

## 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 30<sup>th</sup> April 2024** at 7.30 pm when it is proposed to transact the following business:

**Caroline Miles, Town Clerk**  
**24<sup>th</sup> April 2024**

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MEETINGS OF THE COUNCIL ARE OPEN TO THE PUBLIC.

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Questions from members of the public (15 minutes maximum)

Members of the public are welcome to address the committee on items listed in this agenda. Please note that those addressing the committee shall not speak for more than 3 minutes. Once public question time has concluded members of the public will not be allowed to interrupt the meeting. Council meetings are meetings held in public but are not public meetings.

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 5<sup>th</sup> March 2024 as a true record of the meeting
4. **FINANCE**
  - 4.1 To **note** the Finance Report and supporting appendices and **agree** further action.
5. **POLICIES**
  - 5.1 To **review** the following policies and **agree** further action  
Risk Management Policy
6. **EXEMPT BUSINESS**
  - 6.1 To **note** the confidential aged debt report
7. **URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING AND/OR INCLUSION ON A FUTURE AGENDA**



<b>TITLE:</b>	Finance Report
<b>AGENDA ITEM NUMBER:</b>	4
<b>MEETING DATE:</b>	30 <sup>th</sup> April 2024
<b>COUNCIL/COMMITTEE:</b>	F&GP Committee
<b>PURPOSE OF REPORT:</b>	<p>4.1 To <b>note</b> F&amp;GP's current income and expenditure against budget and Earmarked Reserves (EMR)</p> <p>4.2 To <b>approve</b> the asset register</p> <p>4.3 To <b>note</b> the return on investments</p> <p>4.4 To <b>note</b> and <b>agree</b> the bank reconciliation as at 31.03.24</p> <p>4.5 To <b>note</b> the PWLB summary as at 31.03.24</p> <p>4.6 To <b>note</b> the latest insurance claim information</p> <p>4.7 To <b>approve</b> the recommendation of the Annual Governance and Accountability Return for 2023/24 to Full Council</p> <p>4.8 To <b>discuss</b> the bank signatories</p> <p>4.9 To <b>discuss</b> energy contracts and <b>decide</b> on a possible one year extension</p> <p>4.10 To <b>note</b> the confidential debtors report</p>
<b>SUPPORTING DOCUMENTS:</b>	<p>Appendix A – Income &amp; Expenditure Report</p> <p>Appendix B - Earmarked Reserves</p> <p>Appendix C – Asset Register</p> <p>Appendices D – Bank reconciliation and supporting bank statements as at 31.03.24</p> <p>Appendix E and F – PWLB Summary and reconciliation as at 31.03.24</p> <p>Appendix G – Insurance claim summary for 23/24</p> <p>Appendix H - AGAR for 2023/24 with trust movements</p> <p>Appendix I – AGAR for 2023/24 without trust movements</p> <p>Appendix J – Confidential Aged Debtor Report</p>

**CONTACT OFFICER:** RFO

<b>OFFICER RECOMMENDATIONS:</b>	
	<p>The Committee is RECOMMENDED to:</p> <ol style="list-style-type: none"><li>(1) <b>Note</b> the Committee's current income and expenditure position. Appendix A</li><li>(2) <b>Note</b> this Committee's Earmarked Reserves and <b>agree</b> any actions. Appendix B</li><li>(3) <b>Approve</b> the asset register. Appendix C</li><li>(4) <b>Note</b> the return of investments</li><li>(5) <b>Note</b> the bank reconciliation report as at 31.03.24. Appendix D</li><li>(6) <b>Note</b> the PWLB summary as at 31.03.24. Appendices E and F</li><li>(7) <b>Note</b> the latest insurance claim information. Appendix G</li><li>(8) <b>Approve</b> the recommendation of the Annual Governance and Accountability Return for 2023/24 to Full Council. Appendices H and I</li><li>(9) <b>Decide</b> on a possible one year extension to energy contracts</li><li>(10) <b>Note</b> the Confidential Aged Debt Report. Appendix J</li></ol>

#### **4.1 Income and Expenditure**

4.1.1 Attached as Appendix A is the Income & Expenditure report for this Committee for the financial year 2023/2024. **Any recent significant variances are shown in bold**

##### Corporate Management (101)

##### Democratic Representation (102)

4121 Members Courses – has exceeded budget due to new Councillors joining and undertaking training

##### Central Admin & Support costs (105)

4015 – IT Support has exceeded budget. £784 will be classed as a prepayment at year end so it is expected this will come in just over budget

4022 Insurance – has exceeded budget due to inflation rises and additional vehicles – please refer to point 4.4

4023 – Subscriptions currently appears to have exceeded budget. £1,555 will be classed as a prepayment at year end so it is expected this will come in on budget

4024 – Equipment Rental/Lease will exceed budget partly due to one off costs incurred to return a leased copier and to ensure that all data had been securely removed

### Other Operating Income & Expenditure (109)

1190 Income - Interest Received has exceeded budget and will continue to rise due to longer term investments maturing and higher interest rates

### Pine Grove – Revenue Costs (113)

**1115 Income – Library Rechargeable. This recharge was higher than previous charges due to the share of costs incurred in Pinegrove communal areas e.g The Atrium roof repairs**

1118 Income – Basepoint Profit Share is looking healthy

4335 Security, Fire & Alarms – This will exceed budget due to work required on the fire alarm system at Pinegrove and to cover work that should have been previously completed under the service contract

**Overall, this committee’s budget saw higher than anticipated receipts and lower expenditure costs than budgeted.**

**The income was £882,612 more than budgeted – of this £693,299 was CiL receipts, £61,794 was interest received and £125,228 from Pinegrove revenue costs.**

**The expenditure was £64,827 less than budgeted, of which £5,690 was moved to EMR’s.**

#### **4.1.2 Earmarked Reserves**

This Committees EMR’s are attached as Appendix B as at the 31<sup>st</sup> March 2024.

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

#### **4.2 Asset Register**

Appendix C shows the current asset register and summary as at the end of 31.03.24. Any additions to the asset register have been written in **blue** and proposed disposals are in **red**.

You will note that there are some additions to the asset register that are dated before 01.04.23. Following a review of the assets these were identified as purchases that should have been added previously. These are written in **green**. You will also note that this review has identified items that should be disposed of.

The asset register is still a work in progress and Officers are working through all items to ensure that they are correctly entered, locations can be identified and assets are marked with identity numbers. There are a number of lines currently within the asset register which are more than one of an item and these are being looked at and the assets will be individually entered with locations.

For ease differentiation has been grouped and colour coded at the end of the report.

Councillors are requested to approve the additions and disposals on the asset register and recommend to Full Council.

### 4.3 Return on Investments

At the start of the financial year, the Council had £1,500,000 invested in two fixed term accounts, one maturing in September 2023 with Lloyds for £750,000 and the other in March 2024 with NatWest, also for £750,000.

To help spread the risk of holding the majority of money with one financial institution, alternative options were investigated.

After comparing interest rates offered by NatWest and Lloyds it was agreed that some of the money released from the first fixed term account would be invested in Public Sector Depository Funds through CCLA which offered a yield return averaging around 5.1%, slightly higher than the standard banks. £500,000 of the £750,000 which matured was transferred into the CCLA account. The balance of funds was needed to pay for completion of projects.

It was agreed that a further £750,000 be transferred into the CCLA fund in March when the second fixed term account matured.

As at 31<sup>st</sup> March 2024 the Council had the following cash investments totalling £2,593,338.10

NatWest Business Reserve	£2,062,028.47
NatWest Current Account	£ 150.00
Lloyds Current Account	£ 17,296.26
CCLA	£ 507,248.90
Petty Cash	£ 350.00
Cash Float	£ 10.00
Mayors Charity Account (held on behalf of Designated charities)	£ 6,254.47

During the year April 2023 to March 2024, we have received £65,793.99 in interest payments.

This is split between the NatWest sweeping account, the fixed term accounts and the CCLA funds:

NatWest Sweeping A/C	£21,562.89
Lloyds Fixed Term A/C	£11,342.47
NatWest Fixed Term A/C	£25,639.73
CCLA Funds	£7,248.90

The committee is recommended to note the return on investments for this financial year.

### 4.4 Bank Reconciliation as at 31.03.24

Please refer to Appendix D. The committee is recommended to approve the bank reconciliation as at 31.03.24.

Bank Reconciliations and bank statements have been checked by the Chair up until 31<sup>st</sup> March 2024.

#### **4.5 PWLB Summary as at 31.03.24**

Please refer to Appendix E and F. This reconciles the PWLB summary and the loan summary breakdown.

The committee is recommended to note the latest loan value summary as at 31.03.24.

#### **4.6 Insurance Claim Information**

As per financial regulation 15.4, details of any loss or claim should be taken to Committee:

Please refer to Appendix G. This shows all claims made during the financial year 23/24

#### **4.7 Draft AGAR Statement**

Please refer to Appendix H for the draft AGAR report for the financial year 2023/24. This shows figures including trust movements and is for comparison purposes only for year-on-year figures.

Moving forwards, you will only see the AGAR reports which has the trust movements removed.

Appendix I shows the draft AGAR report for the financial year 2023/24 with the trust transactions removed as per the recommendation from the external auditor.

The figures for the previous and current year have been adjusted and this is the version which it is recommended that Full Council approve.

It is important that the statements in section 1 are carefully read and considered. By making the recommendation to Full Council to approve the AGAR report the committee is acknowledging and agreeing to the statements made in section 1.

#### **4.8 Bank Signatories**

We are experiencing some delays when requesting availability of councillors to sign off payment runs.

To discuss whether there are any suggestions as to how to improve this or an alternative way of approving payments.

#### **4.9 Energy Contracts**

All of our energy contracts (apart from two at Wolfe Cottage), are currently with Engie and these contracts run to September 2028. Engie are offering a further one year extension to these contracts. Engie have sent the following information:

*Important information about the market and the impact we are going to see very soon which is affecting how energy prices are going to be issued to commercial end users. Your unit rate, is built up of the commodity (the actual electricity itself) and non-commodity charges, which are government taxes and transportation/distribution levies etc. Over 60% of your bill is government taxes and levies, and these are expected to rise considerably for at least the next decade and by a considerable amount. Even if the wholesale market dips – this doesn't result in an automatic reduction in energy prices as the non-commodity elements need to be factored in. So, there are always two separate sides of the coin that determine energy prices. Wholesale cost of the energy itself vs non commodity costs.*

Councillors to decide whether they would like to agree a further one year extension tying all rates in until September 2029 on a blend and extend package.

#### **4.10 Confidential Aged Debtors Report**

Appendix J shows the Aged Debt Report.

**RFO**

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2024

Month No: 12

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b><u>Finance and General Purposes</u></b>								
<b><u>101 Corporate Management</u></b>								
1051 Income-Miscellaneous	0	40	0	(40)			0.0%	
1120 Income- Rechargeable	743	1,976	0	(1,976)			0.0%	
Corporate Management :- Income	<b>743</b>	<b>2,016</b>	<b>0</b>	<b>(2,016)</b>				<b>0</b>
4016 Miscellaneous	248	0	0	0		0	0.0%	
4055 Stripe Charges	2	23	175	152		152	13.3%	
4056 Bank Charges	880	906	1,200	294		294	75.5%	
4057 Audit Fees	2,622	2,945	2,750	(195)		(195)	107.1%	
4058 Legal & Professional Fees	6,399	6,308	12,000	5,692		5,692	52.6%	
4060 Accounting Support	2,371	2,488	2,500	12		12	99.5%	
4065 Bad Debt Write Off	1,750	2,715	0	(2,715)		(2,715)	0.0%	
Corporate Management :- Indirect Expenditure	<b>14,271</b>	<b>15,385</b>	<b>18,625</b>	<b>3,240</b>	<b>0</b>	<b>3,240</b>	<b>82.6%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(13,528)</b>	<b>(13,369)</b>	<b>(18,625)</b>	<b>(5,256)</b>				
<b><u>102 Democratic Representation</u></b>								
4119 Members Allowances	12,484	19,239	24,000	4,761		4,761	80.2%	
4120 Members Expenses	0	144	200	56		56	71.8%	
4121 Members Courses	190	1,134	1,000	(134)		(134)	113.4%	
4122 Civic Expenses	960	935	1,000	65		65	93.5%	
Democratic Representation :- Indirect Expenditure	<b>13,634</b>	<b>21,451</b>	<b>26,200</b>	<b>4,749</b>	<b>0</b>	<b>4,749</b>	<b>81.9%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(13,634)</b>	<b>(21,451)</b>	<b>(26,200)</b>	<b>(4,749)</b>				
<b><u>105 Central Support-Admin Costs</u></b>								
1050 Income-Pension Forms	280	270	0	(270)			0.0%	
1051 Income-Miscellaneous	0	6	0	(6)			0.0%	
Central Support-Admin Costs :- Income	<b>280</b>	<b>276</b>	<b>0</b>	<b>(276)</b>				<b>0</b>
4015 IT Support	5,947	7,118	6,750	(368)		(368)	105.5%	
4020 Telephone & Postage	5,999	6,262	5,750	(512)	80	(592)	110.3%	
4021 Stationery and Printing	3,584	3,609	4,100	491		491	88.0%	
4022 Insurance	20,697	22,446	19,500	(2,946)		(2,946)	115.1%	
4023 Subscriptions	4,051	4,396	5,460	1,064		1,064	80.5%	
4024 Equipment rental/Lease	2,208	2,312	1,830	(482)		(482)	126.3%	
4110 New IT Equipment	2,357	2,137	2,500	363		363	85.5%	
4255 Equipment	1,372	938	1,100	162		162	85.3%	
Central Support-Admin Costs :- Indirect Expenditure	<b>46,214</b>	<b>49,217</b>	<b>46,990</b>	<b>(2,227)</b>	<b>80</b>	<b>(2,307)</b>	<b>104.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(45,934)</b>	<b>(48,942)</b>	<b>(46,990)</b>	<b>1,952</b>				



## Detailed Income &amp; Expenditure by Budget Heading 31/03/2024

Month No: 12

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>109 Other Operating Income &amp; Exp.</b>								
1176 Precept Received	1,522,738	1,595,929	1,595,929	0			100.0%	
1190 Income-Interest Received	14,823	65,794	4,000	(61,794)			1644.8%	
1191 Income-Loan-Capital/Interest R	1,495	0	0	0			0.0%	
1196 Income-CIL receipts	283,232	693,299	0	(693,299)			0.0%	693,299
Other Operating Income & Exp. :- Income	<b>1,822,288</b>	<b>2,355,022</b>	<b>1,599,929</b>	<b>(755,093)</b>			<b>147.2%</b>	<b>693,299</b>
4175 PWLB - CCA Hall	99,371	99,371	99,370	(1)		(1)	100.0%	
4950 PWLB -G/MOD/GS/S/OA	46,238	46,238	46,240	2		2	100.0%	
4951 PWLB - Pine Grove	169,734	169,734	169,735	1		1	100.0%	
Other Operating Income & Exp. :- Indirect Expenditure	<b>315,343</b>	<b>315,343</b>	<b>315,345</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>100.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>1,506,945</b>	<b>2,039,679</b>	<b>1,284,584</b>	<b>(755,095)</b>				
6001 plus Transfer from EMR	87,428	0						
6002 less Transfer to EMR	318,575	693,299						
<b>Movement to/(from) Gen Reserve</b>	<b>1,275,798</b>	<b>1,346,380</b>						
<b>113 Pine Grove-Revenue Costs</b>								
1051 Income-Miscellaneous	0	2,715	0	(2,715)			0.0%	
1103 Income-insurance	6,350	7,390	0	(7,390)			0.0%	
1114 Income - Ashdown Radio	666	802	0	(802)			0.0%	
1115 Income-Library Rechargeable	17,504	24,454	17,500	(6,954)			139.7%	
1116 Income-Basepoint Rechargeable	47,758	53,469	52,000	(1,469)			102.8%	
1117 Income-Basepoint Rent	60,000	60,000	60,000	0			100.0%	
1118 Income-Basepoint Profit share	43,305	105,897	0	(105,897)			0.0%	
Pine Grove-Revenue Costs :- Income	<b>175,583</b>	<b>254,728</b>	<b>129,500</b>	<b>(125,228)</b>			<b>196.7%</b>	<b>0</b>
4012 Rates	13,024	14,876	14,500	(376)		(376)	102.6%	
4017 Health & Safety	1,029	963	1,000	37		37	96.3%	
4041 Grounds Maintenance	977	1,500	1,500	0		0	100.0%	
4250 Buildings Maintenance	34,637	21,243	25,000	3,757		3,757	85.0%	
4335 Security, Fire & Alarms	5,926	10,406	6,000	(4,406)		(4,406)	173.4%	
4800 Caretaking/ Cleaning	18,901	16,753	21,000	4,247		4,247	79.8%	
4801 Refuse & Hygiene	1,321	2,692	3,500	808		808	76.9%	
4805 Electricity	35,501	37,091	40,000	2,909		2,909	92.7%	
4806 Gas	20,313	16,345	30,000	13,655		13,655	54.5%	
4807 Water and Sewage	(3,944)	3,436	3,750	314		314	91.6%	
Pine Grove-Revenue Costs :- Indirect Expenditure	<b>127,685</b>	<b>125,307</b>	<b>146,250</b>	<b>20,943</b>	<b>0</b>	<b>20,943</b>	<b>85.7%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>47,898</b>	<b>129,421</b>	<b>(16,750)</b>	<b>(146,171)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2024

Month No: 12

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>115 Other Services to the Public</u>								
4112 Service Level Agreements	45,150	45,150	47,408	2,258		2,258	95.2%	
4150 Grants	7,450	16,000	16,000	0		0	100.0%	
Other Services to the Public :- Indirect Expenditure	<b>52,600</b>	<b>61,150</b>	<b>63,408</b>	<b>2,258</b>	<b>0</b>	<b>2,258</b>	<b>96.4%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(52,600)</b>	<b>(61,150)</b>	<b>(63,408)</b>	<b>(2,258)</b>				
<u>309 Civic &amp; Community Centres</u>								
1010 Income-Toilet Scheme	617	617	617	0			100.0%	
Civic & Community Centres :- Income	<b>617</b>	<b>617</b>	<b>617</b>	<b>0</b>			<b>100.0%</b>	<b>0</b>
<b>Net Income</b>	<b>617</b>	<b>617</b>	<b>617</b>	<b>0</b>				
<u>901 Earmarked F &amp; GP</u>								
9009 Election Reserve	365	8,348	0	(8,348)		(8,348)	0.0%	8,348
9010 Pine Grove - Water	3,499	19,926	0	(19,926)	1,498	(21,423)	0.0%	19,926
9011 Legal & Professional Fees	0	1,744	0	(1,744)		(1,744)	0.0%	1,744
9012 Grants	0	5,125	0	(5,125)		(5,125)	0.0%	5,125
9071 Pine Grove Buildings Maintenan	8,607	58,649	0	(58,649)	20,500	(79,149)	0.0%	51,009
Earmarked F & GP :- Indirect Expenditure	<b>12,471</b>	<b>93,791</b>	<b>0</b>	<b>(93,791)</b>	<b>21,998</b>	<b>(115,789)</b>		<b>86,151</b>
<b>Net Expenditure</b>	<b>(12,471)</b>	<b>(93,791)</b>	<b>0</b>	<b>93,791</b>				
6001 plus Transfer from EMR	12,471	86,151						
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>(7,640)</b>						
Finance and General Purposes :- Income	<b>1,999,511</b>	<b>2,612,658</b>	<b>1,730,046</b>	<b>(882,612)</b>			<b>151.0%</b>	
Expenditure	<b>582,218</b>	<b>681,645</b>	<b>616,818</b>	<b>(64,827)</b>	<b>22,078</b>	<b>(86,905)</b>	<b>114.1%</b>	
<b>Net Income over Expenditure</b>	<b>1,417,293</b>	<b>1,931,013</b>	<b>1,113,228</b>	<b>(817,785)</b>				
plus Transfer from EMR	<b>99,898</b>	<b>86,151</b>						
less Transfer to EMR	<b>318,575</b>	<b>693,299</b>						
<b>Movement to/(from) Gen Reserve</b>	<b>1,198,616</b>	<b>1,323,865</b>						
Grand Totals:- Income	<b>1,999,511</b>	<b>2,612,658</b>	<b>1,730,046</b>	<b>(882,612)</b>			<b>151.0%</b>	
Expenditure	<b>582,218</b>	<b>681,645</b>	<b>616,818</b>	<b>(64,827)</b>	<b>22,078</b>	<b>(86,905)</b>	<b>114.1%</b>	
<b>Net Income over Expenditure</b>	<b>1,417,293</b>	<b>1,931,013</b>	<b>1,113,228</b>	<b>(817,785)</b>				
plus Transfer from EMR	<b>99,898</b>	<b>86,151</b>						
less Transfer to EMR	<b>318,575</b>	<b>693,299</b>						
<b>Movement to/(from) Gen Reserve</b>	<b>1,198,616</b>	<b>1,323,865</b>						

<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>01/04/2023</u>			<u>31/03/2024</u>		
<b>314</b>		<b><u>Finance &amp; General Purposes</u></b>						
9009	901	Election Reserve	33,509		8,348	<b>25,161</b>		25,161
9010	901	PineGrove	7,500		78	<b>7,422</b>		7,422
9011	901	Legal & Professional Fees	5,720	5,690	1,745	<b>9,665</b>		9,665
9012	901	Grants	8,550		5,125	<b>3,425</b>		3,425
9022	901	Training	1,545			<b>1,545</b>		1,545
<b>314</b>		<b>F &amp; GP Total</b>	<b>56,824</b>	<b>5,690</b>	<b>15,296</b>	<b>47,218</b>	<b>0</b>	<b>47,218</b>

## Asset Register with comments

Asset Code	Description	Group	Location	Acquisition Date	Current Value	Insurance Value	Asset Disposed
AC0001	Summersales Land	Land & Buildings	London Road, TN6 1TD	01/03/2012	95,101.00	0	No
AC0002	Herne Allotments	Land & Buildings	Herne Road, TN6 2NT	01/04/2010	4,000.00	0	No
AC0003	Owlsbury Allotments	Land & Buildings	Hadlow Down Road	18/04/2008	101,171.00	0	No
AC0004	Pilmer Allotments (Garden)	Land & Buildings	Pilmer Road	28/12/1994	2,500.00	0	No
AC0005	Contemplation Building	Land & Buildings	Summersales, London Road	Sep-23	198866.00	0	No
AI0010	Tractor pull brush	Grounds Equipment AGAR	Wolfe Yard, Blackness Road	01/04/2010	2,000.00	0	No
AI0011	Quadraplay	Grounds Equipment AGAR	Wolfe Yard, Blackness Road	01/04/2010	2,175.00	0	No
AI0012	Mcconnel PA47 E Flail	Grounds Equipment AGAR	Wolfe Yard, Blackness Road	26/04/2010	14,290.00	0	No
AI0013A	Verti-Drain (Charterhouse)7521	Grounds Equipment AGAR	Wolfe Yard, Blackness Road	01/04/2010	24,835.00	0	No
AI0014	Topdresser 2010	Grounds Equipment AGAR	Wolfe Yard, Blackness Road	01/04/2010	9,395.00	0	No
AI0016	Gritter (second hand) Snow EX	Grounds Equipment AGAR	Wolfe Yard, Blackness Road	21/06/2013	2,000.00	0	No
AI0017	Tipper trailer	Grounds Equipment AGAR	Wolfe Yard, Blackness Road	13/02/2014	3,880.00	0	No
AI0020	Sprayer tank & boom	Grounds Equipment AGAR	Wolfe Yard, Blackness Road	01/04/2012	500	0	No
AI0021	Trailer Bowser Tank	Grounds Equipment AGAR	Wolfe Yard, Blackness Road	01/04/2012	500	0	No
AI0024	Pegasus Roller Mower	Grounds Equipment AGAR	Wolfe Yard, Blackness Road	05/02/2019	24,300.00	0	No
AI0026	Flayl Mower C2000CHS	Grounds Equipment AGAR	Wolfe Yard, Blackness Road	11/07/2019	8,500.00	0	No
AI0035	Spring tine harrow	Grounds Equipment AGAR	Wolfe Yard, Blackness Road	01/04/2010	0	0	No
AI0036	Triple Cylinder Trailed mower	Grounds Equipment AGAR	Wolfe Yard, Blackness Road	01/04/2010	0	0	No
AI0043	SISIS Megaslitt	Grounds Equipment AGAR	Wolfe Yard, Blackness Road	01/04/2010	0	0	No
AI0044	Pallet Forks	GroundsEquipmentAGAR	Wolfe Yard, Blackness Road	Apr-23	900.00	0	No
BU0001	Pine Grove Enterprise Hub	Land & Buildings	Pine Grove, Council Offices, TN6 1DH	01/06/2016	3,880,940.00	5,700,000.00	No
BU0002	Goldsmiths Leisure Centre	Land & Buildings	Goldsmiths Recreation Ground, TN6 2TN	01/04/1983	0	0	No
BU0003	Changing Rooms (building)	Land & Buildings	Goldsmiths Recreation Ground, TN6 2TN	01/04/1980	181,900.00	346,652.00	No
BU0004	Kiosk / toilet (building)	Land & Buildings	Goldsmiths Recreation Ground, TN6 2TN	01/04/2009	146,883.00	209,973.00	No
BU0005	Campsite	Land & Buildings	Goldsmiths Recreation Ground, TN6 2TN	21/04/1975	98,000.00	502,111.00	No
BU0006	Whitehill Road, TN6 1NT	Land & Buildings	Goldsmiths Recreation Ground, TN6 2TN	08/12/1992	140,000.00	422,655.00	No
BU0007	Chapel and Cemetery	Land & Buildings	Herne Road, TN6 2NT	18/02/1935	63,600.00	183,194.00	No
BU0008	Bowls Pavilion	Land & Buildings	Luxford Lane, TN6 2PQ	01/03/2023	27,000.00	304,309.00	No
CO0001	Chain of Office	Community		01/04/2000	4,000.00	5,378.00	No
CO0002	Conan Doyle Statue	Community	Clokes Corner, Crowborough Cross	26/01/2000	46,950.00	71,837.00	No
CO0003	Goldsmiths Indoor Leisure	Community	Goldsmiths Recreation Ground, TN6 2TN	30/03/1983	1	0	No
FU0001	Stacking chairs	Office Equipment	Pine Grove, Council Offices, TN6 1DH	01/04/2010	300	0	No
FU0002	Tables	Office Equipment	Pine Grove, Council Offices, TN6 1DH	01/04/2010	300	0	No
FU0003	Display panels	Office Equipment	Pine Grove, Council Offices, TN6 1DH	01/04/2010	1,167.00	0	No
FU0004	Chairs Council chamber	Office Equipment	Pine Grove, Council Offices, TN6 1DH	01/04/2010	1,500.00	0	No
FU0005	Fire Safe	Office Equipment	Pine Grove, Council Offices, TN6 1DH	01/01/2000	500	0	No
FU0006	Safe	Office Equipment	Pine Grove, Council Offices, TN6 1DH	01/04/2010	500	0	No
FU007	Christmas Tree	Office Equipment	Pine Grove	Nov-23	1000.00	0	No
IA0001	Boundary Signs	Infrastructure	Various Crowborough Locations	01/04/2010	16,575.00	0	No
IA0004	Notice Boards	Infrastructure	Various Crowborough Locations	01/04/2010	8,400.00	0	No
IA0026	Interpretation panel frame	Infrastructure		09/03/2012	1,740.00	0	No
IA0027	Interpretation panel frame	Infrastructure		09/03/2012	850	0	No
IA0028	Town map notice boards	Infrastructure	Various Crowborough Locations	22/08/2013	4,800.00	0	No
IA0033	Notice Board perspex	Infrastructure	Various Crowborough Locations	29/04/2020	672	0	No
IA0034	Bespoke Archway	Infrastructure	Waitrose carpark	29/03/2019	2,000.00	0	No
IA0044	Bus Shelters	Infrastructure	Various Crowborough Locations	01/04/2000	42,900.00	0	No
IA0057	Bus Shelter	Infrastructure	Whitehill Road, Close to Roundabout	01/04/2000	3,608.00	0	No
IA0058	Bus Shelter	Infrastructure	Croft Road, Between Church Road and Mill Lane	01/04/2000	3,700.00	0	No
IA0059	Bus Shelter	Infrastructure	Croft Road, opp United Church	01/04/2000	6,087.00	0	No
IA0063	Street Lights x 381 lamp posts	Infrastructure	Various Crowborough Locations	01/04/2000	249,311.00	0	No
IA0067	Car Park	Infrastructure	The Ghyll	01/04/2008	9,165.00	0	No

IA0068	Footbridge x 2	Infrastructure	Country Park	01/04/2008	7,000.00	0	No
IA0069	Footbridge x 2	Infrastructure	The Ghyll	01/04/2008	7,000.00	0	No
IA0070	Footpath	Infrastructure	Green Lane	01/04/2008	3,000.00	0	No
IA0071	Parking Area	Infrastructure	Alderbrook	01/04/2008	31,590.00	0	No
IA0072	Perimeter Path	Infrastructure	Goldsmiths Recreation Ground, TN6 2TN	31/03/2009	49,590.00	0	No
IA0073	Perimeter Path	Infrastructure	Wolfe Recreation Ground	01/04/2008	23,295.00	0	No
IA0074	Track	Infrastructure	Country Park	31/03/2009	19,380.00	0	No
IA0075	Pedestrian Path	Infrastructure	The Ghyll	01/03/2012	928	0	No
IA0076	Safety barrier for car park	Infrastructure	The Ghyll	01/03/2012	950	0	No
IA0077	Car Park	Infrastructure	Owlsbury	23/05/2012	11,480.00	0	No
IA0078	Footpath	Infrastructure	Jarvis Brook Recreation Ground	03/10/2012	2,840.00	0	No
IA0079	Swing Leaf Gates	Infrastructure		12/11/2014	1,584.00	0	No
IA0082	Park Benches x 23	Infrastructure		01/04/2000	16,100.00	0	No
IA0083	Deer / rabbit fence	Infrastructure		01/04/2000	2,872.00	0	No
IA0084	Garden of remembrance wall	Infrastructure	Herne Cemetery	01/04/2000	3,530.00	0	No
IA0085	Hanging Baskets Brackets	Infrastructure	Various Crowborough Locations	01/04/2000	2,000.00	0	No
IA0086	Owlsbury water supply (toilet?)	Infrastructure	Owlsbury	31/03/2009	4,000.00	0	No
IA0087	Water Feature	Infrastructure	Canada Green	31/03/2005	5,271.00	0	No
IA0088	Water Harvesting	Infrastructure	Wolfe Recreation Ground	01/01/2009	2,683.00	0	No
IA0089	Fencing Mini Railway	Infrastructure	Goldsmiths Recreation Ground, TN6 2TN	16/05/2012	2,646.00	0	No
IA0090	New Allotment building	Infrastructure	Pilmer Allotments	13/07/2015	12,207.00	0	No
IA0091	Tree Seat	Infrastructure	Chapel Green	01/11/2011	1,755.00	0	No
IA0092	Poster Boards	Infrastructure	Various Crowborough Locations	01/04/2000	18,200.00	0	No
IA0108	Deer, Badger & Wire Fencing	Infrastructure	Owlsbury	11/11/2021	22,505.00	0	No
IA0109	Recycle Bins x6	Infrastructure	Goldsmiths Recreation Ground, TN6 2TN	15/09/2022	3,360.00	0	No
IA0110	Recycle bin	Infrastructure	Jarvis Brook Recreation Ground	15/09/2022	560	0	No
IA0111	Picnic Benches x 2	Infrastructure	Country Park	22/09/2022	1,080.00	0	No
IA0112	Picnic Benches x 4	Infrastructure	Goldsmiths Recreation Ground, TN6 2TN	22/09/2022	2,160.00	0	No
IA0113	Height Restriction Barrier	Infrastructure	Goldsmiths Recreation Ground, TN6 2TN	02/11/2022	2,700.00	0	No
IA0114	Fencing	Infrastructure	Herne Allotment Site	25/11/2022	6,615.00	0	No
IA0115	Fencing	Infrastructure	Pilmer Allotments	25/11/2022	9,118.00	0	No
IA0116	Noticeboard	Infrastructure	Owlsbury	16/01/2023	729	0	No
IA0117	Entrance Sign	Infrastructure	Country Park	31/03/2023	793	0	No
IA0118	Entrance Sign	Infrastructure	Pocket Park	31/03/2023	1,109.00	0	No
IA0119	Roadside Litter Bin	Infrastructure	Various Crowborough Locations	01/04/2000	600	0	No
IA0120	Roadside Litter Bin	Infrastructure	Various Crowborough Locations	01/04/2000	600	0	No
IA0121	Roadside Litter Bin	Infrastructure	Various Crowborough Locations	01/04/2000	600	0	No
IA0122	Roadside Litter Bin	Infrastructure	Various Crowborough Locations	01/04/2000	600	0	No
IA0123	Roadside Litter Bin	Infrastructure	Various Crowborough Locations	01/04/2000	600	0	No
IA0124	Roadside Litter Bin	Infrastructure	Various Crowborough Locations	01/04/2000	600	0	No
IA0125	Roadside Litter Bin	Infrastructure	Various Crowborough Locations	01/04/2000	600	0	No
IA0126	Roadside Litter Bin	Infrastructure	Various Crowborough Locations	01/04/2000	600	0	No
IA0127	Roadside Litter Bin	Infrastructure	Various Crowborough Locations	01/04/2000	600	0	No
IA0128	Roadside Litter Bin	Infrastructure	Various Crowborough Locations	01/04/2000	600	0	No
IA0129	Roadside Litter Bin	Infrastructure	Various Crowborough Locations	01/04/2000	600	0	No
IA0130	Roadside Litter Bin	Infrastructure	Various Crowborough Locations	01/04/2000	600	0	No
IA0131	Roadside Litter Bin	Infrastructure	Various Crowborough Locations	01/04/2000	600	0	No
IA0132	Roadside Litter Bin	Infrastructure	Various Crowborough Locations	01/04/2000	600	0	No
IA0133	Roadside Litter Bin	Infrastructure	Various Crowborough Locations	01/04/2000	600	0	No
IA0134	Roadside Litter Bin	Infrastructure	Various Crowborough Locations	01/04/2000	600	0	No
IA0142	Park Seat - Recycled plastic	Infrastructure	Bluebell Wood	24/01/2024	510	0	No
IA0143	Oak Lectern Frame	Infrastructure	Summersales	26/01/2024	785	0	No
IA0144	Curved Oak Bench	Infrastructure	Summersales	26/01/2024	995	0	No
IA0145	Curved Oak Bench	Infrastructure	Summersales	26/01/2024	995	0	No

IA0146	Height Barrier	Infrastructure	Summersales Cemetery	Feb-24	3140.00	0	No
IA0147	Oak Interpretation Board	Infrastructure	Summersales, London Road	Dec-23	2035.00	0	No
IA0148	Oak Notice Board	Infrastructure	Summersales, London Road	Dec-23	1435.00	0	No
IA0149	Notice Board	Infrastructure	Pilmer Allotments	Feb-24	731.00	0	No
IA0150	Recycling bins x 6	Infrastructure	To be listed	Jan-24	3359.00	0	No
IA0150	Notice Board	Infrastructure	Herne Allotments	Feb-24	731.00	0	No
IA0157	Finger Post	Infrastructure	Chruch Road/ Crowborough Hill		1000.00	0	No
IA0158	Rock Snake Cage	Infrastructure	Chapel Green	Sep-20	3000.00	0	No
IA0159	Entrance Signs	Infrastructure	Summersales, London Road	Jul-21	1500.00	0	No
IA0160	Notice Board	Infrastructure	Herne Cemetery	Nov-20	1539.00	0	No
IA0162	Finger Post	Infrastructure	Alice Bright Lane		655.00	0	No
IA0163	Finger Post	Infrastructure	Alice Bright Lane/ Whitehill Road		500.00	0	No
IA0164	Recycling bins x 7	Infrastructure	To be listed	Mar-23	3919.00	0	No
IA0181	Poster boards A1	Infrastructure	Montargis Way/ Crowborough Hill	Apr-21	2422.00	0	No
IT1246	Franking machine	Office Equipment	Pine Grove, Council Offices, TN6 1DH	01/04/2010	1,620.00	0	No
IT1247	Microphone system	Office Equipment	Pine Grove, Council Offices, TN6 1DH	01/04/2010	4,588.00	0	No
IT1248	Projector and screen	Office Equipment	Pine Grove, Council Offices, TN6 1DH	01/04/2010	600	0	No
IT1249	Del T340 Server	Office Equipment	Pine Grove, Council Offices, TN6 1DH	27/03/2018	11,423.00	0	No
IT1260	Laptop	Office Equipment	Home Working	03/04/2020	320	0	No
IT1261	Laptop	Office Equipment	Home Working	21/05/2020	250	0	No
IT1262	Laptop	Office Equipment	Home Working	15/06/2020	208	0	No
IT1263	Laptop	Office Equipment	Home Working	10/11/2020	270	0	No
IT1301	Conference camera	Office Equipment	Pine Grove, Council Offices, TN6 1DH	28/06/2021	1,810.00	0	No
IT1302	Apple Ipad	Office Equipment	Pine Grove, Council Offices, TN6 1DH	30/11/2021	997	0	No
IT1305	HP Pro 290	Office Equipment	Pine Grove, Council Offices, TN6 1DH	17/11/2022	557	0	No
IT1306	HP Pro 400	Office Equipment	Pine Grove, Council Offices, TN6 1DH	22/11/2023	519	0	No
IT1307	HP Desktop PC with Duel Monitors	Office Equipment	Pine Grove Offices, Crowborough, TN6 1DH	2023	1024.00	0	No
IT1308	HP Desktop PC	Office Equipment	Pine Grove Offices, Crowborough, TN6 1DH	2024	764.00	0	No
IT1309	HP Desktop PC with Duel Monitors	Office Equipment	Pine Grove Offices, Crowborough, TN6 1DH	2022	935.99	0	No
MI0001	CCTV equipment - Wolfe	Grounds Equipment AGAR	Wolfe Recreation Ground	01/04/2010	10,000.00	68,313.00	No
MI0002	Town Centre CCTV	Grounds Equipment AGAR	Various Crowborough Locations	01/04/2010	100,745.00	0	No
MI0003	Kitchen at messroom	Grounds Equipment AGAR	Wolfe Yard, Blackness Road	16/07/2012	4,500.00	0	No
MI0004	Height barriers	Grounds Equipment AGAR	Various Crowborough Locations	27/11/2013	1,948.00	0	No
MI0005	Shelves for corrosive materials	Grounds Equipment AGAR	Wolfe Yard, Blackness Road	07/01/2015	1,140.00	0	No
MI0006	Polytunnels x 2	Grounds Equipment AGAR	Pilmer Allotments	15/04/2015	2,957.00	0	No
MI0007	New pump - Wolfe	Grounds Equipment AGAR	Wolfe Toilet	24/11/2016	1,058.00	0	No
MI0008	Stihl Hedgecutter - double sided	Grounds Equipment AGAR	Wolfe Yard, Blackness Road	01/04/2010	600	0	No
MI0009	Stihl Hedgecutter - double sided	Grounds Equipment AGAR	Wolfe Yard, Blackness Road	01/04/2010	600	0	No
MI0010	Small Marquee	Grounds Equipment AGAR	Wolfe Yard, Blackness Road	01/04/2010	700	0	No
MI0011	Large Marquee	Grounds Equipment AGAR	Wolfe Yard, Blackness Road	01/04/2010	1,500.00	0	No
MI0012	Basket Watering System	Grounds Equipment AGAR	Wolfe Yard, Blackness Road	01/04/2015	1,005.00	0	No
MI0013	Garden Mower	Grounds Equipment AGAR	Wolfe Yard, Blackness Road	01/04/1995	996	0	No
MI0016	Platform Step Ladder	Grounds Equipment AGAR	Wolfe Yard, Blackness Road	01/04/2015	795	0	No
MI0017	Lockers	Grounds Equipment AGAR	Wolfe Yard, Blackness Road	22/01/2015	1,152.00	0	No
MI0018	Storage Containers	Grounds Equipment AGAR	Wolfe Yard, Blackness Road	01/04/2022	5,245.00	0	No
MI0019	Drone & Batteries/Charger	Grounds Equipment AGAR	Wolfe Yard, Blackness Road	22/06/2022	848	0	No
MI0020	Grass Protection Mats	Grounds Equipment AGAR	Wolfe Yard, Blackness Road	27/04/2022	1,942.00	0	No
MI0021	Storage Units for football pitch equipment	Grounds Equipment AGAR	Wolfe Yard, Blackness Road	31/10/2022	1,507.00	0	No
MI0022A	Steel Hordings	Grounds Equipment AGAR	Wolfe Yard, Blackness Road	25/01/2023	4,460.00	0	No
MI0038	Chem Store	Grounds Equipment AGAR	Wolfe Yard, Blackness Road	01/04/2019	2770	0	No
ML0001	Flower bed and grassed area	Land & Buildings	Osborne Road	08/01/1985	1,000.00	0	No
ML0002	Chapel Green	Land & Buildings	Church Road	13/04/1937	6,500.00	0	No
ML0003	Pine Grove land (on which CCA is built - building not owned by CTC)and carpark	Land & Buildings	Crowborough Community Centre, TN6 1FE	17/09/2018	1	0	No
NR0002	The Ghyll	Land & Buildings	Burdett Road	18/02/1935	0	0	No



NR0003	The Ghyll	Land & Buildings	Burdett Road	04/10/1979	875	0	No
NR0004	The Ghyll	Land & Buildings	Burdett Road	13/08/1987	5,100.00	0	No
NR0005	The Ghyll	Land & Buildings	Burdett Road	02/06/2006	60,000.00	0	No
NR0006	The Ghyll	Land & Buildings	Burdett Road	19/06/2009	250	0	No
NR0007	The Ghyll	Land & Buildings	Burdett Road	13/04/2011	45,000.00	0	No
NR0008	land at The Ghyll	Land & Buildings	Burdett Road	17/08/2016	27,500.00	0	No
NR0009	The Ghyll area 2	Land & Buildings	Burdett Road	20/10/2016	10,000.00	0	No
OE0001	Defib Case	Office Equipment	Pine Grove	Feb-23	550.00	0	No
PG0014	Model Boating Lake	Playgrounds	Goldsmiths Recreation Ground, TN6 2TN	31/03/2006	42,100.00	0	No
PG0015	Miniture Railway	Playgrounds	Goldsmiths Recreation Ground, TN6 2TN	01/04/2005	12,475.00	0	No
PG0016	Petanque Piste	Playgrounds	Goldsmiths Recreation Ground, TN6 2TN	01/04/2005	2,500.00	0	No
PG0017	Running Track	Playgrounds	Goldsmiths Recreation Ground, TN6 2TN	28/06/2017	172,948.00	0	No
PG0021	Basketball Area	Playgrounds	Goldsmiths Recreation Ground, TN6 2TN	28/06/2017	13,261.00	0	No
PG0022	Netball Court	Playgrounds	Goldsmiths Recreation Ground, TN6 2TN	28/06/2017	15,536.00	0	No
PG0023	Youth Shelter	Playgrounds	Goldsmiths Recreation Ground, TN6 2TN	19/03/2014	9,878.00	0	No
PG0024	Outdoor Fitness	Playgrounds	Goldsmiths Recreation Ground, TN6 2TN	22/12/2017	18,000.00	0	No
PG0025	Skate Park equipment	Playgrounds	Goldsmiths Recreation Ground, TN6 2TN	01/04/2014	60,433.00	0	No
PG0030	Half Pipe	Playgrounds	Skate Park, Goldsmiths Recreation Ground	01/04/2014	33,045.00	0	No
PG0031	DINO One way Cableway with Launch Station	Playgrounds	Goldsmiths Recreation Ground, TN6 2TN	29/07/2022	6,873.00	0	No
PG0032	Nexus Viper - Rope Swing	Playgrounds	Goldsmiths Recreation Ground, TN6 2TN	29/07/2022	7,153.00	0	No
PG0033	Bespoke Uniplay Goldsmiths Castle	Playgrounds	Goldsmiths Recreation Ground, TN6 2TN	29/07/2022	13,092.00	0	No
PG0034	Pirouette Spinner	Playgrounds	Goldsmiths Recreation Ground, TN6 2TN	29/07/2022	825	0	No
PG0035	Somersault Volta	Playgrounds	Goldsmiths Recreation Ground, TN6 2TN	29/07/2022	730	0	No
PG0036	Turo Swing Base	Playgrounds	Goldsmiths Recreation Ground, TN6 2TN	29/07/2022	2,468.00	0	No
PG0037	Bespoke Uniplay Goldsmiths Keep	Playgrounds	Goldsmiths Recreation Ground, TN6 2TN	29/07/2022	13,927.00	0	No
PG0038	Vippy See-Saw	Playgrounds	Goldsmiths Recreation Ground, TN6 2TN	29/07/2022	1,465.00	0	No
PG0039	Turo Swing Base	Playgrounds	Goldsmiths Recreation Ground, TN6 2TN	29/07/2022	2,392.00	0	No
PG0040	Turtle 4 Way Springer	Playgrounds	Goldsmiths Recreation Ground, TN6 2TN	29/07/2022	860	0	No
PG0041	Bobby Inclusive Springer	Playgrounds	Goldsmiths Recreation Ground, TN6 2TN	29/07/2022	814	0	No
PG0042	Lillie Base Module with Doty Seat	Playgrounds	Goldsmiths Recreation Ground, TN6 2TN	29/07/2022	2,843.00	0	No
PG0043	Swirl-Whirl Spinner	Playgrounds	Goldsmiths Recreation Ground, TN6 2TN	29/07/2022	647	0	No
PG0044	Bespoke Uniplay Goldsmiths Shipwreck	Playgrounds	Goldsmiths Recreation Ground, TN6 2TN	29/07/2022	11,107.00	0	No
PG0045	Roty Inclusive Roundabout	Playgrounds	Goldsmiths Recreation Ground, TN6 2TN	29/07/2022	1,764.00	0	No
PG0046	Shop Panel	Playgrounds	Goldsmiths Recreation Ground, TN6 2TN	29/07/2022	705	0	No
PG0047	Removal and Ground Works	Playgrounds	Goldsmiths Recreation Ground, TN6 2TN	29/07/2022	13,778.00	0	No
PG0048	Installation & Surfacing	Playgrounds	Goldsmiths Recreation Ground, TN6 2TN	29/07/2022	38,557.00	0	No
PG0049	Fllor Traampoline	Playgrounds	Jarvis Brook Recreation Ground	01/04/2005	5,894.00	0	No
PG0050	PLay house	Playgrounds	Jarvis Brook Recreation Ground	01/04/2005	1,146.00	0	No
PG0051	Multiple sping rocker	Playgrounds	Jarvis Brook Recreation Ground	01/04/2005	2,279.00	0	No
PG0052	Four seater seesaw	Playgrounds	Jarvis Brook Recreation Ground	01/04/2005	934	0	No
PG0053	Toddlers safety seat	Playgrounds	Jarvis Brook Recreation Ground	01/04/2005	370	0	No
PG0054	Eagle 2 double swing	Playgrounds	Jarvis Brook Recreation Ground	01/04/2005	732	0	No
PG0055	Playo double swing	Playgrounds	Jarvis Brook Recreation Ground	01/04/2005	576	0	No
PG0056	Crawling tunnel x 2	Playgrounds	Jarvis Brook Recreation Ground	01/04/2005	1,128.00	0	No
PG0057	Hill platform	Playgrounds	Jarvis Brook Recreation Ground	01/04/2005	1,138.00	0	No
PG0058	Pretoria play system	Playgrounds	Jarvis Brook Recreation Ground	01/04/2005	7,684.00	0	No
PG0059	Steel slide	Playgrounds	Jarvis Brook Recreation Ground	01/04/2005	1,197.00	0	No
PG0061	Eagle swing	Playgrounds	Jarvis Brook Recreation Ground	01/04/2005	1,625.00	0	No
PG0062	Landscaping seats and bins	Playgrounds	Jarvis Brook Recreation Ground	01/04/2005	32,788.00	0	No
PG0063	MUGA	Playgrounds	Jarvis Brook Recreation Ground	01/04/2005	34,640.00	0	No
PG0064	Skate park	Playgrounds	Jarvis Brook Recreation Ground	01/04/2005	60,000.00	0	No
PG0065	Adams Field Play Park - various items	Playgrounds	Adams Field Recreation Ground	01/04/2010	140,354.00	0	No
PG0079	Wolfe Rec Playground - various items	Playgrounds	Wolfe Recreation Ground	01/04/2010	82,242.00	0	No
PG0092	Goalposts	Playgrounds	Wolfe Recreation Ground	01/04/2000	2,250.00	0	No

PG0093	Primo goal end	Playgrounds	Wolfe Recreation Ground	06/08/2014	3,515.00	0	No
PG0094	Sand digger	Playgrounds	Wolfe Recreation Ground	06/08/2014	1,825.00	0	No
PG0095	Sand factory	Playgrounds	Wolfe Recreation Ground	06/08/2014	7,375.00	0	No
PG0096	Inclusive wheelspin	Playgrounds	Wolfe Recreation Ground	06/08/2014	5,495.00	0	No
PG0097	Playsand	Playgrounds	Wolfe Recreation Ground	06/08/2014	1,960.00	0	No
PG0098	Surfaces	Playgrounds	Wolfe Recreation Ground	06/08/2014	5,194.00	0	No
PG0099	Edging / stockading	Playgrounds	Wolfe Recreation Ground	06/08/2014	3,596.00	0	No
PG0100	Installation	Playgrounds	Wolfe Recreation Ground	06/08/2014	7,383.00	0	No
PG0101	Adult Gym	Playgrounds	Wolfe Recreation Ground	22/10/2017	5,000.00	0	No
PG0102	Tennis Courts	Playgrounds	Wolfe Recreation Ground	06/05/2022	41,111.00	0	No
PG0103	Silver Jubilee Rec Playground	Playgrounds	Silver Jubilee Recreation Ground	01/04/2006	25,018.00	0	No
PG0108	Inclusive roundabout	Playgrounds	Silver Jubilee Recreation Ground	01/04/2017	16,400.00	0	No
PG0109	Bike Track	Playgrounds	Goldsmiths Recreation Ground, TN6 2TN	13/02/2023	67,088.00	0	No
PG0110	Roundabout	Playgrounds	Jarvis Brook Recreation Ground	Jul-23	9399.42	0	No
PG0111	Junior 11 v 11 Football goals	Playgrounds	Wolfe Recreation Ground, Blacknees Road	Mar-24	887.00	0	No
REC001	MOD Playing Field	Land & Buildings	Beacon Road, TN6 3SU	02/06/2006	35,000.00	0	No
REC002	Top pitch, land behind & inc childrens play area & behind High Cross Fields LAND	Land & Buildings	Goldsmiths Recreation Ground, TN6 2TN	18/02/1930	0	0	No
REC003	Allotment football pitch area	Land & Buildings	Goldsmiths Recreation Ground, TN6 2TN	10/12/1969	525	0	No
REC004	Leisure centre, changing rooms, boating lake, Petanque & running track areas LAND	Land & Buildings	Goldsmiths Recreation Ground, TN6 2TN	09/05/1980	0	0	No
REC005	Skatepark area LAND	Land & Buildings	Goldsmiths Recreation Ground, TN6 2TN	03/11/1997	45,000.00	0	No
REC006	Area 1, Goldsmiths LAND	Land & Buildings	Goldsmiths Recreation Ground, TN6 2TN	10/05/2004	125,000.00	0	No
REC007	Land adjacent to Goldsmiths (model railway extension)	Land & Buildings	Goldsmiths Recreation Ground, TN6 2TN	28/02/2014	20,000.00	0	No
REC008	Limekiln Playing Field	Land & Buildings	Palesgste Lane	30/07/1986	66,500.00	0	No
REC009	Palesgate Lane Land	Land & Buildings	Palesgste Lane	16/01/2012	180,000.00	0	No
TE0009	Billygoat hoover	Grounds Equipment AGAR	Wolfe Yard, Blackness Road	01/04/2015	1,953.00	0	No
TE0015	Honda Self Propelled mower	Grounds Equipment AGAR	Wolfe Yard, Blackness Road	01/04/2015	3,124.00	0	No
TE0023	Hover mower	Grounds Equipment AGAR	Wolfe Yard, Blackness Road	01/04/2017	500	0	No
TE0027	Stihl AR1000 Backpack battery	Grounds Equipment AGAR	Wolfe Yard, Blackness Road	30/09/2020	563	0	No
TE0028	Stihl AR1000 Backpack battery	Grounds Equipment AGAR	Wolfe Yard, Blackness Road	30/09/2020	563	0	No
TE0029	Stihl AR1000 Backpack battery	Grounds Equipment AGAR	Wolfe Yard, Blackness Road	30/09/2020	563	0	No
TE0034	Tiny Sport Robot Line Marker	Grounds Equipment AGAR	Wolfe Yard, Blackness Road	19/08/2021	19,435.00	0	No
TE0052	Generator	Grounds Equipment AGAR	Wolfe Yard, Blackness Road	01/04/2015	500	0	No
TE0054	Chainsaw Head	Grounds Equipment AGAR	Wolfe Yard, Blackness Road	01/04/2018	500	0	No
TE0055	Chainsaw Head	Grounds Equipment AGAR	Wolfe Yard, Blackness Road	01/04/2018	500	0	No
TE0061	Stihl Hedgecutter - double sided	Grounds Equipment AGAR	Wolfe Yard, Blackness Road	01/04/2018	600	0	No
TE0062	Stihl strimmer FS 460 C	Grounds Equipment AGAR	Wolfe Yard, Blackness Road	01/04/2018	700	0	No
TE0063	Stihl strimmer FS 460 C	Grounds Equipment AGAR	Wolfe Yard, Blackness Road	01/04/2018	700	0	No
TE0064	Stihl strimmer FS 460 C	Grounds Equipment AGAR	Wolfe Yard, Blackness Road	01/04/2018	700	0	No
TE0065	Stihl strimmer FS 460 C	Grounds Equipment AGAR	Wolfe Yard, Blackness Road	01/04/2018	700	0	No
TE0066	Stihl strimmer FS 460 C	Grounds Equipment AGAR	Wolfe Yard, Blackness Road	01/04/2018	700	0	No
TE0067	Stihl strimmer FS 460 C	Grounds Equipment AGAR	Wolfe Yard, Blackness Road	01/04/2018	700	0	No
TE0068	Stihl strimmer FS 460 C	Grounds Equipment AGAR	Wolfe Yard, Blackness Road	01/04/2018	700	0	No
TE0069	Stihl Pole Saw HT101	Grounds Equipment AGAR	Wolfe Yard, Blackness Road	01/04/2015	700	0	No
TE0070	Stihl Petrol Strimmer FS461	Grounds Equipment AGAR	Wolfe Yard, Blackness Road	09/05/2023	709	0	No
TE0100	Jet washer	Grounds Equipment AGAR	Wolfe Recreation Ground	01/04/2015	2,607.00	0	No
TE0102	Stihl Strimmer FS461	Grounds Equipment AGAR	Wolfe Yard, Blackness Road	Apr-23	708.00	0	No
TE0103	Stihl Top handled Chainsaw	Grounds Equipment AGAR	Wolfe Yard, Blackness Road	Jan-24	624.00	0	No
TE0104	Robort Line Marker Battery	Grounds Equipment AGAR	Wolfe Yard, Blackness Road	Aug-21	935.00	0	No
TE0105	Kombi Orange Line Marker	Grounds Equipment AGAR	Wolfe Yard, Blackness Road	Jan-23	850.00	0	No
VA0002	John Deer 2320 Mini GX07 GDE	Grounds Equipment AGAR	Wolfe Yard, Blackness Road	01/04/2007	16,950.00	0	No
VA0004	Outfront ride on mower GX13 EKG	Grounds Equipment AGAR	Wolfe Yard, Blackness Road	30/04/2013	20,000.00	0	No
VA0006	Case Farnall tractor EU67 BYC	Grounds Equipment AGAR	Wolfe Yard, Blackness Road	29/11/2017	56,491.00	0	No
VA0032	Kubota F3090 EU Ride on Mower & Cutting Deck	Grounds Equipment AGAR	Wolfe Yard, Blackness Road	14/07/2021	19,128.00	0	No
VA0033	Kubota G261 High Dumper	Grounds Equipment AGAR	Wolfe Yard, Blackness Road	22/07/2021	15,687.00	0	No



VR0003	Land Rover GY05 SKV	Grounds Equipment AGAR	Wolfe Yard, Blackness Road	01/04/2005	16,931.00	0	No
VR0005	Transit Courier Van GX15 YKW	Grounds Equipment AGAR	Wolfe Yard, Blackness Road	25/03/2015	11,678.00	0	No
VR0007	Ford Transit Tipper GU66 GZZ	Grounds Equipment AGAR	Wolfe Yard, Blackness Road	01/09/2016	21,939.00	0	No
VR0025	Ford Connect Van GP69 DLK	Grounds Equipment AGAR	Wolfe Yard, Blackness Road	18/02/2020	14,368.00	0	No
VR0030	Nissan E-NV200 SN21 EKE	Grounds Equipment AGAR	Wolfe Yard, Blackness Road	26/03/2021	32,101.00	0	No
VR0031	Ford Transit Van GU21 UCF	Grounds Equipment AGAR	Wolfe Yard, Blackness Road	17/06/2021	27,197.00	0	No
VR0033	FORD TRANSIT RO71UWX	Grounds Equipment AGAR	Wolfe Yard, Blackness Road	12/09/2023	29,899.00	0	No
				TOTAL	7961500.41		

Grouped Items

Additions during 2023/24

AC0005	Contemplation Building	Land & Buildings	Summersales, London Road	Sep-23	198866.00	0	No
AI0044	Pallet Forks	GroundsEquipmentAGAR	Wolfe Yard, Blackness Road	Apr-23	900.00	0	No
FU007	Christmas Tree	Office Equipment	Pine Grove	Nov-23	1000.00	0	No
IA0142	Park Seat - Recycled plastic	Infrastructure	Bluebell Wood	24/01/2024	510	0	No
IA0143	Oak Lectern Frame	Infrastructure	Summersales	26/01/2024	785	0	No
IA0144	Curved Oak Bench	Infrastructure	Summersales	26/01/2024	995	0	No
IA0145	Curved Oak Bench	Infrastructure	Summersales	26/01/2024	995	0	No
IA0146	Height Barrier	Infrastructure	Summersales Cemetery	Feb-24	3140.00	0	No
IA0147	Oak Interpretation Board	Infrastructure	Summersales, London Road	Dec-23	2035.00	0	No
IA0148	Oak Notice Board	Infrastructure	Summersales, London Road	Dec-23	1435.00	0	No
IA0149	Notice Board	Infrastructure	Pilmer Allotments	Feb-24	731.00	0	No
IA0150	Recycling bins x 6	Infrastructure	To be listed	Jan-24	3359.00	0	No
IA0150	Notice Board	Infrastructure	Herne Allotments	Feb-24	731.00	0	No
IT1306	HP Pro 400	Office Equipment	Pine Grove, Council Offices, TN6 1DH	22/11/2023	519	0	No
IT1307	HP Desktop PC with Duel Monitors	Office Equipment	Pine Grove Offices, Crowborough, TN6 1DH	2023	1024.00	0	No
IT1308	HP Desktop PC	Office Equipment	Pine Grove Offices, Crowborough, TN6 1DH	2024	764.00	0	No
PG0110	Roundabout	Playgrounds	Jarvis Brook Recreation Ground	Jul-23	9399.42	0	No
PG0111	Junior 11 v 11 Football goals	Playgrounds	Wolfe Recreation Ground, Blacknees Road	Mar-24	887.00	0	No
TE0070	Stihl Petrol Strimmer FS461	Grounds Equipment AGAR	Wolfe Yard, Blackness Road	09/05/2023	709	0	No
TE0102	Stihl Strimmer FS461	GroundsEquipmentAGAR	Wolfe Yard, Blackness Yard	Apr-23	708.00	0	No
TE0103	Stihl Top handled Chainsaw	GroundsEquipmentAGAR	Wolfe Yard, Blackness Yard	Jan-24	624.00	0	No
VR0033	FORD TRANSIT RO71UWX	Grounds Equipment AGAR	Wolfe Yard, Blackness Road	12/09/2023	29,899.00	0	No

£260,015.42

Additions prior to 2023/24 that should be included on the asset register

IA0157	Finger Post	Infrastructure	Chruch Road/ Crowborough Hill		1000.00	0	No
IA0158	Rock Snake Cage	Infrastructure	Chapel Green	Sep-20	3000.00	0	No
IA0159	Entrance Signs	Infrastructure	Summersales, London Road	Jul-21	1500.00	0	No
IA0160	Notice Board	Infrastructure	Herne Cemetery	Nov-20	1539.00	0	No
IA0162	Finger Post	Infrastructure	Alice Bright Lane		655.00	0	No
IA0163	Finger Post	Infrastructure	Alice Bright Lane/ Whitehill Road		500.00	0	No
IA0164	Recycling bins x 7	Infrastructure	To be listed	Mar-23	3919.00	0	No
IA0181	Poster boards A1	Infrastructure	Montargis Way/ Crowborough Hill	Apr-21	2422.00	0	No
IT1309	HP Desktop PC with Duel Monitors	Office Equipment	Pine Grove Offices, Crowborough, TN6 1DH	2022	935.99	0	No
MI0038	Chem Store	Grounds Equipment AGAR	Wolfe Yard, Blackness Road	01/04/2019	2770	0	No
OE0001	Defib Case	Office Equipment	Pine Grove	Feb-23	550.00	0	No
TE0104	Robort Line Marker Battery	GroundsEquipmentAGAR	Wolfe Yard, Blackness Road	Aug-21	935.00	0	No
TE0105	Kombi Orange Line Marker	GroundsEquipmentAGAR	Wolfe Yard, Blackness Yard	Jan-23	850.00	0	No

£20,575.99

Disposal as item is either in unknown location, been disposed of or under £500 and shouldn't have been included previously in the asset register

IA0026	Interpretation panel frame	Infrastructure		09/03/2012	1,740.00	0	No
IA0027	Interpretation panel frame	Infrastructure		09/03/2012	850	0	No
IA0067	Car Park	Infrastructure	The Ghyll	01/04/2008	9,165.00	0	No
IA0070	Footpath	Infrastructure	Green Lane	01/04/2008	3,000.00	0	No
IA0071	Parking Area	Infrastructure	Alderbrook	01/04/2008	31,590.00	0	No
IA0072	Perimeter Path	Infrastructure	Goldsmiths Recreation Ground, TN6 2TN	31/03/2009	49,590.00	0	No
IA0073	Perimeter Path	Infrastructure	Wolfe Recreation Ground	01/04/2008	23,295.00	0	No
IA0074	Track	Infrastructure	Country Park	31/03/2009	19,380.00	0	No
IA0075	Pedestrian Path	Infrastructure	The Ghyll	01/03/2012	928	0	No
IA0076	Safety barrier for car park	Infrastructure	The Ghyll	01/03/2012	950	0	No
IA0077	Car Park	Infrastructure	Owlsbury	23/05/2012	11,480.00	0	No
IA0078	Footpath	Infrastructure	Jarvis Brook Recreation Ground	03/10/2012	2,840.00	0	No
IA0079	Swing Leaf Gates	Infrastructure		12/11/2014	1,584.00	0	No
IA0083	Deer / rabbit fence	Infrastructure		01/04/2000	2,872.00	0	No
IA0085	Hanging Baskets Brackets	Infrastructure	Various Crowborough Locations	01/04/2000	2,000.00	0	No
IA0086	Owlsbury water supply (toilet?)	Infrastructure	Owlsbury	31/03/2009	4,000.00	0	No
IA0089	Fencing Mini Railway	Infrastructure	Goldsmiths Recreation Ground, TN6 2TN	16/05/2012	2,646.00	0	No
IA0108	Deer, Badger & Wire Fencing	Infrastructure	Owlsbury	11/11/2021	22,505.00	0	No
IA0114	Fencing	Infrastructure	Herne Allotment Site	25/11/2022	6,615.00	0	No
IA0115	Fencing	Infrastructure	Pilmer Allotments	25/11/2022	9,118.00	0	No
IT1246	Franking machine	Office Equipment	Pine Grove, Council Offices, TN6 1DH	01/04/2010	1,620.00	0	No
IT1248	Projector and screen	Office Equipment	Pine Grove, Council Offices, TN6 1DH	01/04/2010	600	0	No
IT1260	Laptop	Office Equipment	Home Working	03/04/2020	320	0	No
IT1261	Laptop	Office Equipment	Home Working	21/05/2020	250	0	No
IT1262	Laptop	Office Equipment	Home Working	15/06/2020	208	0	No
IT1263	Laptop	Office Equipment	Home Working	10/11/2020	270	0	No
MI0003	Kitchen at messroom	Grounds Equipment AGAR	Wolfe Yard, Blackness Road	16/07/2012	4,500.00	0	No
MI0004	Height barriers	Grounds Equipment AGAR	Various Crowborough Locations	27/11/2013	1,948.00	0	No
MI0007	New pump - Wolfe	Grounds Equipment AGAR	Wolfe Toilet	24/11/2016	1,058.00	0	No
MI0008	Stihl Hedgecutter - double sided	Grounds Equipment AGAR	Wolfe Yard, Blackness Road	01/04/2010	600	0	No
MI0016	Platform Step Ladder	Grounds Equipment AGAR	Wolfe Yard, Blackness Road	01/04/2015	795	0	No
TE0054	Chainsaw Head	Grounds Equipment AGAR	Wolfe Yard, Blackness Road	01/04/2018	500	0	No
TE0055	Chainsaw Head	Grounds Equipment AGAR	Wolfe Yard, Blackness Road	01/04/2018	500	0	No
TE0061	Stihl Hedgecutter - double sided	Grounds Equipment AGAR	Wolfe Yard, Blackness Road	01/04/2018	600	0	No
TE0066	Stihl strimmer FS 460 C	Grounds Equipment AGAR	Wolfe Yard, Blackness Road	01/04/2018	700	0	No
TE0067	Stihl strimmer FS 460 C	Grounds Equipment AGAR	Wolfe Yard, Blackness Road	01/04/2018	700	0	No
TE0068	Stihl strimmer FS 460 C	Grounds Equipment AGAR	Wolfe Yard, Blackness Road	01/04/2018	700	0	No
TE0100	Jet washer	Grounds Equipment AGAR	Wolfe Recreation Ground	01/04/2015	2,607.00	0	No
					£224,624.00		

Disposal as items are part of a multiple purchase and shouldn't have been included on the asset register

FU0001	Stacking chairs	Office Equipment	Pine Grove, Council Offices, TN6 1DH	01/04/2010	300	0	No
FU0002	Tables	Office Equipment	Pine Grove, Council Offices, TN6 1DH	01/04/2010	300	0	No
FU0004	Chairs Council chamber	Office Equipment	Pine Grove, Council Offices, TN6 1DH	01/04/2010	1,500.00	0	No
MI0005	Shelves for corrosive materials	Grounds Equipment AGAR	Wolfe Yard, Blackness Road	07/01/2015	1,140.00	0	No
MI0017	Lockers	Grounds Equipment AGAR	Wolfe Yard, Blackness Road	22/01/2015	1,152.00	0	No
IT1249	Del T340 Server	Office Equipment	Pine Grove, Council Offices, TN6 1DH	27/03/2018	11,423.00	0	No
IA0033	Notice Board perspex	Infrastructure	Various Crowborough Locations	29/04/2020	672	0	No
MI0020	Grass Protection Mats	Grounds Equipment AGAR	Wolfe Yard, Blackness Road	27/04/2022	1,942.00	0	No
MI0022A	Steel Hordings	Grounds Equipment AGAR	Wolfe Yard, Blackness Road	25/01/2023	4,460.00	0	No

£22,889.00

Bank Reconciliation Statement as at 31/03/2024  
for Cashbook 1 - Bank Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Natwest Reserve	31/03/2024		2,062,028.47
NatWest Current Account	31/03/2024		150.00
			<u>2,062,178.47</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			2,062,178.47
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			2,062,178.47
		<b>Balance per Cash Book is :-</b>	<b>2,062,178.47</b>
		<b>Difference is :-</b>	<b>0.00</b>

Signatory 1:

Name ..... Signed ..... Date .....

Signatory 2:

Name ..... Signed ..... Date .....



Transactions from 01-MAR-2024 to 31-MAR-2024

<b>Account name or alias</b> CTC Current A/C	<b>Account number</b> 60803959	<b>Sort code</b> 60-06-27	<b>Account currency</b> GBP
<b>Debit or credit</b> Any	<b>Current cleared balance</b> 7921.50		

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

Date	Type	Transaction details	Debit	Credit	Balance
		Closing balance			150.00

<b>Account name or alias</b> CTC Savings A/C- Sweeping	<b>Account number</b> 33613257	<b>Sort code</b> 60-06-27	<b>Account currency</b> GBP
<b>Debit or credit</b> Any	<b>Current cleared balance</b> 2062028.47		

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

The interest rate is 1.70% gross 1.71% AER.  
This is based on the balance of 31st of March 2024.

Date	Type	Transaction details	Debit	Credit	Balance
<b>Closing balance</b>					<b>2,062,028.47</b>
28-Mar-2024		TO 60803959	-69,377.81		2,062,028.47
28-Mar-2024	INT	28MAR GRS 33613257		1,927.88	2,131,406.28
27-Mar-2024		TO 60803959	-30,428.83		2,129,478.40
26-Mar-2024		FROM 60803959		139.00	2,159,907.23
25-Mar-2024		FROM 60803959		768,562.28	2,159,768.23
22-Mar-2024		TO 60803959	-1,703.95		1,391,205.95
21-Mar-2024		TO 60803959	-172.66		1,392,909.90
20-Mar-2024		FROM 60803959		560.10	1,393,082.56
19-Mar-2024		FROM 60803959		420.00	1,392,522.46
18-Mar-2024		TO 60803959	-20,778.05		1,392,102.46
15-Mar-2024		FROM 60803959		19,403.28	1,412,880.51
14-Mar-2024		FROM 60803959		1,663.00	1,393,477.23
13-Mar-2024		FROM 60803959		693.90	1,391,814.23
12-Mar-2024		FROM 60803959		391.80	1,391,120.33
11-Mar-2024		FROM 60803959		1,253.42	1,390,728.53
08-Mar-2024		FROM 60803959		27.75	1,389,475.11
06-Mar-2024		TO 60803959	-19,809.24		1,389,447.36
05-Mar-2024		FROM 60803959		340.00	1,409,256.60
04-Mar-2024		FROM 60803959		1,898.62	1,408,916.60
01-Mar-2024		FROM 60803959		5.61	1,407,017.98
<b>Opening balance</b>					<b>1,407,012.37</b>
<b>Totals</b>			<b>-142,270.54</b>	<b>797,286.64</b>	

Bank Reconciliation Statement as at 31/03/2024  
for Cashbook 3 - Bank Account Lloyds

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Lloyds Current Acc	31/03/2024		17,296.26
			<u>17,296.26</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			17,296.26
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			17,296.26
		<b>Balance per Cash Book is :-</b>	<b>17,296.26</b>
		<b>Difference is :-</b>	<b>0.00</b>

Signatory 1:

Name ..... Signed ..... Date .....

Signatory 2:

Name ..... Signed ..... Date .....



Crowborough Town Council  
 Council Offices  
 Pine Grove  
 Crowborough  
 United Kingdom  
 TN6 1DH

Your Account

Sort Code 30-98-77  
 Account Number 00476601

TREASURERS ACCOUNT

01 March 2024 to 31 March 2024

Money In	£0.00	Balance on 01 March 2024	£70,023.17
Money Out	£52,726.91	Balance on 31 March 2024	£17,296.26

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
18 Mar 24	BUSINESS CHG CRD 5328660502074193	DD		1,909.98	68,113.19
28 Mar 24	000022	PAY		306.71	67,806.48
28 Mar 24	DYNAMIC ACCESS UK 300000001322811339 1210	FPO		3,552.00	64,254.48
28 Mar 24	EAST SUSSEX COUNTY 500000001319481903	FPO		11,842.80	52,411.68
28 Mar 24	EAST SUSSEX PENSIO 400000001324200700 MARCH	FPO		9,746.99	42,664.69
28 Mar 24	HMRC - ACCOUNTS OF 200000001315372264 MARCH	FPO		12,497.23	30,167.46
28 Mar 24	AMSTECH ASBESTOS R 300000001322833725 13521	FPO		12,871.20	17,296.26

Transaction types

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

Bank Reconciliation Statement as at 31/03/2024  
for Cashbook 4 - CCLA

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
CCLA	31/03/2024		507,248.90
			<u>507,248.90</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			507,248.90
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			507,248.90
		<b>Balance per Cash Book is :-</b>	<b>507,248.90</b>
		<b>Difference is :-</b>	<b>0.00</b>

Signatory 1:

Name ..... Signed ..... Date .....

Signatory 2:

Name ..... Signed ..... Date .....



# Statement of Account

Mrs Whiley  
Crowborough Town Council  
Pine Grove  
CROWBOROUGH  
East Sussex  
TN6 1DH

5 April 2024

Account name: **CROWBOROUGH TOWN COUNCIL**  
Account number: **PS3127616-001**  
Statement period: **29/02/2024 to 31/03/2024**

## Account summary

Total valuation as at 31 March 2024 **£1,257,248.90**  
Total valuation as at last statement at 29 February 2024 **£505,143.72**

## Holdings as at 31 March 2024

Fund name	Unit/share holdings	Price per unit/share	Value
<b>The Public Sector Deposit Fund SC4</b> GB00B3LDFH01	1,257,248.9000	£1.00	£1,257,248.90
<b>Total value</b>			<b>£1,257,248.90</b>

## Transactions for the period from 29 February 2024 to 31 March 2024

### The Public Sector Deposit Fund SC4

Transaction date	Transaction type	Unit/shares	Price per unit/share	Amount (GBP)
04/03/2024	Income Reinvestment	2,105.1800	£1.0000	£2,105.18
28/03/2024	Deposit	750,000.0000	£1.0000	£750,000.00

*Money in Transit*

Correspondence address: PO Box 12892, Dunmow, Essex CM6 9DL

clientservices@ccla.co.uk    Freephone 0800 022 3505    www.ccla.co.uk

Fund documentation is available at [www.ccla.co.uk/investments](http://www.ccla.co.uk/investments), or may be requested from our Client Services team. Telephone calls are recorded.  
CCLA Investment Management Limited (registered in England & Wales, No. 2183088) is authorised and regulated by the Financial Conduct Authority.  
Registered address: One Angel Lane, London EC4R 3AB.

$$\begin{array}{r}
 £1,257,248.90 \\
 - £750,000.00 \\
 \hline
 £507,248.90
 \end{array}$$

Bank Reconciliation Statement as at 31/03/2024  
for Cashbook 2 - Petty Cash Control

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Petty Cash	31/03/2024		350.00
			<u>350.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			350.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			350.00
		<b>Balance per Cash Book is :-</b>	<b>350.00</b>
		<b>Difference is :-</b>	<b>0.00</b>

Signatory 1:

Name ..... Signed ..... Date .....

Signatory 2:

Name ..... Signed ..... Date .....



**PWLB lending facility**

BALANCE OUTSTANDING AS AT 31 Mar 2024

8 April 2024

CROWBOROUGH TC (E SUSSEX)

LOAN REFERENCE NUMBER	REPAYMENT DATES	LOAN TYPE	REPAYMENT METHOD	PRINCIPAL BALANCE OUTSTANDING (£)
PW491397	27 Mar - 27 Sep	FIXED	ANNUITY	£17,339.12
PW498941	18 Feb - 18 Aug	FIXED	ANNUITY	£463,804.56
PW499357	18 Feb - 18 Aug	FIXED	ANNUITY	£193,272.54
PW504938	13 May - 13 Nov	FIXED	ANNUITY	£751,611.82
PW507949	26 Apr - 26 Oct	FIXED	ANNUITY	£1,231,718.22
PW494541	27 Mar - 27 Sep	FIXED	ANNUITY	£31,879.42
PW496912	27 Mar - 27 Sep	FIXED	ANNUITY	£116,025.11
PW495348	18 Feb - 18 Aug	FIXED	ANNUITY	£65,915.52
<b>TOTAL OUTSTANDING BALANCE:</b>				<b>2,871,566.31</b>
<b>TOTAL NUMBER OF LOANS:</b>				<b>8</b>

This report reflects scheduled transactions only, as such, early or late repayments are not reflected. Please contact [pwlb@dmo.gov.uk](mailto:pwlb@dmo.gov.uk) if you have any queries.

**Crowborough Town Council Loan Summary**

**PWLB**

<i>Purpose</i>	<i>Nominal Code</i>	<i>Loan Number</i>	<i>Date Borrowed</i>	<i>Interest Rate</i>	<i>Maturity Date</i>	<i>Original Amount</i>	<i>Balance Outstanding 31/03/2024</i>	<i>Payments</i>	<i>Dates paid</i>
								<i>Capital &amp; Interest</i>	
Purchase of Summersales and development of land	<b>4950/109</b>	495348	18/02/2009	4.06%	18/02/2029	£200,000	£65,915.52	£14,699.34	18th February & 18th August
Community Centre 1	<b>4175/109</b>	498941	18/08/2011	3.75%	18/08/2031	£1,000,000	£463,804.56	71,518.26	
Community Centre 2	<b>4175/109</b>	499357	18/02/2012	3.45%	18/02/2032	£400,000	£193,272.54	27,852.68	
Purchase of land at the Ghyll and MOD	<b>4950/109</b>	491397	2006	4.50%	27/03/2026	£120,000	£17,339.12	£9,162.56	27th March & 27th September
Purchase of Owsbury land	<b>4950/109</b>	494541	2008	4.53%	27/03/2028	£115,000	£31,879.42	£8,803.46	
Development of Goldsmiths including public toilets, play area, skate park, running track & perimeter path	<b>4950/109</b>	496912	27/03/2010	4.62%	27/03/2035	£200,000	£116,025.11	£13,572.74	
Pine Grove 1	<b>4951/109</b>	504938	13/05/2016	2.57%	13/05/2036	£1,100,000	£751,611.82	£70,685.60	26th April & 26th October
Pine Grove - development of former Council Offices	<b>4951/109</b>	507949	26/10/2018	2.51%	25/10/2038	£1,550,000	£1,231,718.22	£99,048.54	26th April & 26th October
					<b>Total</b>		<b>£2,871,566.31</b>	<b>£315,343.18</b>	

CTC OFFICER HANDLING CLAIM	CLAIM NO.	DATE OF INCIDENT	DATE CLAIM SUBMITTED	DATE RESPONSE RECEIVED	CLAIM UPHELD (Y/N)	AMOUNT CLAIMED	POLICY XS	DATE PAYMENT REC'D	LOCATION OF INCIDENT or ITEM	DETAILS OF INCIDENT	POLICE CRIME REFERENCE NUMBER	ADDITIONAL INFORMATION
James Webber	27231363956	13/05/2023	13/05/2023		Y	Damage £3628.72	£150	03/07/2023	Palesgate Lane Car Park Entrance	A member of the Grounds Team went to use the entrance to the car park to turn around and thought that the cage on the back would fit under the height barrier. The aluminium cage hit the height barrier and bent the cage.	N/A	
James Webber	MOTOR-0807-144526-730	02/08/2023	07/08/2023		Y	£3,318.81	£150	Paid direct	Palesgate lane meadows/ Pony fields	Damage to LandRover. Passenger side damage below door dented, scratched and passenger door dented	N/A	
Peter Cunnington		26/08/2023			N/A				20 Osbourne Road, Crowborough	80ft Tree fell into residents garden causing damage to pergola and garden		Not able to place claim until tree removed by contractor
Peter Cunnington	PROP-0914-084726-917	26/08/2023	13/09/2023	19/09/2023	Y	£7,460.00	£ 70	25/09/2023	Pine Grove, Crowborough	Electrical storm caused fire panel failure		
James Webber	PROP-0921-131034-928	10/09/2023	21/09/2023	10/10/2023	Y	£358	£0.00	16/10/2023	Wolfe Recreation Ground	Seat Unit from Zip Wire stolen	SP-127427-23-4747-01.	
James Webber	PROP-0921-125921-293	10/09/2023	21/09/2023	04/12/2023	Y	£1,495	100	04/01/2024	Jarvis Brook Recreation Ground	Basket Swing Stolen	SP-127435-23-4747-01.	

## Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

CROWBOROUGH TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

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

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

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

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

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

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

## Section 2 – Accounting Statements 2023/24 for

### CROWBOROUGH TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
<b>1.</b> Balances brought forward	1,985,179	2,164,120	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
<b>2.</b> (+) Precept or Rates and Levies	1,522,738	1,595,929	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
<b>3.</b> (+) Total other receipts	627,373	1,165,458	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
<b>4.</b> (-) Staff costs	563,680	712,435	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
<b>5.</b> (-) Loan interest/capital repayments	315,343	315,343	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
<b>6.</b> (-) All other payments	1,092,147	1,272,807	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
<b>7.</b> (=) Balances carried forward	2,164,120	2,624,922	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
<b>8.</b> Total value of cash and short term investments	2,125,417	2,593,338	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
<b>9.</b> Total fixed assets plus long term investments and assets	7,680,909	7,713,987	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
<b>10.</b> Total borrowings	3,096,950	2,871,566	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
<b>11a.</b> Disclosure note re Trust funds (including charitable)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
<b>11b.</b> Disclosure note re Trust funds (including charitable)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>The figures in the accounting statements above exclude any Trust transactions.</i>

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

SIGNATURE REQUIRED

Date

DD/MM/YYYY

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED



## Section 1 – Annual Governance Statement 2023/24

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CROWBOROUGH TOWN COUNCIL  
ENTER NAME OF AUTHORITY

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

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Clerk

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<b>2.</b> (+) Precept or Rates and Levies	1,522,738	1,595,929	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
<b>3.</b> (+) Total other receipts	588,702	1,158,320	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
<b>4.</b> (-) Staff costs	563,680	712,435	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
<b>5.</b> (-) Loan interest/capital repayments	315,343	315,343	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
<b>6.</b> (-) All other payments	1,055,419	1,241,027	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
<b>7.</b> (=) Balances carried forward	2,162,177	2,647,621	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
<b>8.</b> Total value of cash and short term investments	2,125,417	2,593,338	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
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SIGNATURE REQUIRED

Date

DD/MM/YYYY

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as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED



# **Risk Management Policy**

**Responsibility:** Full Council

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

<b>Date of Adoption / Renewal</b>	<b>Resolution Number</b>
7 January 2014	7051
6 January 2015	
4 January 2016	
10 January 2017	
3 July 2018	8463
18 June 2019	8797
16 March 2021	9290
21 September 2021	9509
10 May 2022	9759
16 May 2023	10109

## **RISK MANAGEMENT POLICY**

### **1. Introduction**

- 1.1 Corporate Risk Management is defined as the threat that an event or action will adversely affect the Council's ability to achieve its objectives or to successfully execute its strategies.
- 1.2 The council recognises that it has a responsibility to take all reasonable and practical measures to safeguard its employees, the people it works with and provides services for; and to protect the natural and built environments for which it is responsible.
- 1.3 The council is aware that some risks cannot be eliminated fully and has in place a strategy that provides a structured, systematic and focused approach to managing risk.

### **2. Objectives**

- 2.1 The objectives of the risk management policy are to:
  - Integrate risk management into the culture of the council
  - Manage risk in accordance with best practice and legislative requirements
  - Minimise loss, disruption, injury and damages
  - Inform policy and operational decisions by identifying risks and their likely impact
  - Raise awareness of the need for risk management

### **3. Undertaking**

- 3.1 Council will undertake to follow the control measures identified in the risk register in the timeframes mentioned.

## Risk Register

### Crowborough Town Council Corporate Risk Register 2023

#### General and Financial Risk Assessment

Area	Risk	Level	Control Measures	Frequency months
Assets	Protection of physical assets detailed in the Councils Asset Register.	M	All assets over a value of £1000 are insured through Zurich Municipal. As new assets are purchased over £1000 in value they are added to the policy. Any new purchase over the value of £500 will be added to the Asset Register <u>or</u> <u>Asset Inventory</u>	Annual
		M	All leases and land registration details that are in the Council possession are with The Town Clerk.	Annual
Assets	Security of buildings, equipment etc.	M	<del>Where possible</del> <u>Most</u> buildings have alarm systems and <del>one-four</del> <u>have</u> CCTV installed. All offices routinely locked overnight. All assets in sites are securely locked away.	Daily

Area	Risk	Level	Control Measures	Frequency months
Assets	Maintenance of buildings etc.	M	A planned maintenance schedule is worked to, together with <del>an annual to</del> -three yearly maintenance plan, which is in place.	Annual
		M	Planned programme of testing electrical and safety equipment in place. Reactive repair allocations included in revenue budget, a small pool of suitable contractors to carry out works is in place. <del>but is an area for growth</del>	Monthly
		M	5 yearly fixed appliance and electrical system checks are carried out at all buildings we are responsible for	Annual
Finance	Cash – Loss through Theft	L	Receipts are issued for all cash received. Cash is locked in the safe until <del>the Finance Administrator is staff are</del> able to take it to the bank, which is as soon as practical. A small petty cash float is retained, balanced regularly by the Finance Administrator and checked by the Town Clerk/ RFO.	Monthly
Finance	Risk of consequential loss of income.	L	Insurance cover in place for insurable risks	Annual
		L	Aim for Bank account reserves to be 50% of the precept.	Annual
		M	Financial performance of all activity reviewed monthly to enable any issues to be speedily addressed	Monthly
		L	All electronic records backed-up on the cloud supported by two external providers	Weekly
		M	Committees consider in detail draft budgets. Finance and General Purpose Committee review all potential financial issues to ensure all relevant information is present at the Full Council where the annual budget and precept are determined.	Annual
		L	Finance Officer runs regular bank reconciliations and checks bank statements to ensure all payments are received.	Monthly

Area	Risk	Level	Control Measures	Frequency months
Finance	Management of Cash Flow	L	RFO <del>should</del> effectively manages cash flow and ensure that funds are readily available to cover three months' worth of expenses. F& GP Committee should regularly monitor the cash and investment situation	Bi-Annual / Annual
Finance	Banking - Lack of authorised signatories for payments. Possible Errors	L	Banking requirements are included in the council's financial regulations. All Council bank accounts are in place with Natwest and Lloyds <u>and investment funds held with CCLA</u> . Bank reconciliations are completed at the end of each month to identify any errors and checked by the Chair of F&GP. All councillors can be signatories ensuring a sufficient number are always available.	Monthly
Finance	Financial controls and records.	L	Strict internal controls in place to separate functions. Two Councillors required to sign as approval	Daily
		L	Internal Audit to be carried out twice per annum, External Audit 12 monthly.	Bi-Annual
		L	Audit Reports to be presented to the next available Finance & General Purposes Committee meeting, all recommendations acted upon as soon as practical and reported back to F & GP Committee. Full Council will also be updated.	Bi-Annual
		L	Tenders secured for contracts when required in accordance with Financial regulations.	As req'd
		L	All financial records stored and saved in accordance with Councils document retention policy which outlines the requirements for the retention of paper and other records. Archive materials are stored off site at the ESCC records office.	Annual
		L	Financial Regulations to be reviewed annually	Annual

Area	Risk	Level	Control Measures	Frequency months
Finance	Comply with HMRC VAT Regulations.	M	VAT payments and reclaims to be calculated by the RFO.	Quarterly
		L	Advice notes from HMRC followed at all times, use external advice where necessary.	Annual
		<del>L</del>	<del>Internal auditor reviews VAT on a regular basis.</del>	<del>Annual</del>
		<del>L</del>	<del>VAT reconciled monthly and claimed quarterly.</del>	<del>Annual</del> <del>Quarterly</del>
Finance	Sound budgeting to underlie annual precept. Adequacy of precept in order for the council to carry out its statutory duties.  Lack of forward planning and budgetary controls	M	RFO develops committee budgets based on previous performance and plans for the future ensuring that adequate budgets are in place and available resources to cover the running costs of the Council and maintaining Council Services. <u>These are presented to the relevant committee for consideration and recommendation to F&amp;GP Committee and Full Council where the precept is set. A briefing meeting is held with all Councillors to assess Committee proposals and ensure that all potential contingencies are addressed in the final report and draft figures for the Full Council meeting which sets the precept.</u>	Annual
		L	The precept is received in two parts evenly spread throughout the year to assist with cash flow.	Bi-Annual
		L	Expenditure against budget reported to relevant committee every meeting.	Meeting Schedule
Finance	Complying with borrowing restrictions.	L	All current loans are <del>either</del> paid automatically via Direct debit <del>or by receipt of invoice bi-annually.</del>	Bi-Annual
		L	Any new loans require full Council approval after presenting a full business case.	As req'd

Area	Risk	Level	Control Measures	Frequency months
Finance	Ensure outstanding debts are paid.	L	The council issues invoices for all amounts due and diarises to chase for payment. A list of all amounts outstanding over 30 days is reviewed by the Finance and General Purposes committee at each meeting. A bad debt policy is in place and will be reviewed every two years.	Monthly / Quarterly
Finance	Contracts to be awarded in accordance with procedures.	L	The council's financial regulations determine the process for awarding contracts, including financial limits for obtaining at least three quotes and for entering formal tendering exercises.	As req'd
Finance	Salaries – ensure payments are made in accordance with contracts and Government Legislation	L	Payroll services are outsourced by the Council. Each staff member is appointed on the NJC salary scales, and has an annual salary based on their contracted hours. Managers authorise overtime and/or additional payments prior to payroll being processed, and the summary sheet is checked by the Chair of the Personnel Committee. The outsourced company use specialist software for the calculation of tax and NI payments.	Monthly
Finance	Loss of key staff members. Fraud or theft by staff members. Health and safety risks.	L	All staff members engage in performance reviews with their line <u>manager</u> to support their-development. The council's insurance includes a fidelity guarantee in respect of staff fraud or theft. Internal audit and financial regulations and procedures mitigate the opportunities for fraud to <u>be</u> undetected. The council has a health and safety at work policy to mitigate the potential threats to staff wellbeing.	Quarterly



Area	Risk	Level	Control Measures	Frequency months
Liability	Risk to third party, property, or individuals. Risk of being sued by a member of the public.	L	Insurance in place with Zurich Municipal. The council's insurance includes public liability insurance to cover genuine claims where a member of the public may have been injured. There remains a risk of frivolous and/or spurious claims.	Annually
		M	Full health and safety programme of inspections of all property and land is in place. <del>A Qualified Health and Safety Officer undertakes inspections, including a Fire Risk Assessment</del> <u>All land and buildings general and fire risk assessments are carried out externally</u>	Weekly
		M	Risk assessments of all the buildings individual events are routinely undertaken by a qualified officer. An external audit <del>has been is</del> completed <del>bi-annually although many items have been identified and we are now dealing with these in order of priority</del>	As req'd
		L	Legionella risk assessments have been completed for all of the buildings and will be reviewed annually. All buildings, with low usage have water systems flushed on a weekly basis, with temperature testing being incorporated in the monthly tests.	Weekly / Monthly
Liability	Legal liability as consequence of asset ownership.	L	Insurance in place with Zurich Municipal.	Annually
		M	Full health and safety programme of inspections of all property and land is <u>in</u> place. Qualified Health and Safety Officer undertakes inspections.	Annually
		M	Annual checks by ROSPA of all play equipment takes place and report is acted on. Play areas also inspected weekly <u>by qualified members of staff.</u>	Weekly
		M	The council has a wide programme of events throughout the year. Each event has an individual risk assessment completed and action is taken to mitigate the risks wherever possible.	As req'd

Area	Risk	Level	Control Measures	Frequency months
<b>Employer Liability</b>	Comply with Employment Law.	L	Membership of various national and regional bodies including NALC, CALC, SALC, AAT to ensure employees are kept up to date with all relevant employment requirements and legislation as well as best practice. An external HR consultant helps to ensure employees terms & conditions comply with employment law.	As req'd
		L	Performance reviews take place with all employees.	<del>Quarterly</del> <u>Annually</u>
		L	Central records retained of all employee sickness absence and holidays. Hard copies of all employee's records are stored in a locked filing cabinet	As req'd
		L	All digital records can only be accessed by managers to ensure compliance with the Data Protection legislation.	As req'd
		L	Routine reviews of Employment terms and conditions acted on or where necessary reported to Personnel committee for action.	Annually
<b>Employer Liability</b>	Comply with Inland Revenue requirements.	L	Regular review of current legislative requirements undertaken by RFO. Internal auditor undertakes regular review.	As req'd Annually
<b>Employer Liability</b>	Safety of staff and visitors.	M	Risk assessments carried out for all premises and activities undertaken by employees. These will include checks for adequate heating, slippery floors, cleaning procedures, legislative requirements. Staff also have access to health and safety training packages for all to complete (H&S awareness, Manual Handling, DSE etc),	As req'd
		L	Internal training undertaken on the job and on a regular basis formally when need arises.	As req'd
<b>Employer Liability</b>	Data Protection and Freedom of Information – Risk of being non-compliant	L	The council has a publication scheme for freedom of information requests on its website and is registered with the Information Commissioners Office (ICO) for data protection requirements.	Annually

Area	Risk	Level	Control Measures	Frequency months
<b>Employer Liability</b>	Lack of adequate training leads to poor quality decisions	M	The council sets an annual budget for both staff and councillor training and subscribes to the local CALC as a training provider. The Town Clerk is also a member of the SLCC. Details of all available training courses are circulated to all staff and councillors. Staff training requirements are identified as part of regular performance reviews.	Annually
<b>Legal Liability</b>	Ensuring activities are within legal powers.	M	Town Clerk to clarify legal position on any new proposal.	As req'd
		M	Legal advice to be sought where necessary.	As req'd
<b>Legal Liability</b>	Proper and timely reporting via the minutes.	L	All agendas are issued and displayed in accordance with the Local Government Act 1972.	As req'd
		L	Council meets regularly and always receives and approves Minutes of meetings held since the last meeting including all committee minutes.	Quarterly
		L	Minutes made available to press and public via Town council website, social media and notice boards.	As req'd
<b>Legal Liability</b>	Proper document control.	L	Document Retention policy adopted in 2017 and reviewed annually.	Annually

Area	Risk	Level	Control Measures	Frequency months
<b>Councillors</b>	Registers of Interests and gifts and hospitality in place.	L	Register of Disclosable Pecuniary Interest, retained in Council Offices by the Town Clerk.	Annually
		L	Declaration of interest is on the agenda at every meeting.	Monthly
		L	Update declarations of interest by councillors is Councillors responsibility when circumstances change. Emailed out annually to all Councillors to ensure up to date.	Monthly
		L	Register of Gifts & Hospitality retained in Council Offices by the Town Clerk for use by Councillors and Council employees. Published annually on website.	Annually
<b>Councillors</b>	Adequate Training is in place	M	Councillors are offered relevant training when newly elected or when roles are altered. Details of all available training courses are circulated to all councillors.	Annually or As req'd
<b>Councillors</b>	Risk of cost of an election	L	In the event of a councillor resigning during their term, the electorate have a statutory right to request an election. The council budgets for the potential of an election each year and retains a sum in reserves in the event of an unexpectedly large number being called in any one year. Scheduled elections are budgeted for.	As req'd
<b>Councillors</b>	Risk of agenda not being legally accurate &/or not being published at sufficient notice. Risk of Councillors bringing the council into disrepute through their conduct.	M	Minutes and agendas are produced in accordance with legal requirements and best practice guidance. Agendas are published at least three clear days prior to the meetings on noticeboards and the council's website. The council has a code of conduct outlining acceptable councillor behaviour and signs up to the local govt Civility and Respect Pledge on an annual basis. Each councillor has a responsibility to adhere to the code and the pledge.	As req'd
<b>Councillors</b>	Risk of a conflict of interests. Risk of a councillor not declaring an interest.	M	Declarations of interest are a standard agenda item for each meeting of the council or committees. A register of members' interests is published on the town council's website and held by the District Council.	As req'd

Area	Risk	Level	Control Measures	Frequency months
<b>Councillors</b>	Risk of being inquorate in the event of councillors resigning their position.	L	The council has sixteen councillors, so needs to retain eleven to be quorate. In the event of five or more vacancies, the District Council would support the town council in the short-term to fulfil its statutory duties.	As req'd
<b>Major Incident</b>	The risk of business disruption e.g. flooding, civil unrest, fire, postal bomb, pandemics	M	Emergency Plan is in place for incidents such as flooding, fire, gas leaks etc. Work with neighbouring parishes. Good relationship with Police and Fire and Rescue. Staff can have access to work from home with remote access into the office. Virtual meetings to take place as and when required	As req'd
<b>Cyber Attack / IT Security</b>	Reliability of Firewall and security of IT systems could compromise security	L	Firewall and security on IT equipment are regularly updated. Regular updates provided from outside IT consultants	As req'd