**UNADOPTED**
**POLEGATE TOWN COUNCIL**

**Minutes of the Full Council meeting held on Monday 28th September 2020 7pm by REMOTE meeting**
**Present:** Cllrs D Watts, M Falkner, Mrs C Berry, A Wood, M Cunningham, R Shing, D Shing, D Sanders, Mrs W Alexander, D Murray, S Shing, D Dunbar, Mrs M Piper (13)
**Not Present:** Cllr Ms A Snell, J Harmer (2)
1 member of the public were present at the live event.

| Minute No. | Subject/Resolution |
|---|---|
| 12680 | **Standing orders suspended**<br>**VOTE All in favour Cllrs D Watts, M Falkner, Ms A Snell, Mrs C Berry, A Wood, R Shing, D Shing, D Sanders, Mrs W Alexander, D Murray, S Shing, D Dunbar** |
| 12681 | **Opportunity for public comment**<br>None received |
| 12682 | **Apologies for absence**<br>Cllr J Harmer ill health accepted S85, Ms A Snell (personal) accepted S85<br>**It was agreed to accept the apologies under S85 VOTE All in favour Cllrs D Watts, M Falkner, Mrs C Berry, A Wood, R Shing, D Shing, D Sanders, Mrs W Alexander, D Murray, S Shing, D Dunbar, Mrs M Piper**<br>*Cllr M Cunningham joined the meeting at 7.05pm* |
| 12683 | **Declarations of interest in any items on the agenda**<br>None |
| 12684 | **To approve and adopt the minutes of the Full Council meetings of 27th July 2020**<br>**It was resolved to adopt the minutes of the Full Council meetings of 27th July 2020 as an accurate record of the meeting VOTE All in favour Cllrs D Watts, M Falkner, Mrs C Berry, A Wood, M Cunningham, R Shing, D Shing, D Sanders, Mrs W Alexander, D Murray, S Shing, , Mrs M Piper , D Dunbar** M Cunningham had connection issues and was unable to vote. |
| 12685 | **Mayors Report (verbal)**<br>The Mayor stated that he had given donations of £100 to the local foodbank in Hailsham who had been helping some Polegate residents; £100 to You Raise me up; £100 to Children with cancer fund Polegate. A councillor suggested a small donation to PADMEC who also were good for Polegate. He has also presented the mayors Cup to Paul and Sandra Hayes of "Withers DIY" who had been delighted to receive the award. The Mayor mentioned that he was not going to have the Christmas tea party due to the ongoing COVID situation. |
| 12686 | **To adopt the minute and recommendations of standing committees**<br>***a)*** **Finance & Policy Committee (remote) meeting 18th September 2020**<br>**It was resolved to adopt the minutes and recommendations of the Finance & Policy Committee 18th September 2020. VOTE All in favour Cllrs D Watts, M Falkner, Mrs C Berry, A Wood, M Cunningham, R Shing, D Shing, D Sanders, Mrs W Alexander, D Murray, S Shing, D Dunbar, Mrs M Piper** |
| 12687 | **Working group reports and recommendations**<br>**a. Buildings & land working group (4th Sept)**<br>**b. Internal control & audit review working group (4th Sept – paperwork from 10th March)**<br>**c. Risk management working group (18th Sept)**<br>Council discussed the risk management report and in particular the comments about the potential of a deputy clerk. The clerk confirmed that this had been mentioned as part of resilience and no plans at present had been made to take this forward to personnel. The internal control and audit reports had been circulated to all councillors prior to the meeting and were read and accepted by council. The clerk was asked to amend a typo in the Buildings and land |

| | |
|---|---|
| | minutes from 310 to £10. Councillors asked about the COVID risk assessments, group members stated that this had been discussed at the meeting in detail. The clerk stated that there were many and being updated daily with the changes in Government guidelines. The clerk was asked to highlight this in the minutes of the Risk management working group.<br>**It was resolved to accept the minutes/notes and recommendations from reports from the above working group meetings, including the risk management report and the internal control and audit review. VOTE All in favour Cllrs D Watts, M Falkner, Mrs C Berry, A Wood, M Cunningham, R Shing, D Shing, D Sanders, Mrs W Alexander, D Murray, S Shing, D Dunbar, Mrs M Piper** |
| **12688** | **Financial Update**<br>**(a) Approval of payments as presented (new) none**<br>***b)* Barclaycard Statements – already authorised for noting**<br>***i)* May June July**<br>***c)* Bank reconciliations, income and expenditure accounts, trial balances, ear marked reserves, journals**<br>***i)* July**<br>A comment was made about the library reserve (EMR 353). The clerk stated that this would be looked at by finance in due course. The Mayor reiterated that no funds had been paid over to the library.<br>**It was resolved to adopt the payments, changes and accounts as presented. VOTE All in favour Cllrs D Watts, M Falkner, Mrs C Berry, A Wood, M Cunningham, R Shing, D Shing, D Sanders, Mrs W Alexander, D Murray, S Shing, D Dunbar, Mrs M Piper** |
| **12689** | **Standing orders (periodic review no proposed changes)**<br>**It was resolved to make no changes to the Standing Orders at present and adopt them as they are. VOTE All in favour Cllrs D Watts, M Falkner, Mrs C Berry, A Wood, M Cunningham, R Shing, D Shing, D Sanders, Mrs W Alexander, D Murray, S Shing, D Dunbar, Mrs M Piper** |
| **12690** | **Representatives of outside bodies**<br>**a. Nomination of Cllr M Falkner as Planning rep for the cluster groups**<br>**It was resolved to select Cllrs M Falkner and Cllr Mrs W Alexander as Planning reps for the cluster groups (Wealden District Council) VOTE All in favour Cllrs D Watts, M Falkner, Mrs C Berry, A Wood, M Cunningham, R Shing, D Shing, D Sanders, Mrs W Alexander, D Murray, S Shing, D Dunbar, Mrs M Piper**<br>**b. Police liaison (verbal)**<br>A brief report on the crime figures and statistics was read out and more in-depth details of the new CSAG (Community Safety Action groups), along with some of the priorities that were being considered. The councillor stated that the new group would meet three times a year January, May and September and that it was linked directly to wealden JAG (Joint Action group) and then up to the Safer Wealden Partnership. He mentioned project Edward aimed at reducing deaths on the roads. |
| **12691** | **Dates of the next scheduled meetings**<br>Full Council 26th October 2020 REMOTE MEETING<br>TBA budget meetings preliminary.<br>Full Council 30th November 2020 REMOTE MEETING<br>Provisional date 14th December 2020 BUDGET & PRECEPT draft REMOTE MEETING<br>Full Council 11th January 2021 BUDGET setting and PRECEPT setting REMOTE MEETING |

The meeting closed at 7.55pm

Signed Mayor of Polegate ____________________Date ______________________

# Buildings & Land working Group Notes/minutes 6th March 2020

Present Cllrs D Murray, Mrs M Piper, J Harmer, A Wood.

1. Apologies for absence – Cllrs D Dunbar, D Watts, A Snell.
2. Declarations of interest – Cllr J Harmer stated he lived in the road that he had proposed a bin to be placed.
3. a) Service Level Agreement with the CIC to provide current services to ensure the smooth running of the recreation ground. (Particularly during its transition over to the CIC management)

It was agreed to recommend to full council that a Service Level Agreement (SLA) be entered into by the town council to continue t provide services to the CIC for the running of the recreation ground. (Particularly during the transition period). Details will be delegated to the clerk in liaison with the solicitor (Surrey Hills) who agreed t0 draft the SLA for around. See attached notes for the meeting (item 3a) VOTE All in favour Cllrs D Murray, Mrs M Piper, A Wood

*Cllr J harmer arrived at 10.03am*

3. b) New bins – location and use of this years budget for elections unused.

The working group discussed the potential locations of new bins and the allocation of the remaining budget for elections (code 4050 – remaining budget £3837) which would allow for 3 new bins, installation licences etc and one years of annual costs. It was also discussed the adding of the bins to the annual cost for the 2021/22 budget. (3 x £250 per bin per year)

**It was agreed <u>to recommend to full council the placing of three new bins</u> one at the parade near Stud farm where a previous bin was located that Wealden District Council had stated they would not be replacing. One at the Black Path bench near Burnside. One near the bench at Sayerland Road. VOTE All in favour Cllrs D Murray, Mrs M Piper, J Harmer, A Wood.**

**Costs to come from the unused elections budget 2019/20 £3837.**

4. TPO, a list of the Polegate Tree Preservation Orders was shown at the meeting and subsequently emailed to all working group members. A guidance note and details on costs was also circulated to all members of the working group prior to the meeting.

**It was agreed this should be added as an agenda item for councillors to discuss as to whether they would wish any new TPOs to be created following the criteria given by Wealden District Council. VOTE all in favour Cllrs D Murray, Mrs M Piper, J Harmer, A Wood.**

5. The clerk updated the group on the current position with the telephone kiosks for the defibrillators. (Awaiting removal of the telephone equipment before handing over to the defib group. All now insured and agreements signed.)

# Buildings & Land working Group Notes/minutes 13th March 2020

Present Cllrs D Murray, D Watts, Mrs M Piper, D Dunbar

1. Apologies for absence – Cllrs J Harmer, A Wood, A Snell.
2. Declarations of interest
3. Revised toilet quotation:

The papers detailing the spending had ben circulated prior to the meeting and noted by all present.

The chair stated that he had seen the revised quotation and that the town Clerk, themselves and the Mayor had held a meeting with the contractor to ascertain the reasons behind the proposed increase. The original figure had been exceeded by a large sum. During the meeting the contractors representative conceded that there would need to be reductions, however the main additional costs would be the Network rail charges, the increases in the ground works costs (expected due to the length of time between the quote and annual increases) and the east Sussex Highways charges for the road closure. The network rail charge had originally been quoted as £5000 extra but this was now close to £1500.

The revised quote had therefore been reduced by £9600, although it was still substantially over the original.

The working group has delegation through the clerk to add extra funding should that be required, granted at previous meetings of full council. 13th October B&L meeting and subsequent full council resolution.

The group agreed that the funding should be as shown, and it should go ahead. Most of the additional funding would come from the current CIL reserve. Everyone agreed that it wasn't an option to not go ahead now. It was not in the interests of the residents or council. The sale of the old toilet block was also important to proceed with.

The group discussed the options should the current council office site be redeveloped in the future and it was discussed that the modular toilet could probably move to Brightling Road, so the asset wouldn't be lost.

It was agreed that the toilet would be purchased at the new cost of **£66,500** and that the funding would be as follows:

£26,000 sale of old toilet block

£14,284 EMR 337

£11,483 EMR 324

£14,733 EMR 349 (CIL)

Any additional costs should they occur would come from the CIL EMR. (349)

***The meeting closed at 11.02am***

## Payments For Authorisation

This is the full list of payments that have been made in September

Some have been pre-approved due to COVID

**Current/Business Premium**

**Payments made between 01/09/2020 and 30/09/2020**

| Date | Payee Name | Reference | £ Total Amnt | £ Creditors | £ VAT | A/c | Centre | £ Amount | Transaction Details |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | | **Nominal Ledger Analysis** | | | |
| 01/09/2020 | Wealden District Council | DIRECT DEB | 369.00 | | | 4193 | 204 | 369.00 | Rates Wannock Office |
| 07/09/2020 | Barclays Bank | DIRECT DEB | 60.95 | | | 4056 | 102 | 60.95 | Commission Charges 13/07-12/08 |
| 09/09/2020 | Aspen Service Ltd | BX072567 | 180.00 | | 30.00 | 4142 | 201 | 150.00 | Air Conditioning Service |
| 09/09/2020 | Kingdom Services Group Ltd | BX072921 | 1,250.02 | | 208.34 | 4500 | 205 | 520.84 | Toilet Cleaning High Street |
| | | | | | | 4235 | 302 | 520.84 | Toilet Cleaning Wannock |
| 09/09/2020 | East Sussex Highways | BX073284 | 3,408.48 | | 568.08 | 4282 | 305 | 2,840.40 | NewColumnJ&Lanter Porters Way |
| 09/09/2020 | SME IT Solutions Ltd | BX073303 | 357.53 | | 59.59 | 4071 | 102 | 174.54 | Bitdefender & Backup |
| | | | | | | 4072 | 102 | 123.40 | Office 365 |
| 09/09/2020 | Reef Environmental Solutions | BX073697 | 42.20 | | 7.03 | 4187 | 203 | 35.17 | Waste Collection Wannock |
| 09/09/2020 | Countrymans Contractors Ltd | BX074300 | 1,087.50 | | 181.25 | 4223 | 302 | 365.87 | Grounds Maintenance 6 of 8 Pol |
| | | | | | | 4197 | 204 | 540.38 | Grounds Maintenance 6 of 8 Wan |
| 09/09/2020 | Reef Environmental Solutions | BX074407 | 64.26 | | 10.71 | 4155 | 201 | 53.55 | Waste Collection High Street |
| 09/09/2020 | Countrymans Contractors Ltd | BX075071 | 795.00 | | 132.50 | 8060 | 302 | 662.50 | Basket Ball Court White Lines |
| 09/09/2020 | Countrymans Contractors Ltd | BX075099 | 240.00 | | 40.00 | 8060 | 302 | 200.00 | Basket Ball Court Additional |
| 09/09/2020 | Europlants Ltd | BX075179 | 36.72 | | 6.12 | 4307 | 307 | 30.60 | Hailsham Beds Maint & Water |
| 09/09/2020 | Countrymans Contractors Ltd | BX075505 | 1,746.00 | | 291.00 | 4256 | 303 | 1,455.00 | Grass Cutting 7 of 13 |
| 09/09/2020 | Europlants Ltd | BX075887 | 988.30 | | 164.72 | 4258 | 303 | 823.58 | Seasonal Displays Maint Sep 20 |
| 09/09/2020 | [redacted] | BX077284 | 50.00 | | | 560 | | 50.00 | Deposit Refund Cophall Plot 8 |
| 10/09/2020 | EDF Energy | DIRECT DEB | 26.90 | | 1.28 | 4190 | 204 | 25.62 | Electricity Wannock Office |
| 10/09/2020 | EDF Energy | DIRECT DEB | 48.73 | | 2.32 | 4180 | 203 | 46.41 | Electricity Pavilion |
| 10/09/2020 | Nest pension scheme | NEST | 64.14 | | | 4012 | 101 | 36.65 | Pension Payment September EEs |
| | | | | | | 4008 | 101 | 27.49 | Pension Payment September ERs |
| 11/09/2020 | EDF Energy | DIRECT DEB | 31.53 | | 1.50 | 4170 | 202 | 30.03 | Electricity 51 High Street |
| 14/09/2020 | EDF Energy | DIRECT DEB | 37.11 | | 1.77 | 4502 | 205 | 35.34 | Electricity High St Toilets |
| 14/09/2020 | EDF Energy | DIRECT DEB | 44.87 | | 2.14 | 4131 | 201 | 42.73 | Electricity 49 High Street |
| | **Subtotal Carried Forward:** | | 10,929.24 | 0.00 | 1,708.35 | | | 9,220.89 | |

**Current/Business Premium**

**Payments made between 01/09/2020 and 30/09/2020**

| Date | Payee Name | Reference | £ Total Amnt | £ Creditors | £ VAT | A/c | Centre | £ Amount | Transaction Details |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | | **Nominal Ledger Analysis** | | | |
| 15/09/2020 | Inland revenue | BX071662 | 2,713.30 | | | 4011 | 101 | 14.89 | NI EEs (Sept) |
| | | | | | | 4001 | 101 | 198.09 | Tax & NI EEs (Sept) |
| | | | | | | 4000 | 101 | 1,055.96 | Tax & NI EEs (Sept) |
| | | | | | | 4012 | 101 | 14.89 | NI EEs (Sept) |
| | | | | | | 4003 | 101 | 159.60 | Tax EEs (Sept) |
| | | | | | | 4004 | 101 | 66.40 | Tax EEs (Sept) |
| | | | | | | 4002 | 101 | 6.57 | NI EEs (Sept) |
| | | | | | | 4007 | 101 | 591.50 | NI ERs (Sept) |
| | | | | | | 4090 | 103 | 605.40 | Tax Cllrs' Allowances (Sept) |
| 15/09/2020 | Staff Salaries Cash Book | BX592487 | 7,977.50 | | | 202 | | 7,977.50 | September Salaries |
| 15/09/2020 | Mrs W Alexander | BX594134 | 165.67 | | | 4090 | 103 | 165.67 | Councillors Allowance |
| 15/09/2020 | Mrs C Berry | BX594134 | 206.67 | | | 4090 | 103 | 206.67 | Councillors Allowance |
| 15/09/2020 | Mrs W Alexander | BX594134 | -165.67 | | | 4090 | 103 | -165.67 | Councillors Allowance Reversal |
| 15/09/2020 | Mrs C Berry | BX594134 | -206.67 | | | 4090 | 103 | -206.67 | Councillors Allowance Reversal |
| 15/09/2020 | CouncillorAllowances-See below | BX594134 | 2,826.04 | | | 4090 | 103 | 165.67 | Cllr Allowance Mrs W Alexander |
| | | | | | | 4090 | 103 | 206.67 | Cllr Allowance Mrs C Berry |
| | | | | | | 4090 | 103 | 165.67 | Cllr Allowance Mr M Cunningham |
| | | | | | | 4090 | 103 | 165.67 | Cllr Allowance Mr D Dunbar |
| | | | | | | 4090 | 103 | 165.67 | Cllr Allowance Mr M Falkner |
| | | | | | | 4090 | 103 | 165.67 | Cllr Allowance Mr J Harmer |
| | | | | | | 4090 | 103 | 165.67 | Cllr Allowance Mr D Murray |
| | | | | | | 4090 | 103 | 206.67 | Cllr Allowance Mrs M Piper |
| | | | | | | 4090 | 103 | 165.67 | Cllr Allowance Mr D Sanders |
| | | | | | | 4090 | 103 | 124.27 | Cllr Allowance Mr D Shing |
| | | | | | | 4090 | 103 | 165.67 | Cllr Allowance Mr R Shing |
| | | | | | | 4090 | 103 | 165.67 | Cllr Allowance Mr S Shing |
| | | | | | | 4090 | 103 | 165.67 | Cllr Allowance Ms A Snell |
| | | | | | | 4090 | 103 | 426.06 | Cllr Allowance Mr D Watts |
| | | | | | | 4090 | 103 | 205.67 | Cllr Allowance Mr A |
| | **Subtotal Carried Forward:** | | 24,446.08 | 0.00 | 1,708.35 | | | 22,737.73 | |

**Current/Business Premium**

**Payments made between 01/09/2020 and 30/09/2020**

| Date | Payee Name | Reference | £ Total Amnt | £ Creditors | £ VAT | A/c | Centre | £ Amount | Transaction Details |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | Wood |
| 15/09/2020 | Wealden District Council | DIRECT DEB | 102.00 | | | 4505 | 205 | 102.00 | Rates High Street Toilets |
| 15/09/2020 | Wealden District Council | DIRECT DEB | 674.00 | | | 4130 | 201 | 674.00 | Rates 49/51 High Street |
| 28/09/2020 | BarclayCard | BARCLAYCA | 693.27 | | 6.79 | 4037 | 102 | 314.10 | PowerMapper Software (Website) |
| | | | | | | 4016 | 101 | 50.42 | Membership Principal Training |
| | | | | | | 4016 | 101 | 36.00 | People & Situations Training |
| | | | | | | 4016 | 101 | 90.00 | Community Potential Training |
| | | | | | | 4016 | 101 | 162.00 | Quotes,Tenders&Co Train |
| | | | | | | 4220 | 302 | 17.46 | Cleaning Products |
| | | | | | | 4220 | 302 | 16.50 | Vinyl Gloves |
| 28/09/2020 | Wealden District Council | DIRECT DEB | 1,200.00 | | 200.00 | 4241 | 302 | 625.00 | Dog Bin Quarterly Emptying |
| | | | | | | 4238 | 302 | 375.00 | Litter Bin Quarterly Emptying |
| 29/09/2020 | Children With Cancer Fund | BX746426 | 100.00 | | | 4093 | 103 | 100.00 | Mayor's Allowance Donation |
| 29/09/2020 | Hailsham Foodbank | BX747101 | 100.00 | | | 4093 | 103 | 100.00 | Mayor's Allowance Donation |
| 29/09/2020 | Aspen Service Ltd | BX747150 | 343.20 | | 57.20 | 4142 | 201 | 286.00 | Air Con TM44 Inspection |
| 29/09/2020 | Viking | BX747515 | 79.48 | | 0.58 | 4030 | 102 | 76.00 | Postage Stamps |
| | | | | | | 4030 | 102 | 2.90 | Delivery Charge |
| 29/09/2020 | Viking | BX748230 | 117.54 | | 12.98 | 4031 | 102 | 54.95 | Stationery |
| | | | | | | 4220 | 302 | 9.96 | Cleaning Products |
| | | | | | | 4220 | 302 | 39.65 | PPE (Masks & Hand Sanitiser) |
| 29/09/2020 | Viking | BX749207 | 79.48 | | 0.58 | 4030 | 102 | 76.00 | Postage Stamps |
| | | | | | | 4030 | 102 | 2.90 | Delivery Charge |
| 29/09/2020 | Viking | BX749256 | 192.96 | | 32.16 | 4031 | 102 | 99.89 | Stationery |
| | | | | | | 4220 | 302 | 60.91 | PPE (Hand Gel&Anti-Bac Wipes) |
| 29/09/2020 | SME IT Solutions Ltd | BX749389 | 116.02 | | 19.34 | 4070 | 102 | 34.99 | Office Broadband |
| | | | | | | 4069 | 102 | 53.46 | Office Telephones |
| | | | | | | 4093 | 103 | 8.23 | Mobile Business Phone |
| 29/09/2020 | Surrey Hills Solicitors LLP | BX750204 | 120.00 | | 20.00 | 4039 | 102 | 100.00 | Fees re Sale of High St Toilet |
| 29/09/2020 | Lewes District Council | BX750326 | 90.00 | | 15.00 | 4243 | 302 | 75.00 | Monthly Play Area Inspections |
| 29/09/2020 | [redacted] | BX755991 | 160.00 | | | 4270 | 304 | 120.00 | Allotment |
| | **Subtotal Carried Forward:** | | 28,614.03 | 0.00 | 2,072.98 | | | 26,381.05 | |

**Current/Business Premium**

**Payments made between 01/09/2020 and 30/09/2020**

| Date | Payee Name | Reference | £ Total Amnt | £ Creditors | £ VAT | A/c | Centre | £ Amount | Transaction Details |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | Maintenance |
| | | | | | | 4220 | 302 | 40.00 | Locum Cover for Maint Person |
| | **Total Payments:** | | 28,614.03 | 0.00 | 2,072.98 | | | 26,541.05 | |

**Polegate Town Council**

**Bank Reconciliation Statement as at 31/08/2020**
**for Cashbook 1 - Current/Business Premium**

| Bank Statement Account Name (s) | Statement Date | Page No | Balances |
|---|---|---|---|
| Current Account | 31/08/2020 | 1 | 50,000.00 |
| Business Premium Account | 31/08/2020 | 1 | 468,269.31 |
| | | | 518,269.31 |

**Unpresented Cheques (Minus)**

| | | | Amount | |
|---|---|---|---|---|
| 16/03/2020 | 109077 | Petty Cash | 76.46 | |
| 15/08/2020 | BX310736 | Inland revenue | 2,108.10 | |
| | | | | 2,184.56 |
| | | | | 516,084.75 |

**Receipts not Banked/Cleared (Plus)**

| | |
|---|---|
| 0.00 | |
| | 0.00 |
| | 516,084.75 |

| | |
|---|---|
| **Balance per Cash Book is :-** | **516,084.75** |
| **Difference is :-** | **0.00** |

## Bank Reconciliation Statement as at 30/09/2020
## for Cashbook 1 - Current/Business Premium

| Bank Statement Account Name (s) | Statement Date | Page No | Balances |
|---|---|---|---|
| Current Account | 30/09/2020 | 1 | 50,000.00 |
| Business Premium Account | 30/09/2020 | 1 | 625,989.83 |
| | | | 675,989.83 |

| Unpresented Cheques (Minus) | | | Amount | |
|---|---|---|---|---|
| 16/03/2020 | 109077 | Petty Cash | 76.46 | |
| 15/09/2020 | BX071662 | Inland revenue | 2,713.30 | |
| | | | | 2,789.76 |
| | | | | 673,200.07 |

| Receipts not Banked/Cleared (Plus) | | |
|---|---|---|
| | 0.00 | |
| | | 0.00 |
| | | 673,200.07 |
| | **Balance per Cash Book is :-** | **673,200.07** |
| | **Difference is :-** | **0.00** |

**Bank Reconciliation Statement as at 31/08/2020**
**for Cashbook 2 - Tracker Account**

| Bank Statement Account Name (s) | Statement Date | Page No | Balances |
|---|---|---|---|
| Tracker Account | 31/08/2020 | 1 | 128,114.36 |
| | | | 128,114.36 |
| **Unpresented Cheques (Minus)** | | **Amount** | |
| | | 0.00 | |
| | | | 0.00 |
| | | | 128,114.36 |
| **Receipts not Banked/Cleared (Plus)** | | | |
| | | 0.00 | |
| | | | 0.00 |
| | | | 128,114.36 |
| | | **Balance per Cash Book is :-** | **128,114.36** |
| | | **Difference is :-** | **0.00** |

**Bank Reconciliation Statement as at 30/09/2020**
**for Cashbook 2 - Tracker Account**

| Bank Statement Account Name (s) | Statement Date | Page No | Balances |
|---|---|---|---|
| Tracker Account | 30/09/2020 | 1 | 128,148.23 |
| | | | 128,148.23 |
| **Unpresented Cheques (Minus)** | | **Amount** | |
| | | 0.00 | |
| | | | 0.00 |
| | | | 128,148.23 |
| **Receipts not Banked/Cleared (Plus)** | | | |
| | | 0.00 | |
| | | | 0.00 |
| | | | 128,148.23 |
| | | **Balance per Cash Book is :-** | **128,148.23** |
| | | **Difference is :-** | **0.00** |

**Bank Reconciliation Statement as at 31/08/2020**
**for Cashbook 3 - Petty Cash**

| Bank Statement Account Name (s) | Statement Date | Page No | Balances |
|---|---|---|---|
| Petty Cash Account | 31/08/2020 | 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 30/09/2020**
**for Cashbook 3 - Petty Cash**

| Bank Statement Account Name (s) | Statement Date | Page No | Balances |
|---|---|---|---|
| Petty Cash Account | 30/09/2020 | 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 31/08/2020**
**for Cashbook 4 - Staff Salaries Cash Book**

| Bank Statement Account Name (s) | Statement Date | Page No | Balances |
|---|---|---|---|
| Salaries Control | 31/08/2020 | 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 30/09/2020**
**for Cashbook 4 - Staff Salaries Cash Book**

| Bank Statement Account Name (s) | Statement Date | Page No | Balances |
|---|---|---|---|
| Salaries Control | 30/09/2020 | 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 31/08/2020**
**for Cashbook 5 - Current/Business Premium HSBC**

| Bank Statement Account Name (s) | Statement Date | Page No | Balances |
|---|---|---|---|
| HSBC deposit Account | 31/08/2020 | 1 | 85,094.44 |
| | | | 85,094.44 |

| Unpresented Cheques (Minus) | Amount | |
|---|---|---|
| | 0.00 | |
| | | 0.00 |
| | | 85,094.44 |

| Receipts not Banked/Cleared (Plus) | | |
|---|---|---|
| | 0.00 | |
| | | 0.00 |
| | | 85,094.44 |
| | **Balance per Cash Book is :-** | **85,094.44** |
| | **Difference is :-** | **0.00** |

**Bank Reconciliation Statement as at 30/09/2020**
**for Cashbook 5 - Current/Business Premium HSBC**

| Bank Statement Account Name (s) | Statement Date | Page No | Balances |
|---|---|---|---|
| HSBC deposit Account | 30/09/2020 | 1 | 85,095.16 |
| | | | 85,095.16 |
| **Unpresented Cheques (Minus)** | | **Amount** | |
| | | 0.00 | |
| | | | 0.00 |
| | | | 85,095.16 |
| **Receipts not Banked/Cleared (Plus)** | | | |
| | | 0.00 | |
| | | | 0.00 |
| | | | 85,095.16 |
| | | **Balance per Cash Book is :-** | **85,095.16** |
| | | **Difference is :-** | **0.00** |

**Polegate Town Council**



**Bank Reconciliation Statement as at 31/08/2020**
**for Cashbook 6 - NatWest deposit A/C**

| Bank Statement Account Name (s) | Statement Date | Page No | Balances |
|---|---|---|---|
| Natwest Reserve Account | 31/08/2020 | 1 | 85,081.33 |
| | | | 85,081.33 |

| Unpresented Cheques (Minus) | Amount | |
|---|---|---|
| | 0.00 | |
| | | 0.00 |
| | | 85,081.33 |

| Receipts not Banked/Cleared (Plus) | | |
|---|---|---|
| | 0.00 | |
| | | 0.00 |
| | | 85,081.33 |

| | |
|---|---|
| **Balance per Cash Book is :-** | **85,081.33** |
| **Difference is :-** | **0.00** |

**Bank Reconciliation Statement as at 30/09/2020**
**for Cashbook 6 - NatWest deposit A/C**

| **Bank Statement Account Name (s)** | **Statement Date** | **Page No** | **Balances** |
|---|---|---|---|
| Natwest Reserve Account | 30/09/2020 | 1 | 85,082.10 |
| | | | 85,082.10 |

| **Unpresented Cheques (Minus)** | **Amount** | |
|---|---|---|
| | 0.00 | |
| | | 0.00 |
| | | 85,082.10 |

| **Receipts not Banked/Cleared (Plus)** | | |
|---|---|---|
| | 0.00 | |
| | | 0.00 |
| | | 85,082.10 |

| | |
|---|---|
| **Balance per Cash Book is :-** | **85,082.10** |
| **Difference is :-** | **0.00** |

# Polegate Town Council

## Detailed Income & Expenditure by Budget Heading 30/09/2020

**Month No: 6**

**Cost Centre Report**

| | | Actual Last Year | 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 | 227 | 120 | 140 | 20 | | | 85.8% | |
| 1060 | Miscellaneous Income | 0 | 0 | 0 | (0) | | | 0.0% | |
| | Administration :- Income | **227** | **120** | **140** | **20** | | | **85.8%** | **0** |
| 4030 | Postage | 328 | 158 | 500 | 342 | | 342 | 31.6% | |
| 4031 | Stationery | 1,331 | (139) | 1,500 | 1,639 | | 1,639 | (9.3%) | |
| 4032 | Photocopier copy charges | 1,362 | 177 | 1,500 | 1,323 | | 1,323 | 11.8% | |
| 4035 | Computer consumables | 82 | 113 | 200 | 87 | | 87 | 56.6% | |
| 4036 | Office IT equipment | 4,038 | 723 | 700 | (23) | | (23) | 103.3% | |
| 4037 | Website | 350 | 364 | 5,800 | 5,436 | | 5,436 | 6.3% | |
| 4039 | Legal fees | 15,996 | 3,691 | 4,000 | 309 | | 309 | 92.3% | |
| 4040 | Audit Fees | 800 | 183 | 1,000 | 817 | | 817 | 18.3% | |
| 4043 | Insurance Premiums | 4,073 | 4,763 | 5,000 | 237 | | 237 | 95.3% | |
| 4044 | Insurance Tree Survey | 294 | 0 | 300 | 300 | | 300 | 0.0% | |
| 4045 | Subscriptions | 4,947 | 2,675 | 3,000 | 325 | | 325 | 89.2% | |
| 4046 | Publications | 108 | 0 | 120 | 120 | | 120 | 0.0% | |
| 4047 | Advertising | 0 | 0 | 100 | 100 | | 100 | 0.0% | |
| 4049 | Tree Works | 3,200 | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| 4050 | Town Council Elections | 1,663 | 0 | 5,500 | 5,500 | | 5,500 | 0.0% | |
| 4053 | Refreshments | 68 | 0 | 250 | 250 | | 250 | 0.0% | |
| 4056 | Bank/Barclaycard charges | 944 | 305 | 1,350 | 1,045 | | 1,045 | 22.6% | |
| 4059 | First Aid | 14 | 0 | 150 | 150 | | 150 | 0.0% | |
| 4062 | Newsletter Production | 0 | 0 | 500 | 500 | | 500 | 0.0% | |
| 4063 | Hire of Halls | 182 | 0 | 300 | 300 | | 300 | 0.0% | |
| 4069 | Office telephones | 1,418 | 1,585 | 1,600 | 15 | | 15 | 99.1% | |
| 4070 | Broadband/Internet | 524 | 289 | 550 | 261 | | 261 | 52.6% | |
| 4071 | IT Services incl backups | 1,045 | 27 | 832 | 805 | | 805 | 3.2% | |
| 4072 | IT costs office 365 | 0 | 441 | 1,200 | 759 | | 759 | 36.7% | |
| 4073 | IT reserve for new machines | 0 | 0 | 700 | 700 | | 700 | 0.0% | |
| 8060 | Misc Resolved Gen Reserves & c | 0 | 425 | 0 | (425) | | (425) | 0.0% | |
| | Administration :- Indirect Expenditure | **42,766** | **15,780** | **37,652** | **21,872** | **0** | **21,872** | **41.9%** | **0** |
| | **Net Income over Expenditure** | **(42,539)** | **(15,660)** | **(37,512)** | **(21,852)** | | | | |
| 6000 | plus Transfer from EMR | 124 | 0 | | | | | | |
| | **Movement to/(from) Gen Reserve** | **(42,415)** | **(15,660)** | | | | | | |
| 103 | Town Councillors | | | | | | | | |
| 1006 | Mayor's Charity Fund | 449 | 0 | 0 | 0 | | | 0.0% | |
| 1060 | Miscellaneous Income | 0 | 120 | 0 | (120) | | | 0.0% | |
| | Town Councillors :- Income | **449** | **120** | **0** | **(120)** | | | | **0** |

Continued over page

## Polegate Town Council

### Detailed Income & Expenditure by Budget Heading 30/09/2020

**Month No: 6**

**Cost Centre Report**

| | | Actual Last Year | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|---|---|---|---|---|---|---|---|---|
| 4090 | Councillors' allowances | 6,801 | 3,431 | 6,700 | 3,269 | | 3,269 | 51.2% | |
| 4091 | Councillors' expenses | 272 | 0 | 500 | 500 | | 500 | 0.0% | |
| 4092 | Councillors' training | 380 | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| 4093 | Mayor's allowance Civic Duties | 2,000 | 395 | 2,000 | 1,605 | | 1,605 | 19.7% | |
| 4095 | Mayor's Fund Raising Charity | 367 | 0 | 0 | 0 | | 0 | 0.0% | |
| | Town Councillors :- Indirect Expenditure | **9,820** | **3,826** | **10,200** | **6,374** | **0** | **6,374** | **37.5%** | **0** |
| | **Net Income over Expenditure** | **(9,372)** | **(3,706)** | **(10,200)** | **(6,494)** | | | | |
| 104 | General Administration | | | | | | | | |
| 1010 | Investment Income | 1,781 | 408 | 500 | 92 | | | 81.6% | |
| 1063 | CIL funds from developers | 30,730 | 197,931 | 0 | (197,931) | | | 0.0% | 197,931 |
| 1076 | Precept | 334,971 | 349,877 | 349,877 | 0 | | | 100.0% | |
| 1080 | Grants Received | 3,028 | 0 | 0 | 0 | | | 0.0% | |
| | General Administration :- Income | **370,511** | **548,216** | **350,377** | **(197,839)** | | | **156.5%** | **197,931** |
| 4100 | Grants to other Organisations | 500 | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| 4103 | Public Info event(s) | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| 4105 | Finance Software | 996 | 387 | 1,000 | 613 | | 613 | 38.7% | |
| | General Administration :- Indirect Expenditure | **1,496** | **387** | **3,000** | **2,613** | **0** | **2,613** | **12.9%** | **0** |
| | **Net Income over Expenditure** | **369,014** | **547,829** | **347,377** | **(200,452)** | | | | |
| 6001 | less Transfer to EMR | 30,798 | 197,931 | | | | | | |
| | **Movement to/(from) Gen Reserve** | **338,216** | **349,898** | | | | | | |
| 201 | Council Offices | | | | | | | | |
| 1000 | Hire of Chamber | 775 | (110) | 500 | 610 | | | (22.0%) | |
| 1060 | Miscellaneous Income | 1,013 | 10,000 | 0 | (10,000) | | | 0.0% | |
| | Council Offices :- Income | **1,788** | **9,890** | **500** | **(9,390)** | | | **1978.0%** | **0** |
| 4130 | Council Tax | 6,629 | 4,041 | 8,000 | 3,960 | | 3,960 | 50.5% | |
| 4131 | Electricity | 2,576 | 454 | 2,200 | 1,746 | | 1,746 | 20.7% | |
| 4132 | Water charges | 305 | 172 | 250 | 78 | | 78 | 68.6% | |
| 4133 | Sewerage | 0 | 0 | 250 | 250 | | 250 | 0.0% | |
| 4136 | Photocopier - lease | 802 | 401 | 810 | 409 | | 409 | 49.5% | |
| 4139 | Window Cleaning | 154 | 0 | 240 | 240 | | 240 | 0.0% | |
| 4140 | Alarm Maintenance | 368 | 213 | 450 | 237 | | 237 | 47.3% | |
| 4141 | Fire Precautions | 330 | 0 | 360 | 360 | | 360 | 0.0% | |
| 4142 | Other Maintenance | 474 | 436 | 550 | 114 | | 114 | 79.3% | |
| 4146 | Other Office Equipment | 1,167 | 25 | 1,250 | 1,225 | | 1,225 | 2.0% | |
| 4154 | Housekeeping Sanitary bins 49 | 170 | 0 | 240 | 240 | | 240 | 0.0% | |

Continued over page

| | | Actual Last Year | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|---|---|---|---|---|---|---|---|---|
| 4155 | Refuse Collecting | 709 | 203 | 1,300 | 1,097 | | 1,097 | 15.6% | |
| 4162 | PWLB - Capital | 3,941 | 2,054 | 4,166 | 2,112 | | 2,112 | 49.3% | |
| 4163 | PWLB- Interest | 1,633 | 733 | 1,408 | 675 | | 675 | 52.0% | |
| | Council Offices :- Indirect Expenditure | **19,257** | **8,731** | **21,474** | **12,743** | **0** | **12,743** | **40.7%** | **0** |
| | **Net Income over Expenditure** | **(17,469)** | **1,159** | **(20,974)** | **(22,133)** | | | | |
| 6000 | plus Transfer from EMR | 87 | 0 | | | | | | |
| | **Movement to/(from) Gen Reserve** | **(17,381)** | **1,159** | | | | | | |
| 202 | 51 High Street | | | | | | | | |
| 1005 | 51 High Street Rent R'ved | 585 | (40) | 900 | 940 | | | (4.4%) | |
| | 51 High Street :- Income | **585** | **(40)** | **900** | **940** | | | **(4.4%)** | **0** |
| 4170 | 51 High Street - expenditure | 1,787 | (586) | 900 | 1,486 | | 1,486 | (65.1%) | |
| | 51 High Street :- Indirect Expenditure | **1,787** | **(586)** | **900** | **1,486** | **0** | **1,486** | **(65.1%)** | **0** |
| | **Net Income over Expenditure** | **(1,202)** | **546** | **0** | **(546)** | | | | |
| 203 | The Pavilion | | | | | | | | |
| 1030 | Rental Income-Pavilion | 1,249 | 0 | 1,600 | 1,600 | | | 0.0% | |
| | The Pavilion :- Income | **1,249** | **0** | **1,600** | **1,600** | | | **0.0%** | **0** |
| 4179 | Pavilion Insurance (CIC) | 0 | 0 | 1,200 | 1,200 | | 1,200 | 0.0% | |
| 4180 | Pavilion Electricity | 2,405 | 356 | 2,300 | 1,944 | | 1,944 | 15.5% | |
| 4181 | Pavilion water | 346 | 0 | 500 | 500 | | 500 | 0.0% | |
| 4182 | Pavilion sewerage | 658 | 0 | 500 | 500 | | 500 | 0.0% | |
| 4186 | Pavilion - fire precautions | 255 | 0 | 250 | 250 | | 250 | 0.0% | |
| 4187 | Pavilion - Refuse | 545 | 125 | 455 | 330 | | 330 | 27.6% | |
| | The Pavilion :- Indirect Expenditure | **4,209** | **482** | **5,205** | **4,723** | **0** | **4,723** | **9.3%** | **0** |
| | **Net Income over Expenditure** | **(2,959)** | **(482)** | **(3,605)** | **(3,123)** | | | | |
| 204 | Wannock Office | | | | | | | | |
| 1032 | Rental Income-Wannock Office | 0 | 0 | 50 | 50 | | | 0.0% | |
| | Wannock Office :- Income | **0** | **0** | **50** | **50** | | | **0.0%** | **0** |
| 4190 | Wannock Office Electrictiy | 1,922 | 564 | 800 | 236 | | 236 | 70.5% | |
| 4192 | Wannock Office Sewage | 891 | 400 | 750 | 350 | | 350 | 53.3% | |
| 4193 | Wannock Office Council Tax | 3,633 | 2,217 | 3,700 | 1,483 | | 1,483 | 59.9% | |
| 4195 | Wannock Office Maintenance | 0 | 0 | 360 | 360 | | 360 | 0.0% | |
| 4196 | Wannock Office Fire Precaution | 0 | 0 | 150 | 150 | | 150 | 0.0% | |

Continued over page

| | | Actual Last Year | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|---|---|---|---|---|---|---|---|---|
| 4197 | Wannock grounds Maintenance | 0 | 3,242 | 6,500 | 3,258 | | 3,258 | 49.9% | |
| 4198 | PWMRG CIC Grant (Interim) | 128 | 0 | 0 | 0 | | 0 | 0.0% | |
| | Wannock Office :- Indirect Expenditure | **6,574** | **6,423** | **12,260** | **5,837** | **0** | **5,837** | **52.4%** | **0** |
| | **Net Income over Expenditure** | **(6,574)** | **(6,423)** | **(12,210)** | **(5,787)** | | | | |
| 205 | High Street Toilets | | | | | | | | |
| 1035 | High St Toilets Community Sche | 926 | 309 | 1,234 | 926 | | | 25.0% | |
| 1060 | Miscellaneous Income | 38 | 0 | 0 | 0 | | | 0.0% | |
| | High Street Toilets :- Income | **964** | **309** | **1,234** | **926** | | | **25.0%** | **0** |
| 4500 | Toilets High St - Cleaning | 5,729 | 3,125 | 6,500 | 3,375 | | 3,375 | 48.1% | |
| 4501 | Toilets High St - Maintenance | 445 | 0 | 650 | 650 | | 650 | 0.0% | |
| 4502 | Toilets High St - Electricity | 562 | 160 | 500 | 340 | | 340 | 31.9% | |
| 4503 | Toilets High St - Water & Sewe | 673 | 137 | 900 | 763 | | 763 | 15.2% | |
| 4504 | Toilets High St - Other | 252 | 0 | 700 | 700 | | 700 | 0.0% | |
| 4505 | Toilets High St - Non Domestic | 1,007 | 615 | 1,200 | 585 | | 585 | 51.2% | |
| 8060 | Misc Resolved Gen Reserves & c | 0 | 2,017 | 0 | (2,017) | | (2,017) | 0.0% | 1,817 |
| | High Street Toilets :- Indirect Expenditure | **8,668** | **6,053** | **10,450** | **4,397** | **0** | **4,397** | **57.9%** | **1,817** |
| | **Net Income over Expenditure** | **(7,704)** | **(5,745)** | **(9,216)** | **(3,471)** | | | | |
| 6000 | plus Transfer from EMR | 0 | 1,817 | | | | | | |
| | **Movement to/(from) Gen Reserve** | **(7,704)** | **(3,928)** | | | | | | |
| 301 | Town Centre and Community Safe | | | | | | | | |
| 4201 | CCTV costs | 3,664 | 660 | 3,500 | 2,840 | | 2,840 | 18.8% | |
| | Town Centre and Community Safe :- Indirect Expenditure | **3,664** | **660** | **3,500** | **2,840** | **0** | **2,840** | **18.8%** | **0** |
| | **Net Expenditure** | **(3,664)** | **(660)** | **(3,500)** | **(2,840)** | | | | |
| 6000 | plus Transfer from EMR | 988 | 0 | | | | | | |
| | **Movement to/(from) Gen Reserve** | **(2,676)** | **(660)** | | | | | | |
| 302 | Recreation Grounds | | | | | | | | |
| 1022 | Brightling Road lease | 0 | 120 | 120 | 0 | | | 100.0% | |
| 1050 | Insurance Refunds/claim rebate | 663 | 440 | 0 | (440) | | | 0.0% | |
| 1060 | Miscellaneous Income | 2,178 | 0 | 0 | 0 | | | 0.0% | |
| | Recreation Grounds :- Income | **2,841** | **560** | **120** | **(440)** | | | **466.7%** | **0** |
| 4220 | General Maintenance | 23,661 | 857 | 9,000 | 8,143 | | 8,143 | 9.5% | |

Continued over page

| | | Actual Last Year | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|---|---|---|---|---|---|---|---|---|
| 4221 | Recreation ground - water | 0 | 0 | 350 | 350 | | 350 | 0.0% | |
| 4223 | Grounds Maintenance | 6,446 | 2,195 | 2,800 | 605 | | 605 | 78.4% | |
| 4224 | Travel Costs re playgrounds | 0 | 0 | 500 | 500 | | 500 | 0.0% | |
| 4230 | Skate Park | 4,840 | 1,120 | 6,000 | 4,880 | | 4,880 | 18.7% | |
| 4235 | Toilets | 5,808 | 3,125 | 6,500 | 3,375 | | 3,375 | 48.1% | |
| 4238 | Litter Bins | 1,125 | 750 | 2,500 | 1,750 | | 1,750 | 30.0% | |
| 4240 | Oakleaf Lease Charges | 150 | 150 | 150 | 0 | | 0 | 100.0% | |
| 4241 | Dog Bins | 2,500 | 1,250 | 2,500 | 1,250 | | 1,250 | 50.0% | |
| 4242 | Playground Equipment | 18,759 | 191 | 3,600 | 3,409 | | 3,409 | 5.3% | |
| 4243 | Safety Inspections | 1,120 | 817 | 1,500 | 684 | | 684 | 54.4% | |
| 8060 | Misc Resolved Gen Reserves & c | 0 | 15,117 | 0 | (15,117) | | (15,117) | 0.0% | |
| | Recreation Grounds :- Indirect Expenditure | **64,408** | **25,571** | **35,400** | **9,829** | **0** | **9,829** | **72.2%** | **0** |
| | **Net Income over Expenditure** | **(61,567)** | **(25,011)** | **(35,280)** | **(10,269)** | | | | |
| 6000 | plus Transfer from EMR | 26,813 | 0 | | | | | | |
| | **Movement to/(from) Gen Reserve** | **(34,754)** | **(25,011)** | | | | | | |
| 303 | Highways | | | | | | | | |
| 1051 | Urban Grasscutting Income | 3,362 | 0 | 3,008 | 3,008 | | | 0.0% | |
| | Highways :- Income | **3,362** | **0** | **3,008** | **3,008** | | | **0.0%** | **0** |
| 4253 | Highways litter bins | 375 | 0 | 0 | 0 | | 0 | 0.0% | |
| 4256 | Urban grasscutting | 17,100 | 10,185 | 26,000 | 15,815 | | 15,815 | 39.2% | |
| 4257 | Bench provisions - highways | 1,835 | 0 | 0 | 0 | | 0 | 0.0% | |
| 4258 | Flower Beds | 6,548 | 5,327 | 6,000 | 673 | | 673 | 88.8% | |
| 4259 | Council Gardens - office | 650 | 430 | 650 | 220 | | 220 | 66.2% | |
| | Highways :- Indirect Expenditure | **26,508** | **15,942** | **32,650** | **16,708** | **0** | **16,708** | **48.8%** | **0** |
| | **Net Income over Expenditure** | **(23,146)** | **(15,942)** | **(29,642)** | **(13,700)** | | | | |
| 6000 | plus Transfer from EMR | 1,200 | 0 | | | | | | |
| | **Movement to/(from) Gen Reserve** | **(21,946)** | **(15,942)** | | | | | | |
| 304 | Allotments | | | | | | | | |
| 1070 | Allotment Fees | 1,724 | 487 | 1,170 | 683 | | | 41.6% | |
| 1072 | Gosford Way Allotments | 105 | 30 | 175 | 145 | | | 17.1% | |
| 1073 | Allotment Deposit Retained | 520 | 0 | 0 | 0 | | | 0.0% | |
| | Allotments :- Income | **2,349** | **517** | **1,345** | **828** | | | **38.4%** | **0** |
| 4270 | Allotments - maintenance | 1,445 | 120 | 550 | 430 | | 430 | 21.8% | |
| 4271 | Allotments - improvements | 300 | 0 | 300 | 300 | | 300 | 0.0% | |

Continued over page

| | | Actual Last Year | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|---|---|---|---|---|---|---|---|---|
| 4272 | Allotments - water | 803 | 448 | 650 | 202 | | 202 | 69.0% | |
| 4273 | Allotment - rent of land Gosfo | 90 | 0 | 175 | 175 | | 175 | 0.0% | |
| 4274 | Allotment Grounds maintenance | 0 | 0 | 500 | 500 | | 500 | 0.0% | |
| | Allotments :- Indirect Expenditure | **2,638** | **568** | **2,175** | **1,607** | **0** | **1,607** | **26.1%** | **0** |
| | **Net Income over Expenditure** | **(289)** | **(51)** | **(830)** | **(779)** | | | | |
| 305 | Street Lighting | | | | | | | | |
| 1050 | Insurance Refunds/claim rebate | 950 | 0 | 0 | 0 | | | 0.0% | |
| | Street Lighting :- Income | **950** | **0** | **0** | **0** | | | | **0** |
| 4280 | Street Light - energy | 7,221 | (0) | 9,100 | 9,100 | | 9,100 | 0.0% | |
| 4281 | Street Light - Maintenance | 8,600 | 0 | 9,900 | 9,900 | | 9,900 | 0.0% | |
| 4282 | Street Light - new works/impro | 14,014 | 5,854 | 23,000 | 17,146 | | 17,146 | 25.5% | |
| 4286 | Christmas decorations | 10,621 | 176 | 12,000 | 11,824 | | 11,824 | 1.5% | |
| 4287 | Additional Christmas Decoratio | 0 | 0 | 4,000 | 4,000 | | 4,000 | 0.0% | |
| | Street Lighting :- Indirect Expenditure | **40,456** | **6,029** | **58,000** | **51,971** | **0** | **51,971** | **10.4%** | **0** |
| | **Net Income over Expenditure** | **(39,506)** | **(6,029)** | **(58,000)** | **(51,971)** | | | | |
| 306 | Prize and Prize Giving | | | | | | | | |
| 4096 | Remembrance Wreath | 25 | 0 | 30 | 30 | | 30 | 0.0% | |
| | Prize and Prize Giving :- Indirect Expenditure | **25** | **0** | **30** | **30** | **0** | **30** | **0.0%** | **0** |
| | **Net Expenditure** | **(25)** | **0** | **(30)** | **(30)** | | | | |
| 307 | The Polegate Partnership | | | | | | | | |
| 1040 | SponsorFlower Beds Hailsham Rd | 1,000 | 0 | 1,000 | 1,000 | | | 0.0% | |
| | The Polegate Partnership :- Income | **1,000** | **0** | **1,000** | **1,000** | | | **0.0%** | **0** |
| 4306 | Replace Hailsham Rd Beds | 170 | 1,342 | 500 | (842) | | (842) | 268.5% | 842 |
| 4307 | Hailsham Flowers Maintenance | 358 | 184 | 500 | 316 | | 316 | 36.7% | |
| | The Polegate Partnership :- Indirect Expenditure | **528** | **1,526** | **1,000** | **(526)** | **0** | **(526)** | **152.6%** | **842** |
| | **Net Income over Expenditure** | **472** | **(1,526)** | **0** | **1,526** | | | | |
| 6000 | plus Transfer from EMR | 0 | 842 | | | | | | |
| | **Movement to/(from) Gen Reserve** | **472** | **(684)** | | | | | | |
| 401 | The Planning Committee | | | | | | | | |
| 4320 | Planning Committee - Halls | 11 | 0 | 200 | 200 | | 200 | 0.0% | |
| | The Planning Committee :- Indirect Expenditure | **11** | **0** | **200** | **200** | **0** | **200** | **0.0%** | **0** |
| | **Net Expenditure** | **(11)** | **0** | **(200)** | **(200)** | | | | |

Continued over page

| | Actual Last Year | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|---|---|---|---|---|---|---|---|
| Grand Totals:- Income | **386,274** | **559,691** | **360,274** | **(199,417)** | | | **155.4%** | |
| Expenditure | **232,815** | **91,394** | **234,096** | **142,702** | **0** | **142,702** | **39.0%** | |
| **Net Income over Expenditure** | **153,459** | **468,297** | **126,178** | **(342,119)** | | | | |
| plus Transfer from EMR | **29,213** | **2,659** | | | | | | |
| less Transfer to EMR | **30,798** | **197,931** | | | | | | |
| **Movement to/(from) Gen Reserve** | **151,873** | **273,026** | | | | | | |

**Detailed Income & Expenditure by Budget Heading 31/08/2020**

**Month No: 5** **Cost Centre Report**

| | | Actual Last Year | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | Transfer to/from EMR |
|---|---|---|---|---|---|---|---|---|
| 102 | Administration | | | | | | | |
| 1009 | Bank Loyalty Discount | 227 | 104 | 140 | 36 | | | |
| | Administration :- Income | **227** | **104** | **140** | **36** | | | **0** |
| 4030 | Postage | 328 | 0 | 500 | 500 | | 500 | |
| 4031 | Stationery | 1,331 | (294) | 1,500 | 1,794 | | 1,794 | |
| 4032 | Photocopier copy charges | 1,362 | 177 | 1,500 | 1,323 | | 1,323 | |
| 4035 | Computer consumables | 82 | 113 | 200 | 87 | | 87 | |
| 4036 | Office IT equipment | 4,038 | 723 | 700 | (23) | | (23) | |
| 4037 | Website | 350 | 50 | 5,800 | 5,750 | | 5,750 | |
| 4039 | Legal fees | 15,996 | 3,591 | 4,000 | 409 | | 409 | |
| 4040 | Audit Fees | 800 | 183 | 1,000 | 817 | | 817 | |
| 4043 | Insurance Premiums | 4,073 | 4,763 | 5,000 | 237 | | 237 | |
| 4044 | Insurance Tree Survey | 294 | 0 | 300 | 300 | | 300 | |
| 4045 | Subscriptions | 4,947 | 2,675 | 3,000 | 325 | | 325 | |
| 4046 | Publications | 108 | 0 | 120 | 120 | | 120 | |
| 4047 | Advertising | 0 | 0 | 100 | 100 | | 100 | |
| 4049 | Tree Works | 3,200 | 0 | 1,000 | 1,000 | | 1,000 | |
| 4050 | Town Council Elections | 1,663 | 0 | 5,500 | 5,500 | | 5,500 | |
| 4053 | Refreshments | 68 | 0 | 250 | 250 | | 250 | |
| 4056 | Bank/Barclaycard charges | 944 | 244 | 1,350 | 1,106 | | 1,106 | |
| 4059 | First Aid | 14 | 0 | 150 | 150 | | 150 | |
| 4062 | Newsletter Production | 0 | 0 | 500 | 500 | | 500 | |
| 4063 | Hire of Halls | 182 | 0 | 300 | 300 | | 300 | |
| 4069 | Office telephones | 1,418 | 1,532 | 1,600 | 68 | | 68 | |
| 4070 | Broadband/Internet | 524 | 254 | 550 | 296 | | 296 | |
| 4071 | IT Services incl backups | 1,045 | (148) | 832 | 980 | | 980 | |
| 4072 | IT costs office 365 | 0 | 317 | 1,200 | 883 | | 883 | |
| 4073 | IT reserve for new machines | 0 | 0 | 700 | 700 | | 700 | |
| 8060 | Misc Resolved Gen Reserves & c | 0 | 425 | 0 | (425) | | (425) | |
| | Administration :- Indirect Expenditure | **42,766** | **14,606** | **37,652** | **23,046** | **0** | **23,046** | **0** |
| | **Net Income over Expenditure** | **(42,539)** | **(14,502)** | **(37,512)** | **(23,010)** | | | |
| 6000 | plus Transfer from EMR | 124 | 0 | | | | | |
| | **Movement to/(from) Gen Reserve** | **(42,415)** | **(14,502)** | | | | | |
| 103 | Town Councillors | | | | | | | |
| 1006 | Mayor's Charity Fund | 449 | 0 | 0 | 0 | | | |
| 1060 | Miscellaneous Income | 0 | 120 | 0 | (120) | | | |
| | Town Councillors :- Income | **449** | **120** | **0** | **(120)** | | | **0** |

Continued over page

| | | Actual Last Year | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | Transfer to/from EMR |
|---|---|---|---|---|---|---|---|---|
| 4090 | Councillors' allowances | 6,801 | 0 | 6,700 | 6,700 | | 6,700 | |
| 4091 | Councillors' expenses | 272 | 0 | 500 | 500 | | 500 | |
| 4092 | Councillors' training | 380 | 0 | 1,000 | 1,000 | | 1,000 | |
| 4093 | Mayor's allowance Civic Duties | 2,000 | 186 | 2,000 | 1,814 | | 1,814 | |
| 4095 | Mayor's Fund Raising Charity | 367 | 0 | 0 | 0 | | 0 | |
| | Town Councillors :- Indirect Expenditure | **9,820** | **186** | **10,200** | **10,014** | **0** | **10,014** | **0** |
| | **Net Income over Expenditure** | **(9,372)** | **(66)** | **(10,200)** | **(10,134)** | | | |
| 104 | General Administration | | | | | | | |
| 1010 | Investment Income | 1,781 | 238 | 500 | 262 | | | |
| 1063 | CIL funds from developers | 30,730 | 197,931 | 0 | (197,931) | | | 197,931 |
| 1076 | Precept | 334,971 | 174,939 | 349,877 | 174,939 | | | |
| 1080 | Grants Received | 3,028 | 0 | 0 | 0 | | | |
| | General Administration :- Income | **370,511** | **373,107** | **350,377** | **(22,730)** | | | **197,931** |
| 4100 | Grants to other Organisations | 500 | 0 | 1,000 | 1,000 | | 1,000 | |
| 4103 | Public Info event(s) | 0 | 0 | 1,000 | 1,000 | | 1,000 | |
| 4105 | Finance Software | 996 | 387 | 1,000 | 613 | | 613 | |
| | General Administration :- Indirect Expenditure | **1,496** | **387** | **3,000** | **2,613** | **0** | **2,613** | **0** |
| | **Net Income over Expenditure** | **369,014** | **372,720** | **347,377** | **(25,343)** | | | |
| 6001 | less Transfer to EMR | 30,798 | 197,931 | | | | | |
| | **Movement to/(from) Gen Reserve** | **338,216** | **174,790** | | | | | |
| 201 | Council Offices | | | | | | | |
| 1000 | Hire of Chamber | 775 | (110) | 500 | 610 | | | |
| 1060 | Miscellaneous Income | 1,013 | 0 | 0 | 0 | | | |
| | Council Offices :- Income | **1,788** | **(110)** | **500** | **610** | | | **0** |
| 4130 | Council Tax | 6,629 | 3,367 | 8,000 | 4,634 | | 4,634 | |
| 4131 | Electricity | 2,576 | 412 | 2,200 | 1,788 | | 1,788 | |
| 4132 | Water charges | 305 | 172 | 250 | 78 | | 78 | |
| 4133 | Sewerage | 0 | 0 | 250 | 250 | | 250 | |
| 4136 | Photocopier - lease | 802 | 401 | 810 | 409 | | 409 | |
| 4139 | Window Cleaning | 154 | 0 | 240 | 240 | | 240 | |
| 4140 | Alarm Maintenance | 368 | 213 | 450 | 237 | | 237 | |
| 4141 | Fire Precautions | 330 | 0 | 360 | 360 | | 360 | |
| 4142 | Other Maintenance | 474 | 0 | 550 | 550 | | 550 | |
| 4146 | Other Office Equipment | 1,167 | 25 | 1,250 | 1,225 | | 1,225 | |
| 4154 | Housekeeping Sanitary bins 49 | 170 | 0 | 240 | 240 | | 240 | |

Continued over page

| | | Actual Last Year | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | Transfer to/from EMR |
|---|---|---|---|---|---|---|---|---|
| 4155 | Refuse Collecting | 709 | 150 | 1,300 | 1,150 | | 1,150 | |
| 4162 | PWLB - Capital | 3,941 | 2,054 | 4,166 | 2,112 | | 2,112 | |
| 4163 | PWLB- Interest | 1,633 | 733 | 1,408 | 675 | | 675 | |
| | Council Offices :- Indirect Expenditure | **19,257** | **7,525** | **21,474** | **13,949** | **0** | **13,949** | **0** |
| | **Net Income over Expenditure** | **(17,469)** | **(7,635)** | **(20,974)** | **(13,339)** | | | |
| 6000 | plus Transfer from EMR | 87 | 0 | | | | | |
| | **Movement to/(from) Gen Reserve** | **(17,381)** | **(7,635)** | | | | | |
| 202 | 51 High Street | | | | | | | |
| 1005 | 51 High Street Rent R'ved | 585 | (40) | 900 | 940 | | | |
| | 51 High Street :- Income | **585** | **(40)** | **900** | **940** | | | **0** |
| 4170 | 51 High Street - expenditure | 1,787 | (616) | 900 | 1,516 | | 1,516 | |
| | 51 High Street :- Indirect Expenditure | **1,787** | **(616)** | **900** | **1,516** | **0** | **1,516** | **0** |
| | **Net Income over Expenditure** | **(1,202)** | **576** | **0** | **(576)** | | | |
| 203 | The Pavilion | | | | | | | |
| 1030 | Rental Income-Pavilion | 1,249 | 0 | 1,600 | 1,600 | | | |
| | The Pavilion :- Income | **1,249** | **0** | **1,600** | **1,600** | | | **0** |
| 4179 | Pavilion Insurance (CIC) | 0 | 0 | 1,200 | 1,200 | | 1,200 | |
| 4180 | Pavilion Electricity | 2,405 | 310 | 2,300 | 1,990 | | 1,990 | |
| 4181 | Pavilion water | 346 | 0 | 500 | 500 | | 500 | |
| 4182 | Pavilion sewerage | 658 | 0 | 500 | 500 | | 500 | |
| 4186 | Pavilion - fire precautions | 255 | 0 | 250 | 250 | | 250 | |
| 4187 | Pavilion - Refuse | 545 | 90 | 455 | 365 | | 365 | |
| | The Pavilion :- Indirect Expenditure | **4,209** | **400** | **5,205** | **4,805** | **0** | **4,805** | **0** |
| | **Net Income over Expenditure** | **(2,959)** | **(400)** | **(3,605)** | **(3,205)** | | | |
| 204 | Wannock Office | | | | | | | |
| 1032 | Rental Income-Wannock Office | 0 | 0 | 50 | 50 | | | |
| | Wannock Office :- Income | **0** | **0** | **50** | **50** | | | **0** |
| 4190 | Wannock Office Electrictiy | 1,922 | 539 | 800 | 261 | | 261 | |
| 4192 | Wannock Office Sewage | 891 | 400 | 750 | 350 | | 350 | |
| 4193 | Wannock Office Council Tax | 3,633 | 1,848 | 3,700 | 1,852 | | 1,852 | |
| 4195 | Wannock Office Maintenance | 0 | 0 | 360 | 360 | | 360 | |
| 4196 | Wannock Office Fire Precaution | 0 | 0 | 150 | 150 | | 150 | |

Continued over page

| | | Actual Last Year | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | Transfer to/from EMR |
|---|---|---|---|---|---|---|---|---|
| 4197 | Wannock grounds Maintenance | 0 | 2,702 | 6,500 | 3,798 | | 3,798 | |
| 4198 | PWMRG CIC Grant (Interim) | 128 | 0 | 0 | 0 | | 0 | |
| | Wannock Office :- Indirect Expenditure | **6,574** | **5,488** | **12,260** | **6,772** | **0** | **6,772** | **0** |
| | **Net Income over Expenditure** | **(6,574)** | **(5,488)** | **(12,210)** | **(6,722)** | | | |
| 205 | High Street Toilets | | | | | | | |
| 1035 | High St Toilets Community Sche | 926 | 309 | 1,234 | 926 | | | |
| 1060 | Miscellaneous Income | 38 | 0 | 0 | 0 | | | |
| | High Street Toilets :- Income | **964** | **309** | **1,234** | **926** | | | **0** |
| 4500 | Toilets High St - Cleaning | 5,729 | 2,604 | 6,500 | 3,896 | | 3,896 | |
| 4501 | Toilets High St - Maintenance | 445 | 0 | 650 | 650 | | 650 | |
| 4502 | Toilets High St - Electricity | 562 | 124 | 500 | 376 | | 376 | |
| 4503 | Toilets High St - Water & Sewe | 673 | 137 | 900 | 763 | | 763 | |
| 4504 | Toilets High St - Other | 252 | 0 | 700 | 700 | | 700 | |
| 4505 | Toilets High St - Non Domestic | 1,007 | 513 | 1,200 | 687 | | 687 | |
| 8060 | Misc Resolved Gen Reserves & c | 0 | 2,017 | 0 | (2,017) | | (2,017) | 1,817 |
| | High Street Toilets :- Indirect Expenditure | **8,668** | **5,395** | **10,450** | **5,055** | **0** | **5,055** | **1,817** |
| | **Net Income over Expenditure** | **(7,704)** | **(5,087)** | **(9,216)** | **(4,129)** | | | |
| 6000 | plus Transfer from EMR | 0 | 1,817 | | | | | |
| | **Movement to/(from) Gen Reserve** | **(7,704)** | **(3,270)** | | | | | |
| 301 | Town Centre and Community Safe | | | | | | | |
| 4201 | CCTV costs | 3,664 | 660 | 3,500 | 2,840 | | 2,840 | |
| | Town Centre and Community Safe :- Indirect Expenditure | **3,664** | **660** | **3,500** | **2,840** | **0** | **2,840** | **0** |
| | **Net Expenditure** | **(3,664)** | **(660)** | **(3,500)** | **(2,840)** | | | |
| 6000 | plus Transfer from EMR | 988 | 0 | | | | | |
| | **Movement to/(from) Gen Reserve** | **(2,676)** | **(660)** | | | | | |
| 302 | Recreation Grounds | | | | | | | |
| 1022 | Brightling Road lease | 0 | 0 | 120 | 120 | | | |
| 1050 | Insurance Refunds/claim rebate | 663 | 440 | 0 | (440) | | | |
| 1060 | Miscellaneous Income | 2,178 | 0 | 0 | 0 | | | |
| | Recreation Grounds :- Income | **2,841** | **440** | **120** | **(320)** | | | **0** |
| 4220 | General Maintenance | 23,661 | 673 | 9,000 | 8,327 | | 8,327 | |

Continued over page

**Detailed Income & Expenditure by Budget Heading 31/08/2020**

**Month No: 5**

**Cost Centre Report**

| | | Actual Last Year | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | Transfer to/from EMR |
|---|---|---|---|---|---|---|---|---|
| 4221 | Recreation ground - water | 0 | 0 | 350 | 350 | | 350 | |
| 4223 | Grounds Maintenance | 6,446 | 1,829 | 2,800 | 971 | | 971 | |
| 4224 | Travel Costs re playgrounds | 0 | 0 | 500 | 500 | | 500 | |
| 4230 | Skate Park | 4,840 | 1,120 | 6,000 | 4,880 | | 4,880 | |
| 4235 | Toilets | 5,808 | 2,604 | 6,500 | 3,896 | | 3,896 | |
| 4238 | Litter Bins | 1,125 | 375 | 2,500 | 2,125 | | 2,125 | |
| 4240 | Oakleaf Lease Charges | 150 | 150 | 150 | 0 | | 0 | |
| 4241 | Dog Bins | 2,500 | 625 | 2,500 | 1,875 | | 1,875 | |
| 4242 | Playground Equipment | 18,759 | 191 | 3,600 | 3,409 | | 3,409 | |
| 4243 | Safety Inspections | 1,120 | 742 | 1,500 | 759 | | 759 | |
| 8060 | Misc Resolved Gen Reserves & c | 0 | 14,254 | 0 | (14,254) | | (14,254) | |
| | Recreation Grounds :- Indirect Expenditure | **64,408** | **22,563** | **35,400** | **12,837** | **0** | **12,837** | **0** |
| | **Net Income over Expenditure** | **(61,567)** | **(22,123)** | **(35,280)** | **(13,157)** | | | |
| 6000 | plus Transfer from EMR | 26,813 | 0 | | | | | |
| | **Movement to/(from) Gen Reserve** | **(34,754)** | **(22,123)** | | | | | |
| 303 | Highways | | | | | | | |
| 1051 | Urban Grasscutting Income | 3,362 | 0 | 3,008 | 3,008 | | | |
| | Highways :- Income | **3,362** | **0** | **3,008** | **3,008** | | | **0** |
| 4253 | Highways litter bins | 375 | 0 | 0 | 0 | | 0 | |
| 4256 | Urban grasscutting | 17,100 | 8,730 | 26,000 | 17,270 | | 17,270 | |
| 4257 | Bench provisions - highways | 1,835 | 0 | 0 | 0 | | 0 | |
| 4258 | Flower Beds | 6,548 | 4,503 | 6,000 | 1,497 | | 1,497 | |
| 4259 | Council Gardens - office | 650 | 430 | 650 | 220 | | 220 | |
| | Highways :- Indirect Expenditure | **26,508** | **13,663** | **32,650** | **18,987** | **0** | **18,987** | **0** |
| | **Net Income over Expenditure** | **(23,146)** | **(13,663)** | **(29,642)** | **(15,979)** | | | |
| 6000 | plus Transfer from EMR | 1,200 | 0 | | | | | |
| | **Movement to/(from) Gen Reserve** | **(21,946)** | **(13,663)** | | | | | |
| 304 | Allotments | | | | | | | |
| 1070 | Allotment Fees | 1,724 | 32 | 1,170 | 1,138 | | | |
| 1072 | Gosford Way Allotments | 105 | 15 | 175 | 160 | | | |
| 1073 | Allotment Deposit Retained | 520 | 0 | 0 | 0 | | | |
| | Allotments :- Income | **2,349** | **47** | **1,345** | **1,298** | | | **0** |
| 4270 | Allotments - maintenance | 1,445 | 0 | 550 | 550 | | 550 | |
| 4271 | Allotments - improvements | 300 | 0 | 300 | 300 | | 300 | |

Continued over page

| | | Actual Last Year | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | Transfer to/from EMR |
|---|---|---|---|---|---|---|---|---|
| 4272 | Allotments - water | 803 | 448 | 650 | 202 | | 202 | |
| 4273 | Allotment - rent of land Gosfo | 90 | 0 | 175 | 175 | | 175 | |
| 4274 | Allotment Grounds maintenance | 0 | 0 | 500 | 500 | | 500 | |
| | Allotments :- Indirect Expenditure | **2,638** | **448** | **2,175** | **1,727** | **0** | **1,727** | **0** |
| | **Net Income over Expenditure** | **(289)** | **(401)** | **(830)** | **(429)** | | | |
| 305 | Street Lighting | | | | | | | |
| 1050 | Insurance Refunds/claim rebate | 950 | 0 | 0 | 0 | | | |
| | Street Lighting :- Income | **950** | **0** | **0** | **0** | | | **0** |
| 4280 | Street Light - energy | 7,221 | (0) | 9,100 | 9,100 | | 9,100 | |
| 4281 | Street Light - Maintenance | 8,600 | 0 | 9,900 | 9,900 | | 9,900 | |
| 4282 | Street Light - new works/impro | 14,014 | 3,014 | 23,000 | 19,986 | | 19,986 | |
| 4286 | Christmas decorations | 10,621 | 176 | 12,000 | 11,824 | | 11,824 | |
| 4287 | Additional Christmas Decoratio | 0 | 0 | 4,000 | 4,000 | | 4,000 | |
| | Street Lighting :- Indirect Expenditure | **40,456** | **3,189** | **58,000** | **54,811** | **0** | **54,811** | **0** |
| | **Net Income over Expenditure** | **(39,506)** | **(3,189)** | **(58,000)** | **(54,811)** | | | |
| 306 | Prize and Prize Giving | | | | | | | |
| 4096 | Remembrance Wreath | 25 | 0 | 30 | 30 | | 30 | |
| | Prize and Prize Giving :- Indirect Expenditure | **25** | **0** | **30** | **30** | **0** | **30** | **0** |
| | **Net Expenditure** | **(25)** | **0** | **(30)** | **(30)** | | | |
| 307 | The Polegate Partnership | | | | | | | |
| 1040 | SponsorFlower Beds Hailsham Rd | 1,000 | 0 | 1,000 | 1,000 | | | |
| | The Polegate Partnership :- Income | **1,000** | **0** | **1,000** | **1,000** | | | **0** |
| 4306 | Replace Hailsham Rd Beds | 170 | 1,342 | 500 | (842) | | (842) | 842 |
| 4307 | Hailsham Flowers Maintenance | 358 | 153 | 500 | 347 | | 347 | |
| | The Polegate Partnership :- Indirect Expenditure | **528** | **1,495** | **1,000** | **(495)** | **0** | **(495)** | **842** |
| | **Net Income over Expenditure** | **472** | **(1,495)** | **0** | **1,495** | | | |
| 6000 | plus Transfer from EMR | 0 | 842 | | | | | |
| | **Movement to/(from) Gen Reserve** | **472** | **(653)** | | | | | |
| 401 | The Planning Committee | | | | | | | |
| 4320 | Planning Committee - Halls | 11 | 0 | 200 | 200 | | 200 | |
| | The Planning Committee :- Indirect Expenditure | **11** | **0** | **200** | **200** | **0** | **200** | **0** |
| | **Net Expenditure** | **(11)** | **0** | **(200)** | **(200)** | | | |

Continued over page

**Detailed Income & Expenditure by Budget Heading 31/08/2020**

**Month No: 5**

**Cost Centre Report**

| | Actual Last Year | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | Transfer to/from EMR |
|---|---|---|---|---|---|---|---|
| Grand Totals:- Income | **386,274** | **373,976** | **360,274** | **(13,702)** | | | |
| Expenditure | **232,815** | **75,390** | **234,096** | **158,706** | **0** | **158,706** | |
| **Net Income over Expenditure** | **153,459** | **298,586** | **126,178** | **(172,408)** | | | |
| plus Transfer from EMR | **29,213** | **2,659** | | | | | |
| less Transfer to EMR | **30,798** | **197,931** | | | | | |
| **Movement to/(from) Gen Reserve** | **151,873** | **103,314** | | | | | |

## 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 | | 29,320.00 |
| 325 | Pavilion Refurbishment Fund | 0.00 | | 0.00 |
| 326 | Youth Shelter Reserve | 0.00 | | 0.00 |
| 328 | Office IT Equipment Reserve | 0.00 | | 0.00 |
| 329 | Other Office Equipment | 240.47 | | 240.47 |
| 330 | Crossing Patrol Reserve | 0.00 | | 0.00 |
| 331 | Brightling Reserve | 19.21 | | 19.21 |
| 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 | | 167,779.04 |
| 336 | Legals/fencing re s/water | 6,000.00 | | 6,000.00 |
| 337 | High Street Toilets Reserve | 14,284.00 | -1,817.00 | 12,467.00 |
| 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 | | 167.55 |
| 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 | | 365.05 |
| 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 | 198,042.99 | 224,547.64 |
| 350 | Picnic Benches | 788.00 | | 788.00 |
| 351 | Skate Park | 4,795.00 | | 4,795.00 |
| 352 | Overtime | 1,036.27 | | 1,036.27 |
| 353 | Polegate Community Library | 51,000.00 | | 51,000.00 |
| | | **388,916.44** | **195,383.53** | **584,299.97** |

# 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 | | 29,320.00 |
| 325 | Pavilion Refurbishment Fund | 0.00 | | 0.00 |
| 326 | Youth Shelter Reserve | 0.00 | | 0.00 |
| 328 | Office IT Equipment Reserve | 0.00 | | 0.00 |
| 329 | Other Office Equipment | 240.47 | | 240.47 |
| 330 | Crossing Patrol Reserve | 0.00 | | 0.00 |
| 331 | Brightling Reserve | 19.21 | | 19.21 |
| 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 | | 167,779.04 |
| 336 | Legals/fencing re s/water | 6,000.00 | | 6,000.00 |
| 337 | High Street Toilets Reserve | 14,284.00 | -1,817.00 | 12,467.00 |
| 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 | | 167.55 |
| 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 | | 365.05 |
| 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 | 198,042.99 | 224,547.64 |
| 350 | Picnic Benches | 788.00 | | 788.00 |
| 351 | Skate Park | 4,795.00 | | 4,795.00 |
| 352 | Overtime | 1,036.27 | | 1,036.27 |
| 353 | Polegate Community Library | 51,000.00 | | 51,000.00 |
| | | **388,916.44** | **195,383.53** | **584,299.97** |

**Date** **30/09/2020** **Month No: 6** **Journal Ref: 507**

| A/c | Description | Centre | Description | Transaction Detail | Debit | Credit |
|---|---|---|---|---|---|---|
| 1010 | Investment Income | 104 | General Administration | Interest for CIL funds | 32.51 | |
| 349 | CIL funds | 0 | | Interest for CIL funds | | 32.51 |
| | | | | **Journal Totals** | **32.51** | **32.51** |

**Narrative:** Interest applied to CIL funding as per agreement

**Summary Income & Expenditure by Budget Heading 30/09/2020**

**Month No: 6**

**Cost Centre Report**

| | | Actual Last Year | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent |
|---|---|---|---|---|---|---|---|---|
| 101 Employee costs | Income | 1,326 | 0 | 1,038 | 1,038 | | | 0.0% |
| | Expenditure | 114,673 | 56,897 | 127,216 | 70,319 | | 70,319 | 44.7% |
| | Net Income over Expenditure | (113,347) | (56,897) | (126,178) | (69,281) | | | |
| | plus Transfer from EMR | 1,291 | 0 | | | | | |
| | Movement to/(from) Gen Reserve | (112,056) | (56,897) | | | | | |
| | Grand Totals:- Income | **1,326** | **0** | **1,038** | **1,038** | | | **0.0%** |
| | Expenditure | **114,673** | **56,897** | **127,216** | **70,319** | **0** | **70,319** | **44.7%** |
| | Net Income over Expenditure | **(113,347)** | **(56,897)** | **(126,178)** | **(69,281)** | | | |
| | plus Transfer from EMR | **1,291** | **0** | | | | | |
| | Movement to/(from) Gen Reserve | **(112,056)** | **(56,897)** | | | | | |

# Polegate Town Council



## Summary Income & Expenditure by Budget Heading 31/08/2020

**Month No: 5**

### Cost Centre Report

| | | Actual Last Year | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available |
|---|---|---|---|---|---|---|---|
| 101 Employee costs | Income | 1,326 | 0 | 1,038 | 1,038 | | |
| | Expenditure | 114,673 | 46,409 | 127,216 | 80,807 | | 80,807 |
| | Net Income over Expenditure | (113,347) | (46,409) | (126,178) | (79,769) | | |
| | plus Transfer from EMR | 1,291 | 0 | | | | |
| | Movement to/(from) Gen Reserve | (112,056) | (46,409) | | | | |
| | **Grand Totals:- Income** | **1,326** | **0** | **1,038** | **1,038** | | |
| | **Expenditure** | **114,673** | **46,409** | **127,216** | **80,807** | **0** | **80,807** |
| | **Net Income over Expenditure** | **(113,347)** | **(46,409)** | **(126,178)** | **(79,769)** | | |
| | **plus Transfer from EMR** | **1,291** | **0** | | | | |
| | **Movement to/(from) Gen Reserve** | **(112,056)** | **(46,409)** | | | | |

| A/c Code | Account Name | Centre | Centre Name | Debit | Credit |
|---|---|---|---|---|---|
| 105 | VAT Control | | | 6,356.99 | |
| 200 | Current/Business Premium | | | 516,084.75 | |
| 201 | Tracker Account | | | 128,114.36 | |
| 203 | HSBC Deposit A/C | | | 85,094.44 | |
| 204 | NatWest deposit A/C | | | 85,081.33 | |
| 210 | Petty Cash | | | 200.00 | |
| 310 | General reserves | | | | 176,041.01 |
| 320 | Council Office Mntce Fund | | | | 22,115.00 |
| 322 | Town Election/Poll/Referendum | | | | 16,657.00 |
| 324 | Elections Fund | | | | 29,320.00 |
| 329 | Other Office Equipment | | | | 240.47 |
| 331 | Brightling Reserve | | | | 19.21 |
| 334 | Town Focal Enhancemt Reserve | | | | 592.20 |
| 335 | Street Lights Reserve | | | | 167,779.04 |
| 336 | Legals/fencing re s/water | | | | 6,000.00 |
| 337 | High Street Toilets Reserve | | | | 12,467.00 |
| 338 | Hailsham Beds Reserve | | | | 898.54 |
| 339 | Office Alterations Reserve | | | | 26,165.00 |
| 341 | Staff - Consultant/Temporary | | | | 167.55 |
| 345 | Flower Bulbs EMR | | | | 365.05 |
| 346 | Neighbourhood Plan | | | | 15,000.00 |
| 347 | CCTV reserve | | | | 3,344.00 |
| 348 | Consultation/Newsletter | | | | 1,003.00 |
| 349 | CIL funds | | | | 224,547.64 |
| 350 | Picnic Benches | | | | 788.00 |
| 351 | Skate Park | | | | 4,795.00 |
| 352 | Overtime | | | | 1,036.27 |
| 353 | Polegate Community Library | | | | 51,000.00 |
| 560 | Deposits Held | | | | 3,685.00 |
| 1000 | Hire of Chamber | 201 | Council Offices | 110.00 | |
| 1005 | 51 High Street Rent R'ved | 202 | 51 High Street | 40.00 | |
| 1009 | Bank Loyalty Discount | 102 | Administration | | 103.56 |
| 1010 | Investment Income | 104 | General Administration | | 238.15 |
| 1035 | High St Toilets Community Sche | 205 | High Street Toilets | | 308.50 |
| 1050 | Insurance Refunds/claim rebate | 302 | Recreation Grounds | | 440.00 |
| 1060 | Miscellaneous Income | 103 | Town Councillors | | 120.00 |
| 1063 | CIL funds from developers | 104 | General Administration | | 197,930.76 |
| 1070 | Allotment Fees | 304 | Allotments | | 31.79 |
| 1072 | Gosford Way Allotments | 304 | Allotments | | 15.00 |
| 1076 | Precept | 104 | General Administration | | 174,938.50 |
| 4000 | Town Clerk | 101 | Employee costs | 17,364.60 | |
| 4001 | Administration Assistant | 101 | Employee costs | 4,580.35 | |

Continued over page

| A/c Code | Account Name | Centre | Centre Name | Debit | Credit |
|---|---|---|---|---|---|
| 4002 | Handyman/Groundsman | 101 | Employee costs | 4,233.65 | |
| 4003 | Litter Picker | 101 | Employee costs | 3,991.00 | |
| 4004 | Cleaner/keyholder | 101 | Employee costs | 1,661.20 | |
| 4005 | Overtime | 101 | Employee costs | 2,183.57 | |
| 4007 | NI (ER's) | 101 | Employee costs | 2,698.37 | |
| 4008 | Pension ER's contributions | 101 | Employee costs | 137.45 | |
| 4009 | Finance officer/payroll | 101 | Employee costs | 35.61 | |
| 4010 | Internal Auditor | 101 | Employee costs | | 365.00 |
| 4011 | Administrative Asst/Ctee Clerk | 101 | Employee costs | 4,580.35 | |
| 4012 | Finance Assistant | 101 | Employee costs | 4,580.35 | |
| 4014 | Consultancy/Locum Clerk | 101 | Employee costs | 727.09 | |
| 4031 | Stationery | 102 | Administration | | 294.31 |
| 4032 | Photocopier copy charges | 102 | Administration | 177.08 | |
| 4035 | Computer consumables | 102 | Administration | 113.28 | |
| 4036 | Office IT equipment | 102 | Administration | 723.00 | |
| 4037 | Website | 102 | Administration | 50.00 | |
| 4039 | Legal fees | 102 | Administration | 3,591.00 | |
| 4040 | Audit Fees | 102 | Administration | 182.70 | |
| 4043 | Insurance Premiums | 102 | Administration | 4,763.17 | |
| 4045 | Subscriptions | 102 | Administration | 2,675.17 | |
| 4056 | Bank/Barclaycard charges | 102 | Administration | 244.25 | |
| 4069 | Office telephones | 102 | Administration | 1,531.72 | |
| 4070 | Broadband/Internet | 102 | Administration | 254.42 | |
| 4071 | IT Services incl backups | 102 | Administration | | 147.76 |
| 4072 | IT costs office 365 | 102 | Administration | 317.20 | |
| 4093 | Mayor's allowance Civic Duties | 103 | Town Councillors | 186.49 | |
| 4105 | Finance Software | 104 | General Administration | 387.00 | |
| 4130 | Council Tax | 201 | Council Offices | 3,366.50 | |
| 4131 | Electricity | 201 | Council Offices | 411.72 | |
| 4132 | Water charges | 201 | Council Offices | 171.52 | |
| 4136 | Photocopier - lease | 201 | Council Offices | 401.08 | |
| 4140 | Alarm Maintenance | 201 | Council Offices | 213.00 | |
| 4146 | Other Office Equipment | 201 | Council Offices | 24.87 | |
| 4155 | Refuse Collecting | 201 | Council Offices | 149.70 | |
| 4162 | PWLB - Capital | 201 | Council Offices | 2,053.85 | |
| 4163 | PWLB- Interest | 201 | Council Offices | 732.75 | |
| 4170 | 51 High Street - expenditure | 202 | 51 High Street | | 615.89 |
| 4180 | Pavilion Electricity | 203 | The Pavilion | 310.07 | |
| 4187 | Pavilion - Refuse | 203 | The Pavilion | 90.22 | |
| 4190 | Wannock Office Electrictiy | 204 | Wannock Office | 538.75 | |
| 4192 | Wannock Office Sewage | 204 | Wannock Office | 400.00 | |
| 4193 | Wannock Office Council Tax | 204 | Wannock Office | 1,847.60 | |

Continued over page

| A/c Code | Account Name | Centre | Centre Name | Debit | Credit |
|---|---|---|---|---|---|
| 4197 | Wannock grounds Maintenance | 204 | Wannock Office | 2,701.90 | |
| 4201 | CCTV costs | 301 | Town Centre and Community Safe | 659.71 | |
| 4220 | General Maintenance | 302 | Recreation Grounds | 672.76 | |
| 4223 | Grounds Maintenance | 302 | Recreation Grounds | 1,829.35 | |
| 4230 | Skate Park | 302 | Recreation Grounds | 1,120.00 | |
| 4235 | Toilets | 302 | Recreation Grounds | 2,604.20 | |
| 4238 | Litter Bins | 302 | Recreation Grounds | 375.00 | |
| 4240 | Oakleaf Lease Charges | 302 | Recreation Grounds | 150.00 | |
| 4241 | Dog Bins | 302 | Recreation Grounds | 625.00 | |
| 4242 | Playground Equipment | 302 | Recreation Grounds | 190.83 | |
| 4243 | Safety Inspections | 302 | Recreation Grounds | 741.50 | |
| 4256 | Urban grasscutting | 303 | Highways | 8,730.00 | |
| 4258 | Flower Beds | 303 | Highways | 4,503.05 | |
| 4259 | Council Gardens - office | 303 | Highways | 430.00 | |
| 4272 | Allotments - water | 304 | Allotments | 448.28 | |
| 4280 | Street Light - energy | 305 | Street Lighting | | 0.10 |
| 4282 | Street Light - new works/impro | 305 | Street Lighting | 3,013.59 | |
| 4286 | Christmas decorations | 305 | Street Lighting | 175.60 | |
| 4306 | Replace Hailsham Rd Beds | 307 | The Polegate Partnership | 1,342.46 | |
| 4307 | Hailsham Flowers Maintenance | 307 | The Polegate Partnership | 153.00 | |
| 4500 | Toilets High St - Cleaning | 205 | High Street Toilets | 2,604.20 | |
| 4502 | Toilets High St - Electricity | 205 | High Street Toilets | 124.31 | |
| 4503 | Toilets High St - Water & Sewe | 205 | High Street Toilets | 136.74 | |
| 4505 | Toilets High St - Non Domestic | 205 | High Street Toilets | 512.95 | |
| 6000 | Transfer from EMR | 205 | High Street Toilets | | 1,817.00 |
| 6000 | Transfer from EMR | 307 | The Polegate Partnership | | 842.46 |
| 6001 | Transfer to EMR | 104 | General Administration | 197,930.76 | |
| 8060 | Misc Resolved Gen Reserves & c | 102 | Administration | 425.00 | |
| 8060 | Misc Resolved Gen Reserves & c | 205 | High Street Toilets | 2,017.00 | |
| 8060 | Misc Resolved Gen Reserves & c | 302 | Recreation Grounds | 14,254.00 | |
| | | | **Trial Balance Totals :** | **1,142,234.76** | **1,142,234.76** |
| | | | **Difference** | **0.00** | |

## Polegate Town Council

### Trial Balance for Month No: 6

Trial Balance Summary by Cost Centre

| | A/c Code | Account Name | Debit | Credit |
|---|---|---|---|---|
| Total :- | 101 | Employee costs | **57,261.55** | **365.00** |
| | | **Trial Balance Total :** | **57,261.55** | **365.00** |
| | | **Difference :** | **56,896.55** | |

**Polegate Town Council**

Trial Balance for Month No: 6

Account Number Order

| A/c Code | Account Name | Centre | Centre Name | Debit | Credit |
|---|---|---|---|---|---|
| 1000 | Hire of Chamber | 201 | Council Offices | 110.00 | |
| 1005 | 51 High Street Rent R'ved | 202 | 51 High Street | 40.00 | |
| 1009 | Bank Loyalty Discount | 102 | Administration | | 120.05 |
| 1010 | Investment Income | 104 | General Administration | | 407.82 |
| 1022 | Brightling Road lease | 302 | Recreation Grounds | | 120.00 |
| 1035 | High St Toilets Community Sche | 205 | High Street Toilets | | 308.50 |
| 1050 | Insurance Refunds/claim rebate | 302 | Recreation Grounds | | 440.00 |
| 1060 | Miscellaneous Income | 102 | Administration | | 0.05 |
| 1060 | Miscellaneous Income | 103 | Town Councillors | | 120.00 |
| 1060 | Miscellaneous Income | 201 | Council Offices | | 10,000.00 |
| 1063 | CIL funds from developers | 104 | General Administration | | 197,930.76 |
| 1070 | Allotment Fees | 304 | Allotments | | 486.79 |
| 1072 | Gosford Way Allotments | 304 | Allotments | | 30.00 |
| 1076 | Precept | 104 | General Administration | | 349,877.00 |
| 4030 | Postage | 102 | Administration | 157.80 | |
| 4031 | Stationery | 102 | Administration | | 139.47 |
| 4032 | Photocopier copy charges | 102 | Administration | 177.08 | |
| 4035 | Computer consumables | 102 | Administration | 113.28 | |
| 4036 | Office IT equipment | 102 | Administration | 723.00 | |
| 4037 | Website | 102 | Administration | 364.10 | |
| 4039 | Legal fees | 102 | Administration | 3,691.00 | |
| 4040 | Audit Fees | 102 | Administration | 182.70 | |
| 4043 | Insurance Premiums | 102 | Administration | 4,763.17 | |
| 4045 | Subscriptions | 102 | Administration | 2,675.17 | |
| 4056 | Bank/Barclaycard charges | 102 | Administration | 305.20 | |
| 4069 | Office telephones | 102 | Administration | 1,585.18 | |
| 4070 | Broadband/Internet | 102 | Administration | 289.41 | |
| 4071 | IT Services incl backups | 102 | Administration | 26.78 | |
| 4072 | IT costs office 365 | 102 | Administration | 440.60 | |
| 4090 | Councillors' allowances | 103 | Town Councillors | 3,431.44 | |
| 4093 | Mayor's allowance Civic Duties | 103 | Town Councillors | 394.72 | |
| 4105 | Finance Software | 104 | General Administration | 387.00 | |
| 4130 | Council Tax | 201 | Council Offices | 4,040.50 | |
| 4131 | Electricity | 201 | Council Offices | 454.45 | |
| 4132 | Water charges | 201 | Council Offices | 171.52 | |
| 4136 | Photocopier - lease | 201 | Council Offices | 401.08 | |
| 4140 | Alarm Maintenance | 201 | Council Offices | 213.00 | |
| 4142 | Other Maintenance | 201 | Council Offices | 436.00 | |
| 4146 | Other Office Equipment | 201 | Council Offices | 24.87 | |
| 4155 | Refuse Collecting | 201 | Council Offices | 203.25 | |
| 4162 | PWLB - Capital | 201 | Council Offices | 2,053.85 | |
| 4163 | PWLB- Interest | 201 | Council Offices | 732.75 | |

Continued over page

| A/c Code | Account Name | Centre | Centre Name | Debit | Credit |
|---|---|---|---|---|---|
| 4170 | 51 High Street - expenditure | 202 | 51 High Street | | 585.86 |
| 4180 | Pavilion Electricity | 203 | The Pavilion | 356.48 | |
| 4187 | Pavilion - Refuse | 203 | The Pavilion | 125.39 | |
| 4190 | Wannock Office Electrictiy | 204 | Wannock Office | 564.37 | |
| 4192 | Wannock Office Sewage | 204 | Wannock Office | 400.00 | |
| 4193 | Wannock Office Council Tax | 204 | Wannock Office | 2,216.60 | |
| 4197 | Wannock grounds Maintenance | 204 | Wannock Office | 3,242.28 | |
| 4201 | CCTV costs | 301 | Town Centre and Community Safe | 659.71 | |
| 4220 | General Maintenance | 302 | Recreation Grounds | 857.24 | |
| 4223 | Grounds Maintenance | 302 | Recreation Grounds | 2,195.22 | |
| 4230 | Skate Park | 302 | Recreation Grounds | 1,120.00 | |
| 4235 | Toilets | 302 | Recreation Grounds | 3,125.04 | |
| 4238 | Litter Bins | 302 | Recreation Grounds | 750.00 | |
| 4240 | Oakleaf Lease Charges | 302 | Recreation Grounds | 150.00 | |
| 4241 | Dog Bins | 302 | Recreation Grounds | 1,250.00 | |
| 4242 | Playground Equipment | 302 | Recreation Grounds | 190.83 | |
| 4243 | Safety Inspections | 302 | Recreation Grounds | 816.50 | |
| 4256 | Urban grasscutting | 303 | Highways | 10,185.00 | |
| 4258 | Flower Beds | 303 | Highways | 5,326.63 | |
| 4259 | Council Gardens - office | 303 | Highways | 430.00 | |
| 4270 | Allotments - maintenance | 304 | Allotments | 120.00 | |
| 4272 | Allotments - water | 304 | Allotments | 448.28 | |
| 4280 | Street Light - energy | 305 | Street Lighting | | 0.10 |
| 4282 | Street Light - new works/impro | 305 | Street Lighting | 5,853.99 | |
| 4286 | Christmas decorations | 305 | Street Lighting | 175.60 | |
| 4306 | Replace Hailsham Rd Beds | 307 | The Polegate Partnership | 1,342.46 | |
| 4307 | Hailsham Flowers Maintenance | 307 | The Polegate Partnership | 183.60 | |
| 4500 | Toilets High St - Cleaning | 205 | High Street Toilets | 3,125.04 | |
| 4502 | Toilets High St - Electricity | 205 | High Street Toilets | 159.65 | |
| 4503 | Toilets High St - Water & Sewe | 205 | High Street Toilets | 136.74 | |
| 4505 | Toilets High St - Non Domestic | 205 | High Street Toilets | 614.95 | |
| 6000 | Transfer from EMR | 205 | High Street Toilets | | 1,817.00 |
| 6000 | Transfer from EMR | 307 | The Polegate Partnership | | 842.46 |
| 6001 | Transfer to EMR | 104 | General Administration | 197,930.76 | |
| 8060 | Misc Resolved Gen Reserves & c | 102 | Administration | 425.00 | |
| 8060 | Misc Resolved Gen Reserves & c | 205 | High Street Toilets | 2,017.00 | |
| 8060 | Misc Resolved Gen Reserves & c | 302 | Recreation Grounds | 15,116.50 | |
| | | | **Trial Balance Totals :** | **290,199.76** | **563,225.86** |
| | | | **Difference** | **-273,026.10** | |

| Source | Ledger | Ref No | Month | | Code | Gross | Net | VAT |
|---|---|---|---|---|---|---|---|---|
| Cashbook | 1 | | 4 | | | 30.75 | 30.75 | 0.00 |
| Cashbook | 5 | | 4 | | | 0.70 | 0.70 | 0.00 |
| Cashbook | 6 | | 4 | | | 0.72 | 0.72 | 0.00 |
| Cashbook | 1 | | 5 | | | 40.75 | 40.75 | 0.00 |
| Cashbook | 5 | | 5 | | | 0.72 | 0.72 | 0.00 |
| Cashbook | 6 | | 5 | | | 0.65 | 0.65 | 0.00 |
| Cashbook | 1 | | 6 | | | 740.80 | 740.80 | 0.00 |
| Cashbook | 2 | | 6 | | | 33.87 | 33.87 | 0.00 |
| Cashbook | 5 | | 6 | | | 0.72 | 0.72 | 0.00 |
| Cashbook | 6 | | 6 | | | 0.77 | 0.77 | 0.00 |
| | | **OUTPUT** | | **Total Rate:** | **E** | **850.45** | **850.45** | **0.00** |
| Cashbook | 1 | | 5 | | | 370.20 | 308.50 | 61.70 |
| | | **OUTPUT** | | **Total Rate:** | **S** | **370.20** | **308.50** | **61.70** |
| Cashbook | 1 | | 4 | | | 61.50 | 61.50 | 0.00 |
| Cashbook | 1 | | 5 | | | -155.10 | -155.10 | 0.00 |
| Cashbook | 1 | | 6 | | | 905.12 | 905.12 | 0.00 |
| | | **INPUT** | | **Total Rate:** | **E** | **811.52** | **811.52** | **0.00** |
| Cashbook | 1 | | 4 | | | 175.11 | 166.77 | 8.34 |
| Cashbook | 1 | | 5 | | | 141.45 | 134.72 | 6.73 |
| Cashbook | 1 | | 6 | | | 189.14 | 180.13 | 9.01 |
| | | **INPUT** | | **Total Rate:** | **LR** | **505.70** | **481.62** | **24.08** |
| Cashbook | 1 | | 4 | | | 27,417.22 | 22,847.68 | 4,569.54 |
| Cashbook | 1 | | 5 | | | 11,004.41 | 9,170.33 | 1,834.08 |
| Cashbook | 1 | | 6 | | | 12,383.79 | 10,319.82 | 2,063.97 |
| | | **INPUT** | | **Total Rate:** | **S** | **50,805.42** | **42,337.83** | **8,467.59** |
| Cashbook | 1 | | 5 | | | 341.76 | 341.76 | 0.00 |
| | | **INPUT** | | **Total Rate:** | **Z** | **341.76** | **341.76** | **0.00** |

| Source | Ledger | Ref No | Month | Code | Gross | Net | VAT |
|---|---|---|---|---|---|---|---|
| **VAT Return Summary:** | | | | **Total Outputs** | **1,220.65** | **1,158.95** | **61.70** |
| | | | | **Total Inputs** | **52,464.40** | **43,972.73** | **8,491.67** |

| | | | |
|---|---|---|---|
| VAT due on Sales | **Box 1** | 61.70 | |
| VAT due on ACQUISITIONS from EC Members | **2** | 0.00 | |
| **Total VAT due** | **3** | **61.70** | |
| VAT reclaimed on ALL INPUTS | **4** | 8,491.67 | |
| **Net VAT to be RECLAIMED** | **5** | **8,429.97** | |
| **Total sales incl EC Members (Excl VAT)** | **6** | **1,158.00** | |
| **Total purchases incl EC Members(Excl VAT)** | **7** | **43,972.00** | |
| Total sales to EC Members(Excl VAT) | **8** | 0.00 | |
| Total purchases from EC Members(Excl VAT) | **9** | 0.00 | VAT on acquisitions from other EC States **0.00** |

# Section 1 – Annual Governance Statement 2019/20

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 2020, that:

| | *Agreed* Yes | *Agreed* No* | *Agreed* N/A | *'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.* |
| **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:

06/07/2020

and recorded as minute reference:

12942

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

Chairman x D.R. Watts

Clerk J. Ognjanovic

**Other information required by the Transparency Codes** (not part of Annual Governance Statement)
Authority web address

WWW.POLEGATETOWNCOUNCIL.GOV.UK

## Section 2 – Accounting Statements 2019/20 for

POLEGATE TOWN COUNCIL

| | Year ending | | Notes and guidance |
|---|---|---|---|
| | 31 March 2019 £ | 31 March 2020 £ | *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 | 466293 | 524 845 | *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 | 326,183 | 334 971 | *Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.* |
| **3.** (+) Total other receipts | 28,692 | 52,629 | *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 | 103,718 | 108 851 | *Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.* |
| **5.** (-) Loan interest/capital repayments | 5,573 | 5573 | *Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).* |
| **6.** (-) All other payments | 187,032 | 233,064 | *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 | 524,845 | 564 957 | *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 | 508,615 | 588 774 | *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 | 977,848 | 980,895 ~~980103~~ Amended J Ognjanovic - 2 assets missed off 16/9/2020 | *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 | 29,994 | 26053 | *The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).* |

| | Yes | No | |
|---|---|---|---|
| **11.** (For Local Councils Only) Disclosure note re Trust funds (including charitable) | | ✓ | *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 2020 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 25/6/2020

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

06/07/2020

as recorded in minute reference:

12943

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

D.R. Watts

# Section 3 – External Auditor Report and Certificate 2019/20

In respect of **Polegate Town Council – ES0078**

## 1 Respective responsibilities of the body and the auditor

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

- summarises the accounting records for the year ended 31 March 2020; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

## 2 External auditor report 2019/20

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

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

We note that the smaller authority did not comply with Regulation 15 of the Accounts and Audit Regulations 2015 as amended by SI 2020/404 the Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 as it failed to make proper provision during the year 2020/21 for the exercise of public rights, since the approval date was after the start of the period for the exercise of public rights. As a result, the smaller authority must answer 'No' to Assertion 4 of the Annual Governance Statement for 2020/21 and ensure that it makes proper provision for the exercise of public rights during 2021/22.

The AGAR was not accurately completed before submission for review. The AGAR had to be sent back for amendment.

## 3 External auditor certificate 2019/20

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2020.

External Auditor Name

**PKF LITTLEJOHN LLP**

External Auditor Signature PKF Littlejohn LLP SIGNATURE REQUIRED

Date 12/10/2020

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2019/20 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

PKF Littlejohn LLP

Accountants &
business advisers

Mrs J Ognjanovic
Polegate Town Council
49 High Street
Polegate
East Sussex
BN26 6AL

Our ref ES0078
SAAA ref SB06763

Email sba@pkf-littlejohn.com

13 October 2020

Dear Mrs Ognjanovic

**Polegate Town Council**
**Completion of the limited assurance review for the year ended 31 March 2020**

We have completed our review of the Annual Governance & Accountability Return (AGAR) for Polegate Town Council for the year ended 31 March 2020. Please find the external auditor report and certificate (Section 3 of the AGAR Part 3) included for your attention as another attachment to the email containing this letter along with a copy of Sections 1 and 2, on which our report is based.

The external auditor report and certificate detail any matters arising from the review. The smaller authority must consider these matters and decide what, if any, action is required.

**Action you are required to take at the conclusion of the review**

The Accounts and Audit Regulations 2015 (SI 2015/234) as amended by the Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 (SI 2020/404) set out what you must do at the conclusion of the review. In summary, you are required to:

- Prepare a "Notice of conclusion of audit" which details the rights of inspection, in line with the statutory requirements. We attach a pro forma notice you may use for this purpose.
- Publish the "Notice" along with the certified AGAR (Sections 1, 2 & 3) before 30 November, which must include publication on the smaller authority's website. This deadline has been extended from 30 September 2020 for 2019/20 only as a result of the restrictions imposed by the government to prevent the spread of Covid-19. (Please note that when the statute and regulations were amended in 2014 and 2015, they did not include a requirement for the length of time for which the "Notice" must be published. There is no requirement for the "Notice" to be publicly accessible for 5 years, as there is for the AGAR and the external auditor report and certificate. The previous statute required 14 days; but it is now up to the authority to make this decision).
- Keep copies of the AGAR available for purchase by any person on payment of a reasonable sum.
- Ensure that Sections 1, 2 and 3 of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication.

**Fee**

We enclose our fee note for the review, which is in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd. Please arrange for this to be paid **at the earliest opportunity.**

Additional charges are itemised on the fee note, where applicable. These arise where either:

- we were required to issue chaser letters and/or exercise our statutory powers due to a failure to provide an AGAR; or
- we had to seek clarification and/or correction to supporting documentation due to a mistake or omission by the smaller authority; or
- it was necessary for us to undertake additional work.

***Please return the remittance advice with your payment, which should be sent to:*** **PKF Littlejohn LLP, Ref: Credit control (SBA), 5th Floor, 15 Westferry Circus, Canary Wharf, London, E14 4HD.** Please include the reference ES0078 or Polegate Town Council as a reference when paying by BACS.

**Timetable for 2020/21**

The timetable for this year was exceptional due to the impact of Covid-19. Next year we plan to set a submission deadline for the return of the completed AGAR Part 3 and associated documents (or Certificate of Exemption) in the usual way and this is expected to be Thursday 1 July 2021. It is anticipated that the instructions will be sent out during March 2021, subject to arrangements for the 2020/21 AGARs and Certificates of Exemption being finalised by SAAA. Our instructions will cover any changes about which smaller authorities need to be aware.

The timetable amendments introduced as a result of the exceptional Covid-19 circumstances apply to 2019/20 only. The arrangements for next year are expected to revert to those set out in the Accounts and Audit Regulations 2015 but if there are any changes arising from updates to the statutory requirements, you will be notified in good time.

- The smaller authority must inform the electorate of a single period of 30 working days during which public rights may be exercised. This information **must be published at least the day before** the inspection period commences;
- The inspection period **must** include the first 10 working days of July 2021, i.e. 1 to 14 July inclusive. In practice this means that public rights may be exercised:
    - at the earliest, between Thursday 3 June and Wednesday 14 July 2021; and
    - at the latest, between Thursday 1 July and Wednesday 11 August 2021.

As in previous years, in order to assist you in this process we plan to include a pro forma template notice with a suggested inspection period on our website. On submitting your AGAR and associated documentation, as was the case for this year, we will need you to either confirm that the suggested dates have been adopted or inform us of the alternative dates selected.

**Feedback on 2019/20**

Please note that if you wish to provide feedback, our satisfaction survey template can be used, which is available on our website: https://www.pkf-littlejohn.com/sites/default/files/24_satisfaction_survey_2019-20.docx

Yours sincerely

PKF Littlejohn LLP

PKF Littlejohn LLP

# Polegate Town Council

# Notice of conclusion of audit

## Annual Governance & Accountability Return for the year ended 31 March 2020

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 (SI 2020/404)

<table>
<tr><td></td><td>Notes</td></tr>
<tr><td>1. The audit of accounts for Polegate Town Council for the year ended 31 March 2020 has been completed and the accounts have been published.</td><td>This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 November. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.</td></tr>
<tr><td>2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of Polegate Town Council on application to:</td><td></td></tr>
<tr><td>(a) ____________________<br>____________________<br>____________________<br>____________________</td><td>(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR</td></tr>
<tr><td>(b) ____________________<br>____________________<br>____________________</td><td>(b) Insert the hours during which inspection rights may be exercised</td></tr>
<tr><td>3. Copies will be provided to any person on payment of £____ (c) for each copy of the Annual Governance & Accountability Return.</td><td>(c) Insert a reasonable sum for copying costs</td></tr>
<tr><td>Announcement made by: (d) ____________________</td><td>(d) Insert the name and position of person placing the notice</td></tr>
<tr><td>Date of announcement: (e) ____________________</td><td>(e) Insert the date of placing of the notice</td></tr>
</table>

PKF Littlejohn LLP

Accountants & business advisers

Mrs J Ognjanovic
Polegate Town Council
49 High Street
Polegate
East Sussex
BN26 6AL

Our ref ES0078
SAAA ref SB06763
Invoice no: SB20201657

VAT no: GB 440 4982 50

Email sba@pkf-littlejohn.com

13 October 2020

# INVOICE

Professional services rendered in connection with the following:

| | |
|---|---|
| Limited assurance review of Annual Governance & Accountability Return for year ended 31 March 2020 | £800.00 |
| Additional charges (where applicable) as detailed on attached appendix A | £0.00 |
| Additional fees (where applicable) as detailed by separate cover | £0.00 |
| TOTAL NET | £800.00 |
| VAT @ 20% | £160.00 |
| TOTAL PAYABLE | £960.00 |

**PAYMENT IS DUE ON RECEIPT OF INVOICE**

**For payments by cheque, please return the remittance advice with your payment to:**
**PKF Littlejohn LLP, Credit Control (SBA), 5th Floor, 15 Westferry Circus, Canary Wharf, London E14 4HD**

**For payments by credit transfer, our bank details are:-**

**HSBC Bank plc Sort Code: 40-02-31**
**Account number: 11070797**
**Account Name: PKF Littlejohn LLP**
**Please include ES0078 or Polegate Town Council as the reference.**

**For account queries, contact creditcontrol@pkf-littlejohn.com.**

PKF Littlejohn LLP

Accountants &
business advisers

Mrs J Ognjanovic
Polegate Town Council
49 High Street
Polegate
East Sussex
BN26 6AL

Our ref ES0078
SAAA ref SB06763
Invoice no: SB20201657

VAT no: GB 440 4982 50

Email sba@pkf-littlejohn.com

13 October 2020

# REMITTANCE ADVICE

Professional services rendered in connection with the following:

| | |
|---|---|
| Limited assurance review of Annual Governance & Accountability Return for year ended 31 March 2020 | £800.00 |
| Additional charges (where applicable) as detailed on attached appendix A | £0.00 |
| Additional fees (where applicable) as detailed by separate cover | £0.00 |
| TOTAL NET | £800.00 |
| VAT @ 20% | £160.00 |
| TOTAL PAYABLE | £960.00 |

**PAYMENT IS DUE ON RECEIPT OF INVOICE**

**For payments by cheque, please return the remittance advice with your payment to:**
**PKF Littlejohn LLP, Credit Control (SBA), 5th Floor, 15 Westferry Circus, Canary Wharf, London E14 4HD**

**For payments by credit transfer, our bank details are:-**

**HSBC Bank plc Sort Code: 40-02-31**
**Account number: 11070797**
**Account Name: PKF Littlejohn LLP**
**Please include ES0078 or Polegate Town Council as the reference.**

**For account queries, contact creditcontrol@pkf-littlejohn.com.**