barclaycard commercial

barclaycard

## SUMMARY FOR POLEGATE TOWN COUNCIL

| | |
|---|---|
| Company reference: | [redacted] |
| Statement date: | 20 March 2026 |
| Page number: | 1 of 3 |
| Monthly spend limit: | [redacted] |


BARCLAYCARD COMMERCIAL
PO BOX 4000
SAFFRON ROAD
WIGSTON, LE18 9EN

Tel: 0800 008 008
Outside UK: +44 1604 269452
ROI: 1800 849 123
Online: www.barclaycard.co.uk/commercial


| | |
|---|---|
| Date of previous statement: | 20 February 2026 |
| Previous balance: | £19.96 |
| Payment received: | £19.96 CR |
| Total of charges and adjustments: | £0.00 |
| Total of new spending: | **£142.08** |
| **New balance:** | **£142.08** |
| **Payment due by:** | **27 March 2026** |

1/2

## Payment instructions

"Thank you for using Barclaycard Commercial. Your bank account 3****537, at branch 20 -**- 91 will be debited with the amount of the new balance on or immediately after 27 March 2026."

**Allocation of payments**

If you do not pay off the full amount outstanding by the payment due date, we will allocate any partial payments to the outstanding balance in the following order: Default fees, Interest, Service Charges, Fees, Transactions and Cash.
The way in which payments are allocated can make a significant difference to the amount of interest you will pay until the balance is cleared completely.

## Payments, charges and adjustments

| | | |
|---|---|---|
| | BALANCE FROM PREVIOUS STATEMENT | 19.96 |
| 27 Feb 2026 | DIRECT DEBIT PAYMENT THANK YOU | 19.96 CR |
| **Total of payment, charges and adjustments** | | **£0.00** |

## New balances by individual cardholder

| Name | Card number | Monthly spend limit | Balance |
|---|---|---|---|
| [redacted] | [redacted] | [redacted] | 142.08 |
| **Total cardholder expenditure** | | | **£142.08** |
| **New balance** | | | **£142.08** |

| NET | VAT | |
|---|---|---|
| 48.35 | 9.67 | 58.02 |
| 70.05 | 14.01 | 84.66 |
| 118 40 | 23.68 | 142.08 |

[redacted]

barclaycard commercial

barclaycard

[redacted]

BARCLAYCARD COMMERCIAL
PO BOX 4000
SAFFRON ROAD
WIGSTON LE18 9EN

Tel: 0800 008 008
Outside UK: +44 1604 269452
ROI: 1800 849 123
Online: www.barclaycard.co.uk/commercial

Company reference: [redacted]
Card number:
Statement date: 20 March 2026

Monthly spend limit: [redacted]

| Date | Description | Amount |
|---|---|---|
| 5 Mar 2026<br>060315122626 | WORKWEAR EXPRESS DURHAM ENG<br>MEN'S,WOMEN'S AND CHILDREN'S UNIFORMS AN | 84.06 |
| 12 Mar 2026<br>130385383906 | SP ST JOHN AMBULANCE LONDON LND<br>SCHOOLS AND EDUCATIONAL SERVICES NOT ELSEWHERE CLASSIFIED | 58.02 |
| 2 new purchases / cash advances. Total of spending. | | £142.08 |

[redacted]

barclaycard commercial

barclaycard

SUMMARY FOR POLEGATE TOWN COUNCIL

| | | | |
|---|---|---|---|
| **Order Ref:** | SO2622326 | **Invoice Ref:** | INV2401539 |
| **Customer Ref:** | 872665 | **Tax Point:** | 16/03/2026 |
| **Customer PO Ref:** | N/A | **Document Type:** | **Invoice** |
| **Taken By:** | web | **Despatch Date:** | 16/03/2026 |

**Invoice To:**
FAO: Hollie Cheeseman
Polegate Town Council
Polegate Town Council
49-51 High Street
Polegate
BN26 6AL

**Delivery To:**
Hollie Cheeseman
Polegate Town Council
Polegate Town Council
49-51 High Street
Polegate
BN26 6AL

Workwear Express
Trust us with your name

Workwear Express Ltd
Units 6 - 12
Cathedral Park
Belmont Industrial Estate
Belmont
Durham
DH1 1TF
T. 0191 370 7790
www.workwearexpress.com
sales@workwearexpress.com
VAT Reference: GB 722 1127 83

| Code | Description | Qty | Net Unit | Total |
|---|---|---|---|---|
| APPLICATION-SA | LOGO APPLICATION COST SCREENPRINT APPLICATION | 2 | £7.99 | £15.98 |
| R128XBLACL | 2 layer base softshell jacket Black / L | 1 | £13.70 | £13.70 |
| CUSTOM_GENERAL | PRODUCTION INSTRUCTIONS<br>DTF - Logo 1-Position - Right Breast<br>DTF - Logo 1-Details - New-Art Department<br>DTF - Logo 1-Notes - Filename: RB001 | 1 | £0.00 | £0.00 |
| H440YERL | PORTWEST HIVIZ RAIN JACKET Yellow / L | 1 | £13.14 | £13.14 |
| PL03-Y-LEO-L | PIPPACOTT Coolviz Plus Ladies Polo Shirt YELLOW / L | 1 | £21.44 | £21.44 |

Courier: FedEx

**Notes / Special Instructions**

Workwear Express Ltd

Bank Details:
Account - 48991872
Sort Code - 60-00-01

**VAT Breakdown**

T1: 20.0% -- £14.01

**Totals**

| | |
|---|---|
| Net Total: | £64.26 |
| Delivery: | £5.79 |
| SubTotal: | £70.05 |
| Vat: | £14.01 |
| Total: | £84.06 |

**Payment received with thanks.**

CC Paid: £84.06

**ST JOHN AMBULANCE (SUPPLIES)**
ST JOHN HOUSE

5 BROADFIELD CLOSE
SHEFFIELD
S8 0XN
TEL: 0844 7704808
Email: customer-services@stjohnsupplies.co.uk

Charity No: 1077265-1
VAT No: GB564553916

St John Ambulance

# RECEIPT
# (This is a VAT Invoice)



**Invoice Address**
Hollie Cheeseman
Hollie Cheeseman
Polegate Town Council 49-51 High Street

Polegate
England
BN26 6AL

**Delivery Address**
Hollie Cheeseman
Polegate Town Council 49-51 High Street

Polegate
England
BN26 6AL

| Account No | Document No. | Date | Your Purchase Order No | Due Date | Your VAT No. |
|---|---|---|---|---|---|
| 4297051 | 1634089 | 16/03/2026 | 1127446 | 16/03/2026 | |
| Notes. | | | | | |

| Item Code | Description | Quantity | Price | VAT Code | Total Value |
|---|---|---|---|---|---|
| F18018 | PK10 - ST JOHN AMBULANCE VISCOSE WOUND CLEANSING WIPES | 5 | 1.12 | OS | GBP 5.60 |
| F18004 | ST JOHN AMBULANCE HSE MEDIUM DRESSING 12 X 12CM PAD | 10 | 0.75 | OS | GBP 7.50 |
| F11605 | TRIANGULAR BANDAGE CALICO STERILE 90X90X127CM | 10 | 2.08 | OS | GBP 20.80 |

Prices Checked (Clerk)__________
BX____________________
Date ______ RBS Code ________
Amount to pay ______________
Payee __________________
Authorised Signature __________
Authorised Signature __________

| VAT CODE | RATE |
|---|---|
| OS, OU | Standard Rate |
| OZ, OT, OX | Zero rated |
| OV | Zero rated intra-EU supply |

| | |
|---|---|
| Net Total | GBP 33.90 |
| Carriage | GBP 4.95 |
| VAT | GBP 7.77 |
| **Total** | **GBP 46.62** |

**PAYMENT RECEIVED - THANK YOU**

**Registered Office: St John's Gate, Clerkenwell, London EC1M 4DA**
**Registered in England No. 3866129**
**A company limited by guarantee**

**RETURNS**
Please note all returns should be sent to: National Distribution Centre, Unit 1A, Centurion Business Park, Sturrock Way, Bretton, Peterborough, PE3 8YF
(Please call 0207 278 7888 Option 2 for a returns Ref No.)

**PLEASE QUOTE YOUR ACCOUNT NUMBER 4297051 ON ALL CORRESPONDENCE.**

St John Ambulance,
St John House,
Crossley Road,
Heaton Chapel,
Strockport,
SK4 5BF
customer-services@stjohnsupplies.co.uk
Registered in England no. 3866129. A company limited by guarantee

Tel 0844 770 4808
Fax 0844 770 4809
Charity no. 1077265/1
VAT no. GB 554553916

St John Ambulance

# Delivery Note

* RETURNS ADDRESS PLEASE SEE OVERLEAF

**Sales order no. 8005008**
**Monday, March 16, 2026**



**Invoice address**

Hollie Cheeseman
Polegate Town Council 49-51 High St
Polegate
BN26 6AL
GB

**Delivery address**

Hollie Cheeseman
Polegate Town Council 49-51 High St
Polegate
BN26 6AL
Contact Phone: 01323488114

Your ref no.
Customer ID: **4297051**
Account No:
Courier **01 - DPD Standard Delivery**

Document Notes

| Item no. | Item Description | Quantity | Commodity Cod | Haz |
|---|---|---|---|---|
| F18018 | PK10 - ST JOHN AMBULANCE VISCOSE WOUND CLEANSING WIPES (F18018) | 5 | | |
| F11605 | TRIANGULAR BANDAGE CALICO STERILE 90X90X127CM (414) | 10 | | |
| F18004 | ST JOHN AMBULANCE HSE MEDIUM DRESSING 12 X 12CM PAD (F18004) | 10 | | |

**The following items have been placed on back order**

| Item no. | Item Description | Quantity | Commodity Code | Haz |
|---|---|---|---|---|
| F18005 | ST JOHN AMBULANCE HSE LARGE DRESSING 18 X 18CM PAD | 10 | | |

Thank you for placing your order with St John Ambulance Supplies

Your invoice for these goods will be despatched within the next 3 to 5 working days

**RETURNS INFORMATION**

**We trust you are happy with your order. If you have any problems, please return the items as instructed overleaf. Items must be returned within 30 days of the Delivery Note date with a valid returns number. Goods will only be accepted if they are returned in their original and appropriate packaging with all parts included (wher e applicable)**

St John Ambulance may collect your personal information for the purpose of fulfilling your order and crime prevention and protection. Please be assured that St John Ambulance takes your privacy very seriously and we will never share your personal information with third parties unless we have a legal basis for doing so and we will only retain your personal information for as long as is necessary. We may also pass your information to a third party only when necessary for fulfilling your order or supporting your purchase. Please refer to our Privacy Policy at www.sja.org.uk/privacy for more information about how

St John Ambulance

St John Ambulance,
St John House,
Crossley Road,
Heaton Chapel,
Stockport,
SK4 5BF
customer-services@stjohnsupplies.co.uk
www.stjohnsupplies.co.uk
Registered in England no. 3866129
A company limited by guarantee.

Charity no. 1077265/1
VAT no. GB 564 5539 16

# Customer returns form

Please call 0344 770 4800 Option 2 to obtain a customer returns number.

### Returns Address

St John Ambulance Supplies
National Distribution Centre
Unit 1A, Centurion Business Park
Sturrock Way, Bretton
Peterborough
PE3 8YF

### Delivery Information

Thank you for placing your order with St John Ambulance Supplies.

We hope you are satisfied with your order. Please check your order thoroughly on receipt. Should you have any concerns with your order please contact Customer Services within 7 days of the delivery note date to discuss any enquiries.

### Returns

Please telephone Customer Services for a customer returns number and enclose a copy of this form with the goods that are being returned. All returns should be made with 30 days and in their original and appropriate packaging with all parts included (where applicable).

**Due to strict temperature monitoring controls we cannot accept returns of restricted medicinal products after 5 days from receipt. Please contact us for a list of these items.**

| Account Number/Customer ID | Sales Order Number | Date |
|---|---|---|
| | | |

| Item Number | Description | Quantity Ordered | Quantity Returning | Reason for return (below) |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

***Reason for return-Please Number above.***
01 Arrived too late
02 Wrong item delivered
03 Ordered more than one for choice/fit
04 Item not as picture
05 Not suitable because of style/material
06 Poor quality
07 Missing parts/incomplete
08 Not suitable for use
09 Item did not fit/wrong size
10 Received damaged
11 Faulty - please give details below

**Customer Returns Number:**

..............................................

### Returns Goods Note

Please make sure that the details completed above match the item being returned. Thank you.

**Comments:**

- All deliveries should be checked thoroughly on receipt of goods any discrepancies should be reported to the customer services team within 7 days so that they can be investigated
- Goods will only be accepted if they are returned in their original and appropriate packaging with all parts included (where applicable)
- Customised and Made to Measure products cannot be returned or exchanged unless fault- We reserve the right to refuse exchange or refund any goods which are received back damaged or in a sub standard condition
- We reserve the right to refuse any goods received without an Authorised Returns Number or outside the 30 day returns period
- We will arrange the free collection and return of goods where the cause of return is due to St John Ambulance Supplies
- In all other circumstances customers are responsible for the costs of return post and packaging.

FP 04/07/2012-V2

# Customer returns form

Please call 0344 770 4800 Option 2 to obtain a customer returns number.

St John Ambulance

St John Ambulance,
St John House,
Crossley Road,
Heaton Chapel,
Stockport,
SK4 5BF
customer-services@stjohnsupplies.co.uk
www.stjohnsupplies.co.uk
Registered in England no. 3866129
A company limited by guarantee.

Charity no. 1077265/1
VAT no. GB 564 5539 16

### Returns Address

St John Ambulance Supplies
National Distribution Centre
Unit 1A, Centurion Business Park
Sturrock Way, Bretton
Peterborough
PE3 8YF

### Delivery Information

Thank you for placing your order with St John Ambulance Supplies.

We hope you are satisfied with your order. Please check your order thoroughly on receipt. Should you have any concerns with your order please contact Customer Services within 7 days of the delivery note date to discuss any enquiries.

### Returns

Please telephone Customer Services for a customer returns number and enclose a copy of this form with the goods that are being returned. All returns should be made with 30 days and in their original and appropriate packaging with all parts included (where applicable).

**Due to strict temperature monitoring controls we cannot accept returns of restricted medicinal products after 5 days from receipt. Please contact us for a list of these items.**

| Account Number/Customer ID | Sales Order Number | Date |
|---|---|---|
| | | |

| Item Number | Description | Quantity Ordered | Quantity Returning | Reason for return (below) |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

***Reason for return-Please Number above.***

01 Arrived too late
02 Wrong item delivered
03 Ordered more than one for choice/fit
04 Item not as picture
05 Not suitable because of style/material
06 Poor quality
07 Missing parts/incomplete
08 Not suitable for use
09 Item did not fit/wrong size
10 Received damaged
11 Faulty - please give details below

**Customer Returns Number:** ..............................................

### Returns Goods Note

Please make sure that the details completed above match the item being returned. Thank you.

**Comments:**

- All deliveries should be checked thoroughly on receipt of goods any discrepancies should be reported to the customer services team within 7 days so that they can be investigated
- Goods will only be accepted if they are returned in their original and appropriate packaging with all parts included (where applicable)
- Customised and Made to Measure products cannot be returned or exchanged unless fault- We reserve the right to refuse exchange or refund any goods which are received back damaged or in a sub standard condition
- We reserve the right to refuse any goods received without an Authorised Returns Number or outside the 30 day returns period
- We will arrange the free collection and return of goods where the cause of return is due to St John Ambulance Supplies
- In all other circumstances customers are responsible for the costs of return post a

nd packaging.

St John Ambulance,
St John House,
Crossley Road,
Heaton Chapel,
Strockport,
SK4 5BF
customer-services@stjohnsupplies.co.uk
Registered in England no. 3866129. A company limited by guarantee

Tel 0844 770 4808
Fax 0844 770 4809
Charity no. 1077265/1
VAT no. GB 554553916

St John Ambulance

# Delivery Note

Sales order no. 8005008-1
Thursday, March 26, 2026



* RETURNS ADDRESS PLEASE SEE OVERLEAF

**Invoice address**

Hollie Cheeseman
Polegate Town Council 49-51 High St
Polegate
BN26 6AL
GB

**Delivery address**

Hollie Cheeseman
Polegate Town Council 49-51 High St
Polegate
BN26 6AL
Contact Phone: 01323488114

Your ref no.

Customer ID: 4297051

Account No:

Courier 01 - DPD Standard Delivery

Document Notes

| Item no. | Item Description | Quantity | Commodity Cod | Haz |
|---|---|---|---|---|
| F18005 | ST JOHN AMBULANCE HSE LARGE DRESSING 18 X 18CM PAD (F18005) | 10 | | |

**The following items have been placed on back order**

| Item no. | Item Description | Quantity | Commodity Code | Haz |
|---|---|---|---|---|

Thank you for placing your order with St John Ambulance Supplies

Your invoice for these goods will be despatched within the next 3 to 5 working days

**RETURNS INFORMATION**

**We trust you are happy with your order. If you have any problems, please return the items as instructed overleaf.**
**Items must be returned within 30 days of the Delivery Note date with a valid returns number.**
**Goods will only be accepted if they are returned in their original and appropriate packaging with all parts included (where applicable)**

St John Ambulance may collect your personal information for the purpose of fulfilling your order and crime prevention and protection. Please be assured that St John Ambulance takes your privacy very seriously and we will never share your personal information with third parties unless we have a legal basis for doing so and we will only retain your personal information for as long as is necessary. We may also pass your information to a third party only when necessary for fulfilling your order or supporting your purchase. Please refer to our Privacy Policy at www.sja.org.uk/privacy for more information about how

barclaycard commercial

barclaycard

## SUMMARY FOR POLEGATE TOWN COUNCIL

| | |
|---|---|
| Company reference: | [redacted] |
| Statement date: | 20 April 2026 |
| Page number: | 1 of 3 |
| Monthly spend limit: | [redacted] |

BARCLAYCARD COMMERCIAL
PO BOX 4000
SAFFRON ROAD
WIGSTON, LE18 9EN

Tel: 0800 008 008
Outside UK: +44 1604 269452
ROI: 1800 849 123
Online: www.barclaycard.co.uk/commercial

| | |
|---|---|
| Date of previous statement: | 20 March 2026 |
| Previous balance: | £142.08 |
| Payment received: | £142.08 CR |
| Total of charges and adjustments: | £0.00 |
| Total of new spending: | **£665.81** |
| **New balance:** | **£665.81** |
| **Payment due by:** | **27 April 2026** |

1/2

### Payment instructions

"Thank you for using Barclaycard Commercial. Your bank account 3****537, at branch 20 -**- 91 will be debited with the amount of the new balance on or immediately after 27 April 2026."

**Allocation of payments**
If you do not pay off the full amount outstanding by the payment due date, we will allocate any partial payments to the outstanding balance in the following order: Default fees, Interest, Service Charges, Fees, Transactions and Cash.
The way in which payments are allocated can make a significant difference to the amount of interest you will pay until the balance is cleared completely.

### Payments, charges and adjustments

| | | |
|---|---|---|
| | BALANCE FROM PREVIOUS STATEMENT | 142.08 |
| 27 Mar 2026 | DIRECT DEBIT PAYMENT THANK YOU | 142.08 CR |
| **Total of payment, charges and adjustments** | | **£0.00** |

### New balances by individual cardholder

| Name | Card number | Monthly spend limit | Balance |
|---|---|---|---|
| [redacted] | [redacted] | [redacted] | 665.81 |
| **Total cardholder expenditure** | | | **£665.81** |
| **New balance** | | | **£665.81** |

| | NET | VAT | GROSS |
|---|---|---|---|
| 4031 | 7.58 | 1.51 | 9.09 |
| | 18.93 | 3.80 | 22.73 |
| | 13.32 | 2.67 | 15.99 |
| 8060/102 | 309 | – | 309 |
| " | 309 | – | 309 |
| | 657.83 | 7.98 | 665.81 |

[redacted]

barclaycard commercial

barclaycard

[redacted]

BARCLAYCARD COMMERCIAL
PO BOX 4000
SAFFRON ROAD
WIGSTON LE18 9EN

Tel: 0800 008 008
Outside UK: +44 1604 269452
ROI: 1800 849 123
Online: www.barclaycard.co.uk/commercial

Company reference: [redacted]
Card number:
Statement date: 20 April 2026

Monthly spend limit: [redacted]

| Date | Description | Amount |
|---|---|---|
| 7 Apr 2026<br>080452718716 | AMZNMktplace*NI3DR9ZR4 LONDON GBR<br>MISCELLANEOUS AND RETAIL STORES | 9.09 |
| 7 Apr 2026<br>080452718716 | AMZNMktplace*NI0ML9JZ4 LONDON GBR<br>MISCELLANEOUS AND RETAIL STORES | 22.73 |
| 10 Apr 2026<br>130452718716 | AMZNMktplace*NI7UY1BK4 LONDON GBR<br>MISCELLANEOUS AND RETAIL STORES | 15.99 |
| 13 Apr 2026<br>140455541966 | WWW.WEALDEN.GOV.UK HAILSHAM ENG<br>GOVERNMENT SERVICES NOT ELSEWHERE CLASSIFIED | 309.00 |
| 16 Apr 2026<br>170455541966 | WWW.WEALDEN.GOV.UK HAILSHAM ENG<br>GOVERNMENT SERVICES NOT ELSEWHERE CLASSIFIED | 309.00 |
| 5 new purchases / cash advances. Total of spending. | | £665.81 |

[redacted]

SUMMARY FOR POLEGATE TOWN COUNCIL

| | |
|---|---|
| Company reference: | [redacted] |
| Statement date: | 20 April 2026 |
| Page number: | 2 of 3 |

BARCLAYS

31 March 2026

MG 020827 F1VI591A 709F305AD00085 38500 B 58880

THE OFFICIALS
POLEGATE TOWN COUNCIL
COUNCIL OFFICE
49 HIGH STREET
POLEGATE
EAST SUSSEX
BN26 6AL

1/4

# Your Business accounts – at a glance

## Up-to-date account information

To get your current balances or find out about other accounts you have that aren't listed here, log on to online banking (if you're registered), or call us on 0345 605 2345 .

## Your balances on 31 March 2026

| Business Current Accounts | |
|---|---|
| Business Current Account Statement | £50,000.00 |
| [redacted] | |

| Business Savings Accounts | |
|---|---|
| Business Premium Account | £597,030.95 |
| [redacted] | |
| Business Premium Account | £133,524.79 |
| [redacted] | |

This is the end of your account summary.

30085 00001 F1VI591A 1 of 4

HSBC UK

Contact tel 03457 60 60 60
see reverse for call times
Text phone 03457 125 563
used by deaf or speech impaired customers
www.hsbc.co.uk

## Your Statement

B

Polegate Town Council
Polegate Town Council
High Street
Polegate
East Sussex
BN26 6AL

39066 045985 0154 E 38500

| Account Summary | |
|---|---|
| Opening Balance | 89,903.37 |
| Payments In | 95.96 |
| Payments Out | 0.00 |
| Closing Balance | 89,999.33 |

**Interest Rate - Valid as at end date of the statement period**
1.29% AER

**International Bank Account Number**
[redacted]

**Branch Identifier Code**
[redacted]

**13 February to 12 March 2026**

**Account Name**
Polegate Town Council

| Sortcode | Account Number | Sheet Number |
|---|---|---|
| [redacted] | [redacted] | 77 |

## Your Business Money Manager details

| Date | | Payment type and details | Paid out | Paid in | Balance |
|---|---|---|---|---|---|
| **12 Feb 26** | | **BALANCE BROUGHT FORWARD** | | | **89,903.37** |
| 12 Mar 26 | CR | GROSS INTEREST TO 11MAR2026 | | 95.96 | 89,999.33 |
| **12 Mar 26** | | **BALANCE CARRIED FORWARD** | | 1010 | **89,999.33** |

## Information about the Financial Services Compensation Scheme

Most deposits made by HSBC Business customers are eligible for protection under the Financial Services Compensation Scheme (FSCS). For further information about the compensation provided by the FSCS, refer to the FSCS website at fscs.org.uk, call into your nearest branch or call your telephone banking service. Further details can be found on the FSCS Information Sheet and Exclusions List which is available on our website (hsbc.co.uk/fscs/).

| Account Name | Account No | Sort Code | Page No |
|---|---|---|---|
| POLEGATE TOWN COUNCIL<br>BUSINESS RESERVEACCOUNT | [redacted] | [redacted] | 1 of 2 |

NatWest

[redacted]

### Business Reserve Account

| Summary | |
|---|---|
| Statement Date | 01 SEP 2025 |
| Period Covered | 02 AUG 2025 to 01 SEP 2025 |
| Previous Balance | £88,166.85 |
| Paid In | £73.55 |
| Withdrawn | £0.00 |
| New Balance | £88,240.40 |
| BIC | [redacted] |
| IBAN | [redacted] |

# Welcome to your NatWest Statement

Why file and store your statements when we can do it for you? Manage your statements online at **www.natwest.com**
If you have changed your address or telephone number please let us know.
Interest rate: 1.05% Gross / 1.06% AER

| Date | Description | Paid In(£) | Withdrawn(£) | Balance(£) |
|---|---|---|---|---|
| 02 AUG 2025 | BROUGHT FORWARD | | | 88,166.85 |
| 29 AUG | Interest 29AUG GRS 47542470 | 73.55 | | 88,240.40 |

**Bank Reconciliation Statement as at 31/03/2026**
**for Cashbook 1 - Current/Business Premium**

| Bank Statement Account Name (s) | Statement Date | Page No | Balances |
|---|---|---|---|
| Current Account | 31/03/2026 | | 50,000.00 |
| Business Premium Account | 31/03/2026 | | 597,030.95 |
| | | | 647,030.95 |
| **Unpresented Payments (Minus)** | | **Amount** | |
| | | 0.00 | |
| | | | 0.00 |
| | | | 647,030.95 |
| **Unpresented Receipts (Plus)** | | | |
| | | 0.00 | |
| | | | 0.00 |
| | | | 647,030.95 |
| | | **Balance per Cash Book is :-** | **647,030.95** |
| | | **Difference is :-** | **0.00** |

**Signatory 1:**

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

**Signatory 2:**

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

Bank Reconciliation Statement as at 31/03/2026
for Cashbook 2 - Tracker Account

| Bank Statement Account Name (s) | Statement Date | Page No | Balances |
|---|---|---|---|
| Tracker Account | 31/03/2026 | | 133,524.79 |
| | | | 133,524.79 |

| Unpresented Payments (Minus) | Amount | |
|---|---|---|
| | 0.00 | |
| | | 0.00 |
| | | 133,524.79 |

| Unpresented Receipts (Plus) | | |
|---|---|---|
| | 0.00 | |
| | | 0.00 |
| | | 133,524.79 |

| | |
|---|---|
| Balance per Cash Book is :- | 133,524.79 |
| Difference is :- | 0.00 |

Signatory 1:

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

Signatory 2:

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

Bank Reconciliation Statement as at 31/03/2026
for Cashbook 3 - Petty Cash

| Bank Statement Account Name (s) | Statement Date | Page No | Balances |
|---|---|---|---|
| Petty Cash Account | 31/03/2026 | | 200.00 |
| | | | 200.00 |

| Unpresented Payments (Minus) | Amount | |
|---|---|---|
| | 0.00 | |
| | | 0.00 |
| | | 200.00 |

| Unpresented Receipts (Plus) | | |
|---|---|---|
| | 0.00 | |
| | | 0.00 |
| | | 200.00 |
| | Balance per Cash Book is :- | 200.00 |
| | Difference is :- | 0.00 |

Signatory 1:

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

Signatory 2:

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

Bank Reconciliation Statement as at 31/03/2026
for Cashbook 4 - Staff Salaries Cash Book

| Bank Statement Account Name (s) | Statement Date | Page No | Balances |
|---|---|---|---|
| Salaries Control | 31/03/2026 | | 0.00 |
| | | | 0.00 |

| Unpresented Payments (Minus) | Amount | |
|---|---|---|
| | 0.00 | |
| | | 0.00 |
| | | 0.00 |

| Unpresented Receipts (Plus) | | |
|---|---|---|
| | 0.00 | |
| | | 0.00 |
| | | 0.00 |
| | Balance per Cash Book is :- | 0.00 |
| | Difference is :- | 0.00 |

Signatory 1:

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

Signatory 2:

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

Bank Reconciliation Statement as at 31/03/2026
for Cashbook 5 - Current/Business Premium HSBC

| Bank Statement Account Name (s) | Statement Date | Page No | Balances |
|---|---|---|---|
| HSBC deposit Account | 31/03/2026 | | 89,999.33 |
| | | | 89,999.33 |
| **Unpresented Payments (Minus)** | | **Amount** | |
| | | 0.00 | |
| | | | 0.00 |
| | | | 89,999.33 |
| **Unpresented Receipts (Plus)** | | | |
| | | 0.00 | |
| | | | 0.00 |
| | | | 89,999.33 |
| | | Balance per Cash Book is :- | 89,999.33 |
| | | Difference is :- | 0.00 |

Signatory 1:

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

Signatory 2:

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

Bank Reconciliation Statement as at 31/03/2026
for Cashbook 6 - NatWest deposit A/C

| Bank Statement Account Name (s) | Statement Date | Page No | Balances |
|---|---|---|---|
| Natwest Reserve Account | 31/03/2026 | | 88,240.40 |
| | | | 88,240.40 |

| Unpresented Payments (Minus) | Amount | |
|---|---|---|
| | 0.00 | |
| | | 0.00 |
| | | 88,240.40 |

| Unpresented Receipts (Plus) | | |
|---|---|---|
| | 0.00 | |
| | | 0.00 |
| | | 88,240.40 |
| | Balance per Cash Book is :- | 88,240.40 |
| | Difference is :- | 0.00 |

Signatory 1:

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

Signatory 2:

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

Summary Income & Expenditure by Budget Heading 31/03/2026

Cost Centre Report

| | | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent |
|---|---|---|---|---|---|---|---|---|
| 101 Employee costs | Income | 0 | 260 | 3,481 | 3,221 | | | 7.5% |
| | Expenditure | 22,156 | 226,670 | 219,259 | (7,411) | 3,025 | (10,436) | 104.8% |
| | Net Income over Expenditure | (22,156) | (226,410) | (215,778) | 10,632 | | | |
| | plus Transfer from EMR | 0 | 3,070 | 0 | (3,070) | | | |
| | less Transfer to EMR | 0 | 0 | 0 | 0 | | | |
| | Movement to/(from) Gen Reserve | (22,156) | (223,340) | (215,778) | 7,562 | | | |
| | Grand Totals:- Income | 0 | 260 | 3,481 | 3,221 | | | 7.5% |
| | Expenditure | 22,156 | 226,670 | 219,259 | (7,411) | 3,025 | (10,436) | 104.8% |
| | Net Income over Expenditure | (22,156) | (226,410) | (215,778) | 10,632 | | | |
| | plus Transfer from EMR | 0 | 3,070 | 0 | (3,070) | | | |
| | less Transfer to EMR | 0 | 0 | 0 | 0 | | | |
| | Movement to/(from) Gen Reserve | (22,156) | (223,340) | (215,778) | 7,562 | | | |

Detailed Income & Expenditure by Budget Heading 31/03/2026

Month No: 12 Cost Centre Report

| | | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|---|---|---|---|---|---|---|---|---|
| 102 | Administration | | | | | | | | |
| 1009 | Bank Loyalty Discount | 0 | 0 | 170 | 170 | | | 0.0% | |
| 1060 | Miscellaneous Income | 0 | 80 | 0 | (80) | | | 0.0% | |
| | Administration :- Income | 0 | 80 | 170 | 90 | | | 47.1% | 0 |
| 4010 | Internal Auditor | (1,000) | 377 | 500 | 123 | | 123 | 75.4% | |
| 4030 | Postage | 0 | 97 | 150 | 53 | | 53 | 64.6% | |
| 4031 | Stationery | 71 | 1,495 | 1,500 | 5 | | 5 | 99.7% | |
| 4032 | Photocopier copy charges | 0 | 1,156 | 1,500 | 344 | | 344 | 77.0% | |
| 4035 | Computer consumables | 312 | 328 | 350 | 22 | | 22 | 93.6% | |
| 4036 | Office IT equip't inc antiviru | 24 | 675 | 750 | 75 | | 75 | 90.0% | |
| 4037 | Website | 14 | 224 | 400 | 176 | | 176 | 56.0% | |
| 4039 | Legal fees | 822 | 4,906 | 5,000 | 94 | | 94 | 98.1% | |
| 4040 | Audit Fees (external audit) | 0 | 1,365 | 1,600 | 235 | | 235 | 85.3% | |
| 4043 | Insurance Premiums | 7,046 | 13,631 | 7,000 | (6,631) | | (6,631) | 194.7% | |
| 4044 | Insurance Tree Survey | 0 | 695 | 1,500 | 805 | | 805 | 46.3% | |
| 4045 | Subscriptions | 0 | 3,462 | 3,800 | 338 | | 338 | 91.1% | |
| 4046 | Publications | 0 | 43 | 400 | 357 | | 357 | 10.8% | |
| 4047 | Advertising | 0 | 0 | 150 | 150 | | 150 | 0.0% | |
| 4049 | Tree Works | 0 | 0 | 5,000 | 5,000 | 1,123 | 3,877 | 22.5% | |
| 4050 | Town Council Elections | 0 | 9,746 | 3,000 | (6,746) | | (6,746) | 324.9% | 9,746 |
| 4053 | Refreshments | 0 | 0 | 250 | 250 | | 250 | 0.0% | |
| 4056 | Bank/Barclaycard charges | 47 | 571 | 800 | 229 | | 229 | 71.4% | |
| 4059 | First Aid | 48 | 113 | 150 | 38 | | 38 | 75.0% | |
| 4062 | Newsletter Production | 0 | 0 | 600 | 600 | | 600 | 0.0% | |
| 4063 | Hire of Halls | 0 | 41 | 300 | 260 | | 260 | 13.5% | |
| 4069 | Office telephones | 51 | 619 | 1,100 | 481 | 3,313 | (2,831) | 357.4% | |
| 4070 | Broadband/Internet | 59 | 426 | 550 | 124 | | 124 | 77.4% | |
| 4071 | IT Services incl backups | 260 | 3,222 | 3,850 | 628 | | 628 | 83.7% | |
| 4072 | IT costs office 365 | 213 | 2,406 | 2,420 | 14 | | 14 | 99.4% | |
| 4073 | IT reserve for new machines | 40 | 2,470 | 1,200 | (1,270) | | (1,270) | 205.8% | 852 |
| 8060 | Misc Resolved Gen Reserves & c | 0 | 2,580 | 0 | (2,580) | | (2,580) | 0.0% | |
| | Administration :- Indirect Expenditure | 8,007 | 50,645 | 43,820 | (6,825) | 4,436 | (11,260) | 125.7% | 10,598 |
| | Net Income over Expenditure | (8,007) | (50,565) | (43,650) | 6,915 | | | | |
| 6000 | plus Transfer from EMR | (1,000) | 10,598 | 0 | (10,598) | | | | |
| | Movement to/(from) Gen Reserve | (9,007) | (39,967) | (43,650) | (3,683) | | | | |
| 103 | Town Councillors | | | | | | | | |
| 1060 | Miscellaneous Income | 0 | 636 | 0 | (636) | | | 0.0% | |
| | Town Councillors :- Income | 0 | 636 | 0 | (636) | | | | 0 |

Continued over page

| | | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|---|---|---|---|---|---|---|---|---|
| 4090 | Councillors' allowances | 2,422 | 6,052 | 7,600 | 1,548 | | 1,548 | 79.6% | |
| 4091 | Councillors' expenses | 16 | 562 | 600 | 38 | | 38 | 93.7% | |
| 4092 | Councillors' training | 0 | 615 | 500 | (115) | | (115) | 123.0% | |
| 4093 | Mayor's allowance Civic Duties | 541 | 2,723 | 2,000 | (723) | | (723) | 136.2% | 391 |
| 4097 | Civic Event | 0 | 1,000 | 1,000 | 0 | | 0 | 100.0% | |
| 8060 | Misc Resolved Gen Reserves & c | 0 | 3,812 | 0 | (3,812) | | (3,812) | 0.0% | |
| | Town Councillors :- Indirect Expenditure | 2,980 | 14,763 | 11,700 | (3,063) | 0 | (3,063) | 126.2% | 391 |
| | Net Income over Expenditure | (2,980) | (14,127) | (11,700) | 2,427 | | | | |
| 6000 | plus Transfer from EMR | 0 | 391 | 0 | (391) | | | | |
| | Movement to/(from) Gen Reserve | (2,980) | (13,737) | (11,700) | 2,037 | | | | |
| 104 | General Administration | | | | | | | | |
| 1010 | Investment Income | 2,203 | 11,633 | 4,000 | (7,633) | | | 290.8% | |
| 1076 | Precept | 0 | 514,937 | 514,937 | 0 | | | 100.0% | |
| | General Administration :- Income | 2,203 | 526,570 | 518,937 | (7,633) | | | 101.5% | 0 |
| 4100 | Grants to other Organisations | 0 | 350 | 1,000 | 650 | | 650 | 35.0% | |
| 4103 | Public Info event(s) | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| 4104 | Events | 0 | 522 | 1,500 | 978 | | 978 | 34.8% | |
| 4105 | Finance Software | 0 | 1,538 | 1,800 | 262 | | 262 | 85.4% | |
| 8060 | Misc Resolved Gen Reserves & c | 2,667 | 2,977 | 0 | (2,977) | | (2,977) | 0.0% | 1,000 |
| | General Administration :- Indirect Expenditure | 2,667 | 5,386 | 5,300 | (86) | 0 | (86) | 101.6% | 1,000 |
| | Net Income over Expenditure | (464) | 521,184 | 513,637 | (7,547) | | | | |
| 6000 | plus Transfer from EMR | 1,000 | 1,000 | 0 | (1,000) | | | | |
| | Movement to/(from) Gen Reserve | 536 | 522,184 | 513,637 | (8,547) | | | | |
| 201 | Council Offices | | | | | | | | |
| 1060 | Miscellaneous Income | 0 | 170 | 0 | (170) | | | 0.0% | |
| | Council Offices :- Income | 0 | 170 | 0 | (170) | | | | 0 |
| 4004 | Cleaning contract | 131 | 1,250 | 1,500 | 250 | | 250 | 83.3% | |
| 4130 | Council Tax | 0 | 7,485 | 9,500 | 2,015 | | 2,015 | 78.8% | (2,000) |
| 4131 | Electricity | 409 | 3,511 | 5,000 | 1,489 | | 1,489 | 70.2% | (1,000) |
| 4132 | Water charges | 41 | 493 | 700 | 207 | | 207 | 70.4% | |
| 4133 | Sewerage | 0 | 658 | 700 | 42 | | 42 | 94.0% | |
| 4136 | Photocopier - lease | 186 | 929 | 1,500 | 572 | | 572 | 61.9% | |
| 4139 | Window Cleaning | 25 | 275 | 400 | 125 | | 125 | 68.8% | |
| 4140 | Alarm Maintenance | 0 | 423 | 500 | 77 | | 77 | 84.6% | |

Continued over page

| | | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|---|---|---|---|---|---|---|---|---|
| 4141 | Fire Precautions | 0 | 329 | 500 | 171 | | 171 | 65.8% | |
| 4142 | Other Maintenance | (254) | 1,151 | 1,100 | (51) | | (51) | 104.7% | 494 |
| 4146 | Other Office Equipment | 895 | 1,409 | 1,500 | 91 | 144 | (53) | 103.5% | |
| 4154 | Housekeeping San bins 49 & gar | 0 | 421 | 380 | (41) | | (41) | 110.7% | |
| 4155 | Refuse Collecting | 122 | 1,506 | 1,500 | (6) | | (6) | 100.4% | 220 |
| 4162 | PWLB - Capital | 0 | 2,710 | 2,711 | 1 | | 1 | 100.0% | |
| 4163 | PWLB- Interest | 0 | 76 | 76 | (0) | | (0) | 100.3% | |
| 8060 | Misc Resolved Gen Reserves & c | 0 | 3,093 | 0 | (3,093) | | (3,093) | 0.0% | 2,632 |
| | Council Offices :- Indirect Expenditure | 1,555 | 25,718 | 27,567 | 1,849 | 144 | 1,705 | 93.8% | 346 |
| | Net Income over Expenditure | (1,555) | (25,549) | (27,567) | (2,018) | | | | |
| 6000 | plus Transfer from EMR | (3,000) | 346 | 0 | (346) | | | | |
| | Movement to/(from) Gen Reserve | (4,555) | (25,203) | (27,567) | (2,364) | | | | |
| 202 | 51 High Street | | | | | | | | |
| 4170 | 51 High Street - expenditure | 96 | 679 | 800 | 121 | | 121 | 84.9% | |
| | 51 High Street :- Indirect Expenditure | 96 | 679 | 800 | 121 | 0 | 121 | 84.9% | 0 |
| | Net Expenditure | (96) | (679) | (800) | (121) | | | | |
| 203 | The Pavilion | | | | | | | | |
| 1030 | Rental Income-CIC | 0 | 1,437 | 1,600 | 163 | | | 89.8% | |
| | The Pavilion :- Income | 0 | 1,437 | 1,600 | 163 | | | 89.8% | 0 |
| | Net Income | 0 | 1,437 | 1,600 | 163 | | | | |
| 204 | Wannock Office | | | | | | | | |
| 4198 | PWMRG CIC Grant (Interim) | 0 | 34,981 | 34,981 | 0 | | 0 | 100.0% | |
| | Wannock Office :- Indirect Expenditure | 0 | 34,981 | 34,981 | 0 | 0 | 0 | 100.0% | 0 |
| | Net Expenditure | 0 | (34,981) | (34,981) | 0 | | | | |
| 205 | High Street Toilets | | | | | | | | |
| 1035 | High St Toilets Community Sche | 413 | 1,650 | 1,300 | (350) | | | 126.9% | |
| | High Street Toilets :- Income | 413 | 1,650 | 1,300 | (350) | | | 126.9% | 0 |
| 4500 | Toilets High St - Cleaning | 381 | 6,187 | 11,500 | 5,313 | 4,411 | 902 | 92.2% | |
| 4501 | Toilets High St - Maintenance | 0 | 2,201 | 2,400 | 199 | | 199 | 91.7% | |
| 4504 | Toilets High St - Other | 0 | 419 | 790 | 371 | | 371 | 53.1% | |
| 4506 | Toilets High St - Vandalism | 0 | 0 | 350 | 350 | | 350 | 0.0% | |
| | High Street Toilets :- Indirect Expenditure | 381 | 8,808 | 15,040 | 6,232 | 4,411 | 1,821 | 87.9% | 0 |
| | Net Income over Expenditure | 32 | (7,158) | (13,740) | (6,582) | | | | |

Continued over page

| | | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|---|---|---|---|---|---|---|---|---|
| 301 | Town Centre and Community Safe | | | | | | | | |
| 1060 | Miscellaneous Income | 0 | 1,220 | 0 | (1,220) | | | 0.0% | |
| | Town Centre and Community Safe :- Income | 0 | 1,220 | 0 | (1,220) | | | | 0 |
| 4201 | CCTV costs | 0 | 1,039 | 5,500 | 4,461 | | 4,461 | 18.9% | |
| 4202 | Defibrillators | 0 | 1,321 | 1,500 | 179 | 353 | (174) | 111.6% | |
| 4203 | Defib replace savings | 0 | 1,743 | 2,000 | 257 | | 257 | 87.2% | |
| | Town Centre and Community Safe :- Indirect Expenditure | 0 | 4,103 | 9,000 | 4,897 | 353 | 4,544 | 49.5% | 0 |
| | Net Income over Expenditure | 0 | (2,883) | (9,000) | (6,117) | | | | |
| 302 | Recreation Grounds | | | | | | | | |
| 1022 | Brightling Road lease | 120 | 120 | 120 | 0 | | | 100.0% | |
| 1060 | Miscellaneous Income | 0 | 165 | 0 | (165) | | | 0.0% | |
| | Recreation Grounds :- Income | 120 | 285 | 120 | (165) | | | 237.7% | 0 |
| 4199 | Changing Places Toilet | 494 | 665 | 0 | (665) | | (665) | 0.0% | 665 |
| 4220 | General Maintenance | 2,843 | 17,883 | 16,000 | (1,883) | 3,926 | (5,809) | 136.3% | |
| 4223 | Grounds Maintenance | 0 | 7,290 | 6,000 | (1,290) | | (1,290) | 121.5% | |
| 4225 | Vandalism | 0 | 253 | 0 | (253) | | (253) | 0.0% | |
| 4230 | Skate Park | 0 | 52 | 3,000 | 2,948 | | 2,948 | 1.7% | (2,948) |
| 4238 | Litter Bins | 921 | 5,257 | 7,600 | 2,343 | 246 | 2,097 | 72.4% | (1,400) |
| 4240 | Oakleaf Lease Charges | 0 | 170 | 180 | 10 | | 10 | 94.4% | |
| 4241 | Dog Bins | 750 | 2,965 | 2,860 | (105) | | (105) | 103.7% | |
| 4242 | Playground Equipment | 0 | 978 | 3,000 | 2,022 | | 2,022 | 32.6% | (2,000) |
| 4243 | Safety Inspections | 45 | 1,104 | 1,800 | 696 | | 696 | 61.3% | |
| 8060 | Misc Resolved Gen Reserves & c | 0 | 3,829 | 0 | (3,829) | 9,900 | (13,729) | 0.0% | |
| | Recreation Grounds :- Indirect Expenditure | 5,053 | 40,445 | 40,440 | (5) | 14,072 | (14,077) | 134.8% | (5,683) |
| | Net Income over Expenditure | (4,933) | (40,160) | (40,320) | (160) | | | | |
| 6000 | plus Transfer from EMR | (5,854) | (5,683) | 0 | 5,683 | | | | |
| | Movement to/(from) Gen Reserve | (10,788) | (45,843) | (40,320) | 5,523 | | | | |
| 303 | Highways | | | | | | | | |
| 1051 | Urban Grasscutting Income | 0 | 5,342 | 5,342 | (0) | | | 100.0% | |
| | Highways :- Income | 0 | 5,342 | 5,342 | (0) | | | 100.0% | 0 |
| 4256 | Urban grasscutting | 0 | 22,716 | 29,000 | 6,284 | | 6,284 | 78.3% | 1,866 |
| 4258 | Flower Beds | 0 | 6,488 | 8,850 | 2,362 | | 2,362 | 73.3% | (2,000) |
| 4259 | Council Gardens - office | 10 | 121 | 1,100 | 979 | | 979 | 11.0% | |

Continued over page

| | | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|---|---|---|---|---|---|---|---|---|
| 4263 | Bulb Planting | 0 | 0 | 1,100 | 1,100 | | 1,100 | 0.0% | (1,100) |
| 4264 | SID/VAS maintenance moving | 0 | 825 | 1,100 | 275 | 275 | 0 | 100.0% | |
| | Highways :- Indirect Expenditure | 10 | 30,150 | 41,150 | 11,000 | 275 | 10,725 | 73.9% | (1,234) |
| | Net Income over Expenditure | (10) | (24,808) | (35,808) | (11,000) | | | | |
| 6000 | plus Transfer from EMR | (1,100) | (1,234) | 0 | 1,234 | | | | |
| | Movement to/(from) Gen Reserve | (1,110) | (26,042) | (35,808) | (9,766) | | | | |
| 304 | Allotments | | | | | | | | |
| 1070 | Allotment Fees | 0 | 2,803 | 2,500 | (303) | | | 112.1% | |
| 1072 | Gosford Way Allotments | 0 | 175 | 175 | 0 | | | 100.0% | |
| 1073 | Allotment Deposit Retained | 0 | 300 | 0 | (300) | | | 0.0% | 300 |
| | Allotments :- Income | 0 | 3,278 | 2,675 | (603) | | | 122.5% | 300 |
| 4270 | Allotments - maintenance | 0 | 460 | 700 | 240 | | 240 | 65.7% | 1,791 |
| 4271 | Allotments - improvements | 0 | 3,346 | 6,000 | 2,654 | | 2,654 | 55.8% | (2,500) |
| 4272 | Allotments - water | 151 | 968 | 1,000 | 32 | | 32 | 96.8% | |
| 4273 | Allotment - rent of land Gosfo | 0 | 90 | 180 | 90 | | 90 | 50.0% | |
| 4274 | Allotment Grounds maintenance | 0 | 0 | 800 | 800 | | 800 | 0.0% | |
| 8060 | Misc Resolved Gen Reserves & c | 0 | 595 | 0 | (595) | | (595) | 0.0% | |
| | Allotments :- Indirect Expenditure | 151 | 5,459 | 8,680 | 3,221 | 0 | 3,221 | 62.9% | (709) |
| | Net Income over Expenditure | (151) | (2,181) | (6,005) | (3,824) | | | | |
| 6000 | plus Transfer from EMR | (2,500) | (709) | 0 | 709 | | | | |
| 6001 | less Transfer to EMR | 0 | 300 | 0 | (300) | | | | |
| | Movement to/(from) Gen Reserve | (2,651) | (3,190) | (6,005) | (2,815) | | | | |
| 305 | Street Lighting | | | | | | | | |
| 4280 | Street Light - energy | 1,178 | 14,447 | 33,000 | 18,553 | | 18,553 | 43.8% | (15,000) |
| 4281 | Street Light - Maint contract | 0 | 10,739 | 13,000 | 2,261 | | 2,261 | 82.6% | (2,000) |
| 4282 | St Light - works/impro/maint | 0 | 829 | 10,000 | 9,171 | | 9,171 | 8.3% | (8,500) |
| 4286 | Christmas decorations | 0 | 12,899 | 14,500 | 1,601 | | 1,601 | 89.0% | |
| 4287 | Additional Christmas Decoratio | 0 | 320 | 0 | (320) | | (320) | 0.0% | |
| 8060 | Misc Resolved Gen Reserves & c | 1,365 | 1,365 | 0 | (1,365) | | (1,365) | 0.0% | |
| | Street Lighting :- Indirect Expenditure | 2,543 | 40,599 | 70,500 | 29,901 | 0 | 29,901 | 57.6% | (25,500) |
| | Net Expenditure | (2,543) | (40,599) | (70,500) | (29,901) | | | | |
| 6000 | plus Transfer from EMR | (25,500) | (25,500) | 0 | 25,500 | | | | |
| | Movement to/(from) Gen Reserve | (28,043) | (66,099) | (70,500) | (4,401) | | | | |

Continued over page

| | | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|---|---|---|---|---|---|---|---|---|
| 306 | Prize and Prize Giving | | | | | | | | |
| 4096 | Remembrance Wreath | 0 | 48 | 60 | 13 | | 13 | 79.2% | |
| | Prize and Prize Giving :- Indirect Expenditure | 0 | 48 | 60 | 13 | 0 | 13 | 79.2% | 0 |
| | Net Expenditure | 0 | (48) | (60) | (13) | | | | |
| 307 | The Polegate Partnership | | | | | | | | |
| 1040 | SponsorFlower Beds Hailsham Rd | 0 | 798 | 1,000 | 202 | | | 79.8% | |
| | The Polegate Partnership :- Income | 0 | 798 | 1,000 | 202 | | | 79.8% | 0 |
| 4305 | Polegate Partnership Admin | 0 | 298 | 0 | (298) | | (298) | 0.0% | |
| 4306 | Replace Hailsham Rd Beds | 0 | 0 | 450 | 450 | | 450 | 0.0% | (450) |
| 4307 | Hailsham Flowers Maintenance | 38 | 454 | 580 | 126 | | 126 | 78.3% | |
| | The Polegate Partnership :- Indirect Expenditure | 38 | 752 | 1,030 | 278 | 0 | 278 | 73.0% | (450) |
| | Net Income over Expenditure | (38) | 46 | (30) | (76) | | | | |
| 6000 | plus Transfer from EMR | (450) | (450) | 0 | 450 | | | | |
| | Movement to/(from) Gen Reserve | (488) | (404) | (30) | 374 | | | | |
| 401 | The Planning Committee | | | | | | | | |
| 4320 | Planning Committee - Halls | 0 | 0 | 100 | 100 | | 100 | 0.0% | |
| | The Planning Committee :- Indirect Expenditure | 0 | 0 | 100 | 100 | 0 | 100 | 0.0% | 0 |
| | Net Expenditure | 0 | 0 | (100) | (100) | | | | |
| 701 | The Retired | | | | | | | | |
| 7001 | The Retired | 0 | 1,703 | 1,800 | 97 | | 97 | 94.6% | |
| | The Retired :- Indirect Expenditure | 0 | 1,703 | 1,800 | 97 | 0 | 97 | 94.6% | 0 |
| | Net Expenditure | 0 | (1,703) | (1,800) | (97) | | | | |
| | Grand Totals:- Income | 2,735 | 541,467 | 531,144 | (10,323) | | | 101.9% | |
| | Expenditure | 23,480 | 264,239 | 311,968 | 47,729 | 23,691 | 24,038 | 92.3% | |
| | Net Income over Expenditure | (20,745) | 277,227 | 219,176 | (58,051) | | | | |
| | plus Transfer from EMR | (38,404) | (21,242) | 0 | 21,242 | | | | |
| | less Transfer to EMR | 0 | 300 | 0 | (300) | | | | |
| | Movement to/(from) Gen Reserve | (59,149) | 255,685 | 219,176 | (36,509) | | | | |

| A/c Code | Account Name | Centre | Centre Name | Debit | Credit |
|---|---|---|---|---|---|
| 105 | VAT Control | | | 10,785.33 | |
| 200 | Current/Business Premium | | | 647,030.95 | |
| 201 | Tracker Account | | | 133,524.79 | |
| 203 | HSBC Deposit A/C | | | 89,999.33 | |
| 204 | NatWest deposit A/C | | | 88,240.40 | |
| 210 | Petty Cash | | | 200.00 | |
| 310 | General reserves | | | | 249,666.03 |
| 320 | Council Office Mntce Fund | | | | 12,763.00 |
| 322 | Town Election/Poll/Referendum | | | | 6,910.71 |
| 324 | Elections Fund | | | | 20,972.97 |
| 328 | Office IT Equipment Reserve | | | | 45.40 |
| 331 | Brightling Reserve | | | | 41,362.21 |
| 334 | Town Focal Enhancemt Reserve | | | | 592.20 |
| 335 | Street Lights Reserve | | | | 85,174.06 |
| 338 | Hailsham Beds Reserve | | | | 1,848.54 |
| 339 | Office Alterations Reserve | | | | 19,899.75 |
| 341 | Staff - Consultant/Temporary | | | | 220.55 |
| 342 | S106 funds | | | | 247,799.45 |
| 344 | Play Equipment | | | | 2,665.00 |
| 346 | Neighbourhood Plan | | | | 15,000.00 |
| 347 | CCTV reserve | | | | 519.44 |
| 348 | Consultation/Newsletter | | | | 448.00 |
| 349 | CIL funds | | | | 89,104.11 |
| 350 | Picnic Benches | | | | 68.51 |
| 351 | Skate Park | | | | 9,346.00 |
| 352 | Overtime | | | | 1,546.23 |
| 353 | Polegate Community Library | | | | 49,780.00 |
| 354 | New air con unit | | | | 1,220.00 |
| 355 | Christmas Lights (new) | | | | 1,750.00 |
| 356 | Bins | | | | 5,250.00 |
| 358 | VAS (SID) | | | | 4,269.60 |
| 359 | Land purchase car park | | | | 100.00 |
| 360 | Land Purchase open space | | | | 40,100.00 |
| 362 | emr training courses | | | | 2,476.00 |
| 364 | Changing Places Toilet Maint | | | | 542.00 |
| 366 | Allotment major works | | | | 9,872.61 |
| 367 | Brightling Pathway | | | | 11,116.87 |
| 369 | Bulb Planting | | | | 1,100.00 |
| 500 | Creditors | | | | 46.20 |
| 560 | Deposits Held | | | | 3,860.00 |
| 1010 | Investment Income | 104 | General Administration | | 11,633.33 |
| 1022 | Brightling Road lease | 302 | Recreation Grounds | | 120.00 |

Continued over page

| A/c Code | Account Name | Centre | Centre Name | Debit | Credit |
|---|---|---|---|---|---|
| 1030 | Rental Income-CIC | 203 | The Pavilion | | 1,437.21 |
| 1035 | High St Toilets Community Sche | 205 | High Street Toilets | | 1,650.00 |
| 1040 | SponsorFlower Beds Hailsham Rd | 307 | The Polegate Partnership | | 798.00 |
| 1042 | Sponsorship Litter Picker | 101 | Employee costs | | 260.01 |
| 1051 | Urban Grasscutting Income | 303 | Highways | | 5,342.22 |
| 1060 | Miscellaneous Income | 102 | Administration | | 80.00 |
| 1060 | Miscellaneous Income | 103 | Town Councillors | | 636.15 |
| 1060 | Miscellaneous Income | 201 | Council Offices | | 169.60 |
| 1060 | Miscellaneous Income | 301 | Town Centre and Community Safe | | 1,220.00 |
| 1060 | Miscellaneous Income | 302 | Recreation Grounds | | 165.26 |
| 1070 | Allotment Fees | 304 | Allotments | | 2,802.80 |
| 1072 | Gosford Way Allotments | 304 | Allotments | | 175.00 |
| 1073 | Allotment Deposit Retained | 304 | Allotments | | 300.00 |
| 1076 | Precept | 104 | General Administration | | 514,937.00 |
| 4000 | [redacted] | 101 | Employee costs | [redacted] | |
| 4002 | [redacted] | 101 | Employee costs | [redacted] | |
| 4003 | [redacted] | 101 | Employee costs | [redacted] | |
| 4004 | Cleaning contract | 201 | Council Offices | 1,250.01 | |
| 4005 | [redacted] | 101 | Employee costs | [redacted] | |
| 4007 | NI (ER's) | 101 | Employee costs | 17,135.47 | |
| 4008 | Pension ER's contributions | 101 | Employee costs | 5,213.43 | |
| 4009 | Payroll | 101 | Employee costs | 1,549.92 | |
| 4010 | Internal Auditor | 102 | Administration | 377.15 | |
| 4011 | [redacted] | 101 | Employee costs | [redacted] | |
| 4012 | [redacted] | 101 | Employee costs | [redacted] | |
| 4013 | [redacted] | 101 | Employee costs | [redacted] | |
| 4014 | Consultancy/Locum Clerk | 101 | Employee costs | 5,389.50 | |
| 4015 | [redacted] | 101 | Employee costs | [redacted] | |
| 4016 | Training Exps inc course fees | 101 | Employee costs | 2,439.00 | |
| 4019 | [redacted] | 101 | Employee costs | [redacted] | |
| 4022 | [redacted] | 101 | Employee costs | [redacted] | |
| 4023 | [redacted] | 101 | Employee costs | [redacted] | |
| 4024 | HR Contract | 101 | Employee costs | 1,938.95 | |
| 4030 | Postage | 102 | Administration | 96.97 | |
| 4031 | Stationery | 102 | Administration | 1,494.93 | |
| 4032 | Photocopier copy charges | 102 | Administration | 1,155.56 | |
| 4035 | Computer consumables | 102 | Administration | 327.52 | |
| 4036 | Office IT equip't inc antiviru | 102 | Administration | 674.78 | |
| 4037 | Website | 102 | Administration | 224.01 | |
| 4039 | Legal fees | 102 | Administration | 4,905.67 | |
| 4040 | Audit Fees (external audit) | 102 | Administration | 1,365.00 | |
| 4043 | Insurance Premiums | 102 | Administration | 13,630.90 | |

Continued over page

| A/c Code | Account Name | Centre | Centre Name | Debit | Credit |
|---|---|---|---|---|---|
| 4044 | Insurance Tree Survey | 102 | Administration | 695.00 | |
| 4045 | Subscriptions | 102 | Administration | 3,461.60 | |
| 4046 | Publications | 102 | Administration | 43.00 | |
| 4050 | Town Council Elections | 102 | Administration | 9,746.29 | |
| 4056 | Bank/Barclaycard charges | 102 | Administration | 571.31 | |
| 4059 | First Aid | 102 | Administration | 112.50 | |
| 4063 | Hire of Halls | 102 | Administration | 40.50 | |
| 4069 | Office telephones | 102 | Administration | 618.82 | |
| 4070 | Broadband/Internet | 102 | Administration | 425.67 | |
| 4071 | IT Services incl backups | 102 | Administration | 3,222.09 | |
| 4072 | IT costs office 365 | 102 | Administration | 2,405.85 | |
| 4073 | IT reserve for new machines | 102 | Administration | 2,470.02 | |
| 4090 | Councillors' allowances | 103 | Town Councillors | 6,051.67 | |
| 4091 | Councillors' expenses | 103 | Town Councillors | 562.40 | |
| 4092 | Councillors' training | 103 | Town Councillors | 615.00 | |
| 4093 | Mayor's allowance Civic Duties | 103 | Town Councillors | 2,723.24 | |
| 4096 | Remembrance Wreath | 306 | Prize and Prize Giving | 47.50 | |
| 4097 | Civic Event | 103 | Town Councillors | 999.65 | |
| 4100 | Grants to other Organisations | 104 | General Administration | 350.00 | |
| 4104 | Events | 104 | General Administration | 521.99 | |
| 4105 | Finance Software | 104 | General Administration | 1,537.70 | |
| 4130 | Council Tax | 201 | Council Offices | 7,485.00 | |
| 4131 | Electricity | 201 | Council Offices | 3,511.01 | |
| 4132 | Water charges | 201 | Council Offices | 492.84 | |
| 4133 | Sewerage | 201 | Council Offices | 658.05 | |
| 4136 | Photocopier - lease | 201 | Council Offices | 928.50 | |
| 4139 | Window Cleaning | 201 | Council Offices | 275.00 | |
| 4140 | Alarm Maintenance | 201 | Council Offices | 423.00 | |
| 4141 | Fire Precautions | 201 | Council Offices | 328.88 | |
| 4142 | Other Maintenance | 201 | Council Offices | 1,151.25 | |
| 4146 | Other Office Equipment | 201 | Council Offices | 1,408.67 | |
| 4154 | Housekeeping San bins 49 & gar | 201 | Council Offices | 420.72 | |
| 4155 | Refuse Collecting | 201 | Council Offices | 1,505.83 | |
| 4162 | PWLB - Capital | 201 | Council Offices | 2,710.31 | |
| 4163 | PWLB- Interest | 201 | Council Offices | 76.23 | |
| 4170 | 51 High Street - expenditure | 202 | 51 High Street | 679.39 | |
| 4198 | PWMRG CIC Grant (Interim) | 204 | Wannock Office | 34,981.00 | |
| 4199 | Changing Places Toilet | 302 | Recreation Grounds | 664.60 | |
| 4201 | CCTV costs | 301 | Town Centre and Community Safe | 1,038.88 | |
| 4202 | Defibrillators | 301 | Town Centre and Community Safe | 1,321.00 | |
| 4203 | Defib replace savings | 301 | Town Centre and Community Safe | 1,743.00 | |
| 4220 | General Maintenance | 302 | Recreation Grounds | 17,883.25 | |

Continued over page

| A/c Code | Account Name | Centre | Centre Name | Debit | Credit |
|---|---|---|---|---|---|
| 4223 | Grounds Maintenance | 302 | Recreation Grounds | 7,290.18 | |
| 4225 | Vandalism | 302 | Recreation Grounds | 253.00 | |
| 4230 | Skate Park | 302 | Recreation Grounds | 51.67 | |
| 4238 | Litter Bins | 302 | Recreation Grounds | 5,256.54 | |
| 4240 | Oakleaf Lease Charges | 302 | Recreation Grounds | 170.00 | |
| 4241 | Dog Bins | 302 | Recreation Grounds | 2,965.00 | |
| 4242 | Playground Equipment | 302 | Recreation Grounds | 977.68 | |
| 4243 | Safety Inspections | 302 | Recreation Grounds | 1,104.00 | |
| 4256 | Urban grasscutting | 303 | Highways | 22,715.76 | |
| 4258 | Flower Beds | 303 | Highways | 6,487.98 | |
| 4259 | Council Gardens - office | 303 | Highways | 121.44 | |
| 4264 | SID/VAS maintenance moving | 303 | Highways | 825.00 | |
| 4270 | Allotments - maintenance | 304 | Allotments | 460.00 | |
| 4271 | Allotments - improvements | 304 | Allotments | 3,346.00 | |
| 4272 | Allotments - water | 304 | Allotments | 967.56 | |
| 4273 | Allotment - rent of land Gosfo | 304 | Allotments | 90.00 | |
| 4280 | Street Light - energy | 305 | Street Lighting | 14,447.03 | |
| 4281 | Street Light - Maint contract | 305 | Street Lighting | 10,739.30 | |
| 4282 | St Light - works/impro/maint | 305 | Street Lighting | 829.30 | |
| 4286 | Christmas decorations | 305 | Street Lighting | 12,898.76 | |
| 4287 | Additional Christmas Decoratio | 305 | Street Lighting | 320.00 | |
| 4305 | Polegate Partnership Admin | 307 | The Polegate Partnership | 298.00 | |
| 4307 | Hailsham Flowers Maintenance | 307 | The Polegate Partnership | 454.32 | |
| 4500 | Toilets High St - Cleaning | 205 | High Street Toilets | 6,187.46 | |
| 4501 | Toilets High St - Maintenance | 205 | High Street Toilets | 2,201.00 | |
| 4504 | Toilets High St - Other | 205 | High Street Toilets | 419.38 | |
| 6000 | Transfer from EMR | 101 | Employee costs | | 3,070.00 |
| 6000 | Transfer from EMR | 102 | Administration | | 10,597.89 |
| 6000 | Transfer from EMR | 103 | Town Councillors | | 390.53 |
| 6000 | Transfer from EMR | 104 | General Administration | | 1,000.00 |
| 6000 | Transfer from EMR | 201 | Council Offices | | 345.70 |
| 6000 | Transfer from EMR | 302 | Recreation Grounds | 5,683.40 | |
| 6000 | Transfer from EMR | 303 | Highways | 1,233.61 | |
| 6000 | Transfer from EMR | 304 | Allotments | 709.00 | |
| 6000 | Transfer from EMR | 305 | Street Lighting | 25,500.00 | |
| 6000 | Transfer from EMR | 307 | The Polegate Partnership | 450.00 | |
| 6001 | Transfer to EMR | 304 | Allotments | 300.00 | |
| 7001 | The Retired | 701 | The Retired | 1,702.52 | |
| 8060 | Misc Resolved Gen Reserves & c | 101 | Employee costs | 38,694.94 | |
| 8060 | Misc Resolved Gen Reserves & c | 102 | Administration | 2,579.63 | |
| 8060 | Misc Resolved Gen Reserves & c | 103 | Town Councillors | 3,811.50 | |
| 8060 | Misc Resolved Gen Reserves & c | 104 | General Administration | 2,976.67 | |

Continued over page

Polegate Town Council

Trial Balance for Month No: 12

Account Number Order

| A/c Code | Account Name | Centre | Centre Name | Debit | Credit |
|---|---|---|---|---|---|
| 8060 | Misc Resolved Gen Reserves & c | 201 | Council Offices | 3,093.19 | |
| 8060 | Misc Resolved Gen Reserves & c | 302 | Recreation Grounds | 3,829.01 | |
| 8060 | Misc Resolved Gen Reserves & c | 304 | Allotments | 595.00 | |
| 8060 | Misc Resolved Gen Reserves & c | 305 | Street Lighting | 1,364.69 | |
| | | | Trial Balance Totals : | 1,494,566.14 | 1,494,566.14 |
| | | | Difference | 0.00 | |

List of Payments made between 01/03/2026 and 31/03/2026

| Date Paid | Payee Name | Reference | Amount Paid | Authorized Ref | Transaction Detail |
|---|---|---|---|---|---|
| 02/03/2026 | Business Stream | DIRECT DEB | 41.07 | | 49/51 High St Water |
| 02/03/2026 | Business Stream | DIRECT DEB | 151.00 | | Cophal;l Allotments Water |
| 06/03/2026 | BrightHR | DIRECT DEB | 201.82 | | Provision of HR Services |
| 09/03/2026 | Barclays Bank | DIRECT DEB | 46.52 | | Bank Charges |
| 09/03/2026 | Nest Pension Scheme | DIRECT DEB | 943.60 | | Nest Pension February 26 |
| 12/03/2026 | Ace Landscapes | BX487263 | 378.00 | | Clear culvert at Brightling |
| 12/03/2026 | Balfour Beatty Group Ltd | BX490898 | 1,637.63 | | Christmas RCD Testing |
| 12/03/2026 | Blue Frog Cleaning Services Lt | BX498037 | 456.65 | | Cleaning Services |
| 12/03/2026 | Mr Dan Dunbar | BX502867 | 22.98 | | Card & Flowers |
| 12/03/2026 | Mr Dan Dunbar | BX503263 | 5.40 | | E'bourne Community Awards |
| 12/03/2026 | Mr Dan Dunbar | BX506745 | 10.80 | | Wealden forum at Heathfield |
| 12/03/2026 | Mr Dan Dunbar | BX505857 | 125.98 | | Thank you pens |
| 12/03/2026 | Mr Dan Dunbar | BX502900 | 44.00 | | Hire of URC hall |
| 12/03/2026 | Echo Cleaning | BX508709 | 150.00 | | Office & Window Cleaning |
| 12/03/2026 | Eastbourne Electrical LLP | BX506875 | 153.60 | | Garage light replacement |
| 12/03/2026 | Europlants Ltd | BX509222 | 57.58 | | Monthly maintenance |
| 12/03/2026 | Hampshire Flag Company Limited | BX508581 | 474.00 | | Flagpole Service |
| 12/03/2026 | Hampshire Flag Company Limited | BX510150 | 71.99 | | Repairs to Flagpole |
| 12/03/2026 | IDVerde | BX519182 | 1,920.00 | | Playground Inspections |
| 12/03/2026 | Jackson Fencing | BX495981 | 86.56 | | Replacement latch lock |
| 12/03/2026 | Kent County Council KCS | BX510182 | 222.84 | | Photocopy Lease |
| 12/03/2026 | Mulberry Local Aurhority Servi | BX510122 | 744.00 | | Professional Services |
| 12/03/2026 | PJ Skips | BX500830 | 96.00 | | Bulky waste collection |
| 12/03/2026 | Recorra Sout East Ltd | BX511567 | 67.20 | | Duty of Care |
| 12/03/2026 | RENT EVENT | BX502567 | 2,000.00 | | Tent, Furniture & Games |
| 12/03/2026 | [redacted] | BX503228 | 11.95 | | Postage |
| 12/03/2026 | SME IT Solutions Ltd | BX511756 | 329.02 | | IT Office Costs |
| 12/03/2026 | SME IT Solutions Ltd | BX513175 | 284.72 | | IT Office Expenses |
| 12/03/2026 | SME IT Solutions Ltd | BX513140 | 149.12 | | IT Phone Costs |
| 12/03/2026 | Surrey Hills Solicitors | BX511796 | 986.00 | | PADMEC Licence |
| 12/03/2026 | Sussex Mayors Association | BX498122 | 87.00 | | Sussex Mayors Association |
| 12/03/2026 | VIKING Office Depot Internatio | BX514375 | 214.80 | | 1 Office Chair |
| 12/03/2026 | VIKING Office Depot Internatio | BX513424 | 374.35 | | HP Toner Cartridges |
| 12/03/2026 | VIKING Office Depot Internatio | BX514125 | 429.60 | | 2 Office Chairs |
| 12/03/2026 | VIKING Office Depot Internatio | BX516138 | 429.60 | | 2 Office Chairs |
| 13/03/2026 | Mrs C Berry | DIRECT DEB | 192.80 | | Councillors Allowance |
| 13/03/2026 | Mr M Caira | DIRECT DEB | 192.80 | | Councillors Allowance |
| 13/03/2026 | Mr M Cunningham | DIRECT DEB | 192.80 | | Councillors Allowance |
| 13/03/2026 | Mr D Dunbar | DIRECT DEB | 302.40 | | Councillors Allowance |
| 13/03/2026 | Mr W Heasman-ONeill | DIRECT DEB | 289.20 | | Councillors Allowance |
| 13/03/2026 | Mr D Murray | DIRECT DEB | 144.60 | | Councillors Allowance |
| 13/03/2026 | Mr C A OKane | DIRECT DEB | 192.80 | | Councillors Allowance |
| 13/03/2026 | Mrs M Piper | DIRECT DEB | 242.20 | | Councillors Allowance |
| 13/03/2026 | Mr D Shing | DIRECT DEB | 144.60 | | Councillors Allowance |
| 13/03/2026 | Mr S Shing | DIRECT DEB | 144.60 | | Councillors Allowance |
| 13/03/2026 | Mr D Watts | DIRECT DEB | 192.80 | | Councillors Allowance |
| 13/03/2026 | Mr A Wood | DIRECT DEB | 190.80 | | Councillors Allowance |

Continued on Page 2

# Polegate Town Council

## Current/Business Premium

List of Payments made between 01/03/2026 and 31/03/2026

| Date Paid | Payee Name | Reference | Amount Paid | Authorized Ref | Transaction Detail |
|---|---|---|---|---|---|
| 13/03/2026 | Staff Salaries Cash Book | March Sals | 12,106.91 | | March Salary |
| 16/03/2026 | Wealden District Council | DIRECT DEB | 1,710.00 | | Litter & Dog Bins |
| 16/03/2026 | Advo Group | DIRECT DEB | 154.99 | | Payroll Services |
| 17/03/2026 | Drax Energy | DIRECT DEB | 1,413.49 | | Supply of street lighting |
| 17/03/2026 | EDF Energy | DIRECT DEB | 491.22 | | 49 High St Electric |
| 17/03/2026 | EDF Energy | DIRECT DEB | 100.79 | | 51 High St Electric |
| 20/03/2026 | Inland Revenue | DIRECT DEB | 4,542.74 | | Tax & NI for Feb 26 |
| 27/03/2026 | BarclayCard | BARCLAYCAR | 142.08 | | Misc Spend |
| 31/03/2026 | [redacted] | BX141346 | 50.00 | | [redacted] |
| 31/03/2026 | IDVerde | BX126239 | 2,112.00 | | Playground Inspections |
| 31/03/2026 | VIKING Office Depot Internatio | BX127874 | 108.21 | | Stationery & Cleaning |
| 31/03/2026 | Ace Landscapes | BX141392 | 93.60 | | Install new fencing |
| 31/03/2026 | Eastbourne Electrical LLP | BX126847 | 198.00 | | EICR Remedial works |
| 31/03/2026 | Aspen Service Ltd | BX124084 | 288.00 | | AC Service/Maintenance |
| 31/03/2026 | SLCC | BX139343 | 70.20 | | Training Course |
| 31/03/2026 | Eastbourne Electrical LLP | BX126874 | 1,860.00 | | Rectified C2 & F1 items |
| 31/03/2026 | SLCC | BX136464 | 70.20 | | Training Course |
| 31/03/2026 | Recorra Sout East Ltd | BX135932 | 79.12 | | Refuse Collection |
| 31/03/2026 | Vaughtons | BX143418 | 338.62 | | Past Mayors Badge |
| 31/03/2026 | SLCC | BX137371 | 70.20 | | Training Course |
| 31/03/2026 | Zurich Municipal | BX139008 | 7,045.99 | | Insurance Policy |
| 31/03/2026 | SME IT Solutions Ltd | BX126549 | 30.85 | | IT Office expenses |
| 31/03/2026 | Ace Landscapes | BX143266 | 295.78 | | Skate Park bins |
| 31/03/2026 | Lewes District Council | BX135976 | 54.00 | | Play Park Inspections |
| | | Total Payments | 49,254.77 | | |

| Source | Ledger | Ref No | Month | | Code | Gross | Net | VAT |
|---|---|---|---|---|---|---|---|---|
| Cashbook | 1 | | 11 | | | 378.00 | 315.00 | 63.00 |
| Cashbook | 1 | | 12 | | | 495.00 | 412.50 | 82.50 |
| | | OUTPUT | | Total Rate: | S | 873.00 | 727.50 | 145.50 |
| Cashbook | 5 | | 10 | | | 106.65 | 106.65 | 0.00 |
| Cashbook | 1 | | 12 | | | 120.00 | 120.00 | 0.00 |
| | | OUTPUT | | Total Rate: | Z | 226.65 | 226.65 | 0.00 |
| Cashbook | 1 | | 10 | | | 59.93 | 57.08 | 2.85 |
| Cashbook | 1 | | 11 | | | 113.07 | 107.69 | 5.38 |
| Cashbook | 1 | | 12 | | | 100.79 | 95.99 | 4.80 |
| | | INPUT | | Total Rate: | LR | 273.79 | 260.76 | 13.03 |
| Purchase Ledger | 1 | 258 | 10 | | | 23,875.86 | 19,896.54 | 3,979.32 |
| Cashbook | 1 | | 10 | | | 4,507.35 | 3,733.49 | 773.86 |
| Purchase Ledger | 1 | 260 | 11 | | | 9,090.39 | 7,575.32 | 1,515.07 |
| Purchase Ledger | 1 | 262 | 11 | | | 3,311.83 | 2,759.85 | 551.98 |
| Cashbook | 1 | | 11 | | | 2,927.06 | 2,439.22 | 487.84 |
| Purchase Ledger | 1 | 263 | 12 | | | 11,839.24 | 9,866.03 | 1,973.21 |
| Purchase Ledger | 1 | 265 | 12 | | | -592.44 | -493.70 | -98.74 |
| Purchase Ledger | 1 | 266 | 12 | | | 592.44 | 493.70 | 98.74 |
| Purchase Ledger | 1 | 267 | 12 | | | 5,714.98 | 4,762.47 | 952.51 |
| Cashbook | 1 | | 12 | | | 4,104.15 | 3,420.14 | 684.01 |
| | | INPUT | | Total Rate: | S | 65,370.86 | 54,453.06 | 10,917.80 |
| Purchase Ledger | 1 | 258 | 10 | | | 1,524.35 | 1,524.35 | 0.00 |
| Cashbook | 1 | | 10 | | | 11,654.59 | 11,654.59 | 0.00 |
| Cashbook | 3 | | 10 | | | 92.51 | 92.51 | 0.00 |
| Purchase Ledger | 1 | 260 | 11 | | | 135.69 | 135.69 | 0.00 |
| Purchase Ledger | 1 | 262 | 11 | | | 10.25 | 10.25 | 0.00 |
| Cashbook | 1 | | 11 | | | 248.66 | 248.66 | 0.00 |
| Purchase Ledger | 1 | 263 | 12 | | | 182.13 | 182.13 | 0.00 |
| Purchase Ledger | 1 | 267 | 12 | | | 7,045.99 | 7,045.99 | 0.00 |
| Cashbook | 1 | | 12 | | | 1,191.64 | 1,191.64 | 0.00 |
| | | INPUT | | Total Rate: | Z | 22,085.81 | 22,085.81 | 0.00 |

| Source | Ledger | Ref No | Month | Code | Gross | Net | VAT |
|---|---|---|---|---|---|---|---|
| VAT Return Summary: | | | | Total Outputs | 1,099.65 | 954.15 | 145.50 |
| | | | | Total Inputs | 87,730.46 | 76,799.63 | 10,930.83 |

| | Box | |
|---|---|---|
| VAT due in the period on sales and other outputs | Box 1 | 145.50 |
| VAT due in the period on acquisitions of goods made in Northern Ireland from EU Member States | 2 | 0.00 |
| Total VAT due | 3 | 145.50 |
| VAT reclaimed in the period on purchases and other inputs (including acquisitions in Northern Ireland from EU member states) | 4 | 10,930.83 |
| Net VAT to reclaim from HMRC | 5 | 10,785.33 |
| Total value of sales and all other outputs excluding any VAT | 6 | 954.00 |
| Total value of purchases and all other inputs excluding any VAT | 7 | 76,799.00 |
| Total value of dispatches of goods and related costs (excluding VAT) from Northern Ireland to EU Member States | 8 | 0.00 |
| Total value of acquisitions of goods and related costs (excluding VAT) made in Northern Ireland from EU Member States | 9 | 0.00 |
| VAT on acquisitions of goods and related costs made in Northern Ireland from EU Member States | | 0.00 |

BARCLAYS

30 April 2026

THE OFFICIALS
POLEGATE TOWN COUNCIL
COUNCIL OFFICE
49 HIGH STREET
POLEGATE
EAST SUSSEX
BN26 6AL

2/7

# Your Business accounts – at a glance

## Up-to-date account information

To get your current balances or find out about other accounts you have that aren't listed here, log on to online banking (if you're registered), or call us on 0345 605 2345 .

## Your balances on 30 April 2026

| | |
|---|---|
| **Business Current Accounts** | |
| Business Current Account Statement | £50,000.00 |
| [redacted] | |
| **Business Savings Accounts** | |
| Business Premium Account | £1,163,089.98 |
| [redacted] | |
| Business Premium Account | £133,524.79 |
| [redacted] | |

This is the end of your account summary.

18230 00002 F1VI003A 2 of 7

HSBC UK

Contact tel 03457 60 60 60
see reverse for call times
Text phone 03457 125 563
used by deaf or speech impaired customers
www.hsbc.co.uk

# Your Statement

B

[redacted]

71339 046114 0137 E 38500

| Account Summary | |
|---|---|
| Opening Balance | 89,999.33 |
| Payments In | 97.84 |
| Payments Out | 0.00 |
| Closing Balance | 90,097.17 |

**Interest Rate - Valid as at end date of the statement period**
1.29% AER

**International Bank Account Number**
[redacted]

**Branch Identifier Code**
[redacted]

**13 March to 12 April 2026**

**Account Name**
Polegate Town Council

| Sortcode | Account Number | Sheet Number |
|---|---|---|
| [redacted] | | 78 |

1/1

## Your Business Money Manager details

| Date | | Payment type and details | Paid out | Paid in | Balance |
|---|---|---|---|---|---|
| **12 Mar 26** | | **BALANCE BROUGHT FORWARD** | | | **89,999.33** |
| 12 Apr 26 | CR | GROSS INTEREST | | | |
| | | TO 11APR2026 | | 97.84 | 90,097.17 |
| **12 Apr 26** | | **BALANCE CARRIED FORWARD** | | | **90,097.17** |

## Information about the Financial Services Compensation Scheme

Most deposits made by HSBC Business customers are eligible for protection under the Financial Services Compensation Scheme (FSCS). For further information about the compensation provided by the FSCS, refer to the FSCS website at fscs.org.uk, call into your nearest branch or call your telephone banking service. Further details can be found on the FSCS Information Sheet and Exclusions List which is available on our website (hsbc.co.uk/fscs/).

Bank Reconciliation Statement as at 30/04/2026
for Cashbook 1 - Current/Business Premium

| Bank Statement Account Name (s) | Statement Date | Page No | Balances |
|---|---|---|---|
| Current Account | 30/04/2026 | | 50,000.00 |
| Business Premium Account | 30/04/2026 | | 1,163,089.98 |
| | | | 1,213,089.98 |
| Unpresented Payments (Minus) | | Amount | |
| | | 0.00 | |
| | | | 0.00 |
| | | | 1,213,089.98 |
| Unpresented Receipts (Plus) | | | |
| | | 0.00 | |
| | | | 0.00 |
| | | | 1,213,089.98 |
| | | Balance per Cash Book is :- | 1,213,089.98 |
| | | Difference is :- | 0.00 |

Signatory 1:

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

Signatory 2:

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

Bank Reconciliation Statement as at 30/04/2026
for Cashbook 2 - Tracker Account

| Bank Statement Account Name (s) | Statement Date | Page No | Balances |
|---|---|---|---|
| Tracker Account | 30/04/2026 | | 133,524.79 |
| | | | 133,524.79 |

| Unpresented Payments (Minus) | Amount | |
|---|---|---|
| | 0.00 | |
| | | 0.00 |
| | | 133,524.79 |

| Unpresented Receipts (Plus) | | |
|---|---|---|
| | 0.00 | |
| | | 0.00 |
| | | 133,524.79 |
| | Balance per Cash Book is :- | 133,524.79 |
| | Difference is :- | 0.00 |

Signatory 1:

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

Signatory 2:

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

Bank Reconciliation Statement as at 30/04/2026
for Cashbook 3 - Petty Cash

| Bank Statement Account Name (s) | Statement Date | Page No | Balances |
|---|---|---|---|
| Petty Cash Account | 30/04/2026 | | 200.00 |
| | | | 200.00 |

| Unpresented Payments (Minus) | Amount | |
|---|---|---|
| | 0.00 | |
| | | 0.00 |
| | | 200.00 |

| Unpresented Receipts (Plus) | | |
|---|---|---|
| | 0.00 | |
| | | 0.00 |
| | | 200.00 |
| | Balance per Cash Book is :- | 200.00 |
| | Difference is :- | 0.00 |

Signatory 1:

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

Signatory 2:

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

Bank Reconciliation Statement as at 30/04/2026
for Cashbook 4 - Staff Salaries Cash Book

| Bank Statement Account Name (s) | Statement Date | Page No | Balances |
|---|---|---|---|
| Salaries Control | 30/04/2026 | | 0.00 |
| | | | 0.00 |

| Unpresented Payments (Minus) | Amount | |
|---|---|---|
| | 0.00 | |
| | | 0.00 |
| | | 0.00 |

| Unpresented Receipts (Plus) | | |
|---|---|---|
| | 0.00 | |
| | | 0.00 |
| | | 0.00 |
| | Balance per Cash Book is :- | 0.00 |
| | Difference is :- | 0.00 |

Signatory 1:

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

Signatory 2:

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

Bank Reconciliation Statement as at 30/04/2026
for Cashbook 5 - Current/Business Premium HSBC

| Bank Statement Account Name (s) | Statement Date | Page No | Balances |
|---|---|---|---|
| HSBC deposit Account | 30/04/2026 | | 90,097.17 |
| | | | 90,097.17 |

| Unpresented Payments (Minus) | Amount | |
|---|---|---|
| | 0.00 | |
| | | 0.00 |
| | | 90,097.17 |

| Unpresented Receipts (Plus) | | |
|---|---|---|
| | 0.00 | |
| | | 0.00 |
| | | 90,097.17 |
| | Balance per Cash Book is :- | 90,097.17 |
| | Difference is :- | 0.00 |

Signatory 1:

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

Signatory 2:

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

Bank Reconciliation Statement as at 30/04/2026
for Cashbook 6 - NatWest deposit A/C

| Bank Statement Account Name (s) | Statement Date | Page No | Balances |
|---|---|---|---|
| Natwest Reserve Account | 30/04/2026 | 1 | 0.00 |
| | | | 0.00 |

| Unpresented Payments (Minus) | Amount | |
|---|---|---|
| | 0.00 | |
| | | 0.00 |
| | | 0.00 |

| Unpresented Receipts (Plus) | | |
|---|---|---|
| | 0.00 | |
| | | 0.00 |
| | | 0.00 |
| | Balance per Cash Book is :- | 0.00 |
| | Difference is :- | 0.00 |

Signatory 1:

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

Signatory 2:

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

# Polegate Town Council



Summary Income & Expenditure by Budget Heading 30/04/2026

Cost Centre Report

| | | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent |
|---|---|---|---|---|---|---|---|---|
| 101 Employee costs | Income | (2,124) | (2,124) | 3,500 | 5,624 | | | (60.7%) |
| | Expenditure | 22,322 | 22,322 | 284,567 | 262,245 | 14,133 | 248,111 | 12.8% |
| | Net Income over Expenditure | (24,446) | (24,446) | (281,067) | (256,621) | | | |
| | plus Transfer from EMR | 0 | 0 | 0 | 0 | | | |
| | less Transfer to EMR | 0 | 0 | 0 | 0 | | | |
| | Movement to/(from) Gen Reserve | (24,446) | (24,446) | (281,067) | (256,621) | | | |
| | Grand Totals:- Income | (2,124) | (2,124) | 3,500 | 5,624 | | | (60.7%) |
| | Expenditure | 22,322 | 22,322 | 284,567 | 262,245 | 14,133 | 248,111 | 12.8% |
| | Net Income over Expenditure | (24,446) | (24,446) | (281,067) | (256,621) | | | |
| | plus Transfer from EMR | 0 | 0 | 0 | 0 | | | |
| | less Transfer to EMR | 0 | 0 | 0 | 0 | | | |
| | Movement to/(from) Gen Reserve | (24,446) | (24,446) | (281,067) | (256,621) | | | |

| | | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|---|---|---|---|---|---|---|---|---|
| 102 | Administration | | | | | | | | |
| 4010 | Internal Auditor | 98 | 98 | 500 | 402 | | 402 | 19.5% | |
| 4030 | Postage | 0 | 0 | 100 | 100 | | 100 | 0.0% | |
| 4031 | Stationery | 240 | 240 | 1,575 | 1,335 | | 1,335 | 15.2% | |
| 4032 | Photocopier copy charges | 0 | 0 | 1,545 | 1,545 | | 1,545 | 0.0% | |
| 4035 | Computer consumables | 0 | 0 | 350 | 350 | | 350 | 0.0% | |
| 4036 | Office IT equip't inc antiviru | 24 | 24 | 825 | 801 | | 801 | 2.9% | |
| 4037 | Website | 0 | 0 | 412 | 412 | | 412 | 0.0% | |
| 4039 | Legal fees | 235 | 235 | 5,000 | 4,765 | | 4,765 | 4.7% | |
| 4040 | Audit Fees (external audit) | 0 | 0 | 1,648 | 1,648 | | 1,648 | 0.0% | |
| 4043 | Insurance Premiums | 7,046 | 7,046 | 10,000 | 2,954 | | 2,954 | 70.5% | |
| 4044 | Insurance Tree Survey | 0 | 0 | 2,000 | 2,000 | | 2,000 | 0.0% | |
| 4045 | Subscriptions | 2,557 | 2,557 | 4,200 | 1,643 | | 1,643 | 60.9% | |
| 4046 | Publications | 0 | 0 | 400 | 400 | | 400 | 0.0% | |
| 4047 | Advertising | 0 | 0 | 150 | 150 | | 150 | 0.0% | |
| 4049 | Tree Works | 260 | 260 | 10,000 | 9,740 | | 9,740 | 2.6% | |
| 4050 | Town Council Elections | 0 | 0 | 5,000 | 5,000 | | 5,000 | 0.0% | |
| 4053 | Refreshments | 0 | 0 | 250 | 250 | | 250 | 0.0% | |
| 4056 | Bank/Barclaycard charges | 45 | 45 | 800 | 755 | | 755 | 5.6% | |
| 4059 | First Aid | 0 | 0 | 150 | 150 | | 150 | 0.0% | |
| 4063 | Hire of Halls | 0 | 0 | 300 | 300 | | 300 | 0.0% | |
| 4069 | Office telephones | (3,087) | (3,087) | 1,200 | 4,287 | 3,164 | 1,123 | 6.4% | |
| 4070 | Broadband/Internet | 60 | 60 | 730 | 670 | | 670 | 8.2% | |
| 4071 | IT Services incl backups | 0 | 0 | 4,500 | 4,500 | | 4,500 | 0.0% | |
| 4072 | IT costs office 365 | 213 | 213 | 3,500 | 3,287 | | 3,287 | 6.1% | |
| 4073 | IT reserve for new machines | 40 | 40 | 3,500 | 3,460 | | 3,460 | 1.1% | |
| 8060 | Misc Resolved Gen Reserves & c | 618 | 618 | 0 | (618) | 4,230 | (4,848) | 0.0% | |
| | Administration :- Indirect Expenditure | 8,349 | 8,349 | 58,635 | 50,286 | 7,394 | 42,892 | 26.8% | 0 |
| | Net Expenditure | (8,349) | (8,349) | (58,635) | (50,286) | | | | |
| 103 | Town Councillors | | | | | | | | |
| 4090 | Councillors' allowances | 607 | 607 | 8,300 | 7,693 | | 7,693 | 7.3% | |
| 4091 | Councillors' expenses | 0 | 0 | 600 | 600 | | 600 | 0.0% | |
| 4092 | Councillors' training | 0 | 0 | 500 | 500 | | 500 | 0.0% | |
| 4093 | Mayor's allowance Civic Duties | 242 | 242 | 1,500 | 1,258 | | 1,258 | 16.1% | |
| 4097 | Civic Event | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| | Town Councillors :- Indirect Expenditure | 849 | 849 | 11,900 | 11,051 | 0 | 11,051 | 7.1% | 0 |
| | Net Expenditure | (849) | (849) | (11,900) | (11,051) | | | | |

Continued over page

| | | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|---|---|---|---|---|---|---|---|---|
| 104 | General Administration | | | | | | | | |
| 1010 | Investment Income | 669 | 669 | 4,000 | 3,331 | | | 16.7% | |
| 1063 | CIL funds from developers | 210,777 | 210,777 | 0 | (210,777) | | | 0.0% | |
| 1076 | Precept | 293,565 | 293,565 | 587,130 | 293,565 | | | 50.0% | |
| | General Administration :- Income | 505,011 | 505,011 | 591,130 | 86,119 | | | 85.4% | 0 |
| 4100 | Grants to other Organisations | 0 | 0 | 2,500 | 2,500 | | 2,500 | 0.0% | |
| 4103 | Public Info event(s) | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| 4104 | Events | 0 | 0 | 2,000 | 2,000 | | 2,000 | 0.0% | |
| 4105 | Finance Software | 1,498 | 1,498 | 2,000 | 502 | | 502 | 74.9% | |
| 4108 | Summer Festival | 0 | 0 | 7,000 | 7,000 | | 7,000 | 0.0% | |
| 8060 | Misc Resolved Gen Reserves & c | 2,310 | 2,310 | 0 | (2,310) | | (2,310) | 0.0% | |
| | General Administration :- Indirect Expenditure | 3,808 | 3,808 | 14,500 | 10,692 | 0 | 10,692 | 26.3% | 0 |
| | Net Income over Expenditure | 501,203 | 501,203 | 576,630 | 75,427 | | | | |
| 201 | Council Offices | | | | | | | | |
| 4004 | Cleaning contract | 100 | 100 | 1,260 | 1,160 | | 1,160 | 7.9% | |
| 4130 | Council Tax | 785 | 785 | 8,000 | 7,215 | | 7,215 | 9.8% | |
| 4131 | Electricity | 272 | 272 | 5,000 | 4,728 | | 4,728 | 5.4% | |
| 4132 | Water charges | 41 | 41 | 1,000 | 959 | | 959 | 4.1% | |
| 4133 | Sewerage | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| 4136 | Photocopier - lease | 186 | 186 | 1,500 | 1,314 | | 1,314 | 12.4% | |
| 4139 | Window Cleaning | 25 | 25 | 350 | 325 | | 325 | 7.1% | |
| 4140 | Alarm Maintenance | 0 | 0 | 560 | 560 | | 560 | 0.0% | |
| 4141 | Fire Precautions | 0 | 0 | 560 | 560 | | 560 | 0.0% | |
| 4142 | Other Maintenance | 0 | 0 | 1,500 | 1,500 | | 1,500 | 0.0% | |
| 4146 | Other Office Equipment | (144) | (144) | 2,000 | 2,144 | 144 | 2,000 | 0.0% | |
| 4154 | Housekeeping San bins 49 & gar | 259 | 259 | 400 | 141 | | 141 | 64.9% | |
| 4155 | Refuse Collecting | 69 | 69 | 2,000 | 1,931 | | 1,931 | 3.4% | |
| | Council Offices :- Indirect Expenditure | 1,594 | 1,594 | 25,130 | 23,536 | 144 | 23,392 | 6.9% | 0 |
| | Net Expenditure | (1,594) | (1,594) | (25,130) | (23,536) | | | | |
| 202 | 51 High Street | | | | | | | | |
| 4170 | 51 High Street - expenditure | 70 | 70 | 2,000 | 1,930 | | 1,930 | 3.5% | |
| | 51 High Street :- Indirect Expenditure | 70 | 70 | 2,000 | 1,930 | 0 | 1,930 | 3.5% | 0 |
| | Net Expenditure | (70) | (70) | (2,000) | (1,930) | | | | |

Continued over page

| | | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|---|---|---|---|---|---|---|---|---|
| 203 | The Pavilion | | | | | | | | |
| 1030 | Rental Income-CIC | 0 | 0 | 1,500 | 1,500 | | | 0.0% | |
| | The Pavilion :- Income | 0 | 0 | 1,500 | 1,500 | | | 0.0% | 0 |
| | Net Income | 0 | 0 | 1,500 | 1,500 | | | | |
| 204 | Wannock Office | | | | | | | | |
| 4198 | PWMRG CIC Grant (Interim) | 0 | 0 | 33,800 | 33,800 | | 33,800 | 0.0% | |
| | Wannock Office :- Indirect Expenditure | 0 | 0 | 33,800 | 33,800 | 0 | 33,800 | 0.0% | 0 |
| | Net Expenditure | 0 | 0 | (33,800) | (33,800) | | | | |
| 205 | High Street Toilets | | | | | | | | |
| 1035 | High St Toilets Community Sche | 413 | 413 | 1,300 | 888 | | | 31.7% | |
| | High Street Toilets :- Income | 413 | 413 | 1,300 | 888 | | | 31.7% | 0 |
| 4500 | Toilets High St - Cleaning | 381 | 381 | 7,000 | 6,619 | 4,411 | 2,209 | 68.4% | |
| 4501 | Toilets High St - Maintenance | 0 | 0 | 2,500 | 2,500 | | 2,500 | 0.0% | |
| 4504 | Toilets High St - Other | 129 | 129 | 800 | 671 | | 671 | 16.1% | |
| 4506 | Toilets High St - Vandalism | 0 | 0 | 400 | 400 | | 400 | 0.0% | |
| | High Street Toilets :- Indirect Expenditure | 510 | 510 | 10,700 | 10,190 | 4,411 | 5,780 | 46.0% | 0 |
| | Net Income over Expenditure | (97) | (97) | (9,400) | (9,303) | | | | |
| 301 | Town Centre and Community Safe | | | | | | | | |
| 4201 | CCTV costs | 1,039 | 1,039 | 5,500 | 4,461 | | 4,461 | 18.9% | |
| 4202 | Defibrillators | (353) | (353) | 1,500 | 1,853 | 353 | 1,500 | 0.0% | |
| 4203 | Defib replace savings | 0 | 0 | 2,000 | 2,000 | | 2,000 | 0.0% | |
| 8060 | Misc Resolved Gen Reserves & c | 3,528 | 3,528 | 0 | (3,528) | | (3,528) | 0.0% | |
| | Town Centre and Community Safe :- Indirect Expenditure | 4,214 | 4,214 | 9,000 | 4,786 | 353 | 4,433 | 50.7% | 0 |
| | Net Expenditure | (4,214) | (4,214) | (9,000) | (4,786) | | | | |
| 302 | Recreation Grounds | | | | | | | | |
| 1022 | Brightling Road lease | 0 | 0 | 120 | 120 | | | 0.0% | |
| | Recreation Grounds :- Income | 0 | 0 | 120 | 120 | | | 0.0% | 0 |
| 4220 | General Maintenance | (2,418) | (2,418) | 20,000 | 22,418 | 3,003 | 19,416 | 2.9% | |
| 4223 | Grounds Maintenance | 0 | 0 | 10,000 | 10,000 | | 10,000 | 0.0% | |
| 4224 | Travel Costs re playgrounds | 0 | 0 | 2,000 | 2,000 | | 2,000 | 0.0% | |
| 4226 | Jubilee Nature Reserve | 0 | 0 | 2,000 | 2,000 | | 2,000 | 0.0% | |

Continued over page

| | | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|---|---|---|---|---|---|---|---|---|
| 4230 | Skate Park | 0 | 0 | 3,000 | 3,000 | | 3,000 | 0.0% | |
| 4238 | Litter Bins | 0 | 0 | 8,000 | 8,000 | 246 | 7,754 | 3.1% | |
| 4240 | Oakleaf Lease Charges | 170 | 170 | 180 | 10 | | 10 | 94.4% | |
| 4241 | Dog Bins | 0 | 0 | 3,000 | 3,000 | | 3,000 | 0.0% | |
| 4242 | Playground Equipment | 0 | 0 | 11,000 | 11,000 | | 11,000 | 0.0% | |
| 4243 | Safety Inspections | 45 | 45 | 4,000 | 3,955 | | 3,955 | 1.1% | |
| 8060 | Misc Resolved Gen Reserves & c | 10,728 | 10,728 | 0 | (10,728) | 5,350 | (16,079) | 0.0% | |
| | Recreation Grounds :- Indirect Expenditure | 8,525 | 8,525 | 63,180 | 54,655 | 8,599 | 46,055 | 27.1% | 0 |
| | Net Income over Expenditure | (8,525) | (8,525) | (63,060) | (54,535) | | | | |
| 303 | Highways | | | | | | | | |
| 1051 | Urban Grasscutting Income | 6,906 | 6,906 | 6,906 | 0 | | | 100.0% | |
| | Highways :- Income | 6,906 | 6,906 | 6,906 | 0 | | | 100.0% | 0 |
| 4256 | Urban grasscutting | 0 | 0 | 30,000 | 30,000 | | 30,000 | 0.0% | |
| 4258 | Flower Beds | 0 | 0 | 8,850 | 8,850 | | 8,850 | 0.0% | |
| 4259 | Council Gardens - office | 10 | 10 | 1,100 | 1,090 | | 1,090 | 0.9% | |
| 4263 | Bulb Planting | 0 | 0 | 2,000 | 2,000 | | 2,000 | 0.0% | |
| 4264 | SID/VAS maintenance moving | 0 | 0 | 1,100 | 1,100 | 275 | 825 | 25.0% | |
| | Highways :- Indirect Expenditure | 10 | 10 | 43,050 | 43,040 | 275 | 42,765 | 0.7% | 0 |
| | Net Income over Expenditure | 6,896 | 6,896 | (36,144) | (43,040) | | | | |
| 304 | Allotments | | | | | | | | |
| 1070 | Allotment Fees | 19 | 19 | 2,500 | 2,481 | | | 0.8% | |
| 1072 | Gosford Way Allotments | 0 | 0 | 175 | 175 | | | 0.0% | |
| | Allotments :- Income | 19 | 19 | 2,675 | 2,656 | | | 0.7% | 0 |
| 4270 | Allotments - maintenance | 139 | 139 | 1,000 | 862 | 399 | 463 | 53.7% | |
| 4271 | Allotments - improvements | 0 | 0 | 6,000 | 6,000 | | 6,000 | 0.0% | |
| 4272 | Allotments - water | 151 | 151 | 2,000 | 1,849 | | 1,849 | 7.5% | |
| 4273 | Allotment - rent of land Gosfo | 0 | 0 | 180 | 180 | | 180 | 0.0% | |
| 4274 | Allotment Grounds maintenance | 0 | 0 | 800 | 800 | | 800 | 0.0% | |
| | Allotments :- Indirect Expenditure | 290 | 290 | 9,980 | 9,691 | 399 | 9,292 | 6.9% | 0 |
| | Net Income over Expenditure | (270) | (270) | (7,305) | (7,035) | | | | |
| 305 | Street Lighting | | | | | | | | |
| 4280 | Street Light - energy | 1,075 | 1,075 | 25,000 | 23,925 | | 23,925 | 4.3% | |
| 4281 | Street Light - Maint contract | 5,584 | 5,584 | 15,000 | 9,416 | | 9,416 | 37.2% | |
| 4282 | St Light - works/impro/maint | 0 | 0 | 12,000 | 12,000 | | 12,000 | 0.0% | |

Continued over page

| | | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|---|---|---|---|---|---|---|---|---|
| 4286 | Christmas decorations | (700) | (700) | 16,000 | 16,700 | | 16,700 | (4.4%) | |
| | Street Lighting :- Indirect Expenditure | 5,959 | 5,959 | 68,000 | 62,041 | 0 | 62,041 | 8.8% | 0 |
| | Net Expenditure | (5,959) | (5,959) | (68,000) | (62,041) | | | | |
| 306 | Prize and Prize Giving | | | | | | | | |
| 4096 | Remembrance Wreath | 0 | 0 | 70 | 70 | | 70 | 0.0% | |
| | Prize and Prize Giving :- Indirect Expenditure | 0 | 0 | 70 | 70 | 0 | 70 | 0.0% | 0 |
| | Net Expenditure | 0 | 0 | (70) | (70) | | | | |
| 307 | The Polegate Partnership | | | | | | | | |
| 1040 | SponsorFlower Beds Hailsham Rd | (250) | (250) | 0 | 250 | | | 0.0% | |
| | The Polegate Partnership :- Income | (250) | (250) | 0 | 250 | | | | 0 |
| 4306 | Replace Hailsham Rd Beds | 0 | 0 | 450 | 450 | | 450 | 0.0% | |
| 4307 | Hailsham Flowers Maintenance | 38 | 38 | 600 | 562 | | 562 | 6.3% | |
| | The Polegate Partnership :- Indirect Expenditure | 38 | 38 | 1,050 | 1,012 | 0 | 1,012 | 3.6% | 0 |
| | Net Income over Expenditure | (288) | (288) | (1,050) | (762) | | | | |
| 401 | The Planning Committee | | | | | | | | |
| 4320 | Planning Committee - Halls | 0 | 0 | 50 | 50 | | 50 | 0.0% | |
| | The Planning Committee :- Indirect Expenditure | 0 | 0 | 50 | 50 | 0 | 50 | 0.0% | 0 |
| | Net Expenditure | 0 | 0 | (50) | (50) | | | | |
| 701 | The Retired | | | | | | | | |
| 7001 | The Retired | 0 | 0 | 2,000 | 2,000 | | 2,000 | 0.0% | |
| | The Retired :- Indirect Expenditure | 0 | 0 | 2,000 | 2,000 | 0 | 2,000 | 0.0% | 0 |
| | Net Expenditure | 0 | 0 | (2,000) | (2,000) | | | | |
| | Grand Totals:- Income | 512,099 | 512,099 | 603,631 | 91,532 | | | 84.8% | |
| | Expenditure | 34,214 | 34,214 | 353,045 | 318,831 | 21,575 | 297,256 | 15.8% | |
| | Net Income over Expenditure | 477,884 | 477,884 | 250,586 | (227,298) | | | | |
| | Movement to/(from) Gen Reserve | 477,884 | 477,884 | 250,586 | (227,298) | | | | |

Account Number Order

| A/c Code | Account Name | Centre | Centre Name | Debit | Credit |
|---|---|---|---|---|---|
| 105 | VAT Control | | | 6,928.61 | |
| 200 | Current/Business Premium | | | 1,213,089.98 | |
| 201 | Tracker Account | | | 133,524.79 | |
| 203 | HSBC Deposit A/C | | | 90,097.17 | |
| 210 | Petty Cash | | | 200.00 | |
| 310 | General reserves | | | | 270,723.17 |
| 320 | Council Office Mntce Fund | | | | 12,763.00 |
| 322 | Town Election/Poll/Referendum | | | | 6,910.71 |
| 324 | Elections Fund | | | | 20,972.97 |
| 328 | Office IT Equipment Reserve | | | | 45.40 |
| 331 | Brightling Reserve | | | | 41,362.21 |
| 334 | Town Focal Enhancemt Reserve | | | | 592.20 |
| 335 | Street Lights Reserve | | | | 85,174.06 |
| 338 | Hailsham Beds Reserve | | | | 1,848.54 |
| 339 | Office Alterations Reserve | | | | 19,899.75 |
| 341 | Staff - Consultant/Temporary | | | | 220.55 |
| 342 | S106 funds | | | | 251,207.38 |
| 344 | Play Equipment | | | | 2,665.00 |
| 346 | Neighbourhood Plan | | | | 15,000.00 |
| 347 | CCTV reserve | | | | 519.44 |
| 348 | Consultation/Newsletter | | | | 448.00 |
| 349 | CIL funds | | | | 91,035.06 |
| 350 | Picnic Benches | | | | 68.51 |
| 351 | Skate Park | | | | 9,346.00 |
| 352 | Overtime | | | | 1,546.23 |
| 353 | Polegate Community Library | | | | 49,780.00 |
| 354 | New air con unit | | | | 1,220.00 |
| 355 | Christmas Lights (new) | | | | 1,750.00 |
| 356 | Bins | | | | 5,250.00 |
| 358 | VAS (SID) | | | | 4,269.60 |
| 359 | Land purchase car park | | | | 100.00 |
| 360 | Land Purchase open space | | | | 40,100.00 |
| 362 | emr training courses | | | | 2,476.00 |
| 364 | Changing Places Toilet Maint | | | | 542.00 |
| 365 | Mayors residual fund | | | | 302.00 |
| 366 | Allotment major works | | | | 9,872.61 |
| 367 | Brightling Pathway | | | | 11,116.87 |
| 369 | Bulb Planting | | | | 1,100.00 |
| 370 | Brightling Vandalism | | | | 5,000.00 |
| 380 | CM Administrator | | | | 1,681.00 |
| 500 | Creditors | | | | 19,633.93 |
| 560 | Deposits Held | | | | 3,860.00 |

Continued over page

| A/c Code | Account Name | Centre | Centre Name | Debit | Credit |
|---|---|---|---|---|---|
| 1010 | Investment Income | 104 | General Administration | | 668.60 |
| 1035 | High St Toilets Community Sche | 205 | High Street Toilets | | 412.50 |
| 1040 | SponsorFlower Beds Hailsham Rd | 307 | The Polegate Partnership | 250.00 | |
| 1042 | Sponsorship Litter Picker | 101 | Employee costs | 2,123.79 | |
| 1051 | Urban Grasscutting Income | 303 | Highways | | 6,905.79 |
| 1063 | CIL funds from developers | 104 | General Administration | | 210,777.44 |
| 1070 | Allotment Fees | 304 | Allotments | | 19.25 |
| 1076 | Precept | 104 | General Administration | | 293,565.00 |
| 4000 | [redacted] | 101 | Employee costs | [redacted] | |
| 4002 | [redacted] | 101 | Employee costs | [redacted] | |
| 4003 | [redacted] | 101 | Employee costs | [redacted] | |
| 4004 | Cleaning contract | 201 | Council Offices | 100.00 | |
| 4007 | [redacted] | 101 | Employee costs | [redacted] | |
| 4008 | Pension ER's contributions | 101 | Employee costs | 460.49 | |
| 4009 | Payroll | 101 | Employee costs | 129.16 | |
| 4010 | Internal Auditor | 102 | Administration | 97.70 | |
| 4011 | [redacted] | 101 | Employee costs | [redacted] | |
| 4012 | [redacted] | 101 | Employee costs | [redacted] | |
| 4013 | [redacted] | 101 | Employee costs | [redacted] | |
| 4014 | Consultancy/Locum Clerk | 101 | Employee costs | | 1,145.00 |
| 4016 | Training Exps inc course fees | 101 | Employee costs | 277.00 | |
| 4019 | [redacted] | 101 | Employee costs | [redacted] | |
| 4022 | [redacted] | 101 | Employee costs | [redacted] | |
| 4023 | [redacted] | 101 | Employee costs | [redacted] | |
| 4024 | HR Contract | 101 | Employee costs | 169.76 | |
| 4031 | Stationery | 102 | Administration | 240.02 | |
| 4036 | Office IT equip't inc antiviru | 102 | Administration | 24.26 | |
| 4039 | Legal fees | 102 | Administration | 234.93 | |
| 4043 | Insurance Premiums | 102 | Administration | 7,045.99 | |
| 4045 | Subscriptions | 102 | Administration | 2,557.01 | |
| 4049 | Tree Works | 102 | Administration | 260.00 | |
| 4056 | Bank/Barclaycard charges | 102 | Administration | 44.72 | |
| 4069 | Office telephones | 102 | Administration | | 3,086.68 |
| 4070 | Broadband/Internet | 102 | Administration | 59.99 | |
| 4072 | IT costs office 365 | 102 | Administration | 213.01 | |
| 4073 | IT reserve for new machines | 102 | Administration | 39.98 | |
| 4090 | Councillors' allowances | 103 | Town Councillors | 606.60 | |
| 4093 | Mayor's allowance Civic Duties | 103 | Town Councillors | 242.00 | |
| 4105 | Finance Software | 104 | General Administration | 1,498.00 | |
| 4130 | Council Tax | 201 | Council Offices | 785.25 | |
| 4131 | Electricity | 201 | Council Offices | 272.46 | |
| 4132 | Water charges | 201 | Council Offices | 41.07 | |

Continued over page

Account Number Order

| A/c Code | Account Name | Centre | Centre Name | Debit | Credit |
|---|---|---|---|---|---|
| 4136 | Photocopier - lease | 201 | Council Offices | 185.70 | |
| 4139 | Window Cleaning | 201 | Council Offices | 25.00 | |
| 4146 | Other Office Equipment | 201 | Council Offices | | 144.00 |
| 4154 | Housekeeping San bins 49 & gar | 201 | Council Offices | 259.48 | |
| 4155 | Refuse Collecting | 201 | Council Offices | 68.57 | |
| 4170 | 51 High Street - expenditure | 202 | 51 High Street | 69.54 | |
| 4201 | CCTV costs | 301 | Town Centre and Community Safe | 1,038.88 | |
| 4202 | Defibrillators | 301 | Town Centre and Community Safe | | 353.00 |
| 4220 | General Maintenance | 302 | Recreation Grounds | | 2,418.00 |
| 4240 | Oakleaf Lease Charges | 302 | Recreation Grounds | 170.00 | |
| 4243 | Safety Inspections | 302 | Recreation Grounds | 45.00 | |
| 4259 | Council Gardens - office | 303 | Highways | 10.00 | |
| 4270 | Allotments - maintenance | 304 | Allotments | 138.50 | |
| 4272 | Allotments - water | 304 | Allotments | 151.00 | |
| 4280 | Street Light - energy | 305 | Street Lighting | 1,074.61 | |
| 4281 | Street Light - Maint contract | 305 | Street Lighting | 5,584.43 | |
| 4286 | Christmas decorations | 305 | Street Lighting | | 700.00 |
| 4307 | Hailsham Flowers Maintenance | 307 | The Polegate Partnership | 37.98 | |
| 4500 | Toilets High St - Cleaning | 205 | High Street Toilets | 380.54 | |
| 4504 | Toilets High St - Other | 205 | High Street Toilets | 128.99 | |
| 8060 | Misc Resolved Gen Reserves & c | 101 | Employee costs | 6,217.08 | |
| 8060 | Misc Resolved Gen Reserves & c | 102 | Administration | 618.00 | |
| 8060 | Misc Resolved Gen Reserves & c | 104 | General Administration | 2,310.00 | |
| 8060 | Misc Resolved Gen Reserves & c | 301 | Town Centre and Community Safe | 3,528.37 | |
| 8060 | Misc Resolved Gen Reserves & c | 302 | Recreation Grounds | 10,728.40 | |
| | | | Trial Balance Totals : | 1,510,597.45 | 1,510,597.45 |
| | | | Difference | 0.00 | |

Current/Business Premium

List of Payments made between 01/04/2026 and 30/04/2026

| Date Paid | Payee Name | Reference | Amount Paid | Authorized Ref | Transaction Detail |
|---|---|---|---|---|---|
| 01/04/2026 | Business Stream | DIRECT DEB | 41.07 | | 49/51 High St Water |
| 01/04/2026 | Business Stream | DIRECT DEB | 151.00 | | Cophall Allotments Water |
| 07/04/2026 | BrightHR | DIRECT DEB | 201.82 | | Provision of HR Services |
| 08/04/2026 | Barclays Bank | DIRECT DEB | 44.72 | | Bank Charges |
| 09/04/2026 | Nest Pension Scheme | DIRECT DEB | 858.23 | | Nest Pension for March |
| 13/04/2026 | Advo Group | DIRECT DEB | 154.99 | | Payroll Services |
| 15/04/2026 | Wealden District Council | DIRECT DEB | 785.25 | | Business Rates |
| 15/04/2026 | Staff Salaries Cash Book | APR Sals | 11,782.45 | | April Salaries |
| 16/04/2026 | EDF Energy | DIRECT DEB | 326.95 | | 49 High St Electric |
| 16/04/2026 | Drax Energy | DIRECT DEB | 1,289.53 | | Supply of street lighting |
| 17/04/2026 | Europlants Ltd | BX872686 | 57.58 | | Flower bed maintenance |
| 17/04/2026 | Ace Landscapes | BX876957 | 369.72 | | Skate Park bins for March |
| 17/04/2026 | Rhino Rod | BX874207 | 417.50 | | CCTV Camera Survey |
| 17/04/2026 | [redacted] | BX877629 | [redacted] | | [redacted] |
| 17/04/2026 | Mulberry Local Aurhority Servi | BX873262 | 624.00 | | Professional Services |
| 17/04/2026 | Trenchline Utilites Ltd | BX878620 | 434.88 | | Trench digging at Brightling |
| 17/04/2026 | Chris Butler Archaeological Se | BX875123 | 4,963.00 | | Geophysics Survey Brightling |
| 17/04/2026 | Mr Dan Dunbar | BX866705 | 77.00 | | Morrisons order for 6 May 26 |
| 17/04/2026 | East Sussex County Council | BX875203 | 170.00 | | Rent for Oakleaf Play Park |
| 17/04/2026 | Chroma Vision | BX877612 | 4,234.04 | | CCTV Installation |
| 17/04/2026 | VIKING Office Depot Internatio | BX867327 | 240.25 | | Stationery |
| 17/04/2026 | Rialtas Business SolutionsLtd | BX870409 | 1,797.60 | | Finance Software Package |
| 17/04/2026 | PPL PRS MUSIC LICENCE | BX875065 | 281.92 | | The Music Licence |
| 17/04/2026 | Echo Cleaning | BX870057 | 150.00 | | Office & Window Cleaning |
| 17/04/2026 | Ripley Ltd | BX881613 | 166.20 | | Replace leaking pipe at Allotm |
| 17/04/2026 | Blue Frog Cleaning Services Lt | BX877672 | 456.65 | | Cleaning Services |
| 17/04/2026 | [redacted] | BX878240 | [redacted] | | [redacted] |
| 17/04/2026 | Chroma Vision | BX876802 | 1,246.66 | | CCTV Maintenance |
| 17/04/2026 | CHAFFIN WORKS | BX015461 | 1,035.77 | | Oak Pollard |
| 17/04/2026 | Recorra Sout East Ltd | BX015430 | 82.28 | | Refuse Collection |
| 17/04/2026 | Grounds Maintenance Associatio | BX094299 | 6,996.00 | | Work at Brightling Rd WP2 |
| 17/04/2026 | SME IT Solutions Ltd | BX870459 | 284.72 | | IT Office Costs |
| 17/04/2026 | Chris Butler Archaeological Se | Bx875123a | 0.20 | | Geophysics survey |
| 17/04/2026 | EDF Energy | DIRECT DEB | 73.02 | | 51 High St Electric |
| 22/04/2026 | Inland Revenue | DIRECT DEB | 5,077.13 | | Tax and NI for March |
| 27/04/2026 | BarclayCard | BARCLAYCAR | 665.81 | | Misc Spend |
| | | Total Payments | 45,727.94 | | |

# Annual Internal Audit Report 2025/26

POLEGATE TOWN COUNCIL

polegatetowncouncil.gov.uk

**During** the financial year ended 31 March 2026, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2025/26 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

| Internal control objective | Yes | No* | Not covered** |
|---|---|---|---|
| **A.** Appropriate accounting records have been properly kept throughout the financial year. | ✓ | | |
| **B.** This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for. | ✓ | | |
| **C.** This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these. | ✓ | | |
| **D.** The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate. | ✓ | | |
| **E.** Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for. | ✓ | | |
| **F.** Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for. | ✓ | | |
| **G.** Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied. | ✓ | | |
| **H.** Asset and investments registers were complete and accurate and properly maintained. | ✓ | | |
| **I.** Periodic bank account reconciliations were properly carried out during the year. | ✓ | | |
| **J.** Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded. | ✓ | | |
| **K.** **If** the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. *(If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")* | | | ✓ |
| **L.** The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation. | ✓ | | |
| **M.** In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations *(during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).* | ✓ | | |
| **N.** The authority has complied with the publication requirements for 2024/25 AGAR *(see AGAR Page 1 Guidance Notes).* | ✓ | | |
| **O.** The authority has complied with laws, regulations & proper practices relating to digital and data compliance. | ✓ | | |

| | Yes | No | Not applicable |
|---|---|---|---|
| **P.** **(For local councils only)** Trust funds (including charitable) – The council met its responsibilities as a trustee. | | | ✓ |

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

Date(s) internal audit undertaken: 13/10/2025 20/05/2026

Name of person who carried out the internal audit: Mark Mulberry BA (Hons) FCCA CTA

Signature of person who carried out the internal audit [redacted] Date 20/05/2026

***If the response is 'no' please state** [redacted] **ng taken to address any weakness in control identified (add separate sheets if needed).**

**Note: If the response is 'not covered [redacted] t internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual [redacted] why not (add separate sheets if needed).

MULBERRY
LOCAL AUTHORITY SERVICES LTD

Eastgate House
Dogflud Way, Farnham
Surrey, GU9 7UD

t: 07428 647069
e: office@mulberrylas.co.uk
w: www.mulberrylas.co.uk

Clerk to Town Council
Polegate Town Council
Council Offices
49 High Street
Polegate
East Sussex, BN26 6AL

20th May 2026

Dear [redacted]

**Re: Polegate Town Council**
**Internal Audit Report for Financial Year Ended 31 March 2026**

**Executive summary**
Following completion of our final internal audit on 20th May 2026 we are pleased to enclose our report for your review and presentation to the council. The audit was conducted in accordance with current professional standards and guidelines, employing a risk-based approach to our testing. While not all transactions were examined, our sample testing, where appropriate, covered the full financial year.

Some assertions, as noted in this report, were tested at the interim internal audit completed on the 13th October 2025 and the council should review all internal audit reports for the year before completing the Annual Governance Statement.

The structure of this report aligns with the assertions set out in the Annual Internal Auditor Report section of the published Annual Governance and Accountability Return (AGAR). Each section begins with a summary of the assertion being assessed, followed by details of the testing undertaken, which was guided by the audit plan previously shared with the council. A copy of the audit plan is available upon request. The report concludes with our opinion on whether each assertion has been met as of the date of the audit. **Any recommendations for action are highlighted in bold and summarised in the table at the end of the report.**

Our testing has not identified any procedural weaknesses that require reporting to the external auditor. Neither did we identify any material weaknesses in the internal controls that, in our view, would pose a risk to public funds. I would go so far as to say the controls and records are a model of good practice.

The recommendations set out in this report are intended to support the continued development of the council's governance and financial control framework and should be considered alongside the council's own arrangements for ongoing review and improvement.

I have completed the Annual Internal Audit Report page of the AGAR and provided this to the council for onward submission to the External Auditor.

**Regulation**
The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts. In addition to this, a smaller authority is required by Regulation 5(1) of the Accounts and Audit Regulations 2015 to "undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance."

Internal auditing is an independent, objective assurance activity designed to improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes.

The primary purpose of internal audit is to assess and report to the authority on the effectiveness of its financial systems and other internal controls, including the operational procedures that support its activities.

The internal audit function involves testing and evaluating whether the authority's internal control framework is both adequate and functioning effectively. Internal audit reports should be made available to all Members, providing a basis for informed decision making when considering the authority's approval of the Annual Governance Statement.

**Independence and competence**
Your audit was conducted by Mark Mulberry of Mulberry Local Authority Services Ltd, who has over 30 years' experience in the financial sector with the last 14 years specialising in local government.

Your auditor is independent from the management of the financial controls and procedures of the council and has no conflicts of interest with the audit client, nor do they provide any management or financial assistance to the client.

**Engagement Letter and inherent risk assessment**
An engagement letter was previously issued to the council covering the 2025/26 internal audit assignment, which includes the scope and plan of works and fee structure. Copies of this document are available on request from anna@mulberrylas.co.uk

In summary, our work will address each of the internal control objectives as stated on the Annual Internal Audit Report of the AGAR.

It is our opinion that the inherent risk of error or misstatement within the council's financial systems is low. The internal control environment is considered reliable, and as such, substantive testing of individual transactions is not deemed necessary at this stage.

Audit testing will therefore consist of walk-through testing on a selection of sample data, covering the period under review within the current council year. This approach is designed to confirm that key controls are operating effectively throughout the financial period.

## Table of Contents

A. BOOKS OF ACCOUNT ........ 5
B. FINANCE REGULATIONS, GOVERNANCE AND PAYMENTS ........ 5
C. RISK MANAGEMENT AND INSURANCE ........ 5
E. INCOME ........ 7
F. PETTY CASH ........ 7
G. PAYROLL ........ 7
H. ASSETS AND INVESTMENTS ........ 8
I. BANK AND CASH ........ 8
J. YEAR END ACCOUNTS ........ 9
K. LIMITED ASSURANCE REVIEW ........ 11
L:  PUBLICATION OF INFORMATION ........ 11
M:  EXERCISE OF PUBLIC RIGHTS - INSPECTION OF ACCOUNTS ........ 13
N:  PUBLICATION REQUIREMENTS ........ 13
O. DIGITAL AND DATA COMPLIANCE ........ 14
P. TRUSTEESHIP ........ 15
Achievement of control assertions at final internal audit date ........ 16
Internal Audit – Summary of recommendations ........ 17

## INTRODUCTION

The audit was conducted on site with the council's Clerk and Finance Officer. The Clerk and Finance Officer had prepared the information advised in advance of the visit, and overall, I have the impression that accounting records are neatly maintained and easily accessible.

Other information was reviewed through discussion with the team and a review of the council website [Polegate Town Council]

**Internal Audit – Summary of recommendations**

| Audit Point | Interim Audit Findings | Council comments |
|---|---|---|
| VAT | I recommend Rialtus is asked how to drill into the VAT return summary totals to reach the underlying granular data. | Completed |
| Website | I recommend the calendar of meetings tab on the web site is updated. | Completed |
| Reserves | I recommend council continue to consider the general reserve in light of the reducing available balance. | Completed – see testing in D below |
| | | |

## A. BOOKS OF ACCOUNT

*Internal audit requirement: Appropriate accounting records have been properly kept throughout the financial year.*

**Audit findings**

Testing conducted at the interim audit and findings included in the interim audit report.

---

**CONCLUSION:** I am satisfied this control objective has been met.

---

## B. FINANCE REGULATIONS, GOVERNANCE AND PAYMENTS

*Internal audit requirement: This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.*

**Audit findings**

Testing conducted at the interim audit and findings included in the interim audit report.

---

**CONCLUSION:** I am satisfied this control objective has been met.

---

## C. RISK MANAGEMENT AND INSURANCE

*Internal audit requirement: This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.*

**Audit findings**

Testing conducted at the interim audit and findings included in the interim audit report.

---

**CONCLUSION:** I am satisfied this control objective has been met.

---

## D. BUDGET, PRECEPT AND RESERVES

*Internal audit requirement: The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.*

**Audit findings**

Testing conducted at the interim audit and findings included in the interim audit report.

***Budget***

The Clerk & Finance Officer produces regular, detailed budget monitoring reports drawn from the accounting software and supplemented in Excel. The layout is clear and accessible, enabling councillors to interrogate the figures and make informed decisions.

Councillors receive sufficient information to scrutinise performance and to question the accounts. No matters were identified to suggest that the budget had not been properly set or monitored during the year.

The council ended the year with an operating surplus of £51,851 against a surplus budget of £3,398. After net transfers from earmarked reserves, this resulted in a net increase to general reserves of £21,359. The largest call on earmarked reserves was streetlights at £25k; there is evidence of active and purposeful use of reserves consistent with the purposes for which they were established. Outturn against budget was 101.8% on income and 99.1% on expenditure; the principal driver of the income variance was S106 receipts of £54k, which were correctly transferred to earmarked reserves in line with their restricted purpose.

***Precept***

The council set a precept of £514,937.00 in the meeting of 6th January 2025, minute ref 13699. I was able to confirm that the precept amount recorded in the accounts is correct, and equals the amount recorded in box 2 of the Accounting Statements.

The Clerk confirmed that the 2026/27 budget & precept were approved on the 5th January and precept of £587,130 was agreed (minute ref 14014).

***Reserves***

The Smaller Authorities Proper Practices Panel (SAPPP) Practitioner's guide provides updated guidance on the appropriate level of general reserves that councils should retain as below:

*5.33 The general reserve of an authority comprises its cash flow and contingency funds to cover unexpected inflation, unforeseen events and unusual circumstances.*

*5.34 The generally accepted recommendation with regard to the appropriate minimum level of a smaller authority's general reserve is that this should be maintained at between three and twelve months of net revenue expenditure.*

*5.35 The reason for the wide range is to cater for the large variation in activity level between individual authorities. The smaller the authority, the closer the figure may be to 12 months expenditure, the larger the authority, the nearer to 3 months. In practice, any authority with income and expenditure in excess of £200,000 should plan towards 3 months equivalent general reserve.*

*5.36 In all of this it is important that each authority adopt, as a general reserve policy, the level appropriate to their size, situation, risks and plan their budget so as to ensure that the adopted level is maintained. Consideration of the minimum level of reserves requires not only consideration of level of income and expenditure but also the risks to that income.*

*5.37 Authorities with significant self-generated income (other than the precept or levy) should take into account situations that may lead to a loss in revenue as well as increased costs and adapt their general reserve accordingly.*

At the year-end, the council held £966,908 in reserves.

- Capital Ringfenced £Nil
- Capital Reserves £Nil
- CIL EMR £91,035
- S.106 £251,207
- Earmarked EMR £353,943
- General Reserves £270,723

I have reviewed the purpose of each earmarked reserve and am satisfied they relate to legitimate future projects of the council. The clerk has indicated that many of these will be extinguished during the new council year. There is robust evidence of councillors being given a list of reserves together with explanations as to how these are being used.

In line with paragraphs 5.33 to 5.37 of the SAPPP Practitioners' Guide, the recommended range for the council's general reserve, based on three to twelve months of net revenue expenditure, equates to between £115k and £463k

---

**CONCLUSION:** I am satisfied this control objective has been met.

---

## E. INCOME

*Internal audit requirement: Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.*

**Audit findings**

Testing conducted at the interim audit and findings included in the interim audit report.

The precept has been correctly posted to Box 2 of the AGAR with all other income in box 3.

---

**CONCLUSION:** I am satisfied this control objective has been met.

---

## F. PETTY CASH

*Internal audit requirement: Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.*

**Audit findings**

Testing conducted at the interim audit and findings included in the interim audit report

The council has minimal petty cash, which agreed to the coin analysis presented at the year end, which also contained signature approval.

---

**CONCLUSION:** I am satisfied this control objective has been met.

---

## G. PAYROLL

*Internal audit requirement: Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.*

**Audit findings**

Testing conducted at the interim audit and findings included in the interim audit report.

I reviewed the figure included in box 4 (staff costs) on the Accounting Statements and was able to confirm from the accounting software that in accordance with the guidance contained in the Smaller Authorities Proper Practices Panel (SAPPP) Practitioner's guide this includes only salary payments, HMRC payments and pension contributions.

---

**CONCLUSION:** I am satisfied this control objective has been met.

---

## H. ASSETS AND INVESTMENTS

*Internal audit requirement: Asset and investments registers were complete and accurate and properly maintained.*

**Audit findings**

Testing conducted at the interim audit and findings included in the interim audit report.

I confirmed that the asset register total of £1,170,618 agrees to Box 9 (total fixed assets plus long-term investments and assets) of the Accounting Statements. The register records clearly both additions and disposals during the year. The movement of £8,445 is attributable in the main to the purchase and disposal of new PCSs.

The council has no long-term investments.

The council has no further PWLB borrowing having settled the loan during the year.

---

**CONCLUSION:** I am satisfied this control objective has been met.

---

## I. BANK AND CASH

*Internal audit requirement: Periodic bank account reconciliations were properly carried out during the year.*

**Audit findings**

Testing conducted at the interim audit and findings included in the interim audit report.

I reviewed the year-end bank reconciliation for all accounts and was able to confirm the balances on 31 March 2026 to the bank statements and found no errors. I was able to confirm the total bank balances to the figure included in the Accountings Statements on the AGAR.

I noted continued evidence of the bank reconciliations being signed in accordance with Finance Regulations.

The council has six bank accounts & petty cash at the year-end all of which agreed to the statements and reconciliations.

| | |
|---|---|
| Premium | £597,030.95 |
| Current | £50,000.00 |
| Tracker | £133,524.79 |
| Salaries | £- |
| Deposit | £89,999.33 |
| Reserve | £88,240.40 - now closed |
| Petty Cash | £200.00 |
| **Total** | **£958,995.47** |

---

**CONCLUSION:** I am satisfied this control objective has been met.

---

## J. YEAR END ACCOUNTS

*Internal audit requirement: Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.*

**Audit findings**

The council is reminded that at its meeting to sign the Annual Governance and Accountability Return (AGAR), it should complete the steps in the following order:

- Review and consider the Annual Internal Audit Report
- Complete Section 1 – Annual Governance Statement
- Complete Section 2 – Accounting Statements

**<u>Section 1 – Annual Governance Statement</u>**

Based on the internal audit findings, I recommend using the table below as the basis for that discussion.

| | Annual Governance Statement | *'Yes', means that this authority* | Suggested response based on evidence |
|---|---|---|---|
| 1 | We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements. | *prepared its accounting statements in accordance with the Accounts and Audit Regulations.* | **YES** – accounts follow latest Accounts and Audit Regulations and practitioners guide recommendations. |
| 2 | We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness. | *made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.* | **YES** – there is regular reporting of financial transactions and accounting summaries, offering the opportunity for scrutiny. |
| 3 | We have assured 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. | *has only done what it has the legal power to do and has complied with Proper Practices in doing so.* | **YES** – the Clerk advises the council in respect of its legal powers. |
| 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. | *during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.* | **YES** – the requirements and timescales for 2024/25 year-end were followed. |
| 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. | *considered and documented the financial and other risks it faces and dealt with them properly.* | **YES**– the risk management arrangements are up to date. |
| 6 | We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems. | *arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls* | **YES** – the council has appointed an independent and competent internal auditor. |

| | | | |
|---|---|---|---|
| | | *meet the needs of this smaller authority.* | |
| 7 | We took appropriate action on all matters raised in reports from internal and external audit. | *responded to matters brought to its attention by internal and external audit.* | **YES** – all matters raised in internal and external audit reports have been addressed. |
| 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. | *disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.* | **YES** – no matters were raised during the internal audit visits. |
| 9 | Trust funds including charitable – In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/asset(s), including financial reporting and, if required, independent examination or audit. | *has met all its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.* | **N/A**– the council has no trusts |
| 10 | We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review. | *has made suitable arrangements for its IT and data management and has complied with proper practices in doing so* | **YES** the requirements of Governance Assertion 10 have been met |

## Section 2 – Accounting Statements

| AGAR box number | | 2024/25 | 2025/26 | Internal Auditor notes |
|---|---|---|---|---|
| 1 | Balances brought forward | 938,725 | 915,057 | Agrees to 2024/25 carry forward (box 7) - |
| 2 | Precept or rates and levies | 452,896 | 514,937 | Figure confirmed to central precept record – |
| 3 | Total other receipts | 44,470 | 29,478 | Agrees to underlying accounting records |
| 4 | Staff costs | 151,840 | 174,231 | Agrees to underlying accounting records. Includes only expenditure allowed as staff costs (see section G) |
| 5 | Loan interest/capital repayments | 5,573 | 2,787 | Agrees to PWLB remittance advices |
| 6 | All other payments | 363,621 | 315,546 | Agrees to underlying accounting records – |
| 7 | Balances carried forward | 915,057 | 966,908 | Casts correctly and agrees to balance sheet |
| | | | | |
| 8 | Total value of cash and short- term investments | 903,178 | 958,995 | Agrees to bank reconciliation for all accounts |

| | | | | |
|---|---|---|---|---|
| **9** | Total fixed assets plus long- term investments and assets | 1,162,173 | 1,170,618 | Matches asset register total |
| **10** | Total borrowings | 2,710 | 0 | Agrees to PWLB statement |

| For local Councils Only | | Yes | No | |
|---|---|---|---|---|
| **11** | Do the figures in the accounting statements above <u>exclude</u> any trust transactions | ✓ | | Yes – trust transactions are excluded from the stated figures / No – trust transactions are included in the stated figures - typo in original AGAR |

**Audit findings**
The year-end accounts have been correctly prepared on an income and expenditure basis The Box 7 to Box 8 reconciliation has been completed and is supported by a robust audit trail.

The AGAR casts and cross-casts correctly, and the prior-year comparatives agree to the 2024/25 figures submitted to the external auditor and published on the council's website.

A variance analysis has been completed with sufficient information to the external auditor.

---

**CONCLUSION:** I am satisfied this control objective has been met.

---

## K. LIMITED ASSURANCE REVIEW

*Internal audit requirement: If the authority certified itself as exempt from a limited assurance review in the previous year, it met the exemption criteria and correctly declared itself exempt.*

**Audit findings**
Testing conducted at the interim audit and findings included in the interim audit report.

---

**CONCLUSION**: The council did not certify itself exempt from a limited assurance review in the previous year and the testing for this internal control objective is not applicable.

---

## L: PUBLICATION OF INFORMATION

*Internal audit requirement: The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.*

**Audit findings**
All councils are required to follow The Accounts and Audit Regulations which include the following requirements:

**13(1)** An authority must publish (which must include publication on that authority's website)
(a) the Statement of Accounts together with any certificate or opinion entered by the local auditor in accordance with section 20(2) of the Act; and
(b) the Annual Governance Statement approved in accordance with regulation 6(3)

**13(2)** Where documents are published under paragraph (1), the authority must

(a) keep copies of those documents for purchase by any person on payment of a reasonable sum; and
(b) ensure that those documents remain available for public access for a period of not less than five years beginning with the date on which those documents were first published in accordance with that paragraph.

I was able to confirm that pages 4 (Annual Governance Statement), 5 (Accounting Statements) and 6 (External Auditor’s Report and Certificate) of the AGARs are available for review on the council website for the previous five financial years.

*Confirm that the council is compliant with the relevant transparency code*
For councils with a turnover over £25,000, it is recommended best practice to follow the Local Government Transparency Code 2015, but not a statutory requirement and therefore not subject to verification during the internal audit. Hower, the council does publish the required information on a dedicated transparency page which was up to date to April 2026. Data Transparency – Polegate Town Council

I confirmed that the council has a Publication Scheme in place adopting the ICO's Model Publication Scheme, are published on the council's website. template-parish-councils-20211029.doc

---

**CONCLUSION:** I am satisfied this control objective has been met.

---

## M: EXERCISE OF PUBLIC RIGHTS - INSPECTION OF ACCOUNTS

*Internal audit requirement: In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations.*

**Audit findings**

| Inspection – Key Dates | 2024/25 Actual | 2025/26 Proposed |
|---|---|---|
| Date AGAR signed by council | 2nd May 2025 | 29th May 2026 |
| Date inspection notice issued | 6th May 2025 | 1st June 2026 |
| Inspection period begins | 3rd June | 3rd June 2026 |
| Inspection period ends | 14th July | 14th July 2026 |
| Correct length (30 working days) | Yes | Yes |
| Common period included (first 10 working days of July) | Yes | Yes |

I am satisfied the requirements of this control objective were met for 2024/25, and assertion 4 on the Annual Governance Statement can therefore be signed yes by the council.

I reviewed the proposed dates for the Exercise of Public Rights for the 2025/26 AGAR and confirm that these are in accordance with the requirements of the Accounts and Audit Regulations.

---

**CONCLUSION:** I am satisfied this control objective has been met.

---

## N: PUBLICATION REQUIREMENTS

*Internal audit requirement: The authority complied with the publication requirements for the prior year AGAR.*

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

*Before 1 July 2025 authorities must publish:*
- *Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited*
- *Section 1 - Annual Governance Statement 2024/25, approved and signed, page 4*
- *Section 2 - Accounting Statements 2024/25, approved and signed, page 5*

*Not later than 30 September 2025 authorities must publish:*
- *Notice of conclusion of audit*
- *Section 3 - External Auditor Report and Certificate*
- *Sections 1 and 2 of AGAR including any amendments as a result of the limited assurance review.*

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

**Audit findings**

Testing was conducted at the interim audit and findings reported in the interim audit report.

The Notice of Conclusion of Audit, together with the External Auditor's Report and Certificate, has been correctly published on the council's website. The council has put together a report to address the external auditor's comments regarding reverses which are now in range.

The council has therefore met the publication requirements for 2024/25 have been met.

---

**CONCLUSION:** I am satisfied this control objective has been met.

---

## O. DIGITAL AND DATA COMPLIANCE

*Internal audit requirement: The authority has complied with laws, regulations and proper practices relating to digital and data compliance.*

**Audit findings**

I confirmed that the council operates a free-to-access website and that an Accessibility Statement is published. The statement was last reviewed in September 2025, references compliance with Web Content Accessibility Guidelines 2.2 AA.

*Data protection — UK GDPR 2016 and the Data Protection Act 2018*

I sighted the council's Privacy Notice published on the website, the Data Protection Policy and supporting Records Retention and Disposal Schedule. Arrangements for handling Subject Access Requests and Freedom of Information Requests are documented and published.

The council undertook a data audit and took this to council - this will be taken to council during 206/27.

*Email*

I confirmed that Council operates a generic email account hosted on an authority-owned domain in the correct format, and that this account is in active use. I inspected a sample of incoming and outgoing correspondence routed through the generic account during the year. The use of an authority-owned domain provides a clear audit trail, supports compliance with data minimisation, integrity and confidentiality principles under UK GDPR, and ensures that authority business is segregated from any personal communications of the Clerk and members.

*IT Policy (Practitioners' Guide para 1.54)*

Paragraph 1.54 of the Practitioners' Guide requires all smaller authorities (excluding parish meetings) to have an IT policy setting out how the clerk, members and any other staff should conduct authority business in a secure and legal manner when using IT equipment and software, covering both authority-owned and personal devices. The requirement is reinforced at paragraphs 5.121 and 5.122 under AGS Assertion 10, and forms part of the specified procedures the external auditor will test under AGN 02.

The council has an IT policy covering the matters above and councillors have been trained and signed acceptance that training was received.

---

**CONCLUSION:** I am satisfied this control objective has been met.

---

## P. TRUSTEESHIP

*Internal audit requirement: Trust funds (including charitable) – The council met its responsibilities as a trustee.*

**Audit findings**

Testing conducted at the interim audit and findings included in the interim audit report.

The council has no trusts.

---

**CONCLUSION:** I am satisfied this control objective has been met.

---

**Achievement of control assertions at final internal audit date**

Based on the internal audit tests conducted during the year, our conclusions on the achievement of the internal control objectives are summarised in the table below.

| Ref | Internal Control Objective | YES | NO | NOT COVERED |
|---|---|---|---|---|
| A | Appropriate accounting records have been properly kept throughout the financial year. | ✓ | | |
| B | This authority complied with its Finance Regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for. | ✓ | | |
| C | This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these. | ✓ | | |
| D | The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate. | ✓ | | |
| E | Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for. | ✓ | | |
| F | Cash payments were properly supported by receipts, all cash expenditure was approved, and VAT appropriately accounted for. | ✓ | | |
| G | Salaries to employees and allowances to members were paid in accordance with the authority's approvals, and PAYE and NI requirements were properly applied. | ✓ | | |
| H | Asset and investments registers were complete and accurate and properly maintained. | ✓ | | |
| I | Periodic bank account reconciliations were properly carried out during the year. | ✓ | | |
| J | Accounting statements prepared during the year were prepared on the correct accounting basis, supported by an adequate audit trail from underlying records. | ✓ | | |
| K | If the authority certified itself as exempt from a limited assurance review in the previous year, it met the exemption criteria and correctly declared itself exempt. | | | ✓ |
| L | The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with the relevant legislation. | ✓ | | |
| M | The authority, during the previous year, correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations. | ✓ | | |
| N | The authority complied with the publication requirements for the prior year AGAR. | ✓ | | |
| O | The authority has complied with laws, regulations and proper practices relating to digital and data compliance. | ✓ | | |
| P | Trust funds (including charitable) – The council met its responsibilities as a trustee. | | | ✓ |

Should you have any queries please contact me directly on mark@mulberrylas.co.uk

Yours sincerely

[redacted]

**Mark Mulberry**
**Director, Mulberry Local Authority Services Ltd**

**Internal Audit – Summary of recommendations**

| Audit Point | Internal Audit Findings | Council comments |
|---|---|---|
| | None at year end | |

## Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

POLEGATE 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 2026, that:

| | *Agreed* | | | |
|---|---|---|---|---|
| | *Yes* | *No** | | *'Yes' means that this authority:* |
| 1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements. | ✓ | | | *prepared its accounting statements in accordance with the Accounts and Audit Regulations.* |
| 2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness. | ✓ | | | *made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.* |
| 3. We have assured 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. | ✓ | | | *has only done what it has the legal power to do and has complied with Proper Practices in doing so.* |
| 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. | ✓ | | | *during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.* |
| 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. | ✓ | | | *considered and documented the financial and other risks it faces and dealt with them properly.* |
| 6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems. | ✓ | | | *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.* |
| 7. We took appropriate action on all matters raised in reports from internal and external audit. | ✓ | | | *responded to matters brought to its attention by internal and external audit.* |
| 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. | ✓ | | | *disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.* |
| | Yes | No | N/A | |
| 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.** | | | ✓ | *has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.* |
| 10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review. | ✓ | | | *has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.* |

***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:

and recorded as minute reference:

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

Chair

Clerk

polegatetowncouncil.gov.uk

# Annual Governance and Accountability Return 2025/26 Form 3

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

- **where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £15 million; or**
- **where the higher of gross income or gross expenditure was £25,000 or less but that:**
  - **are unable to certify themselves as exempt (fee payable); or**
  - **have requested a limited assurance review (fee payable)**

## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2025/26

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices.*

2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
   - The **Annual Internal Audit Report must** be completed by the authority's internal auditor.
   - **Sections 1 and 2 must** be completed and approved by the authority.
   - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2026.**
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2026** Reminder letters will incur a charge of £40 +VAT:
   - the Annual Governance and Accountability Return Sections 1 and 2, together with
   - a bank reconciliation as at 31 March 2026
   - an explanation of any significant year on year variances in the accounting statements
   - notification of the commencement date of the period for the exercise of public rights
   - Annual Internal Audit Report 2025/26

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

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

## Publication Requirements

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

Before 1 July 2026 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2025/26** approved and signed, page 4
- **Section 2 - Accounting Statements 2025/26** approved and signed, page 5

Not later than 30 September 2026 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

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

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

## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2025/26

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments **must** be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2026
- The Annual Governance Statement (Section 1) **must** be approved before the Accounting Statements (Section 2) and evidenced by the agenda or minute references, even where approved on the same day.
- The Responsible Financial Officer (RFO) **must** certify the accounts (Section 2) before they are presented to the authority for approval. The authority **must** in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period which **must** be a single period of 30 working days for inspection ( this excludes weekends and public holidays) which **must** include the first 10 working days of July.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor **must** be able to agree the bank reconciliation to Box 8 on the accounting statements **(Section 2, page 5)**. An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- Additional costs may be incurred if additional audit work is required.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2025) equals the balance brought forward in the current year (Box 1 of 2026).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights which **must** be a single period of 30 working days for inspection (this excludes weekends and public holidays) which **must** include the first 10 working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2026**

| **Completion checklist** – 'No' answers mean you may not have met requirements | | Yes | No |
|---|---|---|---|
| All sections | Have all highlighted boxes have been completed? | | |
| | Has all additional information requested, including **the dates set for the period for the exercise of public rights**, been provided for the external auditor? | | |
| Internal Audit Report | Have all highlighted boxes been completed by the internal auditor and explanations provided? | | |
| Section 1 | For any statement to which the response is 'no', has an explanation been published? | | |
| Section 2 | Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval? | | |
| | Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting? | | |
| | Has an explanation of significant variations been published where required? | | |
| | Has the bank reconciliation as at **31 March 2026** been reconciled to Box 8? | | |
| | Has an explanation of any difference between Box 7 and Box 8 been provided? | | |
| Sections 1 and 2 | Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? **NB:** do not send trust accounting statements unless requested. | | |

***Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices***, can be downloaded from **www.nalc.gov.uk** or from **www.ada.org.uk**

## Section 2 – Accounting Statements 2025/26 for

POLEGATE TOWN COUNCIL

| | Year ending | | Notes and guidance |
|---|---|---|---|
| | 31 March 2025 £ | 31 March 2026 £ | *Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures **must** agree to underlying financial records.* |
| 1. Balances brought forward | 938,725 | 915,057 | *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.* |
| 2. (+) Precept or Rates and Levies | 452,896 | 514,937 | *Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.* |
| 3. (+) Total other receipts | 44,470 | 29,478 | *Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.* |
| 4. (-) Staff costs | 151,840 | 174,231 | *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.* |
| 5. (-) Loan interest/capital repayments | 5,573 | 2,787 | *Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).* |
| 6. (-) All other payments | 363,621 | 315,546 | *Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).* |
| 7. (=) Balances carried forward | 915,057 | 966,908 | *Total balances and reserves at the end of the year. **must** equal (1+2+3) - (4+5+6).* |

| | | | |
|---|---|---|---|
| 8. Total value of cash and short term investments | 903,178 | 958,995 | *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.*** |
| 9. Total fixed assets plus long term investments and assets | 1,162,173 | 1,170,618 | *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.* |
| 10. Total borrowings | 2,710 | 0 | *The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).* |

| For Local Councils Only | Yes | No | |
|---|---|---|---|
| 11 Do the figures in the accounting statements above exclude any trust transactions? | ✓ | | *For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.* |

I certify that for the year ended 31 March 2026 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.**

[redacted]

Date 5/5/2026

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

as recorded in minute reference:

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

# Section 3 – External Auditor's Report and Certificate 2025/26

In respect of POLEGATE TOWN COUNCIL

## 1 Respective responsibilities of the auditor and the authority

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

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

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

- summarises the accounting records for the year ended 31 March 2026 and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

## 2 External auditor's limited assurance opinion 2025/26

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

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

## 3 External auditor certificate 2025/26

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2026

*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date