,314.27
31.12.19	United Church S/O				£ 210.00	£ 2,104.27
12.01.20	Crowborough Town Council Summer Fair Deposit	687			£ 25.00	£ 2,079.27
16.01.20	Meeting			£ 196.00		£ 2,275.27
16.01.20	Travel			£ 16.00		£ 2,291.27
16.01.20	Subs Excl Cheque			£ 430.00		£ 2,721.27
16.01.20	G.Gilmore prepaid sub + 6No. Meeting Fees & Travel			£ 40.00		£ 2,761.27
16.01.20	Books			£ 4.30		£ 2,765.57
16.01.20	Food			£ 1.50		£ 2,767.07
16.01.20	Food platters & plastic cups for cheese and wine tasting		2208		£ 6.45	£ 2,760.62
16.01.20	Flowers		2209		£ 4.95	£ 2,755.67
16.01.20	Cheese + wine + napkins + plates for cheese and wine		2210		£ 53.08	£ 2,702.59
16.01.20	Food		2211		£ 47.25	£ 2,655.34



RECEIVED
15 FEB 2022

BY:

GRANT APPLICATION

Please return the completed grant application and supporting information to:

Council Offices, Pine Grove, Crowborough, East Sussex, TN6 1DH or
info@crowboroughtowncouncil.gov.uk

YOUR GROUP/ORGANISATION	
Name of group/organisation	ST. MICHAEL'S CHURCH, JARVIS BROOK CROWBOROUGH
Name of applicant and position held in group/organisation	[REDACTED] ORGANIST AND CHOIR LEADER
Address for correspondence	[REDACTED]
Telephone number (daytime)	[REDACTED]
Email address	[REDACTED]
Summary of aims and objectives of group/organisation	<ul style="list-style-type: none">• To be the recognised representative of the Church of England in Jarvis Brook, and the focus of Christian worship.• To care for the spiritual and pastoral needs of the people in Jarvis Brook.• To be a focus of community spirit, community cohesion and well-being.
Is the group/organisation a Registered Charity? (If so, please supply registration number)	The Church is an excepted charity. It is not required to register with the Charity Commission and so does not have a charity number.
Number of members in the group/organisation	75
Number of members resident in Crowborough	95% live in Crowborough.

DETAILS OF GRANT APPLIED FOR

Total cost of project

£10,000

Amount of grant requested

£2,000 - £2,500

Details of funds from group/organisation
or other bodies

RAISED SO FAR:

£2,000 - Crowborough Lions

£1,000 - Legacy

£1,500 - Organist and Choir Leader

Details of what the grant is for and how many Crowborough residents will benefit
(continue a separate sheet if required)

Please see accompanying statement

PREVIOUS APPLICATIONSPlease provide details of any previous
grants given to your group/organisation by
Crowborough Town Council in the last five
years

NONE

ACCOUNTS

Any grant awarded will be paid via BACS. Please provide your group/organisation's bank details below:

Bank:	[REDACTED]
Sort code:	[REDACTED]
Account number:	[REDACTED]

Please attach a copy of your most recent accounts. New organisations should attach a budget forecast.

I certify that the above information is correct

Signed:

[REDACTED]

Name (please print):

[REDACTED]

Date: 11/02/2022

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

How the information you provide will be used

General Data Protection Regulations – Any personal information such as name, postal address, telephone number and email address given via this website/form will only be used to provide a requested service, kept for as long as necessary to provide that service and will not be disclosed to any other third party other than as described in our privacy notice, with your prior permission or if we are required to do so by law.

ST. MICHAEL'S CHURCH, JARVIS BROOK – ORGAN APPEAL

What the grant is for

The grant would contribute to the £10,000 needed to thoroughly clean and overhaul the traditional pipe organ in St. Michael's Church, Jarvis Brook.

St Michael's Church has a strong musical tradition, and the pipe organ is central to that.

It is used as the sole musical accompaniment for services on Sundays and other occasions, such as weddings, funerals, baptisms and special occasions, eg: Easter and Christmas.

The organ is a high-quality instrument, built by T Hopkins & Son of York and installed when the church was completed in 1905. This organ building firm is now obsolete and there are just a handful of organs built by that firm that are still in existence. Therefore, it is an instrument of historic significance of which Crowborough, not just Jarvis Brook, should be proud.

St Michael's is one of just two churches in Crowborough that still retains use of its pipe organ.

The beneficiaries

The church has a formal membership of 75 (ie: on the church electoral roll) of whom 95% live in Crowborough civil parish and 80% live in Jarvis Brook. However, many more people come to the church, especially at Christmas and Easter and for weddings, funerals and baptisms. The organ is played at all of these services and enriches them for all who attend.

The organ is played during the annual Christmas tree festival. This is visited by over 200 people and the sight of the beautiful Christmas trees is supplemented by the lovely background music from the organ.

The church hall is the polling station in Jarvis Brook. Refreshments for voters are provided in the church, and again, the organ is played creating a calm and pleasant atmosphere.

Wider benefits

Once the organ is refurbished, worship at St Michael's will be uplifted and enhanced. The church also has the following ambitions:

To hold concerts and organ recitals, as the organ is of such a good quality, making St Michael's a location for bringing even more of the community together.

To encourage local organ students to make use of the organ for teaching and practice.

How the funds will be raised

We require £10,000 to thoroughly clean and overhaul the instrument, in order to give it a new lease of life.

The work will be carried out by our regular organ tuner, Alistair Curtis, who is registered with the Institute of Organ Builders (IOB). A schedule of work, together with an estimate, is attached to this application.

£4500 has already been raised; we plan to raise the balance of £5500 through:

A lunchtime organ recital

A sponsored bike ride

A direct appeal to St Michael's Church Family

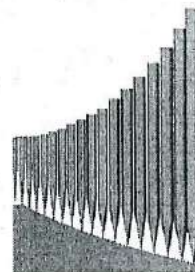
A direct appeal to the Jarvis Brook residential and business community

Applications to yourselves, ChurchCare and AN Organ and Sussex Community Foundation for grant funding

Final word

The church family of St Michael's is extremely positive and enthusiastic about these plans; a newly-refurbished organ will be a tremendous asset in many ways and will help secure the future of St Michael's as a thriving, growing, welcoming, prayerful and musical church community.

Alistair Curtis Organ Builder



[REDACTED]

St Michael and All Angels, Jarvis Brook

Estimate for the cleaning and overhaul of the organ.

14th January 2022.

[REDACTED]

I estimate that cleaning and overhaul as per the schedule previously supplied, would cost £10,000 (Ten Thousand Pounds) when undertaken in 2023.

Please do not hesitate to contact me if I you would like any further information.

Kind regards.

Yours,

[REDACTED]

[REDACTED]

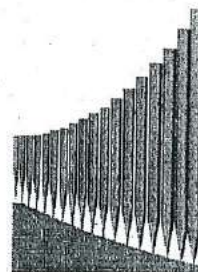
BUSINESS MEMBER OF THE

IBO

CURRENTLY ACCREDITED IN

TUNING & MAINTENANCE
CLEANING & OVERHAUL

Alistair Curtis Organ Builder



[REDACTED]
St Michael and All Angels, Jarvis Brook

Report on the condition of the organ.

[REDACTED]
11th March 2021.

Here is my short report updated from three years ago.

The organ was built in 1906 probably by Hopkins of York, with mechanical key and stop action. The Pedal action would have been pneumatic and this was altered to electric by Hill, Norman & Beard in the 1980's. At that time the 8' and 4' Pedal Flute extensions were added. The organ has otherwise remained in original condition with a few exceptions: The Swell Oboe has been replaced with a Mixture II in the HN&B work, the Great Principal and Harmonic Flute have switched places, the Dulciana has been replaced by a Fifteenth, and the 8' Rohr Flute has reputedly been replaced by the present stop- a Claribel Flute- from a local organ of the same builder when that was discarded.

Condition

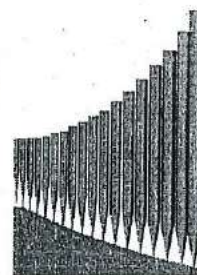
There has been water penetration in the organ chamber which has affected the Swell soundboard giving wimpers, and these have been bled off underneath. Recently an electrician has routed a lot of new cables through the organ on the front of the swell box, (and damaged the passage board which we later repaired). The cables prevent the proper opening of the tuning flap, and as the space is already tight I think we will have to remove it from its hinges. The organ is generally dirty and the action out of regulation and the top notes of the Pedal Flute are very slow off. The pedal board felt is worn which gives rise to ciphers due to excess travel forcing the contact wires below the bus bar. I would expect to retain the pedal switching as it appears to function well. The organ is generally showing its age, the console in particular, but it will continue to function as well as it does for some time yet.

Proposals and recommendations

The organ would benefit from being cleaned and overhauled, which would improve the sound, and the experience for the player. I cannot see much mileage in tonal alterations,

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CLEANING & OVERHAUL

Alistair Curtis Organ Builder



save perhaps removing the Swell Mixture to the Great, and restoring the Oboe in the Swell. I would, however, restore the positions of the Great Principal and Harmonic Flute. Given the electric action to the Pedal, it would be possible to add further stops to that department along with new electric switching e.g.: 16' Bassoon.

Estimate

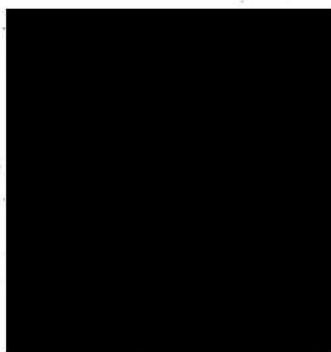
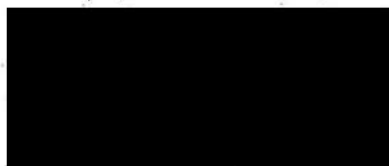
I estimate that cleaning and overhaul would cost £9,000 (Nine Thousand Pounds)
Estimate valid for six months.

To restore the Pedal felt on a special visit would cost £400, unless much dismantling is necessary.

I have not included the C&O schedule as this was provided to the church before, but it details cleaning, resetting the pipework and action, lubricating etc.

Please do not hesitate to contact me if I you would like any further information.

Kind regards.



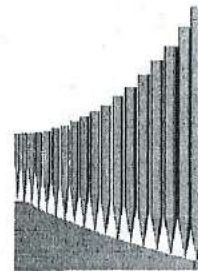
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CLEANING & OVERHAUL

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STANDARD SCHEDULE for the CLEANING & OVERHAULING of an ORGAN

DISMANTLING The Organ to be dismantled as required for access to key and stop action, interior pipes from 8' up being removed. The organ to be generally cleaned, dust and dirt being removed by industrial suction cleaner.

PIPEWORK Pipes to be individually cleaned, the 16' basses may be treated in situation as found most suitable, damaged metal pipes being rounded out in the body and repaired, wood pipes to have splits repaired. Stopped pipes to have their stoppers greased and refitted. Reed pipes to be taken apart for individual cleaning of tongues and shallots. All broken wedges to be replaced by new. (Repolishing, regilding or repainting of display pipes is not included except where additionally specified).

SOUNDBOARDS (Slider) Rackboards, upperboards and slides to be removed and cleaned, and soundboard tables inspected. Broken slides to be repaired and all slides and upperboards trued up, reblackleaded and adjusted to smooth and free working on reassembly. Faceboards to be opened up and pallet boxes and pallets thoroughly cleaned. Pallet springs reset as required and pulldown wires lubricated.

CHESTS (Sliderless Soundboards) Rackboards to be removed and tops cleaned; chests to be opened up and cleaned internally. Pallets & pallet springs to be examined and adjusted. Pneumatic motors, if any, to be examined and reset and pneumatic valves adjusted. Leakage in bedded joints to be made good. Magnets, if any, to be checked for correct adjustment and condition of centres and armatures.

BLOWING (Hand blowing, if in use) Feeders and valves checked; leaking or weak gussets patched, moving centres to be greased. (Electric) Attention to electric blowers, generators, transformer rectifier units and humidifiers is not included.

WIND SYSTEMS Wind control valves opened up and adjusted. Reservoirs (bellows) to be examined, counterbalances, if any, checked for free working and lubricated. Concussions, if any, adjusted for optimum efficiency. Wind trunks to be checked for leakage and made sound. Conveyances to be made sound and securely fixed.

SWELL BOX Loose shutters to be refitted and hard felt to be replaced. New centres to be fitted to shutters, cock-rods and mechanical action where necessary to take up wear. Remote control mechanism, where fitted, to be opened up, cleaned and adjusted for optimum working.

KEY AND STOP ACTION (Mechanical) To be dismantled and cleaned and broken trackers repaired. All to be reassembled, action and couplers carefully adjusted, taking up normal wear as far as possible. Mechanical stop and composition mechanisms to be recentred where worn, adjusted and lubricated where appropriate.

KEY AND STOP ACTION (Pneumatic) Touch Boxes to be opened up, cleaned and adjusted. Tubing to be examined, supporting tapes renewed or augmented if weak or inadequate and loose tubes reglued or reflagged. Purses or lifter motors to be examined and adjusted. Return springs, if any, to be adjusted to optimum working. Under actions to be opened up, pneumatic motors checked and valves adjusted. Coupler mechanism to be taken apart, cleaned and adjusted. Pneumatic stop action and piston mechanism to be cleaned and overhauled and piston combinations adjusted where reasonably practical.

KEY AND STOP ACTION (Electric) Key and relay contacts to be cleaned adjusted and straightened where damaged. Coupler and piston relays to be cleaned and adjusted for optimum working, and stop key or stop knob actuating mechanisms cleaned and reset. Organ action cables to be examined where accessible and supported if sagging. Magnets to be checked for correct adjustment and condition of centres and armatures.

MANUAL AND PEDAL KEYBOARDS Manual keys to be cleaned and regulated and bat pins adjusted where provided. Pedalboard to be dismantled, all worn pedals pieced and refaced, frame refelted where necessary and springs adjusted.

ASSEMBLY AND FINISHING The organ to be carefully reassembled and mechanism adjusted to the best operation consistent with its design. The speech of the pipework to be reset and regulated and the organ fine tuned and left in good working order. The Organ Builder will not be responsible for any subsequent derangement of mechanism or soundboards caused by heating or humidity levels in the building.

MAINS WIRING Mains wiring is excluded from this schedule.

WOODWORM Any woodworm visible on dismantling the instrument to be reported together with an estimate for its treatment.

WORKING ARRANGEMENTS Throughout the duration of work clients will provide all reasonable facilities for the storage of organ parts and protection against loss or damage from any cause and the free use of electric light and power gas water heating and other services or facilities required in connection with the carrying out of the work and for the reasonable comfort of the craftsmen and workmen engaged thereon and shall also ensure an equable temperature and perfect quietness in the building and freedom from interruption while tuning and finishing is in progress. The site shall be freely available to the Builder during the period during which the work is in progress throughout a normal working week of 40 hours and if reasonable notice be given such longer working hours as may be required.

INSPECTION Every facility will be given to Clients to inspect the work during its progress.

INSURANCE All parts of the organ removed from the building will be covered by the Organ Builder's insurance. Parts remaining in the building to be covered by the Client's insurance.

PRICE BASIS The contract price is based upon the existing rates of remuneration and of subsistence allowances to employees and also the cost of travel, materials and manufactured goods currently used by the Builder and is subject to any proportionate increase or decrease that may take place from the date of the estimate to that of the completion of work under contract. This estimate is based on a report by a technical representative following his examination of the organ. Such examination consists of a general survey and removal of inspection panels where practicable or considered necessary due to known defects. Should additional work be found to be necessary or desirable following more detailed examination only possible when the instrument is dismantled, no extra costs will be incurred until the Client has been notified and has given permission to proceed.

STANDARD TERMS OF PAYMENT One third of the contract price to be paid with order, one third at commencement of work and the balance on completion. The contract price is based on these terms, special terms may be available by mutual agreement.



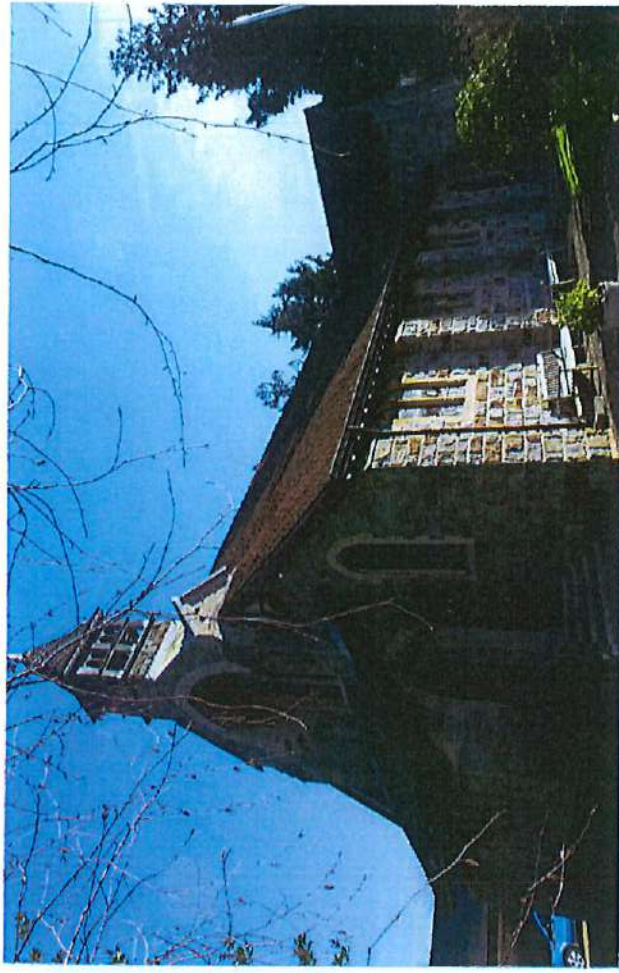
The organ from the sanctuary step.

The organ console.



The interior of St. Michael's Church, Jarvis Brook.

Exterior view of the church.





TITLE:	Finance Report
AGENDA ITEM NUMBER:	5
MEETING DATE:	1 st March 2022
COUNCIL/COMMITTEE:	F&GP Committee
PURPOSE OF REPORT:	<p>5.1 This report covers F&GP's current income and expenditure against budget and Earmarked Reserves (EMR) position.</p> <p>5.2 To review current loan position</p> <p>5.3 To note the update and the latest situation regarding Basepoint</p> <p>5.4 To note the report received on property valuations</p> <p>5.5 To note the internal auditors report and supporting comments</p> <p>5.6 To review the current IT support and back up costs and agree further action</p> <p>5.7 To review the card payment facility and agree any further action</p> <p>5.8 To note the signing of bank reconciliations</p>
SUPPORTING DOCUMENTS:	<p>Appendix A – Income & Expenditure Report</p> <p>Appendix B - Earmarked Reserves</p> <p>Appendix C – Current Loan Position</p> <p>Appendix D – Q4 report from Basepoint</p> <p>Appendix E (1) + (2) – Property Valuations</p> <p>Appendix F - Internal Auditors Cover Letter</p> <p>Appendix G – Internal Auditors Summary</p> <p>Appendix H – Internal Auditors Observations with Officer Comments</p>
CONTACT OFFICER:	RFO

OFFICER RECOMMENDATIONS:	
	<p>The Committee is RECOMMENDED to:</p> <ol style="list-style-type: none"> (1) Note the Committee's current income and expenditure position. Appendix A (2) Note this Committee's Earmarked Reserves and agree any actions. Appendix B (3) Note the latest Loan summary. Appendix C (4) Note latest Q4 figures received from Basepoint. Appendix D (5) Note the report on latest property valuations. Appendix E (1) + (2) (6) Note the internal auditors report and agree next actions. Appendices F, G, H & I (7) Review the current IT and back up costs and agree next action. (8) Review the card payment facility and agree next action. (9) Note the signing of the monthly bank reconciliations.

5.1 Income and Expenditure

5.1.1 Attached as Appendix A is the Income & Expenditure report for this Committee for the financial year 2021/2022. **Any recent significant variances are shown in bold**

4022/105 – Insurance. The renewal has come in slightly more than budget at £18,038 compared to a budget of £17,905

113 – Pine Grove

4800 Caretaking/Cleaning – This budget will be exceeded due to the library cleaning costs being included. These are however recharged and this income is shown in code 1115. The income will exceed the budget to reflect the cost

4805 Electricity – I anticipate that this code will exceed budget. Just under 90% of this cost is recharged on so the income will also increase

4807 Water & Sewerage – has exceeded budget due to an unknown meter not being read in the past which has now been identified and resulted in large invoices. A large majority of these costs are passed on to the tenants.

5.1.2 Earmarked Reserves

5.1.2 This Committees EMR's are attached as Appendix B.

Committee is asked to consider if Earmarked Reserves are still required and if not, the amount will be transferred back to the General Reserve.

Committee is asked to consider whether any known underspends from 2021/2022 will be Earmarked towards future costs. Possible areas identified:

Account Code	Name	Left to spend	Notes
		£	
113/4250	Buildings Maintenance	27,500	
115/4150	Grants	10,835	

5.2 Loan Review

Appendix C shows the latest loan summary as at 10.02.22

5.3 Update on Basepoint

The quarter 4 report from Basepoint has been received and is shown as Appendix D. The annual figures show that a profit has been made despite bringing forward earlier losses. Therefore, as part of the tenancy agreement, £8,922 is due to Crowborough Town Council under the profit share arrangement.

Sales in 2021 were up by 43% from 2020, whilst costs remain quite stable. In 2021 costs were 66% of turnover compared to 90% in 2020.

5.4 Property Valuations

Appendix E (1) + (2) details the property valuations recently undertaken. Once these have been reviewed they will be passed to our insurers to ensure that valuations for insurance purposes are up to date.

5.5 Internal Auditors Report

5.5.1 Attached as Appendix F is the latest interim audit report from the Internal Auditor, IAC. The observations are issued in the form of a spreadsheet and Officer comments have been added to the end column.

5.5.2 The committee is recommended to note the Internal Auditors observations and Officers comments.

5.5.3 Auditors Recommendation B, regarding the financial regulations have been noted and revised suggestions to regulations 5.2 and 5.3 are shown in Appendix I. The committee is recommended to propose these changes to Full Council.

5.5.4 Auditors Recommendation C, regarding Fidelity Insurance. Our current insurance provider has bandings of cover and we are currently in the band up to £2 million. The

next band runs from £2 million to £5 million. The additional annual insurance premium for this would be £363.89.

Committee to decide whether the increased level of cover is required.

5.6 IT Support and back up costs

- 5.6 As requested by Councillors, further information has been sought regarding our current back up and data usage.

Currently all documents are held on the server and this amounts to 171GB. This is routinely backed up and all back ups are held for one year, meaning any deleted data can be recovered within that year period. All emails are held on Office 365 hosted exchange. We pay the following to our current provider:

Service	Costs per month
Anti Virus	£26.40
Cloud Back Up	£35.00
Offsite Back Up	£75.00
Helpdesk Support	£100.00
Server Support	£50.00
Microsoft 365	£160.40
	£446.80

The current cost of the IT back up facility is £110 per month. Our current supplier is currently in the process of swapping over backup solutions, from the previous ShadowProtect product to N-Able backups. This is more cost-effective, at £60 per month.

They are also introducing a standalone backup system for Office 365. As default, this platform only covers up to 30 days retention on deleted items, either mail or file data. This will extend this to 7 years retention for email and 1 year retention for data – something that is increasingly important for many organisations from a compliance perspective. Pricing is £3.50 user/month – this would cover 10 users so would be an additional £35 per month.

The officers are very happy with the current level of support with the current provider and find that any support calls are answered very quickly and efficiently and would not like to move away from them.

5.7 Card payment facility

We did have a very limited facility for accepting payments through cards but that was deemed non compliant through the accessibility audit. Possible alternatives are:

Facility	Option A – Lloyds	Option B – Take Payments	Option C - Square
	Portable	Portable	Portable
Monthly Charge	£20.45	£7.50	
Compliance Charge	£5.50		
One Off charges		£150 set up costs	£16 Square Reader £149 Square Terminal (screen and receipt facility)
Additional Charges per transaction	1.1% credit card 0.67% debit card 3p per transaction	0.6% credit card 0.6% debit card 0.85% for virtual 3p per transaction	1.75% for chip and pin 2.5% for virtual (over the phone)
Contract	48 months	1 month	No contract

It is not anticipated many transactions will be going through this facility.

Committee to decide which option is favourable.

5.8 General

Bank Reconciliations and bank statements have been checked by the Chair up until 31st January 2022.

RFO

Detailed Income & Expenditure by Budget Heading 10/02/2022

Month No: 11

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Finance and General Purposes								
101 Corporate Management								
4055 Stripe Charges	11	2	100	98		98	1.7%	
4056 Bank Charges	758	672	1,650	978		978	40.7%	
4057 Audit Fees	3,170	(415)	3,750	4,165		4,165	(11.1%)	
4058 Legal & Professional Fees	6,579	4,274	12,000	7,727		7,727	35.6%	
4060 Accounting Support	1,568	1,871	2,300	429		429	81.4%	
4062 Professional Fees	447	0	0	0		0	0.0%	
4065 Bad Debt Write Off	83	0	0	0		0	0.0%	
Corporate Management :- Indirect Expenditure	12,615	6,403	19,800	13,397	0	13,397	32.3%	0
Net Expenditure	(12,615)	(6,403)	(19,800)	(13,397)				
102 Democratic Representation								
4119 Members Allowances	18,954	12,352	23,321	10,969		10,969	53.0%	
4120 Members Expenses	0	0	200	200		200	0.0%	
4121 Members Courses	62	140	1,000	860		860	14.0%	
4122 Civic Expenses	74	399	1,000	601		601	39.9%	
Democratic Representation :- Indirect Expenditure	19,090	12,891	25,521	12,630	0	12,630	50.5%	0
Net Expenditure	(19,090)	(12,891)	(25,521)	(12,630)				
105 Central Support-Admin Costs								
1050 Income-Pension Forms	0	100	0	(100)			0.0%	
Central Support-Admin Costs :- Income	0	100	0	(100)				0
4015 IT Support	6,688	5,817	7,140	1,323		1,323	81.5%	
4020 Telephone & Postage	5,762	5,452	5,665	213		213	96.2%	
4021 Stationery and Printing	2,584	2,372	3,775	1,403		1,403	62.8%	
4022 Insurance	17,724	18,038	17,905	(133)		(133)	100.7%	
4023 Subscriptions	4,456	4,150	5,000	850		850	83.0%	
4024 Equipment rental/Lease	1,713	1,713	1,760	47		47	97.3%	
4110 New IT Equipment	945	1,026	1,000	(26)		(26)	102.6%	
4255 Equipment	715	490	1,000	510		510	49.0%	
Central Support-Admin Costs :- Indirect Expenditure	40,587	39,060	43,245	4,185	0	4,185	90.3%	0
Net Income over Expenditure	(40,587)	(38,960)	(43,245)	(4,285)				
109 Other Operating Income & Exp.								
1176 Precept Received	1,454,171	1,507,433	0	(1,507,433)			0.0%	

Detailed Income & Expenditure by Budget Heading 10/02/2022

Month No: 11

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1190 Income-Interest Received	7,167	1,327	0	(1,327)			0.0%	
1191 Income-Loan-Capital/Interest R	2,700	2,700	2,700	0			100.0%	
1196 Income-CIL receipts	72,041	14,167	0	(14,167)			0.0%	14,167
Other Operating Income & Exp. :- Income	1,536,079	1,525,627	2,700	(1,522,927)			56504.7	14,167
4175 PWLB - CCA Hall	99,371	49,685	99,370	49,685		49,685	50.0%	
4949 ESCC Loan Repayment	259,790	0	0	0		0	0.0%	
4950 PWLB -G/MOD/GS/S/OA	46,238	23,119	46,240	23,121		23,121	50.0%	
4951 PWLB - Pine Grove	169,734	169,734	169,735	1		1	100.0%	
Other Operating Income & Exp. :- Indirect Expenditure	575,133	242,539	315,345	72,806	0	72,806	76.9%	0
Net Income over Expenditure	960,946	1,283,088	(312,645)	(1,595,733)				
6001 plus Transfer from EMR	257,915	0						
6002 less Transfer to EMR	72,041	14,167						
Movement to/(from) Gen Reserve	1,146,819	1,268,921						
<u>112 Pine Grove-Capital Project</u>								
4039 Capital Purchases	(43,000)	0	0	0		0	0.0%	
Pine Grove-Capital Project :- Indirect Expenditure	(43,000)	0	0	0	0	0		0
Net Expenditure	43,000	0	0	0				
<u>113 Pine Grove-Revenue Costs</u>								
1051 Income-Miscellaneous	0	1,576	0	(1,576)			0.0%	
1115 Income-Library Rechargeable	7,753	4,505	4,500	(5)			100.1%	
1116 Income-Basepoint Rechargable	24,575	33,597	34,720	1,123			96.8%	
1117 Income-Basepoint Rent	49,167	55,000	60,000	5,000			91.7%	
Pine Grove-Revenue Costs :- Income	81,495	94,678	99,220	4,542			95.4%	0
4012 Rates	13,024	12,912	13,390	478		478	96.4%	
4017 Health & Safety	1,407	1,691	2,550	859		859	66.3%	
4041 Grounds Maintenance	93	1,091	1,500	409		409	72.8%	
4250 Buildings Maintenance	17,096	10,177	40,000	29,823		29,823	25.4%	
4335 Security, Fire & Alarms	4,150	4,174	6,120	1,946		1,946	68.2%	
4800 Caretaking/ Cleaning	9,878	14,727	11,690	(3,037)		(3,037)	126.0%	
4801 Refuse & Hygiene	3,280	1,963	3,617	1,654		1,654	54.3%	
4805 Electricity	17,808	21,483	19,000	(2,483)		(2,483)	113.1%	
4806 Gas	9,083	8,317	15,450	7,133		7,133	53.8%	
4807 Water and Sewerage	(1,155)	6,467	3,500	(2,967)		(2,967)	184.8%	
Pine Grove-Revenue Costs :- Indirect Expenditure	74,664	83,003	116,817	33,814	0	33,814	71.1%	0
Net Income over Expenditure	6,831	11,675	(17,597)	(29,272)				
6001 plus Transfer from EMR	(82,000)	0						
Movement to/(from) Gen Reserve	(75,169)	11,675						

Continued over page

Detailed Income & Expenditure by Budget Heading 10/02/2022

Month No: 11

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
115 Other Services to the Public								
4112 Service Level Agreements	43,000	45,150	45,150	0		0	100.0%	
4145 Covid Grants	0	0	5,000	5,000		5,000	0.0%	
4150 Grants	11,290	3,165	14,000	10,835		10,835	22.6%	
Other Services to the Public :- Indirect Expenditure	54,290	48,315	64,150	15,835	0	15,835	75.3%	0
Net Expenditure	(54,290)	(48,315)	(64,150)	(15,835)				
6001 plus Transfer from EMR	(4,710)	0						
Movement to/(from) Gen Reserve	(59,000)	(48,315)						
309 Civic & Community Centres								
1010 Income-Toilet Scheme	617	617	617	0			100.0%	
Civic & Community Centres :- Income	617	617	617	0			100.0%	0
Net Income	617	617	617	0				
901 Earmarked F & GP								
9009 Election Reserve	0	912	0	(912)		(912)	0.0%	912
Earmarked F & GP :- Indirect Expenditure	0	912	0	(912)	0	(912)		912
Net Expenditure	0	(912)	0	912				
6001 plus Transfer from EMR	5,019	912						
Movement to/(from) Gen Reserve	5,019	0						
Finance and General Purposes :- Income	1,618,191	1,621,022	102,537	(1,518,485)			1580.9%	
Expenditure	733,380	433,122	584,878	151,756	0	151,756	74.1%	
Net Income over Expenditure	884,811	1,187,900	(482,341)	(1,670,241)				
plus Transfer from EMR	176,224	912						
less Transfer to EMR	72,041	14,167						
Movement to/(from) Gen Reserve	988,994	1,174,645						
Grand Totals:- Income	1,618,191	1,621,022	102,537	(1,518,485)			1580.9%	
Expenditure	733,380	433,122	584,878	151,756	0	151,756	74.1%	
Net Income over Expenditure	884,811	1,187,900	(482,341)	(1,670,241)				
plus Transfer from EMR	176,224	912						
less Transfer to EMR	72,041	14,167						
Movement to/(from) Gen Reserve	988,994	1,174,645						

<u>Nominal Code</u>	<u>Cost Centre</u>	<u>Earmarked Reserves</u>	<u>Opening Balance</u>	<u>In</u>	<u>Out</u>	<u>Balance as at</u>	<u>Committed</u>	<u>Projected</u>
			<u>01/04/2021</u>			<u>10/02/2022</u>		
314		<u>Finance & General Purposes</u>						
9009	901	Election Reserve	34,786		912	33,874		33,874
9022	901	Training	1,545			1,545		1,545
9075	901	Grants	4,710			4,710		4,710
314		F & GP Total	41,041	0	912	40,129	0	40,129

Crowborough Town Council Loan Summary
ESCC
PWLB

Purpose	Nominal Code	Loan Number	Date Borrowed	Interest Rate	Maturity Date	Original Amount	Balance Outstanding 31/01/2022	Payments	Dates paid
								Capital & Interest	
Purchase of Summersales and development of land	4950/109	495348	18/02/2009	4.06%	18/02/2029	£200,000	£94,226.24	£14,699.34	18th February & 18th August
Community Centre 1	4175/109	498941	18/08/2011	3.75%	18/08/2031	£1,000,000	£591,828.04	71,518.26	
Community Centre 2	4175/109	499357	18/02/2012	3.45%	18/02/2032	£400,000	£243,600.32	27,852.68	
Purchase of land at the Ghyll and MOD	4950/109	491397	2006	4.50%	27/03/2026	£120,000	£36,951.41	£9,162.56	27th March & 27th September
Purchase of Owlsbury land	4950/109	494541	2008	4.53%	27/03/2028	£115,000	£49,090.75	£8,803.46	
Development of Goldsmiths including public toilets, play area, skate park, running track & perimeter path	4950/109	496912	27/03/2010	4.62%	27/03/2035	£200,000	£135,206.56	£13,572.74	
Pine Grove 1	4951/109	504938	13/05/2016	2.57%	13/05/2036	£1,100,000	£851,132.66	£70,685.60	26th April & 26th October
Pine Grove - development of former Council Offices	4951/109	507949	26/10/2018	2.51%	25/10/2038	£1,550,000	£1,363,812.74	£99,048.54	13th May & 13th November
							£3,365,848.72		
Pine Grove	4949/109		23/04/2018	3.00%	23/03/2028	£250,000	£0.00	£1,875.00	monthly
					Total		£3,365,848.72	£317,218.18	

BUILDING OWNER CERTIFICATE

Basepoint Crowborough , United Kingdom

	ACTUAL Q1 2021	ACTUAL Q2 2021	ACTUAL Q3 2021	ACTUAL Q4 2021	ACTUAL FY 2021
1.3.1 Gross Revenue	109,522	115,582	114,455	120,326	459,884
Costs of food, beverage and other supplies	681	2,013	216	493	3,403
Staff payroll costs	18,029	15,379	18,272	16,080	67,760
Property costs (including but not limited to taxes, service charges, utility costs)	32,992	(8,371)	26,406	18,655	69,682
Insurance premiums in connection with provision of services at the Premises	1,189	1,612	1,259	1,046	5,106
Fees and costs of subcontractors engaged for provision of services at the Premises	278	958	17	560	1,812
Advertising and marketing costs	-	-	-	-	-
Accounting costs	912	4,593	4,849	2,631	12,986
Credit card and banking charges	341	456	526	496	1,818
Introduction, sales commission, brokerage and agent's fees	356	578	515	538	1,987
Bad debts	1,484	(1,404)	9,844	(2,977)	6,947
Cost of refurbishment at or works to the premises (amortised) and lease payments	6,929	6,949	7,130	7,298	28,306
IT hardware, equipment, software licence and maintenance fees	9,974	7,999	12,144	12,620	42,737
Goods and services purchased in connection with Services rendered at the Premises	12,590	14,189	26,150	7,145	60,074
Irrecoverable VAT	-	-	-	-	-
1.3.2 Costs	85,755	44,951	107,328	64,585	302,619
Cashflow available after Costs	23,767	70,631	7,127	55,741	157,266
Unpaid Costs Balance from previous period	79,422	55,655	-	-	79,422
Unpaid Costs Balance to be carried forward from current period	-	-	-	-	-
1.3.3 Unpaid Costs Balance reduction from current period cash flow	(23,767)	(55,655)	-	-	(79,422)
Cashflow available after discharging any Unpaid Costs Balance	-	14,976	7,127	55,741	77,844
1.3.4 Guaranteed Rent - £5,000 per month (will start 6 June 2020)	15,000	15,000	15,000	15,000	60,000
1.3.5 Profit Share to Landlord (50% of available proceeds)	-	-	-	20,371	8,922
1.3.6 Tenant's Profit Incentive (50% of available proceeds)	-	-	-	20,371	8,922

I certify that the above is in accordance with the accounting records of Regus and as per our lease agreement.

SIGNED on behalf of IWG



REBECCA MALANAO
FINANCIAL ACCOUNTING MANAGER
RENT & LANDLORD
GLOBAL SERVICE CENTRE



Chartered Surveyors

Karen Whiley RFO
Crowborough Town Council
Council Offices
Pine Grove
Crowborough
East Sussex TN6 1DH



Our ref: MPB/KE
11th February 2022

Dear Ms Whiley

Re: Pine Grove Crowborough East Sussex TN6 1DH

INSTRUCTIONS

I refer to your instructions to provide you with our opinion of the market value of the unencumbered Freehold interest in the above property.

This Valuation remains valid for a period of three months from today's date.

We confirm that we are not aware of any conflict of interest preventing us from providing you with an Independent Valuation of the property.

LOCATION

Pine Grove is situated off Mill Lane, Crowborough.

DESCRIPTION

A detached commercial building extending to approximately 39,000 square feet (3,630 square metres). The property was totally refurbished and basically re-erected in 2014. The property is occupied by Crowborough Town Council as offices together with a Public Library leased to East Sussex County Council and numerous offices leased to Crowborough Pine Grove Centre Ltd.

team

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TOWN PLANNING & HIGHWAYS

Our Valuation is prepared on the basis of the property as in your Schedule and with its current use.

We have not made any enquiries of the Local Authority and the Valuation assumes that any necessary permissions and consents have been obtained in relation to the individual property and any extensions or alterations to it.

We have valued the property on the assumption, that where applicable, the frontage road is made up and adopted.

TENURE

The Valuation is of the unencumbered Freehold interest taking into account the relevant lease and licence where applicable.

VALUATION

The Valuation for Building Insurance/Re-instatement purposes we would advise a figure of £7,000,000.00 (seven million pounds).

For Freehold purposes we would advise a figure of £1,050,000.00 (one million and fifty thousand pounds).

MARKET VALUE

'Market Value' is defined as 'the estimated amount for which an asset should exchange on the date of Valuation between a willing buyer and a willing seller in an 'arm's length' transaction after proper marketing wherein the parties had each acted knowledgeably, prudently and without compulsion.

I have to point out that no structural survey of the property was carried out by myself and that this letter is not to be used for any third party purposes.

CONFIDENTIALITY

Finally, in accordance with the recommendations of the Royal Institution of Chartered Surveyors (RICS), this report is provided solely for the instructing client and for the purposes stated in the client's instructions. It is confidential to and for the use only of the party to whom it is addressed and no responsibility is accepted to any third party for the whole or any part of its contents. Any such parties rely upon this report at their own risk.

We trust that this report and the information provided will be satisfactory for your purposes. Please do not hesitate to contact us should you require any further information or advice.

We hope this Valuation letter provides you with the information required.

Whilst writing I take this opportunity of enclosing a note of my fee accounts in relation to the Valuations prepared for Crowborough Town Council.

Needless to say if there are any queries or we can be of further assistance please do not hesitate to contact us.

Yours sincerely

A handwritten signature in black ink, reading "Michael Brooker". The signature is fluid and cursive, with the first name "Michael" and the last name "Brooker" clearly distinguishable.

Michael P Brooker FRICS (Chartered Surveyor) RICS Registered Valuer
Michael Brooker Estate Agents & Chartered Surveyors



Chartered Surveyors

Karen Whiley RFO
Crowborough Town Council
Council Offices
Pine Grove
Crowborough
East Sussex
TN6 1DH

Our ref: MPB/KE
10th February 2022

Dear Ms Whiley

Re: Valuations Crowborough Town Council Properties (Various)

INSTRUCTIONS

I refer to your instructions to provide you with our opinion of the market value of the unencumbered Freehold interest in the above individual properties as listed in the attached Schedule.

This Valuation remains valid for a period of three months from today's date.

We confirm that we are not aware of any conflict of interest preventing us from providing you with an Independent Valuation of these properties.

LOCATION

The various individual properties are all located within the boundaries of Crowborough Town Council with a TN6 postcode.

DESCRIPTION

A variety of individual properties as per the attached Schedule

TOWN PLANNING & HIGHWAYS

Our Valuation is prepared on the basis of the various individual properties as in your Schedule and with their Current Use.

team

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sales@michaelbrooker.co.uk

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The logo for rightmove.co.uk features a stylized house icon in green and blue to the left of the text 'rightmove.co.uk'. Below the text is the tagline 'The UK's number one property website'.

We have not made any enquiries of the Local Authority and the Valuations assume that any necessary permissions and consents have been obtained in relation to the individual properties and any extensions or alterations to them.

We have not made enquiries but do not believe that the properties are directly affected by any highway, town planning or other schemes or proposals.

We have valued the properties on the assumption, that where applicable, the frontage roads are made up and adopted.

TENURE

The Valuations are of the unencumbered Freehold interests taking into account the relevant leases and licences where they are applicable.

VALUATIONS

The Valuations are all as per the attached Schedule.

MARKET VALUE

'Market Value' is defined as 'the estimated amount for which an asset should exchange on the date of Valuation between a willing buyer and a willing seller in an 'arm's length' transaction after proper marketing wherein the parties had each acted knowledgeably, prudently and without compulsion.

I have to point out that no structural survey of the properties were carried out by myself and that this letter is not to be used for any third party purposes.

CONFIDENTIALITY

Finally, in accordance with the recommendations of the Royal Institution of Chartered Surveyors (RICS), this report is provided solely for the instructing client and for the purposes stated in the client's instructions. It is confidential to and for the use only of the party to whom it is addressed and no responsibility is accepted to any third party for the whole or any part of its contents. Any such parties rely upon this report at their own risk.

We trust that this report and the information provided will be satisfactory for your purposes. Please do not hesitate to contact us should you require any further information or advice.

We hope this Valuation letter and Schedule provides you with the information required.

Needless to say if there are any queries or we can be of further assistance please do not hesitate to contact us.

Yours sincerely

A handwritten signature in black ink, reading "Michael Brooker". The signature is fluid and cursive, with the first name "Michael" and last name "Brooker" clearly distinguishable.

Michael P Brooker FRICS (Chartered Surveyor) RICS Registered Valuer
Michael Brooker Estate Agents & Chartered Surveyors

CROWBOROUGH TOWN COUNCIL – SCHEDULE OF LAND AND PROPERTIES

RICS Valuations Prepared by Michael P Brooker FRICS (Chartered Surveyor)

Michael Brooker Estate Agents & Chartered Surveyors.

February 2022

	INSURANCE REINSTATEMENT	VALUATION	ADDITIONAL COMMENTS
Whitehill Centre, Whitehill Road, TN6 1NT	£256,000	£125,000	
MOD Playing Field, Beacon Road, TN6 3SU	N/A	£ 30,000	
Summersales New Burial Ground, London Road TN6 1TD	N/A	£115,000	
Chapel Green, Church Road TN6 2LB	N/A	£ 30,000	
Chapel & Cemetery, Herne Road, TN6 2NT	£150,000	£60,000	
Herne Allotments, Herne Road, TN6 2NT	N/A	£ 11,000	
Owisbury Allotments, Hadlow Down Road, TN6 3RG	N/A	£ 88,000	
Pilmer Allotments (Garden), Pilmer Road, TN6 2UG	N/A	£ 3,000	
Pilmer Allotments (Road), Pilmer Road, TN6 2UG	N/A	£ 8,000	
Campsite, Goldsmiths Recreation Ground, Eridge Road, TN6 2TN	£650,000	£250,000	
Top Pitch, land behind & including childrens play area and behind High, Goldsmith Recreation Ground, Eridge Road, TN6 2TN	N/A	£ 68,000	
Allotment Football Pitch Area, Goldsmiths Recreation Ground, Eridge Road, TN6 2TN	N/A	£ 25,000	

ADDRESS	INSURANCE RE- INSTATEMENT	VALUATION	ADDITIONAL COMMENTS
Leisure Centre, Boating Lake, Petanque & Running Track Areas LAND, Goldsmiths Recreation Ground, Eridge Road, TN6 2TN	N/A	£105,000	
Skatepark Area LAND, Goldsmiths Recreation Ground, Eridge Road, TN6 2TN	N/A	£ 5,000	
Area 1 Goldsmiths LAND, Goldsmiths Recreation Ground, Eridge Road TN6 2TN	N/A	£ 40,000	
Changing Rooms (building), Goldsmiths Recreation Ground, Eridge Road, TN6 2TN	£400,000	£300,000	
Kiosk/Toilet (building), Goldsmiths Recreation Ground, Eridge Road, TN6 2TN	£110,000	£100,000	
Land adjacent to Goldsmiths (model railway extension), Goldsmiths Recreation Ground, Eridge Road, TN6 2TN	£25,000	£10,000	
Bowls Pavilion, Luxford Lane, TN6 2PQ	£350,000	£240,000	
Bluebell Wood, adjacent to Croft Road Car Park TN6 1DL	N/A	£ 18,000	
Land at the Ghyll, Burdett Road, TN6 2EG (whole)		£500,000	
Limekiln Playing Field and Land, Palesgate Lane, TN6 3HF	N/A	£125,000	
Alderbrook Playing Grounds	£1,227,000	£100,000	
Wolfe Recreation Ground Excluding Cottage	£864,000	£100,000	



Caroline Miles
Town Clerk,
Crowborough Town Council
Council Offices
Pine Grove
Crowborough
TN6 1DH

14th February 2022

Dear Caroline,

Report on audit carried out on 7 February 2021

An audit was carried out by Kevin Rose on Sunday 7 February 2021 as part of the annual internal audit coverage of the Council. The audit was undertaken using our standard IAC Audit Checklist, used for all Local Councils, which has 186 items. A total of 126 items were tested during this audit (including items that were examined and tested as part of the pre-audit process). The balance of 60 items will be checked during the Year End audit visit.

Areas subject to audit were;

Accounting system and records, Payment system, Risk and insurance, Budget and precept setting and monitoring, Billing, income collection and VAT, Petty cash, Payroll, Assets and investments, Bank reconciliations, Accounting Statements, Exercise of Public Rights, Publication of the Annual Governance and Accountability Return and Trust Funds.

Of the 126 items tested a Positive response was obtained in respect of 100 tests. 7 Negative responses were returned, of which 0 were classed as Non Compliances, 2 as High, 5 as Medium, 0 as Low and 0 as Advisory. (19 items on the standard checklist were not applicable to your Council).

7 Observations and associated Recommendations, in respect of Payment system, Risk and insurance, Petty cash and Bank reconciliations, were raised as set out in detail in the attached Internal Audit Observation report.

A detailed breakdown of our audit testing and Responses is set out in our Internal Audit Summary and I would encourage Councilors to review this in order that they may have greater understanding of the scope of the audit and the areas tested.

I would like to express my thanks for the assistance provided to us during our audit.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'K. Rose'.

Kevin Rose ACMA
Director

Interim Internal Audit Observations

B This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.

No.	Audit Test	Observation	Recommendation	Priority	Comments
1	Have invoices been approved as required under Council Financial Regulations? (paragraph 5.3 of the NALC Model Financial Regulations)	<i>The Councils Financial Regulation 5.3 requires that invoices are "All invoices for payment shall be examined, verified and certified by the RFO.." From a review of invoices it was not possible to confirm that invoices had been 'certified' by the RFO. It is understood that invoices are subject to review by the RFO, but that it is not currently practice for them to be physically certified.</i>	The Council Council review the requirements of Financial Regulation 5.3, in particular the need for the RFO to 'certify invoices. The practice at many councils is for a batch listing of invoices to be prepared which is then certified by the RFO and this may be something the Council might consider.	Medium	All invoices are reviewed by the RFO before processing through the accounting system. They are certified by way of an email acknowledgment back to the finance assistant. The RFO approves all payments of invoices through the banking system and at that time certifies them for payment. The Financial Regulations will be reviewed and considered in line with this recommendation
2	Have payments been approved as required under Council Financial Regulations?	<i>The Council has a process whereby invoices for payment are subject to review by two Councillors prior to payments being made (payments are made by Officers on a dual authorisation basis). It is unclear, from a review of the Councils Financial Regulations, what the sequence is for the approvals. i.e. whether the Council needs to approve under 5.2 prior to approval of two Councillors under 6.9.</i>	The Council to review Financial Regulation 5.2 to clarify that the schedule payments prepared by the RFO relates to payments that have been made (i.e. it is retrospective reporting of payments made). The Council to also consider amending Financial Regulation 6.9 a) to reflect that prior approval for payments is to be by two Councillors who shall (for example) "approve payments to be made and sign the appropriate paper documentation or approve by email e.g. BACs form."	High	For the word 'retrospectively' be added to Financial Regulation 5.2 so that it is clear that this reporting happens after the payments have been made. Financial Regulation 6.9a already states "two Councillors (authorised signatories) to sign the appropriate paper documentation or approve by email e.g. BACs form."

C This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

No.	Audit Test	Observation	Recommendation	Priority	Comments
1	The value of the Councils Fidelity Insurance covers the value of the Councils cash & bank holdings	<i>Fidelity Guarantee limit on the insurance policy is £2 million. As at the December 2021 bank reconciliation the Councils bank balances totalled £2.386million</i>	The Council to review the level of its Fidelity insurance and consider whether it is adequate to cover the value of cash and bank balances held.	Medium	

F Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.

No.	Audit Test	Observation	Recommendation	Priority	Comments
1	Petty cash payments were properly supported by receipts.	<i>It was noted that two cash advances, one for £96 and one for £60 had been recorded as expenses in the petty cash.</i>	Cash advances made out of the Petty Cash should not be recorded as expenditure. If they are still outstanding at the date of the reconciliation (i.e. supporting invoices have not been provided for how the advance was spent) they should be recorded as part of the cash on hand element, not as part of expenditure.	Medium	

2	Petty cash reimbursement is carried out regularly	<i>Petty Cash has not been subject to regular reimbursement. As at the date of the Interim audit petty cash transactions for the year since April 2021 had not been recorded in the Omega accounting system. (It was noted that the spend for the year on Petty Cash is low, with only £83.98 spent to November)</i>	The Council to review the frequency of claims for petty cash reimbursement. As part of this review the Council should consider whether the value of petty cash held is higher than required by the value of payments made.	Medium	Monthly postings of petty cash payments will commence. F&GP to consider whether the balance held doe petty cash should be reduced.
3	Petty cash expenditure is regularly reported to Council	<i>(See above)</i>	Petty cash expenditure should be regularly reported to Council and included in all payments/expenditure reports considered by Council	Medium	Petty cash is reported to Full Council every committee meeting by way of the payments lists. Petty cash payments are highlighted in blue to indicate that these are payments made through the cash system.

I Periodic bank account reconciliations were properly carried out during the year.

No.	Audit Test	Observation	Recommendation	Priority	Comments
1	There a bank reconciliation for each account (Interim)	<i>Bank reconciliations have bve been prepared, and subject to independent review, but these do not include the balances on the Petty Cash and Cash Float accounts (these are relatively small balances of £250 and £100)</i>	The Council to review the arrangements for the reconciliation of cash and bank balances. It may be appropriate for cash balances to be subject to a seperate verification and reconciliation review process from the Council's main bank accounts.	High	Petty cash will be set up within the accounting system as a control account and monthly transactions will be posted and a reconciliation performed.

Interim Internal Audit Observations

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Financial Regulations

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 January 2011	6047
10 January 2012	6367
8 January 2013	6683
16 September 2014	7269
21 March 2017	8019
23 May 2017	8070
21 November 2017	8236
23 January 2018	8287
22 May 2018	8391
14 May 2019	8738
12 November 2019	8920
27 October 2020	9155
15 December 2020 - revoked	9208
12 th January 2021	9216
21 st September 2021	9508

21st September 2021

FINANCIAL REGULATIONS

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1. GENERAL

- 1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial Regulations are one of the council's three governing policy documents (along with Standing Orders and Members Code of Conduct) providing procedural guidance for members and officers. Financial Regulations must be observed in conjunction with the council's standing orders and any individual Financial Regulations relating to contracts.
- 1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.
- 1.3. The Council's accounting control systems must include measures:
 - for the timely production of accounts;
 - that provide for the safe and efficient safeguarding of public money;
 - to prevent and detect inaccuracy and fraud; and
 - identifying the duties of officers.
- 1.4. These Financial Regulations demonstrate how the Council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the Council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.
- 1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the officer of Councillor into disrepute.
- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the Council.
- 1.9. The RFO;
 - acts under the policy direction of the Council;
 - administers the Council's financial affairs in accordance with all Acts, Regulations and proper practices;

- determines on behalf of the Council its accounting records and accounting control systems;
- ensures the accounting control systems are observed;
- maintains the accounting records of the Council are up to date in accordance with proper practices;
- assists the Council to secure economy, efficiency and effectiveness in the use of its resources; and
- produces financial management information as required by the Council.

1.10. The accounting records determined by the RFO shall be sufficient to show and explain the Council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the Council from time to time complies with the Accounts and Audit Regulations.

1.11. The accounting records determined by the RFO shall in particular contain:

- entries from day to day of all sums of money received and expended by the Council and the matters to which the income and expenditure or receipts and payments account relate;
- a record of the assets and liabilities of the Council; and
- wherever relevant, a record of the Council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.

1.12. The accounting control systems determined by the RFO shall include:

- procedures to ensure that the financial transactions of the Council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
- procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
- identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
- procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the Council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
- measures to ensure that risk is properly managed.

1.13. The Council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- setting the final budget or the Precept (Council Tax Requirement);
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- writing off bad debts;
- declaring eligibility for the General Power of Competence; and
- addressing recommendations in any report from the internal or external auditors,

shall be a matter for the full Council only.

1.14. In addition the Council must:

- determine and keep under regular review the bank mandate for all Council bank accounts;
- approve any grant or a single commitment in excess of £10,000; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant Committee in accordance with its terms of reference.

1.15. In these Financial Regulations, references to the Accounts and Audit Regulations or 'the Regulations' shall mean the Regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these Financial Regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils – a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

- 2.1. All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate Guidance and proper practices.
- 2.2. On a regular basis, at least once in each quarter and at each financial year end, the Chair of the Finance and General Purposes Committee (or the Deputy), shall verify the monthly bank reconciliations (for all accounts) produced by the RFO. The Chair/Deputy shall sign the reconciliations and the bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Finance and General Purposes Committee.
- 2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the Council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the Council within the timescales set by the Accounts and Audit Regulations.
- 2.4. The Council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the Council shall make available such documents and records as appear to the Council to be necessary for the purpose of the audit and shall, as directed by the Council, supply the RFO, internal auditor, or external auditor with such information and explanation as the Council considers necessary for that purpose.
- 2.5. The internal auditor shall be appointed by, and shall carry out the work in relation to, the internal controls required by the Council in accordance with proper practices.
- 2.6. The internal auditor shall:
- be competent and independent of the financial operations of the Council;

- report to Council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
- to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- have no involvement in the financial decision making, management or control of the Council.

2.7. Internal or external auditors may not under any circumstances:

- perform any operational duties for the Council;
- initiate or approve accounting transactions; or
- direct the activities of any Council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.

2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.

2.10. The RFO shall, without undue delay, bring to the attention of all Councillors any correspondence or report from internal or external auditors.

3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

3.1. Each Committee shall review its three year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the Council not later than the end of January each year including any proposals for revising the forecast.

3.2. The RFO must each year, by no later than the end of November, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the relevant committees and the Council.

3.3. Each Standing Committee shall review its three year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall therefore formulate and submit proposals for the following financial year to the Finance & General Purposes Committee not later than the end of December.

3.4. The Council shall consider annual budget proposals in relation to the Council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.

3.5. The Council shall fix the Precept (Council tax requirement), and relevant basic amount of Council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall

issue the Precept to the billing authority and shall supply each member with a copy of the approved annual budget.

- 3.6. The approved annual budget shall form the basis of financial control for the ensuing year.
- 3.7. CiL Receipts and any grants received that are unspent at the financial year end should be transferred to an Earmarked Reserve, clearly annotated for the correct purpose.

4. BUDGETARY CONTROL AND AUTHORITY TO SPEND

- 4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget, subject to the requirements of Standing Orders and Financial Regulations. This authority is to be determined by:

- the Council for all items over £10,000;
- a duly delegated Committee of the Council for items over £5,000; or
- the Clerk, for any items below £5,000.

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these Regulations.

- 4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the Council, or duly delegated Committee. During the budget year and with the approval of the relevant spending Committee having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').
- 4.3. Unspent provisions in the revenue or capital budgets shall not be carried forward to a subsequent year, unless placed in an Earmarked Reserve by resolution of the relevant spending Committee.
- 4.4. The salary budgets are to be reviewed at least annually in November for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council or relevant Committee. The RFO will inform Committees of any changes impacting on their budget requirement for the coming year in good time.
- 4.5. In cases of extreme or immediate risk to the delivery of Council services, the Clerk may authorise revenue expenditure on behalf of the Council which in the Clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £5,000. The Clerk shall report such action to the chairman of the relevant Committee as soon as possible and to the Council as soon as practicable thereafter.

- 4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available, or the requisite borrowing approval has been obtained.
- 4.7. All capital works shall be administered in accordance with the Council's Standing Orders and Financial Regulations relating to contracts.
- 4.8. The RFO shall regularly provide the Council and duly delegated Committees with a statement of income and expenditure to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of £1,000 or 15% of the budget, whichever is the lower amount.
- 4.9. Changes in earmarked reserves shall be reported to Council as part of the budgetary control process.

5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

- 5.1. The Council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the Council; banking arrangements may not be delegated to a Committee. They shall be regularly reviewed for safety and efficiency.
- 5.2. The RFO shall retrospectively prepare a schedule of payments, forming part of the agenda for the meeting and present the schedule to Council. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.
- 5.3. All invoices for payment shall be examined, ~~verified and certified~~ by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the Council or duly delegated Committee.
- 5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading.
- 5.5. The Clerk, Assistant Town Clerk and RFO shall have delegated authority to authorise the payment of items in the following circumstances:
 - a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of Council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next meeting of Council;
 - b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of Council; or
 - c) fund transfers within the Councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of Council.

- 5.6. For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively, Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts) and the like for which Council, or a duly authorised Committee, may authorise payment for the year provided that the requirements of Regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of Council.
- 5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.
- 5.8. In respect of grants, a duly authorised Committee shall approve expenditure within any limits set by Council and in accordance with any policy statement approved by Council. Any revenue or capital grant in excess of £10,000 shall before payment, be subject to ratification by resolution of the Council.
- 5.9. Members are subject to the Code of Conduct that has been adopted by the Council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- 5.10. The Council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.
- 5.11. Authority to deal with the bank accounts on a daily basis to be delegated to the RFO, Town Clerk and Assistant Town Clerk.

6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS

- 6.1. The Council will make safe and efficient arrangements for the making of its payments.
- 6.2. Following authorisation under Financial Regulation 5 above, the Council, a duly delegated Committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.
- 6.3. All payments shall be effected by cheque or other instructions to the Council's bankers, or otherwise, in accordance with a resolution of Council.
- 6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule shall be presented to and signed by two members of Council. A member who is also a bank signatory and that has declared a disclosable pecuniary interest, or who has a connection with the payment beneficiary by virtue of family or business relationships, must not be a signatory to the payment in question.
- 6.5. Cheques or orders for payment shall be prepared for signature and signatories will be informed via email of the need for two to either review remotely, or call into the Council Office to sign at their earliest convenience. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.

- 6.6. If thought appropriate by the council payment for supplies (e.g. energy, telephone, water and Non-Domestic Rates) may be made by variable or fixed Direct Debit provided that the instructions are signed by two members and any payments are reported to Council as made. The approval of the use of a variable Direct Debit shall be renewed by resolution of the Council at least every two years.
- 6.7. If thought appropriate by the council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by a council member are retained and any payments are reported to council as made. Banker's Standing Orders shall be renewed by resolution of the Council at least every two years.
- 6.8. Payment may be made by Banker's Standing Order, internet banking transfer, BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories and records retained. Any payments are reported to Council as made.
- 6.9. The BACS procedure will be as follows:
- a) two Councillors (authorised signatories) to sign the appropriate paper documentation or approve by email e.g. BACs form.
 - b) Finance Administrator to input the payments on to Bankline.
 - c) RFO to authorise the payment on Bankline.
 - d) The Town Clerk or Assistant Town Clerk to perform step c) in the absence of the RFO.
 - e) The RFO, Town Clerk or Assistant Town Clerk to perform step b) in the absence of the Finance Administrator.
 - f) Steps b) & c) must be carried out by separate Officers.
- 6.10. Where internet banking arrangements are made with any bank, the Clerk, Assistant Town Clerk and RFO shall be appointed as Service Administrators with authority to input BACS payments, print bank statements, add and delete users, authorise payments and transfer between accounts. The Finance Administrator shall be authorised to input BACS payments and to print bank statements. The Bank Mandate approved by the Council shall identify a number of Councillors who will be authorised to approve transactions on those accounts.
- 6.11. No employee or Councillor shall disclose any PIN or password, relevant to the working of the Council or its bank accounts, to any person unless authorised in writing by the Council or a duly delegated Committee.
- 6.12. Regular back-up copies of the records on any computer shall be made and encrypted and shall be stored securely away from the computer in question, and preferably off site.
- 6.13. The Council, and any members using computers for the Council's financial business, shall ensure that anti-virus, anti-spyware and firewall, software with automatic updates, together with a high level of security, is used.
- 6.14. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approval.

- 6.15. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used for Council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.16. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy or e-mail notification by the supplier and supported by hard copy authority for change signed by the RFO. A programme of regular checks of standing data with suppliers will be followed
- 6.17. Any Debit Card issued will be specifically restricted to the Clerk and will also be restricted to a single transaction maximum value of £5,000 unless authorised by Council or appropriate Committee in writing before any order is placed. The maximum amount which can be withdrawn in cash by the Clerk using the debit card is £500 in any three month period. Any amount in excess of this figure must be authorised in advance by Council or the appropriate Committee. If the debit card is used for purchases, then the Procedures in 6.16 & 6.17 (a-d) should be followed.
- 6.18. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the Finance Committee. Transactions and purchases made will be reported to the relevant committee and authority for topping-up shall be at the discretion of the relevant committee.
- 6.19. Any corporate credit card or trade card account opened by the council will be specifically restricted to the Clerk and will be limited to a maximum of £3,000 per month unless authorised by Council or appropriate Committee in writing before any order is placed and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.
- 6.20. The Charge Card purchase procedures will be as follows:
- a) Monthly expenditure on the Business Charge Card shall be limited to £3,000.
 - b) Only the Town Clerk shall be authorised to use the Business Charge Card. With his/her written instructions the use of the card may be delegated to the RFO or Finance Administrator up to the value of £500 per week.
 - c) The Town Clerk (or as above) shall be authorised to purchase any one item that is identified in the budget (e.g. stationery) or has previously been approved by Committee up to the value of £500.
 - d) Prior to a purchase being made or an order placed;
 - i. An official purchase order shall be raised and signed by the Town Clerk.
 - ii. A Business Charge Card authorisation form shall be completed with purchase details attached.
 - iii. The expenditure must be authorised by:-
 - The RFO, or in his/her absence, an officer designated by him/her, up to £500, or
 - any two of the Members who are authorised cheque signatories, £501 - £3,000.
 - e) When the monthly Business Charge Card statement is received it shall be included with the schedule of payments to be signed by the authorised cheque signatories.

- 6.21. The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.
- a) The RFO shall maintain a petty cash float of £250 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
 - b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these Regulations.
 - c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to council under 5.2 above.

7. PAYMENT OF SALARIES

- 7.1. As an employer, the Council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by Council, or duly delegated Committee.
- 7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available Council meeting, as set out in these Regulations above.
- 7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the Council or duly delegated Committee.
- 7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record. This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
- by any Councillor who can demonstrate a need to know;
 - by the internal auditor;
 - by the external auditor; or
 - by any person authorised under Audit Commission Act 1998, or any superseding legislation.
- 7.5. The total of such payments in each calendar month shall be reported to Council with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- 7.6. An effective system of personal performance management should be maintained for the senior officers.
- 7.7. Any termination payments shall be supported by a clear business case and reported to the Council. Termination payments shall only be authorised by Council.

- 7.8. Before employing interim staff the Council or duly delegated Committee must consider and approve a full business case.
- 7.9. The Chair (or Deputy) of the Personnel Committee will check the payroll every month after it has been run and countersign the BACs submission form.

8. LOANS AND INVESTMENTS

- 8.1. All borrowings shall be effected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval and subsequent arrangements for the loan shall only be approved by full Council.
- 8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as hire purchase or leasing of tangible assets) shall be subject to approval by the full Council. In each case a report in writing shall be provided to Council in respect of value for money for the proposed transaction.
- 8.3. All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with Council policy.
- 8.4. The Council shall agree an investment strategy which, shall be in accordance with relevant Regulations, proper practices and guidance. The strategy shall be reviewed by the Finance & General Purposes Committee at least annually.
- 8.5. All investments of money under the control of the Council shall be in the name of the Council.
- 8.6. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.7. Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments). The RFO (or in their absence the Town Clerk) shall be authorised to make all necessary transfers between the Council's bank accounts and investments to achieve the best possible interest within the guidance of the annual investment strategy.

9. INCOME

- 9.1. The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.
- 9.2. Particulars of all charges to be made for work done, services rendered, or goods supplied shall be agreed annually by the Council or duly delegated Committee and notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.

- 9.3. The Council or duly delegated Committee will review all fees and charges at least annually, following a report of the Clerk.
- 9.4. Any sums found to be irrecoverable and any bad debts shall be reported to and agreed by the Council and shall be written off in the year.
- 9.5. All sums received on behalf of the Council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the RFO considers necessary.
- 9.6. The origin of each receipt shall be entered on the paying-in slip.
- 9.7. Personal cheques shall not be cashed out of money held on behalf of the Council.
- 9.8. The RFO shall promptly complete any VAT return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9. Where any significant sums of cash are regularly received by the Council, the RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.
- 9.10. Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the Council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any Council meeting (see also Regulation 16 below).

10. ORDERS FOR WORK, GOODS AND SERVICES

- 10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2. All orders should be signed by a duly authorised officer who shall be
 - The Town Clerk – must sign all orders over £500
 - The Assistant Town Clerk - can sign all orders over £500 (in the TCs absence)
 - The RFO – only in the absence of another duly authorised officer.
 - The following staff up to £500 on set budgets for which they have day to day responsibility.
 - Operations Manager
 - Assistant Town Clerk
 - Head Grounds Person
 - Events Co-Ordinator
 - Ranger
 - Customer Services Officer
- 10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are

obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11 below.

- 10.4. A member may not issue an official order or make any contract on behalf of the Council.
- 10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.
- 10.6. Each Order raised shall conform with Standing Orders and Financial Regulations.

11. CONTRACTS

- 11.1. Procedures as to contracts are laid down as follows:
 - a. Every contract shall comply with these Financial Regulations, and no exceptions shall be made otherwise than in an emergency provided that Regulation 11 need not apply to contracts which relate to items (i) to (vii) below:
 - i. contracts of employment;
 - ii. for the supply of gas, electricity, water, sewerage and telephone services;
 - iii. for specialist services such as are provided by solicitors, accountants, surveyors, architects and planning consultants;
 - iv. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - v. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
 - vi. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of Council); and
 - vii. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
 - b. Where the Council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £25,000 or more, the Council shall comply with the relevant requirements of the Regulations¹. (See also Standing Orders 18c/f/g)
 - c. The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract

¹ The Regulations require Councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time). (See also Standing Orders 18c/f/g)

- d. When applications are made to waive Financial Regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council or duly delegated Committee.
- e. Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk and detail the last date by which such tenders should reach the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- f. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least two members of Council.
- g. Any invitation to tender issued under this Regulation shall be subject to Standing Orders and shall refer to the terms of the Bribery Act 2010.
- h. When the Council is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk, Assistant Town Clerk, Operations Manager, Head Groundsperson, Events Co-Ordinator, Ranger or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £1,000 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.4 above shall apply.
- i. The Council shall not be obliged to accept the lowest or any tender, quote or estimate.
- j. Should it occur that the Council, or duly delegated Committee, does not accept any tender, quote or estimate, the work is not allocated and the Council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.
- k. For each estimated value of cost of works, goods, materials or services as set about below, and the provision has been made in the budget, the arrangements for quotations and tenders are as the following table.

Estimated Value			Method of Invitation	Acceptance by
0	to	£1,000	Best Practice to be followed.	Town Clerk
£1,000	to	£3,000	the Clerk or RFO shall strive to obtain three estimates	Town Clerk
£3,000	to	£25,000	Minimum of three invitations for quotations	Town Clerk

£25,000	to	£60,000	Minimum of three invitations for quotations with discretion to invite tenders by public advertisement <u>Advertise contracts over £25,000 on contract finder website within 24 hours of advertising elsewhere.</u>	Chair of the appropriate Committee or nominee and Town Clerk
above		£60,000	Invite tenders by public advertisement <u>Advertise contracts over £25,000 on contract finder website within 24 hours of advertising elsewhere.</u>	

12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS

- 12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the Council or duly delegated Committee.
- 12.3. Any variation to a contract or addition to or omission from a contract must be approved by the Council, or duly delegated Committee, and Clerk to the contractor in writing, the Council being informed where the final cost is likely to exceed the financial provision.

13. STORES AND EQUIPMENT

- 13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 13.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4. The Clerk shall be responsible for periodic checks of stocks and stores at least annually.

14. ASSETS, PROPERTIES AND ESTATES

- 14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the Council. The RFO shall ensure a record is maintained of all properties held by the Council, recording the location, extent, plan, reference, purchase details, nature

of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.

- 14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £1,000. All items of historic significance shall be referred to the Council prior to any disposal.
- 14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law. In each case a report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full Council. In each case a Report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.5. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.
- 14.6. Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case
- 14.7. Capital receipts from the disposal of fixed assets cannot be used for revenue purposes and can only be used for capital purposes – that is the purchase of fixed assets, the making of capital grants or the repayment of long-term loans. The Council will keep a separate record to demonstrate compliance of this requirement.

15. INSURANCE

- 15.1. Following the annual risk assessment (per Financial Regulation 17), in consultation with the Clerk, the RFO shall effect all insurances and negotiate all claims on the Council's insurers,
- 15.2. The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations effecting existing insurances.
- 15.3. The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it, reporting on its suitability to the Council at the next appropriate meeting.
- 15.4. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim and shall report these to Council at the next available meeting.

- 15.5. All appropriate members and employees of the Council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the Council, or duly delegated Committee.

16. CHARITIES

- 16.1. Where the Council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept (if required) of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any Audit or Independent Examination as may be required by Charity Law or any Governing Document.

17. RISK MANAGEMENT

- 17.1. The Council is responsible for putting in place arrangements for the management of risk. The Clerk and the RFO shall prepare, for approval by the Council, risk management policy statements in respect of all activities of the Council. Risk policy statements and consequential risk management arrangements shall be reviewed by the Council at least annually.
- 17.2. When considering any new activity, the Clerk and RFO shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the Council.

18. EARMARKED RESERVES POLICY

- 18.1 Reserves will only be earmarked in line with CIPFA code of practice on Local Authority Accounting in the UK (the Statement of Recommended Practice). The amount earmarked in any one financial year will not exceed the difference (surplus) between the budgeted net expenditure and the actual net expenditure.
- 18.2 Reserves can be spent or earmarked at the discretion of the Council. They can result from:
- Events which have allowed money to be set aside
 - Surpluses
 - Decisions causing anticipated expenditure to have been postponed or cancelled
 - Money set aside for major anticipated capital schemes, projects or service arrangements the Town council wish to carry out,
 - A working balance to help cushion the impact of uneven cash flows e.g. election expenses
 - To avoid unnecessary temporary borrowing
 - A contingency to cushion the impact of unexpected events or emergencies
 - A means of building up funds to meet known or predicted liabilities
- 18.3 Expenditure will not be charged direct to Earmarked reserves (EMR) and transfers to and from EMR will be clearly itemised in the accounts.
- 18.4 For each reserve the following will be clearly documented

- The reason for or purpose of the EMR
- The type of expenditure the EMR will be used for
- Any circumstances the EMR cannot be used for.

18.5 Reserves will be managed controlled and reviewed by the RFO

- On a transaction by transaction basis to ensure the correct expenditure is being taken from the correct reserve and no reserve is being over spent.
- Twice per year, once during the budget review and once at the year end, in consultation with the Town Clerk, the RFO will review the appropriateness of each reserve, making recommendations to the relevant Committee as to which reserves should be earmarked next financial year. At such time any reserves considered no longer appropriate will be transferred back to the General Reserve.

18.6 At the yearend, the RFO will earmark underspends from previously agreed budgets e.g. building maintenance, election costs and asset purchases.

19. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

19.1. It shall be the duty of the Council to review the Financial Regulations of the Council on an annual basis. The RFO shall make arrangements to monitor changes in legislation or proper practices and shall advise the Clerk and Council of any requirement for a consequential amendment to these Financial Regulations.

19.2. The Council may, by resolution of the Council duly notified prior to the relevant meeting of Council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of Council.



AGENDA ITEM NUMBER: 6

MEETING DATE: 1st March 2022

COUNCIL/COMMITTEE: F&GP Committee

TITLE: Review of Internal Controls

PURPOSE OF REPORT: To Review the Councils' Internal Controls for the Committee's consideration and approval.

SUPPORTING DOCUMENTS: Appendix A – Internal Controls Report

CONTACT OFFICER: RFO

OFFICER RECOMMENDATIONS:	
	<p>The Committee is RECOMMENDED to:</p> <ul style="list-style-type: none">(1) Review, comment upon and approve the Councils Internal Control System for recommendation to Full Council. Appendix A(2) To note that Statements 2,5,6 and 7 of the Annual Governance Statement have been complied with

6.1 Internal Controls

Appendix A details the current protocols in place for ensuring transparency and correct procedural practices.

Background

Local Councils are responsible for putting in place proper arrangements for the governance of their affairs and the stewardship of their resources. Part of good governance is the annual review of the Town Council's Internal Controls including measures designed to prevent and detect fraud and corruption.

Part of this process is performed by the Internal Auditor who performs tests to check the effectiveness of the Internal Controls.

Annual Governance Statement

Councils are expected to make a number of representations and assertions in eight statements of assurance, which together comprise the Annual Governance

Statement, about the accountability of the Council. The following statements appertain to this report. The review of the Internal Controls gives Council the assurance required to approve the Annual Governance Statement in June.

Statement	Explanatory note
2. 'We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.'	This statement covers the Council's responsibility to ensure that its affairs are managed in accordance with proper standards of financial conduct and arrangements exist to prevent and detect fraud and corruption. The Council also asserts that it has tested those arrangements at least once in the year to make sure they are working in an adequate and effective way.
<p>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.'</p> <p>6. 'We maintained throughout the year an adequate and effective system of Internal Audit of the accounting records and control systems.'</p> <p>7. 'We took appropriate action on all matters raised in reports from internal and external audit.'</p>	<p>These representations cover the Council's responsibility to develop, implement and regularly monitor the effectiveness of systems of internal control covering:</p> <ul style="list-style-type: none"> • the overall control environment, including internal audit; • the identification, evaluation and management of operational and financial risks; • budgetary control and monitoring arrangements; and • the documentation and application of control procedures.

Internal Controls will be reviewed annually by F&GP Committee before being recommended to Full Council.

CROWBOROUGH TOWN COUNCIL

INTERNAL CONTROLS

To be reviewed annually by F&GP Committee before being recommended to Full Council

Date of Review: March 2022

INTERNAL CONTROL	RESPONSIBILITY
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Minutes

CHECK QUORUM PRESENT FOR EACH FULL COUNCIL MEETING	CLERK TO MEETING
CHECK MINUTES PROPERLY SIGNED	CLERK TO MEETING
PAGES IN MINUTE BOOKS SEQUENTIALLY NUMBERED	CLERK TO MEETING
MINUTES REVIEWED BY TC & CHAIR	TC/CHAIR

Assets & Investments

<u>1. Assets</u>	
REGISTER OF ALL COUNCIL ASSETS	RFO
ASSET REGISTER AS PER FINAL ACCOUNTS & ANNUAL RETURN	RFO
<u>2. Investments</u>	
CHAIR F&GP TO CHECK MONTHLY WITH BANK RECONCILIATION	CHAIR OF F&GP

Income

<u>1. Cash</u>	
CASH BANKED FREQUENTLY AT LEAST ONCE PER WEEK wherever possible	FA/RFO
<u>2. Credit Income</u>	
CHECK BOOKINGS / MATCH INVOICING	CSA/FA
INVOICE FROM A SCHEDULE OF REGULAR INVOICES (e.g. annual invoicing)	FA
<u>3. Credit Control</u>	
CHECK DEBTOR BALANCES MONTHLY	RFO/FA
<u>4. Bad Debts</u>	
REVIEW REASONS FOR NON PAYMENTS	RFO
CHECK ALL REASONABLE STEPS TAKEN TO COLLECT DEBTS	RFO/FA
COUNCIL AUTHORITY OBTAINED FOR BAD DEBTS WRITTEN OFF	TC/RFO

Cash & Bank

<u>1. Receipt of Money</u>	
ALL CASH KEPT IN LOCKED SAFE & BANKED IN TIMELY MANNER	FA
2 FIRE PROOF SAFES WHICH CASH IS KEPT IN	RFO/TC
ALL CASH RECONCILLED TO ACCOUNTS	RFO/FA
MOST INCOME TO BE RECEIVED BY BANK TRANSFER	RFO/FA
<u>2. Bank Reconciliation</u>	
PERFORMED AT LEAST ON A MONTHLY BASIS AND ALL BANK ACCOUNTS AGREED	RFO/FA
RFO CHECK & ENSURE NO PAYMENTS OR RECEIPTS ARE BEING C/F FOR A NO. OF MONTHS	RFO
CHAIR OF F&GP TO CHECK & SIGN MONTHLY RECONCILIATION WITH CORRESPONDING BANK STATEMENTS	RFO/ CHAIR F&GP
REVIEW CHEQUES OUTSTANDING FOR OVER 6 MONTHS AND ENSURE WRITTEN OFF	RFO

Payments

<u>1. Payments</u>	
PURCHASE ORDERS RAISED FOR MOST PURCHASES	STAFF/FINANCIAL REGULATIONS
PURCHASE ORDER SPREADSHEET KEPT DIGITALLY & BACKED UP	RFO/FA
PURCHASE ORDERS AUTHORISED BY LIMITED OFFICERS	COUNCIL/ FINANCIAL REGULATIONS
RFO AUTHORISES ALL INVOICE PAYMENTS (TC IN ABSENCE)	RFO/TC
ORDERING & AUTHORISING PAYMENT OF INVOICE CARRIED OUT BY SEPARATE OFFICERS	RFO/FA
RFO CAN ONLY SIGN ORDERS IF NO OTHER AUTHORISED MEMBER OF STAFF IS AVAILABLE- IF RFO SIGNS THEN TC TO AUTHORISE PAYMENT	RFO/TC
ORDERS & DELIVERY NOTES CHECKED AGAINST INVOICE AND ATTACHED TO BACK	FA/RFO
2 AUTHORISED COUNCILLOR SIGNATORIES	FINANCIAL REGULATIONS
PAYMENT SHEDULE PRESENTED WITH CHEQUES/ PROPOSED BACS LISTING TO RFO & 2 AUTHORISED COUNCILLOR SIGNATORIES	FA
PAYMENT SCHEDULE SIGNED BY AUTHORISED SIGNATORIES	RFO/FA/COUNCILLORS
SECURITY OF CHEQUES - STORED IN SAFE	RFO/FA
MAJORITY OF PAYMENTS BY BACS, 1 PERSON TO INPUT (normally FA), DIFFERENT PERSON TO AUTHORISE (RFO/TC/ATC). NO ONE PERSON CAN MAKE A PAYMENT - NEED TWO PEOPLE USING THEIR OWN PERSONAL FOB	RFO/FA
<u>2. Petty Cash</u>	
EXAMINE PETTY CASH EXPENSES AND CHECK BALANCES	RFO/FA
CHECK VAT IS APPROPRIATELY CLAIMED ON PETTY CASH RECEIPTS	RFO/FA
IMPREST SYSTEM IN PLACE RATHER THAN AD HOC REIMBURSEMENT	RFO/FA
CHECK APPROVAL OF RECEIPTS & REIMBURSEMENTS	RFO
REGULAR RECONCILIATION	RFO/FA

<u>3. Debit Card payments</u>	
CARDS KEPT IN SAFE	RFO/TC
MAX £500 WITHOUT COUNCILLOR APPROVAL	FINANCIAL REGULATIONS
TC TO SIGN PURCHASE ORDERS OVER £500	TC/FA
COUNCILLORS TO SIGN APPROVAL OF INVOICES- DEBIT CARD	RFO/FA

Payroll

PREPARE CONTRACTS OF EMPLOYMENT FOR ALL STAFF	TC
CHECK REFERENCES FOR NEW STAFF	TC
CHECK GROSS PAY FOR EACH EMPLOYEE IS AT CORRECT RATE	RFO
CHECK SICK LEAVE RECORDED CORRECTLY	RFO
CHECK ANNUAL LEAVE/PAY AGAINST LEAVE RECORDS	RFO
CHECK ANY STATUTORY SICK PAY OR MATERNITY PAY DEDUCTIONS	RFO
TC APPROVAL FOR NEW STARTERS	TC/RFO
PROMPT REMOVAL OF LEAVERS- FROM PAYROLL SYSTEM	RFO
CHAIR/DEPUTY OF PERSONNEL COMMITTEE TO COUNTERSIGN PAYROLL BACS	RFO
INTERNAL AUDITOR TO AUDIT ANNUALLY	RFO

Supplier Invoices

CHECK PURCHASE ORDERS & DELIVERY NOTES MATCH INVOICES	FA
CHECK PURCHASE ORDERS AUTHORISATION	FA
CHECK UNMATCHED PURCHASE ORDERS	FA
CHECK EXPENDITURE CODING TO CORRECT BUDGET HEAD & COST CENTRE	FA/RFO
CHECK AUTHORISATION FOR PAYMENT OF INVOICE	FA
ENSURE SUPPLIER STATEMENTS CHECKED AGAINST PURCHASE INVOICE RECORDS	FA
CHECK ANY OLD CREDITORS & ASCERTAIN WHY STILL UNPAID	RFO/FA

Insurance

REVIEWED ANNUALLY	RFO/TC
PROVIDER REVIEWED EVERY THREE YEARS	RFO/TC

General

CHECK TRIAL BALANCE MONTHLY	RFO
AT LEAST TWICE EACH FINANCIAL- CHECK ACTUAL EXPENDITURE AGAINST ESTIMATES & INVESTIGATE ANY OVERSPENDS	RFO
VAT RETURN RECONCILED TO ACOUNTS AND SUBMITTED QUARTERLEY	RFO
REGULAR REPORTING TO COMMITTEES OF EXPENDITURE AND VARIANCES FROM BUDGET	RFO
MONTHLY CHECKING OF ALL TRANSACTIONS FOR CORRECT CODING	RFO

TC= TOWN CLERK

RFO=RESPONSIBLE FINANCIAL OFFICER

FA= FINANCE ADMINISTRATOR

CSA=CUSTOMER SERVICES ASSISTANT