

Council July 2024

Item 4.2 Matters from Previous minutes

Actions outstanding from minutes before June 2024

Minute no.	Who	Item	Update
002623	Clerk	Set up a bank account with Unity Trust Bank, all members of Finance Committee on mandate	In progress
Pg. 2959	Cllrs Tuke and Winter	Update WPC noticeboards with information as described	In progress
Pg. 2975	Clerk	Update Cllr Hulbert if and when WPC chooses to progress Youth Forum	
Pg. 2977	Community Engagement Coord	Undertake a recruitment campaign for additional non-councillors to CEAG	

Actions from June Minutes

Minute no.	Who	Item	Update
Pg.2976	Cllr Gaukroger	Provide a report to the next meeting about Gatwick	Item 9
Pg.2977	Clerks	Circulate Sussex Lund grant opportunity on Facebook and email	Done
Pg.297	Clerk	Send Cllr Pardey information on "One You East Sussex" free NHS Health Checks	

Pg.2978	Cllr Gordon-James	Ask resident to provide Clerks with evidence of ES highways' ownership of the verge opposite the Parish Office	
Pg.2978	Assistant Clerk/ Highways Coord	Report obscured sight lines at verge opposite the Parish Office to ES Highways	Done
Pg.2978	Assistant Clerk/ Highways Coord	Report to ESH that the playground warning road sign is obscured by foliage	Done
Pg.2978	Assistant Clerk/ Highways Coord	Report again to ES Highways that the grass at Ladies Mile junction is obscuring sight lines	Done
Pg.2978	Clerk	Enquire about WPC attending Withyham Fete	Done – declined
Pg.2978	Cllr Skinner	Provide to the Clerk opportunities in Withyham that might be appropriate for WPC to attend	Cllr Skinner has suggested Thursday lunches or Friday cafes at Kings' Hall
Pg.2978	Clerk	Enquire whether the Conservators might have somewhere available for bike jumps	Await response
Pg.2978	Clerk	St John's bike jumps to go on next agenda	Item 8
Pg.2978	Assistant Clerk	Make enquiries about the yellow gates at Forest Fold burial ground	Done – councillors emailed with response
Pg.2979	Assistant Clerk	Notify ES Highways of concerns about dead trees near Lye Green junction	Done
Pg.2979	Clerks	Follow up issues around timescales for streetlighting works with ES Highways	To be raised at meeting with new Head of Service
Pg.2979	Clerk	Review Post Office lease	Reviewed by Cllr Lawne, recommendation from Finance Committee item 15
Pg.2979	Clerk	Future meeting to include review of meetings' calendar	Item 13
002702	Clerk	Adopt the Councillor Code of Conduct	Done

002703	Clerk	Adopt the Document Retention and Destructions Policy with amendments.	Done
002705/6	Cllr Gordon-James	Instruct ADN roofing for works at Phoenix House	Done
002707	Clerk	Instruct ADN roofing for works at Groombridge Old Station	Done
002708	Chair/Clerk	Approve the Annual Return Governance Statement	Done
002709	Chair/Clerk	Approve the Accounting Statements (end of year accounts to 31 st March 2024)	Done
Pg.2983	Clerk	Publicise the Notice of Electors' Rights	Done
Pg.2983	Clerk	Provide further new Councillor training dates to Cllr Bowers	Done
Pg.2983	Clerk	Future agendas to include Glyphosate response, Gatwick, meetings' calendar, St John's bike jumps and Marden's Hill road safety	See agenda

**Withyham Parish Council
Report for consideration**

Report By	For Committee	Date	Agenda Item
D Siddle	Council	8.7.24	8

Confidential	Not Confidential	Exempt	Not Exempt
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Marden's Hill/Reading Room Cycle Jumps

Background

May 2024 Council minutes: "The Clerk had received an email from St John's Church regarding jumps that children had created on their land and notifying the Council of one on its Reading Room land.

Councillors felt that it was a shame that the Church had demolished their jumps without speaking with the children and were reticent to take the same action unless necessary. The Clerk was asked to check the safety position of the jump on the Reading Room land. Cllr Bowers thought she knew the parent of a child involved and would look into it.

Councillors agreed that if the children have tried to create something then the Council should listen to their needs. The new Parish Plan includes an aim to engage more with young people. Cllr Hulbert offered her support if and when WPC chooses to progress this."

June 2024 Council minutes: "Cllr Bowers had a site visit with a parent to look at where the bike jumps were in St John's. The parent had also emailed the Council asking if there is land available in St John's for the children to create ramps. The Clerk had sent a photograph of the jump on the Reading Room land to WPC's insurers and is awaiting advice. The Clerk was asked to enquire whether the Conservators might have somewhere available and provide the parent's email to the next Council meeting along with any advice received from the insurers and the Conservators".

Email attached from parent regarding bike jumps for Councillors to read.

Email attached to the Ashdown Conservators asking if they would consider permission for bike jumps at the Reading Room and whether they have any alternative land available. We await a response.

Feedback from WPC's Insurers:

- WPC may be held responsible for injuries to the users or other people slipping/tripping on any jumps/ramps constructed by children or other people as it would be considered our 'negligence' should we leave them there
- The insurer and ROSPA would advise that if WPC wanted jumps then a professional contractor should provide/install them
- A professionally installed one can be RoSPA checked in the same way that our other play equipment is checked annually (they wouldn't check the current ones)
- Should we install professionally made jumps then insurers still wouldn't cover injuries to users unless there was a defect on the ramp but this is

because there is a likelihood of injury to people doing this sport and they take that risk doing it • In summary, the advice is that the Reading Room is WPC land and WPC needs to maintain it in a safe way for all users for our insurance to cover us. Ramps that are not professionally made/installed are not classed as play equipment and are not insured. WPC needs to decide whether to remove the existing ramps in case users of the ramps or wider area are injured.
Recommendations The Clerk recommends the following to Council: • The PMP is asked to remove the remaining ramp but not before there is a conversation with the parent/children • The Clerk brings the Conservators' response to Council when received • Councillors to consider whether further action should be taken to identify potential land (please see below re budget etc) bearing in mind that the reasons why WPC has been advised to remove the jumps would be the same on any piece of WPC maintained land and professional jumps may not be what the children want
Reasons for recommendations If WPC leaves the jump in place on the Reading Room and there is an accident then WPC could be liable for claims arising without having insurance in place. The Clerk has written to the Conservators to ask if they have land available, however their insurance situation would likely be the same for them as it is for WPC.
Staffing Implications PMP – removal of existing jump Clerk – should WPC instruct the Clerk to undertake further work
Councillor Involvement The Clerk recommends that 2 councillors meet with the parent and/or children to explain WPC's position before any action is taken.
Budgetary Implications Negligible budgetary implications if it is just the PMP removing the jump. Clerk's time depending on whether Councillors would like further action on identifying alternative land, quotes for professional jumps etc There are currently no funds in budget so should Councillors wish to explore provision of alternative land/professional jumps then this would need to be budgeted in a future year.
How does this meet our Parish Plan? Draft Plan 2024-2028 – 'the diversity of our parish residents and geographical areas'. There is currently no provision for children of this age in this part of our parish and instead they would use Crowborough amenities.
Carbon/Environmental impact/mitigations Children living in this part of our parish would not need to travel for amenities should there be provision. However, as it is so close to Crowborough then children may travel from there into this area to use any amenity provided by us.

The Reading Room land is owned by the Conservators and WPC has a licence for it. Previously when WPC asked to improve the access for the preschool users anything apart from minor improvements to the existing track was denied on the basis that it is common land and SSSI designated so permission from Natural England for works on Common Land must be sought before works can be undertaken. They might have a similar response if WPC wanted to instal anything else on their land.
How does the proposed action reduce crime and disorder?
The parent implies that by giving local young people something constructive to do they will avoid crime and disorder.
How does the proposed action seek to eliminate discrimination and advance equalities
There is no existing provision for children of this age in that part of our parish.
Health & Safety Implications
Please see above for advice from our insurers and implications for WPC's liability should someone be injured.
Persons consulted
Parent of children (email received below) Ashdown Forest Conservators (email received below) WPC's insurers

Email from parent regarding bike jumps:

Dear Parish Clerk

I am contacting you to ask you to consider an outdoor space for our community's teens.

I have an active 14 year old who loves stunt biking. (As in bmx and jump bikes not motorbikes) His rather numerous friends and he...love the privilege of the Bull track in palesgate lane Crowborough but not all can afford it and it's a long cycle there/back.

The lads started to look for areas nearer and found a patch in St John's woodland. Although they were not causing any problem with littering or antisocial behaviour my husband and I were concerned re trespassing and made them stop. Smaller local children made a fantastic den up there with all natural materials found in the woods and they loved to play in the woods but sadly this has all been destroyed by adults and forbidden.

We are fortunate to have a patch in our garden that we have given over to the boys and we have become quite the drop in centre. What we've noticed is that not only do they love riding and perfecting their techniques they also love the designing and creating of new jumps. I can have several boys here straight from school raring to get digging and building. They go home filthy, exhausted and happy and they sleep well. Others in their year are doing drugs and generally hanging around town bored and therefore getting into trouble.

However now the boys are getting older, bigger and bolder our space is becoming too small.

We and other parents see the importance of harnessing their energy and enthusiasm for wholesome activity and learning skills for adulthood. (Design, engineering, calculating, organising, building, team work etc)

Is there an unused local patch that they can use? free from fear of getting into trouble?

(And perhaps another project another time... for those less outdoorsy....a games room with table tennis, snooker, old piano, dart board, nerf guns/targets etc) Sadly there will always be vandals and louts but a woodland with some soil, spades and delivery of mulch and possibly pallets will keep our local healthy lads busy and the vandals and louts usually can't be bothered to 'walk or work' they want easy destruction on the doorstep.

Anyway a proactive idea for your consideration and to keep our boys occupied and productive and produce young men with a good work ethic and 'stickability'. With hopefully a sense of ownership and responsibility to their local area. I've been encouraged by the way they hold each other accountable re: not damaging the bark on trees and shutting gates behind them and picking up their drink bottles etc.

Thank you for all you and the team do to serve this community.

Email to the Ashdown Forest Conservators from the Clerk:

Dear Mark

We have been made aware of young people in the St John's area of Crowborough looking for somewhere to create bike jumps. One of their parents has been in touch with us with the following email to explain [inserted as above]...

In considering this request, the only piece of land that the Parish Council has any responsibility for in that area is the small triangle at the Reading Room for which we have a licence with yourselves. As it is adjacent to the church land we noticed that the boys have built a jump on that land (photo attached). I have been in touch with our insurers and they have said that if anyone is injured on that temporary jump then our insurance wouldn't cover us and that they would expect us to remove it and, should we wish to encourage jumps, to look at professionally installed jumps instead. As it is the only piece of land for which we have any ownership please could we ask whether the Conservators would consider such an installation on that piece of land, although it does sound like the boys wish to create their own rather than have such things imposed.

Also, as the Reading Room is very limited in size, and as much of the woodland in that area is by the Conservators, would you have any land in that local area of St John's that you may be able to give over to the boys for this activity?

Proposed Gatwick Airport Flightpath

WPC is concerned about the possible affects of a revised flightpath for Gatwick Airport and on behalf of WPC I have made contact with two of most prominent campaign groups:

Gatwick Area Conservation Campaign (GACC)

<https://www.gacc.org.uk/gacc-member-groups.php>

GACC is a long established campaign group who report that they have been 'actively engaged with the proposals for changing the flight paths at the higher levels and one of their members was quoted in the Sunday Times article. We have been discussing the proposals with the C.A.A. and have brought the matter to the attention of local M.P.s. There is likely to be some further information in the next few months leading up to wider consultation and we'll be publishing news items and briefings as soon as they happen.'

WPC was formerly a member of GACC, and I recommend that it rejoins as a member, the annual subscription being just £10.

Communities Against Gatwick Noise and Emissions (CAGNE)

<https://cagne.org/>

CAGNE was formed 10 years ago in response to a new flight path being imposed without consultation, it aims to inform and share information between residents on new flight paths for Gatwick. CAGNE report that it 'was instrumental in arranging the ST article as we are very concerned about the lack of transparency to who will be impacted by the modernisation of airspace and how it is being handled. Throughout the C.A.A.'s CAP1616 consultation process CAGNE has raised issues with Gatwick of the poor mapping and details that actively prevent informed feedback. CAGNE has demanded that town and parish councils be involved in the process now, hence CAGNE Aviation Town and Parish Council Forum has been formed.'

I recommend that WPC joins the CAGNE Forum, whilst it is free to join we are encouraged to make a £10 donation. (n.b. CAGNE has offered to attend a meeting with WPC to inform it more clearly of what is taking place)

Cllr. Alan Gaukroger 22.6.24

**Withyham Parish Council
Report for Consideration**

10

Report By	For Committee	Date	Agenda Item
Stephanie Chapman	Full Council	8 th July 2024	10. Use of Glyphosate – consider letter to ESCC

Confidential	Not Confidential	Exempt	Not Exempt
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Use of Glyphosate - Consider Letter to ESCC

Background

In January 2024 CEAG Considered the ESCC proposal for ESH Alternative Weed maintenance trials.

From the ES Highways website...

"In recent years glyphosate-based herbicides have come under scrutiny and while Glyphosate is a legal weeding practice in the UK that is still being used by East Sussex County Council, we have additionally decided to undertake trials to look at alternative weed control techniques.

The trials are being undertaken as a volunteer-led and reactive approach and have continued from 2022 with any resident able to apply for their road to be considered via their County Councillor. Please note the applications are now closed.

Why are these trials being carried out?

East Sussex County Council (ESCC) have received an increased level of Member and resident contact regarding the use of a glyphosate-based herbicide when maintaining weeds on the public highway.

In 2021 a notice of motion was presented at the Lead Member for Transport and Environment meeting to eliminate use of glyphosate herbicide formulation in ESCC/Highways' weed control. Following this ESCC have been committed to looking for and trialling alternative treatments to control highways weeds.

In 2022 we begun trialling alternative weed maintenance techniques including Foam Stream, Volunteer and Reactive Weed Maintenance in Hastings and Lewes. Information on the trials and decision to extend can be found in the report to Lead Member for Transport and Environment on 19 December 2022.

What is Volunteer Weed Maintenance?

This approach gives residents the options to undertake weed maintenance in place of the highways service. This is carried out with the expectation that a minimum of 60% of the residents on that street sign up to the trial.

What other alternative techniques have you investigated?

The following papers that have been taken to Lead Member and Full Council outline various techniques which have been reviewed and researched:

LMTE 28 September 2020 Use of Glyphosate.pdf (eastsussex.gov.uk)

Agenda for Full Council on Tuesday, 7th December, 2021, 10.00 am | East Sussex County Council

Report to Lead Member for Transport and Environment on 19 December 2022

It should be noted that we liaise with other County Councils, who are all in similar positions as ourselves, to share research and findings of alternatives. At present a possible effective alternative at an affordable cost has not been identified. For example, weeding by hand or machine is inefficient and would divert hundreds of thousands of pounds away from other areas of need."

(FAQ's are in appendix B)

The ESCC meeting of Transport and the Environment met on 11 December 2023 and considered the effectiveness of the alternative weed maintenance trials and consider future options. The minutes/decisions of that meeting are as follows...

"48. ALTERNATIVE WEED MAINTENANCE TRIALS 2023

48.1 The Lead Member considered a report by the Director of Communities, Economy and Transport.

DECISIONS

48.2 The Lead Member RESOLVED to:

(1) conclude the alternative weed maintenance trials, noting the feedback, outcomes and challenges;

(2) agree to continue the use of Glyphosate as weed maintenance on the public highway until a suitable alternative or additional funding becomes available; and

(3) agree to provide the option for residents to opt into a volunteer maintenance scheme or District, Borough, Parish or Town Councils to take on weed maintenance through a local agreement.

REASONS

48.3 The Council notes the concerns of Councillors and residents relating to the continued use of Glyphosate and are committed to finding an alternative means of controlling weed growth, however the Authority must also meet its statutory duty to maintain a safe and useable highway network.

48.4 At the present time, there is no alternative solution that can be effectively used to treat weeds over a highway network of over 1,900 miles of road channels and footways."

Withyham Parish Council would not have the capacity to roll out a parish wider weed maintenance Scheme.

A volunteer maintenance scheme operated by residents themselves or coordinated by WPC might be possible.

Appendix C shows ESH expectations for roads that are signed up to weed maintenance without glyphosate.

CEAG discussed and voted as follows:

8. EAST SUSSEX HIGHWAYS ALTERNATIVE WEED MAINTENANCE TRIALS 2024-2025

Members of the group were unaware of the use of glyphosate in the area by ESCC and were outraged that this practice is in operation due to the harm to wildlife; the detriment to projects trying to increase biodiversity and / or help the local ecology; the harm to human and pet health. The group would like to investigate further where, why and how glyphosate is being used by ESCC. They were very concerned about the use of glyphosate, and want to draw both the Council and ESCC's attention to the dangers of its use. In terms of the alternative weed maintenance trials, the Group did not feel there would be enough support for individual roads to meet the 60% approval target set by ESCC. They also questioned why residents should be tasked with weeding to be safe from glyphosate, when that is a service their Council Tax is paid to cover. They raised concerns about liability falling on residents / volunteers instead of ESCC around safety concerns, as well as the importance of the pavements being safe to use for all residents. They considered the unclear definition of a weed and how this applied to the maintenance of verges / pavements. They did not feel this was a good use of the Group / WPC's time or resources, with other projects to prioritise.

002629 RESOLVED not to take forwards a weed maintenance scheme within Withyham Parish at this time.

AGREED to find out more about the use of glyphosate by ESCC.

AGREED Cllr Anderson to draft a letter to ESCC to recommend to Full Council to formally submit these concerns to ESCC on behalf of WPC.

AGREED to reconsider this scheme in future years if / when the barriers to adoption discussed in this meeting are addressed / resolved.

See Appendix A for letter drafted by Cllr Anderson to be considered for submission to ESCC.

Recommendations

That Council agree to submit the letter concerning Glyphosate use to ESCC as recommended by CEAG.

Reasons for recommendations

Concerns around the effects of glyphosate on the environment, health (human, pets and wildlife).

Staffing Implications

Clerk/CEC to submit letter to ESCC.

Councillor Involvement
n/a
Budgetary Implications
None to WPC
Carbon/Environmental impact/mitigations
Biodiversity benefits of not using glyphosate. All local authorities have a duty towards biodiversity under the Natural Environment and Rural Communities Act 2006.
How does the proposed action reduce crime and disorder?
n/a
How does the proposed action seek to eliminate discrimination and advance equalities
n/a
Health & Safety Implications
Concerns about the effects of glyphosates on the health of residents as well as on the health of the local ecology, and all wildlife.
Persons consulted
n/a

Appendix A - letter drafted by Cllr Anderson to be considered for submission to ESCC

We are writing to express our concerns regarding the ongoing use of Glyphosate for weed control within East Sussex. Withyham Parish Council has been increasingly alarmed by the negative impacts of Glyphosate on local wildlife and possibly people, which have been substantiated by a growing body of research.

We feel the following information is relevant to acute, chronic and environmental toxicity and have provided alternatives at the end of this document.

Glyphosate Concerns. These are the reasons we believe Glyphosate may cause a concern in our Parish, in the UK and the planet in general:

- **Acute and Chronic Toxicity:** Glyphosate has been revealed as probably carcinogenic (*International Agency for Research [IARC], 2015*). Further

independent studies are revealing that Glyphosate can cause numerous acute and chronic conditions.

- **Environmental Concerns:** The existence of such chemicals as Glyphosate in the environment in general is a cause for concern. We point out that DDT (DDE), Malathion, Nicotinoids/Neonicotinoids and many more pesticides were all said to be environmentally safe by the manufacturers yet turned out to be environmentally damaging. Environmental processes including Bio-Magnification (BM, concentration to acute toxicity levels) and Persistent Organic Pollutants (POPs, transport over long periods into several ecosystems, including humans¹) are causing the damage to the ecosystems that support all life, including humans. Subsequent to this there are proven reductions in diversity health for flora and fauna, including humans.
- **Biodiversity:** Studies have demonstrated that glyphosate, the active ingredient in many herbicides, poses significant risks to biodiversity. Research published in the journal *Science* highlights how Glyphosate can harm pollinators, such as bees and butterflies, by disrupting their food sources and habitats. Furthermore, evidence suggests that Glyphosate affects soil health by killing beneficial microorganisms, thereby impacting the wider ecosystem.
- **Wider Damage to the Environment.** The consequences of Glyphosate use extend beyond immediate wildlife concerns. The chemical has been linked to the decline of amphibian populations, as detailed in a study by the University of Pittsburgh, which found that Glyphosate exposure led to developmental abnormalities and increased mortality rates in tadpoles. Such disruptions in the food chain can have cascading effects, ultimately reducing the resilience of our natural environments.

Alternatives. In light of these findings, we urge East Sussex County Council to reconsider its use of glyphosate-based herbicides. We believe it is imperative to adopt more environmentally friendly alternatives that have been successfully implemented by other county councils across the UK. For example:

- **Mechanical Weeding:** Councils such as Glastonbury and Hammersmith & Fulham have employed mechanical weed removal techniques. These methods, which include hand weeding and the use of specialised machinery, eliminate the need for chemical herbicides and are effective in managing weed growth. Bear in mind that this technique has been used for many centuries with success.
- **Hot Foam Systems:** Several councils, including Bristol and Lewes District, have adopted hot foam systems. This technique uses a combination of hot water and biodegradable foam to kill weeds, providing an effective and non-toxic solution.²
- **Vinegar-Based Herbicides:** The use of acetic acid (vinegar) as a natural herbicide has been explored by councils like Edinburgh. Vinegar-based solutions offer a less harmful alternative to glyphosate, proving effective in controlling weed populations without the associated ecological risks.
- **Mulching and Ground Cover:** Implementing mulching practices and ground cover plants can suppress weed growth while enhancing soil health. This

¹ Exposure-Response Observed for Urine Glyphosate Concentrations, Markers of Oxidative Stress.
<https://dceg.cancer.gov/news-events/news/2023/glyphosate-oxidative-stress-biomarkers>

² Source Alternatives to Herbicides A Guide for the Amenity Sector
<https://powys.moderngov.co.uk/documents/s73800/Alternatives-to-herbicides-a-guide-for-the-amenity-sector.pdf>

approach has been used successfully by several councils to reduce reliance on chemical herbicides.

- **“Do nothing” or “do less”.** “Not using anything to replace the use of herbicides costs nothing – in fact it saves money which can be used to support other activities. This might seem like quite a radical approach, and of course if nothing at all was done to control all unwanted vegetation then there would be problems. But doing nothing is not really doing nothing! In reality, it's looking strategically at where vegetation can be left alone or where expectations can be adjusted for those both maintaining and using public spaces.”³
- **Controlling invasive species without herbicides.** One of the main concerns raised by councils and other land managers when moving away from herbicides is how to effectively control invasive species such as Japanese Knotweed and Giant Hogweed. All of the methods mentioned above can be used to control invasive species.²
- **Others.** These include Flora Rotation, biological control, flame guns.

We acknowledge that transitioning to these alternatives may require initial investments and adjustments. However, the long-term benefits to our environment and public health will undoubtedly outweigh the costs. Withyham Parish Council is committed to supporting this transition and would like to be made aware of any pilot projects or opportunities to evaluate the feasibility and effectiveness of these alternatives within our community.

We trust that East Sussex County Council will give due consideration to these concerns and suggestions. By adopting more sustainable weed management practices, we can collectively contribute to preserving the rich biodiversity of our region and ensuring a healthier environment for future generations.

Yours faithfully,

Case Studies

Case studies can be found from the following authorities in the document *Source Alternatives to Herbicides, A Guide for the Amenity Sector*

<https://powys.moderngov.co.uk/documents/s73800/Alternatives-to-herbicides-a-guide-for-the-amenity-sector.pdf>:

- **Hackney Council.** “Since the summer of 2018, Hackney Council in London has been looking at ways to stop and reduce the use of Glyphosate and other herbicides in areas under its control.”
- **Glastonbury Council.** Glastonbury Council decided to undertake a trial of several alternative approaches and compared hand weeding, hot water and the *Foamstream* system. See [Glastonbury Council case study](#) below.
- **Brighton's Level Park.** The park's complete restoration using Heritage Lottery, Big Lottery Fund and other funding sources in 2013 provided the catalyst to create and develop this important community and destination park

as an environmental and conservation centre of excellence - aiming to provide pollinators and other wildlife with a home in the city.

- **Hammersmith & Fulham.** The London Borough of Hammersmith & Fulham banned the use of products containing Glyphosate in June 2016. This was a response to both public concern and their ambition to make the borough the greenest in the country.
- **Reading Council**². 09/05/22, "Reading Council today launched a year-long trial of weed control alternatives, in a bid to reduce the use of the chemical herbicide glyphosate."
- **High Peak Borough Council**⁴. Council seeking weed control alternatives for parks and open spaces. "High Peak Borough Council is actively exploring alternative ways to control weeds in its parks and open spaces following public concerns about the use of herbicides containing glyphosate."
- **Cambridge City Council.** Reduced use of herbicides. "Since 2019 we have restricted our use of herbicides in the parks and open spaces that we manage. We have only used specific herbicides in special circumstances where alternatives are not available, such as to control the invasive Japanese knotweed."
- **Glastonbury Council**⁵. Results of Glastonbury Council's cost analysis of weed control options. The cost using *Foamstream* was £0.07 per linear metre, compared with hand weeding (£0.32), hot water (£0.26) and Glyphosate (£0.23).

Appendix B - East Sussex Highways Website FAQ's

Why not just leave weeds completely?

The option of not controlling weeds at all has been considered, but there are considerable issues around the effects this would have on the highway infrastructure and ESCC's ability to provide a safe and useable highway network for the public.

This can most notably be evidenced by authorities that have stopped weed spraying and have found uncontrolled weed growth to be damaging to pavements in the long term and which in some cases have caused accessibility and trip hazard issues.

Foam Stream

As part of the 2022 trials a specific review was undertaken into the Foam Stream technique. Although the technique was effective, for ESCC Highways requirements the process would take too long and required much more resource to effectively treat a road network the size of East Sussex.

² Council Trials Weed Control Alternatives: <https://media.reading.gov.uk/news/council-trials-weed-control-alternatives>

⁴ Council seeking weed control alternatives for parks and open spaces
<https://www.highpeak.gov.uk/article/4496/Council-seeking-weed-control-alternatives-for-parks-and-open-spaces>

⁵ Alternatives to Herbicides - A guide for the Amenity Sector – Green Flag Award.
<https://www.greenflagaward.org/resources/guidance/alternatives-to-herbicides-a-guide-for-the-amenity-sector/>

How do you currently maintain weeds?

Information on how we currently maintain weeds can be [found on our website](#).

Weeds could cause trip hazards, how are you dealing with that?

As the highway authority, we have a duty to maintain a safe network for those who use it, in accordance with the relevant legislation. Therefore, safety issues will remain a priority, with any issues being picked up and rectified through the usual process. You can [report a problem as per normal via our website](#) or contact centre

Step By Step – What to Expect Overview

Review your Street

1

The street must meet certain criteria before being accepted as a possible street for volunteer weed maintenance. Such as, 30mph or below, residential, must have footpaths, must not include sharp corners or bends.

2

Lead Volunteer Sign Up

A representative from the road will need to sign up to become Lead Volunteer. This person will be the point of contact for ESCC if there are any problems, such as reports of overgrown weeds from the public.

3

Resident Agreement

The Lead Volunteer must get at least 60% of the residents living on the road signed up to opting out of Weed Maintenance to progress. This does not mean they all need to undertake weed maintenance but shows that the majority of the street agree.

On application ESCC will review and notify you of the outcome.

4

Volunteer Sign Up

Once the street has been accepted the Lead Volunteer will need to ensure everyone who wishes to take part with the weed maintenance completes the Volunteer Agreement.

5

Training

Training will be provided to all volunteers through a pre-recorded presentation, which can be watched at the volunteer's leisure. The Lead Volunteer will need to notify ESCC that this has been completed by all.

6

Personal Protective Equipment

ESCC will provide the volunteer group with PPE, which will include hi-vis jackets, goggles, and gloves.

7

Declaration of Works

The Lead Volunteer will need to complete the Declaration of Work Form and send this to ESCC at least 2 days prior to undertaking any works, each time.

8

On-site Work Form

The Lead Volunteer will need to complete the On-site Work Form and send this to ESCC within 2 days after undertaking any works, each time.

9

ESCC Review

ESCC supervisors will monitor the area for any issues and feedback to the volunteer group.

10

Outcome

The Volunteer Streets project will be reviewed at the end of 2023 and a decision will be made as to whether it continues. This decision, once made, will be fed back to the group.

Council July 2024

Item 11 – Consider application for Groombridge Recreation Ground to remain as an Asset of Community Value

Assets of Community Value (ACV) form a part of the Community Right to Bid.

It acts as the first stage in identifying and nominating buildings or other assets such as land that have a main use or purpose of furthering the social wellbeing or social interests of the local community, and could do so into the future.

Once listed as Assets of Community Value with the local authority, the local community will be informed if they are listed for sale within the five year listing period. The community can then enact the Community Right to Bid, which gives them a moratorium period of six months to determine if they can raise the finance to purchase the asset.

What defines an Asset of Community Value?

An Asset of Community Value is defined as: A building or other land is an asset of community value if its main use has recently been or is presently used to further the social wellbeing or social interests of the local community and could do so in the future. The Localism Act states that 'social interests' include cultural, recreational and sporting interests.

The regulations list a number of situations where land or buildings are exempted from inclusion on the list or operation of the moratorium. These include:

- homes
- hotels
- assets being transferred between kindred businesses
- Church of England land holdings.

Please see over. WPC previously successfully applied for Groombridge Recreation Ground, Guide Hut and Cricket Ground to be listed as an ACV. As it has now been on the list for 5 years it has been removed and a new application is required.

OUR REF: ACV 19002
ASK FOR: Zakk Pursall 01892 602403
DATE: 18 June 2024
YOUR REF:



Clerk
Withyham Parish Council
By email

Head of Planning and Environmental Services

Dear Sir/Madam,

Nomination Reference: ACV 19002

Groombridge Recreation Ground, including Cricket Ground and Groombridge Guide Hut, Station Road, Groombridge ("Property")

Notice: Removal of the Property from the Council's Asset of Community Value Register

I am writing to you as the contact point for the nominating body of the above-mentioned Asset of Community Value (ACV), which was added to Wealden District Council's list of Assets of Community Value.

In accordance with Section 87(3) of the Localism Act 2011, the land included on the list must be removed with effect from the period beginning 5 years with the date of that entry. In this instance the period has been passed and the land will be removed from the list.

In the event that the nominating group still considers there is a case for including the property/land on the list, then it would be open to you to make a further application specifying relevant community or social interest grounds within either Section 88(1) or Section 88(2) of the Act as to why the land should be put back on the list of ACV.

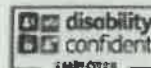
I would be happy to review this process with you, and the application forms and guidance can be found on our website: <http://s://wealden.gov.uk.azurewebsites.net/partnerships-and-localism/town-and-parish-councils-ordnance-survey-mapping/community-right-to-bid-assets-of-community-value/>

If you have any questions, please contact zakk.pursall@wealden.gov.uk.

Yours sincerely,

Zakk Pursall

COUNCIL IS ASKED TO CONFIRM THAT IT WOULD LIKE THE CLERK TO MAKE THIS APPLICATION



Wealden District Council, Vicarage Lane, Hailsham, East Sussex. BN27 2AX

T 01323 443323

E planning@wealden.gov.uk W www.wealden.gov.uk

Withyham Parish Council

Events Policy and Procedures

Responsibility: Clerk/Full Council

Review Cycle: Every 3 years or earlier in the event of legislative changes

Date of Adoption/Renewal	Date for review
July 2024 (Council)	July 2027 (Council)

Withyham Parish Council has responsibility for several pieces of land/community spaces in the Parish:

- Groombridge Recreation Ground
- Blackham/Teasley Mead Recreation Space
- Withyham/Balls Green Community Space
- St Johns Reading Room

The expectation of local residents and visitors is that they can enjoy their time at the recreation spaces in the Parish unimpeded by any activities that might be taking place there.

Therefore, the Parish Council reserves the right to refuse permission for an event to go ahead if it does not, in the Council's opinion, meet the guidelines set out below and does not benefit the community.

In general, organised events should satisfy the following criteria:

1. Be authorised by Withyham Parish Council and comply with its requirements
2. Have a community or charitable focus or intent *
3. Not cause the public space to be unduly restricted to, or levy a charge on, users in any way
4. Not infringe any existing contracts with neighbouring leaseholders
5. Have no negative environmental, geological, or biological impact on the area
6. Be organised with the highest regard for 'green and clean' environmental principles to cover all aspects of the event (especially modes of transport, use of consumables, removal of waste, etc.) and
7. Operate in accordance with all other local restrictions and Withyham Parish Council policies.

Other considerations:

Impact to Local Area- You will need to consider the impact of your event on the wider community such as increased vehicle traffic, loud noise or music, increased crowds etc. As the community spaces that we have responsibility for are of differing sizes and locations, the event should be relevant and sympathetic to that area.

Car parking and traffic flow – it is the organiser's responsibility to ensure that there is adequate and safe parking for the number of people expected to attend, without causing any obstructions to the highway. Also that traffic flow around the event will not be impeded.

Hire Charges - The Parish Council does not currently charge for the use of its grounds for events; however, this will be kept under review.

Additional Costs- The Parish Council will pass on the full cost of resolving any negative impacts from events, whether directly or indirectly caused, conscious or unintentional. This includes (but is not limited to) the cost of litter removal, rectifying any damage to the natural environment.

Deadlines - All organisers will be expected to provide all requested information and final documentation no later than 6 weeks prior to any event date. In exceptional circumstances less notice may be considered.

Bouncy Castles/ Inflatables - The Parish Council will refuse, without further discussion any event that plans to have a bouncy castle or other inflatable structures.

Release of balloons and lanterns – This is prohibited by the Parish Council

Political, religious and faith groups – The Parish Council will refuse, without further discussion, any requests from political groups. All events hosted by religious or faith groups require prior approval in the same way as any other groups.

Process:

In the first instance, if you believe your event meets the criteria listed above, notification of an intended event should be made via email to the Clerk at Withyham Parish Council with as much detail as possible (you may wish to refer to the above considerations).

Once you have submitted your request to the Parish Council, you will be notified of the outcome which will be one of the following:

1. Automatic approval;
2. Automatic refusal;
3. Decision referred to the Council (allowing up to 28 days for a decision thereafter)

In order to speed up the processing of your application it is worth being aware that a full Risk Assessment and Public Liability Insurance will be required before any event can be agreed (minimum £5M for small events; £10M for all larger events including sports events).

The Parish Council may request further documentation depending on the type of event request. If a third party is involved, it is the responsibility of the event organiser to obtain and check their risk assessments and insurance documents and then

provide copies of these to the Parish Council. Checks on Basic Health and Hygiene certificates for any food vendors will be required.

If it is close to the date of the event and required actions have not been completed or the Parish Council believes that safety is compromised or that the event does not meet the standards required, then any permission already granted for the event to go ahead will be withdrawn and the Parish Council will not have any responsibility for costs incurred.

** Withyham Parish Council is occasionally asked if its land can be used for birthday parties. For the purposes of this policy these are not classed as events and people are welcome to use our land for their enjoyment, including to celebrate a birthday. This is as long as they do not restrict the access of other users, do not do anything that is excluded by this policy such as use inflatables, and ensure that they tidy up after themselves.*

Withyham Parish Council FINANCIAL REGULATIONS

Contents

1. General.....	2
2. Risk management and internal control.....	3
3. Accounts and audit.....	4
4. Budget and precept.....	5
5. Procurement.....	6
6. Banking and payments	8
7. Electronic payments.....	9
8. Cheque payments	10
9. Payment cards	11
10. Petty Cash	11
11. Payment of salaries and allowances	11
12. Loans and investments.....	12
13. Income.....	12
14. Payments under contracts for building or other construction works	13
15. Stores and equipment.....	13
16. Assets, properties and estates	13
17. Insurance	14
18. Suspension and revision of Financial Regulations.....	14
Appendix 1 - Tender process	15

These Financial Regulations were adopted by the council at its meeting held on July 2024.

1. General

- 1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
 - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
 - "Approve" refers to an online action, allowing an electronic transaction to take place.
 - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
 - 'Proper practices' means those set out in *The Practitioners' Guide*
 - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerk/RFOs in Wales.
 - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
 - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The Clerk/RFO has been appointed as Clerk/RFO and these regulations apply accordingly. The Clerk/RFO;
 - acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the council its accounting records and control systems;
 - ensures the accounting control systems are observed;
 - ensures the accounting records are kept up to date;
 - seeks economy, efficiency and effectiveness in the use of council resources; and
 - produces financial management information as required by the council.
- 1.6. **The council must not delegate any decision regarding:**

- **setting the final budget or the precept (council tax requirement);**
- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

1.7. In addition, the council shall:

- **determine and regularly review the bank mandate for all council bank accounts;**
- **authorise any grant or single commitment in excess of £5,000; and**

2. Risk management and internal control

2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**

2.2. The Clerk/RFO shall prepare, for approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.

2.3. When considering any new activity, the Clerk/RFO shall prepare a draft risk assessment including risk management proposals for consideration by the relevant Committee or council.

2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**

2.5. **The accounting control systems determined by the Clerk/RFO must include measures to:**

- **ensure that risk is appropriately managed;**
- **ensure the prompt, accurate recording of financial transactions;**
- **prevent and detect inaccuracy or fraud; and**
- **allow the reconstitution of any lost records;**
- **identify the duties of officers dealing with transactions and**
- **ensure division of responsibilities.**

2.6. At least once in each quarter, and at each financial year end, the Chair of Finance Committee shall verify bank reconciliations (for all accounts) produced by the Clerk/RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the council.

2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall

put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

- 3.1. All accounting procedures and financial records of the council shall be determined by the Clerk/RFO in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the Clerk/RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonably accuracy at any time. In particular, they must contain:**
 - **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
 - **a record of the assets and liabilities of the council;**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
- 3.4. The Clerk/RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the Clerk/RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the Clerk/RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7. The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The council shall ensure that the internal auditor:
 - is competent and independent of the financial operations of the council;
 - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
 - can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - has no involvement in the management or control of the council

3.9. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

3.11. The Clerk/RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

3.12. The Clerk/RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. Budget and precept

4.1. **Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**

4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by Staff Committee at least annually in November for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk/RFO and the Chair of the Staff committee.

4.3. No later than December each year, the Clerk/RFO shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year along with a forecast for the remaining years of the existing Parish Plan, taking account of the lifespan of assets and cost implications of repair or replacement.

4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward by placing them in an earmarked reserve with the formal approval of the full council.

4.5. Each committee shall review its draft budget and submit any proposed amendments to finance committee not later than the end of November each year.

4.6. The draft budget with any committee proposals and forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the finance committee and a recommendation made to the council.

- 4.7. Having considered the proposed budget and forecast, the council shall determine its council tax requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.
- 4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9. The Clerk/RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council for all items over £1,000 not delegated to a relevant committee or the Clerk/RFO.

5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The Clerk/RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with these the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 6.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed £60,000 including VAT, the Clerk/RFO shall seek formal tenders from at least three suppliers agreed by the council. Tenders shall be invited in accordance with Appendix 1.

- 5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation¹ regarding the advertising of contract opportunities and the publication of notices about the award of contracts.**
- 5.8. For contracts greater than £2,000 excluding VAT the Clerk/RFO shall seek at least [3] fixed-price quotes;
- 5.9. where the value is between £500 and £2,000 excluding VAT, the Clerk/RFO shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.
- 5.10. For smaller purchases, the Clerk/RFO shall seek to achieve value for money.
- 5.11. **Contracts must not be split into smaller lots to avoid compliance with these rules.**
- 5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
- i. specialist services, such as legal professionals acting in disputes;
 - ii. repairs to, or parts for, existing machinery or equipment;
 - iii. works, goods or services that constitute an extension of an existing contract;
 - iv. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council or relevant committee. Avoidance of competition is not a valid reason.
- 5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:
- the council for all items over £1,000 not delegated to a committee or the Clerk/RFO
 - a duly delegated committee of the council for items over £500; or
 - the Clerk/RFO, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £1,000 not delegated to a committee or the Clerk/RFO.

Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.

¹ The Regulations require councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

- 5.16. No individual member, or informal group of members may issue an official order unless instructed to do so in advance by a resolution of the council or make any contract on behalf of the council.
- 5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council or a duly delegated committee acting within its Terms of Reference except in an emergency.
- 5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the Clerk/RFO may authorise expenditure of up to £5,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk/RFO will endeavour to consult with the Council Chair or Vice Chair and, in the event that this is not possible, shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.
- 5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- 5.20. An official order or letter shall be issued for all work, goods and services above £250 excluding VAT unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.
- 5.21. Any ordering system can be misused and access to them shall be controlled by the Clerk/RFO.

6. Banking and payments

- 6.1. The council's banking arrangements, including the bank mandate, shall be made by the Clerk/RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with HSBC, Nationwide and Unity Trust Bank. The arrangements shall be reviewed annually for security and efficiency.
- 6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.
- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the Clerk/RFO.
- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.

- 6.5. All payments shall be made by online banking/cheque, in accordance with a resolution of the council or duly delegated committee or a delegated decision by the Clerk/RFO, unless the council resolves to use a different payment method.
- 6.6. For each financial year the Clerk/RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council may authorise in advance for the year.
- 6.7. A list of such payments shall be reported to the next appropriate meeting of the council for information only.
- 6.8. The Clerk/RFO shall have delegated authority to authorise payments in the following circumstances:
 - i. any payments of up to £500 excluding VAT, within an agreed budget.
 - ii. payments of up to £2,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
 - iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of the council, where the Clerk/RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council.
 - iv. Fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council.
- 6.9. The Clerk/RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council or finance committee. The council or Finance committee shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be disclosed within the minutes of that meeting.

7. Electronic payments

- 7.1. Where internet banking arrangements are made with any bank, the Clerk/RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify members of Finance Committee who will be authorised to sign cheques and initial invoices for payment.
- 7.2. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.3. The Assistant Clerk shall set up all items due for payment online and the Clerk/RFO shall authorise them.

- 7.4. Evidence shall be retained showing which members approved the payment online and a printout of the transaction confirming that the payment has been made shall be appended to the invoice for audit purposes.
- 7.5. A full list of all payments made in a month shall be provided to the next council meeting and included in the minutes.
- 7.6. With the approval of the council in each case, regular payments (such as gas; electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are initialled by two authorised members. The approval of the use of each variable direct debit shall be reviewed by finance Committee at least every two years.
- 7.7. Payment may be made by BACS or CHAPS by resolution of the council provided that each payment is approved online as per 7.3 above, evidence is retained and any payments are reported to [the council] at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 7.8. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed by [two members, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the council at least every two years.
- 7.9. Account details for suppliers may only be changed upon written notification by the supplier verified by the Clerk/RFO. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every two years.
- 7.10. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.11. Remembered password facilities should not be used on any computer used for council banking.

8. Cheque payments

- 8.1. Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by two members.
- 8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.
- 8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.
- 8.4. Cheques or orders for payment shall not normally be presented for signature other than at, or immediately before or after a council or finance committee. Any

signatures obtained away from council meetings shall be reported to the council at the next convenient meeting.

9. Payment cards

- 9.1. Any Debit Card issued for use will be specifically restricted to the Clerk/RFO and the Clerk/RFO and will also be restricted to a single transaction maximum value of £500 unless authorised by council or finance committee in writing before any order is placed.
- 9.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council. Transactions and purchases made will be reported to the council and authority for topping-up shall be at the discretion of the council.
- 9.3. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk/RFO and any balance shall be paid in full each month.
- 9.4. Personal credit or debit cards of members or staff shall not be used except for expenses of up to £500 including VAT, incurred unavoidably.

10. Petty Cash

- 10.1. The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk/RFO (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly

11. Payment of salaries and allowances

- 11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 11.2. **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**
- 11.3. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council or relevant committee.
- 11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed annually by staff committee to ensure that the correct payments have been made.

11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.

11.8. Before employing interim staff, the council must consider a full business case.

12. Loans and investments

12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.

12.2. Any financial arrangement which does not require formal borrowing approval from the [Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.

12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

12.4. All investment of money under the control of the council shall be in the name of the council.

12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the Clerk/RFO.

12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. Income

13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the Clerk/RFO.

13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk/RFO. The Clerk/RFO shall be responsible for the collection of all amounts due to the council.

13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by the Clerk/RFO and shall be written off in the year. The council's approval shall be shown in the accounting records.

13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the Clerk/RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.

13.5. Personal cheques shall not be cashed out of money held on behalf of the council.

13.6. The Clerk/RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted from the software by the due date

13.7. Should significant sums of cash be received by the council, the Clerk/RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issued, and that appropriate care is taken for the security and safety of individuals banking such cash.

14. Payments under contracts for building or other construction works

14.1. Where contracts provide for payment by instalments the Clerk/RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.

14.2. Any variation of, addition to or omission from a contract must be authorised by the Clerk/RFO to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. Stores and equipment

15.1. The Clerk/RFO shall be responsible for the care and custody of stores and equipment

15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

15.3. Stocks shall be kept at the minimum levels consistent with operational requirements.

15.4. The Clerk/RFO shall be responsible for ensuring the periodic checks of stocks and stores, at least annually.

16. Assets, properties and estates

16.1. The Clerk/RFO shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.

16.2. The Clerk/RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.

16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other

consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £500. In each case a written report shall be provided to council with a full business case.

17. Insurance

- 17.1. The Clerk/RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.
- 17.2. The Clerk/RFO shall take prompt action on all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 17.3. Any loss, liability, damage or event likely to lead to a claim shall be reported to the council at the next available meeting. The Clerk/RFO shall negotiate all claims on the council's insurers.
- 17.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

18. Suspension and revision of Financial Regulations

- 18.1. The council shall review these Financial Regulations annually and following any change of Clerk/RFO. The Clerk/RFO shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.
- 18.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.
- 18.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk/RFO shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk/RFO in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk/RFO in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order 18 and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

14

Withyham Parish Council
Quote/Report for consideration

Report By	For Committee	Date	Agenda Item
D Siddle	Finance	8.7.24	14

Confidential	Not Confidential	Exempt	Not Exempt
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Withyham Parish Community Interest Company (WPCIC) Lease

Background
Minutes of Finance Committee June 2024: "At the last Building Assets Working Group, where the Phoenix House roof repairs were discussed, it was queried whether WPCIC would be obligated to contribute to the repairs under their lease for the Post Office part of the building. Cllr Lawne had reviewed the lease and confirmed that the terms are that WPCIC contribute 20% to maintenance and insurance. The Clerk confirmed that WPC had not asked WPCIC for contributions to date and it was noted that, as WPC subsidises them, WPCIC is not in a position to contribute currently. The Committee agreed that moving forwards we do not know what the maintenance requirements or the CIC's financial position will be in future."
Recommendations
Finance Committee recommends that Council agrees: • In 2024/25 WPC does not charge WPCIC for a contribution to maintenance and insurance, in effect this is subsidy in kind • At budget setting each year WPC to review its position on this for the following year at the same time as considering the annual level of subsidy to WPCIC
Reasons for recommendations
WPCIC is currently not in a financial position to contribute.
Staffing Implications
Clerk to confirm Council decision to CIC.
Councillor Involvement
Councillors who are also CIC Directors will need to declare an interest and not participate in discussions/votes relating to this item.
Budgetary Implications
Waiving the expectation for WPCIC to make a contribution means that insurance/maintenance works would be met by WPC in full.
How does this meet our Parish Plan?
Phoenix House/Post office building is owned by WPC and therefore is one of its assets. WPC is committed to looking after its assets.

Carbon/Environmental impact/mitigations
N/A
How does the proposed action reduce crime and disorder?
N/A
How does the proposed action seek to eliminate discrimination and advance equalities
One of the reasons that WPC chose to buy Phoenix House/Post office building and therefore retain the post office was because of the services that the post office offers to this community which are not otherwise available locally, especially to those without easy transport options.
Health & Safety Implications
WPC has a responsibility to ensure the building is safe in terms of its fabric/maintenance.
Persons consulted
n/a

02/07/2024

Withyham Parish Council

Page 1

10:32

Detailed Income & Expenditure by Budget Heading 02/07/2024

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Receipts							
1000 Misc Receipts	7,765	3,500	(4,265)			221.8%	4,894
1010 Wealden Rail/SVR rent	1,200	4,800	3,600			25.0%	
1011 WRC/SVR rebate utilities	0	1,500	1,500			0.0%	
1020 Meeting room income	73	400	327			18.2%	
1040 Community Cafe receipts	9	605	596			1.5%	
1062 Gbridge PO Rent	3,001	16,800	13,799			17.9%	
1063 Post office/Phoenix Hse Rebate	724	3,000	2,276			24.1%	
1070 Tanyard grass cutting contribu	0	314	314			0.0%	
1076 Precept	112,821	225,641	112,821			50.0%	
1090 Bank interest	0	100	100			0.0%	
101 Administration							
4000 Staff Salary	(13,165)	(51,300)	38,135		38,135	25.7%	
4001 Staff on-costs	(3,903)	(15,000)	11,097		11,097	26.0%	
4003 Parish Maintenance Contract	(1,116)	(4,164)	3,048		3,048	26.8%	
4005 Clerical Support & overtime	0	(2,000)	2,000		2,000	0.0%	
4006 Neighbourhood Plan expenditure	0	(500)	500		500	0.0%	
4007 Training	(45)	(2,000)	1,955		1,955	2.3%	
4008 Annual Subs inc SALC/NALC	(809)	(1,600)	791		791	50.6%	
4009 Conferences& Networking	0	(500)	500		500	0.0%	
4010 Chairman's Allowance	(1,300)	(1,300)	0		0	100.0%	
4011 Councillors' Allowances	0	(1,000)	1,000		1,000	0.0%	
4012 Parish Office rent	(4,000)	(16,000)	12,000		12,000	25.0%	
4013 Telephone/Broadband	(199)	(1,300)	1,101		1,101	15.3%	
4015 Stationery & non-electric equi	(203)	(1,500)	1,297		1,297	13.5%	
4016 Computer Software/Hardware	(231)	(1,500)	1,269		1,269	15.4%	
4017 Photocopier Lease/Maintenance	(184)	(1,200)	1,016		1,016	15.4%	
4018 Website	(290)	(500)	210		210	58.0%	
4019 Community Communication	(556)	(1,700)	1,145		1,145	32.7%	
4020 APA expenditure	(744)	(750)	6		6	99.2%	
4021 IT Support	(985)	(3,600)	2,635		2,635	26.8%	
4030 Hire of Halls	0	(400)	400		400	0.0%	
4038 Insurance	(1,345)	(2,200)	855		855	61.1%	
4040 Payroll, audit & legal Fees	(130)	(2,000)	1,870		1,870	6.5%	
4041 Staff Committee	0	(500)	500		500	0.0%	
4051 Community Resilience	0	(100)	100		100	0.0%	
4060 Election Expenses	0	(1,200)	1,200		1,200	0.0%	
4061 Parish Action Plan & Projects	(495)	(500)	5		5	99.0%	
4062 Withyham Parish Volunteers	0	(100)	100		100	0.0%	
4064 Community Cafe expenditure	(91)	(605)	514		514	15.1%	

Continued over page

Detailed Income & Expenditure by Budget Heading 02/07/2024

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4065 Climate & Ecology Working Grou	(101)	(500)	399		399	20.3%	101
4500 Office associated repairs	0	(4,500)	4,500		4,500	0.0%	
4501 New Office equipment electroni	0	(200)	200		200	0.0%	
4502 Office utilities	(459)	(2,500)	2,041		2,041	18.3%	
4503 Office maintenance contracts &	(253)	(1,000)	747		747	25.3%	
4506 Office waste	(129)	(1,200)	1,071		1,071	10.8%	
4510 Meeting Room catering	(55)	(200)	145		145	27.7%	
4600 Bank charges	(24)	(150)	126		126	16.0%	
<u>102 Grants & Donations</u>							
4101 Grants	(4,450)	(10,000)	5,550		5,550	44.5%	
4106 Youth Act/Facilities	0	(500)	500		500	0.0%	
<u>201 Groombridge</u>							
4200 Recreation Ground Rent	(302)	(320)	18		18	94.4%	
4201 Recreation Ground Purchases	(631)	(200)	(431)		(431)	315.5%	631
4202 Recreation Ground Repairs	0	(1,000)	1,000		1,000	0.0%	
4205 Mowing Groombridge Rec & Newto	0	(5,510)	5,510		5,510	0.0%	
4206 Mowing Tanyard	0	(1,048)	1,048		1,048	0.0%	
4211 Waste Collection Service	0	(1,200)	1,200		1,200	0.0%	
4213 Dog Waste Collection	0	(2,100)	2,100		2,100	0.0%	
4219 Groombridge Playground PWLB rep	(2,831)	(5,663)	2,832		2,832	50.0%	
4220 Groombridge Play Area maintena	0	(1,000)	1,000		1,000	0.0%	
4225 Park Corner Pond	0	(100)	100		100	0.0%	
4230 Trees	0	(4,000)	4,000		4,000	0.0%	
<u>202 St Johns</u>							
4240 Maintenance of Reading Rm Land	0	(638)	638		638	0.0%	
4241 Maintenance of Manor Pound	0	(500)	500		500	0.0%	
<u>203 Withyham/Blackham</u>							
4260 Mowing & hedge Teasley Mead	0	(1,500)	1,500		1,500	0.0%	
4261 Mowing Balls Green	0	(420)	420		420	0.0%	
4265 Rental Teasley Mead	(61)	(65)	4		4	93.8%	
4266 Rental Balls Green	(61)	(65)	4		4	93.8%	
4267 Teasley Mead Rec Equipment rep	(5,232)	(2,500)	(2,732)		(2,732)	209.3%	2,732
4268 BG Playground - Repairs	0	(100)	100		100	0.0%	
4270 Play Inspection BGm & TMead	0	(270)	270		270	0.0%	
<u>401 Highways/Footways/Transport</u>							
4226 ESCC Devolution (grass)	(1,242)	(1,242)	0		0	100.0%	
4401 Wealdlink Bus Service	(157)	(650)	493		493	24.2%	
4402 External Furniture Repairs	0	(200)	200		200	0.0%	
4403 Roadside Shelters	0	(500)	500		500	0.0%	

Detailed Income & Expenditure by Budget Heading 02/07/2024

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4405 Telephone boxes (adopted)	0	(150)	150		150	0.0%	
4406 Defibrillators	0	(200)	200		200	0.0%	
4407 Parish maintenance works/equip	(308)	(500)	192		192	61.5%	
4410 Notice Boards	0	(200)	200		200	0.0%	
4415 Rights of Way	0	(500)	500		500	0.0%	
4420 Finger Posts and signs	0	(1,000)	1,000		1,000	0.0%	
4421 Highways	(55)	(1,500)	1,445		1,445	3.7%	
4426 GB Village Sign Maintenance	0	(300)	300		300	0.0%	
4428 Grit Bins	0	(350)	350		350	0.0%	
4429 Salt Spreaders/Salt	0	(600)	600		600	0.0%	
<u>402 Lighting</u>							
4450 Energy & Maintenance 39 lights	0	(2,000)	2,000		2,000	0.0%	
4451 Repairs & Renewals	0	(2,000)	2,000		2,000	0.0%	
4452 New Columns	0	(3,000)	3,000		3,000	0.0%	
<u>500 Post office</u>							
5001 CIC Subsidy/Grant	(3,000)	(18,000)	15,000		15,000	16.7%	
5100 PO Building Annual PWLB repay	(8,389)	(16,800)	8,411		8,411	49.9%	
5101 PO building utilities repayment	(672)	(3,000)	2,328		2,328	22.4%	
5200 Phoenix Hse maintenance	0	(5,000)	5,000		5,000	0.0%	
<u>901 Earmarked Reserves</u>							
9037 EMR Parish Assets	0	(35,000)	35,000		35,000	0.0%	
<u>999 VAT Data</u>							
115 VAT reclaimed	0	17,500	17,500			0.0%	
515 VAT on Payments	0	(17,500)	17,500		17,500	0.0%	
Grand Totals:- Income	125,592	274,160	148,568			45.8%	
Expenditure	58,185	274,160	215,975	0	215,975	21.2%	
Net Income over Expenditure	67,407	0	(67,407)				
plus Transfer from ENR	3,464						
less Transfer to EMR	4,894						
Movement to/(from) Gen Reserve	65,978						

Date: 04/07/2024

Withyham Parish Council

Page 1

Time: 12:09

Cashbook 1

User: DS

Current Bank A/c (HSBC)

Payments made between 27/06/2024 and 09/07/2024

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
27/06/2024	Everflow	DDEFOS0624	22.46			4502	101	22.46	water charges Old Station
09/07/2024	Omni Waste Management	BACS60	87.72		14.62	4506	101	73.10	Office bins May
09/07/2024	Viking Direct	BACS61	120.57		20.09	4015	101	100.48	Stationery
09/07/2024	Mulberry and Co.	BACS62	108.00		18.00	4007	101	90.00	Clr training
09/07/2024	Quaife Woodlands	BACS63	1,140.00		190.00	4230	201	950.00	Tree surveys
09/07/2024	Wealden District Council	BACS64	943.80		157.30	4213	201	500.50	Dog bins Apr-Jun
						4211	201	286.00	Litter bins Apr-Jun
09/07/2024	Society - Local Council Clerks	BACS65	150.00		25.00	4007	101	125.00	3 x staff training
09/07/2024	ADN Roofing	BACS66	3,352.99		558.83	5200	500	2,794.16	Scaffold & 35% dep Ph Hse Roof
09/07/2024	CSS Ltd	BACS67	144.00		24.00	4015	101	120.00	Key fobs (office alarm)
09/07/2024	N.Wealden Community Transport	BACS68	157.00			4401	401	157.00	Wealdlink subsidy Jul-Sep
09/07/2024	St Thomas' Church, Groombridge	BACS69	1,150.00			4101	102	1,150.00	Grant-maintenance burial groun
09/07/2024	Groombridge Cricket Club	BACS70	720.00			4101	102	720.00	Grant - rotary mower
09/07/2024	Groombridge Guides	BACS71	1,740.00			4101	102	1,740.00	Grant-drainage works Guide Hu
09/07/2024	Store4Biz Ltd (S4B)	BACS72	86.40		14.40	4506	101	72.00	Confidential shredding
09/07/2024	Groombridge Village Hall	BACS73	35.56			4064	101	35.56	C Cafe hire (Jun)
09/07/2024	R Bailey	BACS74	40.00			4503	101	40.00	Window cleaning
09/07/2024	SME IT Solutions	BACS75	511.64		85.27	4013	101	105.18	Phone&Bband
						4021	101	321.19	IT support/Phone&Bba
09/07/2024	WPCIC	BACS76	1,000.00			5001	500	1,000.00	Post Office subsidy Jul
09/07/2024	Natalie Brett	BACS77	30.00		5.00	4407	401	25.00	Materials Withyham Bus Shelter
09/07/2024	N Brett	BACS77	5.80			4510	101	5.80	Milk (parish office)
09/07/2024	B Aggutter	BACS78	4.95			4421	401	4.95	Highways Coord mileage Jun
09/07/2024	Various	BACS79	4,752.44			4003	101	364.00	Salaries Jul
						4000	101	4,388.44	Salaries Jul
09/07/2024	O Chenchyk	BACS80	27.00			4407	401	27.00	PMP Mileage Jun
09/07/2024	Prepaid card	CB1PPC Jul	250.46			203		250.46	Prepaid card expenditure
09/07/2024	Everflow	DDEFPO0724	42.42			5101	500	42.42	Post Office water charges
09/07/2024	NEST Pensions	DDNEST0724	477.05			4001	101	477.05	Pensions
09/07/2024	HSBC	HSBC0724	8.00			4600	101	8.00	Charges May-Jun
09/07/2024	The Premier Trust N A Houghton	SONH0724	666.66			4012	101	666.66	Parish office rent Jul
09/07/2024	The Premier Trust T J Newman	SOTN0724	666.67			4012	101	666.67	Parish Office rent
Subtotal Carried Forward:			18,441.59	0.00	1,112.51			16,662.41	

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
09/07/2024	ICO	P21	40.00			4040	101	40.00	Data Protection fee
09/07/2024	Milk & More	PP14	9.16			4510	101	9.16	Office/mtg room milk
09/07/2024	Etsy	PP15	6.40			4415	401	6.40	Sticker for RoW sign
09/07/2024	Wickes	PP16	29.00		4.83	4407	401	24.17	PMP materials
09/07/2024	Lowe & Fletcher	PP17	7.27		1.21	4410	401	6.06	Noticeboard key
09/07/2024	Argos	PP18	55.00		9.17	4501	101	45.83	replacement microwave
09/07/2024	AmazonUK	PP19	48.95		8.16	4407	401	36.00	PMP items
						4015	101	4.79	stationery
09/07/2024	Royal Mail	PP20	6.69			4015	101	6.69	Postage
09/07/2024	Zoom Video Comms Ltd	PP22	15.59		2.60	4016	101	12.99	Zoom fee
09/07/2024	Cheeky Panda	PP23	32.40		5.40	4015	101	27.00	Parish Office toilet roll
Total Payments:			250.46	0.00	31.37			219.09	