UNADOPTED
POLEGATE TOWN COUNCIL

Minutes of the Annual Statutory meeting held on Monday 22nd May 2022 Council Chambers, 49 High Street, Polegate BN26 6AL at 7.00pm

Present: Cllrs D Murray, D Watts, C Berry, J Heward, J Keen, J Holles, A Wood, M Cunningham, N Dunbar, M Piper, W Alexander, A O'Kane, D Dunbar, D Shing, S Shing

Not Present: -
10 members of the public

Minute No.	Subject/Resolution
13272	**Election of the Town Mayor** **Cllr D Dunbar and Cllr D Murray were proposed and seconded. Standing orders were suspended to have a ballot vote.** *Standing orders reinstated* **It was resolved to elect Cllr D Dunbar as mayor of Polegate VOTE All in favour**
13273	**To receive the Mayor's declaration of acceptance of office** The Mayor signed the declaration, and it was countersigned by the proper office/town clerk
13274	**Apologies for absence** None
13275	**To receive any declarations of interest in any items on the agenda** Cllrs D Murray, D Watts, M Piper directors of Polegate War Memorial Recreation ground CIC.
13276	**Election of Deputy Town Mayor and acceptance of office** **Cllr M Piper, S Shing and Cllr J Heward were proposed and seconded** **Standing orders were suspended for a ballot vote** *Standing orders reinstated* **It was resolved to elect Cllr J Heward as Deputy Mayor of Polegate. VOTE All in favour.**
13277	**Opportunity for Public Comment** *Standing orders suspended* A director of the CIC spoke about the plans minute 13291 and was asked questions by some councillors. *Standing orders reinstated* *(This item was brought forward in the meeting)*
13278	**Standing Committees** **a. Appointment of Members to Committees & appointment of Chairpersons to Standing Committees/Working groups as per schedule** i. Finance and Policy Committee (delegated) ii. Personnel Committee (part delegated) iii. Planning Committee (delegated) iv. Appeals committee (delegated) v. Flower Contract working group (delegated via clerk) vi. Buildings & Land working group (part delegated via clerk) vii. Business Plan working group (part delegated via clerk) viii. Internal Audit Review and Internal Control working group ix. Communities and Tourism Working Group x. Website working group (delegated via clerk)

	xi. Principles of development/**Neighbourhood Plan** working group (delegated via clerk except financial) xii. Christmas Lights working group (delegated via clerk) xiii. Risk Management working group xiv. Libraries working group (delegated via clerk) xv. CIL working group xvi. Shepham wind farm working group (fully delegated to clerk) - non council funds xvii. Climate committee xviii. Nature land working group (fully delegated with own funding) **It was resolved to appoint the above committees and working groups with memberships, chairs and vice chairs as shown in the schedule with the caveat that some working groups may be converted into committees within 6 months. VOTE All in favour** **b. Review Terms of References for committees/working groups** i. Finance and Policy Committee (delegated) ii. Personnel Committee (part delegated) iii. Planning Committee (delegated) iv. Appeals committee (delegated) v. Flower Contract working group (delegated via clerk) vi. Buildings & Land working group (part delegated via clerk) vii. Business Plan working group(part delegated via clerk) viii. Internal Audit Review and Internal Control working group ix. Communities and Tourism Working Group x. Website working group (delegated via clerk) xi. Principles of development/**Neighbourhood Plan** working group (delegated via clerk except financial) xii. Christmas Lights working group (delegated) xiii. Risk Management working group xiv. Libraries working group (delegated via clerk) xv. CIL working group xvi. Shepham wind farm working group (fully delegated to clerk) - non council funds xvii. Climate committee xviii. Nature land working group (fully delegated through clerk) **It was resolved to adopt the terms of references for the committees and working groups as shown on the schedule, with the caveat that some working groups may be converted into committees within 6 months. VOTE All in favour**
13279	**Adoption of Standing Orders** **It was resolved to adopt the Standing orders. VOTE All in favour.**
13280	**Adoption of Financial Regulations (Periodic Review)** **It was resolved to adopt the Financial Regulations VOTE All in favour**
13281	**Risk Assessment review** **The risk assessment was noted and resolved to adopt the risk assessment for the year as presented. VOTE All in favour.**
13282	**Adoption of Councillor's code of conduct** **It was resolved to adopt the councillors code of conduct as presented. VOTE All in favour**

13283	**To receive statements of –** a. Deeds etc held by Council Solicitors (if received before the meeting) Noted by all present b. Details of Asset Register (PDF available on request available online) Noted by all present c. Details of Insurance Cover (full policy PDF available on request) Noted by all present **It was resolved to receive the statements as presented. VOTE All in favour**
13284	**To appoint representatives to outside organisations** **It was resolved to appoint councillors to as representatives of outside bodies as per the schedule. VOTE All in favour.**
13285	**Appointment of Tree Warden – Mr Tim Saunders** **It was resolved to appoint the tree warden VOTE All in favour.**
13286	**Appointment of Internal Auditor – Mulberry & Co** **It was resolved to appoint Mulberry & Co as the internal. VOTE All in favour**
13287	**Adoption of Council Policies/Procedures** **It was resolved to adopt the policies and procedures as presented. VOTE All in favour**
13288	**Financial matters** a. Fees & Charges – review/approve (see attached schedule, may be reviewed during the year) It was resolved to adopt the fees and charges as presented. VOTE All in favour.
13289	**To note and approve bank signatories for bank mandate** i. Cllr S Shing ii. Cllr Mrs M Piper iii. Cllr D Watts iv. Cllr D Dunbar **It was resolved to appoint Cllr s Shing, M Piper, D Watts, D Dunbar and M Cunningham as bank signatories. VOTE All in favour**
13290	**General Power of Competence** **Resolution required that Polegate Town Council meets the criteria for eligibility relating to the electoral mandate and relevant training of the clerk in order to be able to continue to exercise the General Power of Competence.** The criteria are i) Electoral Mandate At least two thirds of the members of the council must hold office as a result of being declared elected. This means they should have stood for election, even if unopposed, rather than co-opted or appointed. If two thirds is not a whole number then it must be rounded up. All except one of the Councillors were elected. One Councillor has been co-opted since the last resolution – The Town Council is still eligible. ii) Qualified Clerk The clerk must hold the certificate in local Council Administration, the Certificate of Higher Education in Local Council Administration or the first level of the founder degree in Community Engagement and Governance (or successor qualifications) awarded by the University of Gloucestershire. The clerk must also have completed training in the exercise of this power as part of one of these qualifications or as

	separate exercise THE CLERK IS QUALIFIED IN CiLCA The council meet the above criteria and are therefore able to use the General Power of Competence. **It was resolved that the Town Council meets the criteria for eligibility relating to the electoral mandate and relevant training of the clerk and is able to continue to exercise the General Power of Competence VOTE All in favour**
	Motion for Council to consider a decision in principle to allow the CIC to carry out refurbishment works **i) Plan A on the pavilion and office areas with funding to potentially come from CIL.** **ii) Plan B to consider allowing a modular outside toilet unit to be located next to the new changing places unit to allow the internal publicly accessible toilet (outside) to be removed if that complies with building regulations and to allow the CIC to apply for building regs and planning permission if required to carry out the works.** **It was resolved to accept Plan A /B in principle and to pay for funding for the fees/professional services etc to be paid by the council from general reserves up to £3000. VOTE All in favour**
	Proposed dates of next cycle of meetings **26th June 2023 Full Council** **31st July 2023 Full Council** **25th September 2023 Full Council**

The meeting closed at 19:46pm

Signed Mayor of Polegate ___________________________________

Date ________________________________

UNADOPTED
POLEGATE TOWN COUNCIL

Minutes of the Full Council meeting held on Monday 24th April 2023 7pm at Council chambers 49 High Street, Polegate BN26 6AL
<u>Present:</u> Cllrs D Murray, Ms A Snell, D Watts, Mrs C Berry, M Falkner, D Sanders, S Shing, D Dunbar, M Cunningham, Mrs W Alexander, A Wood, D Shing, Mrs M Piper (13)
<u>Not Present:</u> Cllrs R Shing (1)
2 members of public

Minute No.	Subject/Resolution
13256	**Opportunity for public comment for items on the agenda** One member of the public spoke on minute 13264 regarding the trees and stated they had already been planted. *(Previously agreed by councillors via email)* they also stated that they would be working with the friends of Jubilee Nature reserve in line with the councils wishes and that a former allotment holder wished a native tree to be panted with a plaque. *(To be added to a future agenda).*
13257	**Apologies for absence** Cllr R Shing
13258	**Declarations of interest in any items on the agenda** Minute 13264 Cllrs M Piper, D Dunbar part of the friends of Jubilee Nature reserve group.
13259	**To approve and adopt the minutes of the meeting on 27th March 2023** **<u>It was resolved to approve and adopt the minutes of the meeting 27th March 2023 as an accurate record of the meetings. VOTE All in favour</u>**
13260	**Financials** **a) Payments of accounts as presented.** **<u>It was resolved to authorise the payments as presented £16,035.55VOTE All in favour.</u>** **b) Barclaycard statements for noting (delegated)** **Noted by all present.**
13261	**Approval of year end accounts for 2022/23** **The accounts presented for 2022/23 were approved. VOTE All in favour**
13262	**Motion to arrange a maintenance/support contract for the upkeep of the town council owned defibrillators.** **<u>Withdrawn</u>**
13263	**Outdoor Gym Brightling Road – decision on selection of gym as per survey (funding from S106 funds)** **<u>It was resolved that the most popular gym and lowest priced gym by (contractor B) Sunshine Gyms/Broxap be selected and funded from S106 funds. VOTE All in favour</u>**
13264	**Correspondence for action** **a) <u>Jubilee nature reserve – to plant sapling trees on the Jubilee nature reserve.</u>** **<u>It was resolved to allow the friends of group to plant saplings on the Jubilee nature reserve as per email circulated. VOTE All in favour.</u>** **b) <u>To delegate decisions on the Jubilee nature reserve land to the town clerk in liaison with councillors.</u>** **<u>WITHDRAWN</u>**
13265	**Committee to consider pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 whether the public and press should be excluded from the meeting on the grounds that publicity would be prejudicial to the public interest by reasons of the confidential nature of the business to be transacted. (Land matters)**

	<u>It was resolved to exclude the press and public by reasons of the confidential nature of the business to be transacted (land matters) VOTE All in favour.</u>
13266	**Land matters - update**

Cllr A Snell left the meeting at 19:40pm
The meeting closed at 19:56pm

Signed Mayor of Polegate ____________________Date ______________________

UNADOPTED
POLEGATE TOWN COUNCIL

FINANCE & POLICY COMMITTEE

Minutes of the Finance and Policy Committee meeting held on Friday 21st April 2023 in the council chambers 49 High Street, Polegate East Sussex BN26 6AL at 11:30am

Present: Cllrs D Murray, M Cunningham, Mrs M Piper, D Sanders (4)
Not Present: Cllrs D Watts, S Shing, Ms A Snell, D Dunbar, M Falkner (5)
No members of the public present

Minute Number	Resolution
13248	**Opportunity for Public Comment for items on the agenda** None
13249	**Apologies for absence** Cllrs M Falkner, D Watts, S Shing, Ms A Snell, D Dunbar
13250	**Declarations of interest in any items on the agenda** None
13251	**Minutes of Finance & Policy committee meeting of 10th March 2023** **It was resolved to accept the minutes of Finance & Policy committee meeting of 10th March 2023 as an accurate record of the meeting VOTE all in favour**
13252	**Payments of accounts as presented** **It was resolved to authorise the payments as presented £9636.59 VOTE All in favour**
13253	**Policies for adoption and will be readopted at the Annual Statutory Meeting (Mainly personnel related policies)** a. **Training Policy** b. **Environmental Policy** c. **Stress Policy** d. **Bullying & Harassment (External) Policy** e. **Unreasonably Persistent Or Vexatious Complaints Policy** f. **Lone Working Policy** g. **Alcohol & Drugs Misuse Policy** h. **Information Technology Policy** i. **Social Media Policy** j. **Dignity At Work Policy** k. **Protecting Vulnerable Persons Policy** l. **Recruitment Policy** m. **Recruitment Of Ex Offenders Policy** n. **Employee Volunteering Policy** o. **Employee Expenses Policy** p. **Redundancy Policy** q. **Severe Weather Policy**

	r. Whistleblowing Policy The policies were discussed and concerns expressed over the Unreasonably Persistent Or Vexatious Complaints Policy and whether it actually went far enough. **<u>It was resolved to adopt the policies listed en bloc. VOTE all in favour</u>**
13254	**Committee to consider pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 whether the public and press should be excluded from the meeting on the grounds that publicity would be prejudicial to the public interest by reasons of the confidential nature of the business to be transacted. (Land matters)** **<u>It was resolved to exclude the press and public from the meeting on the grounds that publicity would be prejudicial to the public interest by reasons of the confidential nature of the business to be transacted. (Land matters) VOTE all in favour</u>**
13255	**Confidential session – land matters**

The meeting closed at 12.34pm

Signed by ________________________________ Chair of Finance & Policy _____________________Dated

UNADOPTED
POLEGATE TOWN COUNCIL

FINANCE & POLICY COMMITTEE

Minutes of the Finance and Policy Committee meeting held on Friday 28th April 2023 in the council chambers 49 High Street, Polegate East Sussex BN26 6AL at 10:00am

Present: Cllrs D Murray, Ms A Snell, D Watts, M Falkner, D Sanders, M Cunningham, M Piper, D Dunbar (8)
Not Present: Cllrs S Shing (1)
No members of the public present

Minute Number	Resolution
13267	**Opportunity for Public Comment for items on the agenda** None
13268	**Apologies for absence** None
13269	**Declarations of interest in any items on the agenda** None
13270	**Committee to consider pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 whether the public and press should be excluded from the meeting on the grounds that publicity would be prejudicial to the public interest by reasons of the confidential nature of the business to be transacted. (Land matters)** **It was resolved to exclude the press and public from the meeting on the grounds that publicity would be prejudicial to the public interest by reasons of the confidential nature of the business to be transacted. (Land matters) VOTE all in favour**
13271	**Confidential session – land matters** **It was resolved to make bids for the land as per confidential background papers. Vote 4 for Cllrs D Dunbar, D Watts, D Murray, D Sanders 2 against M Cunningham, M Falkner 2 abstentions Mrs M Piper, Ms A Snell**

The meeting closed at 11:00am

Signed by ________________________________ Chair of Finance & Policy _____________________Dated

ITEM 6A

Polegate Town Council

Cashbook 1

Current/Business Premium

Payments made between 01/06/2023 and 30/06/2023

						Nominal Ledger Analysis			
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
07/06/2023	Lewes District Council	23/06/001	54.00	54.00		500			Play Area Inspections
07/06/2023	Eastbourne Electrical LLP	23/06/002	270.00	270.00		500			Defib Unit Installatio
07/06/2023	IDVerde	23/06/003	1,214.40	1,214.40		500			Playground Inspections
07/06/2023	Countrymans Contractors ltd	23/06/004	282.00	282.00		500			Bin Collections
07/06/2023	Countrymans Contractors ltd	23/06/005	300.00	300.00		500			Remortar loose slabs
07/06/2023	Denma Cleaning Services Ltd	23/06/006	17.66	17.66		500			Liquid Soap Dispenser
07/06/2023	Countrymans Contractors ltd	23/06/007	126.00	126.00		500			Repair damaged trees
07/06/2023	Countrymans Contractors ltd	23/06/008	390.00	390.00		500			Clear BMX track
07/06/2023	Denma Cleaning Services Ltd	23/06/009	1,056.32	1,056.32		500			Cleaning Services
07/06/2023	VIKING Office Depot Internatio	23/06/010	11.74	11.74		500			Drinking water signs
07/06/2023	[redacted]	23/06/012	30.00			4015	101	30.00	Travel
07/06/2023	Countrymans Contractors Ltd	23/06/013	3,911.95		651.99	4256	303	3,259.96	Urban Grass Cut 4 & 5
07/06/2023	Countrymans Contractors Ltd	23/06/014	515.12		85.85	4223	302	429.27	Grounds Grass Cut
07/06/2023	Surrey Hills Solicitors LLP	23/06/015	1,206.00		198.00	4039	102	1,008.00	Professional Services
07/06/2023	Echo Cleaning	23/06/016	120.00		20.00	4004	201	100.00	Office Cleaning
07/06/2023	Mulberry & Co	23/06/017	2,040.00		340.00	8060	101	1,700.00	Locum Support
07/06/2023	David Carden	23/06/018	277.40			4014	101	277.40	Prep for meeting & Travel cost
07/06/2023	[redacted]	BACS	30.00			4015	101	30.00	Travel
07/06/2023	[redacted]	BACS	-30.00			4015	101	-30.00	Mr J Webber
12/06/2023	Inland revenue	DIRECT DEB	1,695.54			4000	101	645.27	Tax
						4002	101	66.80	Tax
						4000	101	377.78	NI
						4002	101	40.13	NI
						4007	101	565.56	NI ERs
12/06/2023	Nest pension scheme	DIRECT DEB	393.00			4000	101	169.27	Pensions
						4002	101	55.30	Pensions
						4008	101	168.43	Pensions
		Total Payments:	13,911.13	3,722.12	1,295.84			8,893.17	

barclaycard commercial

ITEM 6b.

barclaycard

SUMMARY FOR POLEGATE TOWN COUNCIL

Company reference:	[redacted]
Statement date:	20 April 2023
Page number:	1 of 2
Monthly spend limit:	[redacted]

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

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

Date of previous statement:	20 March 2023
Previous balance:	£569.58
Payment received:	£569.58 CR
Total of charges and adjustments:	£0.00
Total of new spending:	£231.68
New balance:	**£231.68**
Payment due by:	**27 April 2023**

Payment instructions

"Thank you for using Barclaycard Commercial. Your bank account 3****537, at branch 20 -**- 91 will be debited with the amount of the new balance on or immediately after 27 April 2023."

Allocation of payments

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

Payments, charges and adjustments

	BALANCE FROM PREVIOUS STATEMENT	569.58
27 Mar 2023	DIRECT DEBIT PAYMENT THANK YOU	569.58 CR
Total of payment, charges and adjustments		**£0.00**

New balances by individual cardholder

Name	Card number	Monthly spend limit	Balance
[redacted]	[redacted]	[redacted]	231.68
Total cardholder expenditure			**£231.68**
New balance			**£231.68**

NET	VAT	GROSS
79.99	16.00	95.99
18.30	3.66	21.96
56.09	11.22	67.31
38.68	7.74	46.42
193.06	38.62	231.68

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

barclaycard commercial

barclaycard

STATEMENT FOR [redacted]

BARCLAYCARD COMMERCIAL
PO BOX 4000
SAFFRON ROAD
WIGSTON LE18 9EN

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

Company reference:	[redacted]
Card number:	[redacted]
Statement date:	20 April 2023
Page number:	2 of 2
Monthly spend limit:	[redacted]

Date	Description		Amount
22 Mar 2023 230385481473	WWW.SCREWFIX.COM YEOVIL LUMBER AND BUILDING MATERIALS STORES		95.99 ✓
22 Mar 2023 230385481473	WWW.SCREWFIX.COM YEOVIL LUMBER AND BUILDING MATERIALS STORES		21.96 ✓
17 Apr 2023 180485481473	WWW.SCREWFIX.COM YEOVIL LUMBER AND BUILDING MATERIALS STORES		67.31 ✓
18 Apr 2023 190405272473	WWW.HARDWARESOLUTIONS. INTERNET GBR SHOE REPAIR SHOPS, SHOE SHINE PARLORS & HAT CLEANING SHOPS	[illegible]	46.42
4 new purchases / cash advances. Total of spending.			£231.68

G 000854 BBA1814A 03019

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

ITEM 6C

Polegate Town Council

Bank Reconciliation Statement as at 03/05/2023
for Cashbook 1 - Current/Business Premium

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Current Account	30/04/2023	1	49,999.00
Business Premium Account	30/04/2023	1	664,676.21
			714,675.21

Unpresented Cheques (Minus)

			Amount	
03/04/2023	23/04/042	Polegate Free Church UR Hall	44.00	
18/04/2023	23/04/043	East Sussex ALC Ltd	2,058.73	
18/04/2023	23/04/044	CPRE	36.00	
20/04/2023	23/04/016	Streetlights	6,195.00	
20/04/2023	23/04/017	Streetlights	1,827.00	
20/04/2023	23/04/018	Recorra South East Ltd	82.12	
20/04/2023	23/04/019	Kent County Council	184.28	
20/04/2023	23/04/020	East Sussex County Council	150.00	
20/04/2023	23/04/022	Initial UK Ltd	30.13	
20/04/2023	23/04/026	Europlants Ltd	201.31	
20/04/2023	23/04/027	Europlants Ltd	534.00	
20/04/2023	23/04/028	Mulberry & Co	450.00	
20/04/2023	23/04/029	Proludic	14,130.00	
20/04/2023	23/04/030	VIKING Office Depot Internatio	83.26	
20/04/2023	23/04/031	VIKING Office Depot Internatio	7.79	
20/04/2023	23/04/032	VIKING Office Depot Internatio	72.77	
20/04/2023	23/04/033	VIKING Office Depot Internatio	59.08	
20/04/2023	23/04/034	VIKING Office Depot Internatio	64.43	
20/04/2023	23/04/035	Wriggles & Giggles F Simpson T	30.00	
23/04/2023	23/04/028	Mulberry & Co	-450.00	
24/04/2023	23/04/041	Signs Of Style - Ian Adams	658.00	
26/04/2023	23/04/036	[redacted]	30.00	
26/04/2023	23/04/037	Hilliers	594.79	
26/04/2023	23/04/038	[redacted]	50.00	
27/04/2023	23/04/039	UK Power Networks	1,666.80	
27/04/2023	23/04/040	IDVerde	1,056.00	
				29,845.49
				684,829.72

Receipts not Banked/Cleared (Plus)

0.00	
	0.00
	684,829.72

Balance per Cash Book is :-	**684,829.72**
Difference is :-	**0.00**

Bank Reconciliation Statement as at 31/03/2023
for Cashbook 2 - Tracker Account

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Tracker Account	30/04/2023	1	128,447.29
			128,447.29

Unpresented Cheques (Minus)	Amount	
	0.00	
		0.00
		128,447.29

Receipts not Banked/Cleared (Plus)		
	0.00	
		0.00
		128,447.29

Balance per Cash Book is :-	**128,447.29**
Difference is :-	**0.00**

Bank Reconciliation Statement as at 31/03/2023
for Cashbook 3 - Petty Cash

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Petty Cash Account	30/04/2023	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**

Polegate Town Council

Bank Reconciliation Statement as at 30/04/2023
for Cashbook 4 - Staff Salaries Cash Book

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Salaries Control	30/04/2023	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 30/04/2023
for Cashbook 5 - Current/Business Premium HSBC

Bank Statement Account Name (s)	Statement Date	Page No	Balances
HSBC deposit Account	12/04/2023	1	85,551.57
			85,551.57
Unpresented Cheques (Minus)		**Amount**	
		0.00	
			0.00
			85,551.57
Receipts not Banked/Cleared (Plus)			
		0.00	
			0.00
			85,551.57
		Balance per Cash Book is :-	**85,551.57**
		Difference is :-	**0.00**

Polegate Town Council

Bank Reconciliation Statement as at 09/05/2023
for Cashbook 6 - NatWest deposit A/C

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Natwest Reserve Account	30/04/2023	1	85,535.88
			85,535.88
Unpresented Cheques (Minus)		**Amount**	
		0.00	
			0.00
			85,535.88
Receipts not Banked/Cleared (Plus)			
		0.00	
			0.00
			85,535.88
		Balance per Cash Book is :-	**85,535.88**
		Difference is :-	**0.00**

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	34,337.00		34,337.00
325	Pavilion Refurbishment Fund	0.00		0.00
326	Youth Shelter Reserve	0.00		0.00
328	Office IT Equipment Reserve	897.00		897.00
329	Other Office Equipment	0.00		0.00
330	Crossing Patrol Reserve	0.00		0.00
331	Brightling Reserve	8,514.21		8,514.21
332	Bus shelter reserve	0.00		0.00
333	Diamond Jubilee Reserve	0.00		0.00
334	Town Focal Enhancemt Reserve	592.20		592.20
335	Street Lights Reserve	141,884.31		141,884.31
336	Legals/fencing re s/water	0.00		0.00
337	High Street Toilets Reserve	0.00		0.00
338	Hailsham Beds Reserve	1,398.54		1,398.54
339	Office Alterations Reserve	26,165.00		26,165.00
340	Guardian Court Crossing	0.00		0.00
341	Staff - Consultant/Temporary	2,025.55		2,025.55
342	S106 funds	266,183.25		266,183.25
343	Tree Audit	0.00		0.00
344	Play Equipment	12,000.00		12,000.00
345	Flower Bulbs EMR	0.05		0.05
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	190,771.23	-23,960.00	166,811.23
350	Picnic Benches	788.00		788.00
351	Skate Park	9,675.00		9,675.00
352	Overtime	2,275.27		2,275.27
353	Polegate Community Library	51,000.00		51,000.00
354	New air con unit	1,220.00		1,220.00
355	Christmas Lights (new)	1,750.00		1,750.00
356	Bins	5,250.00		5,250.00
358	VAS (SID)	11,000.00		11,000.00
359	Land purchase car park	100.00		100.00
360	Land Purchase open space	100.00		100.00
361	Allotment unreturned deposits	525.00		525.00
362	emr training courses	2,476.00		2,476.00
		829,046.61	**-23,960.00**	**805,086.61**

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
105	VAT Control			6,314.08	
200	Current/Business Premium			684,829.72	
201	Tracker Account			128,447.29	
203	HSBC Deposit A/C			85,551.57	
204	NatWest deposit A/C			85,535.88	
210	Petty Cash			200.00	
310	General reserves				207,502.23
320	Council Office Mntce Fund				22,115.00
322	Town Election/Poll/Referendum				16,657.00
324	Elections Fund				34,337.00
328	Office IT Equipment Reserve				897.00
331	Brightling Reserve				8,514.21
334	Town Focal Enhancemt Reserve				592.20
335	Street Lights Reserve				141,884.31
338	Hailsham Beds Reserve				1,398.54
339	Office Alterations Reserve				26,165.00
341	Staff - Consultant/Temporary				2,025.55
342	S106 funds				266,183.25
344	Play Equipment				12,000.00
345	Flower Bulbs EMR				0.05
346	Neighbourhood Plan				15,000.00
347	CCTV reserve				3,344.00
348	Consultation/Newsletter				1,003.00
349	CIL funds				190,771.23
350	Picnic Benches				788.00
351	Skate Park				9,675.00
352	Overtime				2,275.27
353	Polegate Community Library				51,000.00
354	New air con unit				1,220.00
355	Christmas Lights (new)				1,750.00
356	Bins				5,250.00
358	VAS (SID)				11,000.00
359	Land purchase car park				100.00
360	Land Purchase open space				100.00
361	Allotment unreturned deposits				525.00
362	emr training courses				2,476.00
500	Creditors				2,575.54
501	Sundry Other creditors			488.45	
560	Deposits Held				4,010.00
1006	Mayor's Charity Fund	103	Town Councillors		200.00
1009	Bank Loyalty Discount	102	Administration		9.75
1010	Investment Income	104	General Administration		161.09

Continued over page

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
1040	SponsorFlower Beds Hailsham Rd	307	The Polegate Partnership	250.00	
1060	Miscellaneous Income	101	Employee costs		30.00
1070	Allotment Fees	304	Allotments		39.14
4000	[redacted]	101	Employee costs	3,767.73	
4002	[redacted]	101	Employee costs	1,045.20	
4004	Cleaning contract ex staff	201	Council Offices		20.00
4007	NI (ER's)	101	Employee costs	613.58	
4008	Pension ER's contributions	101	Employee costs	178.86	
4009	Payroll	101	Employee costs		713.00
4010	Internal Auditor	102	Administration		463.00
4011	[redacted]	101	Employee costs	123.30	
4015	Travelling expenses (parks)	101	Employee costs	30.00	
4019	[redacted]	101	Employee costs	347.94	
4022	[redacted]	101	Employee costs	704.00	
4023	[redacted]	101	Employee costs	337.22	
4031	Stationery	102	Administration	359.41	
4032	Photocopier copy charges	102	Administration	118.57	
4037	Website	102	Administration	59.94	
4043	Insurance Premiums	102	Administration	11,458.84	
4045	Subscriptions	102	Administration	2,094.73	
4056	Bank/Barclaycard charges	102	Administration	47.50	
4059	First Aid	102	Administration	47.28	
4063	Hire of Halls	102	Administration	44.00	
4069	Office telephones	102	Administration		111.33
4070	Broadband/Internet	102	Administration	69.98	
4071	IT Services incl backups	102	Administration		9.98
4073	IT reserve for new machines	102	Administration	45.00	
4093	Mayor's allowance Civic Duties	103	Town Councillors		764.00
4104	Events	104	General Administration	30.00	
4105	Finance Software	104	General Administration		755.00
4130	Council Tax	201	Council Offices	710.32	
4131	Electricity	201	Council Offices	1.00	
4133	Sewerage	201	Council Offices	34.50	
4154	Housekeeping San bins 49 & gar	201	Council Offices	50.22	
4198	PWMRG CIC Grant (Interim)	204	Wannock Office	26,124.00	
4201	CCTV costs	301	Town Centre and Community Safe		2,956.00
4220	General Maintenance	302	Recreation Grounds	2,163.72	
4238	Litter Bins	302	Recreation Grounds		585.00
4240	Oakleaf Lease Charges	302	Recreation Grounds	150.00	
4241	Dog Bins	302	Recreation Grounds		650.00
4242	Playground Equipment	302	Recreation Grounds	11,775.60	
4243	Safety Inspections	302	Recreation Grounds	45.00	

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Account Number Order

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
4256	Urban grasscutting	303	Highways	1,629.98	
4270	Allotments - maintenance	304	Allotments	525.00	
4273	Allotment - rent of land Gosfo	304	Allotments		593.50
4280	Street Light - energy	305	Street Lighting		18,700.00
4282	Street Light - new works/impro	305	Street Lighting	8,074.00	
4307	Hailsham Flowers Maintenance	307	The Polegate Partnership	490.26	
8060	Misc Resolved Gen Reserves & c	101	Employee costs	2,506.00	
8060	Misc Resolved Gen Reserves & c	102	Administration	260.00	
8060	Misc Resolved Gen Reserves & c	302	Recreation Grounds	2,093.00	
8060	Misc Resolved Gen Reserves & c	303	Highways	122.50	
			Trial Balance Totals :	**1,069,895.17**	**1,069,895.17**
			Difference	**0.00**	

31/05/2023
10:36

Month No: 1

Polegate Town Council

Summary Income & Expenditure by Budget Heading 30/04/2023

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
101 Employee costs	Income	30	30	0	(30)			0.0%
	Expenditure	8,941	8,941	179,520	170,579	2,024	168,555	6.1%
	Net Income over Expenditure	(8,911)	(8,911)	(179,520)	(170,609)			
	plus Transfer from EMR	0	0					
	less Transfer to EMR	0	0					
	Movement to/(from) Gen Reserve	(8,911)	(8,911)					
	Grand Totals:- Income	**30**	**30**	**0**	**(30)**			**0.0%**
	Expenditure	**8,941**	**8,941**	**179,520**	**170,579**	**2,024**	**168,555**	**6.1%**
	Net Income over Expenditure	**(8,911)**	**(8,911)**	**(179,520)**	**(170,609)**			
	plus Transfer from EMR	**0**	**0**					
	less Transfer to EMR	**0**	**0**					
	Movement to/(from) Gen Reserve	**(8,911)**	**(8,911)**					

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
102	Administration								
1009	Bank Loyalty Discount	10	10	370	360			2.6%	
	Administration :- Income	**10**	**10**	**370**	**360**			**2.6%**	**0**
4010	Internal Auditor	(463)	(463)	500	963		963	(92.6%)	
4030	Postage	0	0	300	300		300	0.0%	
4031	Stationery	359	359	1,500	1,141	88	1,052	29.8%	
4032	Photocopier copy charges	119	119	1,500	1,381		1,381	7.9%	
4035	Computer consumables	0	0	300	300	221	79	73.7%	
4036	Office IT equip't inc antiviru	0	0	700	700		700	0.0%	
4037	Website	60	60	350	290		290	17.1%	
4039	Legal fees	0	0	5,000	5,000		5,000	0.0%	
4040	Audit Fees (external audit)	0	0	1,600	1,600		1,600	0.0%	
4043	Insurance Premiums	11,459	11,459	5,200	(6,259)		(6,259)	220.4%	
4044	Insurance Tree Survey	0	0	500	500		500	0.0%	
4045	Subscriptions	2,095	2,095	3,200	1,105		1,105	65.5%	
4046	Publications	0	0	200	200		200	0.0%	
4047	Advertising	0	0	100	100		100	0.0%	
4049	Tree Works	0	0	1,500	1,500		1,500	0.0%	
4050	Town Council Elections	0	0	5,500	5,500		5,500	0.0%	
4053	Refreshments	0	0	250	250		250	0.0%	
4056	Bank/Barclaycard charges	48	48	1,000	953		953	4.8%	
4059	First Aid	47	47	150	103	62	41	72.9%	
4062	Newsletter Production	0	0	500	500		500	0.0%	
4063	Hire of Halls	44	44	300	256		256	14.7%	
4069	Office telephones	(111)	(111)	1,000	1,111		1,111	(11.1%)	
4070	Broadband/Internet	70	70	500	430		430	14.0%	
4071	IT Services incl backups	(10)	(10)	3,300	3,310		3,310	(0.3%)	
4072	IT costs office 365	0	0	1,950	1,950		1,950	0.0%	
4073	IT reserve for new machines	45	45	700	655		655	6.4%	
8060	Misc Resolved Gen Reserves & c	260	260	0	(260)	24	(284)	0.0%	
	Administration :- Indirect Expenditure	**14,021**	**14,021**	**37,600**	**23,579**	**395**	**23,184**	**38.3%**	**0**
	Net Income over Expenditure	**(14,011)**	**(14,011)**	**(37,230)**	**(23,219)**				
103	Town Councillors								
1006	Mayor's Charity Fund	200	200	0	(200)			0.0%	
	Town Councillors :- Income	**200**	**200**	**0**	**(200)**				**0**
4090	Councillors' allowances	0	0	7,000	7,000		7,000	0.0%	
4091	Councillors' expenses	0	0	500	500		500	0.0%	
4092	Councillors' training	0	0	1,000	1,000		1,000	0.0%	

Continued over page

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4093	Mayor's allowance Civic Duties	(764)	(764)	2,000	2,764	214	2,550	(27.5%)	
	Town Councillors :- Indirect Expenditure	**(764)**	**(764)**	**10,500**	**11,264**	**214**	**11,050**	**(5.2%)**	**0**
	Net Income over Expenditure	**964**	**964**	**(10,500)**	**(11,464)**				
104	General Administration								
1010	Investment Income	161	161	500	339			32.2%	
1076	Precept	0	0	365,846	365,846			0.0%	
	General Administration :- Income	**161**	**161**	**366,346**	**366,185**			**0.0%**	**0**
4100	Grants to other Organisations	0	0	1,000	1,000		1,000	0.0%	
4103	Public Info event(s)	0	0	1,000	1,000		1,000	0.0%	
4104	Events	30	30	1,000	970	372	598	40.2%	
4105	Finance Software	(755)	(755)	1,200	1,955		1,955	(62.9%)	
8060	Misc Resolved Gen Reserves & c	0	0	0	0	323	(323)	0.0%	
	General Administration :- Indirect Expenditure	**(725)**	**(725)**	**4,200**	**4,925**	**695**	**4,230**	**(0.7%)**	**0**
	Net Income over Expenditure	**886**	**886**	**362,146**	**361,260**				
201	Council Offices								
4004	Cleaning contract ex staff	(20)	(20)	2,000	2,020		2,020	(1.0%)	
4130	Council Tax	710	710	8,500	7,790		7,790	8.4%	
4131	Electricity	1	1	3,000	2,999		2,999	0.0%	
4132	Water charges	0	0	300	300		300	0.0%	
4133	Sewerage	35	35	550	516		516	6.3%	
4136	Photocopier - lease	0	0	810	810		810	0.0%	
4139	Window Cleaning	0	0	300	300		300	0.0%	
4140	Alarm Maintenance	0	0	1,800	1,800		1,800	0.0%	
4141	Fire Precautions	0	0	440	440		440	0.0%	
4142	Other Maintenance	0	0	600	600	6	594	1.0%	
4146	Other Office Equipment	0	0	1,250	1,250	542	708	43.4%	
4154	Housekeeping San bins 49 & gar	50	50	380	330		330	13.2%	
4155	Refuse Collecting	0	0	1,300	1,300		1,300	0.0%	
4162	PWLB - Capital	0	0	4,919	4,919		4,919	0.0%	
4163	PWLB- Interest	0	0	654	654		654	0.0%	
	Council Offices :- Indirect Expenditure	**776**	**776**	**26,803**	**26,027**	**548**	**25,479**	**4.9%**	**0**
	Net Expenditure	**(776)**	**(776)**	**(26,803)**	**(26,027)**				
202	51 High Street								
4170	51 High Street - expenditure	0	0	800	800		800	0.0%	
	51 High Street :- Indirect Expenditure	**0**	**0**	**800**	**800**	**0**	**800**	**0.0%**	**0**
	Net Expenditure	**0**	**0**	**(800)**	**(800)**				

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
204	Wannock Office								
4198	PWMRG CIC Grant (Interim)	26,124	26,124	26,124	0		0	100.0%	
	Wannock Office :- Indirect Expenditure	**26,124**	**26,124**	**26,124**	**0**	**0**	**0**	**100.0%**	**0**
	Net Expenditure	**(26,124)**	**(26,124)**	**(26,124)**	**0**				
205	High Street Toilets								
1035	High St Toilets Community Sche	0	0	1,234	1,234			0.0%	
	High Street Toilets :- Income	**0**	**0**	**1,234**	**1,234**			**0.0%**	**0**
4500	Toilets High St - Cleaning	0	0	11,000	11,000	9,711	1,289	88.3%	
4501	Toilets High St - Maintenance	0	0	250	250		250	0.0%	
4504	Toilets High St - Other	0	0	310	310		310	0.0%	
	High Street Toilets :- Indirect Expenditure	**0**	**0**	**11,560**	**11,560**	**9,711**	**1,849**	**84.0%**	**0**
	Net Income over Expenditure	**0**	**0**	**(10,326)**	**(10,326)**				
301	Town Centre and Community Safe								
4201	CCTV costs	(2,956)	(2,956)	3,500	6,456		6,456	(84.5%)	
	Town Centre and Community Safe :- Indirect Expenditure	**(2,956)**	**(2,956)**	**3,500**	**6,456**	**0**	**6,456**	**(84.5%)**	**0**
	Net Expenditure	**2,956**	**2,956**	**(3,500)**	**(6,456)**				
302	Recreation Grounds								
1022	Brightling Road lease	0	0	120	120			0.0%	
	Recreation Grounds :- Income	**0**	**0**	**120**	**120**			**0.0%**	**0**
4220	General Maintenance	2,164	2,164	9,000	6,836	2,375	4,462	50.4%	
4221	Recreation ground - water	0	0	390	390		390	0.0%	
4223	Grounds Maintenance	0	0	3,500	3,500		3,500	0.0%	
4230	Skate Park	0	0	3,000	3,000		3,000	0.0%	
4238	Litter Bins	(585)	(585)	6,100	6,685	5,101	1,584	74.0%	
4240	Oakleaf Lease Charges	150	150	150	0		0	100.0%	
4241	Dog Bins	(650)	(650)	2,860	3,510	2,600	910	68.2%	
4242	Playground Equipment	11,776	11,776	2,000	(9,776)	22,431	(32,207)	1710.3%	
4243	Safety Inspections	45	45	1,500	1,455	495	960	36.0%	
8060	Misc Resolved Gen Reserves & c	2,093	2,093	0	(2,093)	1,474	(3,567)	0.0%	
	Recreation Grounds :- Indirect Expenditure	**14,992**	**14,992**	**28,500**	**13,508**	**34,476**	**(20,968)**	**173.6%**	**0**
	Net Income over Expenditure	**(14,992)**	**(14,992)**	**(28,380)**	**(13,388)**				

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
303	Highways								
1051	Urban Grasscutting Income	0	0	3,135	3,135			0.0%	
	Highways :- Income	**0**	**0**	**3,135**	**3,135**			**0.0%**	**0**
4256	Urban grasscutting	1,630	1,630	25,000	23,370		23,370	6.5%	
4258	Flower Beds	0	0	6,600	6,600	5,319	1,281	80.6%	
4259	Council Gardens - office	0	0	0	0	1,037	(1,037)	0.0%	
4263	Bulb Planting	0	0	1,000	1,000		1,000	0.0%	
8060	Misc Resolved Gen Reserves & c	123	123	0	(123)	490	(613)	0.0%	
	Highways :- Indirect Expenditure	**1,752**	**1,752**	**32,600**	**30,848**	**6,845**	**24,002**	**26.4%**	**0**
	Net Income over Expenditure	**(1,752)**	**(1,752)**	**(29,465)**	**(27,713)**				
304	Allotments								
1070	Allotment Fees	39	39	2,500	2,461			1.6%	
1072	Gosford Way Allotments	0	0	175	175			0.0%	
	Allotments :- Income	**39**	**39**	**2,675**	**2,636**			**1.5%**	**0**
4270	Allotments - maintenance	525	525	700	175		175	75.0%	
4271	Allotments - improvements	0	0	350	350		350	0.0%	
4272	Allotments - water	0	0	800	800		800	0.0%	
4273	Allotment - rent of land Gosfo	(594)	(594)	175	769		769	(339.1%)	
4274	Allotment Grounds maintenance	0	0	650	650		650	0.0%	
8060	Misc Resolved Gen Reserves & c	0	0	0	0	360	(360)	0.0%	
	Allotments :- Indirect Expenditure	**(69)**	**(69)**	**2,675**	**2,744**	**360**	**2,384**	**10.9%**	**0**
	Net Income over Expenditure	**108**	**108**	**0**	**(108)**				
305	Street Lighting								
4280	Street Light - energy	(18,700)	(18,700)	9,600	28,300		28,300	(194.8%)	
4281	Street Light - Maintenance	0	0	10,400	10,400		10,400	0.0%	
4282	Street Light - new works/impro	8,074	8,074	8,500	426	47,470	(47,044)	653.5%	
4286	Christmas decorations	0	0	13,000	13,000		13,000	0.0%	
4287	Additional Christmas Decoratio	0	0	2,000	2,000		2,000	0.0%	
8060	Misc Resolved Gen Reserves & c	0	0	0	0	0	(0)	0.0%	
	Street Lighting :- Indirect Expenditure	**(10,626)**	**(10,626)**	**43,500**	**54,126**	**47,470**	**6,656**	**84.7%**	**0**
	Net Expenditure	**10,626**	**10,626**	**(43,500)**	**(54,126)**				
306	Prize and Prize Giving								
4096	Remembrance Wreath	0	0	60	60		60	0.0%	
	Prize and Prize Giving :- Indirect Expenditure	**0**	**0**	**60**	**60**	**0**	**60**	**0.0%**	**0**
	Net Expenditure	**0**	**0**	**(60)**	**(60)**				

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Polegate Town Council

Detailed Income & Expenditure by Budget Heading 30/04/2023

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
307 The Polegate Partnership								
1040 SponsorFlower Beds Hailsham Rd	(250)	(250)	1,000	1,250			(25.0%)	
The Polegate Partnership :- Income	**(250)**	**(250)**	**1,000**	**1,250**			**(25.0%)**	**0**
4306 Replace Hailsham Rd Beds	0	0	450	450		450	0.0%	
4307 Hailsham Flowers Maintenance	490	490	550	60		60	89.1%	
The Polegate Partnership :- Indirect Expenditure	**490**	**490**	**1,000**	**510**	**0**	**510**	**49.0%**	**0**
Net Income over Expenditure	**(740)**	**(740)**	**0**	**740**				
401 The Planning Committee								
4320 Planning Committee - Halls	0	0	200	200		200	0.0%	
The Planning Committee :- Indirect Expenditure	**0**	**0**	**200**	**200**	**0**	**200**	**0.0%**	**0**
Net Expenditure	**0**	**0**	**(200)**	**(200)**				
701 The Retired								
7001 The Retired	0	0	800	800		800	0.0%	
The Retired :- Indirect Expenditure	**0**	**0**	**800**	**800**	**0**	**800**	**0.0%**	**0**
Net Expenditure	**0**	**0**	**(800)**	**(800)**				
Grand Totals:- Income	**160**	**160**	**374,880**	**374,720**			**0.0%**	
Expenditure	**43,017**	**43,017**	**230,422**	**187,405**	**100,715**	**86,691**	**62.4%**	
Net Income over Expenditure	**(42,857)**	**(42,857)**	**144,458**	**187,315**				
Movement to/(from) Gen Reserve	**(42,857)**	**(42,857)**						

BARCLAYS

28 April 2023

MRS J OGNJANOVIC TOWN CLERK
POLEGATE TOWN COUNCIL
COUNCIL OFFICE
49 HIGH STREET
POLEGATE
EAST SUSSEX
BN26 6AL

Your Business accounts – at a glance

Up-to-date account information

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

Your balances on 28 April 2023

Business Current Accounts	
Business Current Account Statement	£49,999.00
Sort Code [redacted] • Account No [redacted]	
Business Savings Accounts	
Business Premium Account	£664,676.21
Sort Code [redacted] • Account No [redacted]	
Business Premium Account	£128,447.29
Sort Code [redacted] • Account No [redacted]	

This is the end of your account summary.

Date: 20/06/2023 | Time: 09:39

User: LS

Polegate Town Council

Cashbook 1

Current/Business Premium

Payments made between 01/06/2023 and 30/06/2023

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
						Nominal Ledger Analysis			
07/06/2023	Lewes District Council	23/06/001	54.00	54.00		500			Play Area Inspections
07/06/2023	Eastbourne Electrical LLP	23/06/002	270.00	270.00		500			Defib Unit Installatio
07/06/2023	IDVerde	23/06/003	1,214.40	1,214.40		500			Playground Inspections
07/06/2023	Countrymans Contractors ltd	23/06/004	282.00	282.00		500			Bin Collections
07/06/2023	Countrymans Contractors ltd	23/06/005	300.00	300.00		500			Remortar loose slabs
07/06/2023	Denma Cleaning Services Ltd	23/06/006	17.66	17.66		500			Liquid Soap Dispenser
07/06/2023	Countrymans Contractors ltd	23/06/007	126.00	126.00		500			Repair damaged trees
07/06/2023	Countrymans Contractors ltd	23/06/008	390.00	390.00		500			Clear BMX track
07/06/2023	Denma Cleaning Services Ltd	23/06/009	1,056.32	1,056.32		500			Cleaning Services
07/06/2023	VIKING Office Depot Internatio	23/06/010	11.74	11.74		500			Drinking water signs
07/06/2023	[redacted]	23/06/012	30.00			4015	101	30.00	Travel
07/06/2023	Countrymans Contractors Ltd	23/06/013	3,911.95		651.99	4256	303	3,259.96	Urban Grass Cut 4 & 5
07/06/2023	Countrymans Contractors Ltd	23/06/014	515.12		85.85	4223	302	429.27	Grounds Grass Cut
07/06/2023	Surrey Hills Solicitors LLP	23/06/015	1,206.00		198.00	4039	102	1,008.00	Professional Services
07/06/2023	Echo Cleaning	23/06/016	120.00		20.00	4004	201	100.00	Office Cleaning
07/06/2023	Mulberry & Co	23/06/017	2,040.00		340.00	8060	101	1,700.00	Locum Support
07/06/2023	David Carden	23/06/018	277.40			4014	101	277.40	Prep for meeting & Travel cost
07/06/2023	[redacted]	BACS	30.00			4015	101	30.00	Travel
07/06/2023	[redacted]	BACS	-30.00			4015	101	-30.00	Mr J Webber
12/06/2023	Inland revenue	DIRECT DEB	1,695.54			4000	101	645.27	Tax
						4002	101	66.80	Tax
						4000	101	377.78	NI
						4002	101	40.13	NI
						4007	101	565.56	NI ERs
12/06/2023	Nest pension scheme	DIRECT DEB	393.00			4000	101	169.27	Pensions
						4002	101	55.30	Pensions
						4008	101	168.43	Pensions
		Total Payments:	13,911.13	3,722.12	1,295.84			8,893.17	

Polegate Town Council

Cashbook 1

Current/Business Premium

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						4008	101	168.43	Pensions
	Total Payments:		13,911.13	3,722.12	1,295.84			8,893.17	

ITEM 7

Annual Internal Audit Report 2022/23

POLEGATE TOWN COUNCIL

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During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. *(If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")*			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations *(during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).*	✓		
N. The authority has complied with the publication requirements for 2021/22 AGAR *(see AGAR Page 1 Guidance Notes).*	✓		

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

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

Date(s) internal audit undertaken: 16/12/2022 21/06/2023

Name of person who carried out the internal audit: MARK MULBERRY BA (Hons) FCCA CFIA

Signature of person who carried out the internal audit: M Mulberry

Date: 21/06/2023

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

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

Section 1 – Annual Governance Statement 2022/23

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 2023, that:

	Agreed			'Yes' means that this authority:
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓			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.	Yes	No	N/A	has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.
			✓	

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

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

26/06/2023

and recorded as minute reference:

13311

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

Chairman SIGNATURE REQUIRED

Clerk J. Tucker.

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Section 2 – Accounting Statements 2022/23 for

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	*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	708,266	1,006,954	*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	354,402	367,485	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	326,718	45,883	*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	117,500	125,011	*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	5,573	*Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).*
6. (-) All other payments	259,359	253,189	*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	1,006,954	1,036,549	*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	1,028,930	1,070,009	*The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March –* ***To agree with bank reconciliation.***
9. Total fixed assets plus long term investments and assets	1,026,884	1,033,789	*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	19,717	12,830	*The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).*

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

I certify that for the year ended 31 March 2023 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

Date 1/6/2023

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

26/06/2023

as recorded in minute reference:

13312

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

ANNUAL RETURN - ENGLAND

FOR THE YEAR ENDED 31 MARCH 2023

Polegate Town Council

SECTION 2 - THE STATEMENT OF ACCOUNTS

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

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

		Last Year £	This Year £	General Notes for Guidance
1	Balances brought forward	**708,266**	**1,006,954**	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.
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6	(-) All other payments	**259,359**	**253,189**	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7	(=) Balances carried forward	**1,006,954**	**1,036,549**	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	**1,028,930**	**1,070,009**	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9	Total fixed assets plus long term investments and assets	**1,026,884**	**1,033,789**	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	**19,717**	**12,830**	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

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

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

ANNUAL RETURN - ENGLAND

FOR THE YEAR ENDED 31 MARCH 2023

Polegate Town Council

SECTION 2 - THE STATEMENT OF ACCOUNTS

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5	(-) Loan interest/capital repayments	**5,573**	**5,573**	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
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ITEM 9.

Section 2 – Accounting Statements 2022/23 for

POLEGATE TOWN COUNCIL

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

Date 21/6/2023

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

26/06/2023

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

NB Corrected figures.

ANNUAL RETURN - ENGLAND

FOR THE YEAR ENDED 31 MARCH 2023

Polegate Town Council

SECTION 2 - THE STATEMENT OF ACCOUNTS

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* Bank Reconciliation as at 31 March

ITEM 10 b i.

Polegate Town Council, Council Office,
49 High Street,
Polegate BN26 6AL
Telephone: 01323 488114

Town Clerk – Mrs J Tricker – email townclerk@polegatetowncouncil.gov.uk
Town Mayor – Cllr D Dunbar – email cllr.d.dunbar@polegatetowncouncil.gov.uk

BUILDINGS AND LAND COMMITTEE

TERMS OF REFERENCE

- Buildings and Land Committee to be constituted at Annual Statutory Meeting
- Committee to meet as and when required
- To consist of 8 councillors, plus the Mayor and Deputy mayor as ex-officio members
- Committee to discuss, make decisions and recommendations to full council on the following :

1. Buildings/land/boundaries repairs and maintenance
2. Improvements to land

    a. Brightling Road Leisure Ground including BMX Track; Skate Park; Meadow; Mini Railway
    b. Oakleaf Play Area
    c. Polegate War Memorial Recreation Ground car park and garage
    d. 49/51 High Street
    e. Cophall allotments
    f. Jubilee Nature Reserve

Polegate Town Council, Council Office,
49 High Street,
Polegate BN26 6AL
Telephone: 01323 488114
Town Clerk – Jo Tricker - e-mail admin@polegatetowncouncil.gov.uk

Communities & Tourism Committee

TERMS OF REFERENCE & RESPONSIBILITIES

- Communities and Tourism Committee to be constituted at each Annual Statutory meeting.
- Committee to meet as and when required and make recommendations to Full Council for resolution.
- The committee will consist of a maximum of 8 Councillors plus the Mayor and Deputy Mayor who hold ex-officio seats on all committees.
- The committee will elect its own Chair and Vice-Chair.
- To make reports and recommendations to full council as required or to Finance if funding is required).
- The Town Clerk has delegated authority to agree and make recommendations on the following:

1. Assess the current street scene conditions including, but not exclusive to:
    - High Street appearance
    - Dropped Kerbs
    - Finger posts
    - Additional bins and report to Buildings and Land or full council as required
    - General street scene including weeds and other issues
    - Parking issues
    - Accessibility (Via the Wealden District Council accessibility report)
    - Neighbourhood Development Plan
    - Tourism in the community
    - Community development
    - Links to the South Downs National Park

Polegate Town Council, Council Office,
49 High Street,
Polegate BN26 6AL
Telephone: 01323 488114
Town Clerk – Jo Tricker - e-mail admin@polegatetowncouncil.gov.uk

Christmas Lights Committee

TERMS OF REFERENCE & RESPONSIBILITIES

- Christmas Lights Committee to be constituted at each Annual Statutory meeting
- Committee to meet as and when required and make delegated decisions within budget and make recommendations to full council.
- To consist of 4 councillor plus Mayor and Deputy Mayor as ex officio

Polegate Town Council

STREET LIGHTING COMMITTEE
TERMS OF REFERENCE

These Terms of Reference were adopted by the council June 2023

1. Committee structure

1.1 The committee will be constituted at the Annual Council meeting in May each year.

1.2 The committee will meet at least as required.

1.3 The committee will consist of a maximum of 4 councillors plus the Mayor and Deputy Mayor who hold ex-officio seats on all committees.

1.4 The committee will elect its own Chair and Vice-Chair.

2. Specific responsibilities

2.1 The committee have authority to agree recommendations to Full Council on non-urgent matters relating to street lighting, including:

- Maintenance and repairs
- Lantern replacements

2.2 The Committee may create a strategy of replacement and/or new street lighting.
2.3 The Committee have delegated authority to make decisions on minor street lighting decisions such as moving a column or strategies already agreed by council.

3. Town Clerk responsibilities

3.1 The Town Clerk has delegated authority to act on all urgent matters relating to street lighting, including:

- Urgent repairs to faults that are deemed dangerous/urgent.
- Road traffic accident faults.

Statement prepared for adoption by Polegate Town Council at its meeting on 26.06.23

Signed by

Mayor of Polegate **Town Clerk/Proper Office/RFO**

AGM - 25 April 2023

Finance Report

Trustees' 2022 Annual Report & Accounts

1. The Report & Accounts, approved by the Board on 3 April, has been issued separately and a printed version will be available at the AGM. The Annual Review is on pages 4-6 of the pack and the Financials are on pages 8-13.

2. Key highlights:-

i) passenger numbers were slow to recover and by the year-end were some 25% below 2019 pre-pandemic levels. A key objective for 2023 will be to rebuild patronage to the same or greater level than 2019

ii) the number of volunteer drivers stayed fairly constant. The DfT's review of the changing need for D1 licence requirements is a positive move and may result in us being able to access a broader driving pool in the future. We await the outcome

iii) the fleet consisted of seven minibuses at year-end, three on lease/HP terms. At the year-end, cash stood at £111k including £55k for the lease deposit for a new bus in 2023

iv) central and local government continued financial support for bus operators during the year with concessionary fares and fuel rebates based on 2019 levels. DfT covid grants amounted to £14k, and Town and Parish Councils kindly continued their support, along with on-bus passenger donations. Page 12 shows details of the various support levels we received. In addition, we received a capital grant from ESCC of £19k (page 10) towards the upgrade of ticket machines.

Standing Down

3. I shall be standing down as FD at the AGM after 7 years in the role, but I'll be remaining on the Board. My thanks go to my fellow Directors for their support, to Nigel Butten for undertaking the annual reviews, and to Rachel who provided first class support in helping with all the intricacies of the bus finances. I welcome Paul Warren as the new FD, and hope he enjoys the role as much as I did.

Stewart Fuller
18 April 2023

Cuckmere Community Bus Ltd

(Registered Charity 1120494)

Trustees' Report and Accounts

31 December 2022

Cuckmere Community Bus Ltd
2022 Report and Accounts

Contents

Page

Cuckmere Community Bus Ltd
Annual Report
for year ended 31 December 2022

Legal and Administrative Details

Legal Status

- company/charity name - Cuckmere Community Bus Ltd
- England & Wales Charity Commission register number 1120494
- England & Wales Registrar of Companies register number 06032000
- trading name - Cuckmere Buses

Objects

The object of the Company is to provide a community bus and a community transport service, including private hire, for such of the inhabitants of East and West Sussex and the City of Brighton and Hove who are in need of such a service because of age, sickness or disability (mental or physical), or poverty, or because of a lack of availability of adequate and safe public passenger services.

Principal Address

The Old Rectory
Litlington
Polegate
East Sussex
BN26 5RB

Insurance Broker

Arthur J Gallacher
34 Tower View
Kings Hill, West Malling
Kent
ME19 4UY

Bankers

Barclays Bank plc

Co-operative Bank plc

CCLA Fund Managers

Independent Examiner

Nigel Butten FCA

Cuckmere Community Bus Ltd
Annual Review
for year ended 31 December 2022

The Trustees, who are also Directors of the company for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 December 2022.

Review of Activities

Cuckmere Buses is the trading name for Cuckmere Community Bus Ltd (CCB), a charitable limited company based in Berwick, East Sussex. It has been running for 46 years supplementing existing bus services and providing bus links for village residents throughout the Cuckmere Valley area to their nearest towns for shopping, for appointments, or for social activities.

OUR VISION is being the Community Bus service of choice in our area, and OUR MISSION is providing a safe, reliable, and courteous local bus, serving those rural and urban communities in our part of East Sussex not served by commercial companies.

CCB is run entirely by volunteers; there are no employees. We have some 40 volunteer drivers and some 8 additional volunteers who all help run the fleet of 16-seater low-floor Mercedes mini-buses. The drivers are trained to MiDAS standards (Minibus Driver Awareness Scheme) and are reassessed every four years. They all have D1 classification on their licence. The value of volunteers to the organisation cannot be overestimated, in terms of community support and company viability. In addition to over 20 weekly timetabled services, requiring nearly twice as many half-day shifts, the company operates summer leisure services and offers private hire facilities. We also provide special annual services for the International Tennis in Eastbourne, and the Charleston festivals.

CCB remains a busy voluntary organisation and always needs new volunteers. The recruitment programme scheduled for the year has resulted in only a small increase in drivers. Some new drivers joined but others left. However, the Department for Transport's review of the changing need for D1 licence requirements for minibuses is a positive move and may result in us being able to access a broader driver pool. We await the outcome of the consultation.

2022 showed a slow recovery of passenger numbers following the pandemic and by the year-end the numbers were some 25% below the 2019 pre-pandemic levels. For the year, we catered for some 60,900 passenger journeys (2021, 38,700), and ran some 122,700 (2021, 101,600) miles. We hope for a continued recovery of passenger journeys during 2023.

The charity took delivery of a new bus early in the year, having been delayed from 2021 owing to the global shortage of semiconductor parts. The fleet consisted of seven minibuses at the year-end. The ticket machines were upgraded during the year, supported by a capital grant, to provide enhanced features including the acceptance of credit cards.

Roadworks and road closures continued to present major challenges during the year, particularly along the A27 Polegate to Selmeston, Jevington Road from Wannock to Friston, and in Hailsham town centre. These were all for utility works and roadway patch repairs, which often resulted in delays, re-scheduled and re-routed services, and regrettably, some cancellations. Hopefully these major schemes will shortly conclude and result in a smoother overall operation for all passengers and road-users.

The sudden cold snap and snow fall in early December resulted in the cancellation of all our services, but we were only off the roads for half a day.

The charity operates efficiently to a high standard under the control of the Board of Trustees who met formally on four occasions during the year. They reviewed operations of the company, its financial position, and the outlook for the future. In addition, two Stakeholder meetings consisting of representatives of parish and town councils and company officers were held, plus the AGM in April. The annual social gathering of stakeholders and drivers was held in October in Arlington, after being cancelled the previous two years owing to coronavirus. Periodic drivers' meetings were held during the year to review resource availability, services operated and passenger views. Drivers provide a vital first point of contact with passengers and their feedback is invaluable.

The trustees have complied with their duty to have due regard to the charity commission's public benefit guidance when exercising any powers or duties to which the guidance is relevant.

Financial Performance

The financial statements are included on pages 8 to 13. All income and expenditure are related to unrestricted funds; there are no restricted nor endowment funds.

Central and local government continued financial support for bus operators generally during the year by continuing to pay fuel rebate grants and concessionary travel fares based on pre-covid levels, along with other support grants. These government support initiatives, together with our volunteer structure avoiding staff costs and related overheads, plus maintenance costs reflecting a relatively young fleet, all helped the charity maintain a viable operating financial position.

With a gross income of £238,868 (2021, £220,739) and expenditure of £237,879 (2021, £187,978), the year ended with a modest surplus of £989 (2021, £32,761). Year-end net assets amounted to £265,302 (2021, £264,313) including cash at bank of £111,228 (2021, £149,005). The charity operates a policy of holding cash reserves to meet projected cash outlays taking account of sourcing requirements for acquisitions under its bus replacement programme. Funds not required in the short term are held in an appropriate deposit account. At the end of the year, Trustees agreed to transfer £12,000 to the unrestricted bus replacement reserve fund for future bus acquisitions. The fund stands at £55,000 (2021, £43,000)

A high-level five-year trend of finances, passengers and miles run is shown graphically on page 14.

The Trustees have not identified any uninsured major risks to which the charity is exposed.

Going Concern

The Trustees have considered the consequences of the impact of covid and other events, particularly the relatively slow recovery of passenger numbers, and projections of inflation and levels of recession. They have determined that, whilst significant, they do not create a material uncertainty that casts major doubt upon the charity's ability to continue as a going concern.

Forward View

In addition to maintaining a strong operational business base for the charity, our focus over the coming year will again be threefold. First, to continue to rebuild patronage numbers so we can provide support to the same or greater level of deserving passengers we helped pre-pandemic. Secondly, to acquire a new bus in 2023, subject to passenger numbers increasing either from existing or new services, and thirdly, to continue with the recruitment programme to increase the overall number of volunteer drivers.

As a result of central government's positive focus on the bus industry, a number of initiatives within East Sussex may provide the opportunity for CCB to increase current service levels leading to increased net revenues. We look forward to these possible developments during the coming year.

Changes in Trustees/Directors

In February 2022 we welcomed aboard Kevin Fryer as Trustee/Director. Kevin is also a volunteer driver.

In November 2022 we said farewell to Andrew Cottingham Trustee/Director who resigned on health grounds after serving the organisation for over over 20 years. Andrew was a volunteer driver.

Acknowledgements

We are a successful business in meeting our mission and as always, thanks go to our volunteer drivers, our regular passengers, to everybody involved in the day to day running of the organisation, and to Berwick Service Station for keeping the buses well maintained. Particular thanks also go to the individuals and local authorities who made donations to the charity during the year. A summary of donation support is listed on page 12 of this report. Thank you all.

Beryl Smith - Chairman
03 April 2023

Cuckmere Community Bus Ltd
Independent Examiner's Report

I report to the Board of Trustees/Directors on my examination of the accounts of Cuckmere Community Bus Ltd for the year ended 31 December 2022.

As the Trustees of the Charity, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 (the 2011 Act).

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe in any material respect:-

1) accounting records were not kept in respect of the Charity as required by section 130 of the 2011 Act; or

2) the accounts do not accord with those records

I have no concerns and have come across no other matters in connection with the examination, to which attention should be drawn in this report, in order to enable a proper understanding of the accounts to be reached.

NA Butten
Independent Examiner
20 March 2023

Cuckmere Community Bus Ltd
Income & Expenditure Account
for the year ended 31 December 2022

	Notes	2022 £	2021 £
Income			
Passenger Services	2	165,629	155,752
Grants & Donations	3	33,417	24,071
Private Hire & Special Events		23,102	5,604
Other income	4	16,720	35,312
Total Income		**238,868**	**220,739**
Expenditure			
Servicing, Repairs & Cleaning		(60,637)	(49,549)
Depreciation	5	(67,814)	(60,360)
Licences & Insurance		(26,482)	(22,610)
Operations		(23,403)	(27,329)
Diesel (net of BSOG)		(31,793)	(15,956)
Administration		(27,750)	(12,174)
Total Expenditure		**(237,879)**	**(187,978)**
Surplus (Deficit) for the year		**989**	**32,761**
Opening reserves		264,313	231,552
Closing reserves (per Balance Sheet)		**265,302**	**264,313**

Cuckmere Community Bus Ltd
Balance Sheet
at 31 December 2022

	Notes	2022 £	2022 £	2021 £	2021 £
Tangible Fixed Assets	7		**346,166**		**314,732**
Current Assets					
Debtors	8	9,206		5,745	
Cash at Bank	9	111,228		149,005	
		120,434		154,750	
Prepayments and Accrued Income		7,421		13,182	
Total Current Assets		**127,855**		**167,932**	
Creditors due within one year					
Amounts falling due within one year	10	(68,388)		(47,291)	
Accruals and deferred income		(22,427)		(64,660)	
Unamortised grants for purchase of assets	6	(28,558)		(36,412)	
Total Creditors due within one year		**(119,373)**		**(148,363)**	
Net Current Assets (liabilities)			8,482		19,569
Total Assets less current liabilities			**354,648**		**334,301**
Creditors due after one year	10		**(89,346)**		**(69,988)**
Total net assets			**265,302**		**264,313**
Funds of the Charity					
Unrestricted funds - general			210,302		221,313
Unrestricted funds - asset replacement			55,000		43,000
Total Unrestricted Funds			**265,302**		**264,313**

a) the company was entitled to exemption from audit under s477 of the Companies Act 2006 relating to the small companies
b) the members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006
c) the directors acknowledge their responsibilities for complying with the requirements of the Companies Act with respect to accounting records and the preparation of accounts
d) these accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

The Report and Accounts were approved by the Board on 03 April 2023

Beryl Smith
Trustee/Director

Stewart Fuller
Trustee/Director

Cuckmere Community Bus Ltd
Funds Flow Statement
for year ended 31 December 2022

	Notes		2022	£	2021
Surplus (Deficit) for the year			989		32,761
add back Depreciation (net)	5		67,814		60,360
less Other Income	4		(16,720)		(35,312)
Cash from Trading			**52,083**		**57,809**
Other Income	4		16,720		35,312
Capital Grants Received			19,367		-
Movement in fixed assets					
Acquisitions	7	(126,519)		(101,700)	
Proceeds of disposal (NBV before surplus)	7	50		30,260	
			(126,469)		(71,440)
Movement in Working Capital					
Debtors		(3,461)		22,043	
Prepayments		5,761		(10,238)	
Creditors		(40,526)		11,498	
			(38,226)		23,303
Movement in Loans					
New debt		84,000		60,000	
Interest		8,879		6,736	
Payments		(54,131)		(57,453)	
			38,748		9,283
Movement in Funds in the Year			**(37,777)**		**54,267**
Cash at Bank					
Opening			149,005		94,738
Movement in Funds (as above)			(37,777)		54,267
Closing (per Balance Sheet)			**111,228**		**149,005**

Cuckmere Community Bus Ltd
Notes to the Accounts
for year ended 31 December 2022

1. Accounting Policies

1.1 Basis of Accounting - these accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s). Income and expenditure are accounted for on an accruals basis.

1.2 Income - is recognised in the accounts when the charity becomes entitled to the resources and is shown exclusive of VAT. The significant value of voluntary help received is not included in the accounts but is described in the trustees' annual report. Debtors are measured at settlement amounts less any trade discounts.

1.3 Expenditure - liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to pay out resources, and the amount of the obligation can be measured with reasonable certainty. Creditors are measured at settlement amounts less any trade discounts.

1.4 Tangible Fixed Assets - are recorded at cost and subsequently stated at cost less accumulated depreciation and accumulated impairment losses. Depreciation is calculated to write off the cost of an asset, less its estimated residual value, over the prudent useful economic life of that asset on a straight-line basis. Capital grants supporting fixed asset acquisitions are released to revenue account on a straight-line basis over the life of the related asset class and reduce the annual total depreciation charge.

1.5 Hire Purchase Agreements - assets are capitalised as tangible fixed assets and depreciated over their useful lives. The capital element of future finance payments is included within creditors; finance charges are allocated to accounting periods over the length of the contract.

1.6 Fund Accounting - unrestricted funds (including designated funds) may be used in accordance with the charitable objectives of the charity at the discretion of the trustees.

Cuckmere Community Bus Ltd
Notes to the Accounts
for year ended 31 December 2022 (cont)

	£	
2 Passengers Services	**2022**	**2021**
Concessionary Fares	122,784	123,912
Ticket Fares	19,594	11,523
Support from:		
East Dean & Friston PC	2,641	1,568
ESCC/B&H	13,630	12,591
Hailsham Town Council	6,680	5,858
Polegate Town Council	300	300
	165,629	**155,752**

3 Grants and Donations	**2022**	**2021**
Town and Parish Councils		
Alfriston	200	200
Arlington	100	100
Berwick	100	100
Chalvington & Ripe	150	-
Cuckmere Valley	250	250
East Dean & Friston	500	500
Heathfield & Waldron	500	500
Herstmonceux	500	1,000
Long Man	150	150
Pevensey	150	-
Polegate	200	200
Seaford	2,000	2,000
Westham	120	100
Willingdon & Jevington	850	800
	5,770	5,900
ESCC	9,948	2,430
Wealden District Council	5,125	5,500
Passenger donations	9,403	6,898
Other donations	3,171	3,343
	33,417	**24,071**

4 Other Income	**2022**	**2021**
Covid Support from DfT	14,369	25,900
Surplus on disposal of fixed assets	1,325	9,407
Bank interest	429	5
Timetable and other adverts	597	-
	16,720	**35,312**

5 Depreciation	**2022**	**2021**
Charge in year	95,035	82,752
less amortisation of grant in year (note 6)	(27,221)	(22,392)
	67,814	**60,360**

6 Unamortised Grants	**2022**	**2021**
at start of year	(36,412)	(58,804)
grants received in year	(19,367)	-
released during year (note 5)	27,221	22,392
at end of year	**(28,558)**	**(36,412)**

Cuckmere Community Bus Ltd
Notes to the Accounts
for year ended 31 December 2022 (cont)

	£ 2022	2021
7 Tangible Fixed assets	**2022**	**2021**
Cost		
at start of year	591,295	660,828
additions in the year	126,519	101,700
disposals in the year	(27,178)	(171,233)
at end of year	**690,636**	**591,295**
Cumulative Depreciation		
at start of year	276,563	334,784
charges in the year (note 5)	95,035	82,752
disposals in the year	(27,128)	(140,973)
at end of year	**344,470**	**276,563**
Net Book Value	**346,166**	**314,732**

8 Debtors	2022	2021
Accounts receivable	7,087	2,694
VAT reclaimable	2,119	3,051
	9,206	**5,745**

9 Cash at Bank	2022	2021
Barclays current account	60,671	96,058
Co-operative current account	6,553	9,288
Charities deposit account	44,004	43,579
Petty Cash	-	80
	111,228	**149,005**

10 Creditors	2022	2021
Amounts falling due within one year		
Trade creditors	(11,026)	(9,319)
Hire purchase contracts	(57,362)	(37,972)
	(68,388)	**(47,291)**
Amounts falling due after one year		
Hire purchase contracts (1-5 years)	**(89,346)**	**(69,988)**

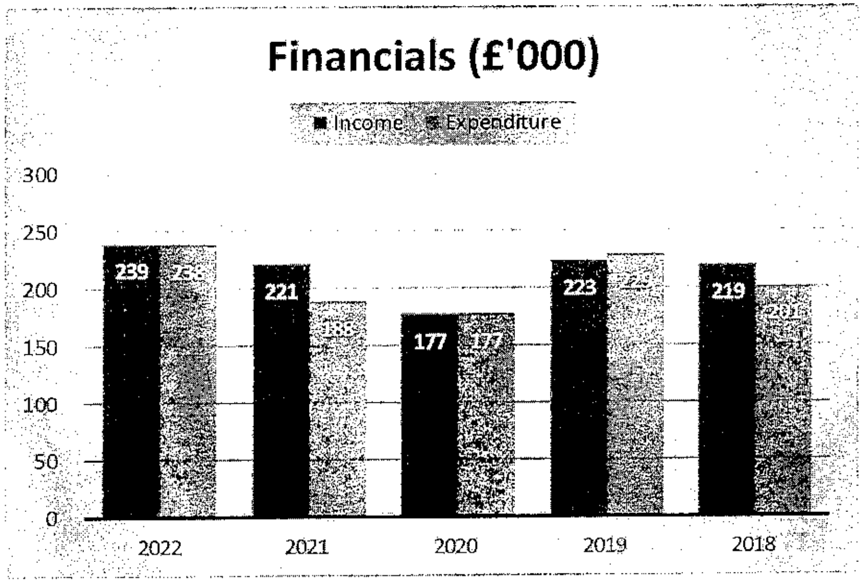
11 **Audit:** Expenditure is after charges for Independent Review £960 (2021, £960) and other professional services £300 (2021, £300)

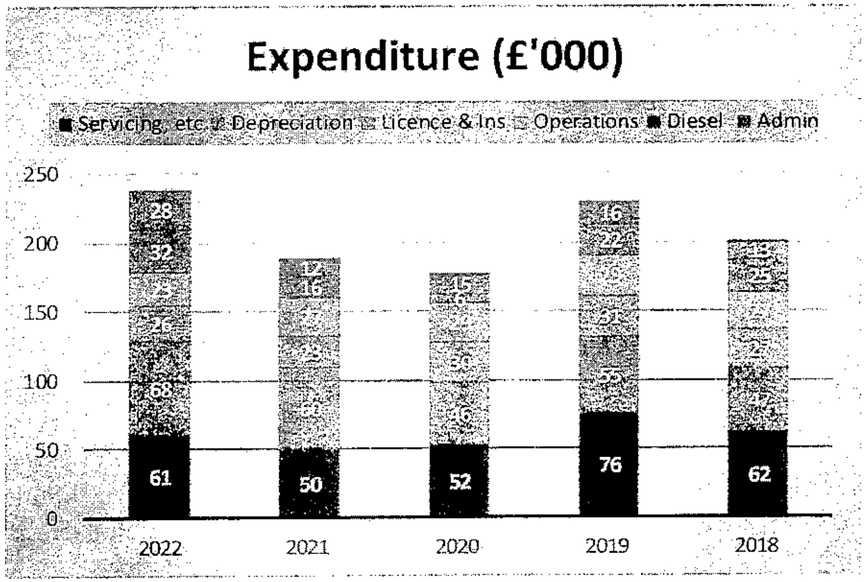
12 **Transactions with Directors:** There were no transactions between the company and its Trustees/Directors

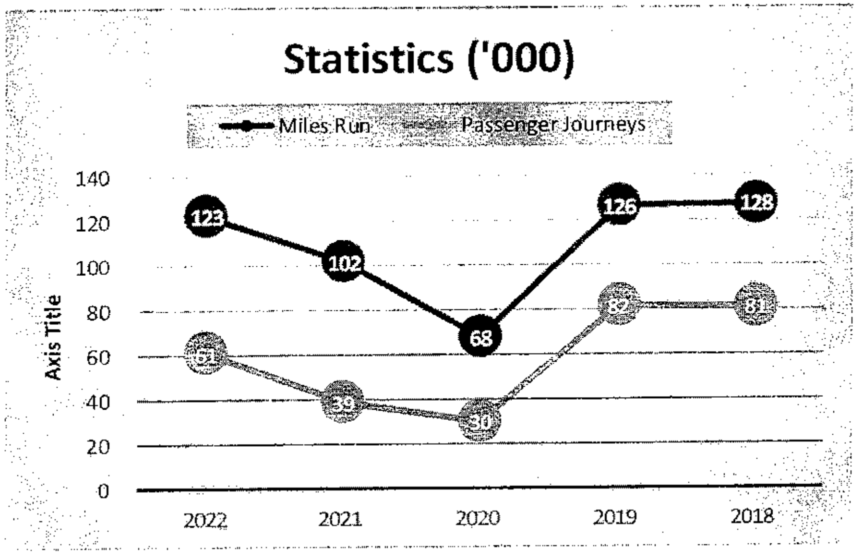
13 **Related Party Disclosures:** There were no transactions between the company and related parties

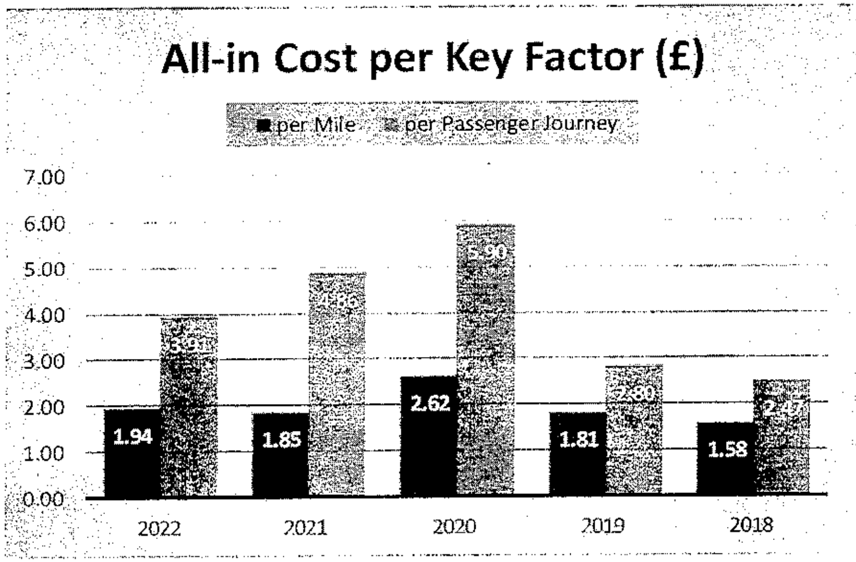
Cuckmere Community Bus Ltd

Graphs - 5 year trends







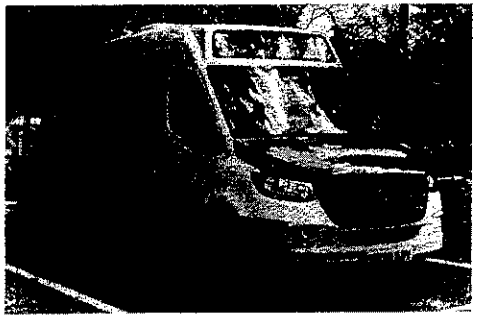


Our Current Fleet

Bus28

Bus27

Bus26



Bus25

Bus 24

Bus22

Bus20

Cuckmere buses

Jo Tricker | Town Clerk

From: Susan & Tony de Angeli <tandsdeangeli@googlemail.com>
Sent: 20 April 2023 15:46
To: arlingtonparishcouncilsussex@aol.com; cllrfreddypankhurst@gmail.com; clerk@hwpc.org.uk; Claire Reynolds; clerk@pevenseyparishcouncil.gov.uk; Westham Parish Council Clerk; Alciston Parish Meeting; john.harrison@hailsham-tc.gov.uk; Jo Tricker | Town Clerk; quysner@btinternet.com; parishclerkwipc@btconnect.com; james.corrigan@seafordtowncouncil.gov.uk
Subject: FW: Dear Stakeholders,
Attachments: 20230425 fin rep.pdf; 20230425 agm fin rep.pdf; 2022 report and accounts - fin.pdf; Outlook-4sh2fbh1.png

Follow Up Flag: Follow up
Flag Status: Flagged

Sent from Mail for Windows

From: Stewart Fuller
Sent: 18 April 2023 15:25
To: Susan de Angeli; Beryl Smith; Philip Ayers; Nick Price; Kevin Fryer; Paul Warren; Timothy Allchin; Rachel Keaney; Norman Hopson; Ray Hunt; Barry Lovett; lindaboys98@gmail.com; Diana Monteath-Wilson; clerk@alfristonparishcouncil.org.uk; berwickparishcouncil@aol.co.uk; arlingtonparishcouncilsussex@aol.com; cllrfreddypankhurst@gmail.com; chalvingtonwithripeclerk@gmail.com; pepmeg@btinternet.com; Cllr Gavin Blake-Coggins; clerk@hwpc.org.uk; sheilacharlton@uwclub.net; Claire Reynolds; Pevensey Parish Council; Cllr Dan Dunbar; Cllr John Edson; rowan21@supanet.com; Ken Read; Nigel Butten; Ken Brooks
Subject: Re: Dear Stakeholders,

Hi all

Further to Susans's email below, please find attached the following for the meetings on 25 April:-

a) Finance Report for Stakeholders' meeting at 7pm (agenda item 4)

b) Finance Report for AGM at 8pm (agenda item 4)

c) 2022 Trustees' Report & Accounts (hard copies will be available at the AGM)

Stewart
Stewart Fuller
Director
Cuckmere Buses

From: Susan & Tony de Angeli <tandsdeangeli@googlemail.com>
Sent: 14 April 2023 11:42

Subject: Dear Stakeholders,

Please find attached the Agenda and Minutes for the meeting on April 25.2023

Susan de Angeli

Sent from Mail for Windows

Cuckmere buses

Stakeholders' Meeting 25 April 2023

Finance Report – March 2023

1. The table shows the full year budget for 2023, the actual results for the three months to March 2023, and the actual results for 2022 (per the Annual Accounts).

Table 1: Financial Summary

£'000	2023 FY	2023 Jan – Mar		2022
Income	**Budget**	**Actual**	**% of Bud**	**Actual**
Passenger Services	190,375	42,394	22%	165,629
Grants & Donations	26,040	4,505	17%	33,417
Private Hire & Specials	23,500	2,810	12%	23,102
Other income	2,200	726	33%	16,720
Total Income	**242,115**	**50,435**	**21%**	**238,868**
Expenditure				
Servicing, Repairs, Clean	(59,800)	(19,686)	33%	(60,637)
Depreciation	(74,260)	(15,255)	21%	(67,814)
Licences & Insurance	(31,000)	(7,041)	23%	(26,482)
Operations	(27,140)	(4,846)	18%	(23,403)
Diesel (net of BSOG)	(39,400)	(6,802)	17%	(31,793)
Administration	(23,960)	(4,348)	18%	(27,750)
Total Expenditure	**(255,560)**	**(57,978)**	**23%**	**(237,879)**
Surplus (deficit)	**(13,445)**	**(5,790)**	**-43%**	**989**
Cash in Hand	61,000	105,472	173%	111,228
Loans Outstanding	(148,000)	(134,999)	91%	(146,708)
Number				
Passengers	74,000	15,235	21%	60,900
Miles run	137,000	27,571	20%	122,700

2. The FY budget for 2023 provides for:-
   i) an extension of service 25 supported by grants from ESCC
   ii) new bus on lease terms, with a deposit of £55k. No sale from existing fleet; year-end = 8 buses)
   iii) increased depreciation/insurance/fuel for new bus
   iv) end of DfT Covid support grant
   v) increase in passenger numbers, en route to pre-pandemic level of 80k+ in 2024
   vi) a deficit of £13k, but with a forecast return to surplus in 2024-2025

3. The position to March (25% of year) includes vandalism repairs of £9k, for which an insurance recovery is expected (net of deductibles). Otherwise, the position reflects reasonable progress to date, taking account of seasonality; however, ESCC delays with their tendering process means we will not be ordering a new bus for some months.

Stewart Fuller, 18 April 2023

FC end June.

Cuckmere buses

Cuckmere Community Bus Ltd

(Registered Charity 1120494)

Trustees' Report and Accounts

31 December 2022

Cuckmere Community Bus Ltd
2022 Report and Accounts

Contents

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Cuckmere Community Bus Ltd
Annual Report
for year ended 31 December 2022

Legal and Administrative Details

Legal Status

- company/charity name - Cuckmere Community Bus Ltd
- England & Wales Charity Commission register number 1120494
- England & Wales Registrar of Companies register number 06032000
- trading name - Cuckmere Buses

Objects

The object of the Company is to provide a community bus and a community transport service, including private hire, for such of the inhabitants of East and West Sussex and the City of Brighton and Hove who are in need of such a service because of age, sickness or disability (mental or physical), or poverty, or because of a lack of availability of adequate and safe public passenger services.

Trustees/Directors

Principal Address

The Old Rectory
Litlington
Polegate
East Sussex
BN26 5RB

Insurance Broker

Arthur J Gallacher
34 Tower View
Kings Hill, West Malling
Kent
ME19 4UY

Bankers

Barclays Bank plc
Co-operative Bank plc
CCLA Fund Managers

Independent Examiner

Nigel Butten FCA

Cuckmere Community Bus Ltd
Annual Review
for year ended 31 December 2022

The Trustees, who are also Directors of the company for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 December 2022.

Review of Activities

Cuckmere Buses is the trading name for Cuckmere Community Bus Ltd (CCB), a charitable limited company based in Berwick, East Sussex. It has been running for 46 years supplementing existing bus services and providing bus links for village residents throughout the Cuckmere Valley area to their nearest towns for shopping, for appointments, or for social activities.

OUR VISION is being the Community Bus service of choice in our area, and OUR MISSION is providing a safe, reliable, and courteous local bus, serving those rural and urban communities in our part of East Sussex not served by commercial companies.

CCB is run entirely by volunteers; there are no employees. We have some 40 volunteer drivers and some 8 additional volunteers who all help run the fleet of 16-seater low-floor Mercedes mini-buses. The drivers are trained to MiDAS standards (Minibus Driver Awareness Scheme) and are reassessed every four years. They all have D1 classification on their licence. The value of volunteers to the organisation cannot be overestimated, in terms of community support and company viability. In addition to over 20 weekly timetabled services, requiring nearly twice as many half-day shifts, the company operates summer leisure services and offers private hire facilities. We also provide special annual services for the International Tennis in Eastbourne, and the Charleston festivals.

CCB remains a busy voluntary organisation and always needs new volunteers. The recruitment programme scheduled for the year has resulted in only a small increase in drivers. Some new drivers joined but others left. However, the Department for Transport's review of the changing need for D1 licence requirements for minibuses is a positive move and may result in us being able to access a broader driver pool. We await the outcome of the consultation.

2022 showed a slow recovery of passenger numbers following the pandemic and by the year-end the numbers were some 25% below the 2019 pre-pandemic levels. For the year, we catered for some 60,900 passenger journeys (2021, 38,700), and ran some 122,700 (2021, 101,600) miles. We hope for a continued recovery of passenger journeys during 2023.

The charity took delivery of a new bus early in the year, having been delayed from 2021 owing to the global shortage of semiconductor parts. The fleet consisted of seven minibuses at the year-end. The ticket machines were upgraded during the year, supported by a capital grant, to provide enhanced features including the acceptance of credit cards.

Roadworks and road closures continued to present major challenges during the year, particularly along the A27 Polegate to Selmeston, Jevington Road from Wannock to Friston, and in Hailsham town centre. These were all for utility works and roadway patch repairs, which often resulted in delays, re-scheduled and re-routed services, and regrettably, some cancellations. Hopefully these major schemes will shortly conclude and result in a smoother overall operation for all passengers and road-users.

The sudden cold snap and snow fall in early December resulted in the cancellation of all our services, but we were only off the roads for half a day.

The charity operates efficiently to a high standard under the control of the Board of Trustees who met formally on four occasions during the year. They reviewed operations of the company, its financial position, and the outlook for the future. In addition, two Stakeholder meetings consisting of representatives of parish and town councils and company officers were held, plus the AGM in April. The annual social gathering of stakeholders and drivers was held in October in Arlington, after being cancelled the previous two years owing to coronavirus. Periodic drivers' meetings were held during the year to review resource availability, services operated and passenger views. Drivers provide a vital first point of contact with passengers and their feedback is invaluable.

The trustees have complied with their duty to have due regard to the charity commission's public benefit guidance when exercising any powers or duties to which the guidance is relevant.

Financial Performance

The financial statements are included on pages 8 to 13. All income and expenditure are related to unrestricted funds; there are no restricted nor endowment funds.

Central and local government continued financial support for bus operators generally during the year by continuing to pay fuel rebate grants and concessionary travel fares based on pre-covid levels, along with other support grants. These government support initiatives, together with our volunteer structure avoiding staff costs and related overheads, plus maintenance costs reflecting a relatively young fleet, all helped the charity maintain a viable operating financial position.

With a gross income of £238,868 (2021, £220,739) and expenditure of £237,879 (2021, £187,978), the year ended with a modest surplus of £989 (2021, £32,761). Year-end net assets amounted to £265,302 (2021, £264,313) including cash at bank of £111,228 (2021, £149,005). The charity operates a policy of holding cash reserves to meet projected cash outlays taking account of sourcing requirements for acquisitions under its bus replacement programme. Funds not required in the short term are held in an appropriate deposit account. At the end of the year, Trustees agreed to transfer £12,000 to the unrestricted bus replacement reserve fund for future bus acquisitions. The fund stands at £55,000 (2021, £43,000)

A high-level five-year trend of finances, passengers and miles run is shown graphically on page 14.

The Trustees have not identified any uninsured major risks to which the charity is exposed.

Going Concern

The Trustees have considered the consequences of the impact of covid and other events, particularly the relatively slow recovery of passenger numbers, and projections of inflation and levels of recession. They have determined that, whilst significant, they do not create a material uncertainty that casts major doubt upon the charity's ability to continue as a going concern.

Forward View

In addition to maintaining a strong operational business base for the charity, our focus over the coming year will again be threefold. First, to continue to rebuild patronage numbers so we can provide support to the same or greater level of deserving passengers we helped pre-pandemic. Secondly, to acquire a new bus in 2023, subject to passenger numbers increasing either from existing or new services, and thirdly, to continue with the recruitment programme to increase the overall number of volunteer drivers.

As a result of central government's positive focus on the bus industry, a number of initiatives within East Sussex may provide the opportunity for CCB to increase current service levels leading to increased net revenues. We look forward to these possible developments during the coming year.

Changes in Trustees/Directors

In February 2022 we welcomed aboard Kevin Fryer as Trustee/Director. Kevin is also a volunteer driver.

In November 2022 we said farewell to Andrew Cottingham Trustee/Director who resigned on health grounds after serving the organisation for over over 20 years. Andrew was a volunteer driver.

Acknowledgements

We are a successful business in meeting our mission and as always, thanks go to our volunteer drivers, our regular passengers, to everybody involved in the day to day running of the organisation, and to Berwick Service Station for keeping the buses well maintained. Particular thanks also go to the individuals and local authorities who made donations to the charity during the year. A summary of donation support is listed on page 12 of this report. Thank you all.

Beryl Smith - Chairman
03 April 2023

Cuckmere Community Bus Ltd
Independent Examiner's Report

I report to the Board of Trustees/Directors on my examination of the accounts of Cuckmere Community Bus Ltd for the year ended 31 December 2022.

As the Trustees of the Charity, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 (the 2011 Act).

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe in any material respect:-

1) accounting records were not kept in respect of the Charity as required by section 130 of the 2011 Act; or
2) the accounts do not accord with those records

I have no concerns and have come across no other matters in connection with the examination, to which attention should be drawn in this report, in order to enable a proper understanding of the accounts to be reached.

NA Butten
Independent Examiner
20 March 2023

Cuckmere Community Bus Ltd
Income & Expenditure Account
for the year ended 31 December 2022

	Notes	2022 £	2021 £
Income			
Passenger Services	2	165,629	155,752
Grants & Donations	3	33,417	24,071
Private Hire & Special Events		23,102	5,604
Other Income	4	16,720	35,312
Total Income		**238,868**	**220,739**
Expenditure			
Servicing, Repairs & Cleaning		(60,637)	(49,549)
Depreciation	5	(67,814)	(60,360)
Licences & Insurance		(26,482)	(22,610)
Operations		(23,403)	(27,329)
Diesel (net of BSOG)		(31,793)	(15,956)
Administration		(27,750)	(12,174)
Total Expenditure		**(237,879)**	**(187,978)**
Surplus (Deficit) for the year		**989**	**32,761**
Opening reserves		264,313	231,552
Closing reserves (per Balance Sheet)		**265,302**	**264,313**

Cuckmere Community Bus Ltd
Balance Sheet
at 31 December 2022

	Notes	£ 2022			2021
Tangible Fixed Assets	7		**346,166**		**314,732**
Current Assets					
Debtors	8	9,206		5,745	
Cash at Bank	9	111,228		149,005	
		120,434		154,750	
Prepayments and Accrued Income		7,421		13,182	
Total Current Assets		**127,855**		**167,932**	
Creditors due within one year					
Amounts falling due within one year	10	(68,388)		(47,291)	
Accruals and deferred income		(22,427)		(64,660)	
Unamortised grants for purchase of assets	6	(28,558)		(36,412)	
Total Creditors due within one year		**(119,373)**		**(148,363)**	
Net Current Assets (liabilities)			8,482		19,569
Total Assets less current liabilities			**354,648**		**334,301**
Creditors due after one year	10		**(89,346)**		**(69,988)**
Total net assets			**265,302**		**264,313**
Funds of the Charity					
Unrestricted funds - general			210,302		221,313
Unrestricted funds - asset replacement			55,000		43,000
Total Unrestricted Funds			**265,302**		**264,313**

a) the company was entitled to exemption from audit under s477 of the Companies Act 2006 relating to the small companies
b) the members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006
c) the directors acknowledge their responsibilities for complying with the requirements of the Companies Act with respect to accounting records and the preparation of accounts
d) these accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

The Report and Accounts were approved by the Board on 03 April 2023

Beryl Smith
Trustee/Director

Stewart Fuller
Trustee/Director

Cuckmere Community Bus Ltd
Funds Flow Statement
for year ended 31 December 2022

	Notes		2022 £		2021 £
Surplus (Deficit) for the year			989		32,761
add back Depreciation (net)	5		67,814		60,360
less Other Income	4		(16,720)		(35,312)
Cash from Trading			**52,083**		**57,809**
Other Income	4		16,720		35,312
Capital Grants Received			19,367		-
Movement in fixed assets					
Acquisitions	7	(126,519)		(101,700)	
Proceeds of disposal (NBV before surplus)	7	50		30,260	
			(126,469)		(71,440)
Movement in Working Capital					
Debtors		(3,461)		22,043	
Prepayments		5,761		(10,238)	
Creditors		(40,526)		11,498	
			(38,226)		23,303
Movement in Loans					
New debt		84,000		60,000	
Interest		8,879		6,736	
Payments		(54,131)		(57,453)	
			38,748		9,283
Movement in Funds in the Year			**(37,777)**		**54,267**
Cash at Bank					
Opening			149,005		94,738
Movement in Funds (as above)			(37,777)		54,267
Closing (per Balance Sheet)			**111,228**		**149,005**

Cuckmere Community Bus Ltd
Notes to the Accounts
for year ended 31 December 2022

1. Accounting Policies

1.1 Basis of Accounting - these accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s). Income and expenditure are accounted for on an accruals basis.

1.2 Income - is recognised in the accounts when the charity becomes entitled to the resources and is shown exclusive of VAT. The significant value of voluntary help received is not included in the accounts but is described in the trustees' annual report. Debtors are measured at settlement amounts less any trade discounts.

1.3 Expenditure - liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to pay out resources, and the amount of the obligation can be measured with reasonable certainty. Creditors are measured at settlement amounts less any trade discounts.

1.4 Tangible Fixed Assets - are recorded at cost and subsequently stated at cost less accumulated depreciation and accumulated impairment losses. Depreciation is calculated to write off the cost of an asset, less its estimated residual value, over the prudent useful economic life of that asset on a straight-line basis. Capital grants supporting fixed asset acquisitions are released to revenue account on a straight-line basis over the life of the related asset class and reduce the annual total depreciation charge.

1.5 Hire Purchase Agreements - assets are capitalised as tangible fixed assets and depreciated over their useful lives. The capital element of future finance payments is included within creditors; finance charges are allocated to accounting periods over the length of the contract.

1.6 Fund Accounting - unrestricted funds (including designated funds) may be used in accordance with the charitable objectives of the charity at the discretion of the trustees.

Cuckmere Community Bus Ltd
Notes to the Accounts
for year ended 31 December 2022 (cont)

	£	
2 Passengers Services	**2022**	**2021**
Concessionary Fares	122,784	123,912
Ticket Fares	19,594	11,523
Support from:		
East Dean & Friston PC	2,641	1,568
ESCC/B&H	13,630	12,591
Hailsham Town Council	6,680	5,858
Polegate Town Council	300	300
	165,629	**155,752**

3 Grants and Donations	**2022**	**2021**
Town and Parish Councils		
Alfriston	200	200
Arlington	100	100
Berwick	100	100
Chalvington & Ripe	150	-
Cuckmere Valley	250	250
East Dean & Friston	500	500
Heathfield & Waldron	500	500
Herstmonceux	500	1,000
Long Man	150	150
Pevensey	150	-
Polegate	200	200
Seaford	2,000	2,000
Westham	120	100
Willingdon & Jevington	850	800
	5,770	5,900
ESCC	9,948	2,430
Wealden District Council	5,125	5,500
Passenger donations	9,403	6,898
Other donations	3,171	3,343
	33,417	**24,071**

4 Other Income	**2022**	**2021**
Covid Support from DfT	14,369	25,900
Surplus on disposal of fixed assets	1,325	9,407
Bank interest	429	5
Timetable and other adverts	597	-
	16,720	**35,312**

5 Depreciation	**2022**	**2021**
Charge in year	95,035	82,752
less amortisation of grant in year (note 6)	(27,221)	(22,392)
	67,814	**60,360**

6 Unamortised Grants	**2022**	**2021**
at start of year	(36,412)	(58,804)
grants received in year	(19,367)	-
released during year (note 5)	27,221	22,392
at end of year	**(28,558)**	**(36,412)**

Cuckmere Community Bus Ltd
Notes to the Accounts
for year ended 31 December 2022 (cont)

	£ 2022	2021
7 Tangible Fixed assets		
Cost		
at start of year	591,295	660,828
additions in the year	126,519	101,700
disposals in the year	(27,178)	(171,233)
at end of year	**690,636**	**591,295**
Cumulative Depreciation		
at start of year	276,563	334,784
charges in the year (note 5)	95,035	82,752
disposals in the year	(27,128)	(140,973)
at end of year	**344,470**	**276,563**
Net Book Value	**346,166**	**314,732**

8 **Debtors**	**2022**	**2021**
Accounts receivable	7,087	2,694
VAT reclaimable	2,119	3,051
	9,206	**5,745**

9 **Cash at Bank**	**2022**	**2021**
Barclays current account	60,671	96,058
Co-operative current account	6,553	9,288
Charities deposit account	44,004	43,579
Petty Cash	-	80
	111,228	**149,005**

10 **Creditors**	**2022**	**2021**
Amounts falling due within one year		
Trade creditors	(11,026)	(9,319)
Hire purchase contracts	(57,362)	(37,972)
	(68,388)	**(47,291)**
Amounts falling due after one year		
Hire purchase contracts (1-5 years)	**(89,346)**	**(69,988)**

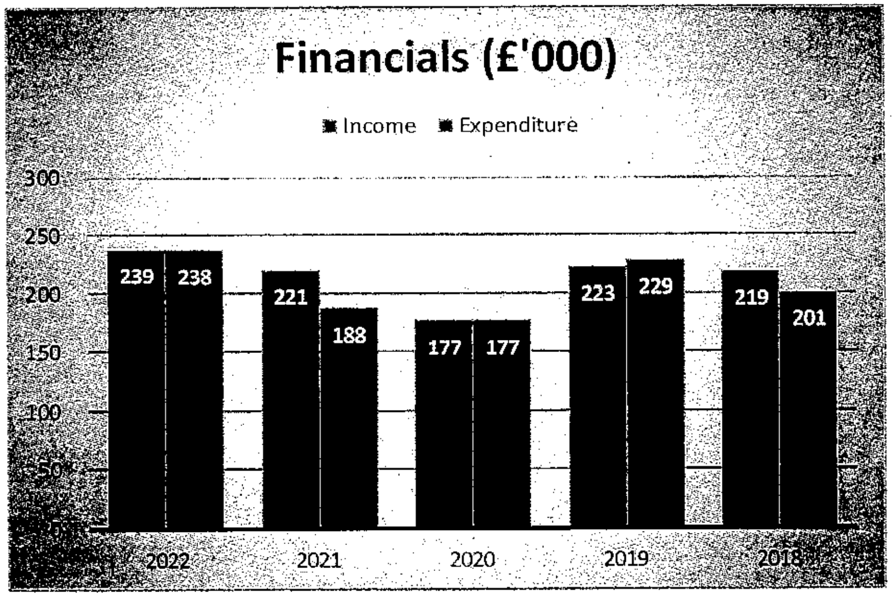
11 **Audit:** Expenditure is after charges for Independent Review £960 (2021, £960) and other professional services £300 (2021, £300)

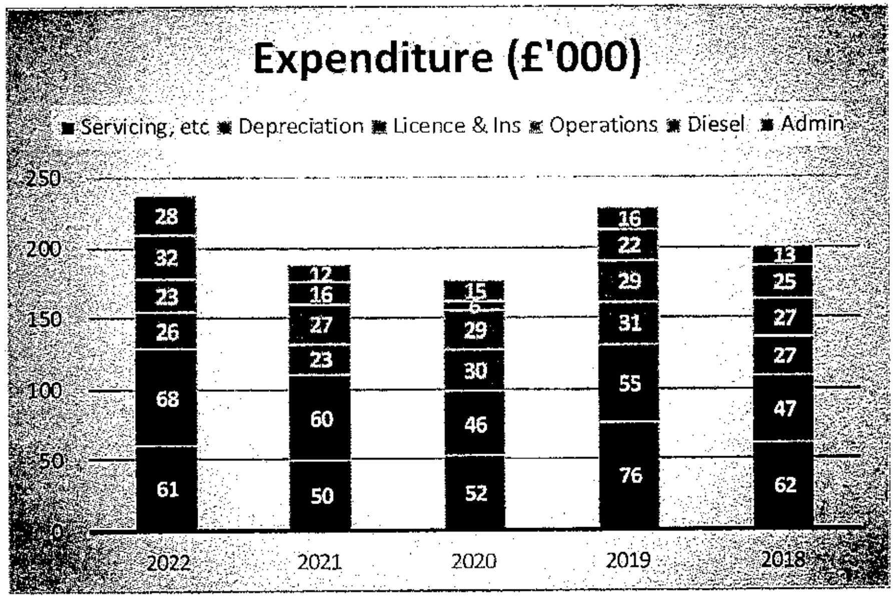
12 **Transactions with Directors:** There were no transactions between the company and its Trustees/Directors

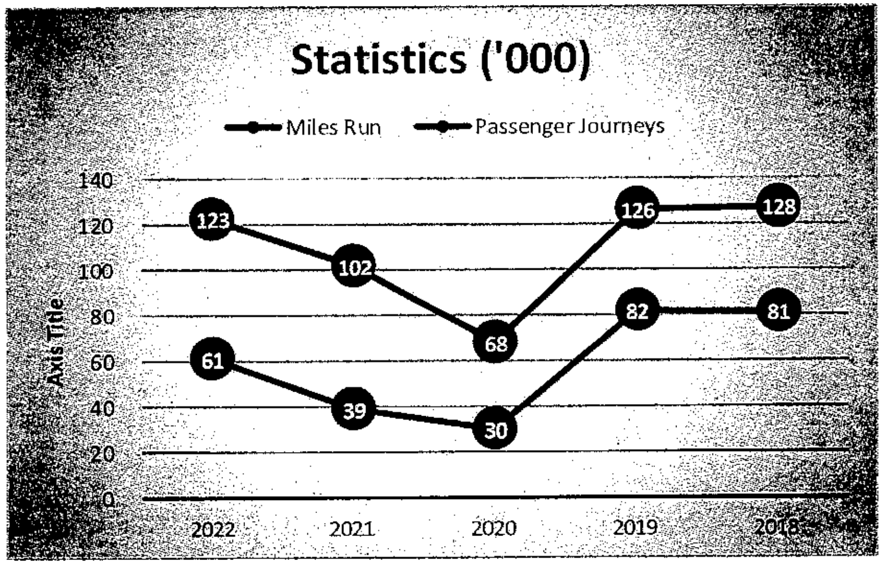
13 **Related Party Disclosures:** There were no transactions between the company and related parties

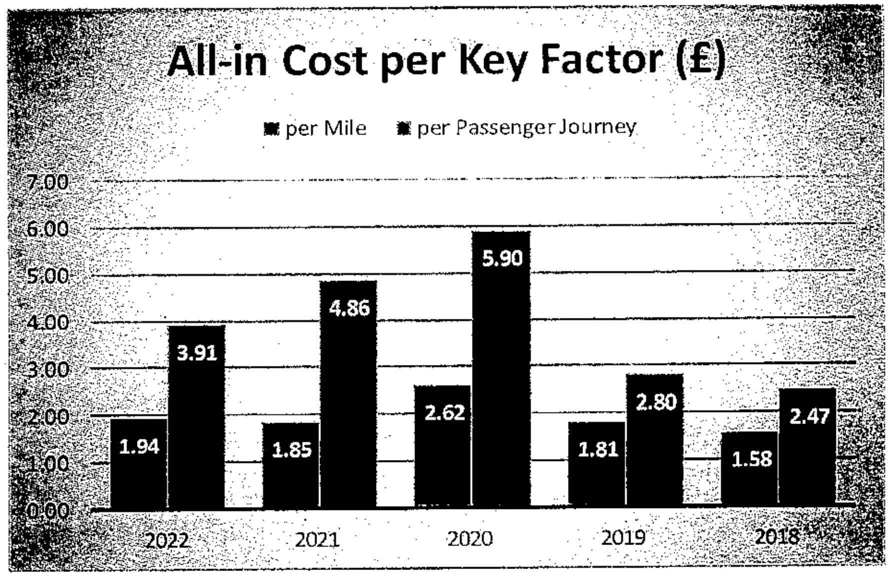
Cuckmere Community Bus Ltd

Graphs - 5 year trends

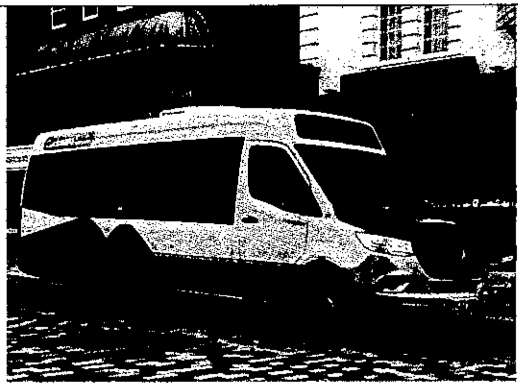








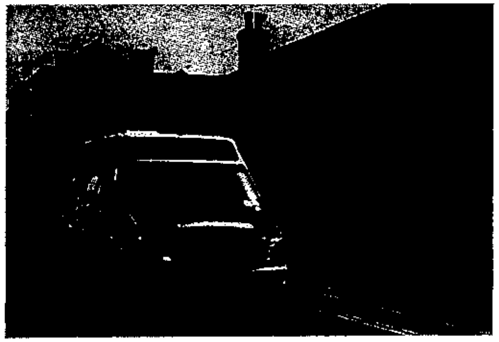
Our Current Fleet


Bus28

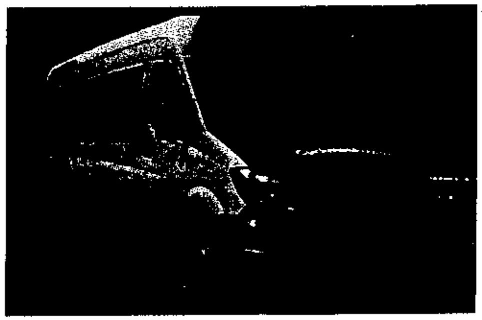

Bus27


Bus26


Bus25


Bus 24


Bus22


Bus20

Cuckmere buses

ITEM 12

Motion to use a coloured version of the logo for fun events etc. (similar that the coat of arms in the council chambers). This would be commissioned and paid for by the Mayor.

(mock up to follow if received in time)

Item 13

A motion has been put forward to adopt the remaining defibrillators in the town and their maintenance as per previous motion held in confidential session. This has been agreed by the private group who previously were responsible.

A separate list of the approximate costs it also attached for reference, this shows the location of the defibrillator, make, and the approximate costs to replace the out-of-date pads, batteries and cabinet. These will then be placed on the council’s asset register and maintenance/checking schedule. The defibrillators will then be registered by the Town Council on “The circuit”.

Location	Make	Model	Serial Number	Access Code	Pad Expiry Date	Battery Expiry Date	Cabinet Condition	Starter Kit?	New Equipment Required
Dittons Road (Silver Phone Box) Haere Mai	iPAD	CU-SP1	G1R35W232	C159X	Expired	Aug-24	Unkept, Phone Box Missing Glass (Requires Attention)	Yes	Pads
Station Road (Morrisons Daily) Old Station House	iPAD	CU-SP1	G1Q20R190	N/A	Expired	Expired	Good	Yes	Pads & Battery
High Street (United Reformed Church)	iPAD	CU-SP1	G1Q37G238	C159X	Expired	Expired	Good	Yes	Pads & Battery
St John's Road (St John's Church)	iPAD	CU-SP1	G1Q29B394	C159X	Expired	Jul-23	Good	Yes	Pads & Battery
Brightling Road (Red Phone Box) Oppiste Courtand Road	PowerHeart	G5	D00000195151	C159X	Sep-23	Dec-24	Good	Yes	Pads
Eastbourne Road (St George's Church	PowerHeart	G5	D00000158005	N/A	Expired	Expired	Poor (Replacement Recommended)	Yes	Pads & Battery

iPAD	CU-SP1	2 x Pads	£118 Total	
iPAD	CU-SP1	3 x Pads & Battery	£283 each	
PowerHeart	G5	2 x Pads	£59 each	
PowerHeart	G5	1 x Pads & Battery		£349
Defibsafe 2 Outdoor Lockable Cabinet				£495
		Grand Total	£1,929 (ex VAT)	
Vinyl Stickers			Quote Required	

FC Trees.

[redacted]

Subject: Re: Trees

[redacted]

There was one other thing I forgot to ask you. We've been asked whether it would ok for someone to donate a bench/tree to commemorate a loved one.

We discussed it at the last committee meeting and agreed that as a group we would be fine with that as long, subject to council approval, as long it met the following criteria:

- the person being commemorated had a connection to the site (not just having been a Polegate resident)
- the donation was of a native tree in keeping with the site, and they provide a plaque
- we decide, in consultation with them, where the tree should be planted

Can you ask the council for their views please?

[redacted]

[redacted]

Please can you put forward to the council a request to review the mowing policy for Brightling Road rec, the area from the gates to the stile into the farm field. I use this area every day when walking my dog and have been dismayed (as I know, have others) to see the area cut so comprehensively, not just along the path side but now also behind the new fence lining the stream. I wonder why it was necessary to cut there given that it is no longer accessible?

We are being told more and more about the value of leaving areas to grow for wildlife - not just for beneficial insects, but also birds and small mammals. They don't have to be large areas but it is becoming increasingly apparent how vital it is to provide connecting corridors for the wildlife to range.

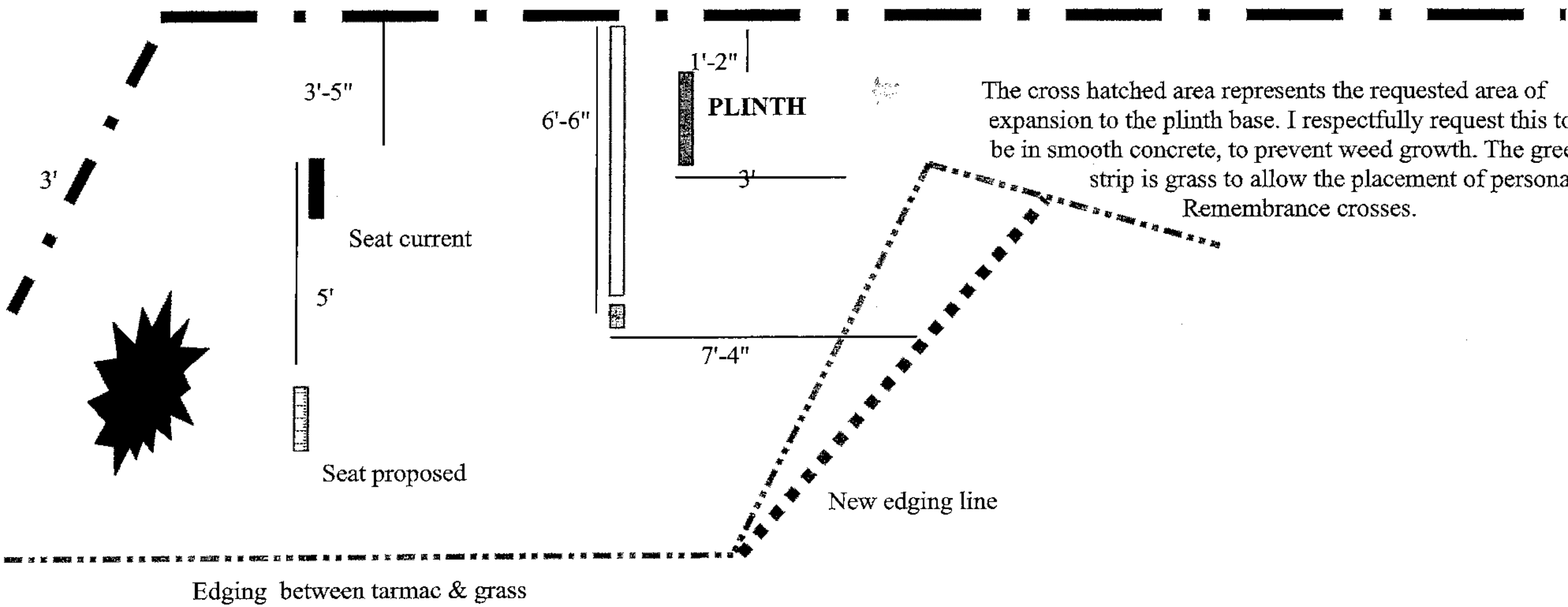
I understand that there are further plans to develop this area following installation of the benches and the tree planting. Alongside this there could certainly be a wildlife-friendly strip in the gap between the trees and the back of the gardens. In some places this gap is too narrow to be used for anything else and the growth would encourage insects and birds to the trees, aiding their pollination.

This time of year is especially important for pollinators and I've seen other places embrace the 'no mow May' message for their grass verges/public areas, or even going further, advocating not mowing until July. I hope that the new council, with an interest in the environment and promoting wildlife, will look favourably on a similar policy for this area.

Thank you.

[redacted]

REQUESTED ALTERATION TO GROUND FOOTPRINT OF THE MEMORIAL PLINTH at WMRG



The cross hatched area represents the requested area of expansion to the plinth base. I respectfully request this to be in smooth concrete, to prevent weed growth. The green strip is grass to allow the placement of personal Remembrance crosses.

The background to this request is as follows; In 2009 when the then Council couldn't decide on what form a Memorial Plinth should take, I obtained a section of granite and four granite setts which I offered free of charge and the opportunity to place within the curtilage of the WMRG at no expense to PTC. It was agreed for that to happen and that PTC would pay for the stainless steel plaque.
The only area offered is where it currently is, my son and I undertook the work in October 2009. PTC have the ground plan and installation details. The unveiling and dedication ceremony took place on 11th November 2009.

Those Cllrs and others that have attended subsequent Armistice Day parades would not have failed to notice the confined area that the plinth occupies. In good weather this presents noticeable difficulty for the placement of wreaths, in poor weather the grass area surrounding the plinth quickly deteriorates into a mud patch.
It is for those reasons and the general aesthetics of what the plinth represents, that I make this request.

9th May 2023 Paul J WOOLMER

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

31/05/2023

Quote Ref 1536

Dear Jo,

Wannock Road Memorial

To relocate bench onto new concrete pad and remove existing concrete bad and topsoil and seed.
To remove stones within memorial stone and fill with red concrete.
To install concrete pad around memorial stone leaving 6 inches of grass in front.
To realign curb stones.

Total Cost £2,100.00 plus VAT

We hope you find this quote favorable and look forward to hearing from you

Yours Sincerely,

James Botting
Foreman

Dates of Full Council meetings 2023/24 all evening meetings are at 7pm unless otherwise stated.

22nd May 2023 Annual Statutory Meeting – election of mayor first meeting of elected councillors.

26th June 2023 Full Council

31st July 2023 Full Council

25th September 2023 Full Council

Planning, personnel budgets during October, usually Friday Morning 10am.

30th October 2023 Full Council

Early November first Finance budget meeting

27th November 2023 first draft budgets and full council (often includes internal audit interim report)

8th January 2024 BUDGET SETTING AND PRECEPT MEETING

(May need meeting on 29th January 2023)

26th February 2024 Full Council

25th March 2024 Full Council

29th April 2024 Full Council and signing off of accounts usually.

Mid-May annual stat meeting and approval of AGAR and Internal audit report.

NB personnel is ad hoc as required but there will always be a public overall budget meeting.

Finance is usually in between the full councils on Friday mornings at 10am unless there are other working group meetings that day, but the working groups usually follow the committee meeting, as they have flexibility on the starting times.

Occasionally we will need to have evening planning meetings ad hoc if major plans come in. These are usually a Thursday evening starting at 7pm and often held in the Free Church in the High Street.