UNADOPTED
POLEGATE TOWN COUNCIL

Minutes of the Full Council meeting held on Monday 29th March 2021 7pm by REMOTE meeting
Present: Cllrs D Watts, M Falkner, R Shing, D Sanders, Mrs W Alexander, D Murray, S Shing, D Dunbar, Mrs M Piper, Ms A Snell, Mrs C Berry, M Cunningham Mrs L Sargent (13)
Not Present: - Cllr A Wood, D Shing (2)
0 members of the public were present at the live event.

Minute No.	Subject/Resolution
12809	**Standing orders suspended** **VOTE All in favour Cllrs D Watts, M Falkner, R Shing, D Sanders, Mrs W Alexander, D Murray Shing, D Dunbar, Mrs M Piper, Ms A Snell, Mrs C Berry, M Cunningham Mrs L Sargent**
12810	**Opportunity for public comment** None received
12811	**Apologies for absence** Cllr. D Shing (work), A Wood (personal) Cllr Cunningham had technical difficulties joining the meeting but attended via phone.
12812	**Declarations of interest in any items on the agenda** None
12813	**To approve and adopt the minutes of the Full Council meetings of 22nd February 2021.** **It was resolved to adopt the amended minutes of the Full Council meetings of 22nd February 2021 as an accurate record of the meeting VOTE All in favour Cllrs D Watts, M Falkner, R Shing, D Sanders, Mrs W Alexander, D Murray, S Shing, D Dunbar, Mrs M Piper, Ms A Snell, Mrs C Berry, M Cunningham Mrs L Sargent**
12814	**Mayors Verbal Report** The Mayor stated that there were concerns over the legislation for COVID remote meetings not being carried forward and that the 5th May could be the last meeting until everyone had had their vaccinations as there was no possibility of socially distancing in the council chambers. He commented that no events had taken place but had made good use of his allowance making donations locally.
12815	**To adopt the minutes and recommendations of committees and standing committees** **a) Planning Committee Meeting 3rd March 2021** **It was resolved to adopt the minutes and recommendations of the Planning Committee 3rd March 2021 VOTE All in favour Cllrs D Watts, M Falkner, R Shing, D Sanders, Mrs W Alexander, D Murray, S Shing, D Dunbar, Mrs M Piper, Ms A Snell, Mrs C Berry, M Cunningham, Mrs L Sargent**
12816	**Financial Update** **a. Approval of payments as presented (some already approved under urgent payments)** **b. Barclaycard Statements – already authorised for noting** **c. Bank reconciliations, income and expenditure accounts, trial balances, ear marked reserves, journals.** **d. To use the remaining budget in code 4256 to set aside in the EMR code 331 Brightling Road improvement works** The clerk was asked to send councillors the proposed list of improvements at Brightling Road.

	A vote was taken en bloc – it was resolved to approve the payments as present, noted the financial statements including the Barclaycard report and accepted the differences. VOTE All in favour Cllrs D Watts, M Falkner, R Shing, D Sanders, Mrs W Alexander, D Murray, S Shing, D Dunbar, Mrs M Piper, Ms A Snell, Mrs C Berry, M Cunningham, Mrs L Sargent
12817	**To appoint Cllr L Sargeant as a representative for Polegate School (Governor) It was resolved to appoint Cllr L Sargeant as a representative for Polegate School (Governor) VOTE All in favour Cllrs D Watts, M Falkner, R Shing, D Sanders, Mrs W Alexander, D Murray, S Shing, D Dunbar, Mrs M Piper, Ms A Snell, Mrs C Berry, M Cunningham, Mrs L Sargent**
12818	**Grant request – Sunflowers Mental health & Wellbeing (Polegate area) £700 remaining budget to 31st March 2021 is £1000 It was resolved to grant £1000 to Sunflowers mental health & Well-Being VOTE All in favour Cllrs D Watts, M Falkner, R Shing, D Sanders, Mrs W Alexander, D Murray, S Shing, D Dunbar, Mrs M Piper, Ms A Snell, Mrs C Berry, M Cunningham, Mrs L Sargent**
12819	**Motion to fund a new water tank and pipework at Cophall allotments to be paid from budgets 4270, 4271 TOTAL £660 and shortfall from general reserves. Estimated overall cost IRO £1000 +VAT It was resolved to fund a new water tank and pipework at Cophall allotments to be paid from budgets 4270, 4271 TOTAL £660 and shortfall from general reserves. Estimated overall cost IRO £1000 +VAT VOTE All in favour Cllrs D Watts, M Falkner, R Shing, D Sanders, Mrs W Alexander, D Murray, S Shing, D Dunbar, Mrs M Piper, Ms A Snell, Mrs C Berry, M Cunningham, Mrs L Sargent**
12820	**Motion to use the seal in accordance with standing orders and for the Mayor and Deputy Mayor to sign the S106 indemnity form. The motion was amended to read motion to delegate to the clerk to use the seal where/when required and documents to be signed by the Mayor and Deputy Mayor as required (including the S106 indemnity, the lease for the CIC and other documents as required). The clerk to report back to council when the seal has been used. VOTE All in favour Cllrs D Watts, M Falkner, R Shing, D Sanders, Mrs W Alexander, D Murray, S Shing, D Dunbar, Mrs M Piper, Ms A Snell, Mrs C Berry, M Cunningham, Mrs L Sargent**
12821	**Polegate and Stone Cross Cricket Club request to hold a licenced event At PWMRG on Sunday 15th August 2021 It was resolved to allow Polegate and Stone Cross Cricket Club request to hold a licenced event At PWMRG on Sunday 15th August 2021 provided they obtain the correct licences and COVID compliant as required. VOTE All in favour Cllrs D Watts, M Falkner, R Shing, D Sanders, Mrs W Alexander, D Murray, S Shing, D Dunbar, Mrs M Piper, Ms A Snell, Mrs C Berry, M Cunningham, Mrs L Sargent**
12822	**Dates of the next scheduled meetings Full Council 26th March 2021 remote meeting Annual Statutory meeting (election of mayor) 5th May 2021 (remote meeting) Other meetings TBA**

The meeting closed at 7.48pm

Signed Mayor of Polegate ____________________Date ______________________

Polegate Town Council

Cashbook 1

Current/Business Premium

Payments made between 01/03/2021 and 31/03/2021

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
						Nominal Ledger Analysis			
02/03/2021	[redacted]	BX233894	100.00			4220	302	100.00	Play Equipment Sanitisation
02/03/2021	Lewes District Council	BX234188	90.00		15.00	4243	302	75.00	Monthly Play Area Inspections
02/03/2021	Europlants Ltd	BX235419	1,440.00		240.00	8060	303	1,200.00	Planters Refurb Resolved
02/03/2021	SME IT Solutions Ltd	BX235868	14.99		2.50	4036	102	12.49	USB Cable
02/03/2021	SME IT Solutions Ltd	BX236718	220.98		36.83	4036	102	184.15	LED Monitor & Keyboard
08/03/2021	Barclays Bank	DIRECT DEB	61.65			4056	102	61.65	Commission Charges 13/01-14/02
09/03/2021	Viking	BX870582	113.40		4.73	4031	102	23.67	Batteries & Stationery
						4030	102	85.00	Postage Stamps
09/03/2021	Viking	BX871466	2.99		0.50	4031	102	2.49	Stationery
09/03/2021	Polegate WMRG CIC	BX871934	138.00		23.00	4198	204	115.00	Fees re Accountancy Services
09/03/2021	Polegate WMRG CIC	BX872796	0.00			105			Companies House
09/03/2021	Polegate WMRG CIC	BX872796	15.00			4198	204	15.00	Companies House Filing Fee
09/03/2021	Europlants Ltd	BX873441	49.51		8.25	4307	307	30.60	Hailsham Beds Maint & Water
						4258	303	10.66	Winter Monthly Maintenance
09/03/2021	Wealden District Council	BX874699	1,200.00		200.00	4241	302	625.00	Dog Bin Quarterly Emptying
						4238	302	375.00	Litter Bin Quarterly Emptying
09/03/2021	Reef Environmental Solutions	BX875136	43.43		7.24	4187	203	36.19	Waste Collection Wannock
09/03/2021	Reef Environmental Solutions	BX875278	64.26		10.71	4155	201	53.55	Waste Collection 49 High St
09/03/2021	Countrymans Contractors Ltd	BX875925	3,492.00		582.00	4256	303	2,910.00	Grass Cutting Cuts 10&11 of 13
09/03/2021	Countrymans Contractors Ltd	BX876578	300.00		50.00	4220	302	250.00	Extra Fencing BrightlingCulver
09/03/2021	Countrymans Contractors Ltd	BX876619	1,327.80		221.30	4220	302	1,106.50	Fencing works at Brightling
09/03/2021	Countrymans Contractors Ltd	BX877567	102.00		17.00	4220	302	85.00	Basketball Back Boards
09/03/2021	Countrymans Contractors Ltd	BX877788	1,090.80		181.80	4220	302	909.00	Brightling Vegetation&Railings
09/03/2021	Countrymans Contractors Ltd	BX877811	321.73		53.62	4220	302	268.11	Wannock gate, court, barrier
09/03/2021	Countrymans Contractors Ltd	BX878077	310.80		51.80	4220	302	259.00	Meadow Vegetation &
	Subtotal Carried Forward:		10,499.34	0.00	1,706.28			8,534.06	

Current/Business Premium

Payments made between 01/03/2021 and 31/03/2021

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
									Branches
09/03/2021	Countrymans Contractors Ltd	BX879590	141.00		23.50	4220	302	117.50	Re-Seeding at Oakleaf Entrance
09/03/2021	Countrymans Contractors Ltd	BX879743	1,481.40		246.90	4220	302	1,234.50	Meadow Pond Vegetation&WoodC
09/03/2021	Countrymans Contractors Ltd	BX880006	2,071.80		345.30	4220	302	1,726.50	Brightling Wood Chip&Boundary
10/03/2021	EDF Energy	BX016836	170.62		28.44	4286	305	142.18	Festive Lighting 2020
10/03/2021	Initial UK Ltd	BX017684	21.37		3.56	4154	201	17.81	Hygiene Units Waste Coll No 49
10/03/2021	Zurich Municipal	BX017726	4,565.11			4043	102	4,565.11	Annual Insurance Premium
10/03/2021	Zurich Municipal	BX017726	-4,565.11			4043	102	-4,565.11	Insurance Premium Mis-Post
10/03/2021	Zurich Municipal	BX017726	4,865.11			4043	102	4,865.11	Annual Insurance Premium
10/03/2021	Initial UK Ltd	BX018227	80.66		13.45	4504	205	67.21	Hygiene Units Waste OldToilet
10/03/2021	Initial UK Ltd	BX018991	29.13		4.86	4154	201	5.94	Hygiene Units No49& New Toilet
						4235	302	18.33	Hygiene Units Wannock
10/03/2021	Initial UK Ltd	BX018991	-29.13		-4.86	4154	201	-5.94	Hygiene Units Mis-Post 49&Toil
						4235	302	-18.33	Hygiene Units Mis-Post Wann
10/03/2021	Initial UK Ltd	BX018991	29.13		4.86	4154	201	21.97	Hygiene Units No 49& NewToilet
						4235	302	2.30	Hygiene Units Wannock
10/03/2021	Initial UK Ltd	BX019209	63.37		10.56	4154	201	52.81	Hygiene Units Waste Coll No 49
10/03/2021	Initial UK Ltd	BX019252	29.13		4.86	4154	201	5.94	Hygiene Units No49&New Toilet
						4235	302	18.33	Hygiene Units Wannock
10/03/2021	Initial UK Ltd	BX019252	-29.13		-4.86	4154	201	-5.94	Hygiene Units Mis-Post 49&Toil
						4235	302	-18.33	Hygiene Units Mis-Post Wannock
10/03/2021	Initial UK Ltd	BX019252	29.13		4.86	4154	201	21.97	Hygiene Units No49 & NewToilet
						4235	302	2.30	Hygiene Units Wannock
	Subtotal Carried Forward:		19,452.93	0.00	2,387.71			17,065.22	

Current/Business Premium

Payments made between 01/03/2021 and 31/03/2021

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
10/03/2021	Initial UK Ltd	BX020038	29.13		4.86	4154	201	21.97	Hygiene Units No49 & NewToilet
						4235	302	2.30	Hygiene Units Wannock
10/03/2021	Nest pension scheme	NEST	362.43			4000	101	169.45	Pension Payment March EEs
						4012	101	37.65	Pension Payment March EEs
						4008	101	155.33	Pension Payment March ERs
11/03/2021	EDF Energy	DIRECT DEB	78.09		3.72	4190	204	74.37	Electricity Wannock Office
11/03/2021	EDF Energy	DIRECT DEB	203.51		33.92	4180	203	169.59	Electricity Pavilion
12/03/2021	EDF Energy	DIRECT DEB	65.31		3.11	4170	202	62.20	Electricity 51 High Street
15/03/2021	Staff Salaries Cash Book	BX799709	7,476.62			202		7,476.62	March Salaries
15/03/2021	Cllr Allowances - See Below	BX799937	2,646.23			4090	103	164.73	Cllr Allowance Mrs W Alexander
						4090	103	206.33	Cllr Allowance Mrs C Berry
						4090	103	164.73	Cllr Allowance Mr M Cunningham
						4090	103	164.73	Cllr Allowance Mr D Dunbar`
						4090	103	164.73	Cllr Allowance Mr M Falkner
						4090	103	164.73	Cllr Allowance Mr D Murray
						4090	103	205.73	Cllr Allowance Mrs M Piper
						4090	103	164.73	Cllr Allowance Mr D Sanders
						4090	103	123.53	Cllr Allowance Mr D Shing
						4090	103	164.73	Cllr Allowance Mr R Shing
						4090	103	164.73	Cllr Allowance Mr S Shing
						4090	103	164.73	Cllr Allowance Ms A Snell
						4090	103	423.54	Cllr Allowance Mr D Watts
						4090	103	204.53	Cllr Allowance Mr A Wood
15/03/2021	Inland revenue	BX850314	2,673.33			4011	101	17.90	NI EEs (March)
						4001	101	188.20	Tax EEs (March)
						4000	101	1,045.18	Tax & NI EEs
	Subtotal Carried Forward:		32,987.58	0.00	2,433.32			29,132.21	

Current/Business Premium

Payments made between 01/03/2021 and 31/03/2021

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
									(March)
						4012	101	18.50	Tax & NI EEs (March)
						4003	101	164.00	Tax EEs (March)
						4004	101	68.40	Tax EEs (March)
						4002	101	9.37	NI EEs (March)
						4090	103	41.20	Tax EEs WA
						4090	103	-0.40	Tax EEs CB
						4090	103	41.20	Tax EEs MC
						4090	103	41.20	Tax EEs DD
						4090	103	41.20	Tax EEs MF
						4090	103	41.20	Tax EEs DM
						4090	103	0.20	Tax EEs MP
						4090	103	41.20	Tax EEs DJS
						4090	103	82.40	Tax EEs DDS
						4090	103	41.20	Tax EEs RS
						4090	103	41.20	Tax EEs SS
						4090	103	41.20	Tax EEs AS
						4090	103	106.00	Tax EEs DW
						4090	103	1.40	Tax EEs AW
						4007	101	601.38	NI ERs (March)
15/03/2021	Inland revenue	BX850314	-2,673.33			4011	101	-17.90	NI EEs (March)
						4001	101	-188.20	Tax EEs (March)
						4000	101	-1,045.18	Tax & NI EEs (March)
						4012	101	-18.50	Tax & NI EEs (March)
						4003	101	-164.00	Tax EEs (March)
						4004	101	-68.40	Tax EEs (March)
						4002	101	-9.37	NI EEs (March)
						4090	103	-41.20	Tax EEs WA
						4090	103	0.40	Tax EEs CB
						4090	103	-41.20	Tax EEs MC
						4090	103	-41.20	Tax EEs DD
						4090	103	-41.20	Tax EEs MF
						4090	103	-41.20	Tax EEs DM
						4090	103	-0.20	Tax EEs MP
						4090	103	-41.20	Tax EEs DJS
						4090	103	-82.40	Tax EEs DDS
						4090	103	-41.20	Tax EEs RS
						4090	103	-41.20	Tax EEs SS
						4090	103	-41.20	Tax EEs AS
	Subtotal Carried Forward:		30,314.25	0.00	2,433.32			28,589.71	

Current/Business Premium

Payments made between 01/03/2021 and 31/03/2021

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
						4090	103	-106.00	Tax EEs DW
						4090	103	-1.40	Tax EEs AW
						4007	101	-601.38	NI ERs (March)
16/03/2021	EDF Energy	DIRECT DEB	63.37		3.02	4131	201	60.35	Electricity 49 High Street
23/03/2021	Initial UK Ltd	BX083845	122.66		20.45	4504	205	102.21	Hygiene Units Old Toilet
23/03/2021	Initial UK Ltd	BX084390	10.76		1.79	4504	205	8.97	Hygiene Units Old Toilet
23/03/2021	Initial UK Ltd	BX085122	2.85		0.47	4154	201	2.38	Hygiene Units No 49
23/03/2021	SME IT Solutions Ltd	BX085191	441.00		73.50	4093	103	367.50	Apple iPad Mayor's Donation
23/03/2021	Polegate WMRG CIC	BX085350	47.96		8.00	4198	204	39.96	Domain Registration Renewal
23/03/2021	Europlants Ltd	BX085960	336.00		56.00	4258	303	280.00	Agreed Winter Bedding
23/03/2021	SME IT Solutions Ltd	BX086113	369.76		61.63	4036	102	308.13	VOIP,Monitor,Keybo
23/03/2021	Europlants Ltd	BX086662	676.80		112.80	4258	303	24.00	Replace 2 x Lavender
						8060	303	540.00	Plant up Amberol Planters
23/03/2021	Surrey Hills Solicitors LLP	BX086797	120.00		20.00	8060	102	100.00	Fees re Acquisition Stonewater
23/03/2021	Surrey Hills Solicitors LLP	BX087624	180.00		30.00	4039	102	150.00	Fees re General Legal Advice
						341		-150.00	Fees re General Legal Advice
						6000	102	150.00	Fees re General Legal Advice
23/03/2021	Surrey Hills Solicitors LLP	BX087653	300.00		50.00	8060	204	250.00	Fees re Polegate WMRG CIC
23/03/2021	Kingdom Services Group Ltd	BX088022	41.09		6.85	4235	302	34.24	Cover for closing WannockToile
23/03/2021	East Sussex County Council	BX088387	17,207.57		2,867.93	4281	305	8,625.00	Street Lights Maint 2020-2021
						4280	305	5,714.64	Street Lights Elec 2020-2021
23/03/2021	Kingdom Services Group Ltd	BX088422	1,250.02		208.34	4500	205	520.84	Toilet Cleaning High Street
						4235	302	520.84	Toilet Cleaning Wannock
23/03/2021	East Sussex ALC Ltd	BX089449	2,293.29			4045	102	2,293.29	ESALC & NALC Subscri 2021/2022
26/03/2021	SME IT Solutions Ltd	BX750982	39.73		6.63	4071	102	-639.32	Credit Backup CN11009
						4037	102	-15.00	Credit hosting
	Subtotal Carried Forward:		53,817.11	0.00	5,960.73			47,168.96	

Current/Business Premium

Payments made between 01/03/2021 and 31/03/2021

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
									CN11009
						4037	102	-15.00	Credit hosting CN11009
						4071	102	18.00	Anti virus IN11129
						4072	102	240.79	Office 365 emails etc IN11129
						4070	102	34.99	Broadband/Fibre IN11129
						4069	102	58.07	Phones/VOIP IN11129
						4093	103	8.23	HUB chip mayorsIN11129
						4070	102	34.99	Broadband IN11235
						4093	103	8.23	HUb chip mayors IN11235
						4069	102	54.37	Phones/VOIPIN1123
						4071	102	18.00	Antivirus IN11325
						4072	102	123.40	Office 365 emails etc IN11325
						4071	102	117.51	backup IN11325
						4071	102	-14.16	Credit note for keyboardIN1138
29/03/2021	BarclayCard	BARCLAYCA	778.78		120.63	4016	101	5.00	Int Women's Day President's Lu
						4146	201	51.65	Laptop Computer Desk
						4220	302	332.00	Basketball Hoops & Nets
						4093	103	50.00	Amazon Voucher Mayors Donation
						4146	201	219.50	Protective Desk Screens
30/03/2021	Business Stream	DIRECT DEB	592.52			4192	204	592.52	Waste Water Wannock Office
31/03/2021	SME IT Solutions Ltd	BX845198	123.19		20.53	4198	204	102.66	CIC Phone Inst & Line Rental
31/03/2021	SME IT Solutions Ltd	BX845852	49.99		8.33	4198	204	41.66	CIC Broadband & Line Rental
31/03/2021	Police&Crime CommissionerSX	BX847908	114.11			4201	301	114.11	CCTV Maintenance Q4 2020-2021
31/03/2021	Surrey Hills Solicitors LLP	BX848009	459.00		75.00	4039	102	375.00	Fees re General Legal Advice
						4039	102	9.00	Disbursements re Search Fees
	Subtotal Carried Forward:		55,934.70	0.00	6,185.22			49,749.48	

Current/Business Premium

Payments made between 01/03/2021 and 31/03/2021

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
						Nominal Ledger Analysis			
31/03/2021	Police&Crime CommissionerSX	BX849048	545.60			4201	301	545.60	CCTV Transmission Q4 2020-2021
	Total Payments:		56,480.30	0.00	6,185.22			50,295.08	

barclaycard commercial

barclaycard

SUMMARY FOR POLEGATE TOWN COUNCIL

Company reference:	[redacted]
Statement date:	20 March 2021
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
Fax: 0300 020 0184
Online: www.barclaycard.co.uk/commercial

Date of previous statement:	20 February 2021
Previous balance:	£312.43
Payment received:	£312.43 CR
Total of charges and adjustments:	£0.00
Total of new spending:	£778.78
New balance:	**£778.78**
Payment due by:	**29 March 2021**

Payment instructions

"Thank you for using Barclaycard Commercial. Your bank account [redacted], at branch [redacted] will be debited with the amount of the new balance on or immediately after 29 March 2021."

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	312.43
01 Mar 2021	DIRECT DEBIT PAYMENT THANK YOU	312.43 CR
Total of payment, charges and adjustments		**£0.00**

New balances by individual cardholder

Name	Card number	Monthly spend limit	Balance
[redacted]	[redacted]	[redacted]	778.78
Total cardholder expenditure			**£778.78**
New balance			**£778.78**

TOTAL VAT £120.63

000341 BBA2917A 9410242640
[redacted]
POLEGATE TOWN COUNCIL
COUNCIL OFFICE
49 HIGH STREET
POLEGATE
BN26 6AL

barclaycard commercial

barclaycard

STATEMENT FOR [redacted]

BARCLAYCARD COMMERCIAL
PO BOX 4000
SAFFRON ROAD
WIGSTON LE18 9EN

Tel: 0800 008 008
Outside UK: +44 1604 269452
Fax: 0300 020 0184
Online: www.barclaycard.co.uk/commercial

Company reference: [redacted]
Card number: [redacted]
Statement date: 20 March 2021

Monthly spend limit: [redacted]

Date	Description		Amount
8 Mar 2021 090355184221	SLCC ENTERPRISES LTD TAUNTON GBR SCHOOLS AND EDUCATIONAL SERVICES NOT ELSEWHERE CLASSIFIED	INT'L WOMEN'S DAY – PRESIDENT'S LUNCH	5.00
10 Mar 2021 110352692011	AMZNMktplace amazon.co.uk GBR MISCELLANEOUS AND RETAIL STORES	OFFICE COMPUTER DESK	61.98
15 Mar 2021 190355541961	WWWSPORTSEQUIPCOUK LEICESTER SPORTING GOODS STORES	BASKETBALL HOOPS & NETS	398.40
15 Mar 2021 160352692011	Amazon.co.uk*MU3NT0C04 AMAZON.CO.UK LUX ALL OTHER DIRECT MARKETERS	AMAZON VOUCHER FOR MAYOR'S DONATION	50.00
16 Mar 2021 180385481471	NBBMATTING.CO.UK 01202 493752 DURABLE GOODS,NOT ELSEWHERE CLASSIFIED	DESK SCREENS	263.40
5 new purchases / cash advances. Total of spending.			£778.78

	NET	VAT	TOTAL	
INT'L WOMEN'S DAY	5.00	0.00	5.00	0% VAT (E) 4016
DESK	51.65	10.33	61.98	20% VAT 4146
BASKETBALL HOOPS & NETS	332.00	66.40	398.40	20% VAT 4220
AMAZON VOUCHER	50.00	0.00	50.00	0% VAT (E) 4093
DESK SCREENS	219.50	43.90	263.40	20% VAT 4146
	658.15	120.63	778.78	

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[redacted]
POLEGATE
BN26 [redacted]

Detailed Income & Expenditure by Budget Heading 31/03/2021

Month No: 12 **Cost Centre Report**

		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	226	140	(86)			161.3%	
1060	Miscellaneous Income	1	0	(1)			0.0%	
	Administration :- Income	**227**	**140**	**(87)**			**162.0%**	**0**
4030	Postage	243	500	257		257	48.6%	
4031	Stationery	277	1,500	1,223		1,223	18.5%	
4032	Photocopier copy charges	335	1,500	1,165		1,165	22.3%	
4035	Computer consumables	176	200	25		25	87.8%	
4036	Office IT equipment	580	700	120		120	82.9%	
4037	Website	3,892	5,800	1,908		1,908	67.1%	
4039	Legal fees	4,418	4,000	(418)		(418)	110.5%	418
4040	Audit Fees (external audit)	800	1,000	200		200	80.0%	
4043	Insurance Premiums	4,763	5,000	237		237	95.3%	
4044	Insurance Tree Survey	300	300	0		0	100.0%	
4045	Subscriptions	2,856	3,000	144		144	95.2%	
4046	Publications	94	120	26		26	78.7%	
4047	Advertising	0	100	100		100	0.0%	
4049	Tree Works	1,000	1,000	0		0	100.0%	
4050	Town Council Elections	0	5,500	5,500		5,500	0.0%	
4053	Refreshments	0	250	250		250	0.0%	
4056	Bank/Barclaycard charges	753	1,350	597		597	55.8%	
4059	First Aid	44	150	106		106	29.2%	
4062	Newsletter Production	0	500	500		500	0.0%	
4063	Hire of Halls	0	300	300		300	0.0%	
4069	Office telephones	1,969	1,600	(369)		(369)	123.1%	481
4070	Broadband/Internet	499	550	51		51	90.8%	
4071	IT Services incl backups	519	832	313		313	62.4%	
4072	IT costs office 365	1,429	1,200	(229)		(229)	119.1%	
4073	IT reserve for new machines	0	700	700		700	0.0%	
8060	Misc Resolved Gen Reserves & c	3,930	0	(3,930)		(3,930)	0.0%	
	Administration :- Indirect Expenditure	**28,878**	**37,652**	**8,774**	**0**	**8,774**	**76.7%**	**899**
	Net Income over Expenditure	**(28,652)**	**(37,512)**	**(8,860)**				
6000	plus Transfer from EMR	658						
	Movement to/(from) Gen Reserve	**(27,993)**						
103	Town Councillors							
1060	Miscellaneous Income	120	0	(120)			0.0%	
	Town Councillors :- Income	**120**	**0**	**(120)**				**0**

Continued over page

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4090	Councillors' allowances	6,638	6,700	62		62	99.1%	
4091	Councillors' expenses	0	500	500		500	0.0%	
4092	Councillors' training	0	1,000	1,000		1,000	0.0%	
4093	Mayor's allowance Civic Duties	2,139	2,000	(139)		(139)	106.9%	
	Town Councillors :- Indirect Expenditure	**8,777**	**10,200**	**1,423**	**0**	**1,423**	**86.0%**	**0**
	Net Income over Expenditure	**(8,657)**	**(10,200)**	**(1,543)**				
104	General Administration							
1010	Investment Income	563	500	(63)			112.6%	156
1063	CIL funds from developers	198,462	0	(198,462)			0.0%	198,462
1076	Precept	349,877	349,877	0			100.0%	
	General Administration :- Income	**548,902**	**350,377**	**(198,525)**			**156.7%**	**198,617**
4100	Grants to other Organisations	2,000	2,000	0		0	100.0%	
4105	Finance Software	947	1,000	53		53	94.7%	
	General Administration :- Indirect Expenditure	**2,947**	**3,000**	**53**	**0**	**53**	**98.2%**	**0**
	Net Income over Expenditure	**545,955**	**347,377**	**(198,578)**				
6001	less Transfer to EMR	198,617						
	Movement to/(from) Gen Reserve	**347,338**						
201	Council Offices							
1000	Hire of Chamber	0	500	500			0.0%	
	Council Offices :- Income	**0**	**500**	**500**			**0.0%**	**0**
4130	Council Tax	6,737	8,000	1,264		1,264	84.2%	
4131	Electricity	1,551	2,200	649		649	70.5%	
4132	Water charges	101	250	149		149	40.5%	
4133	Sewerage	284	250	(34)		(34)	113.7%	
4136	Photocopier - lease	802	810	8		8	99.0%	
4139	Window Cleaning	0	240	240		240	0.0%	
4140	Alarm Maintenance	334	450	116		116	74.2%	
4141	Fire Precautions	212	446	234		234	47.5%	
4142	Other Maintenance	436	550	114		114	79.3%	
4146	Other Office Equipment	380	1,250	870	600	270	78.4%	
4154	Housekeeping Sanitary bins 49	139	240	101		101	57.9%	
4155	Refuse Collecting	700	1,300	601		601	53.8%	
4162	PWLB - Capital	4,165	4,166	1		1	100.0%	
4163	PWLB- Interest	1,408	1,408	0		0	100.0%	
	Council Offices :- Indirect Expenditure	**17,249**	**21,560**	**4,311**	**600**	**3,711**	**82.8%**	**0**
	Net Income over Expenditure	**(17,249)**	**(21,060)**	**(3,811)**				

Continued over page

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
202	51 High Street							
1005	51 High Street Rent R'ved	0	900	900			0.0%	
	51 High Street :- Income	**0**	**900**	**900**			**0.0%**	**0**
4170	51 High Street - expenditure	(258)	900	1,158		1,158	(28.7%)	
	51 High Street :- Indirect Expenditure	**(258)**	**900**	**1,158**	**0**	**1,158**	**(28.7%)**	**0**
	Net Income over Expenditure	**258**	**0**	**(258)**				
203	The Pavilion							
1030	Rental Income-Pavilion	70	1,600	1,530			4.4%	
	The Pavilion :- Income	**70**	**1,600**	**1,530**			**4.4%**	**0**
4179	Pavilion Insurance (CIC)	1,200	1,200	0		0	100.0%	
4180	Pavilion Electricity	1,219	2,300	1,081		1,081	53.0%	
4181	Pavilion water	231	500	269		269	46.1%	
4182	Pavilion sewerage	0	500	500		500	0.0%	
4186	Pavilion - fire precautions	149	250	101		101	59.4%	
4187	Pavilion - Refuse	389	455	66		66	85.5%	
	The Pavilion :- Indirect Expenditure	**3,188**	**5,205**	**2,017**	**0**	**2,017**	**61.2%**	**0**
	Net Income over Expenditure	**(3,118)**	**(3,605)**	**(487)**				
204	Wannock Office							
1032	Rental Income-Wannock Office	0	50	50			0.0%	
	Wannock Office :- Income	**0**	**50**	**50**			**0.0%**	**0**
4190	Wannock Office Electrictiy	1,395	800	(595)		(595)	174.3%	
4192	Wannock Office Sewage	400	750	350		350	53.3%	
4193	Wannock Office Council Tax	3,693	3,700	7		7	99.8%	
4195	Wannock Office Maintenance	0	360	360		360	0.0%	
4196	Wannock Office Fire Precaution	0	150	150		150	0.0%	
4197	Wannock grounds Maintenance	4,323	6,500	2,177		2,177	66.5%	
4198	PWMRG CIC Grant (Interim)	225	0	(225)		(225)	0.0%	
8060	Misc Resolved Gen Reserves & c	822	0	(822)		(822)	0.0%	
	Wannock Office :- Indirect Expenditure	**10,857**	**12,260**	**1,403**	**0**	**1,403**	**88.6%**	**0**
	Net Income over Expenditure	**(10,857)**	**(12,210)**	**(1,353)**				
205	High Street Toilets							
1035	High St Toilets Community Sche	1,234	1,234	0			100.0%	
1060	Miscellaneous Income	26,000	0	(26,000)			0.0%	26,000
	High Street Toilets :- Income	**27,234**	**1,234**	**(26,000)**			**2207.0%**	**26,000**

Continued over page

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4500	Toilets High St - Cleaning	6,771	6,500	(271)		(271)	104.2%	
4501	Toilets High St - Maintenance	0	650	650		650	0.0%	
4502	Toilets High St - Electricity	155	500	345		345	31.0%	
4503	Toilets High St - Water & Sewe	188	900	712		712	20.9%	
4504	Toilets High St - Other	178	700	522		522	25.5%	
4505	Toilets High St - Non Domestic	572	1,200	628		628	47.6%	
8060	Misc Resolved Gen Reserves & c	68,991	0	(68,991)		(68,991)	0.0%	64,209
	High Street Toilets :- Indirect Expenditure	**76,855**	**10,450**	**(66,405)**	**0**	**(66,405)**	**735.5%**	**64,209**
	Net Income over Expenditure	**(49,621)**	**(9,216)**	**40,405**				
6000	plus Transfer from EMR	66,500						
6001	less Transfer to EMR	23,709						
	Movement to/(from) Gen Reserve	**(6,830)**						
301	Town Centre and Community Safe							
4201	CCTV costs	2,639	3,500	861		861	75.4%	
	Town Centre and Community Safe :- Indirect Expenditure	**2,639**	**3,500**	**861**	**0**	**861**	**75.4%**	**0**
	Net Expenditure	**(2,639)**	**(3,500)**	**(861)**				
302	Recreation Grounds							
1022	Brightling Road lease	120	120	0			100.0%	
1050	Insurance Refunds/claim rebate	440	0	(440)			0.0%	
	Recreation Grounds :- Income	**560**	**120**	**(440)**			**466.7%**	**0**
4220	General Maintenance	8,454	9,000	546		546	93.9%	
4221	Recreation ground - water	0	350	350		350	0.0%	
4223	Grounds Maintenance	2,427	2,800	373		373	86.7%	
4224	Travel Costs re playgrounds	0	500	500		500	0.0%	
4230	Skate Park	1,120	6,000	4,880		4,880	18.7%	
4235	Toilets	6,812	6,500	(312)		(312)	104.8%	
4238	Litter Bins	1,500	2,500	1,000		1,000	60.0%	
4240	Oakleaf Lease Charges	150	150	0		0	100.0%	
4241	Dog Bins	2,500	2,500	0		0	100.0%	
4242	Playground Equipment	959	3,600	2,641		2,641	26.6%	
4243	Safety Inspections	1,501	1,500	(1)		(1)	100.0%	
8060	Misc Resolved Gen Reserves & c	16,117	0	(16,117)		(16,117)	0.0%	
	Recreation Grounds :- Indirect Expenditure	**41,539**	**35,400**	**(6,139)**	**0**	**(6,139)**	**117.3%**	**0**
	Net Income over Expenditure	**(40,979)**	**(35,280)**	**5,699**				

Continued over page

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
303	Highways							
1051	Urban Grasscutting Income	3,008	3,008	0			100.0%	
	Highways :- Income	**3,008**	**3,008**	**0**			**100.0%**	**0**
4256	Urban grasscutting	17,505	26,000	8,495		8,495	67.3%	
4258	Flower Beds	5,695	6,000	305		305	94.9%	
4259	Council Gardens - office	650	650	0		0	100.0%	
8060	Misc Resolved Gen Reserves & c	2,904	0	(2,904)		(2,904)	0.0%	
	Highways :- Indirect Expenditure	**26,753**	**32,650**	**5,897**	**0**	**5,897**	**81.9%**	**0**
	Net Income over Expenditure	**(23,745)**	**(29,642)**	**(5,897)**				
304	Allotments							
1070	Allotment Fees	1,761	1,170	(591)			150.6%	
1072	Gosford Way Allotments	120	175	55			68.6%	
	Allotments :- Income	**1,881**	**1,345**	**(536)**			**139.9%**	**0**
4270	Allotments - maintenance	550	550	0		0	100.0%	
4271	Allotments - improvements	300	300	0		0	100.0%	
4272	Allotments - water	822	650	(172)		(172)	126.4%	
4273	Allotment - rent of land Gosfo	175	175	0		0	100.0%	
4274	Allotment Grounds maintenance	500	500	0		0	100.0%	
	Allotments :- Indirect Expenditure	**2,347**	**2,175**	**(172)**	**0**	**(172)**	**107.9%**	**0**
	Net Income over Expenditure	**(465)**	**(830)**	**(365)**				
305	Street Lighting							
4280	Street Light - energy	5,715	9,100	3,385		3,385	62.8%	
4281	Street Light - Maintenance	8,625	9,900	1,275		1,275	87.1%	
4282	Street Light - new works/impro	67,606	23,000	(44,606)		(44,606)	293.9%	44,606
4286	Christmas decorations	10,929	12,000	1,071		1,071	91.1%	
4287	Additional Christmas Decoratio	2,250	4,000	1,750		1,750	56.3%	
	Street Lighting :- Indirect Expenditure	**95,124**	**58,000**	**(37,124)**	**0**	**(37,124)**	**164.0%**	**44,606**
	Net Expenditure	**(95,124)**	**(58,000)**	**37,124**				
6000	plus Transfer from EMR	44,606						
	Movement to/(from) Gen Reserve	**(50,518)**						
306	Prize and Prize Giving							
4096	Remembrance Wreath	30	30	0		0	100.0%	
	Prize and Prize Giving :- Indirect Expenditure	**30**	**30**	**0**	**0**	**0**	**100.0%**	**0**
	Net Expenditure	**(30)**	**(30)**	**0**				

Continued over page

Detailed Income & Expenditure by Budget Heading 31/03/2021

Month No: 12 **Cost Centre Report**

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
307	The Polegate Partnership							
1040	SponsorFlower Beds Hailsham Rd	750	1,000	250			75.0%	
	The Polegate Partnership :- Income	**750**	**1,000**	**250**			**75.0%**	**0**
4306	Replace Hailsham Rd Beds	1,342	500	(842)		(842)	268.5%	842
4307	Hailsham Flowers Maintenance	367	500	133		133	73.4%	
	The Polegate Partnership :- Indirect Expenditure	**1,710**	**1,000**	**(710)**	**0**	**(710)**	**171.0%**	**842**
	Net Income over Expenditure	**(960)**	**0**	**960**				
6000	plus Transfer from EMR	842						
	Movement to/(from) Gen Reserve	**(117)**						
401	The Planning Committee							
4320	Planning Committee - Halls	0	200	200		200	0.0%	
	The Planning Committee :- Indirect Expenditure	**0**	**200**	**200**	**0**	**200**	**0.0%**	**0**
	Net Expenditure	**0**	**(200)**	**(200)**				
	Grand Totals:- Income	**582,752**	**360,274**	**(222,478)**			**161.8%**	
	Expenditure	**318,634**	**234,182**	**(84,452)**	**600**	**(85,052)**	**136.3%**	
	Net Income over Expenditure	**264,119**	**126,092**	**(138,027)**				
	plus Transfer from EMR	**112,607**						
	less Transfer to EMR	**222,326**						
	Movement to/(from) Gen Reserve	**154,399**						

Polegate Town Council

Bank Reconciliation Statement as at 31/03/2021
for Cashbook 1 - Current/Business Premium

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Current Account	31/03/2021	1	50,000.00
Business Premium Account	31/03/2021	1	418,247.38
			468,247.38

Unpresented Cheques (Minus)			Amount	
16/03/2020	109077	Petty Cash	76.46	
				76.46
				468,170.92

Receipts not Banked/Cleared (Plus)		
	0.00	
		0.00
		468,170.92

Balance per Cash Book is :- **468,170.92**

Difference is :- **0.00**

Polegate Town Council

Bank Reconciliation Statement as at 31/03/2021
for Cashbook 2 - Tracker Account

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Tracker Account	31/03/2021	1	128,154.61
			128,154.61

Unpresented Cheques (Minus)	Amount	
	0.00	
		0.00
		128,154.61

Receipts not Banked/Cleared (Plus)		
	0.00	
		0.00
		128,154.61

Balance per Cash Book is :- **128,154.61**

Difference is :- **0.00**

Polegate Town Council

Bank Reconciliation Statement as at 31/03/2021
for Cashbook 3 - Petty Cash

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Petty Cash Account	31/03/2021	0	200.00
			200.00
Unpresented Cheques (Minus)		**Amount**	
		0.00	
			0.00
			200.00
Receipts not Banked/Cleared (Plus)			
		0.00	
			0.00
			200.00
		Balance per Cash Book is :-	**200.00**
		Difference is :-	**0.00**

Bank Reconciliation Statement as at 31/03/2021
for Cashbook 4 - Staff Salaries Cash Book

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Salaries Control	31/03/2021	0	0.00
			0.00

Unpresented Cheques (Minus)	Amount	
	0.00	
		0.00
		0.00

Receipts not Banked/Cleared (Plus)		
	0.00	
		0.00
		0.00

Balance per Cash Book is :-	**0.00**
Difference is :-	**0.00**

Bank Reconciliation Statement as at 31/03/2021
for Cashbook 5 - Current/Business Premium HSBC

Bank Statement Account Name (s)	Statement Date	Page No	Balances
HSBC deposit Account	31/03/2021	1	85,100.37
			85,100.37
Unpresented Cheques (Minus)		**Amount**	
		0.00	
			0.00
			85,100.37
Receipts not Banked/Cleared (Plus)			
		0.00	
			0.00
			85,100.37
		Balance per Cash Book is :-	**85,100.37**
		Difference is :-	**0.00**

Bank Reconciliation Statement as at 31/03/2021
for Cashbook 6 - NatWest deposit A/C

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Natwest Reserve Account	31/03/2021	1	85,086.34
			85,086.34
Unpresented Cheques (Minus)		**Amount**	
		0.00	
			0.00
			85,086.34
Receipts not Banked/Cleared (Plus)			
		0.00	
			0.00
			85,086.34
		Balance per Cash Book is :-	**85,086.34**
		Difference is :-	**0.00**

BARCLAYS

31 March 2021

[redacted] TOWN CLERK
POLEGATE TOWN COUNCIL
COUNCIL OFFICE
49 HIGH STREET
POLEGATE
EAST SUSSEX
BN26 6AL

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 2021

Business Current Accounts	
Business Current Account Statement	£50,000.00
Sort Code [redacted] • Account No [redacted]	✓
Business Savings Accounts	
Business Premium Account	£418,247.38
Sort Code [redacted] • Account No [redacted]	✓
Business Premium Account	£128,154.61
Sort Code [redacted] • Account No [redacted]	✓

CURRENT/
BUSINESS PREMIUM
CASHBOOK 1

TRACKER CASHBOOK 2

This is the end of your account summary.

Detailed Income & Expenditure by Budget Heading 31/03/2021

Month No: 12 **Cost Centre Report**

		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	226	140	(86)			161.3%	
1060	Miscellaneous Income	1	0	(1)			0.0%	
	Administration :- Income	**227**	**140**	**(87)**			**162.0%**	**0**
4030	Postage	243	500	257		257	48.6%	
4031	Stationery	277	1,500	1,223		1,223	18.5%	
4032	Photocopier copy charges	335	1,500	1,165		1,165	22.3%	
4035	Computer consumables	176	200	25		25	87.8%	
4036	Office IT equipment	580	700	120		120	82.9%	
4037	Website	3,892	5,800	1,908		1,908	67.1%	
4039	Legal fees	4,418	4,000	(418)		(418)	110.5%	418
4040	Audit Fees (external audit)	800	1,000	200		200	80.0%	
4043	Insurance Premiums	4,763	5,000	237		237	95.3%	
4044	Insurance Tree Survey	300	300	0		0	100.0%	
4045	Subscriptions	2,856	3,000	144		144	95.2%	
4046	Publications	94	120	26		26	78.7%	
4047	Advertising	0	100	100		100	0.0%	
4049	Tree Works	1,000	1,000	0		0	100.0%	
4050	Town Council Elections	0	5,500	5,500		5,500	0.0%	
4053	Refreshments	0	250	250		250	0.0%	
4056	Bank/Barclaycard charges	753	1,350	597		597	55.8%	
4059	First Aid	44	150	106		106	29.2%	
4062	Newsletter Production	0	500	500		500	0.0%	
4063	Hire of Halls	0	300	300		300	0.0%	
4069	Office telephones	1,969	1,600	(369)		(369)	123.1%	481
4070	Broadband/Internet	499	550	51		51	90.8%	
4071	IT Services incl backups	519	832	313		313	62.4%	
4072	IT costs office 365	1,429	1,200	(229)		(229)	119.1%	
4073	IT reserve for new machines	0	700	700		700	0.0%	
8060	Misc Resolved Gen Reserves & c	3,930	0	(3,930)		(3,930)	0.0%	
	Administration :- Indirect Expenditure	**28,878**	**37,652**	**8,774**	**0**	**8,774**	**76.7%**	**899**
	Net Income over Expenditure	**(28,652)**	**(37,512)**	**(8,860)**				
6000	plus Transfer from EMR	658						
	Movement to/(from) Gen Reserve	**(27,993)**						
103	Town Councillors							
1060	Miscellaneous Income	120	0	(120)			0.0%	
	Town Councillors :- Income	**120**	**0**	**(120)**				**0**

Continued over page

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4090	Councillors' allowances	6,638	6,700	62		62	99.1%	
4091	Councillors' expenses	0	500	500		500	0.0%	
4092	Councillors' training	0	1,000	1,000		1,000	0.0%	
4093	Mayor's allowance Civic Duties	2,139	2,000	(139)		(139)	106.9%	
	Town Councillors :- Indirect Expenditure	**8,777**	**10,200**	**1,423**	**0**	**1,423**	**86.0%**	**0**
	Net Income over Expenditure	**(8,657)**	**(10,200)**	**(1,543)**				
104	General Administration							
1010	Investment Income	563	500	(63)			112.6%	156
1063	CIL funds from developers	198,462	0	(198,462)			0.0%	198,462
1076	Precept	349,877	349,877	0			100.0%	
	General Administration :- Income	**548,902**	**350,377**	**(198,525)**			**156.7%**	**198,617**
4100	Grants to other Organisations	2,000	2,000	0		0	100.0%	
4105	Finance Software	947	1,000	53		53	94.7%	
	General Administration :- Indirect Expenditure	**2,947**	**3,000**	**53**	**0**	**53**	**98.2%**	**0**
	Net Income over Expenditure	**545,955**	**347,377**	**(198,578)**				
6001	less Transfer to EMR	198,617						
	Movement to/(from) Gen Reserve	**347,338**						
201	Council Offices							
1000	Hire of Chamber	0	500	500			0.0%	
	Council Offices :- Income	**0**	**500**	**500**			**0.0%**	**0**
4130	Council Tax	6,737	8,000	1,264		1,264	84.2%	
4131	Electricity	1,551	2,200	649		649	70.5%	
4132	Water charges	101	250	149		149	40.5%	
4133	Sewerage	284	250	(34)		(34)	113.7%	
4136	Photocopier - lease	802	810	8		8	99.0%	
4139	Window Cleaning	0	240	240		240	0.0%	
4140	Alarm Maintenance	334	450	116		116	74.2%	
4141	Fire Precautions	212	446	234		234	47.5%	
4142	Other Maintenance	436	550	114		114	79.3%	
4146	Other Office Equipment	380	1,250	870	600	270	78.4%	
4154	Housekeeping Sanitary bins 49	139	240	101		101	57.9%	
4155	Refuse Collecting	700	1,300	601		601	53.8%	
4162	PWLB - Capital	4,165	4,166	1		1	100.0%	
4163	PWLB- Interest	1,408	1,408	0		0	100.0%	
	Council Offices :- Indirect Expenditure	**17,249**	**21,560**	**4,311**	**600**	**3,711**	**82.8%**	**0**
	Net Income over Expenditure	**(17,249)**	**(21,060)**	**(3,811)**				

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Detailed Income & Expenditure by Budget Heading 31/03/2021

Month No: 12 **Cost Centre Report**

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
202	51 High Street							
1005	51 High Street Rent R'ved	0	900	900			0.0%	
	51 High Street :- Income	**0**	**900**	**900**			**0.0%**	**0**
4170	51 High Street - expenditure	(258)	900	1,158		1,158	(28.7%)	
	51 High Street :- Indirect Expenditure	**(258)**	**900**	**1,158**	**0**	**1,158**	**(28.7%)**	**0**
	Net Income over Expenditure	**258**	**0**	**(258)**				
203	The Pavilion							
1030	Rental Income-Pavilion	70	1,600	1,530			4.4%	
	The Pavilion :- Income	**70**	**1,600**	**1,530**			**4.4%**	**0**
4179	Pavilion Insurance (CIC)	1,200	1,200	0		0	100.0%	
4180	Pavilion Electricity	1,219	2,300	1,081		1,081	53.0%	
4181	Pavilion water	231	500	269		269	46.1%	
4182	Pavilion sewerage	0	500	500		500	0.0%	
4186	Pavilion - fire precautions	149	250	101		101	59.4%	
4187	Pavilion - Refuse	389	455	66		66	85.5%	
	The Pavilion :- Indirect Expenditure	**3,188**	**5,205**	**2,017**	**0**	**2,017**	**61.2%**	**0**
	Net Income over Expenditure	**(3,118)**	**(3,605)**	**(487)**				
204	Wannock Office							
1032	Rental Income-Wannock Office	0	50	50			0.0%	
	Wannock Office :- Income	**0**	**50**	**50**			**0.0%**	**0**
4190	Wannock Office Electrictiy	1,395	800	(595)		(595)	174.3%	
4192	Wannock Office Sewage	400	750	350		350	53.3%	
4193	Wannock Office Council Tax	3,693	3,700	7		7	99.8%	
4195	Wannock Office Maintenance	0	360	360		360	0.0%	
4196	Wannock Office Fire Precaution	0	150	150		150	0.0%	
4197	Wannock grounds Maintenance	4,323	6,500	2,177		2,177	66.5%	
4198	PWMRG CIC Grant (Interim)	225	0	(225)		(225)	0.0%	
8060	Misc Resolved Gen Reserves & c	822	0	(822)		(822)	0.0%	
	Wannock Office :- Indirect Expenditure	**10,857**	**12,260**	**1,403**	**0**	**1,403**	**88.6%**	**0**
	Net Income over Expenditure	**(10,857)**	**(12,210)**	**(1,353)**				
205	High Street Toilets							
1035	High St Toilets Community Sche	1,234	1,234	0			100.0%	
1060	Miscellaneous Income	26,000	0	(26,000)			0.0%	26,000
	High Street Toilets :- Income	**27,234**	**1,234**	**(26,000)**			**2207.0%**	**26,000**

Continued over page

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4500	Toilets High St - Cleaning	6,771	6,500	(271)		(271)	104.2%	
4501	Toilets High St - Maintenance	0	650	650		650	0.0%	
4502	Toilets High St - Electricity	155	500	345		345	31.0%	
4503	Toilets High St - Water & Sewe	188	900	712		712	20.9%	
4504	Toilets High St - Other	178	700	522		522	25.5%	
4505	Toilets High St - Non Domestic	572	1,200	628		628	47.6%	
8060	Misc Resolved Gen Reserves & c	68,991	0	(68,991)		(68,991)	0.0%	64,209
	High Street Toilets :- Indirect Expenditure	**76,855**	**10,450**	**(66,405)**	**0**	**(66,405)**	**735.5%**	**64,209**
	Net Income over Expenditure	**(49,621)**	**(9,216)**	**40,405**				
6000	plus Transfer from EMR	66,500						
6001	less Transfer to EMR	23,709						
	Movement to/(from) Gen Reserve	**(6,830)**						
301	Town Centre and Community Safe							
4201	CCTV costs	2,639	3,500	861		861	75.4%	
	Town Centre and Community Safe :- Indirect Expenditure	**2,639**	**3,500**	**861**	**0**	**861**	**75.4%**	**0**
	Net Expenditure	**(2,639)**	**(3,500)**	**(861)**				
302	Recreation Grounds							
1022	Brightling Road lease	120	120	0			100.0%	
1050	Insurance Refunds/claim rebate	440	0	(440)			0.0%	
	Recreation Grounds :- Income	**560**	**120**	**(440)**			**466.7%**	**0**
4220	General Maintenance	8,454	9,000	546		546	93.9%	
4221	Recreation ground - water	0	350	350		350	0.0%	
4223	Grounds Maintenance	2,427	2,800	373		373	86.7%	
4224	Travel Costs re playgrounds	0	500	500		500	0.0%	
4230	Skate Park	1,120	6,000	4,880		4,880	18.7%	
4235	Toilets	6,812	6,500	(312)		(312)	104.8%	
4238	Litter Bins	1,500	2,500	1,000		1,000	60.0%	
4240	Oakleaf Lease Charges	150	150	0		0	100.0%	
4241	Dog Bins	2,500	2,500	0		0	100.0%	
4242	Playground Equipment	959	3,600	2,641		2,641	26.6%	
4243	Safety Inspections	1,501	1,500	(1)		(1)	100.0%	
8060	Misc Resolved Gen Reserves & c	16,117	0	(16,117)		(16,117)	0.0%	
	Recreation Grounds :- Indirect Expenditure	**41,539**	**35,400**	**(6,139)**	**0**	**(6,139)**	**117.3%**	**0**
	Net Income over Expenditure	**(40,979)**	**(35,280)**	**5,699**				

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Detailed Income & Expenditure by Budget Heading 31/03/2021

Month No: 12 **Cost Centre Report**

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
303	Highways							
1051	Urban Grasscutting Income	3,008	3,008	0			100.0%	
	Highways :- Income	**3,008**	**3,008**	**0**			**100.0%**	**0**
4256	Urban grasscutting	17,505	26,000	8,495		8,495	67.3%	
4258	Flower Beds	5,695	6,000	305		305	94.9%	
4259	Council Gardens - office	650	650	0		0	100.0%	
8060	Misc Resolved Gen Reserves & c	2,904	0	(2,904)		(2,904)	0.0%	
	Highways :- Indirect Expenditure	**26,753**	**32,650**	**5,897**	**0**	**5,897**	**81.9%**	**0**
	Net Income over Expenditure	**(23,745)**	**(29,642)**	**(5,897)**				
304	Allotments							
1070	Allotment Fees	1,761	1,170	(591)			150.6%	
1072	Gosford Way Allotments	120	175	55			68.6%	
	Allotments :- Income	**1,881**	**1,345**	**(536)**			**139.9%**	**0**
4270	Allotments - maintenance	550	550	0		0	100.0%	
4271	Allotments - improvements	300	300	0		0	100.0%	
4272	Allotments - water	822	650	(172)		(172)	126.4%	
4273	Allotment - rent of land Gosfo	175	175	0		0	100.0%	
4274	Allotment Grounds maintenance	500	500	0		0	100.0%	
	Allotments :- Indirect Expenditure	**2,347**	**2,175**	**(172)**	**0**	**(172)**	**107.9%**	**0**
	Net Income over Expenditure	**(465)**	**(830)**	**(365)**				
305	Street Lighting							
4280	Street Light - energy	5,715	9,100	3,385		3,385	62.8%	
4281	Street Light - Maintenance	8,625	9,900	1,275		1,275	87.1%	
4282	Street Light - new works/impro	67,606	23,000	(44,606)		(44,606)	293.9%	44,606
4286	Christmas decorations	10,929	12,000	1,071		1,071	91.1%	
4287	Additional Christmas Decoratio	2,250	4,000	1,750		1,750	56.3%	
	Street Lighting :- Indirect Expenditure	**95,124**	**58,000**	**(37,124)**	**0**	**(37,124)**	**164.0%**	**44,606**
	Net Expenditure	**(95,124)**	**(58,000)**	**37,124**				
6000	plus Transfer from EMR	44,606						
	Movement to/(from) Gen Reserve	**(50,518)**						
306	Prize and Prize Giving							
4096	Remembrance Wreath	30	30	0		0	100.0%	
	Prize and Prize Giving :- Indirect Expenditure	**30**	**30**	**0**	**0**	**0**	**100.0%**	**0**
	Net Expenditure	**(30)**	**(30)**	**0**				

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Detailed Income & Expenditure by Budget Heading 31/03/2021

Month No: 12 **Cost Centre Report**

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
307	The Polegate Partnership							
1040	SponsorFlower Beds Hailsham Rd	750	1,000	250			75.0%	
	The Polegate Partnership :- Income	**750**	**1,000**	**250**			**75.0%**	**0**
4306	Replace Hailsham Rd Beds	1,342	500	(842)		(842)	268.5%	842
4307	Hailsham Flowers Maintenance	367	500	133		133	73.4%	
	The Polegate Partnership :- Indirect Expenditure	**1,710**	**1,000**	**(710)**	**0**	**(710)**	**171.0%**	**842**
	Net Income over Expenditure	**(960)**	**0**	**960**				
6000	plus Transfer from EMR	842						
	Movement to/(from) Gen Reserve	**(117)**						
401	The Planning Committee							
4320	Planning Committee - Halls	0	200	200		200	0.0%	
	The Planning Committee :- Indirect Expenditure	**0**	**200**	**200**	**0**	**200**	**0.0%**	**0**
	Net Expenditure	**0**	**(200)**	**(200)**				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	**582,752**	**360,274**	**(222,478)**			**161.8%**	
Expenditure	**318,634**	**234,182**	**(84,452)**	**600**	**(85,052)**	**136.3%**	
Net Income over Expenditure	**264,119**	**126,092**	**(138,027)**				
plus Transfer from EMR	**112,607**						
less Transfer to EMR	**222,326**						
Movement to/(from) Gen Reserve	**154,399**						

Polegate Town Council

Earmarked Reserves

	Account	Opening Balance	Net Transfers	Closing Balance
320	Council Office Mntce Fund	22,115.00		22,115.00
321	Recreation Fund	0.00		0.00
322	Town Election/Poll/Referendum	16,657.00		16,657.00
323	Polegate Town Map Fund	0.00		0.00
324	Elections Fund	29,320.00	-11,483.00	17,837.00
325	Pavilion Refurbishment Fund	0.00		0.00
326	Youth Shelter Reserve	0.00		0.00
328	Office IT Equipment Reserve	0.00	700.00	700.00
329	Other Office Equipment	240.47	-240.47	0.00
330	Crossing Patrol Reserve	0.00		0.00
331	Brightling Reserve	19.21	8,495.00	8,514.21
332	Bus shelter reserve	0.00		0.00
333	Diamond Jubilee Reserve	0.00		0.00
334	Town Focal Enhancemt Reserve	592.20		592.20
335	Street Lights Reserve	167,779.04	-44,605.70	123,173.34
336	Legals/fencing re s/water	6,000.00		6,000.00
337	High Street Toilets Reserve	14,284.00	-14,284.00	0.00
338	Hailsham Beds Reserve	1,741.00	-842.46	898.54
339	Office Alterations Reserve	26,165.00		26,165.00
340	Guardian Court Crossing	0.00		0.00
341	Staff - Consultant/Temporary	167.55	1,858.00	2,025.55
342	Age Gym S106 funds Centre	0.00		0.00
343	Tree Audit	0.00		0.00
344	Play Equipment	0.00		0.00
345	Flower Bulbs EMR	365.05	620.00	985.05
346	Neighbourhood Plan	15,000.00		15,000.00
347	CCTV reserve	3,344.00		3,344.00
348	Consultation/Newsletter	1,003.00		1,003.00
349	CIL funds	26,504.65	181,593.07	208,097.72
350	Picnic Benches	788.00		788.00
351	Skate Park	4,795.00	4,880.00	9,675.00
352	Overtime	1,036.27		1,036.27
353	Polegate Community Library	51,000.00		51,000.00
354	New air con unit	0.00	600.00	600.00
355	Christmas Lights (new)	0.00	1,750.00	1,750.00
356	Bins	0.00	5,500.00	5,500.00
		388,916.44	**134,540.44**	**523,456.88**

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Your Statement

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

Account Summary	
Opening Balance	85,099.72
Payments In	0.65
Payments Out	0.00
Closing Balance	85,100.37

Interest Rate - Valid as at end date of the statement period
0.01% AER

International Bank Account Number
[redacted]

Branch Identifier Code
[redacted]

13 February to 12 March 2021

Account Name
Polegate Town Council

Sortcode	Account Number	Sheet Number
[redacted]	[redacted]	17

Your Business Money Manager details

Date		Payment type and details	Paid out	Paid in	Balance
12 Feb 21		**BALANCE BROUGHT FORWARD**			**85,099.72**
12 Mar 21	CR	GROSS INTEREST			
	12 FEB	TO 11MAR2021		0.65	85,100.37
12 Mar 21		**BALANCE CARRIED FORWARD**			**85,100.37**

Information about the Financial Services Compensation Scheme

Your deposit is 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 www.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 (www.hsbc.co.uk).

CASHBOOK 5

Summary Income & Expenditure by Budget Heading 31/03/2021

Month No: 12

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
101 Employee costs	Income	0	1,038	1,038			0.0%
	Expenditure	120,810	127,216	6,406		6,406	95.0%
	Net Income over Expenditure	(120,810)	(126,178)	(5,368)			
	plus Transfer from EMR	0					
	Movement to/(from) Gen Reserve	(120,810)					
	Grand Totals:- Income	**0**	**1,038**	**1,038**			**0.0%**
	Expenditure	**120,810**	**127,216**	**6,406**	**0**	**6,406**	**95.0%**
	Net Income over Expenditure	**(120,810)**	**(126,178)**	**(5,368)**			
	plus Transfer from EMR	**0**					
	Movement to/(from) Gen Reserve	**(120,810)**					

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
1009	Bank Loyalty Discount	102	Administration		225.81
1010	Investment Income	104	General Administration		563.18
1022	Brightling Road lease	302	Recreation Grounds		120.00
1030	Rental Income-Pavilion	203	The Pavilion		70.00
1035	High St Toilets Community Sche	205	High Street Toilets		1,234.00
1040	SponsorFlower Beds Hailsham Rd	307	The Polegate Partnership		750.00
1050	Insurance Refunds/claim rebate	302	Recreation Grounds		440.00
1051	Urban Grasscutting Income	303	Highways		3,008.00
1060	Miscellaneous Income	102	Administration		1.05
1060	Miscellaneous Income	103	Town Councillors		120.00
1060	Miscellaneous Income	205	High Street Toilets		26,000.00
1063	CIL funds from developers	104	General Administration		198,461.53
1070	Allotment Fees	304	Allotments		1,761.49
1072	Gosford Way Allotments	304	Allotments		120.00
1076	Precept	104	General Administration		349,877.00
4030	Postage	102	Administration	242.80	
4031	Stationery	102	Administration	276.90	
4032	Photocopier copy charges	102	Administration	335.07	
4035	Computer consumables	102	Administration	175.50	
4036	Office IT equipment	102	Administration	580.07	
4037	Website	102	Administration	3,892.09	
4039	Legal fees	102	Administration	4,418.00	
4040	Audit Fees (external audit)	102	Administration	800.00	
4043	Insurance Premiums	102	Administration	4,763.17	
4044	Insurance Tree Survey	102	Administration	300.00	
4045	Subscriptions	102	Administration	2,856.17	
4046	Publications	102	Administration	94.48	
4049	Tree Works	102	Administration	1,000.00	
4056	Bank/Barclaycard charges	102	Administration	753.39	
4059	First Aid	102	Administration	43.75	
4069	Office telephones	102	Administration	1,968.97	
4070	Broadband/Internet	102	Administration	499.35	
4071	IT Services incl backups	102	Administration	519.44	
4072	IT costs office 365	102	Administration	1,429.29	
4090	Councillors' allowances	103	Town Councillors	6,638.07	
4093	Mayor's allowance Civic Duties	103	Town Councillors	2,138.58	
4096	Remembrance Wreath	306	Prize and Prize Giving	30.00	
4100	Grants to other Organisations	104	General Administration	2,000.00	
4105	Finance Software	104	General Administration	947.00	
4130	Council Tax	201	Council Offices	6,736.50	
4131	Electricity	201	Council Offices	1,550.83	
4132	Water charges	201	Council Offices	101.32	

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A/c Code	Account Name	Centre	Centre Name	Debit	Credit
4133	Sewerage	201	Council Offices	284.29	
4136	Photocopier - lease	201	Council Offices	802.16	
4140	Alarm Maintenance	201	Council Offices	334.00	
4141	Fire Precautions	201	Council Offices	212.03	
4142	Other Maintenance	201	Council Offices	436.00	
4146	Other Office Equipment	201	Council Offices	380.40	
4154	Housekeeping Sanitary bins 49	201	Council Offices	138.91	
4155	Refuse Collecting	201	Council Offices	699.50	
4162	PWLB - Capital	201	Council Offices	4,165.47	
4163	PWLB- Interest	201	Council Offices	1,407.73	
4170	51 High Street - expenditure	202	51 High Street		258.37
4179	Pavilion Insurance (CIC)	203	The Pavilion	1,200.00	
4180	Pavilion Electricity	203	The Pavilion	1,219.26	
4181	Pavilion water	203	The Pavilion	230.56	
4186	Pavilion - fire precautions	203	The Pavilion	148.61	
4187	Pavilion - Refuse	203	The Pavilion	389.25	
4190	Wannock Office Electrictiy	204	Wannock Office	1,394.63	
4192	Wannock Office Sewage	204	Wannock Office	400.00	
4193	Wannock Office Council Tax	204	Wannock Office	3,692.60	
4197	Wannock grounds Maintenance	204	Wannock Office	4,323.04	
4198	PWMRG CIC Grant (Interim)	204	Wannock Office	224.62	
4201	CCTV costs	301	Town Centre and Community Safe	2,638.84	
4220	General Maintenance	302	Recreation Grounds	8,453.84	
4223	Grounds Maintenance	302	Recreation Grounds	2,426.96	
4230	Skate Park	302	Recreation Grounds	1,120.00	
4235	Toilets	302	Recreation Grounds	6,812.06	
4238	Litter Bins	302	Recreation Grounds	1,500.00	
4240	Oakleaf Lease Charges	302	Recreation Grounds	150.00	
4241	Dog Bins	302	Recreation Grounds	2,500.00	
4242	Playground Equipment	302	Recreation Grounds	958.65	
4243	Safety Inspections	302	Recreation Grounds	1,500.50	
4256	Urban grasscutting	303	Highways	17,505.00	
4258	Flower Beds	303	Highways	5,694.59	
4259	Council Gardens - office	303	Highways	650.00	
4270	Allotments - maintenance	304	Allotments	550.00	
4271	Allotments - improvements	304	Allotments	300.00	
4272	Allotments - water	304	Allotments	821.69	
4273	Allotment - rent of land Gosfo	304	Allotments	175.00	
4274	Allotment Grounds maintenance	304	Allotments	500.00	
4280	Street Light - energy	305	Street Lighting	5,714.54	
4281	Street Light - Maintenance	305	Street Lighting	8,625.00	
4282	Street Light - new works/impro	305	Street Lighting	67,605.70	

Continued over page

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
4286	Christmas decorations	305	Street Lighting	10,928.78	
4287	Additional Christmas Decoratio	305	Street Lighting	2,250.00	
4306	Replace Hailsham Rd Beds	307	The Polegate Partnership	1,342.46	
4307	Hailsham Flowers Maintenance	307	The Polegate Partnership	367.20	
4500	Toilets High St - Cleaning	205	High Street Toilets	6,770.92	
4502	Toilets High St - Electricity	205	High Street Toilets	155.22	
4503	Toilets High St - Water & Sewe	205	High Street Toilets	187.83	
4504	Toilets High St - Other	205	High Street Toilets	178.39	
4505	Toilets High St - Non Domestic	205	High Street Toilets	571.73	
6000	Transfer from EMR	102	Administration		658.47
6000	Transfer from EMR	205	High Street Toilets		66,500.00
6000	Transfer from EMR	305	Street Lighting		44,605.70
6000	Transfer from EMR	307	The Polegate Partnership		842.46
6001	Transfer to EMR	104	General Administration	198,617.07	
6001	Transfer to EMR	205	High Street Toilets	23,709.00	
8060	Misc Resolved Gen Reserves & c	102	Administration	3,930.00	
8060	Misc Resolved Gen Reserves & c	204	Wannock Office	822.21	
8060	Misc Resolved Gen Reserves & c	205	High Street Toilets	68,991.00	
8060	Misc Resolved Gen Reserves & c	302	Recreation Grounds	16,116.50	
8060	Misc Resolved Gen Reserves & c	303	Highways	2,903.50	
			Trial Balance Totals :	**541,217.98**	**695,617.06**
			Difference	**-154,399.08**	

Source	Ledger	Ref No	Month		Code	Gross	Net	VAT
Cashbook	1		10			101.32	101.32	0.00
Cashbook	5		10			0.72	0.72	0.00
Cashbook	6		10			0.68	0.68	0.00
Cashbook	1		11			75.63	75.63	0.00
Cashbook	5		11			0.72	0.72	0.00
Cashbook	6		11			0.65	0.65	0.00
Cashbook	1		12			100.41	100.41	0.00
Cashbook	2		12			3.19	3.19	0.00
Cashbook	5		12			0.65	0.65	0.00
		OUTPUT		**Total Rate:**	**E**	**283.97**	**283.97**	**0.00**
Cashbook	1		10			300.00	250.00	50.00
Cashbook	1		12			370.20	308.50	61.70
		OUTPUT		**Total Rate:**	**S**	**670.20**	**558.50**	**111.70**
Cashbook	1		10			60.39	60.39	0.00
Cashbook	1		11			281.46	281.46	0.00
Cashbook	1		12			5,066.76	5,066.76	0.00
		INPUT		**Total Rate:**	**E**	**5,408.61**	**5,408.61**	**0.00**
Cashbook	1		10			74.41	70.87	3.54
Cashbook	1		11			179.76	171.20	8.56
Cashbook	1		12			206.77	196.92	9.85
		INPUT		**Total Rate:**	**LR**	**460.94**	**438.99**	**21.95**
Cashbook	1		10			103,340.94	86,117.44	17,223.50
Cashbook	1		11			6,952.77	5,793.97	1,158.80
Cashbook	1		12			37,051.97	30,876.60	6,175.37
		INPUT		**Total Rate:**	**S**	**147,345.68**	**122,788.01**	**24,557.67**
Cashbook	1		11			53.28	53.28	0.00
Cashbook	1		12			2,885.81	2,885.81	0.00
		INPUT		**Total Rate:**	**Z**	**2,939.09**	**2,939.09**	**0.00**

Source	Ledger	Ref No	Month	Code	Gross	Net	VAT
VAT Return Summary:				**Total Outputs**	**954.17**	**842.47**	**111.70**
				Total Inputs	**156,154.32**	**131,574.70**	**24,579.62**

VAT due in the period on sales and other outputs	**Box 1**	111.70
VAT due in the period on acquisitions of goods made in Northern Ireland from EU Member States	**2**	0.00
Total VAT due	**3**	**111.70**
VAT reclaimed in the period on purchases and other inputs (including acquisitions in Northern Ireland from EU member states)	**4**	24,579.62
Net VAT to reclaim from HMRC	**5**	**24,467.92**
Total value of sales and all other outputs excluding any VAT	**6**	**842.00**
Total value of purchases and all other inputs excluding any VAT	**7**	**131,574.00**
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**

DEFIANT SPORTS C.I.C.

Company limited by guarantee

Company Registration Number:
10826628 (England and Wales)

Unaudited statutory accounts for the year ended 30 June 2019

Period of accounts

Start date: 1 July 2018

End date: 30 June 2019

DEFIANT SPORTS C.I.C.

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for the Period Ended 30 June 2019

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Balance sheet

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DEFIANT SPORTS C.I.C.

Profit And Loss Account

for the Period Ended 30 June 2019

	2019	*2018*
	£	**£**
Turnover:	**21,694**	21,358
Cost of sales:	**(584)**	(3,779)
Gross profit(or loss):	**21,110**	17,579
Distribution costs:	**(3,181)**	
Administrative expenses:	**(16,236)**	(17,468)
Operating profit(or loss):	**1,693**	111
Profit(or loss) before tax:	**1,693**	111
Profit(or loss) for the financial year:	**1,693**	111

DEFIANT SPORTS C.I.C.

Balance sheet

As at 30 June 2019

	Notes	2019	2018
		£	£
Fixed assets			
Tangible assets:	2	**2,137**	2,222
Total fixed assets:		**2,137**	2,222
Current assets			
Debtors:	3	**293**	
Cash at bank and in hand:		**293**	111
Total current assets:		**586**	111
Prepayments and accrued income:		**110**	
Creditors: amounts falling due within one year:	4	**(1,023)**	
Net current assets (liabilities):		**(327)**	111
Total assets less current liabilities:		**1,810**	2,333
Total net assets (liabilities):		**1,810**	2,333
Members' funds			
Profit and loss account:		**1,810**	2,333
Total members' funds:		**1,810**	2,333

The notes form part of these financial statements

DEFIANT SPORTS C.I.C.

Balance sheet statements

For the year ending 30 June 2019 the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

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

These accounts have been prepared and delivered in accordance with the provisions applicable to companies subject to the small companies regime.

The directors have chosen not to file a copy of the company's profit and loss account.

This report was approved by the board of directors on 1 October 2019
and signed on behalf of the board by:

Name: Loretta Lock
Status: Director

The notes form part of these financial statements

DEFIANT SPORTS C.I.C.

Notes to the Financial Statements

for the Period Ended 30 June 2019

1. Accounting policies

Basis of measurement and preparation

These financial statements have been prepared in accordance with the provisions of Section 1A (Small Entities) of Financial Reporting Standard 102

Turnover policy

The turnover figures represents total income

Other accounting policies

All accounts prepared using Quickbooks

DEFIANT SPORTS C.I.C.

Notes to the Financial Statements

for the Period Ended 30 June 2019

2. Tangible assets

	Land & buildings	Plant & machinery	Fixtures & fittings	Office equipment	Motor vehicles	Total
Cost	£	£	£	£	£	£
At 1 July 2018					**2,222**	**2,222**
Additions						
Disposals						
Revaluations						
Transfers						
At 30 June 2019					**2,222**	**2,222**
Depreciation						
At 1 July 2018					**0**	**0**
Charge for year					**85**	**85**
On disposals						
Other adjustments						
At 30 June 2019					**85**	**85**
Net book value						
At 30 June 2019					**2,137**	**2,137**
At 30 June 2018					**2,222**	**2,222**

Notes to the Financial Statements

for the Period Ended 30 June 2019

3. Debtors

	2019	*2018*
	£	*£*
Trade debtors	**293**	
Total	**293**	

4. Creditors: amounts falling due within one year note

	2019
	£
Taxation and social security	86
Accruals and deferred income	700
Other creditors	237
Total	1,023

COMMUNITY INTEREST ANNUAL REPORT

DEFIANT SPORTS C.I.C.

Company Number: 10826628 (England and Wales)

Year Ending: 30 June 2019

Company activities and impact

The Company Provides sports and activities to those with a barrier to participation. The organisation is recognised as both a CIC and CASC. The organisation formed as a community group in 2014, consistuted as a CIC in 2017. During the last financial year, the company has benefited the community by:

- running activities 6 days a week to get the community active
- providing bespoke activities designed to suit those with a challenge, e.g. tennis for the visually impaired/Football for adults with learning disabilities.
- Collaborated with other local community organisations to meet local need.
- supplied free sporty activities at local events e.g. Eastbourne Carnival / Wyntercon.
- part -time employment for 5 local residents
- over 60 people have utilised our services.

Consultation with stakeholders

the company's stakeholders are the community in and around Eastbourne as well as other activity providers and statutory and voluntary service providers. Defiant Sports is represented on DIG, Disability Inclusion Group, for Eastbourne and the Company's Managing Director is a Disability Sports Ambassador for Active Sussex Disability Network. Regular feedback is understaken, with opportunity at every session we run, on social media and by telephone and email. The local community are asked for suggestions to guide and direct activities offered.
Other local service providers refer to Defiant Sports and also ask to utilise services or to have bespoke services created.

Directors' remuneration

The total amount paid or receivable by directors in respect of qualifying services was £11,705.

There were no other transactions or arrangements in connection with the remuneration of directors, or compensation for director's loss of office, which require to be disclosed.

Transfer of assets

No transfer of assets other than for full consideration

This report was approved by the board of directors on
1 October 2019

And signed on behalf of the board by:
Name: Loretta lock
Status: Director

The Companies Act 2006

Community Interest Company Limited by Guarantee

Articles of Association

of

DEFIANT SPORTS C.I.C.

(CIC Limited by Guarantee, Schedule 1, Small Membership)

The Companies Act 2006
Community Interest Company Limited by Guarantee

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Articles of Association

of

DEFIANT SPORTS C.I.C.

INTERPRETATION

1. Defined Terms

1.1 The interpretation of these Articles is governed by the provisions set out in the Schedule at the end of the Articles.

1.2 **COMMUNITY INTEREST COMPANY AND ASSET LOCK**

2. Community Interest Company

2.1 The Company is to be a community interest company.

3. Asset Lock[1]

3.1 The Company shall not transfer any of its assets other than for full consideration.

3.2 Provided the conditions in Article 3.3 are satisfied, Article 3.1 shall not apply to:

(a) the transfer of assets to any specified asset-locked body, or (with the consent of the Regulator) to any other asset-locked body; and

(b) the transfer of assets made for the benefit of the community other than by way of a transfer of assets into an asset-locked body.

3.3 The conditions are that the transfer of assets must comply with any restrictions on the transfer of assets for less than full consideration which may be set out elsewhere in the memorandum and Articles of the Company.

3.4 If:

3.4.1 the Company is wound up under the Insolvency Act 1986; and

3.4.2 all its liabilities have been satisfied

any residual assets shall be given or transferred to the asset-locked body specified in Article 3.5 below.

3.5 For the purposes of this Article 3, the following asset-locked body is specified as a potential recipient of the Company's assets under Articles 3.2 and 3.4:

Name: [AUTISM SUSSEX]
(Please note that a community interest company cannot nominate itself as the asset locked body. It also cannot nominate a non-asset locked body. An asset locked body

is defined as a CIC or charity, a permitted industrial and provident society or non-UK based equivalent.)
Charity Registration Number (if applicable): 1052881

Company Registration Number (if applicable): N/A

Registered Office: Sussex House, Tills Courtyard, 19 High Street Battle, East Sussex, TN33 0AE

4. Not for profit

4.1 The Company is not established or conducted for private gain: any surplus or assets are used principally for the benefit of the community.

OBJECTS, POWERS AND LIMITATION OF LIABILITY

5. Objects

The objects of the Company are to carry on activities which benefit the community and in particular (without limitation) to Provide for those people who wish to participate in sport and associated activities but have a barrier to participation eg. Disability or lack of financial provision. Defiant Sports will provide activities and events tailored to the specific needs of those who wish to overcome barriers to participation. Defiant Sports will also support and encourage volunteers to undertake coaching qualifications, particularly those keen to work in the disability sector or being disabled themselves (including those in other groups facing barriers to participation).].

6. Powers

6.1 To further its objects the Company may do all such lawful things as may further the Company's objects and, in particular, but, without limitation, may borrow or raise and secure the payment of money for any purpose including for the purposes of investment or of raising funds.

7. Liability of members

The liability of each member is limited to £1, being the amount that each member undertakes to contribute to the assets of the Company in the event of its being wound up while he or she is a member or within one year after he or she ceases to be a member, for:

7.1 payment of the Company's debts and liabilities contracted before he or she ceases to be a member;

7.2 payment of the costs, charges and expenses of winding up; and

7.3 adjustment of the rights of the contributories among themselves.

DIRECTORS

DIRECTORS' POWERS AND RESPONSIBILITIES

8. Directors' general authority

Subject to the Articles, the Directors are responsible for the management of the Company's business, for which purpose they may exercise all the powers of the Company.

9. Members' reserve power

9.1 The members may, by special resolution, direct the Directors to take, or refrain from taking, specific action.

9.2 No such special resolution invalidates anything which the Directors have done before the passing of the resolution.

10. Chair

The Directors may appoint one of their number to be the chair of the Directors for such term of office as they determine and may at any time remove him or her from office.

11. Directors may delegate

11.1 Subject to the Articles, the Directors may delegate any of the powers which are conferred on them under the Articles or the implementation of their decisions or day to day management of the affairs of the Company:

11.1.1 to such person or committee;

11.1.2 by such means (including by power of attorney);

11.1.3 to such an extent;

11.1.4 in relation to such matters or territories; and

11.1.5 on such terms and conditions;

as they think fit.

11.2 If the Directors so specify, any such delegation of this power may authorise further delegation of the Directors' powers by any person to whom they are delegated.

11.3 The Directors may revoke any delegation in whole or part, or alter its terms and conditions.

DECISION-MAKING BY DIRECTORS

12. Directors to take decisions collectively

Any decision of the Directors must be either a majority decision at a meeting or a decision taken in accordance with Article 18. [In the event of the Company having only one Director, a majority decision is made when that single Director makes a decision.]

13. Calling a Directors' meeting

13.1 Two Directors may (and the Secretary, if any, must at the request of two Directors) call a Directors' meeting.

13.2 A Directors' meeting must be called by at least seven Clear Days' notice unless either:

13.2.1 all the Directors agree; or

13.2.2 urgent circumstances require shorter notice.

13.3 Notice of Directors' meetings must be given to each Director.

13.4 Every notice calling a Directors' meeting must specify:

13.4.1 the place, day and time of the meeting; and

13.4.2 if it is anticipated that Directors participating in the meeting will not be in the same place, how it is proposed that they should communicate with each other during the meeting.

13.5 Notice of Directors' meetings need not be in Writing.

13.6 Notice of Directors' meetings may be sent by Electronic Means to an Address provided by the Director for the purpose.

14. Participation in Directors' meetings

14.1 Subject to the Articles, Directors participate in a Directors' meeting, or part of a Directors' meeting, when:

14.1.1 the meeting has been called and takes place in accordance with the Articles; and

14.1.2 they can each communicate to the others any information or opinions they have on any particular item of the business of the meeting.

14.2 In determining whether Directors are participating in a Directors' meeting, it is irrelevant where any Director is or how they communicate with each other.

14.3 If all the Directors participating in a meeting are not in the same place, they may decide that the meeting is to be treated as taking place wherever any of them is.

15. Quorum for Directors' meetings

15.1 At a Directors' meeting, unless a quorum is participating, no proposal is to be voted on, except a proposal to call another meeting.

15.2 The quorum for Directors' meetings may be fixed from time to time by a decision of the Directors, but it must never be less than two, and unless otherwise fixed it is [two].

15.3 If the total number of Directors for the time being is less than the quorum required, the Directors must not take any decision other than a decision:

15.3.1 to appoint further Directors; or

15.3.2 to call a general meeting so as to enable the members to appoint further Directors.

16. Chairing of Directors' meetings

The Chair, if any, or in his or her absence another Director nominated by the Directors present shall preside as chair of each Directors' meeting.

17. Decision-making at meetings

17.1 Questions arising at a Directors' meeting shall be decided by a majority of votes.

17.2 In all proceedings of Directors each Director must not have more than one vote.

17.3 In case of an equality of votes, the Chair shall have a second or casting vote.

18. Decisions without a meeting[2]

18.1 The Directors may take a unanimous decision without a Directors' meeting in accordance with this Article by indicating to each other by any means, including without limitation by Electronic Means, that they share a common view on a matter. Such a decision may, but need not, take the form of a resolution in Writing, copies of which have been signed by each Director or to which each Director has otherwise indicated agreement in Writing.

18.2 A decision which is made in accordance with Article 18.1 shall be as valid and effectual as if it had been passed at a meeting duly convened and held, provided the following conditions are complied with:

18.2.1 approval from each Director must be received by one person being either such person as all the Directors have nominated in advance for that purpose or such other person as volunteers if necessary ("the Recipient"), which person may, for the avoidance of doubt, be one of the Directors;

18.2.2 following receipt of responses from all of the Directors, the Recipient must communicate to all of the Directors by any means whether the resolution has been formally approved by the Directors in accordance with this Article 18.2;

18.2.3 the date of the decision shall be the date of the communication from the Recipient confirming formal approval;

18.2.4 the Recipient must prepare a minute of the decision in accordance with Article 32.

19. Conflicts of interest

19.1 Whenever a Director finds himself or herself in a situation that is reasonably likely to give rise to a Conflict of Interest, he or she must declare his or her interest to the Directors unless, or except to the extent that, the other Directors are or ought reasonably to be aware of it already.

19.2 If any question arises as to whether a Director has a Conflict of Interest, the question shall be decided by a majority decision of the other Directors.

19.3 Whenever a matter is to be discussed at a meeting or decided in accordance with Article 18 and a Director has a Conflict of Interest in respect of that matter then, subject to Article 20, he or she must:

19.3.1 remain only for such part of the meeting as in the view of the other Directors is necessary to inform the debate;

19.3.2 not be counted in the quorum for that part of the meeting; and

19.3.3 withdraw during the vote and have no vote on the matter.

19.4 When a Director has a Conflict of Interest which he or she has declared to the Directors, he or she shall not be in breach of his or her duties to the Company by withholding confidential information from the Company if to disclose it would result in a breach of any other duty or obligation of confidence owed by him or her.

20. Directors' power to authorise a conflict of interest

20.1 The Directors have power to authorise a Director to be in a position of Conflict of Interest provided:

20.1.1 in relation to the decision to authorise a Conflict of Interest, the conflicted Director must comply with Article 19.3;

20.1.2 in authorising a Conflict of Interest, the Directors can decide the manner in which the Conflict of Interest may be dealt with and, for the avoidance of doubt, they can decide that the Director with a Conflict of Interest can participate in a vote on the matter and can be counted in the quorum;

20.1.3 the decision to authorise a Conflict of Interest can impose such terms as the Directors think fit and is subject always to their right to vary or terminate the authorisation.

20.2 If a matter, or office, employment or position, has been authorised by the Directors in accordance with Article 20.1 then, even if he or she has been authorised to remain at the meeting by the other Directors, the Director may absent himself or herself from meetings of the Directors at which anything relating to that matter, or that office, employment or position, will or may be discussed.

20.3 A Director shall not be accountable to the Company for any benefit which he or she derives from any matter, or from any office, employment or position, which has been authorised by the Directors in accordance with Article 20.1 (subject to any limits or conditions to which such approval was subject).

21. Register of Directors' interests

The Directors shall cause a register of Directors' interests to be kept. A Director must declare the nature and extent of any interest, direct or indirect, which he or she has in a proposed transaction or arrangement with the Company or in any transaction or arrangement entered into by the Company which has not previously been declared.

APPOINTMENT AND RETIREMENT OF DIRECTORS

22. Methods of appointing Directors

22.1 Those persons notified to the Registrar of Companies as the first Directors of the Company shall be the first Directors.

22.2 Any person who is willing to act as a Director, and is permitted by law to do so, may be appointed to be a Director by a decision of the Directors.

23. Termination of Director's appointment[3]

A person ceases to be a Director as soon as:

(a) that person ceases to be a Director by virtue of any provision of the Companies Act 2006, or is prohibited from being a Director by law;

(b) a bankruptcy order is made against that person, or an order is made against that person in individual insolvency proceedings in a jurisdiction other than England and Wales or Northern Ireland which have an effect similar to that of bankruptcy;

(c) a composition is made with that person's creditors generally in satisfaction of that person's debts;

(d) notification is received by the Company from the Director that the Director is resigning from office, and such resignation has taken effect in accordance with its terms (but only if at least two Directors will remain in office when such resignation has taken effect); or

(e) the Director fails to attend three consecutive meetings of the Directors and the Directors resolve that the Director be removed for this reason.

(f) the Director ceases to be a member.

24. Directors' remuneration

24.1 Directors may undertake any services for the Company that the Directors decide.

24.2 Directors are entitled to such remuneration as the Directors determine:

(a) for their services to the Company as Directors; and

(b) for any other service which they undertake for the Company.

24.3 Subject to the Articles, a Director's remuneration may:

(a) take any form; and

(b) include any arrangements in connection with the payment of a pension, allowance or gratuity, or any death, sickness or disability benefits, to or in respect of that director.

24.4 Unless the Directors decide otherwise, Directors' remuneration accrues from day to day.

24.5 Unless the Directors decide otherwise, Directors are not accountable to the Company for any remuneration which they receive as Directors or other officers or employees of the Company's subsidiaries or of any other body corporate in which the Company is interested.

25. Directors' expenses

25.1 The Company may pay any reasonable expenses which the Directors properly incur in connection with their attendance at:

(a) meetings of Directors or committees of Directors;

(b) general meetings; or

(c) separate meetings of any class of members or of the holders of any debentures of the Company,

or otherwise in connection with the exercise of their powers and the discharge of their responsibilities in relation to the Company.

MEMBERS

BECOMING AND CEASING TO BE A MEMBER

26. Becoming a member

26.1 The subscribers to the Memorandum are the first members of the Company.

26.2 Such other persons as are admitted to membership in accordance with the Articles shall be members of the Company.

26.3 Each member of the company shall be a Director.

26.4 No person shall be admitted a member of the Company unless he or she is approved by the Directors.

26.5 Every person who wishes to become a member shall deliver to the company an application for membership in such form (and containing such information) as the Directors require and executed by him or her.

27. Termination of membership

27.1 Membership is not transferable to anyone else.

27.2 Membership is terminated if:

27.2.1 the member dies or ceases to exist;

27.2.2 otherwise in accordance with the Articles; or

27.2.3 a member ceases to be a Director.

DECISION MAKING BY MEMBERS

28. Members' meetings[4]

28.1 The Directors may call a general meeting at any time.

28.2 General meetings must be held in accordance with the provisions regarding such meetings in the Companies Acts.[5]

28.3 A person who is not a member of the Company shall not have any right to vote at a general meeting of the Company; but this is without prejudice to any right to vote on a resolution affecting the rights attached to a class of the Company's debentures. [6]

28.4 Article 28.3 shall not prevent a person who is a proxy for a member or a duly authorised representative of a member from voting at a general meeting of the Company.

29. Written resolutions

29.1 Subject to Article 29.3, a written resolution of the Company passed in accordance with this Article 29 shall have effect as if passed by the Company in general meeting:

29.1.1 A written resolution is passed as an ordinary resolution if it is passed by a simple majority of the total voting rights of eligible members.

29.1.2 A written resolution is passed as a special resolution if it is passed by members representing not less than 75% of the total voting rights of eligible members. A written resolution is not a special resolution unless it states that it was proposed as a special resolution.

29.2 In relation to a resolution proposed as a written resolution of the Company the eligible members are the members who would have been entitled to vote on the resolution on the circulation date of the resolution.

29.3 A members' resolution under the Companies Acts removing a Director or an auditor before the expiration of his or her term of office may not be passed as a written resolution.

29.4 A copy of the written resolution must be sent to every member together with a statement informing the member how to signify their agreement to the resolution and the date by which the resolution must be passed if it is not to lapse. Communications in relation to written notices shall be sent to the Company's auditors in accordance with the Companies Acts.

29.5 A member signifies their agreement to a proposed written resolution when the Company receives from him or her an authenticated Document identifying the resolution to which it relates and indicating his or her agreement to the resolution.

29.5.1 If the Document is sent to the Company in Hard Copy Form, it is authenticated if it bears the member's signature.

29.5.2 If the Document is sent to the Company by Electronic Means, it is authenticated [if it bears the member's signature] or [if the identity of the member is confirmed in a manner agreed by the Directors] or [if it is accompanied by a statement of the identity of the member and the Company has no reason to doubt the truth of that statement] or [if it is from an email Address notified by the member to the Company for the purposes of receiving Documents or information by Electronic Means].

29.6 A written resolution is passed when the required majority of eligible members have signified their agreement to it.

29.7 A proposed written resolution lapses if it is not passed within 28 days beginning with the circulation date.

ADMINISTRATIVE ARRANGEMENTS AND MISCELLANEOUS

30. Means of communication to be used

30.1 Subject to the Articles, anything sent or supplied by or to the Company under the Articles may be sent or supplied in any way in which the Companies Act 2006 provides for Documents or information which are authorised or required by any provision of that Act to be sent or supplied by or to the Company.

30.2 Subject to the Articles, any notice or Document to be sent or supplied to a Director in connection with the taking of decisions by Directors may also be sent or supplied by the means by which that Director has asked to be sent or supplied with such notices or Documents for the time being.

30.3 A Director may agree with the Company that notices or Documents sent to that Director in a particular way are to be deemed to have been received within an agreed time of their being sent, and for the agreed time to be less than 48 hours.

31. Irregularities

The proceedings at any meeting or on the taking of any poll or the passing of a written resolution or the making of any decision shall not be invalidated by reason of any accidental informality or irregularity (including any accidental omission to give or any non-receipt of notice) or any want of qualification in any of the persons present or voting or by reason of any business being considered which is not referred to in the notice unless a provision of the Companies Acts specifies that such informality, irregularity or want of qualification shall invalidate it.

32. Minutes

32.1 The Directors must cause minutes to be made in books kept for the purpose:

32.1.1 of all appointments of officers made by the Directors;

32.1.2 of all resolutions of the Company and of the Directors (including, without limitation, decisions of the Directors made without a meeting); and

32.1.3 of all proceedings at meetings of the Company and of the Directors, and of committees of Directors, including the names of the Directors present at each such meeting;

and any such minute, if purported to be signed (or in the case of minutes of Directors' meetings signed or authenticated) by the chair of the meeting at which the proceedings were had, or by the chair of the next succeeding meeting, shall, as against any member or Director of the Company, be sufficient evidence of the proceedings.

32.2 The minutes must be kept for at least ten years from the date of the meeting, resolution or decision.

33. Records and accounts

The Directors shall comply with the requirements of the Companies Acts as to maintaining a members' register, keeping financial records, the audit or examination of accounts and the preparation and transmission to the Registrar of Companies and the Regulator of:

33.1 annual reports;

33.2 annual returns; and

33.3 annual statements of account.

33.4 Except as provided by law or authorised by the Directors or an ordinary resolution of the Company, no person is entitled to inspect any of the Company's accounting or other records or Documents merely by virtue of being a member.

34. Indemnity

34.1 Subject to Article 34.2, a relevant Director of the Company or an associated company may be indemnified out of the Company's assets against:

(a) any liability incurred by that Director in connection with any negligence, default, breach of duty or breach of trust in relation to the Company or an associated company;

(b) any liability incurred by that Director in connection with the activities of the Company or an associated company in its capacity as a trustee of an occupational pension scheme (as defined in section 235(6) of the Companies Act 2006); and

(c) any other liability incurred by that Director as an officer of the Company or an associated company.

34.2 This Article does not authorise any indemnity which would be prohibited or rendered void by any provision of the Companies Acts or by any other provision of law.

34.3 In this Article:

(a) companies are associated if one is a subsidiary of the other or both are subsidiaries of the same body corporate; and

(b) a "relevant Director" means any Director or former Director of the Company or an associated company.

35. Insurance

35.1 The Directors may decide to purchase and maintain insurance, at the expense of the Company, for the benefit of any relevant Director in respect of any relevant loss.

35.2 In this Article:

(a) a "relevant Director" means any Director or former Director of the Company or an associated company;

(b) a "relevant loss" means any loss or liability which has been or may be incurred by a relevant Director in connection with that Director's duties or powers in relation to the Company, any associated company or any pension fund or employees' share scheme of the company or associated company; and

(c) companies are associated if one is a subsidiary of the other or both are subsidiaries of the same body corporate.

36. Exclusion of model articles

The relevant model articles for a company limited by guarantee are hereby expressly excluded.

SCHEDULE

INTERPRETATION

Defined terms

1. In the Articles, unless the context requires otherwise, the following terms shall have the following meanings:

Term	Meaning
1.1 **“Address”**	includes a number or address used for the purposes of sending or receiving Documents by Electronic Means;
1.2 **“Articles”**	the Company’s articles of association;
1.3 **“asset-locked body”**	means (i) a community interest company, a charity[7] or a Permitted Industrial and Provident Society; or (ii) a body established outside the United Kingdom that is equivalent to any of those;
1.4 **“bankruptcy”**	includes individual insolvency proceedings in a jurisdiction other than England and Wales or Northern Ireland which have an effect similar to that of bankruptcy;
1.5 **“Chair”**	has the meaning given in Article 10;
1.6 **“Circulation Date”**	in relation to a written resolution, has the meaning given to it in the Companies Acts;
1.7 **“Clear Days”**	in relation to the period of a notice, that period excluding the day when the notice is given or deemed to be given and the day for which it is given or on which it is to take effect;
1.8 **“community”**	is to be construed in accordance with accordance with Section 35(5) of the Company’s (Audit) Investigations and Community Enterprise) Act 2004;
1.9 **“Companies Acts”**	means the Companies Acts (as defined in Section 2 of the Companies Act 2006), in so far as they apply to the Company;
1.10 **“Company”**	[ ] [Community Interest Company/C.I.C.];
1.11 **“Conflict of Interest”**	any direct or indirect interest of a Director (whether personal, by virtue of a duty of loyalty to another organisation or otherwise) that conflicts, or might conflict with the interests of the Company;

1.12 **"Director"**	a director of the Company, and includes any person occupying the position of director, by whatever name called;
1.13 **"Document"**	includes, unless otherwise indicated, any document sent or supplied in Electronic Form;
1.14 **"Electronic Form" and "Electronic Means"**	have the meanings respectively given to them in Section 1168 of the Companies Act 2006;
1.15 **"Hard Copy Form"**	has the meaning given to it in the Companies Act 2006;
1.16 **"Memorandum"**	the Company's memorandum of association;
1.17 **"participate"**	in relation to a Directors' meeting, has the meaning given in Article 14;
1.18 **"Permitted Industrial and Provident Society"**	an industrial and provident society which has a restriction on the use of its assets in accordance with Regulation 4 of the Community Benefit Societies (Restriction on Use of Assets) Regulations 2006 or Regulation 4 of the Community Benefit Societies (Restriction on Use of Assets) Regulations (Northern Ireland) 2006;
1.19 **"the Regulator"**	means the Regulator of Community Interest Companies;
1.20 **"Secretary"**	the secretary of the Company (if any);
1.21 **"specified"**	means specified in the memorandum or articles of association of the Company for the purposes of this paragraph;
1.22 **"subsidiary"**	has the meaning given in section 1159 of the Companies Act 2006;
1.23 **"transfer"**	includes every description of disposition, payment, release or distribution, and the creation or extinction of an estate or interest in, or right over, any property; and
1.24 **"Writing"**	the representation or reproduction of words, symbols or other information in a visible form by any method or combination of methods, whether sent or supplied in Electronic Form or otherwise.

2. **Subject to clause** 3 of this Schedule, any reference in the Articles to an enactment includes a reference to that enactment as re-enacted or amended from time to time and to any subordinate legislation made under it.

3. Unless the context otherwise requires, other words or expressions contained in these Articles bear the same meaning as in the Companies Acts as in force on the date when these Articles become binding on the Company.

[1] See [Part 6] of the Regulator's information and guidance notes. Inclusion of the provisions contained in article 3.1 to 3.3 is mandatory, reflecting sub-paragraphs (1) to (3) of paragraph 1 of Schedule 1 to the Regulations

[2] Article 18 is designed to facilitate the taking of decisions by directors following discussions in the form of, for example, email exchanges copied to all the directors. Note the requirements as to recording the decision in articles 18.2 and 32.

[3] The board of directors cannot remove a director other than in accordance with the provisions in article 23 and the Companies Act 2006.

[4] The Companies Act 2006 has removed the need for private companies to hold annual general meetings and therefore these Articles follow suit; however, if you wish, you can insert an additional provision which obliges the company to hold annual general meetings.

[5] Article 28.2 provides that general meetings must be held in accordance with the provisions of the Companies Act 2006. You may insert additional provisions that specify how many Members are required to be present to hold a valid general meeting. The quorum may be fixed in absolute terms (e.g. "four Members") or as a proportion of the total number of Members (e.g. "three quarters of the Members from time to time"). You may even wish to stipulate that particular named Members, or Members representing particular stakeholder interests, must be present to constitute a quorum. In any event, it is recommended that the quorum should never be less than half of the total number of Members.

[6] Inclusion of the provisions of article 28.3 (reflecting paragraph 3(1) of Schedule 1 to the Regulations) is mandatory.

[7] Section 1(1) of the Charities Act 2006 defines "charity" as an institution which "is established for charitable purposes only, and falls to be subject to the control of the High Court in the exercise of its jurisdiction with respect to charities.".

POLEGATE TOWN COUNCIL

Polegate Town Council
Application for Grant Aid

About the Applicant

Name and address of organisation: DEFIANT SPORTS. 32 KINGSTON ROAD, EASTBOURNE. EAST SUSSEX. BN22 9JB

Daytime telephone number: 07887755856

Email address: info@defiantsports.org.uk

Total membership: 60+ (no membership)

Purpose of organisation: TO MAKE SPORT ACCESSIBLE TO ALL, OVERCOMING ANY BARRIERS WHICH MAY HINDER THIS.

Are you a registered charity? ~~YES~~/NO Reg. number: WE ARE A CIC

Individual authorised to make this application

Name of individual: LORETTA LOCK

Address: 32 KINGSTON RD. E/B BN22 9JB

Telephone number: 07887755856

Email: info@defiantsports.org.uk

Position held in organisation: MANAGING DIRECTOR

Details of Application

Amount applied for: £ 600

Description of project for which Grant Aid is sought: 12 WEEKS of BOCCIA DELIVERY FOR THE COMMUNITY AT WANNOCK HALL IN WANNOCK RECREATION GROUND. TO INCLUDE HALL HIRE AND COACHING.

Estimated cost breakdown (eg labour, materials)

£ 35 per hr x 12 for Session delivery
£ 15 per hr x 12 for hall hire
£ ....
£ ....
£ ....
£ ....

Describe the anticipated benefits to the organisation and to the Polegate community if this project is to go ahead: offering accessible Sport to the community, improving community wellbeing, reducing Social isolation for those with barriers to participation. Positive Impact on mental health.

(continue on a separate sheet if necessary)

Have applications been made to any other funding bodies in respect of this project? YES/NO

If yes, please detail:

Organisation	Amount	Date sought	Approved Y/N
SHEPHAM	£ 200.	26/3/21	PENDING
	£		
	£		

Details of any previous assistance received in the last 5 years from funding bodies, including Polegate Town Council: N/A NEW PROJECT

Organisation	Amount	Purpose	Date
	£		
	£		
	£		
	£		

If you are successful in your Grant Aid application, the Council will make payment by cheque.

Name of payee for cheque: DEFIANT SPORTS

<u>Checklist for applicants</u> (please tick those that apply)

Organisation's budget for the current year	( ) ✓
Annual accounts for last complete year	(✓) ✓
Constitution/set of rules	(✓) ✓
Project estimates	( )
Other supporting information	( )

<u>Declaration</u>

I have read and accept the terms and conditions under which any grant award will be made.

Signed: [signature] Position MD Date 26.3.21

Signed: .... Position .... Date ....

Please return your completed application form to:

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

ITEM 12

Annual Internal Audit Report 2020/21

POLEGATE TOWN COUNCIL

WWW.POLEGATETOWNCOUNCIL.GOV.UK

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

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

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

O. (For local councils only)	Yes	No	Not applicable
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: 19/10/2020 15/4/2021

Name of person who carried out the internal audit: ANDY BEAMS

Signature of person who carried out the internal audit: ABeams

Date: 15/4/2021

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

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

Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

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 2021, that:

	Agreed Yes	Agreed 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 took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓			*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.*

*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:

26/04/2021

and recorded as minute reference:

12831

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

Chairman

Clerk J. Ognjanovic

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ITEM 11

Section 2 – Accounting Statements 2020/21 for

POLEGATE TOWN COUNCIL

	Year ending 31 March 2020 £	31 March 2021 £	Notes and guidance *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	524,845	564,957	*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	334,971	349,877	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	52,629	232,875	*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	108,851	116,369	*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	5573	5573	*Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).*
6. (-) All other payments	233,064	317,501	*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	564,957	708,266	*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	588,774	766,712	*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	980,895	985,122	*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	26,053	21,888	*The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).*

11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	*The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.*
		✓	*N.B. The figures in the accounting statements above do not include any Trust transactions.*

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

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

J. Ognjanovic

Date 26/04/2021

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

26/04/2021

as recorded in minute reference:

12832

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

ANNUAL RETURN - ENGLAND

FOR THE YEAR ENDED 31 MARCH 2021

Polegate Town Council

SECTION 2 - THE STATEMENT OF ACCOUNTS

I certify that the accounts contained in this return present fairly the financial position of the council, are consistant with the underlying financial records and have been prepared on the basis of Income and Expenditure.

Responsible Financial Officer		Date	
I confirm that these accounts are approved by the Council and recorded as council minute reference		Dated	
Signed on behalf of the above Council (Chair)		Date	

		Last Year £	This Year £	General Notes for Guidance
1	Balances brought forward	**524,845**	**564,957**	Total balances & reserves at the beginning of the year as recorded in the Financial Records
2	Annual Precept	**334,971**	**349,877**	Total amount of Precept income received in the year
3	Total other receipts	**52,629**	**232,875**	Total income or receipts as recorded in the cashbook minus the Precept
4	Staff costs	**108,851**	**116,369**	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and expenses
5	Loan interest/Capital repayments	**5,573**	**5,573**	Total expenditure or payments of capital and interest made during the year on borrowings
6	Total other payments	**233,064**	**317,501**	Total expenditure or payments as recorded in the cashbook minus employment costs (Line 4) and loan / interest expenditure / payments (Line 5)
7	Balances carried forwrd	**564,957**	**708,266**	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]
8	Total Cash & Investments	**588,774**	**766,712**	The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March
9	Total Fixed Assets	**980,895**	**985,122**	The recorded current book value at 31 March of all tangible fixed assets as recorded in the asset register
10	Total Borrowings	**26,053**	**21,888**	The outstanding capital balances as at 31 March of all loans from third parties (usually PWLB)

The following documents should accompany the accounts when submitted to the auditor:

* A brief explanation of significant variations from last year to this year in Section 2;
* Bank Reconciliation as at 31 March

Polegate Town Council

Income and Expenditure Account for Year Ended 31st March 2021

31st March 2020		31st March 2021
	Income Summary	
334,971	Precept	349,877
334,971	Sub Total	**349,877**
	Operating Income	
1,326	Employee costs	0
227	Administration	227
449	Town Councillors	120
35,540	General Administration	199,025
1,788	Council Offices	0
585	51 High Street	0
1,249	The Pavilion	70
964	High Street Toilets	27,234
2,841	Recreation Grounds	560
3,362	Highways	3,008
2,349	Allotments	1,881
950	Street Lighting	0
1,000	The Polegate Partnership	750
387,600	Total Income	**582,752**
	Running Costs	
114,673	Employee costs	120,810
42,766	Administration	28,878
9,820	Town Councillors	8,777
1,496	General Administration	2,947
19,257	Council Offices	17,249
1,787	51 High Street	(258)
4,209	The Pavilion	3,188
6,574	Wannock Office	10,857
8,668	High Street Toilets	76,855
3,664	Town Centre and Community Safe	2,639
64,408	Recreation Grounds	41,539
26,508	Highways	26,753
2,638	Allotments	2,347
40,456	Street Lighting	95,124
25	Prize and Prize Giving	30
528	The Polegate Partnership	1,710
11	The Planning Committee	0
347,488	Total Expenditure	**439,443**
	General Fund Analysis	
177,387	Opening Balance	176,041
387,600	Plus : Income for Year	582,752
564,987		758,793
347,488	Less : Expenditure for Year	439,443
217,499		319,350
41,458	Transfers TO / FROM Reserves	134,541
176,041	**Closing Balance**	**184,809**

Smaller authority name: POLEGATE TOWN COUNCIL.

NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF UNAUDITED ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

Local Audit and Accountability Act 2014 Sections 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)

NOTICE	NOTES
1. Date of announcement FRIDAY 11th JUNE 2021 (a)	(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below
2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review. **Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2021, these documents will be available on reasonable notice by application to:** (b) MRS JOGNJANOVIC - TOWN CLERK 49 HIGH STREET POLEGATE EAST SUSSEX BN26 6AL	(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts
commencing on (c) **Monday 14 June 2021**	(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below
and ending on (d) **Friday 23 July 2021**	(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.
3. Local government electors and their representatives also have: • The opportunity to question the appointed auditor about the accounting records; and • The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority. The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.	
4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is: **PKF Littlejohn LLP (Ref: SBA Team)** **15 Westferry Circus** **Canary Wharf** **London E14 4HD** (sba@pkf-l.com)	
5. This announcement is made by (e) MRS JOGNJANOVIC TOWN CLERK	(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority