

ICKLESHAM PARISH COUNCIL

A local council for the peoples of Icklesham, Winchelsea, Winchelsea Beach and Rye Harbour

Jenner Sands, Clerk & RFO
Email: clerk@icklesham-pc.gov.uk
Telephone: 07714169901
www.icklesham-pc.gov.uk

To : The Members of the Parish Council

Cllr C Chappell
Cllr Ms. N Eldridge
Cllr S Haden
Cllr J Justice
Cllr D Kitteridge
Cllr Mrs. S Lyward
Cllr I Mann
Cllr I McConnochie
Cllr A Rixon
Cllr D Smedley (Vice Chair)
Cllr Mrs. J Stanford (Chair)
Cllr Mrs. A Thomson
Cllr N Warren

Copies to: Councillor K. Glazier of East Sussex County Council and Rother District Councillors: E. Hacking, P. Osborne, C. Creaser, S. McGurk, T. Grohne and A. Mier.

Emailed on: 3rd September 2024

Dear Councillors

PARISH COUNCIL MEETING – MONDAY 9th September 2024

You are summoned to a meeting of Icklesham Parish Council on Monday 9th September 2024 at Rye Harbour Village Hall commencing at 7.15 pm. The Agenda is displayed alongside this notice. Members of the public are most welcome to attend.

Yours sincerely
Jenner Sands
Clerk & RFO

AGENDA

**For the Full Council Meeting of Icklesham Parish Council
Monday 9th September at Rye Harbour Village Hall
Commencing at 7:15 pm**

1. The Chair will invite members of the public to comment or ask questions on any matters in respect of the business on the agenda. A member of the public shall not speak for more than 2 minutes. (15 minutes)
2. To receive reports and ask questions of the County Councillor Keith Glazier and the Rother District Councillors concerning County Council and Rother District Council matters. (10 minutes)
3. **To record any apologies for absence.**
 - a) To receive and record apologies for absence.
 - b) To consider any requests for approval of reasons for absence, if any
4. **Disclosure of Interests** - to receive any disclosure by members of personal interest required under the Council's Code of Conduct and to consider any written requests made by members for

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dispensation to allow them to participate in, and vote on, an agenda item for which they have a disclosable pecuniary interest. Members are reminded a) to repeat their declaration immediately prior to commencement of the item in question and b) complete the declaration of interests form.

5. To consider and approve the signing by the Chair of the attached minutes of the Extraordinary Parish Council meeting held on 12th August.

Matters requiring a Decision by Council

6. Financial Matters

- a) To receive the list of items paid to date in August and September.
- b) To receive receipts and payments report.
- c) To consider grant application received from:-
 - i Winchelsea Beach Community Association in the sum of £10,000 towards upgrade of Winchelsea Community Hall.
 - ii Rye and District Community Transport in the sum of £3,000 towards the running of the dial a ride service.
 - iii All Saints with St Nicholas, Icklesham PCC in the sum of £600 for churchyard maintenance.
 - iv Winchelsea New Hall in the sum of £1,725 (annual grant).
 - v Winchelsea Corporation in the sum of £1,500 towards refurbishment of Court Hall toilet.

7. **Coastal Access – Eastbourne to Camber Report 8: Rye Harbour to Camber Sands, East Sussex** to consider the report submitted by Natural England to the Secretary of State for Environment, Food and Rural Affairs setting out proposals for improved access to the coast between Rye Harbour and Camber Sands (East Sussex) – including the Rother Estuary and to agree on a response.

Report can be viewed online <https://www.gov.uk/government/publications/king-charles-iii-england-coast-path-from-rye-harbour-to-camber-sands-ebc8-comment-on-proposals>

8. **Update regarding the Adult Exercise Bikes in Winchelsea**

9. Winchelsea Beach Flooding

- a) To approve the attached Press Release
- b) To agree that the Media Group be allowed to deal with Press Releases in the future to enable a quick response to problems to be highlighted to residents.
- c) To approve writing to the MP requesting assistance.

10. Icklesham Recreation Ground Car Park Gates

To consider having official opening and closing times for Icklesham Recreation Ground car park similar to those in our park at Rye Harbour.

11. Allotment Committee

- a) To note the draft Minutes of Allotment Committee Meeting held on 12th August
- b) To approve expenditure of £600 to move mud pile to walkway to try and ease surface water flooding.
- c) To authorise expenditure of £1,000 (£550 for labour and digger hire costs and £450 for materials) for Pear Tree Marsh Allotments pathway. *£820 held in Ear Marked Reserve received in grant funding from the Bruce Wake Charitable Trust specifically for the project.*

12. Financial Regulations

To review and approve suggested amendments to Financial Regulations.

13. Rye Harbour Car Park Bins

Update regarding litter bins in Rye Harbour Car Park.

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Matters for Information or Noting

14. **Correspondence.** (Any late received correspondence will be tabled at the meeting).
 - a) Email response received from the National Trust re rabbit control and vegetation.
 - b) Request received from FC Parker 99 to use Icklesham Recreation Ground on 6th October and 24th November (against Icklesham Casuals).
15. **Change to Stagecoach Bus Times**
To note the attached changes to Stagecoach Bus Timetables throughout Icklesham Parish from 1st September.
16. **Programme of Works.** Consider and update where necessary.
17. **Reports from Councillors on meetings they have attended.**
18. **Items for Consideration for Future Agendas.**

The Council will consider a resolution to go into private session on the grounds that the following business would disclose exempt matters.

19. **Winchelsea Little Shop.**
20. **Date and venue for next meeting.**
Budget Meeting – Monday 28th October 7.15 pm at Rye Harbour Village Hall
Full Council - Monday 11th November 7.15 pm at Winchelsea Beach Community Hall

Item 6 a)

ITEMS OF EXPENDITURE
August 2024

	Payee	Amount	Nom. Code
	Screwfix (new lock for Icklesham Rec)	12.19	2246
	Rother District Council (RHCP Rates)	821.00	2423
	Royal Mail Group (annual PO Box fee)	424.20	1107
	Lodestar Cleaning (RHWC cleaning)	1,299.49	2421
	Darren Eksteen (Harbour Field mowing and strimming)	540.00	2209
	Assistant Clerk Expenses	84.32	1102
	Norton (annual protection fee)	89.99	1234
	PKF Littlejohn (External Audit Fee)	756.00	1201
	Chair's expenses	57.60	1105
	Winchelsea New Hall (July hall hire)	22.50	1205
	Microshade Business Consultants	35.88	1215
	New Timber (building and replacing Icklesham Baby swings)	192.00	2221
	Wicksteed Leisure (new bushes for Icklesham Baby Swings)	26.03	2221
	EE Limited (Clerk's mobile)	16.55	1216
	Netwise (Annual website hosting and support)	468.00	
	Wicksteed Leisure (new see-saw seat for Coronation Field)	145.02	
	Reece Cope (painting Winchelsea Beach bus shelter)	280.00	
	Screwfix (paint and brushes for Rye Harbour Kiosk)	50.96	
	JM Waste Management (Waste collection)	389.96	
	Screwfix (dustpan and brush and broom)	22.98	
	August Pension Contributions	1,495.66	
	August Salaries, Tax and NI Contributions	5,824.00	
	TOTAL	13,054.33	
	August Receipts		
	Recreation Ground Pitch Fees	70.00	1281
	Rye Harbour Car Park Donations	1,644.96	2479
	Transfer from Nationwide Savings Account	10,000.00	
	Second Precept Payment	83,364.98	1276
	Grants Received	2,794.00	1277
	Allotment Income	23.50	2377/336
	TOTAL	97,897.44	
	Opening Balance	19,654.52	
	Closing Balance	104,497.63	

Detailed Receipts & Payments by Budget Heading 31/08/2024

Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101 Staffing & Allowances							
1101 Salaries incl Tax & Ni	36,598	90,000	53,402		53,402	40.7%	
1102 Staff Allowances	370	800	430		430	46.3%	
1103 Chair's Expenses	173	200	27		27	86.4%	
1104 Courses & Training	0	400	400		400	0.0%	
1105 Travel	121	100	(21)		(21)	120.6%	
Staffing & Allowances :- Indirect Payments	37,262	91,500	54,238	0	54,238	40.7%	0
Net Payments	(37,262)	(91,500)	(54,238)				
102 General Administration							
1276 Precept Received	166,730	166,729	(1)			100.0%	
1277 Grants Received	2,794	0	(2,794)			0.0%	2,794
1278 Rents	0	20	20			0.0%	
1279 BT Wayleave	0	128	128			0.0%	
1290 Interest Received	756	0	(756)			0.0%	
General Administration :- Receipts	170,280	166,877	(3,403)			102.0%	2,794
1107 Post Box	354	350	(4)		(4)	101.0%	
1108 Bank Charges	25	100	75		75	24.9%	
1201 Audit Fee (Int & Ext)	728	900	173		173	80.8%	
1205 Hall Hire	123	400	278		278	30.6%	
1210 Insurance	1,890	1,800	(90)		(90)	105.0%	
1215 Office Expenses	954	1,500	546		546	63.6%	
1216 Mobiles	67	175	108		108	38.4%	
1220 Subscriptions	950	1,200	250		250	79.2%	
1225 Donations	2,999	6,500	3,501		3,501	46.1%	
1231 Legal Costs	0	1,000	1,000		1,000	0.0%	
1233 Website/Newsletter	712	1,000	288		288	71.2%	
1234 Computer Expenses	602	800	198		198	75.2%	
2204 Churchyard Maintenance	0	3,300	3,300		3,300	0.0%	
General Administration :- Indirect Payments	9,402	19,025	9,623	0	9,623	49.4%	0
Net Receipts over Payments	160,877	147,852	(13,025)				
6001 less Transfer to EMR	2,794						
Movement to/(from) Gen Reserve	158,083						
104 PLWB							
1401 PWLB Repayment	12,791	3,118	(9,673)		(9,673)	410.2%	
1405 PWLB Loan 2 Repayment	10,008	800	(9,208)		(9,208)	1250.9%	1,277
PLWB :- Indirect Payments	22,799	3,918	(18,881)	0	(18,881)	581.9%	1,277
Net Payments	(22,799)	(3,918)	18,881				
6000 plus Transfer from EMR	1,277						

Detailed Receipts & Payments by Budget Heading 31/08/2024

Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Movement to/(from) Gen Reserve	(21,522)						
<u>201 Street Lighting</u>							
2101 Street Lighting Maintenance	7,626	1,000	(6,626)		(6,626)	762.6%	7,225
2103 Street Lighting Elect. Consump	901	1,000	99		99	90.1%	
Street Lighting :- Indirect Payments	8,526	2,000	(6,526)	0	(6,526)	426.3%	7,225
Net Payments	(8,526)	(2,000)	6,526				
6000 plus Transfer from EMR	7,225						
Movement to/(from) Gen Reserve	(1,301)						
<u>202 Open Spaces</u>							
1281 Recreation Ground Pitch Fees	390	1,000	610			39.0%	
1283 Refund from Viking	0	0	(0)			0.0%	
Open Spaces :- Receipts	390	1,000	610			39.0%	0
2202 Bus Shelter Repair & Cleaning	1,310	1,250	(60)		(60)	104.8%	280
2206 Dog Bins	2,243	2,700	458		458	83.1%	
2208 Fencing Works	195	1,500	1,305		1,305	13.0%	
2209 Grass Cutting	6,148	16,000	9,853		9,853	38.4%	1,453
2211 Inspection Fee	0	425	425		425	0.0%	
2215 Notice Boards	0	150	150		150	0.0%	
2220 Play Equipment Maintenance	3,197	3,250	53		53	98.4%	
2221 Play Equipment New	921	4,000	3,079		3,079	23.0%	
2231 Seat Repairs & Cleaning	0	1,000	1,000		1,000	0.0%	
2233 Signs	0	250	250		250	0.0%	
2235 Tree Works	0	1,000	1,000		1,000	0.0%	
2243 Finger Posts	410	500	90		90	82.0%	
2246 Small Works Maintenance	834	2,500	1,666		1,666	33.4%	
2248 Rubbish Clearance	1,198	2,550	1,352		1,352	47.0%	
2254 Defibrillators for halls	0	500	500		500	0.0%	
2285 Community Initiatives	0	600	600		600	0.0%	
Open Spaces :- Indirect Payments	16,455	38,175	21,720	0	21,720	43.1%	1,733
Net Receipts over Payments	(16,065)	(37,175)	(21,110)				
6000 plus Transfer from EMR	1,733						
Movement to/(from) Gen Reserve	(14,333)						

Detailed Receipts & Payments by Budget Heading 31/08/2024

Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>203 Allotments</u>							
2377 Allotment Income	2,134	1,500	(634)			142.3%	104
Allotments :- Receipts	2,134	1,500	(634)			142.3%	104
2203 National Trust Allotment Rent	0	100	100		100	0.0%	
2301 Allotment Maintenance	860	2,000	1,140		1,140	43.0%	
2302 Allotment Water Charges	134	400	266		266	33.5%	
Allotments :- Indirect Payments	994	2,500	1,506	0	1,506	39.8%	0
Net Receipts over Payments	1,140	(1,000)	(2,140)				
6001 less Transfer to EMR	104						
Movement to/(from) Gen Reserve	1,036						
<u>204 Rye Harbour</u>							
2479 RHCP Donations	7,182	15,000	7,818			47.9%	
Rye Harbour :- Receipts	7,182	15,000	7,818			47.9%	0
2405 Flagpole Survey & Maintenance	150	150	0		0	100.0%	
2421 WC Cleaning & Consumables	5,856	14,500	8,644		8,644	40.4%	
2423 RHCP Rates	4,108	7,600	3,492		3,492	54.1%	
2425 RH WC Energy Charges	84	800	716		716	10.5%	
2427 RH WC Water Charges	4,428	2,500	(1,928)		(1,928)	177.1%	
2429 RH Signage	0	100	100		100	0.0%	
2433 RHCP & WC Maintenance	135	2,500	2,365		2,365	5.4%	
Rye Harbour :- Indirect Payments	14,761	28,150	13,389	0	13,389	52.4%	0
Net Receipts over Payments	(7,579)	(13,150)	(5,571)				
<u>205 Winchelsea</u>							
2519 Winchelsea Interpretation Boar	0	500	500		500	0.0%	
Winchelsea :- Indirect Payments	0	500	500	0	500	0.0%	0
Net Payments	0	(500)	(500)				
<u>206 Village Hall</u>							
2601 Village Hall Organisation	1,725	6,900	5,175		5,175	25.0%	
Village Hall :- Indirect Payments	1,725	6,900	5,175	0	5,175	25.0%	0
Net Payments	(1,725)	(6,900)	(5,175)				

Detailed Receipts & Payments by Budget Heading 31/08/2024

Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>208 Winchelsea Beach</u>							
2801 Smeatons Lane	360	2,500	2,140		2,140	14.4%	
Winchelsea Beach :- Indirect Payments	<u>360</u>	<u>2,500</u>	<u>2,140</u>	<u>0</u>	<u>2,140</u>	<u>14.4%</u>	<u>0</u>
Net Payments	<u>(360)</u>	<u>(2,500)</u>	<u>(2,140)</u>				
<u>999 VAT Data</u>							
115 VAT Refunds	3,479	0	(3,479)			0.0%	
VAT Data :- Receipts	<u>3,479</u>	<u>0</u>	<u>(3,479)</u>				<u>0</u>
515 VAT on Payments	6,019	0	(6,019)		(6,019)	0.0%	
VAT Data :- Indirect Payments	<u>6,019</u>	<u>0</u>	<u>(6,019)</u>	<u>0</u>	<u>(6,019)</u>		<u>0</u>
Net Receipts over Payments	<u>(2,540)</u>	<u>0</u>	<u>2,540</u>				
Grand Totals:- Receipts	183,464	184,377	913			99.5%	
Payments	118,303	195,168	76,865	0	76,865	60.6%	
Net Receipts over Payments	<u>65,161</u>	<u>(10,791)</u>	<u>(75,952)</u>				
plus Transfer from EMR	10,235						
less Transfer to EMR	2,898						
Movement to/(from) Gen Reserve	<u>72,498</u>						

ICKLESHAM PARISH COUNCIL

Application form for grant aid for the financial year 2023-24

1. Your organisation	Your answers to our questions	Details of enclosures
a. Name of organisation	Winchelsea Beach Community Association	
b. Legal status of your organisation, e.g. charity. Please give reg.details/ number if any.	Charity Reg. No. 278165	
c. Location/Address	Sea Road, Winchelsea Beach TN36 4NA	
d. Name of main contact person in your organisation.	Geoff Foot	
e. Their address.	Winchmore, Sea Road, Winchelsea Beach TN36 4LA	
f. Telephone number	01797222738	
g. Email address	07802322315 geoff.foot4@gmail.com	
h. Their position in the organisation	Chairman	
2. Your application		
a. How much money are you requesting?	£10,000	
b. Purpose of the grant? Please supply details of the specific purpose of the money you require from the Parish Council.	Building of a full access disabled toilet extension	See outline plans attached
c. How much money is already available for your proposal? Please give details and sources.	£30,000 - RDC grant £15,000 - see attached notes	See Notes
d. Please supply your accounts for the past full year and details of reserves and balances.	Current account £10,234 Maintenance fund £20,314 at 14/7/24 Refurbishment fund £39,449 at 14/7/24	See accounts2023.xls

<p>3. The need you are proposing to meet.</p> <p>a. Has an assessment of need been made? Please provide details.</p>	<p>Yes. The Equality Act recommends this facility is provided where possible. A baby changing facility will also be included.</p>	
<p>b. Who will benefit from your proposal?</p>	<p>Hirers and users of the hall</p>	
<p>c. How many local people/others will benefit?</p>	<p>See above</p>	
<p>d. If premises are involved in your application: i) do you own the premises? ii) or lease the premises? iii) Date and term of the lease and any necessary consent of owner.</p>	<p>i) Yes</p>	
<p>e. Have you made other applications, that are still outstanding, for the money you are requesting from the Parish Council?</p>	<p>No</p>	
<p>f. Have you previously received grants from this Council?</p>	<p>Yes</p>	

Application signed by  Dated15/07/2024.....

Name and telephone number if not main contact

Position in organisationChairman.....

Please complete this form as fully as possible and return to:
ickleshampc@hotmail.co.uk or by post to Icklesham Parish Council, PO Box 148,
 Winchelsea, TN31 9FP
 Enquiries: 07714 169901

Please note that grant applications are considered twice a year in March and September.

Item 6 c i)

NOTES TO GRANT APPLICATION 2024-08

Planning permission granted 23rd April 2024, ref. RR/2024/390/P

We expect the building cost to be about £55,000 including VAT, with additional costs, including management of the project, on top. HMRC rules (notice 708) do not allow VAT relief for a project of this kind.

In addition to the grant from RDC we have grants or donations with conditions attached - so far informally promised or pending - for £15,000,

We are hoping soon to be able to evaluate the building quotations and appoint a contractor so that work could start early this autumn, otherwise it will be most likely that the start would have to be delayed until next spring.

Item 6 c i)

WINCHELSEA BEACH COMMUNITY ASSOCIATION
Registered Charity no. 278165
INCOME & EXPENDITURE ACCOUNT FOR 2023

INCOME	2023	2022
From Operating Activities		
Hire of Hall	5059.25	3458.50
Subscriptions	214.00	208.00
Electric Meter	488.00	530.00
Coffee Mornings		112.20
Fellowship Lunches	120.00	138.00
Friday Table Tennis	624.00	600.00
Dinner & Dances	485.23	1825.90
Table Sales		
Craft Fayres	323.50	1151.50
Children's Party		
Quiz Night		
Christmas Meal	164.00	
Sale of Items		
Power Networks (Wayleave)		
Hall Income	7477.98	8024.10
Donations	185.00	1538.00
Annual Grants	1725.00	
Refurbishment Grants		15000.00
Covid Grants		2667.00
Total Income	9387.98	27229.10
Investment Income		
Interest for Year	1120.16	1.82
TOTAL RECEIPTS	10508.14	27230.92
EXPENDITURE		
Rates	439.37	366.23
Electricity	1073.45	1010.08
Stationery	49.40	56.80
Insurance	2410.17	2114.08
Equipment	925.32	518.49
Maintenance	2829.81	2102.55
Refurbishment	160.09	269.78
Table Sales		
Christmas Functions	301.32	582.90
Other Events	169.18	113.31
Toilet Project	1200.00	1290.00
Donations	0.00	300.00
Sundries	534.96	1866.69
TOTAL EXPENDITURE	10093.07	10590.91
Net Surplus of Receipts	415.07	16640.01
Balance at 1st Jan	64484.23	47844.22
Balance at 31st Dec	64899.30	64484.23

WINCHELSEA BEACH COMMUNITY ASSOCIATION
Registered Charity no. 278165

MAINTENANCE & REPAIR FUND

	2023	2022
Balance at 1st JAN	19693.85	19687.50
INCOME		
Interest	621.10	6.35
Balance at 31st DEC	20314.95	19693.85

STATEMENT OF ASSETS & LIABILITIES
AT 31 DECEMBER 2023

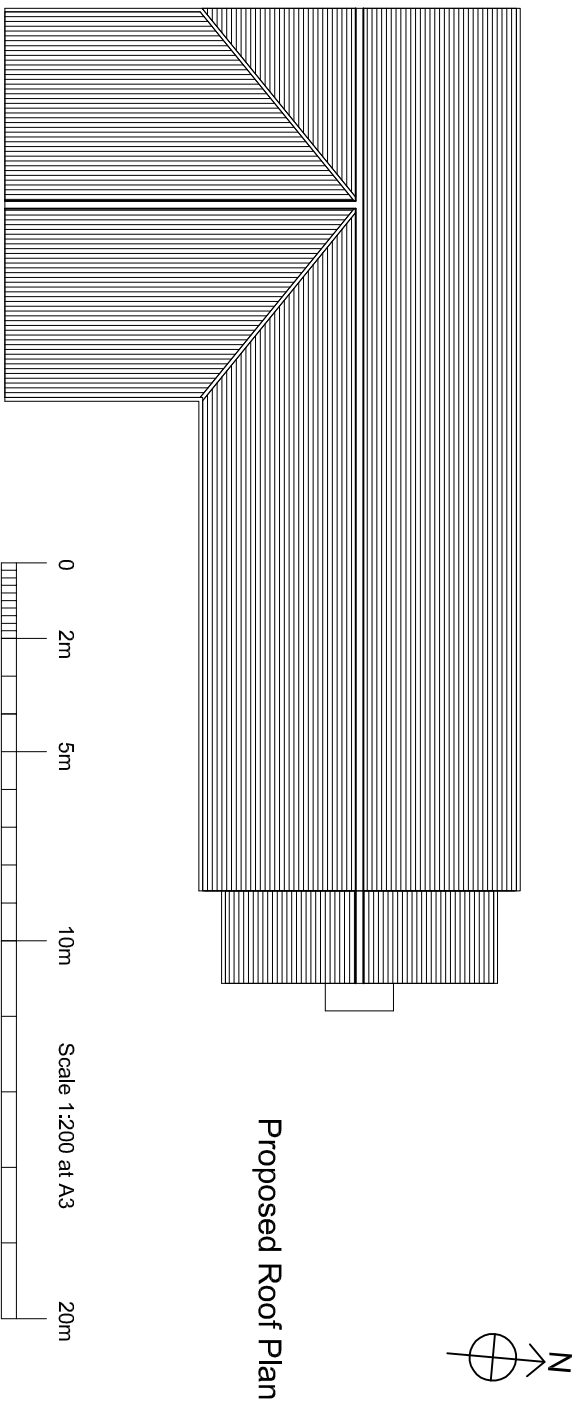
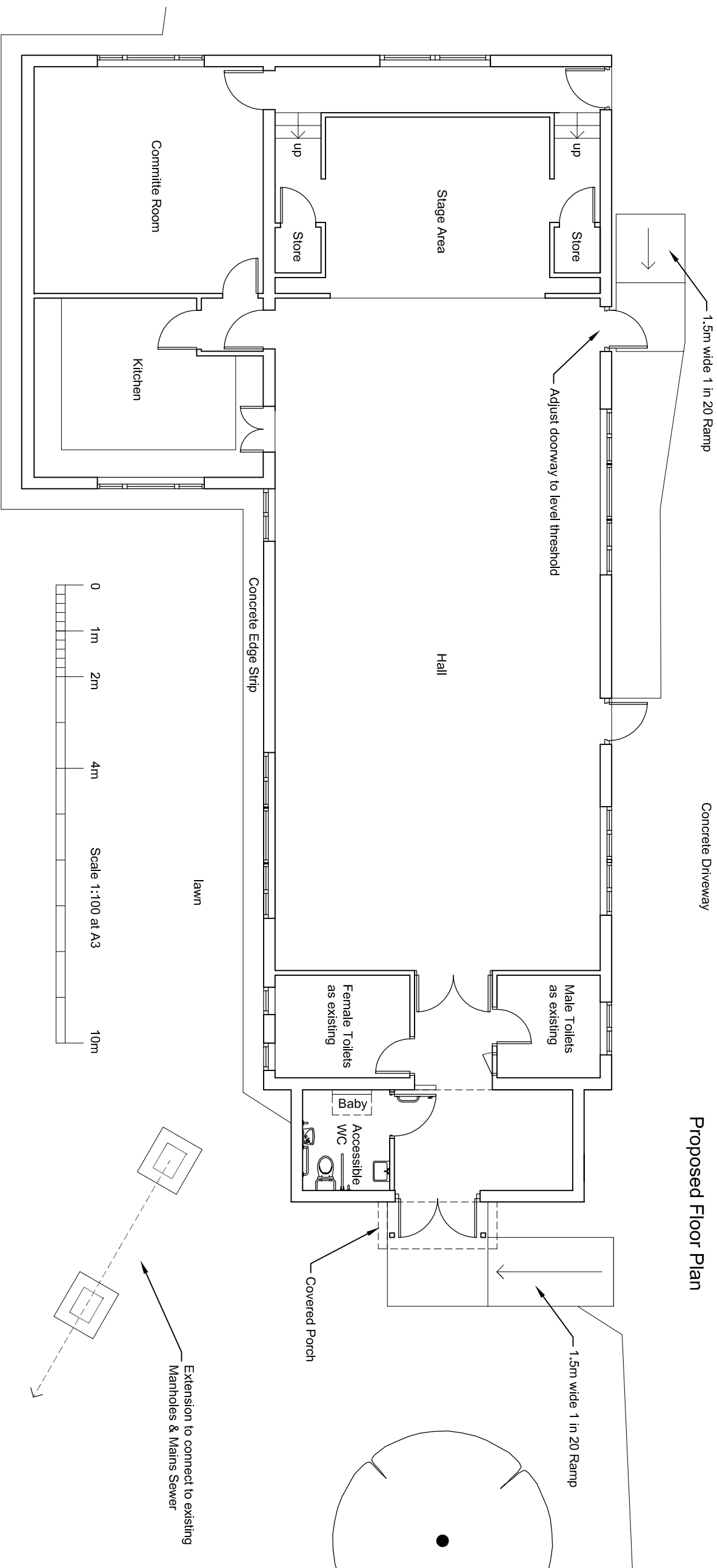
Cash Funds		2023	2022
General Fund			
National Savings Investment Account			
Nat West Current Account	WBCA	9215.32	23732.05
	Refurbishment Funds		22450.93
	Maintenance & Repair Fund		19693.85
	Total	9215.32	65876.83
Cash in hand		143.79	1182.15
Payments not cleared		-180.00	-30.00
Total		9179.11	67028.98
Redwood Bank Investment Account for Refurbishment		53571.09	15000.00
Maintenance & Repair Fund		20314.95	
Total Funds		83065.15	82028.98

Other Assets

Winchelsea Beach Community Hall & Equipment.

There were no material liabilities at the above date.

Note: No remuneration or other benefits have been paid by the Charity to the Charity's Trustees, or people connected with them.

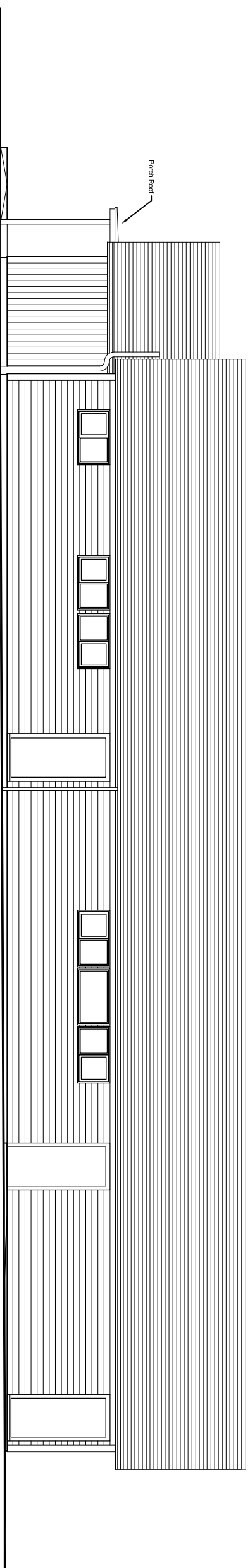


NOTES:
Do not scale this drawing.
All dimensions and conditions to be checked on site before any work commences. Any discrepancies must be notified before proceeding.

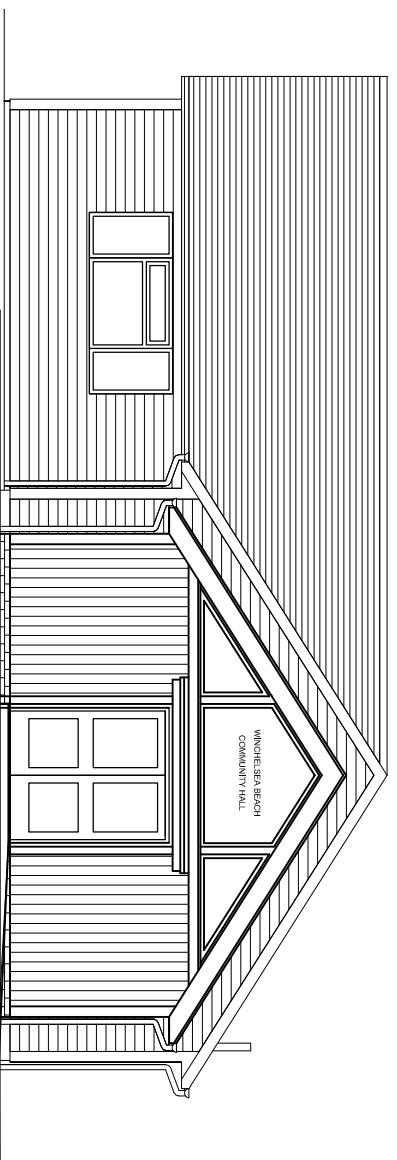
REVISIONS:
A May 23 Changes to Entrance
B Feb 24 Extension Reduced

Project	WBCH	Client	WBCA
Drawing	Proposed Floor and Roof Plans		
Scale	1:100 & 1:200		
Date	July 2021		
Dwg No	WIN055-04B		

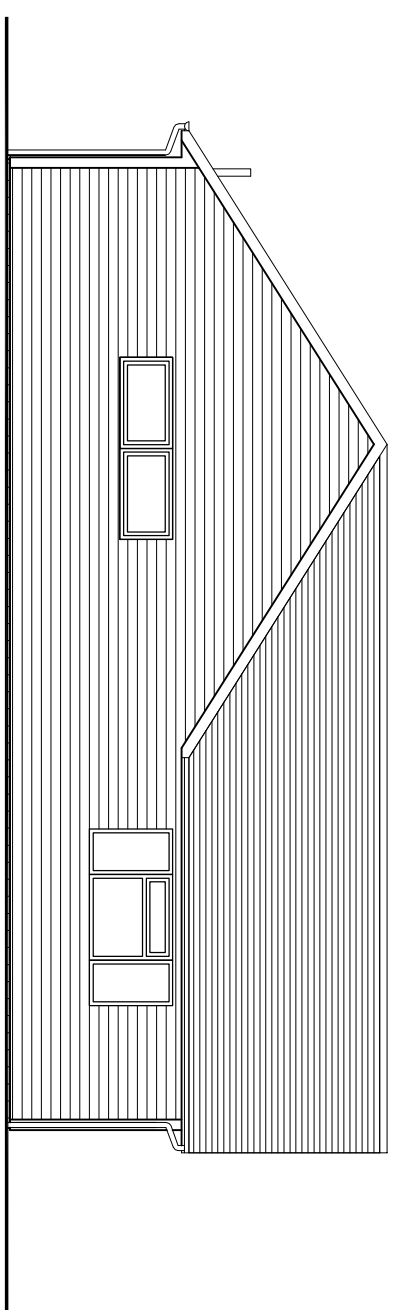
Casper Cummins RIBA
Chartered Architect
07966 234915
casper@ccarchitects.co.uk



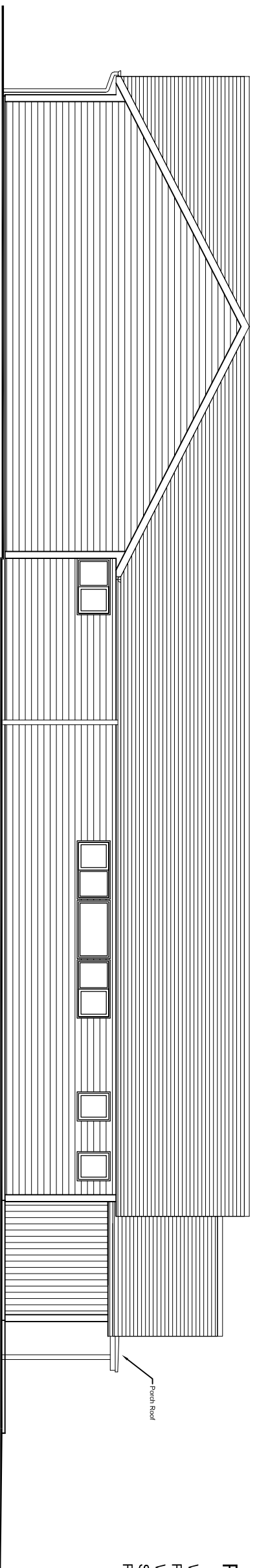
Proposed North Elevation



Proposed East Elevation



Proposed West Elevation



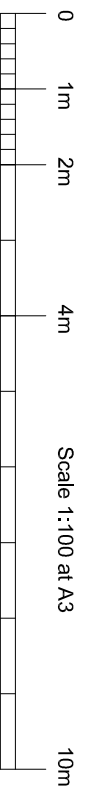
Proposed South Elevation

- Proposed Finishes**
- Walls: Timber cladding
 - Roof: Blue-black, fibre-cement slates
 - Windows/ Doors: Mid dark grey aluminium
 - Soffits & Facia: Timber (as-existing)
 - Rainwater goods: To match existing

Item 6 c i)

NOTES:
Do not scale this drawing.
All dimensions and conditions to be checked on site before any work commences. Any discrepancies must be notified before proceeding.

REVISIONS:
A May 23 Changes to Entrance
B Feb 24 Extension Reduced



Casper Cummins RIBA
Chartered Architect
07966 234915
casper@ccarchitects.co.uk

Project: **WBCH**
Client: **WBCA**
Drawing: **Proposed Elevations**

Scale: 1:100 @ A3
Date: July 2021
Dig No: **WIN055-06B**

Application form for grant aid for the financial year 2024-25

1. Your organisation	Your answers to our questions	Details of enclosures
a. Name of organisation	RYE & DISTRICT COMMUNITY TRANSPORT	
b. Legal status of your organisation, e.g. charity. Please give reg. details/	CHARITY (REG. NO. 1079421)	
c. Location/Address	RYE WHARF RYE HARBOUR TN31 7TE	
d. Name of main contact person in your organisation.	PAT HUGHES	
e. Their address.	AS ABOVE	
f. Telephone number	01797 227722	
g. Email address	07730 772900 ryect@madasafish.com	
h. Their position in the organisation	OPERATIONS MANAGER	
2. Your application		
a. How much money are you requesting?	£3,000	
b. Purpose of the grant? Please supply details of the specific purpose of the money you require from the Parish Council.	TO SUPPORT THE RUNNING OF RYECT'S DIAL-A-RIDE SERVICE (BESPOKE TRANSPORT FOR THOSE WITH MOBILITY DIFFICULTIES ENABLING THEM TO MAINTAIN INDEPENDENT LIVING & ACCESS SERVICES (EIP MEDICAL))	
c. How much money is already available for your proposal? Please give details and sources.	ESCC SUPPORT CONTRACT PROVIDES £8000 & RYE HOSPITAL £5000	

Item 6 c ii)

<p>d. Please supply your accounts for the past full year and details of reserves and balances.</p>	<p>2023-24 ARE BEING PREPARED BUT WILL SEND 2022-23.</p>	
<p>3. The need you are proposing to meet. a. Has an assessment of need been made? Please provide details.</p>	<p>THE DIAL-A-RIDE JOURNEYS ARE PREDOMINANTLY FOR MEDICAL (INCLUDING DENTAL & OPTICAL) APPOINTMENTS OR WELL BEING ACTIVITIES</p>	
<p>b. Who will benefit from your proposal?</p>	<p>THE DIAL-A-RIDE SERVICE SUPPORTS RESIDENTS OF RYE & THE SURROUNDING VILLAGES IN RYE HARBOUR WINCHESEA TOWN & BEACH AND ICKLESHAM</p>	
<p>c. How many local people/others will benefit?</p>	<p>WE TAKE 6-8 PEOPLE REGULARLY FROM ICKLESHAM (5 VILLAGES RESIDENTS & OTHERS) - OUR CHARGES ARE LESS THAN OTHER PROVIDERS (NO WAITING TIME CHARGE)</p>	
<p>d. If premises are involved in your application: i) do you own the premises? ii) or lease the premises? iii) Date and term of the lease and any necessary consent of</p>	<p>N/A</p>	
<p>e. Have you made other applications, that are still outstanding, for the money you are requesting from the Parish Council?</p>	<p>No</p>	
<p>f. Have you previously received grants from this Council?</p>	<p>YES - AND OUR PASSENGERS & OURSELVES ARE VERY GRATEFUL FOR IPC'S SUPPORT - IT IS NOT EASY LIVING IN A RURAL AREA WHEN YOU ARE ELDERLY & STRUGGLE WITH</p>	

Application signed by P.M.W. Hayles Dated 16-07-24
 Name and telephone number if not main contact.....
 Position in organisation OPERATIONS MANAGER

Please complete this form as fully as possible and return to:
ickleshampc@hotmail.co.uk or by post to Icklesham Parish Council, PO
 Box 148, Winchelsea, TN31 9FP
 Enquiries: 07714 169901

**REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2023
FOR
RYE & DISTRICT COMMUNITY TRANSPORT**

Gibbons Mannington & Phipps LLP
Chartered Accountants
82 High Street
Tenterden
Kent
TN30 6JG

RYE & DISTRICT COMMUNITY TRANSPORT
CONTENTS OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2023

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Detailed Statement of Financial Activities	14 to 15

RYE & DISTRICT COMMUNITY TRANSPORT

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST MARCH 2023

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31st March 2023. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities published on 16 July 2014.

OBJECTIVES AND ACTIVITIES

Objectives and aims

The objectives of the Charity are to provide and maintain non-profit community transport services and to assist the charitable work of other organisations providing relief to the inhabitants of Rye and district who are in need because of age, mental or physical disability or otherwise. The focus of the Charity's activities must always be public benefit - the Charity's strength is entirely due to its position within the community.

The trustees have regard to the Charity Commissions guidance on public benefit.

ACHIEVEMENT AND PERFORMANCE

Charitable activities

RDCT has maintained its delivery of core services to the community (under Section 19 & 22 permits) as efficiently and cost effectively as possible given the cost of living pressures and the big increase in fuel costs. This has emphasised the importance of its services for local primary schools, helping to provide pupils with as good a range of academic and sporting activities as possible as their education recovers from Covid-19 restrictions, and also of the Homewood School service which provides transport for a significant number of SEND children (far greater than pre-Covid). The Dial-a-Ride now carries more passengers going to well-being activities (the Hub on Rye Hill is a key destination) although many of the medical appointments catered for are for residents of the villages around Rye who come to the Rye surgeries (medical and dental) and Rye Hospital for treatment. The 326 Rye Town bus service (operated under a Section 22 permit) continues to be an invaluable resource for the town

FINANCIAL REVIEW

Financial review

During the past year the Directors' efforts have continued to concentrate on stabilising the Charity's financial position and focussing on a business strategy to ensure ongoing viability. The cost base for RDCT is high but the Permits only allow for recovery of certain operating costs from passengers and excludes any administrative expense. This means that the charity relies heavily on community funding for support. Organisations such as the Friends of Rye Hospital; Rye Town Council; the Rye Fund, Icklesham Parish Council and Jempsons have all supported the Charity during the year and much is also done by other fund raising initiatives. It is also extremely grateful for very generous donations from the public who have used the service and value its contribution to their transport needs

We have also ensured that reserves should be sufficient to permit operations to continue for at least 12 months in the event of a major downturn in income and to help build up funds for any future bus replacement. This has been against a tough economic background of increased fuel and maintenance costs particularly but also in the face of squeezed income. Every effort is made to cut operational costs where possible

The results for the year ended 31 March 2023 produced a break even position before depreciation which was within budget forecast and considered satisfactory bearing in mind operational and economic circumstances.

The Trustees would like to thank the Operations Manager for her unstinting commitment to the Bus Company, the employees and all the volunteers who do so much to ensure we continue to provide an excellent and much appreciated community service.

RYE & DISTRICT COMMUNITY TRANSPORT

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST MARCH 2023

FINANCIAL REVIEW

Reserves policy

Part of the considerable surplus from the Section 106 monies awarded in 2019 for the purchase of the new bus for the 326 service is ring-fenced for running costs over 3 years and cannot be regarded as a reserve. The year under review sees the final year of this condition, However, noting the ongoing funding needs, the Charity is aware of the need to build up reserves and considers that £20,000 would be a prudent figure.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

Recruitment and appointment of new trustees

Trustees are recruited and appointed from members of the local community who wish to assist the charity.

Risk management

The Trustees continue to work to ensure that risks to which the charity is exposed are identified and dealt with appropriately, with particular regard to fraud and error and the safety of passengers and drivers.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

03898093 (England and Wales)

Registered Charity number

1079421

Registered office

Rye Wharf
Harbour Road
Rye Harbour
Rye
East Sussex
TN31 7TE

Trustees

M J Miller
B M Nealon
I J Foster

No director has any beneficial interest in the charitable company. All directors are appointed representatives of member organisations who have guaranteed to contribute £1 in the event of a winding up. The number of guarantees at 31 March 2023 was 25.

Company Secretary

I J Foster

Independent Examiner

Richard Appleyard FCA
Gibbons Mannington & Phipps LLP
Chartered Accountants
82 High Street
Tenterden
Kent
TN30 6JG

RYE & DISTRICT COMMUNITY TRANSPORT

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31ST MARCH 2023**

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by order of the board of trustees on 29th November 2023 and signed on its behalf by:

B M Nealon - Trustee

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF RYE & DISTRICT COMMUNITY TRANSPORT

Independent examiner's report to the trustees of Rye & District Community Transport ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31st March 2023.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under Section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under Section 145(5) (b) of the 2011 Act.

Independent examiner's statement

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

1. accounting records were not kept in respect of the Company as required by Section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of Section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

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

Richard Appleyard FCA

Gibbons Mannington & Phipps LLP
Chartered Accountants
82 High Street
Tenterden
Kent
TN30 6JG

1st December 2023

RYE & DISTRICT COMMUNITY TRANSPORT

**STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31ST MARCH 2023**

	Notes	Unrestricted fund £	Restricted funds £	2023 Total funds £	<i>2022 Total funds £</i>
INCOME AND ENDOWMENTS FROM					
Donations and legacies		40,496	-	40,496	29,926
Charitable activities					
Operation of bus service		70,521	-	70,521	62,645
Other trading activities	3	8,642	-	8,642	5,330
Investment income	4	201	-	201	7
Total		119,860	-	119,860	97,908
EXPENDITURE ON					
Raising funds		2,565	-	2,565	2,311
Charitable activities					
Operation of bus service		118,944	4,008	122,952	103,950
Total		121,509	4,008	125,517	106,261
NET INCOME/(EXPENDITURE)		(1,649)	(4,008)	(5,657)	<i>(8,353)</i>
RECONCILIATION OF FUNDS					
Total funds brought forward		33,772	16,265	50,037	58,390
TOTAL FUNDS CARRIED FORWARD		32,123	12,257	44,380	50,037

The notes form part of these financial statements

RYE & DISTRICT COMMUNITY TRANSPORT**BALANCE SHEET
31ST MARCH 2023**

	Notes	Unrestricted fund £	Restricted funds £	2023 Total funds £	<i>2022 Total funds £</i>
FIXED ASSETS					
Tangible assets	10	3,842	11,856	15,698	20,920
CURRENT ASSETS					
Debtors	11	3,645	82	3,727	4,901
Cash at bank and in hand		31,343	319	31,662	40,476
		34,988	401	35,389	45,377
CREDITORS					
Amounts falling due within one year	12	(6,707)	-	(6,707)	(16,260)
NET CURRENT ASSETS		28,281	401	28,682	29,117
TOTAL ASSETS LESS CURRENT LIABILITIES		32,123	12,257	44,380	50,037
NET ASSETS		32,123	12,257	44,380	50,037
FUNDS	13				
Unrestricted funds:					
General fund				32,123	33,772
Restricted funds				12,257	16,265
TOTAL FUNDS				44,380	50,037

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31st March 2023.

The members have not required the company to obtain an audit of its financial statements for the year ended 31st March 2023 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 29th November 2023 and were signed on its behalf by:

B M Nealon - Trustee

The notes form part of these financial statements

1. STATUTORY INFORMATION

Rye & District Community Transport is a private charitable company limited by guarantee, registered in England and Wales. The company's registered number and registered office address can be found in the reference and administrative details in the Report of the Trustees.

2. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Government grants

Government grants are recognised and accounted for under the performance model.

Grants that do not specify any future performance-related conditions are recorded when the grant proceeds are received or receivable. Any grant that imposes specified future performance-related conditions is recognised only when the performance-related conditions are met. Grants received before the revenue recognition criteria are satisfied are recognised as a liability.

Tangible fixed assets

Fixed assets are recorded at cost or, in cases where fixed assets have been donated to the Charity, at valuation at the time of acquisition.

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

Office equipment	20% on written down value
Motor vehicles	25% on written down value

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

As all the activities of the charity are within its primary objective to provide non-profit community transport services, it has not been considered necessary to designate any funds or show any funds as restricted.

Where funds are received for a significant and specific project these are allocated to restricted funds.

Donated services

Donated services are included at a value equivalent to market value at the date of donation.

RYE & DISTRICT COMMUNITY TRANSPORT

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31ST MARCH 2023**

2. ACCOUNTING POLICIES - continued

Debtors and creditors

Debtors and creditors are recognised at their settlement amount after allowing for any trade discounts.

Creditors are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably.

3. OTHER TRADING ACTIVITIES

	2023	2022
	£	£
Fundraising events	3,252	-
Social lotteries	5,390	5,330
	<u>8,642</u>	<u>5,330</u>

4. INVESTMENT INCOME

	2023	2022
	£	£
Deposit account interest	201	7
	<u>201</u>	<u>7</u>

5. SUPPORT COSTS

	Management £	Finance £	Governance costs £	Totals £
Operation of bus service	<u>17,173</u>	<u>356</u>	<u>1,330</u>	<u>18,859</u>

Support costs, included in the above, are as follows:

Governance costs

	2023	2022
	£	£
Operation of bus service	432	1,130
Independent examination	898	155
Accountancy fees	<u>1,330</u>	<u>1,285</u>

6. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2023	2022
	£	£
Depreciation - owned assets	<u>5,222</u>	<u>6,949</u>

RYE & DISTRICT COMMUNITY TRANSPORT**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31ST MARCH 2023****7. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31st March 2023 nor for the year ended 31st March 2022.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31st March 2023 nor for the year ended 31st March 2022.

8. STAFF COSTS

	2023	2022
	£	£
Wages and salaries	60,962	43,968
	60,962	43,968

The average monthly number of employees during the year was as follows:

	2023	2022
Drivers	3	2
Administration	1	1
	4	3

No employees received emoluments in excess of £60,000.

There were no higher paid staff for the year ended 31st March 2023 nor for the year ended 31st March 2022.

9. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	29,926	-	29,926
Charitable activities			
Operation of bus service	62,645	-	62,645
Other trading activities	5,330	-	5,330
Investment income	7	-	7
Total	97,908	-	97,908
EXPENDITURE ON			
Raising funds	2,311	-	2,311
Charitable activities			
Operation of bus service	98,662	5,288	103,950
Total	100,973	5,288	106,261
NET INCOME/(EXPENDITURE)	(3,065)	(5,288)	(8,353)

RYE & DISTRICT COMMUNITY TRANSPORT

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31ST MARCH 2023**

9. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued	Unrestricted fund £	Restricted funds £	Total funds £
RECONCILIATION OF FUNDS			
Total funds brought forward	36,837	21,553	58,390
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS CARRIED FORWARD	<u>33,772</u>	<u>16,265</u>	<u>50,037</u>
	<hr/>	<hr/>	<hr/>
10. TANGIBLE FIXED ASSETS			
	Office equipment £	Motor vehicles £	Totals £
COST			
At 1st April 2022 and 31st March 2023	<u>1,589</u>	<u>63,368</u>	<u>64,957</u>
DEPRECIATION			
At 1st April 2022	<u>1,307</u>	<u>42,730</u>	<u>44,037</u>
Charge for year	<u>60</u>	<u>5,162</u>	<u>5,222</u>
At 31st March 2023	<u>1,367</u>	<u>47,892</u>	<u>49,259</u>
NET BOOK VALUE			
At 31st March 2023	<u>222</u>	<u>15,476</u>	<u>15,698</u>
At 31st March 2022	<u>282</u>	<u>20,638</u>	<u>20,920</u>
	<hr/>	<hr/>	<hr/>
11. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR		2023	2022
		£	£
Trade debtors		475	374
Other debtors		1,759	3,066
Prepayments		1,493	1,461
		<u>3,727</u>	<u>4,901</u>
		<hr/>	<hr/>
12. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR		2023	2022
		£	£
Social security and other taxes		729	515
Other creditors		5,978	8,434
Deferred income		-	7,311
		<u>6,707</u>	<u>16,260</u>
		<hr/>	<hr/>

RYE & DISTRICT COMMUNITY TRANSPORT

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31ST MARCH 2023**

13. MOVEMENT IN FUNDS

	At 1/4/22 £	Net movement in funds £	At 31/3/23 £
Unrestricted funds			
General fund	33,772	(1,649)	32,123
Restricted funds			
20/20	798	(199)	599
Bus Fund	15,467	(3,809)	11,658
	16,265	(4,008)	12,257
TOTAL FUNDS	50,037	(5,657)	44,380

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	119,860	(121,509)	(1,649)
Restricted funds			
20/20	-	(199)	(199)
Bus Fund	-	(3,809)	(3,809)
	-	(4,008)	(4,008)
TOTAL FUNDS	119,860	(125,517)	(5,657)

Comparatives for movement in funds

	At 1/4/21 £	Net movement in funds £	At 31/3/22 £
Unrestricted funds			
General fund	36,837	(3,065)	33,772
Restricted funds			
20/20	1,063	(265)	798
Bus Fund	20,490	(5,023)	15,467
	21,553	(5,288)	16,265
TOTAL FUNDS	58,390	(8,353)	50,037

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31ST MARCH 2023**

13. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	97,908	(100,973)	(3,065)
Restricted funds			
20/20	-	(265)	(265)
Bus Fund	-	(5,023)	(5,023)
	<u>-</u>	<u>(5,288)</u>	<u>(5,288)</u>
TOTAL FUNDS	<u>97,908</u>	<u>(106,261)</u>	<u>(8,353)</u>

A current year 12 months and prior year 12 months combined position is as follows:

	At 1/4/21 £	Net movement in funds £	At 31/3/23 £
Unrestricted funds			
General fund	36,837	(4,714)	32,123
Restricted funds			
20/20	1,063	(464)	599
Bus Fund	20,490	(8,832)	11,658
	<u>21,553</u>	<u>(9,296)</u>	<u>12,257</u>
TOTAL FUNDS	<u>58,390</u>	<u>(14,010)</u>	<u>44,380</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	217,768	(222,482)	(4,714)
Restricted funds			
20/20	-	(464)	(464)
Bus Fund	-	(8,832)	(8,832)
	<u>-</u>	<u>(9,296)</u>	<u>(9,296)</u>
TOTAL FUNDS	<u>217,768</u>	<u>(231,778)</u>	<u>(14,010)</u>

The 20/20 fundraising appeal was set up to mark the Charity's 20th anniversary and allowed the replacement of 2 buses. All funds have been spent and the balance on the fund represents the carrying value of the fixed assets acquired.

13. MOVEMENT IN FUNDS - continued

The restricted fund is made up of a grant received to help towards the running costs of the 326 service which will cover three financial years and will be drawn down on an adhoc basis, the full amount has been deferred at the balance sheet date and is represented by the cash at bank figure.

The bus fund consists of grants and donations which were used to complete the purchase of the new Dial-a-Ride bus and the purchase and fit-out of the replacement to FN04 NLM (written off in an accident). A small amount of these funds still remains and will be used to cover the costs of any further equipment required.

14. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31st March 2023.

15. ULTIMATE CONTROLLING PARTY

The company is controlled by the Board of Trustees.

16. GOVERNMENT GRANT INCOME

The charity received £4,000 in the year in the form of financial assistance from local government.

Included in the above figure, is £4,000 which was unrestricted in relation to helping towards the general running costs of the charity.

The funds received from Government and its Agencies were:- £2,000 from Icklesham Parish Council and £2,000 from Rye Town Council.

RYE & DISTRICT COMMUNITY TRANSPORT**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST MARCH 2023**

	2023 £	2022 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	20,185	4,344
Grants received	20,311	25,582
	40,496	29,926
Other trading activities		
Fundraising events	3,252	-
Social lotteries	5,390	5,330
	8,642	5,330
Investment income		
Deposit account interest	201	7
Charitable activities		
Service bus fares	1,874	2,041
Dial-a-Ride income	3,688	2,813
Bus hirings	10,497	5,547
Contract services	54,074	51,075
Fuel rebates	388	1,169
	70,521	62,645
Total incoming resources	119,860	97,908
EXPENDITURE		
Raising donations and legacies		
200 Club prizes	2,375	2,311
Other fundraising	190	-
	2,565	2,311
Charitable activities		
Wages	43,802	26,808
Fuel costs	19,973	15,117
Licences and maintenance of buses	16,309	18,485
Rent and premises costs	8,972	8,073
Telephone	1,079	1,753
Advertising costs	288	288
Insurance	8,269	7,700
Computer costs	180	50
Depreciation of office equipment	60	71
Depreciation of vehicles	5,161	6,878
	104,093	85,223
Support costs		
Management		
Wages	17,160	17,160
Carried forward	17,160	17,160

This page does not form part of the statutory financial statements

RYE & DISTRICT COMMUNITY TRANSPORT

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST MARCH 2023**

	2023 £	2022 £
Management		
Brought forward	17,160	17,160
Sundry office expenses	13	-
	<hr/> 17,173	<hr/> 17,160
Finance		
Bank charges	356	282
Governance costs		
Independent examination	432	1,130
Accountancy fees	898	155
	<hr/> 1,330	<hr/> 1,285
Total resources expended	<hr/> 125,517	<hr/> 106,261
Net expenditure	<hr/> (5,657)	<hr/> (8,353)

This page does not form part of the statutory financial statements

ICKLESHAM PARISH COUNCIL

Application form for grant aid for the financial year 2023-24

1. Your organisation	Your answers to our questions	Details of enclosures
a. Name of organisation	ALL SAINTS WITH ST NICOLAS, ICKLESHAM PCC	
b. Legal status of your organisation, e.g. charity. Please give reg.details/ number if any.	CHARITY X98645	
c. Location/Address	MAIN ROAD ICKLESHAM TN36 4BH	
d. Name of main contact person in your organisation.	M. IRVING	
e. Their address.	MOUNTAIN FISH, MANOR ROBE, ICKLESHAM TN36 4BT	
f. Telephone number	07778 035625	
g. Email address	a. irving@iscali.co.uk	
h. Their position in the organisation	TREASURER	
2. Your application		
a. How much money are you requesting?	£600	
b. Purpose of the grant? Please supply details of the specific purpose of the money you require from the Parish Council.	TO MAINTAIN THE CHURCHYARD	
c. How much money is already available for your proposal? Please give details and sources.	SMALL DONATIONS TO DATE AMOUNTING TO LESS THAN £100	
d. Please supply your accounts for the past full year and details of reserves and balances.	SEE ATTACHED THE CHURCHYARD BALANCE STOOD AT £0 AT THE END OF 2023 YEAR	STATEMENT OF FUNDS PAGE OF 2023 ACCOUNTS

Item 6 c iii)

<p>3. The need you are proposing to meet.</p> <p>a. Has an assessment of need been made? Please provide details.</p>	<p>TO PROVIDE A SUITABLE ENVIRONMENT FOR THOSE WISHING TO MOURN AND PAY THEIR RESPECTS AT THE GRAVEYARD</p>	
<p>b. Who will benefit from your proposal?</p>	<p>FAMILIES AND FRIENDS WHO HAVE LOVED ONES IN THE GRAVEYARD. ALSO THOSE IN THE COMMUNITY & VISITORS WHO WISH TO VISIT</p>	
<p>c. How many local people/others will benefit?</p>	<p>CHURCH CONGREGATION & VISITORS TO FAMILY GRAVES, LOCAL PEOPLE VIA THE PUBLIC FOOTPATH</p>	
<p>d. If premises are involved in your application: i) do you own the premises? ii) or lease the premises? iii) Date and term of the lease and any necessary consent of owner.</p>	<p>N/A</p>	
<p>e. Have you made other applications, that are still outstanding, for the money you are requesting from the Parish Council?</p>	<p>NO</p>	
<p>f. Have you previously received grants from this Council?</p>	<p>YES</p>	

Application signed by D. S. Long Dated 14.9.2024

Name and telephone number if not main contact

Position in organisation TREASURER

Please complete this form as fully as possible and return to:
ickleshampc@hotmail.co.uk or by post to Icklesham Parish Council, PO Box 148,
 Winchelsea, TN31 9FP
 Enquiries: 07714 169901

Please note that grant applications are considered twice a year in March and September.

Item 6 c iii)

4 Statement of Funds

	Balances				Balances C/f	Notes
	B/f					
	01-Jan-23	Income	Expenditure	Transfers	00-Jan-00	
	to nearest £	to nearest £	to nearest £	to nearest £	to nearest £	
General	8,383	16,669	13,811	(-45)	11,196	
Designated General	-	-	-	-	-	
Total of all Unrestricted Funds	8,383	16,669	13,811	- 45	11,196	
Restricted General	-	74	74	-	-	
Fabric	5,848	46,526	51,926	-	448	
Churchyard	210	641	896	45	-	
Flower	473	15	-	-	488	
Organ	4,970	148	252	-	4,866	
	-	-	-	-	-	
Total of all Restricted Funds	11,501	47,404	53,148	45	5,802	
Flowers Van Dalen	-	-	-	-	-	
Grave Mrs I M Martindale	-	-	-	-	-	
Grave Mr W H M Martindale	-	-	-	-	-	
Churchyard Mrs H E Cooper	-	-	-	-	-	
Clarke Family Trust K R	-	-	-	-	-	
Clarke Family Trust E C	-	-	-	-	-	
Clarke Family Trust P J	-	-	-	-	-	
Total of all Endowment Funds	-	-	-	-	-	

Endowment Fund Details:

Flowers Van Dalen	Income to be used for the purchase of floral decorations for Icklesham Church on appropriate occasions, in particular on the Patronal Festival of All Saints.
Grave Mrs I M Martindale	Income to be used for maintaining grave & gravestone, keeping the lettering legible. If not done, the endowments go to the Royal National Throat, Nose and Ear Hospital.
Grave Mr W H M Martindale	Income to be used for maintaining grave & gravestone, keeping the lettering legible. If not done, the endowments go to the Royal National Throat, Nose and Ear Hospital.
Churchyard Mrs H E Cooper	Income to be used for Icklesham churchyard maintenance, in particular the tombstones and letterings of her grave and that of her husband Cdr R W Cooper.
Clarke Family Trust K R	Income for churchyard maintenance and upkeep of Clarke family memorials.
Clarke Family Trust E C	Income for churchyard maintenance and upkeep of Clarke family memorials.
Clarke Family Trust P J	Income for churchyard maintenance and upkeep of Clarke family memorials.

ICKLESHAM PARISH COUNCIL

Application form for grant aid for the financial year 2024-2025

1. Your organisation	Your answers to our questions	Details of enclosures
a. Name of organisation	Winchelsea New Hall	
b. Legal status of your organisation, e.g. charity. Please give reg.details/ number if any.	Registered Charity No. 235174	
c. Location/Address	Rectory lane, Winchelsea TN36 4AA	
d. Name of main contact person in your organisation. e. Their address. f. Telephone number g. Email address h. Their position in the organisation	<p style="text-align: center;">Rosemarie Roberts</p> <p style="text-align: center;">Amerique, Castle Street, Winchelsea TN36 4HU</p> <p style="text-align: center;">07941 458628</p> <p style="text-align: center;">rroberts96@yahoo.co.uk</p> <p style="text-align: center;">Treasurer and Trustee, New Hall Management Committee</p>	
2. Your application a. How much money are you requesting?	£1,725	
b. Purpose of the grant? Please supply details of the specific purpose of the money you require from the Parish Council.	To pay for the hall insurance, licenses and towards general running costs	
c. How much money is already available for your proposal? Please give details and sources.	The hall has reserves in the current account that can be drawn upon to pay the balance of these costs.	
d. Please supply your accounts for the past full year and details of reserves and balances.	Please see separate sheet	

<p>3. The need you are proposing to meet.</p> <p>a. Has an assessment of need been made? Please provide details.</p>	<p>To enable the hall to keep running</p>	
<p>b. Who will benefit from your proposal?</p>	<p>All users and visitors to the hall.</p>	
<p>c. How many local people/others will benefit?</p>	<p>Potentially around 3,000 including local people and others living further afield looking for venues for wedding receptions, parties etc.</p>	
<p>d. If premises are involved in your application: i) do you own the premises? ii) or lease the premises? iii) Date and term of the lease and any necessary consent of owner.</p>	<p>The hall owns the freehold which is managed on our behalf by the Official Custodian.</p>	
<p>e. Have you made other applications, that are still outstanding, for the money you are requesting from the Parish Council?</p>	<p>No</p>	
<p>f. Have you previously received grants from this Council?</p>	<p>Yes</p>	

Application signed by *Rosemarie Robert*

Dated 2nd September 2024

Name and telephone number if not main contact

Position in organisation Treasurer and Trustee

Please complete this form as fully as possible and return to:
ickleshampc@hotmail.co.uk or by post to Icklesham Parish Council, PO Box 148,
 Winchelsea, TN31 9FP
 Enquiries: 07714 169901

Please note that grant applications are considered twice a year in March and September.

Item 6 c iv) WINCHELSEA NEW HALL Year End Accounts 1st July 2023 - 30th June 2024

INCOME AND EXPENDITURE

	2022-23	BUDGET 23-24	30/06/2024
INCOME			
Lettings Regular	4,324.00	4,300	4,648.00
Lettings Occasional	3,530.00	3,200	3,896.90
Lettings Weddings	3,500.00	3,500	3,962.00
GRANTS			
Icklesham Parish Council	1,725.00	1,725	1,690.00
Sussex Community Fund (Wind Farm)		5,000	5,000.00
Sussex Community (Rye) Fund		1,000	1,000.00
Rother Community Fund		3,802	
Other (Rother Carbon reduction scheme)		2,310	
Subscriptions from supporters	900.00	850	875.00
Donations	478.17	500	1,828.00
FUNDRAISING			
Summer Fete Lunches/Teas	2,245.89	800	1,445.93
Christmas Fair & Grand Raffle	3,037.70	3,200	3,652.25
Film Night	605.43	700	683.21
100 Club	586.14	1,200	1,617.18
General fundraising/Other events	90.00	1,000	4,697.90
Gift Aid	649.85	400	
Bank Interest	52.61	120	187.50
TOTAL INCOME	21,724.79	33,607	35,183.87
EXPENDITURE			
Cleaning	1,730.38	2,000	1,948.93
Electricity SSE	497.16	1,500	1,049.67
Gas British Gas Lite	1,097.83	3,000	2,218.70
Rates	180.37	150	113.52
Water	93.94	110	112.38
Broadband	119.16	400	391.14
Event costs	1,052.22	1,500	2,390.84
Advertising	175.00	150	100.00
Premises Repairs & Maintenance	1,383.96	900	2,215.45
Equipment Repairs & Renewals	1,189.66	800	264.65
Donations made to other charities	1,168.00	850	893.00
Insurance	995.56	1,315	1,095.08
Admin costs + postage	9.58	100	271.49
Licences	883.70	1,000	187.56
Society Subscriptions	50.00	60	50.00
Car Park rent	50.00	52	52.00
Sub-Total	10,676.52	13,887	13,354.41
ASSETS & Investment Purchases			
Premises improvements	11,227.84	24,200	25,050.94
Furnishings			
Sub-Total	11,227.84	24,200	25,050.94
TOTAL EXPENDITURE	21,904.36	38,087	38,405.35
Net of income/expenditure	-179.57	-4,480	-3,221.48
CURRENT BALANCES			
NatWest Management Account	21,885.97		18,649.57
Shawbrook Reserve	8,455.42		8,455.42
NET CURRENT ASSETS	30,341.39		27,104.99

Rosemarie Robert 11/7/24
Treasurer

ICKLESHAM PARISH COUNCIL

Application form for grant aid for the financial year 2024-25

1. Your organisation	Your answers to our questions	Details of enclosures
a. Name of organisation	The Corporation of Winchelsea	
b. Legal status of your organisation, e.g. charity. Please give reg.details/ number if any.	Charity Number 1192506	
c. Location/Address	Court Hall, High Street, Winchelsea, TN36 4EA	
d. Name of main contact person in your organisation. e. Their address. f. Telephone number g. Email address h. Their position in the organisation	<p>Ali Casey, Wren Cottage, High Street, Winchelsea TN36 4EA</p> <p>07926 128737</p> <p>Ali.Casey63@gmail.com</p> <p>Jurat and Trustee</p>	
2. Your application a. How much money are you requesting?	£1500	
b. Purpose of the grant? Please supply details of the specific purpose of the money you require from the Parish Council.	<p>We plan to refurbish the toilet in the Court Hall. Sort the damp problem, install hot water, fit a new sink and toilet and to make it as accessible as possible with grab rails (although there is not room for a wheelchair). There is also need for a new oak door which has to be appropriate for the medieval building. The grant from IPC is required specifically for the hot water heater, and the new sink and toilet.</p>	
c. How much money is already available for your proposal? Please give details and sources.	<p>£5000 from reserves. We are in the process of applying to Rother District Council for £3500. If we gain the £1500 from IPC this will give us the £10,000 required.</p>	

<p>d. Please supply your accounts for the past full year and details of reserves and balances.</p>	<p>Final (approved) accounts for financial year Jan 2023 to December 2023 are attached as requested.</p>	<p>Please note the Corporation reserves are vested in a Bond designed to cover one year of expenditure, plus that required to meet arising capital projects when necessary. The Corporation is responsible for the maintenance of the Court Hall, the three town gates and the well. A reserve fund also exists to cover unexpected commitments for the Museum and its artifacts. Please also note that we have a project starting on September 16th 2024 involving the repair and refurbishment of the west wall elevation costing £25K which will further reduce our reserves.</p>
<p>3. The need you are proposing to meet.</p> <p>a. Has an assessment of need been made? Please provide details.</p>	<p>Yes. The Winchelsea Corporation has a sub committee, the Fabric Committee, headed up by a Jurat that is also a surveyor. The Group is responsible for looking after all aspects of the medieval community hall. We have been raising funds in 2023/24 for the re-pointing of the west gable end and in late 2024/25 our priority is to update the toilet. Feedback from those hiring the hall and all members of the Corporation and museum volunteers is that the toilet is unhygienic with no hot water, a health hazard due to the damp and mold, outdated and very unpleasant to</p>	

	use.	
b. Who will benefit from your proposal?	Everyone who uses the Court Hall; all groups hiring the hall, all people attending events, the Corporation (Major and 12 Jurats) all visitors to the museum (which is housed in the same building) and all museum volunteers. Disabled visitors and children will find the new facilities much easier to use.	
c. How many local people/others will benefit?	In 2023 the Court Hall had a footfall of around 2000 visitors and members of the community (in 2024 it has bookings for 113 days with more bookings to come) In addition to this, in 2023 the museum had a record number of 1895 visitors between April and October (up 30% on the previous year and the trend is likely to continue as the town's tourism is being boosted by a new brochure widely distributed in the area and renewed marketing of the 1066 walk (which goes through the middle of the town) There are also around 30 museum volunteers	
d. If premises are involved in your application: i) do you own the premises? ii) or lease the premises? iii) Date and term of the lease and any necessary consent of owner.	Yes. The Court Hall was donated to the Corporation in the 19th Century for the use of the people of Winchelsea. The New Hall was built in 1926 which is a larger hall but the Court Hall is still used extensively by Icklesham Parish Council, local groups and clubs, as a venue for art exhibitions and carol concerts etc. and is the home of the Mayor and the Corporation which holds all its meeting there.	
e. Have you made other applications, that are still outstanding, for the money you are requesting from the Parish Council?	We are in the process of applying to Rother District Council for £3,500 (but have been told we should apply to IPC first) and will use around £5,000 from our reserves.	

f. Have you previously received grants from this Council?	No	
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Application signed by A Casey Dated 2nd September 2024

Name and telephone number if not main contact

Position in organisation Jurat and Trustee

Please complete this form as fully as possible and return to:
clerk@icklesham-pc.gov.uk or by post to Icklesham Parish Council, PO Box 148,
Winchelsea, TN31 9FP
Enquiries: 07714 169901

Please note that grant applications are considered twice a year in March and September.

CORPORATION OF WINCHELSEA
Registered charity number 1192506

Receipts and Payments Account for the year ended 31 December 2023

Receipts	General fund	Museum fund	Capital fund	Total funds		2022 Total Funds
	£	£	£	£		£
Grants	0	600		600		3,267
FOAM	4,200			4,200		
Hire LCH	420			420		520
Sale of Town Guides (TG)	600			600		400
King's Dues	350			350		563
Donations	327	1,526		1,853		4,176
Fundraising	3,950			3,950		4,820
Museum Apportionments	3,995	0		3,995		
Electric	126			126		30
Museum Sales		1,681		1,681		1,646
Museum Admissions		5,685		5,685		4,336
Discover Winchelsea (DW)	1,250			1,250		600
Support	101			101		
Interest		0		0		753
Total receipts	15,319	9,492	0	24,812		21,111

	£	£	£	£	£
Repairs and maintenance	649			649	5,537
Rates & Utilities	1,947			1,947	939
Discover Winchelsea	1,069			1,069	1,173
Insurance	2,814			2,814	2,541
Donations	1,550			1,550	1,593
Subscriptions	368	0		368	1,032
Staff costs	1,499			1,499	1,400
Professional fees	136			136	
Project costs	4,200			4,200	
Regalia Costs	1,521			1,521	525
Fixtures & Fittings		1,091		1,091	917
Museum Stock		1,067		1,067	1,229
Event costs	950			950	835
Museum Apportionments		3,992		3,992	
Support Costs					118
Alarm & Fire		200		200	92
Total payments	16,702	6,350	0	23,052	17,931
Net receipts/(payments)	(1,383)	3,142		1,759	3,180
Funds at 1 January 2023	15,644	10,650	62,346	88,640	85,460
Transfers		(10,000)	10,000		
Interest UTB			1,005	1,005	
Funds at 31 December 2023	14,261	3,792	73,351	91,404	88,640

CORPORATION OF WINCHELSEA
Registered charity number 1192506
Balance Sheet at 31 December 2023

Current assets		2023	2022
		£	£
Bank balances			
Current accounts		18,053	26,294
Deposit accounts - United Trust Bank		73,351	62,346
		91,404	88,640
Unrestricted Funds (note 2)			
General Fund		14,261	15,644
Museum Fund		3,792	10,650
Capital Fund		73,351	62,346
		91,404	88,640

NOTES TO THE ACCOUNTS

1. **Basis of Preparation:** The accounts are presented on a receipts and payments basis, as permitted by s.133 of the 2011 Charities Act. This is the third year in which the Corporation has operated as a charity registered with the Charity Commission. It has also been recognised as being eligible for Gift Aid by HMRC and has enrolled in that scheme. Gift Aid reclaimed for this year is £480.
2. **Funds:** All funds are unrestricted but have been designated by the Trustees for the purposes described. The Trustees may designate the funds for other purposes at their discretion. Interest is earned on the funds held at the United Trust Bank.
3. **Corporation Property:** No value is included in the balance sheet in respect of property and land owned by, or in, the Corporation's charge, exhibits in the Museum, stock, or regalia owned by the Corporation.
4. **The Ancient Monuments' Fund.** This was established by public appeal in 1983 with the aim of providing additional income for the maintenance of the Court Hall and the three gates. That purpose continues but the monies held in the Ancient Monuments' Fund has now been amalgamated with the General Fund and there is now one account for Winchelsea Corporation.
5. **Projects, R&M.** Includes works undertaken in the Museum and Court Hall in accordance with the objects of the charity.

The Financial Statements were approved by the Trustees:

Signed: _____



Date: 5 MARCH 2024

clerk@iclesham-pc.gov.uk

From: SM-NE-South East Coastal Access (NE)
<SouthEastCoastalAccess@naturalengland.org.uk>
Sent: 31 July 2024 10:10
To: SM-NE-South East Coastal Access (NE)
Subject: Coastal Access – Eastbourne to Camber Report 8: Rye Harbour to Camber Sands, East Sussex (owner/occupier)
Attachments: Notice of Natural England Coastal Access Report - relevant interest.pdf

Dear Madam/Sir

On 31 July 2024 Natural England submitted a report to the Secretary of State for Environment, Food and Rural Affairs setting out our proposals for improved access to the coast between **Rye Harbour and Camber Sands (East Sussex)** – including the Rother Estuary. These proposals form part of a programme to establish a continuous walking route around England’s coastline, as set out in the Marine and Coastal Access Act 2009.

As someone with a relevant interest in the land, you now have an opportunity to make a representation and/or an objection to the Secretary of State about these proposals.

Our report can be found at: <https://www.gov.uk/government/publications/king-charles-iii-england-coast-path-from-rye-harbour-to-camber-sands-ebc8-comment-on-proposals>

By visiting the coastal access webpage for this stretch of coast you will find all the information you need including the following documents and forms:

- The Overview and report with accompanying maps
- The form that must be used for making a representation
- The form that must be used for making an objection
- Guidance notes to help you complete the forms

In addition, please find attached to this email the formal notice advising you that you are entitled to make representations or objections about the report.

All representations and objections about any of the reports must be received by Natural England no later than midnight on **25 September 2024**. We cannot consider any responses received after this deadline.

If you do wish to make a representation or an objection, we suggest that you read the guidance notes before completing the relevant form. If you have any queries regarding the process or require paper copies of either of the forms or guidance, then please get in touch by replying to this email.

The Secretary of State will make a decision about the report when all representations and objections relating to that report have been considered. Establishment of the new access arrangements on this stretch of coast will not begin until that decision is made.

Yours sincerely
Jenny Bowen, Senior Adviser

King Charles III England Coast Path Delivery Team
Natural England
Floor 9, International House
Dover Place
Ashford
Kent
TN23 1HU

Telephone: 0208 026 8045
Email: SouthEastCoastalAccess@naturalengland.org.uk

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PRESS RELEASE

WINCHELSEA BEACH FLOODING AND SEWAGE ISSUES

The heavy rain experienced on 24th August resulted once again in Southern Water deploying tankers to Winchelsea Beach. This is after Southern Water informed Icklesham Parish Council and residents at a public meeting organised by the Parish Council in September 2023, that they had lined all of the public sewers in the area and that this should make an improvement. This clearly hasn't worked and paints a depressing picture for what is to come this coming winter.

To make matters worse, the pumps that were pre-delivered had been placed where the tankers park on the newly constructed layby on Sea Road which meant the tankers could not park there. This caused mayhem as traffic lights were needed right next to the entrance of the Co-Op and Pub 31 and this also caused a nuisance to Stagecoach as the tankers parked in the bus stop preventing bus access. This was despite the Parish Council requesting on a number of occasions for the tankers to wait further up Pett Level Road to avoid causing nuisance.

The Parish Council realise that this is unacceptable, particularly during the summer months when Winchelsea Beach is at its busiest – a complaint has been sent to Southern Water once again and IPC will continue to pressure Southern Water to come up with a permanent solution for the issues in Winchelsea Beach and have written to our new MP Helena Dollimore to seek her assistance in holding Southern Water to account – this will be the third MP involved in this sorry saga with Southern Water.

(If residents experience issues such as flooding, sewage backing up etc. please call Southern Water on 0330 303 0368 and to ensure the issue is logged correctly please quote reference number 4583202 which explains the history of this problem or email sussexcustomer@southernwater.co.uk)



PO Box 148, Winchelsea, East Sussex TN31 9FP

Telephone: 07714 169901 or email: ickleshampc@hotmail.co.uk

ICKLESHAM PARISH COUNCIL

A local council for the peoples of Icklesham, Winchelsea, Winchelsea Beach and Rye Harbour

Draft Minutes of the Allotment Committee Meeting Held at Winchelsea Court Hall on Monday 12th August 7.15 pm

Present: Cllrs: C Chappell, I Mann and A Rixon

In Attendance: Jenner Sands (Clerk and RFO), Rob Brown (Cricket Field Site Rep), members of the public were also present.

1. **The Chairman Opened the Meeting at 6.15 pm**

2. **Questions or comments from members of the public relating to matters on the agenda.**

Two residents from Icklesham complained about the fact that a padlock had been installed on the allotment side of the resident's gate into the allotments.

One of the residents explained that he used to have a very good relationship with the tenant of the bottom plot until he sadly died in 2019. He said that he used to cut the back hedge of the allotments and leave the cuttings in a pile in the allotments that would then be dealt with by the tenant. He said he did this as normal when the new tenant took over the plot and he came home to find that all of the cuttings had been thrown over the fence into his garden. He has not cut the hedge since.

He said that he originally complained to the Clerk as he and his neighbour had been experiencing issues with rats in their gardens that he reported to be coming through from the allotments. He said that the Clerk had told him that a pest controller had been to the allotments and said that there was not a rat infestation at the allotments. He said that this is ludicrous and that he has now put lots of rat poison in his garden that has sorted the issue but his neighbour is still experiencing problems. He said that following his meeting with the Clerk, he had agreed to a padlock on the inside of his gate so he could go in and out of the allotments as and when he needed to in order to repair his fence. He said that the Clerk has offered to go and let him in when he needs to do this but this is ridiculous as he would need to do this when the weather is right.

He said that the padlock has been fitted illegally and he wants it to be removed immediately. He said that the previous tenant had given him permission to install the gate into the allotments and he would often pop in to go and see him.

He complained that since the previous tenant had died, the bottom end of the allotments has become a real mess and has been left overgrown which has caused the rats.

Another resident from Icklesham explained that when he moved into his property he was told by the previous tenant that he could have his allotment plot however he was then told by the Council that he couldn't as he would have to join the waiting list and the plot would be offered to the first person on the list. He said that he needs access to the allotments to repair his fence as his neighbour does. He said that his access to the allotments has been blocked by vegetation and a rusty old swing set.

The Clerk explained that it is the Council's policy that only allotment tenants and officers are allowed free access into the allotments and that this is not personal, it is the same on all of the allotment sites that the Council run. It was agreed that the Clerk and Councillors Chappell and Rixon would go and inspect the allotments.

A tenant from Rye Harbour spoke in relation to item 9 of the agenda. He asked whether the Council had considered building a raised bund for people to walk over – he had drawn a diagram which he gave to the committee.

3. **Apologies for absence.** *Apologies received from Cllrs Ms. Eldridge and Mrs. Stanford.*

4. **Disclosure of interests.** Cllr Chappell and Mann declared a personal interest as allotment tenants.

5. **To approve the Minutes of the meeting held on 24th June 2024. RESOLVED:** the Minutes were approved and signed.

6. **Feedback from Allotment Sites.** Rob Brown, the Cricket Field Site Representative explained that there are quite a few plots that he knows will be becoming available. He said that he knows there is

no one on the waiting list. **RESOLVED:** the Clerk will put a post on the Council's Facebook page and also include a paragraph about this in the next Winchelsea Magazine.

Rob Brown also confirmed that there has been an increase in rabbits and they have recently discovered another warren which they are currently dealing with which will hopefully improve the situation. .

The Clerk explained that there are a few plots in Rye Harbour that were flagged in the inspections that still haven't been worked on. The Clerk confirmed that she would write to the tenants again.

7. **Update to waiting list and to approve plot allocation.**

The Clerk confirmed the waiting list as follows:-

High Fords – 1

Pear Tree Marsh – 0

Cricket Field – 0

Rye Harbour – 0

11B and 12A have been allocated since the last meeting.

8. **Update regarding Compost Heap in Rye Harbour and to consider quotes received for moving it.**

The Clerk explained that the compost heap was removed and had left a large mound which is quickly growing more vegetation. The Clerk explained that this could be moved down to the main pathway to build it up to try and help the flooding. The Clerk has received an estimate for this in the sum of £600. This is on the basis that it could be done in 1 day with two men. The Clerk also explained that since the last meeting, she has met with the High Weald Trust regarding the potential pond project and they confirmed that this would not meet the criteria for the funding as it would involve removing some shrubbery which the trust are keen to protect. The Clerk also explained that the representative didn't seem to think the pond would work in relieving the flooding problems however the advice she has received previously from the Drainage Board contradicts this. **RESOLVED:** it was agreed to try moving the mud from the composting area in the first instance and then if necessary we can look into the pond idea if further intervention is needed. The Clerk will also pass the bund diagram on to the contractor to see if he thinks he could do this.

9. **Update regarding Rye Harbour Allotment Pond/ Walkway and to discuss way forward.**

See item 8 above.

10. **Pear Tree Marsh Water Supply** The Clerk had circulated a report she had drafted on the different options she had looked into so far and the various reasons why they aren't feasible. The Clerk suggested looking into IBC containers that could be used to collect and store water throughout the winter. However, upon discussion with other tenants present at the meeting this is unlikely to store enough water to keep the tenants in supply for any length of time. **RESOLVED:** the Clerk is to look into a pump with a water filter that could be used to pump water from the River Brede.

11. **Allotment Tenant Meetings**

To note that Allotment Tenant Meetings have been organised for:

Wednesday 4th September – 7.00 pm at Rye Harbour Village Hall

Wednesday 18th September – 7.00 pm at Winchelsea New Hall

RESOLVED: noted.

12. **Suggested items for future agendas.**

There were no suggested items.

13. **The date of the next meeting: Monday 14th October 7.15 pm at Winchelsea Court Hall.**

ICKLESHAM PARISH COUNCIL

FINANCIAL REGULATIONS

DRAFT

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These Financial Regulations were adopted by the council at its meeting held on 9th May 2022

1. General

1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders and any individual financial regulations relating to contracts.

1.2. The council is responsible in law for ensuring that its financial management is adequate and effective, and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.

1.3. The council's accounting control systems must include measures:

- for the timely production of accounts;
- that provide for the safe and efficient safeguarding of public money;
- to prevent and detect inaccuracy and fraud; and
- identifying the duties of officers.

1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.

1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.

1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.

1.7. Members of council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.

1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council. The Clerk has been appointed as RFO for this council and these regulations will apply accordingly.

1.9. The 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 accounting control systems;
- ensures the accounting control systems are observed;
- maintains the accounting records of the council up to date in accordance with proper practices;
- assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
- produces financial management information as required by the council.

1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure

account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations.

1.11. The accounting records determined by the RFO shall in particular contain:

- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
- a record of the assets and liabilities of the council; and
- wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.

1.12. The accounting control systems determined by the RFO shall include:

- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible; • procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
- identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
- procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
- measures to ensure that risk is properly managed.

1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- setting the final budget or the precept (council tax requirement);
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- writing off bad debts;
- declaring eligibility for the General Power of Competence; and
- addressing recommendations in any report from the internal or external auditors, shall be a matter for the full council only.

1.14. In addition, the council must:

- determine and keep under regular review the bank mandate for all council bank accounts;
- approve any grant or a single commitment in excess of £5,000; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in Governance and Accountability for Local Councils – a Practitioners' Guide

(England) issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

2. Accounting and audit (internal and external)

2.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.

2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than a cheque signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council.

2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.

2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.

2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.

2.6. The internal auditor shall:

- be competent and independent of the financial operations of the council;
- report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
- to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- has no involvement in the financial decision making management or control of the council

2.7 Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting 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.

2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.

2.9. The 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 statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.

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

3. Annual estimates (budget) and forward planning

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

3.2. Each committee shall review its three-year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the council not later than the end of November each year including any proposals for revising the forecast.

3.3. The RFO must each year, by no later than October, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the relevant committee and the council.

3.4. The council shall consider annual budget proposals in relation to the council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.

3.5. **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 disclose at the start of the meeting that Section 106 applies to them.**

3.5. The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.

3.6. The approved annual budget shall form the basis of financial control for the ensuing year.

4. Budgetary control and authority to spend

4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the council for all items over £5,000;
- a duly delegated committee of the council for items over £1,000; or
- the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £1,000.

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman. Contracts may not be disaggregated to avoid controls imposed by these regulations.

4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.

4.4. The salary budgets are to be reviewed at least annually in November for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.

4.5. In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of ~~£500~~ **£1,000**. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.

4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available, and the requisite borrowing approval has been obtained.

4.7. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.

4.8. The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of £100 or 15% of the budget.

4.9. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

5. Banking arrangements and authorisation of payments

5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.

5.2. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to council. The council shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the council [or finance committee]. The approved schedule shall be ruled off and initialled by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.

5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.

5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available council [or Finance Committee] meeting.

5.5. The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:

a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk and 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;

b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council; or

c) fund transfers within the councils banking arrangements to ensure account balances are within the thresholds to be covered by the Financial Services Compensation Scheme. Provided that a list of such transfers shall be submitted to the next appropriate meeting of council or finance committee.

5.6. For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of council.

5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.

5.8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the council.

5.9. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.

5.10. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.

5.11. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

6. Instructions for the making of payments

6.1. The council will make safe and efficient arrangements for the making of its payments.

6.2. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.

6.3. All payments shall be affected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of council [or duly delegated committee].

6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by two members of council in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.

6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.

6.6. Cheques or orders for payment shall not normally be presented for signature other than at a council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the council at the next convenient meeting.

6.7. If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years.

6.8. If thought appropriate by the council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the council at least every two years.

6.9. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.

6.10. If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.

6.11. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.

6.12. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.

6.13. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.

6.14. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.

6.15. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.

6.16. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.

6.17. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by RFO and a member. A programme of regular checks of standing data with suppliers will be followed.

6.18. Any Debit Card issued for use will be specifically restricted to the RFO and will also be restricted to a single transaction maximum value of £500 unless authorised by council in writing before any order is placed.

6.19. 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.

6.20. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the RFO and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.

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

7. Payment of salaries

7.1. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.

7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.

7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the Council.

7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:

- a) by any councillor who can demonstrate a need to know;
- b) by the internal auditor;
- c) by the external auditor; or
- d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.

7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.

7.6. An effective system of personal performance management should be maintained for the senior officers.

7.7. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.

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

8. Loans and investments

8.1. All borrowings shall be affected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full council.

8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State/Welsh Assembly Government (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.

8.3. The council will arrange with the council's banks and investment providers for the sending of a copy of each statement of account to the Chairman of the council at the same time as one is issued to the Clerk or RFO.

8.4. All loans and investments shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.

8.5. The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

8.6. All investments of money under the control of the council shall be in the name of the council.

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

8.8. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. Income

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

9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.

9.3. The council will review all fees and charges at least annually, following a report of the Clerk.

9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.

9.5. All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.

9.6. The origin of each receipt shall be entered on the paying-in slip.

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

9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.

9.9. Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to 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 such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

9.10. Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting (see also Regulation 16 below).

10. Orders for work, goods and services

~~10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.~~

~~10.2. Order books shall be controlled by the RFO.~~

~~10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11.1 below.~~

~~10.4. A member may not issue an official order or make any contract on behalf of the council.~~

~~10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that~~

~~the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.~~

11. Contracts

11.1 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.

11.2 The 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.

11.3. 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.

11.4. 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.

11.5. 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:

11.6. For contracts estimated to exceed [£60,000] including VAT, the Clerk shall {seek formal tenders from at least [three] suppliers agreed by [the council]} OR {advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation}. Tenders shall be invited in accordance with Appendix 1.

11.7. 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.

11.8. For contracts greater than £3,000 excluding VAT the Clerk or RFO shall seek at least [3] fixed-price quotes;

11.9. where the value is between £500 and £3,000 excluding VAT, the Clerk or RFO shall try to obtain 3 estimates {which might include evidence of online prices, or recent prices from regular suppliers.}

11.10. For smaller purchases, the clerk shall seek to achieve value for money.

11.11. Contracts must not be split into smaller lots to avoid compliance with these rules.

11.12. 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;

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.

- 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.

11.13. 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.

11.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.

11.15. 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.

11.16. 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.

11.17. Any ordering system can be misused and access to them shall be controlled by the RFO.

12. Assets, properties and estates

12.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the 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.

12.2. 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, save where the estimated value of any one item of tangible movable property does not exceed £250.

12.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a report in writing 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).

12.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing 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).

12.5. Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.

12.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. 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.

13. Insurance

13.1. Following the annual risk assessment (per Regulation 17), the RFO shall effect all insurances and negotiate all claims on the council's insurers.

13.2. The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

13.3. The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.

13.4. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim and shall report these to council at the next available meeting.

13.5. 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.

14. Risk management

14.1. The council is responsible for putting in place arrangements for the management of risk. The Clerk [with the RFO] shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.

14.2. When considering any new activity, the Clerk [with the RFO] shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

15. Suspension and revision of Financial Regulations

15.1. It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these Financial Regulations.

15.2. The council may, by resolution of the council 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 drawn up and presented in advance to all members of council.

Based on The Model Financial Regulations produced by the National Association of Local Councils (NALC) in July 2019.

Adopted by Icklesham Parish Council at its meeting on 9th May 2022.

Signed: Cllr J Stanford
Chair

Dated 9th May 2022

Amended 9th January 2023.

Signed: Cllr J Stanford
(Chair)

Amended at the Annual Council Meeting on 15th May 2023 Minute Ref: 23/68

Signed: Cllr J Stanford
(Chair)

DRAFT

clerk@iclesham-pc.gov.uk

From: Wiltshire, Gareth <gareth.wiltshire@nationaltrust.org.uk>
Sent: 23 July 2024 15:06
To: clerk@iclesham-pc.gov.uk
Subject: RE: St Leonards Mount

Hi Jenner,

Thank you for your letter 12th July 2024.

Rabbits – we will not be doing any rabbit control, except in the area that we are fencing at St Leonards to protect the archaeology. The issue at St Leonards has been something that we have been concerned about for some time. We have been talking to Historic England and they were not initially keen to allow more fencing in the scheduled ancient monument. They asked us to do some rabbit control measures to reduce numbers, which we did. This was entirely ineffective, rabbits moved back into the area within a few hours and their ability to reproduce at such a rate means that any control measures were wholly useless. Having spent some time looking at the issue, exclusion via rabbit proof fencing is the only way to prevent them causing an issue. That is what I would suggest for the allotments.

Pipewell Cottage – if we think that we have the right area, we are talking about the area at the end of Mill Road towards Mill Farm? We have done some cutting and other works this year, but this week we have also done a larger cut of Castle field, which I think should help with the issue.

Pannel Lane – I have looked at our ownership map and we don't have any land at Pannel Lane. The Rangers think that it could be Love Lane near St John Gable? If so, the lane doesn't belong to us (although we do own the land either side) we have done some cuts and tidying to help, but we are not responsible for maintenance in that area.

Please let me know if you need any more details,

With thanks

Gareth



Gareth Wiltshire
Visitor Experience & Operations Manager

National Trust
White Cliffs and Winchelsea Portfolio
01304 200003
[nationaltrust.org.uk](https://www.nationaltrust.org.uk)

Sensitivity: General

From: clerk@iclesham-pc.gov.uk <clerk@iclesham-pc.gov.uk>
Sent: Friday, July 12, 2024 3:11 PM
To: Wiltshire, Gareth <gareth.wiltshire@nationaltrust.org.uk>
Subject: RE: St Leonards Mount

Item 15

Changes to services in Icklesham Parish: September 2024 update

Summary of main changes (from 1 September unless stated):

- **Rye, Rye Harbour**
 - Service 100 (New Romney-Camber-Rye-Winchelsea-Icklesham-Hastings) - Revised timetable.
 - Service 101 (Rye-Winchelsea Beach-Pett Level-Fairlight-Hastings) - Revised timetable.
 - Service 312 (Tenterden-Ilden-Playden-Rye) - Revised timetable. The service will no longer serve St Michael's Primary School due to very low use. Frequency remains approximately 2 hourly, on seven days a week.
 - Service 313 (Northiam-Beckley-Peasmarsh-Playden-Rye-Rye Harbour) - Revised timetable. Service frequency remains similar to the current service.
- **Camber**
 - Service 100 (New Romney-Camber-Rye-Winchelsea-Icklesham-Hastings) - Revised timetable.
- **Winchelsea, Icklesham**
 - Service 100 (Rye-Winchelsea-Icklesham-Hastings) - Improved service Monday to Saturday evening.
- **Winchelsea Beach, Pett Level, Fairlight, Pett**
 - Service 101 (Rye-Winchelsea Beach-Pett Level-Fairlight-Hastings) - Revised timetable. Revised service 347 will provide both the morning and afternoon journeys serving Guestling Bradshaw Primary School, in place of service 101.
 - Service 347 (Pett-Ore-Hastings). Revised service with route and timetable revised to serve Guestling Bradshaw Primary School in the morning and afternoon on schooldays.

See below for route by route summary of changes

100	Conquest Hospital-Hastings-Guestling-Icklesham-Winchelsea-Rye-Lydd-New Romney	<p>Minor timing changes, including to the new Monday to Saturday evening journeys introduced from 23 July 2023. The afternoon timetable is revised to better cater for pupils travelling home from Rye College</p> <p>From 3 September 2023 the service 100 route was extended to Rye, Lydd and New Romney, in place of service 102 (which was revised to run between New Romney, Folkestone and Dover).</p>	<p>Commercial service provided by Stagecoach. The evening service improvements are funded by UK Government until March 2026, following ESCC's successful bid for Bus Service Improvement Plan funding.</p>	1 September 2024
101	Hastings-Fairlight-Winchelsea Beach-Rye (also serves Conquest hospital evenings and Sundays)	<p>Revised timetable.</p> <p>Service 101 will no longer serve Guestling Bradshaw Primary School on schooldays. Service 347 (see below) will serve the school instead.</p> <p>Service 101 journeys on Sundays continue to serve Conquest Hospital.</p> <p>From 3 September 2023 the service was revised Monday to Saturday, with daytime journeys no longer serving Conquest Hospital, Sedlescombe Road North, Silverhill and Battle Road. The Monday to Saturday evening journey from Conquest Hospital (introduced from 23 July 2023) continues to run, departing the hospital at 20:45.</p>	<p>The Monday to Saturday service is operated commercially by Stagecoach with the Sunday service funded by ESCC.</p> <p>The service improvements are funded by UK Government until March 2026, following ESCC's successful bid for Bus Service Improvement Plan funding.</p>	1 September 2024
313	Rye Harbour-Rye-Playden-Peasmarsh-Beckley-Northiam (some journeys between Rye and Northiam run via Udimore and Broad Oak)	<p>Revised times for nearly all journeys.</p> <p>The changes include a new journey starting from Rye Station at 07:44 and running via Udimore and Broad Oak to Northiam, before returning to Rye for 08:35. The 15:45 departure from Rye Station to Northiam is amended to depart Rye Station at 15:38 and will continue to Broad Oak and Udimore before returning to Rye. These changes are to provide a service for Rye College school pupils travelling from and to Cock Marling, Udimore and Broad Oak following the withdrawal of service 342 journeys around these times (see 342 below).</p> <p>There is insufficient time in bus schedules to allow Northiam bus journeys to connect both to and from trains at Rye Station. To improve arrangements, bus times from Northiam have been amended to offer morning connections to departing trains. In the afternoon and evening buses to Northiam will now better connect with arriving trains (except the 15:38 journey on Mondays to Saturdays).</p>	<p>Service run by Stagecoach with funding from ESCC. The evening and Sunday service improvements are funded by UK Government until March 2026, following ESCC's successful bid for Bus Service Improvement Plan funding.</p>	1 September 2024

		The Sunday daytime service every 2 hours, introduced in July 2023 along with the new evening journeys, are also revised to provide some better train connections at Rye Station from or to Northiam.		
342	Hastings-Westfield-Broad Oak-Udimore-Rye-Rye Harbour-Playden-Peasmarsh-Beckley-Northiam	<p>The 342 journeys from and to Hastings are withdrawn due to very low use and the need for ESCC to retain costs within budget. In the Hastings area service 100 provides an alternative service for Rye College pupils serving Conquest Hospital, Harrow Lane, Silverhill, Bohemia Road, Hastings town centre, Old Town and Ore village.</p> <p>Rye College pupils living in Cock Marling, Udimore and Broad Oak will be able to access school using revised service 313 journeys (see 313 above). These revised service 313 journeys will run Monday to Saturday providing residents of these areas with public transport opportunities. Monday to Friday daytime service 326 journeys between Rye and Broad Oak are unchanged.</p> <p>Service 342 journeys will continue to be provided on schooldays at 07:10 from Northiam to Westfield via Rye and Udimore, returning from Westfield at 16:04.</p>	This service is run by Stagecoach with funding from ESCC.	1 September 2024

DATE	PROJECT	PROGRESS	STATUS	ACTION
Icklesham				
August 2024	Rats at Icklesham Allotments	Clerk has organised vegetation clearance and ordered a plastic compost bin. Assistant Clerk met pest control who attended and confirmed no evidence of rat infestation.	Ongoing	Clerk/ Asst Clerk
Rye Harbour				
August 2024	Rye Harbour Allotments Walkway Flooding	Clerk applied for funding via High Weald Nature and Community Fund. Clerk and Cllr Mann met with a representative from the fund who did not think the pond would work. Clerk is now looking into building pathway up using existing material left over from compost heap.	Ongoing	Clerk/ Asst Clerk/ Cllr McConnachie
August 2024	Rye Harbour Boats	First boat is now completed. Awaiting second boat for planting. Clerk is also sourcing water butts for collecting water.	Ongoing	Clerk/ Cllr Stanford
August 2024	Rye Harbour Car Park Signage	T&Cs have now been approved. Clerk has approved proof received from Care Signs and is awaiting installation.	Ongoing	Clerk
Winchelsea				
August 2024	Adult Exercise Equipment	Archaeological Society have confirmed that the report needed is above their level of expertise.	Ongoing	Clerk/ Cllr Smedley
August 2024	Winchelsea Interpretation Boards	Clerk has now approved proofs from Care Signs and is awaiting installation.	Ongoing	Clerk/ OSC
August 2024	Pear Tree Marsh Walkway	Clerk has obtained alternative quotes for Council to approve.	Ongoing	Clerk/ Allotment Committee
August 2024	Winchelsea Toilets	RDC are commissioning a full structural survey. Latest update was they had received one quote for this and were sourcing a second to ensure value for money. Clerk will chase. Clerk has emailed Rother District Councillors for assistance in obtaining the freehold.	Ongoing	Clerk
Winchelsea Beach				
August 2024	Flooding, Sea Road	Tankers were present in Winchelsea Beach on 24 th August and caused havoc. Clerk has drafted press release and recommends contacting the MP for assistance.	Ongoing.	Clerk/ Full Council
August 2024	Bus Shelter, Sea Road	Latest update from East Sussex Highways is that highways contractor is in the process of completing a design brief. The project is now being dealt with in the minor works category in the hope that this will speed the process up. Clerk has made it clear that the Parish Council want the bus shelter installed before the upcoming winter.	Ongoing	Clerk
August 2024	Winchelsea Beach Toilets	In discussions with RDC re transferring the freehold. Cllr Creaser has confirmed that the issue had been tabled until after the election. Clerk has emailed Rother District Councillors for assistance in obtaining the freehold.	Ongoing	Clerk