



EAST GRINSTEAD TOWN COUNCIL

Council Offices, East Court, College Lane, East Grinstead, West Sussex, RH19 3LT

Town Clerk: Samantha Heynes BA (Hons), FSLCC

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To: Members of the Finance & General Purposes Committee:
Quorum is 3

19th June 2026

You are summoned to attend a meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE** to be held in the **COUNCIL CHAMBER** at **EAST COURT** on **THURSDAY 25TH JUNE 2026** at **7pm**. The agenda along with any supporting papers will be sent to your council email address, please have these ready to view during the meeting. Where possible please clarify any points or raise questions before the meeting with the Clerk or Chairman to ensure an answer can be given.

Non-committee members wishing to attend and speak must ensure that they seek permission from the Chairman before the meeting starts, and indicate the item they wish to speak on.

Yours faithfully

Samantha Heynes
Town Clerk

ORDER OF MEETING

7pm Public Participation

Members of the public may attend the meeting in person. There is a period of up to 15 minutes for public questions relating to items on the agenda.

Any question must be submitted to the Town Clerk 24 hours in advance of the meeting, referencing the agenda item it is related to.

Each member of public will be able to speak for a maximum of 2 minutes and will have no right of reply. If a question cannot be answered at the meeting, a written response may be provided at a later date.

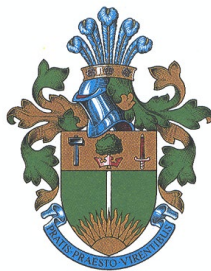
The Chairman's interpretation of the Standing Orders is final. Should there be no questions, or the questions complete before the end of 15 minutes the Chairman will move along to the agenda and public participation will end.

AGENDA

- 1 To receive any apologies for absence/substitutions
- 2 To receive the minutes of the meeting held on 31st March 2026
- 3 To receive any Declarations of Interest
- 4 To receive any Chairman's Announcements
- 5 To receive the list of approved payments for March, April and May 2026
- 6 To consider the Town Council Finances – Position Statement
- 7 To receive an HR update outlining staff absence during 2025-2026
- 8 To consider any recommendations with financial implications from other Standing Committees for approval by F&GP
- 9 To note any delegated decisions made during the last meetings
- 10 To receive and note the Annual Review of Effectiveness of Internal Control Audit Report for 2025/2026
- 11 To consider the Annual Governance and Accounting Return (AGAR) 2025-2026 for approval at Full Council on 25th June 2026:

Section 1 – Annual Governance Statement
Section 2 – Accounting Statements
- 12 To note the Councillors allowances claimed 2025/2026
- 13 To receive the Annual Staff and Training Report 2025/2026
- 14 To note the Actions List

The next full meeting of the F&GP Committee will be held at 7pm on **Thursday 1st October 2026**



EAST GRINSTEAD TOWN COUNCIL

F &GP Committee Meeting

25th June 2026

Finance Support Information

Author: Dan Chambers Head of Finance (RFO)

Agenda item 5: To receive the approved payments for March, April and May 2026

Purpose of the Report: To present to Members the account entries, titled as *Appendix A* on a separate PDF document, and note the total expenditure.

The total payment amounts for the three previous months are as follows:

March 2026	£155,857.26
April 2026	£156,952.54
May 2026	£120,954.15
Total Payments	<u>£433,763.95</u>

Recommendation: Committee is asked to note the account entries

Agenda Item 6: Town Council Finances – Position Statement

Purpose of the Report: For the Committee to note the Council's cash & investment balances as at the 31st May 2026. The amounts totalled £1,728,469 (see below) and the monthly Current Account and Business Reserve Account reconciliations are shown on a separate PDF document titled *Appendix B*.

Account and Interest Rate PA	£ Balance 31/05/26	£ Previous Year 31/05/25
NatWest Current Account	27,059	7,357
NatWest Business Reserve 1.25%	1,051,410	977,562
National Counties B.S. 45 Day 3.8%	175,000	175,000
Nationwide Business Savings 95 Day 3.75%	175,000	175,000
Local Authorities Property Fund <i>Est.</i> 4.0%	300,000	300,000
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Total Deposit / Bank Balances	1,728,469	1,634,919

As per the report of this time last year, the full Income & Expenditure statement for the current financial year is not included as it only contains 2 months of data. However, a summary of the data for the period of 1st April 2026 – 31st May 2026 is as follows: The year to date income (excluding precept) is £86,600 which is 23% of the budgeted income for the year. The year to date expenditure currently totals £284,908 which equates to 16% of the total budgeted expenditure for the year.

A detailed Income & Expenditure statement along with the cost centre summary variances will be included within the September 2026 F&GP report.

Recommendation: Committee is asked to note this position

Agenda item 7: HR Update

Purpose of the Report: To advise the committee of staff absence throughout the course of the 2025/2026 year.

Item	2025/2026	2024/2025	2023/2024
Total staff sickness in days	104	127	158

This is managed in accordance with Council's HR policies and procedures. There is no impact on current service delivery, and appropriate support and cover arrangements are in place where and when required.

This is provided for information and noting only, and no further discussion is required as this is an internal staffing and HR matter.

Recommendation: Committee is asked to note this report.

Agenda Item 8: Recommendations from Committees

None to report.

Agenda Item 9: Delegated Decisions

No delegated decisions have been made this cycle.

Agenda Item 10: Approval of Annual Review of Effectiveness of Internal Control

Purpose of the Report: To advise the Committee of the findings from the internal audit visits.

The Council's internal auditor Mulberry & Co has submitted the attached report (*Appendix C*) following their visits on the 7th October 2025 & 14th April 2026.

Areas that the internal auditors reviewed included the following:

- Accounting Practices (Accruals, Prepayments & Deferred income)
- Adherence to Financial Regulations
- Budgeting Processes
- VAT
- Payroll
- Fixed Assets Register
- Investments
- Financial Risk Assessments
- Income & Expenditure
- Year End Accounts

In summary, there were no issues raised in the report and the only recommended item was for the Council to conduct a data audit. Officers will liaise with Breakthrough Communications (the FOI & data support service) to ensure that this is completed. Internal Audit reports will continue to form part of the F & GP committee reports in order for the

committee to be able to monitor the progress of any potential future recommendations. The next internal audit visit is due in October 2026 and the findings of this report will be presented to the first F&GP committee following the visit.

Further to the above, *Appendix D* (attached) forms part of the AGAR (Annual Governance & Accountability Return) and has now been signed off by Mulberry & Co.

Recommendation: Committee is asked to note the findings of the Auditors report, which will be approved by the Special Council following this meeting.

Agenda Item 11: To consider the Year End Accounts Annual Governance Statement & Accounting Statements for 2025/2026

Purpose of the Report: To review and consider the 2025/2026 Annual Governance and Accountability Return (AGAR) and to provide members with the required information in order to approve the AGAR.

The Accounts and Audit Regulations 2015 require relevant bodies of our size to complete an Annual Governance and Accountability Return (AGAR) which is separately attached as *Appendix E and Appendix F*. The return is required to be submitted to the External Auditors by the 30th June following approval by full council. It is both an external auditing requirement and a statutory requirement that Section 1 – Annual Governance Statement 2025/26 (*Appendix E*) is approved by Council and a separate Minute is required for this approval. It is a statutory requirement that the members take responsibility for ensuring that there is a suitable system of internal control and subsequently provide answers to the ten statements as set out in ‘Section 1 – Annual Governance Statement’ (*Appendix E*).

The RFO has prepared the following notes (*in Italics*) in order to assist Council’s consideration of the Annual Governance Statement. Council is required to answer ‘Yes’ or ‘No’ to each of the statements 1 to 10 below (or N/A in the case of statement No.9). In the event of a ‘No’ response being given, an explanation must be provided to the external auditor along with a description of the action that is being taken to address the weakness identified. The RFO advises that the Committee can be assured that the answer “Yes” is appropriate for statements 1 – 8, and statement 10 and N/A is the appropriate response to statement 9. The justifications for this assurance are set out below:

1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.

The Statement of Accounts has been checked & certified by the RFO and the Internal Auditor (Annual internal audit report). Bi-monthly meetings are held with EGTC Heads of Service and expenditure and budget requirements are reviewed and examined. Furthermore, the RFO ensures that an Income & Expenditure report is distributed at the quarterly F&GP meetings and summarises each individual cost centre within the report.

2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.

The Council’s system of internal control is designed to manage risk to a reasonable level and the effectiveness of each of the key elements is periodically reviewed by Council. The Council have appointed an internal auditor to examine

the Council's accounts, governance and adherence to its Standing Orders and Financial Regulations. The findings of this audit are reported to Council. In addition to this, all payments made by the Council continue to be taken to the quarterly F & GP meetings and dual authorisation for payments is used when the payment amount exceeds the agreed limit.

- 3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.**

The Town Clerk, RFO and Internal Auditor regularly review legislative processes to ensure compliance and take the relevant action to negate areas of non-Compliance. Standing Orders and Financial Regulations are reviewed annually and taken to full Council for approval. The most recent updates were reviewed and approved at the meeting on 14th May 2026.

- 4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.**

The notice of Public Rights is published by the RFO on the East Court noticeboard and the Town Council's website for the statutory period of 30 working days (which must include the first 10 working days of July). Annual Reports including the Annual Governance & Accountability Return (AGAR) are available for inspection on the council website throughout the duration of the year. Compliance with the year-end statutory requirements is an area that is also scrutinised by the External Auditor.

- 5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.**

The RFO created a Risk Register, which was first approved by Council in 2018. This risk register is updated annually by the RFO and is reported to Full Council. The most recent update was reviewed and approved at the meeting of 26th January 2026. The RFO will review this again in 2026/27 and will continue to report any changes to Council. A comprehensive safety training programme remains ongoing and continues to minimise risk through best practice and maintaining a safe working environment. Comprehensive insurance cover (reviewed annually) is in place, with the Council currently being insured by Aviva.

- 6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.**

The internal auditor (Mulberry & Co.) was re-appointed at the Council meeting held on the 7th April 2026, and the annual internal audit report is reported to and reviewed by Council. In the event of any recommendations from Internal Audit these will be actioned and rectified by either the Town Clerk or RFO as appropriate.

- 7. We took appropriate action on all matters raised in reports from internal and external audit.**

There were no matters raised in relation to the 2025/2026 financial year in both the final internal and external audit reports.

8. **We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate have included them in the accounting statements.**

The RFO reviews and where applicable will account for any material known or contingent liabilities at the year-end. The RFO uses both Accruals and Pre-Payments in the preparation of the year end accounts. In accordance with industry best practice, earmarked reserves are also used.

9. **(For local Councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s) / assets, including financial reporting and, if required, independent examination or audit.**

EGTC is not the sole managing trustee for any charities.

10. **We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.**

The Council met the requirements of the Governance Assertion 10 and compliance was checked and verified by the internal auditor.

A separate minute reference is also required for Section 2 of the AGAR – Accounting Statements 2025/26 (*Appendix F*). Whilst it is not a statutory requirement, the RFO has further substantiated Section 2, by including the Council's Balance Sheet and Statement of Income & Expenditure for the year ending 31st March 2026

Recommendation: Members are asked to recommend to Council to approve Section 1 – Annual Governance Statement (*Appendix E*) along with Section 2 – Accounting Statements (*Appendix F*) for 2025/26 as separate minutes for year ended 31st March 2026

Agenda Item 12: Councillors Allowances Claimed 2025/2026

The Councillor Allowances that were claimed in 2025/2026 are as reported in *Appendix G*

Recommendation: Committee are asked to note this report.

Agenda Item 13: Annual Staff and Training report 2025/2026

Page 1 of *Appendix H* details a breakdown of Salaries, National Insurance costs, and Superannuation (pension) costs for 2025/2026 across the various cost centres. The total budgeted staffing costs for 2025/2026 was £930,571 with the actual costs coming in 2.3% over budget at £951,600. An overspend was expected and was due to the recruitment of 2 new Outdoor Services trainees which were approved by the Personnel working group on the 23rd July 2025 and ratified by the F&GP committee on the 30th September. The total overspend was however constrained as a result of the staff cost of living increase being less than anticipated.

Page 2 of *Appendix H* details the staff and Councillor training that was undertaken in the year.

Recommendation: Committee are asked to note this report.

EAST GRINSTEAD TOWN COUNCIL PAYMENTS - March 2026

Payments Listing - March 2026

Date Paid	Payee Name	Payment Ref	Amount Paid (£)	Transaction Detail
18/03/2026	Net Salaries	NET SAL	53,589.00	Net Salaries March 2026
19/03/2026	HMRC	HMRC	17,810.89	HMRC PAYE February 2026
19/03/2026	WSCC LGPS	LGPS	14,978.18	LGPS February 2026
19/03/2026	Chequer Mead	GRANT	5,833.36	Chequer Mead Grant March 2026
20/03/2026	Oakhurst Builders	BACS Pymnt	5,437.76	Completion of EC Path Works
25/03/2026	Signature Me Limited	BACS Pymnt	4,407.36	Sunnyside Barn Flooring
25/03/2026	David Edwards	BACS Pymnt	3,480.00	EC Car Park LED Conversion
20/03/2026	West Sussex County Council	BACS Pymnt	3,336.00	Marriage Licence 2026-2029
23/03/2026	Digbits	NOMINAL	3,074.40	Cemetery Cutting Flail
25/03/2026	David Edwards	BACS Pymnt	2,683.20	OCH LED Conversion
16/03/2026	British Gas	BRITISHGAS	2,426.55	OCH Gas February 2026
27/03/2026	Intratec Ltd	BACS Pymnt	2,244.00	Structural Inspection Light Columns
16/03/2026	British Gas	BRITISHGAS	2,072.48	EC Gas February 2026
20/03/2026	Valda	VALDA	1,973.71	EC Electricity March 2026
20/03/2026	EG Twinning Association	GRANT	1,500.00	EG Twinning Grant 2025/26
25/03/2026	David Edwards	BACS Pymnt	1,458.00	Various Electrical Repairs
06/03/2026	Biffa Waste Services Ltd	BACS Pymnt	1,018.68	2x Wheelie Bin 28/03-26/06/26
03/03/2026	Everflow	EVERFLOW	1,013.09	Water 18/03 - 31/03/26
05/03/2026	Age UK East Grinstead	GRANT	1,000.00	Age UK EG - Grant 2025/2026
20/03/2026	Surrey Hill Solicitors	BACS Pymnt	983.60	EC Tennis Licence Legal Fees
18/03/2026	EG Community Bonfire	GRANT	900.00	EG Bonfire Grant 2025/2026
31/03/2026	Wessex IT	WESSEX IT	898.94	IT Service Contract April 2026
03/03/2026	Wessex IT	WESSEX IT	891.68	IT Service Contract March 2026
06/03/2026	Notice Board Company	BACS Pymnt	865.74	Noticeboard for EC
30/03/2026	Focus	FOCUS	815.69	B'band, Rental & Phones April
26/03/2026	Everflow	EVERFLOW	677.01	Water 18/04 - 17/05/26
27/03/2026	Fire First UK Ltd	BACS Pymnt	660.00	Fire Marshall Training
25/03/2026	David Edwards	BACS Pymnt	636.00	MH Electrics
09/03/2026	NWCC	NWCC	618.26	NWCC - see analysis below
06/03/2026	Direct Security Partnership Ltd	BACS Pymnt	602.52	MH Intruder Alarm Renewal
25/03/2026	David Edwards	BACS Pymnt	583.20	MH Kitchen Lights
25/03/2026	David Edwards	BACS Pymnt	564.00	Install Courtyard Lighting
25/03/2026	David Edwards	BACS Pymnt	540.00	ECM New Door Entry System
27/03/2026	Building Structures Associates	BACS Pymnt	540.00	EC Tennis Court Wall Inspection
20/03/2026	Reef Water Solutions Ltd	BACS Pymnt	522.00	ECM Legionella RA
20/03/2026	Reef Water Solutions Ltd	BACS Pymnt	522.00	OCH Legionella RA
06/03/2026	South East Fire Protection Ltd	BACS Pymnt	514.48	EC & OCH Remote Alarm Monitoring
31/03/2026	Richard Gray Window Cleaning	BACS Pymnt	498.00	Window Cleaning Jan & Mar 26
20/03/2026	Building Structures Associates	BACS Pymnt	486.00	Advice Re 1st Fl Wall Removal
20/03/2026	Mad Ideas Ltd	BACS Pymnt	483.60	2026/2027 Event Leaflet Design
06/03/2026	Redmond & Associates	BACS Pymnt	480.00	OCH Asbestos Survey
31/03/2026	Burgess Hill Town Council	BACS Pymnt	480.00	MSATC Secretaryship 25/26
05/03/2026	YGP	YGP	448.34	OCH Electric February 2026
20/03/2026	Reef Water Solutions Ltd	BACS Pymnt	432.00	MH Legionella RA
20/03/2026	Reef Water Solutions Ltd	BACS Pymnt	432.00	SSB Legionella RA
25/03/2026	David Edwards	BACS Pymnt	402.00	MH Power Points
13/03/2026	Gary Hearn	G HEARN	400.00	Cemetery Services March '26
20/03/2026	Britaniacrest Recycling Ltd	BACS Pymnt	390.00	MNC 8 Yard Skip
31/03/2026	EMBH	BACS Pymnt	374.44	Various Caretaking Supplies
27/03/2026	J Watson	BACS Pymnt	330.00	March Labour JW
06/03/2026	Essential Safety Limited	BACS Pymnt	279.00	H&S Support 13/2/26-12/3/26
31/03/2026	Essential Safety Limited	BACS Pymnt	279.00	H&S Support 13/3/26-12/4/26
06/03/2026	TC Facilities Management Ltd	BACS Pymnt	276.59	EC Toilet Cleaning Feb 26
31/03/2026	TC Facilities Management Ltd	BACS Pymnt	276.59	EC Toilet Cleaning March 26
20/03/2026	Reef Water Solutions Ltd	BACS Pymnt	264.00	EC Public Toilets Legionella RA
20/03/2026	Reef Water Solutions Ltd	BACS Pymnt	264.00	King St Legionella RA
20/03/2026	Reef Water Solutions Ltd	BACS Pymnt	264.00	MNC Lodge Legionella RA
16/03/2026	Peninsula	PENINSULA	249.54	HR Support March 2026
06/03/2026	Vatix Limited	BACS Pymnt	229.80	Lone Working Device 26/27
27/03/2026	Osiris Water Management Ltd	BACS Pymnt	223.20	SSB Water Resample
25/03/2026	David Edwards	BACS Pymnt	222.00	MH Downlights
06/03/2026	Kent County Council	BACS Pymnt	212.63	Copier Rental Apr-Jun 26
25/03/2026	David Edwards	BACS Pymnt	204.00	EC Basement LED Fittings
17/03/2026	EDF	EDF	202.48	SSB Electric February 2026
04/03/2026	A.T.C.	GRANT	200.00	A.T.C Grant 2025/2026
27/03/2026	Amazon Business	BACS Pymnt	180.95	2x Weedspray Knapsacks MNC
27/03/2026	Calabash Mint Ltd	BACS Pymnt	163.80	10x Jumbo Toilet Roll
06/03/2026	Places for People Leisure Management Ltd	BACS Pymnt	160.00	Kings YC Hall Hire March 26
06/03/2026	Hey Presto	BACS Pymnt	152.00	4 Hrs Website Support
06/03/2026	Howdens Joinery Limited	BACS Pymnt	146.33	EC Tearoom Worktop
31/03/2026	EMBH	BACS Pymnt	143.33	Paper Towels
20/03/2026	Jewson	BACS Pymnt	133.04	Postfix for Street Nameplates
25/03/2026	David Edwards	BACS Pymnt	132.00	Install USB Sockets
25/03/2026	David Edwards	BACS Pymnt	126.00	Disconnecting Hot Water System
20/03/2026	British Gas	BRITISHGAS	123.07	MNC Electric Feb' 2026

23/03/2026	Silvey Fleet	SILVEYFLEE	111.55	Fuel Charges March 2026
19/03/2026	Amazon	NOMINAL	105.40	Various Office Stationery
25/03/2026	David Edwards	BACS Pymnt	102.00	MH Emergency Light Works
20/03/2026	Amazon Business	BACS Pymnt	97.90	Screen for Wellbeing Event
25/03/2026	David Edwards	BACS Pymnt	96.00	ECM Lift Light Replacement
06/03/2026	Wealden Embroidery & Print	BACS Pymnt	91.14	EGTC Various Uniform
30/03/2026	Silvey Fleet	SILVEYFLEE	90.75	Fuel Charges March 2026
16/03/2026	British Gas	BRITISHGAS	89.11	King St. Electric to 25.02.26
23/03/2026	Agrigem Ltd	NOMINAL	88.71	MNC 5L Weedkiller
16/03/2026	Silvey Fleet	SILVEYFLEE	86.60	Fuel Charges March 2026
31/03/2026	Horace Fuller Ltd	BACS Pymnt	86.45	Strimmer Cord & Oil
10/03/2026	Elavon	ELAVON	85.07	Monthly PDQ Fee
25/03/2026	J Watson	NOMINAL	81.00	Planting Expenses
27/03/2026	Barker Plumbing	BACS Pymnt	80.00	MNC Lodge Gas Safety Cert
06/03/2026	Two Moons Computing Limited	BACS Pymnt	74.80	SSB Wi-Fi March 2026
16/03/2026	Nat West	NAT WEST	74.23	Bankline Charges February 2026
25/03/2026	David Edwards	BACS Pymnt	72.00	Hardwiring Freezers
26/03/2026	Sage UK	SAGE UK	69.00	Sage Payroll March 2026
16/03/2026	Radius	RADIUS	68.28	Vehicle Tracking March 2026
20/03/2026	Jewson	BACS Pymnt	66.00	MNC Top Soil
25/03/2026	Alice Fletcher	NOMINAL	65.60	Town Culture Meeting
26/03/2026	Peninsula	PENINSULA	63.59	EAP Support March 2026
06/03/2026	PHS Group PLC	BACS Pymnt	62.89	OCH Waste Collection April 26
25/03/2026	David Edwards	BACS Pymnt	60.00	ECM Caretakers Room Works
27/03/2026	Hey Presto	BACS Pymnt	60.00	East Court Weddings Domain
31/03/2026	EMBH	BACS Pymnt	59.08	Cleaning Supplies
20/03/2026	Amazon Business	BACS Pymnt	57.98	6x Car Park Fobs
06/03/2026	BGL Communications Ltd	BACS Pymnt	55.00	Visit EG Website March 2026
06/03/2026	Jewson	BACS Pymnt	53.93	Asphalt for EC Drive Repairs
27/03/2026	Horace Fuller Ltd	BACS Pymnt	53.85	3x Ear Defenders ODS
31/03/2026	Nat West	NAT WEST	53.79	Bank Charges February 2026
20/03/2026	Mid Sussex Timber Co Ltd	BACS Pymnt	51.68	Materials for Shed Roof
09/03/2026	Silvey Fleet	SILVEYFLEE	50.40	Fuel Charges February 2026
02/03/2026	Silvey Fleet	SILVEYFLEE	47.78	Fuel Charges February 2026
23/03/2026	ICO	ICO	47.00	ICO Annual Data Fee
06/03/2026	Society of Local Council Clerks	BACS Pymnt	46.20	CiLCA Mentor Training SH
20/03/2026	J S Locksmiths	BACS Pymnt	46.09	6x Keys OCH/1x Key Dumper
20/03/2026	Wealden Embroidery & Print	BACS Pymnt	44.40	2x Trousers MH
31/03/2026	Wealden Embroidery & Print	BACS Pymnt	44.40	2x Trousers JP
06/03/2026	Toolstation	BACS Pymnt	42.71	4x Drain Unblocker
06/03/2026	Imberhorne Lane Nursery	BACS Pymnt	42.00	6x Bags Compost
31/03/2026	Amazon Business	BACS Pymnt	39.38	Tea, Coffee, Stationery
06/03/2026	DT Electrical Supplies Ltd	BACS Pymnt	35.40	MH Bar LED Voltage Driver
20/03/2026	Amazon Business	BACS Pymnt	34.98	Fly Zapper MH Kitchen
31/03/2026	Amazon Business	BACS Pymnt	33.64	MNC Compound Fire Bell
20/03/2026	Amazon Business	BACS Pymnt	32.94	Crafts for SSB YC
03/03/2026	EE Ltd	EE LTD	31.92	Cemetery Broadband March '26
31/03/2026	EE Ltd	EE LTD	31.92	Cemetery Broadband April '26
31/03/2026	Hydraulic Plant Services	BACS Pymnt	30.72	Hose for Flail ODS
31/03/2026	Screwfix Direct Ltd	BACS Pymnt	29.99	OCH Fire Door Safety
27/03/2026	Amazon Business	BACS Pymnt	28.89	Weed Killer Spray
27/03/2026	Hydraulic Plant Services	BACS Pymnt	26.89	Dumper Repair
19/03/2026	K Hamper	NOMINAL	26.59	Tea Coffee & Milk
20/03/2026	Screwfix Direct Ltd	BACS Pymnt	22.97	Workshop Sundires
20/03/2026	Amazon Business	BACS Pymnt	21.71	Crafts for SSB YC
20/03/2026	Amazon Business	BACS Pymnt	16.97	4x Phone Adapters
20/03/2026	Amazon Business	BACS Pymnt	16.49	Tuck for SSB YC March 26
20/03/2026	STS Tyre Pro	BACS Pymnt	16.00	Puncture Repair WR72 HPU
27/03/2026	Amazon Business	BACS Pymnt	15.85	MNC Fire Assembly Sign
31/03/2026	Amazon Business	BACS Pymnt	15.19	SSB Wall Clock
31/03/2026	Amazon Business	BACS Pymnt	15.00	SSB YC Tuck
05/03/2026	Wessex IT	WESSEX IT	14.00	Microsoft 365 Renewal
31/03/2026	Jewson	BACS Pymnt	12.94	Line Marking Paint
31/03/2026	Screwfix Direct Ltd	BACS Pymnt	12.38	Line Marking Paint
06/03/2026	Amazon Business	BACS Pymnt	11.99	SSB YC Mothers Day Craft
06/03/2026	PHS Group PLC	BACS Pymnt	11.51	SSB Waste Collection April 26
24/03/2026	Sum Up	SUM UP	10.69	Sum Up Transaction Fee
20/03/2026	Amazon Business	BACS Pymnt	10.24	Craft for SSB YC
20/03/2026	J S Locksmiths	BACS Pymnt	10.20	2x Keys MNC Compount
Total Payments			155,857.26	
09/03/2026	Rail Travel	NWCC	225.90	NWCC - Practitioners Conf. Travel
09/03/2026	Plastor	NWCC	115.85	NWCC - Storage Boxes Caretakers Room
09/03/2026	Office Furniture Online	NWCC	69.60	NWCC - Caretakers Kick Step
09/03/2026	Wickes	NWCC	62.50	NWCC - Board for Caretakers Room
09/03/2026	Business Stream	NWCC	44.25	NWCC - Water Fountain to 31.12.25
09/03/2026	DBS Ltd	NWCC	30.29	NWCC - Panels for Caretakers Room
09/03/2026	Lebara	NWCC	24.90	NWCC - Monthly SIM Cards

09/03/2026 MSDC
09/03/2026 GU73 HVA Trailer Numberplate

NWCC
NWCC

23.00 NWCC - MSDC ECL Alcohol Licence
21.97 NWCC - GU73 HVA Trailer Numberplate

618.26

EAST GRINSTEAD TOWN COUNCIL PAYMENTS - April 2026

Payments Listing - April 2026

Date Paid	Payee Name	Payment Ref	Amount Paid (£)	Transaction Detail
17/04/2026	Net Salaries	NET SAL	49,688.19	Net Salaries April 2026
13/04/2026	HMRC	HMRC	19,480.42	HMRC PAYE March 2026
10/04/2026	WSCC LGPS	LGPS	15,089.46	LGPS March 2026
30/04/2026	The Festive Lighting Co	BACS Pymnt	15,034.64	2026/2027 Xmas Lights 1 of 2
17/04/2026	RBS Software Solutions	BACS Pymnt	7,394.40	RBS 2026/2027 Software
30/04/2026	BHA Communications Ltd	BACS Pymnt	6,864.00	Town of Culture Exp. Of Interest
17/04/2026	Chequer Mead	GRANT	5,833.33	Chq Mead Grant April 2026
30/04/2026	WSALC Limited	BACS Pymnt	3,759.74	WSAL/NALC Subs 2026/2027
17/04/2026	Society of Local Council Clerks	BACS Pymnt	3,400.00	Comm. Gov. level 4 SM
17/04/2026	Wallgate Ltd	BACS Pymnt	3,221.40	Hand Wash Units
30/04/2026	Breakthrough Communications	NOMINAL	2,396.40	Council Hive Subscription
20/04/2026	Valda Energy	VALDA	1,838.55	EC Electric April 2026
17/04/2026	British Gas	BRITISHGAS	1,743.94	OCH Gas March 2026
30/04/2026	The Sign Co	BACS Pymnt	1,589.40	ECL Banners & Posters
17/04/2026	British Gas	BRITISHGAS	1,433.96	EC Gas March 2026
01/04/2026	MSDC	NNDR	1,395.00	EC NNDR 1 of 10
17/04/2026	South East Fire Protection Ltd	BACS Pymnt	1,053.00	Fire Extinguisher Service
17/04/2026	AHS Wellbeing	BACS Pymnt	1,000.00	Mid Sussex Marathon 2026
17/04/2026	Excel Training	BACS Pymnt	900.00	Brushcutter Training ZE & FR
17/04/2026	GigLoo Ltd	NOMINAL	878.88	ECL x 3 Portaloo Deposits
30/04/2026	The Festive Lighting Co	BACS Pymnt	792.00	2026 Xmas Lights Installation
17/04/2026	Autec Training	NOMINAL	743.64	ODS Flail Training 05/05/26
30/04/2026	The Sign Co	BACS Pymnt	728.40	ECL Stage Banners
17/04/2026	South East Landbased Training Courses	BACS Pymnt	594.00	3x Lantra Tree Survey Training
02/04/2026	YGP	YGP	593.10	OCH Electric March 2026
07/04/2026	NWCC	NWCC	553.89	NWCC - see analysis below
17/04/2026	CHF Solutions Ltd	NOMINAL	489.22	MNC Park Aid Wheel Stop
17/04/2026	Mid Sussex District Council	BACS Pymnt	486.72	Dog Bin Services Charge 25/26
10/04/2026	MSDC	NNDR	482.00	OCH NNDR 1 of 10
30/04/2026	Britaniacrest Recycling Ltd	BACS Pymnt	462.00	MNC 8 Yard Skip
01/04/2026	MSDC	NNDR	425.00	MH NNDR 1 of 10
15/04/2026	G Hearn	G HEARN	400.00	Cemetery Services April 2026
17/04/2026	Aqua Test Services	BACS Pymnt	365.00	High St Fountain Inspection
30/04/2026	J Watson	BACS Pymnt	350.00	April Labour JW
20/04/2026	MSDC	NNDR	342.60	MNC NNDR 1 of 10
14/04/2026	Peninsula	PENINSULA	249.54	HR Support April 2026
07/04/2026	Silvey Fleet	SILVEYFLEE	214.22	Fuel Charges March 2026
23/04/2026	Agrovista UK Ltd	NOMINAL	212.10	MNC 5L Weed Killer
17/04/2026	Mulberry & Co	BACS Pymnt	210.60	Internal Y/E Audit
30/04/2026	Biffa Waste Services Ltd	BACS Pymnt	187.54	1x Wheelie Bin 25/04-22/05
30/04/2026	SSP Direct Ltd	BACS Pymnt	186.96	Fire Doors Pushbar Sign
17/04/2026	Biffa Waste Services Ltd	BACS Pymnt	185.86	OCH Wheelie Bin to 24/04/26
17/04/2026	Jetting Services Direct Ltd	BACS Pymnt	180.00	Unblock EC Ladies Toilet
08/04/2026	Elavon	ELAVON	172.62	Monthly PDQ Fees
17/04/2026	Society of Local Council Clerks	BACS Pymnt	160.20	Comm. Gov. Sept 26 SM
30/04/2026	Mid Sussex Timber Co Ltd	BACS Pymnt	157.44	2x Oakpost for MNC Compound
17/04/2026	Amazon Business	BACS Pymnt	149.70	Caretaking Supplies
27/04/2026	Silvey Fleet	SILVEYFLEE	147.63	Fuel Charges April 2026
16/04/2026	EDF	EDF	136.56	SSB Electric March 2026
20/04/2026	Silvey Fleet	SILVEYFLEE	135.71	Fuel Charges April 2026
30/04/2026	Jewson	BACS Pymnt	120.62	Ashpalt for MNC Repairs
20/04/2026	British Gas	BRITISHGAS	114.12	MNC Electric March 2026
17/04/2026	Hey Presto	BACS Pymnt	114.00	3 Hrs Website Support
10/04/2026	MSDC	NNDR	110.80	SSB NNDR 1 of 10
17/04/2026	ICCM	BACS Pymnt	110.00	ICCM Membership 2026/27
30/04/2026	The Sign Co	BACS Pymnt	96.00	Town of Culture Banner
17/04/2026	Kent County Council	BACS Pymnt	90.29	Copier Charge 10/12/25-18/2/26
17/04/2026	Evacusafe UK Ltd	BACS Pymnt	90.00	Annual Chair Service
14/04/2026	British Gas	BRITISHGAS	84.99	King St Electric March 2026
30/04/2026	Places for People Leisure Management Ltd	BACS Pymnt	84.00	Kings YC Hall Hire 17/24 April
30/04/2026	Amazon Business	BACS Pymnt	82.67	SSB YC Crafts & Bird Feeder
17/04/2026	Horace Fuller Ltd	BACS Pymnt	82.00	Strimmer Line
17/04/2026	Two Moons Computing Limited	BACS Pymnt	74.80	SSB Wi-Fi April 26
30/04/2026	Amazon Business	BACS Pymnt	72.67	Notice Board & Safety Equipment
15/04/2026	Nat West	NAT WEST	69.42	Bankline Charges March 2026
24/04/2026	Sage UK	SAGE UK	69.00	Sage Payroll April 2026
14/04/2026	Radius	RADIUS	68.28	Vehicle Tracking April 2026
17/04/2026	Jewson	BACS Pymnt	66.00	Topsoil for MNC
27/04/2026	Peninsula	PENINSULA	63.59	EAP Support April 2026
30/04/2026	Nat West	NAT WEST	63.11	Nat West Fees March 2026
17/04/2026	PHS Group PLC	BACS Pymnt	62.89	OCH Waste Collection May 26
30/04/2026	BGL Communications Ltd	BACS Pymnt	55.00	VEG Website April 2026
13/04/2026	Silvey Fleet	SILVEYFLEE	51.24	Fuel Charges April 2026
17/04/2026	Screwfix Direct Ltd	BACS Pymnt	48.49	Wood Adhesive & Varnish
17/04/2026	Mid Sussex Timber Co Ltd	BACS Pymnt	47.22	Oak Sleeper EC Grounds

30/04/2026	Mid Sussex Timber Co Ltd	BACS Pymnt	43.87	Repairs to MNC Gate
30/04/2026	Screwfix Direct Ltd	BACS Pymnt	41.99	Work Boots JP
30/04/2026	Hydraulic Plant Services	BACS Pymnt	39.60	20L Can for Weed Spraying
30/04/2026	Jewson	BACS Pymnt	33.26	4x Postfix MNC Gate
30/04/2026	Amazon Business	BACS Pymnt	29.35	8x Coat Hanging Hooks
17/04/2026	James Hallam Council Guard	BACS Pymnt	28.00	GU73 HVA Insurance 2 Days FR
17/04/2026	DT Electrical Supplies Ltd	BACS Pymnt	27.46	500x Cable Ties
30/04/2026	Jewson	BACS Pymnt	24.95	3x Postcrete MNC Fence
17/04/2026	Amazon Business	BACS Pymnt	23.93	SSB YC Craft
30/04/2026	J Watson	BACS Pymnt	20.00	April Labour Moat Rd JW
30/04/2026	Screwfix Direct Ltd	BACS Pymnt	18.99	Overhead Door Closer
30/04/2026	Amazon Business	BACS Pymnt	18.89	SSB YC Bin Bags
17/04/2026	The Sign Co	BACS Pymnt	18.00	Sunnyside YC Banner Amendment
30/04/2026	Screwfix Direct Ltd	BACS Pymnt	15.27	Pipe Insulation & Screwdrivers
20/04/2026	British Gas	BRITISHGAS	15.10	High St powerbox March 2026
17/04/2026	Screwfix Direct Ltd	BACS Pymnt	14.28	Paint Brushes
17/04/2026	Amazon Business	BACS Pymnt	13.38	SSB YC Games
24/04/2026	Take Payments	TAKEPAYMEN	12.00	PDQ Machine Rental April '26
17/04/2026	Screwfix Direct Ltd	BACS Pymnt	11.98	Fire Exit Sign
17/04/2026	PHS Group PLC	BACS Pymnt	11.51	SSB Waste Collection May 26
30/04/2026	Mid Sussex Timber Co Ltd	BACS Pymnt	10.57	Timber and Screws High St Beds

Total Payments	<u><u>156,952.54</u></u>
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09/03/2026	Workwear Express	NWCC	300.00	NWCC - Safety Glasses
09/03/2026	Iceland	NWCC	109.70	NWCC - YC Tuck Supplies
09/03/2026	NALC	NWCC	102.00	NWCC - NALC Conference SH
09/03/2026	DBS Ltd	NWCC	22.79	NWCC - Plastic Panelling Tea Room
09/03/2026	Lebara	NWCC	19.40	NWCC - Monthly SIM Cards
			<u><u>553.89</u></u>	

EAST GRINSTEAD TOWN COUNCIL PAYMENTS - MAY 2026

Payments Listing - May 2026

Date Paid	Payee Name	Payment Ref	Amount Paid (£)	Transaction Detail
18/05/2026	Net Salaries	NET SAL	49,458.41	Net Salaries May 2026
18/05/2026	HMRC	HMRC	18,410.94	HMRC PAYE April 2026
18/05/2026	WSCC LGPS	LGPS	13,344.61	LGPS April 2026
18/05/2026	Chequer Mead	GRANT	5,833.33	Chequer Mead Grant May 2026
22/05/2026	Holly Tree Surgeons	BACS Pymnt	2,274.00	Treeworks Blackwell Hollow
31/05/2026	Mid Sussex District Council	BACS Pymnt	2,048.87	Street Nameplate Refund 25/26
22/05/2026	SWE Productions Ltd	BACS Pymnt	1,920.00	ECL June - ABBA
19/05/2026	Valda Energy	VALDA	1,865.39	EC Electric May 2026
20/05/2026	Royal Mail	NOMINAL	1,692.51	Delivery of The Line June '26
31/05/2026	Mad Ideas Ltd	BACS Pymnt	1,625.00	Production of 'The Line' June 26
01/05/2026	MSDC	NNDR	1,392.00	EC NNDR 2 of 10
20/05/2026	Relcross Ltd	NOMINAL	1,251.60	King St. Door Fittings
15/05/2026	British Gas	BRITISHGAS	948.78	EC Gas April 2026
01/05/2026	Wessex IT	WESSEX IT	914.50	IT Service Contract May 2026
15/05/2026	British Gas	BRITISHGAS	893.50	OCH Gas April 2026
05/05/2026	Focus	FOCUS	820.37	B'band, Rental & Phones May 26
28/05/2026	Focus	FOCUS	813.72	B'band, Rental & Phones June '26
22/05/2026	Holly Tree Surgeons	BACS Pymnt	810.00	Road Closure Blackwell Hollow
08/05/2026	GigLoo Ltd	BACS Pymnt	683.54	ECL June 2026 Portaloo
08/05/2026	GigLoo Ltd	BACS Pymnt	683.54	ECL July 2026 Portaloo
22/05/2026	Getmapping PLC	BACS Pymnt	600.00	Parish Online (2026/2027)
22/05/2026	Chris Neale	BACS Pymnt	540.38	OCH Plants for Application
05/05/2026	NWCC	NWCC	534.57	NWCC - see analysis below
08/05/2026	South East Landbased Training Courses	BACS Pymnt	522.00	Chainsaw Training MW
11/05/2026	MSDC	NNDR	480.00	OCH NNDR 2 of 10
22/05/2026	G B Sport & Leisure UK Ltd	BACS Pymnt	449.86	EC Playpark Swing Repair
01/05/2026	MSDC	NNDR	421.00	MH NNDR 2 of 10
15/05/2026	G Hearn	NOMINAL	400.00	Cemetery Support May 2026
05/05/2026	YGP	YGP	390.06	OCH Electric April 2026
22/05/2026	Aqua Test Services	BACS Pymnt	365.00	Water Testing High St Fountain
22/05/2026	Haven Memorials	BACS Pymnt	354.00	MNC Mem Wall Plaque - Weller
31/05/2026	Haven Memorials	BACS Pymnt	354.00	MNC Mem Wall Plaque - Tugwell
20/05/2026	MSDC	NNDR	345.00	MNC NNDR 2 of 10
31/05/2026	J Watson	BACS Pymnt	330.00	May Labour EC - JW
07/05/2026	Filcris Ltd	NOMINAL	309.35	MNC 13x Plastic Planks
22/05/2026	Timber Type Ltd	BACS Pymnt	300.00	MH Floor Repair
08/05/2026	Essential Safety Limited	BACS Pymnt	279.00	H&S Support 13/4-12/5/26
31/05/2026	Essential Safety Limited	BACS Pymnt	279.00	H&S Support 13/05-12/06/26
08/05/2026	TC Facilities Management Ltd	BACS Pymnt	276.59	EC Toilet Cleaning April 26
31/05/2026	TC Facilities Management Ltd	BACS Pymnt	276.59	EC Toilet Cleaning May 26
31/05/2026	Imberhorne Lane Nursery	BACS Pymnt	270.73	Plants & Soil for Bee Garden
31/05/2026	Imberhorne Lane Nursery	BACS Pymnt	257.65	Plants for Bee Garden
08/05/2026	Archers Skip Bags & Waste Management	BACS Pymnt	250.00	30x ECL Waste Bins
14/05/2026	Peninsula	PENINSULA	249.54	HR Support May 2026
14/05/2026	EG Museum	NOMINAL	224.00	2x EG Museum Visits SSB YC
08/05/2026	Nurture Pest Control	BACS Pymnt	206.40	Pest control Apr-July 26
22/05/2026	ICCM	BACS Pymnt	192.00	ECCM Regulatory Compliance EL
22/05/2026	Wealden Embroidery & Print	BACS Pymnt	180.12	EGTC Hi Viz Vests & Sweatshirts
08/05/2026	Places for People Leisure Management Ltd	BACS Pymnt	168.00	Kings YC Hall Hire May 26
11/05/2026	Silvey Fleet	SILVEYFLEE	151.61	Fuel Charges April 2026
15/05/2026	Community People	GRANT	126.53	MSVA Grant 2026/2027
08/05/2026	ICCM	BACS Pymnt	126.00	Cem. Management Intro JM
31/05/2026	Amazon Business	BACS Pymnt	121.14	4x Laptop Screens
05/05/2026	Silvey Fleet	SILVEYFLEE	120.43	Fuel Charges April 2026
31/05/2026	Imberhorne Lane Nursery	BACS Pymnt	117.88	MNC Plants & Watering Can
08/05/2026	Mid Sussex Timber Co Ltd	BACS Pymnt	116.27	Wood for Gateway Advert Board
11/05/2026	MSDC	NNDR	114.00	SSB NNDR 2 of 10
15/05/2026	British Gas	BRITISHGAS	111.45	King St. Electric April 2026
19/05/2026	British Gas	BRITISHGAS	103.93	MNC Electric April 2026
20/05/2026	EDF	EDF	99.68	SSB Electric April 2026
14/05/2026	Radius	RADIUS	86.28	Monthly Vehicle Tracking
22/05/2026	Amazon Business	BACS Pymnt	85.82	Various Office Stationery
20/05/2026	C Woodcock	NOMINAL	85.00	Eye Test Policy - CW
15/05/2026	Lodge Catering	NOMINAL	84.00	Mayor Making Catering
22/05/2026	Jewson	BACS Pymnt	77.30	MNC Top Soil
08/05/2026	Hey Presto	BACS Pymnt	76.00	2 Hrs Website Support
31/05/2026	Amazon Business	BACS Pymnt	74.97	6x Storage Boxes
08/05/2026	Two Moons Computing Limited	BACS Pymnt	74.80	SSB Wi-Fi May 2026
31/05/2026	Imberhorne Lane Nursery	BACS Pymnt	72.00	Bark for High St & Moat Rd
26/05/2026	Silvey Fleet	SILVEYFLEE	69.74	Fuel Charges May 2026
31/05/2026	Amazon Business	BACS Pymnt	69.01	Paper Bags & Printer Ink
27/05/2026	Sage UK	SAGE UK	69.00	Sage Payroll May 2026
08/05/2026	Amazon Business	BACS Pymnt	64.31	Supplies for Kings YC
26/05/2026	Peninsula	PENINSULA	63.59	EAP Support May 2026
22/05/2026	PHS Group PLC	BACS Pymnt	62.99	OCH Waste Collection June 2026

29/05/2026	Nat West	NAT WEST	62.44	Nat West Fees May 2026
15/05/2026	Nat West	NATWEST	61.32	Bankline Charges May 2026
07/05/2026	Esso	ESSO	60.58	Fuel May - GU73 HVA
31/05/2026	Amazon Business	BACS Pymnt	59.99	Parasol for Weddings
22/05/2026	Aldridge & Trillwood Ltd	BACS Pymnt	59.87	Painting Supplies
08/05/2026	Amazon Business	BACS Pymnt	58.48	Office Paper & Batteries
14/05/2026	EVO Payments	EVO	55.47	Monthly PDQ Fees
08/05/2026	BGL Communications Ltd	BACS Pymnt	55.00	V.E.G Website May 2026
21/05/2026	Elavon	ELAVON	53.32	Monthly PDQ Fees
08/05/2026	Amazon Business	BACS Pymnt	46.04	Games for Kings YC
31/05/2026	The Sign Co	BACS Pymnt	45.00	Sign for Bee Garden
22/05/2026	Amazon Business	BACS Pymnt	43.98	2x Compost Caddy
31/05/2026	J Watson	BACS Pymnt	40.00	May Labour High St - JW
01/05/2026	EE Ltd	EE LTD	34.25	Cemetery Broadband May 2026
22/05/2026	Screwfix Direct Ltd	BACS Pymnt	33.06	Supplies for Bee Day Display
08/05/2026	Amazon Business	BACS Pymnt	32.99	Various Office Stationery
22/05/2026	Screwfix Direct Ltd	BACS Pymnt	32.99	OCH Fire Door Hinge
31/05/2026	Amazon Business	BACS Pymnt	31.31	Various Office Stationery
06/05/2026	D Chambers	NOMINAL	25.00	Eye Test Policy - DC
22/05/2026	Hydraulic Plant Services	BACS Pymnt	20.58	Linch Pin & Oil for Transit
08/05/2026	Amazon Business	BACS Pymnt	17.81	2x Printer Toner
19/05/2026	British Gas	BRITISHGAS	17.35	High St Powerbox April 2026
31/05/2026	Amazon Business	BACS Pymnt	15.18	Various Office Stationery
31/05/2026	Horace Fuller Ltd	BACS Pymnt	15.00	2x Spark Plugs
22/05/2026	Amazon Business	BACS Pymnt	14.97	Compost Caddy Liners
22/05/2026	Amazon Business	BACS Pymnt	12.98	12x Correction Tape
19/05/2026	DNA Photo Imaging	NOMINAL	12.50	Town Mayor Photo
11/05/2026	Take Payments	TAKEPAYMEN	12.00	PDQ Machine Rental May 2026
22/05/2026	PHS Group PLC	BACS Pymnt	11.51	SSB Waste Collection June 2026

Total Payments 120,954.15

04/04/2025	Hardwick Hire	NWCC	126.00	NWCC - Luton Van Hire 1 day
04/04/2025	LBS Horticulture	NWCC	93.41	NWCC - 25kg Fertiliser H/Baskets
04/04/2025	Royal Mail	NWCC	87.00	NWCC - 100x 2nd Class Stamps
04/04/2025	Iceland	NWCC	65.95	NWCC - SSB YC Tuck Shop
04/04/2025	Sainsburys	NWCC	42.35	NWCC - Town of Culture Meeting
04/04/2025	MFG East Grinstead	NWCC	42.00	NWCC - Fuel April
04/04/2025	High Speed Training	NWCC	31.20	NWCC - Paediatric Training (JM)
04/04/2025	Eventbrite	NWCC	20.00	NWCC - 2x Social Media Course
04/04/2025	Lebara Mobile	NWCC	19.40	NWCC - Monthly SIM Cards
04/04/2025	Adobe	NWCC	7.26	NWCC - Adobe Subs

534.57

Date:08/04/2026

East Grinstead Town Council

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Time: 16:32

**Bank Reconciliation Statement as at 31/03/2026
for Cashbook 1 - Current/Reserve Account**

User: D.CHAMBERS

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Nat West Current Account	31/03/2026		11,306.87
			<u>11,306.87</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
31/03/2026 BACS Pymnt BACS P/L Pymnt Page 3854		2,435.13	
			<u>2,435.13</u>
			8,871.74
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			8,871.74
		Balance per Cash Book is :-	8,871.74
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 31/03/2026
for Cashbook 6 - Natwest Direct Reserve

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Natwest Direct Reserve	31/03/2026		536,055.61
			<u>536,055.61</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			536,055.61
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			536,055.61
		Balance per Cash Book is :-	536,055.61
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

**Bank Reconciliation Statement as at 30/04/2025
for Cashbook 1 - Current/Reserve Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Nat West Current Account	30/04/2025		10,767.29
			<u>10,767.29</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
30/04/2025 BACS Pymnt BACS P/L Pymnt Page 3748		4,234.58	
30/04/2025 BACS Pymnt BACS P/L Pymnt Page 3751		4,693.22	
			<u>8,927.80</u>
			1,839.49
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			1,839.49
		Balance per Cash Book is :-	1,839.49
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

**Bank Reconciliation Statement as at 30/04/2025
for Cashbook 6 - Natwest Direct Reserve**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Natwest Direct Reserve	30/04/2025		1,059,472.47
			<u>1,059,472.47</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			1,059,472.47
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			1,059,472.47
		Balance per Cash Book is :-	1,059,472.47
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

**Bank Reconciliation Statement as at 31/05/2025
for Cashbook 1 - Current/Reserve Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Nat West Current Account	31/05/2025		7,356.56
			<u>7,356.56</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			7,356.56
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			7,356.56
		Balance per Cash Book is :-	7,356.56
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

**Bank Reconciliation Statement as at 31/05/2025
for Cashbook 6 - Natwest Direct Reserve**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Natwest Direct Reserve	31/05/2025		977,562.21
			<u>977,562.21</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			977,562.21
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			977,562.21
		Balance per Cash Book is :-	977,562.21
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate



Mr D Chambers
East Grinstead Town Council
East Court
College Lane
East Grinstead
West Sussex
RH19 3LT

14 April 2026

Dear Dan

Re: East Grinstead Town Council
Internal Audit Report for Financial Year Ended 31 March 2026

Executive summary

Following completion of our final internal audit on 14 April 2026, we are pleased to enclose our report for your review and presentation to the council. The audit was conducted in accordance with current professional standards and guidelines, employing a risk-based approach to our testing. While not all transactions were examined, our sample testing, where appropriate, covered the financial year to date.

Some assertions, as noted in this report, were tested at the interim internal audit completed during the financial year and the council should review all internal audit reports for the year before completing the Annual Governance Statement.

The structure of this report aligns with the assertions set out in the Annual Internal Auditor Report section of the published Annual Governance and Accountability Return (AGAR). Each section begins with a summary of the assertion being assessed, followed by details of the testing undertaken, which was guided by the audit plan previously shared with the council. A copy of the audit plan is available upon request. The report concludes with our opinion on whether each assertion has been met as of the date of the audit. **Any recommendations for action are highlighted in bold and summarised in the table at the end of the report.**

Our testing did not identify any procedural errors requiring reporting to the external auditor at this time, nor did we observe any material weaknesses in internal controls that would pose a risk to public funds. In fact, the processes and procedures together with our built-in compensating controls are robust, strictly followed and in many respects a model of good practice.

We are pleased to report that overall, the systems and procedures currently in place are appropriate and effective. While this report may include recommendations for improvement, these should not be viewed as indicators of significant deficiencies. Rather, they are intended to support the continued development of what is, in our view, a well-managed and robust governance framework.

I have completed the Annual Internal Audit Report page of the AGAR and provided this to the council for onward submission to the External Auditor.

Regulation

The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts. In addition to this, a smaller authority is required by Regulation 5(1) of the Accounts and Audit Regulations 2015 to “undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance.”

Internal auditing is an independent, objective assurance activity designed to improve an organisation’s operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes.

The primary purpose of internal audit is to assess and report to the authority on the effectiveness of its financial systems and other internal controls, including the operational procedures that support its activities.

The internal audit function involves testing and evaluating whether the authority’s internal control framework is both adequate and functioning effectively. Internal audit reports should be made available to all Members, providing a basis for informed decision making when considering the authority’s approval of the Annual Governance Statement.

Independence and competence

Your audit was conducted by Andy Beams of Mulberry Local Authority Services Ltd, who has over 36 years’ experience in the financial sector with the last 16 years specialising in local government.

Your auditor is independent from the management of the financial controls and procedures of the council and has no conflicts of interest with the audit client, nor do they provide any management or financial assistance to the client.

Engagement Letter and inherent risk assessment

An engagement letter was previously issued to the council covering the 2025/26 internal audit assignment, which includes the scope and plan of works and fee structure. Copies of this document are available on request from anna@mulberrylas.co.uk

In summary, our work will address each of the internal control objectives as stated on the Annual Internal Audit Report of the AGAR.

It is our opinion that the inherent risk of error or misstatement within the council’s financial systems is low. The internal control environment is considered reliable, and as such, substantive testing of individual transactions is not deemed necessary at this stage.

Audit testing will therefore consist of walk-through testing on a selection of sample data, covering the period under review within the current council year. This approach is designed to confirm that key controls are operating effectively throughout the financial period.

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INTRODUCTION

The audit was conducted on site/remotely with the council's Responsible Financial Officer (RFO). The RFO had prepared the information advised in advance of the visit, and overall, I have the impression that accounting records are neatly maintained and easily accessible.

Other information was reviewed through discussion with the RFO and a review of the council website www.eastgrinstead.gov.uk

UPDATES ON RECOMMENDATIONS FROM INTERIM AUDIT

Internal Audit – Summary of recommendations

Audit Point	Interim Audit Findings	Council comments
None		

A. BOOKS OF ACCOUNT

Internal audit requirement

Appropriate accounting records have been kept properly during the year.

Audit findings

Testing conducted at the interim audit and findings included in the interim audit report.

CONCLUSION

I am satisfied this control objective has been met.

B. FINANCE REGULATIONS, GOVERNANCE AND PAYMENTS

Internal audit requirement

This authority complied with its Finance Regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for.

Audit findings

Testing conducted at the interim audit and findings included in the interim audit report.

CONCLUSION

I am satisfied this control objective has been met.

C. RISK MANAGEMENT AND INSURANCE

Internal audit requirement

This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

Audit findings

Testing conducted at the interim audit and findings included in the interim audit report.

We discussed assertion 8 on the Annual Governance Statement and whether this had any impact on the council.

“We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.”

The RFO confirmed that they were not aware of any event having a financial impact that was not included in the accounting statements.

CONCLUSION

I am satisfied this control objective has been met.

D. BUDGET, PRECEPT AND RESERVES

Internal audit requirement

The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.

Audit findings

Testing conducted at the interim audit and findings included in the interim audit report.

Budget

The RFO produces regular detailed budget reports from the accounting software. The year-end budget report shows income reported as 101% of budget and expenditure at 97%. There is no evidence to suggest that the budget has not been accurately set and carefully monitored throughout the year.

There is evidence within the minutes of meetings that councillors regularly receive budget reports for review, providing them with sufficient financial information to make informed decisions.

Precept

The council set a precept of £1,305,042 for 2025/26. With a tax base of 12,057.4, this equates to a band D equivalent of £108.24 (compared to the average in England of £92.92).

I was able to confirm that the precept amount recorded in the accounts is correct, and equals the amount recorded in box 2 of the Accounting Statements.

The Clerk confirmed that the 2026/27 budget and precept were approved by the council at the meeting held on 26 January 2026 (minute ref 66).

Reserves

The Smaller Authorities Proper Practices Panel (SAPPP) Practitioner's guide provides updated guidance on the appropriate level of general reserves that councils should retain as below:

5.33 The general reserve of an authority comprises its cash flow and contingency funds to cover unexpected inflation, unforeseen events and unusual circumstances.

5.34 The generally accepted recommendation with regard to the appropriate minimum level of a smaller authority's general reserve is that this should be maintained at between three and twelve months of net revenue expenditure.

5.35 The reason for the wide range is to cater for the large variation in activity level between individual authorities. The smaller the authority, the closer the figure may be to 12 months expenditure, the larger the authority, the nearer to 3 months. In practice, any authority with income and expenditure in excess of £200,000 should plan towards 3 months equivalent general reserve.

5.36 In all of this it is important that each authority adopt, as a general reserve policy, the level appropriate to their size, situation, risks and plan their budget so as to ensure that the adopted level is maintained. Consideration of the minimum level of reserves requires not only consideration of level of income and expenditure but also the risks to that income.

5.37 Authorities with significant self-generated income (other than the precept or levy) should take into account situations that may lead to a loss in revenue as well as increased costs and adapt their general reserve accordingly.

At the year-end, the council held circa £838,298 in reserves, split between categories as below:

- Capital EMR £101,256
- Earmarked EMR £294,516
- General Reserves £442,526

I checked the purpose of these earmarked reserves with the Clerk and am satisfied they are all for legitimate future planned projects of the council.

The general reserve balance is which is within the recommended range as detailed in the Practitioner's Guide.

CONCLUSION

I am satisfied this control objective has been met.

E. INCOME**Internal audit requirement**

Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.

Audit findings

Testing conducted at the interim audit and findings included in the interim audit report.

CONCLUSION

I am satisfied this control objective has been met.

F. PETTY CASH**Internal audit requirement**

Petty cash payments were properly supported by receipts; all petty cash expenditure was approved and VAT appropriately accounted for.

Audit findings

Testing conducted at the interim audit and findings included in the interim audit report.

CONCLUSION

I am satisfied this control objective has been met.

G. PAYROLL**Internal audit requirement**

Salaries to employees and allowances to members were paid in accordance with the authority's approvals, and PAYE and NI requirements were properly applied.

Audit findings

Testing conducted at the interim audit and findings included in the interim audit report.

I reviewed the figure included in box 4 (staff costs) on the Accounting Statements and was able to confirm from the accounting software that in accordance with the guidance contained in the Smaller Authorities Proper Practices Panel (SAPPP) Practitioner's guide this includes only salary payments, HMRC payments and pension contributions.

CONCLUSION

I am satisfied this control objective has been met.

H. ASSETS AND INVESTMENTS

Internal audit requirement

Asset and investments registers were complete and accurate and properly maintained.

Audit findings

Testing conducted at the interim audit and findings included in the interim audit report.

I confirmed the asset register total matches that included in box 9 (total fixed assets plus long term investments and assets) on the Accounting Statements and was able to trace the changes to the previous year's total against the asset register. I confirmed by sample testing of the invoices that items added during the year has been accurately recorded as the original net purchase price.

The council holds long-term investments (i.e. those for more than 12-month terms) and I was able to confirm these are correctly recorded on the asset register and reported in box 9 on the AGAR.

The council has borrowing through the Public Works Loan Board (PWLB) and I was able to confirm the figures for in year payments (box 5) and year-end balance (box 10) on the Accounting Statements against the PWLB remittance advices and year-end statement.

CONCLUSION

I am satisfied this control objective has been met.

I. BANK AND CASH

Internal audit requirement

Periodic bank account reconciliations were properly carried out during the year.

Audit findings

Testing conducted at the interim audit and findings included in the interim audit report.

I reviewed the year-end bank reconciliation for all accounts and was able to confirm the balances on 31 March 2026 to the bank statements and found no errors. I was able to confirm the total bank balances to the figure included in the Accountings Statements on the AGAR.

CONCLUSION

I am satisfied this control objective has been met.

J. YEAR END ACCOUNTS

Internal audit requirement

Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), supported by an adequate audit trail from underlying records and, where appropriate, debtors and creditors were properly recorded.

Audit findings

The council is reminded that at its meeting to sign the Annual Governance and Accountability Return (AGAR), it should complete the steps in the following order:

- **Review and consider the Annual Internal Audit Report**
- **Complete Section 1 – Annual Governance Statement**
- **Complete Section 2 – Accounting Statements**

Section 1 – Annual Governance Statement

Based on the internal audit findings, I recommend using the table below as the basis for that discussion.

	Annual Governance Statement	<i>'Yes', means that this authority</i>	Suggested response based on evidence
1	We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>	YES – accounts follow latest Accounts and Audit Regulations and practitioners guide recommendations.
2	We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>	YES – there is regular reporting of financial transactions and accounting summaries, offering the opportunity for scrutiny.
3	We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>	YES – the Clerk advises the council in respect of its legal powers.
4	We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>	YES – the requirements and timescales for 202/25 year-end were followed.
5	We carried out an assessment of the risks facing this authority and	<i>considered and documented the financial and other risks it</i>	YES – the council has a risk management

	took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<i>faces and dealt with them properly.</i>	scheme and appropriate external insurance.
6	We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>	YES – the council has appointed an independent and competent internal auditor.
7	We took appropriate action on all matters raised in reports from internal and external audit.	<i>responded to matters brought to its attention by internal and external audit.</i>	YES – matters raised in internal and external audit reports have been addressed.
8	We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and. Where appropriate, have included them in the accounting statements.	<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>	YES – no matters were raised during the internal audit visits.
9	Trust funds including charitable – In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/asset(s), including financial reporting and, if required, independent examination or audit.	<i>has met all its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>	N/A – the council has no trusts
10	We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.	<i>has made suitable arrangements for its IT and data management and has complied with proper practices in doing so</i>	YES – the council has met the requirements of Governance Assertion 10

Section 2 – Accounting Statements

AGAR box number		2024/25	2025/26	Internal Auditor notes
1	Balances brought forward	638,212	765,703	Agrees to 2024/25 carry forward (box 7)
2	Precept or rates and levies	1,237,078	1,305,042	Figure confirmed to central precept record
3	Total other receipts	392,988	394,840	Agrees to underlying accounting records
4	Staff costs	877,789	962,419	Agrees to underlying accounting records. Includes only expenditure allowed as staff costs (see section G)
5	Loan interest/capital repayments	11,834	11,834	Agrees to PWLB remittance advices
6	All other payments	612,952	653,034	Agrees to underlying accounting records
7	Balances carried forward	765,703	838,298	Casts correctly and agrees to balance sheet
8	Total value of cash and short- term investments	838,927	895,227	Agrees to bank reconciliation for all accounts
9	Total fixed assets plus long- term investments and assets	5,027,323	5,057,191	Matches asset register total and changes from previous year have been traced
10	Total borrowings	79,143	70,684	Agrees to PWLB statement
11	Do the figures in the accounting statements above include any trust transactions	Yes	Yes	No – trust transactions are excluded in the stated figures

Audit findings

The year-end accounts have been correctly prepared on an income and expenditure basis with the box 7 and 8 reconciliation completed. This shows year-end debtors of £87,293.31 and year-end creditors of £144,222.95, with a full breakdown of the individual debtors and creditors provided.

The AGAR correctly casts and cross casts and last year's comparatives match the figures submitted for 2024/25 and published on the council website.

The variance analysis is not required as there are no variances exceeding 15%.

CONCLUSION

I am satisfied this control objective has been met.

K. LIMITED ASSURANCE REVIEW

Internal audit requirement

IF the authority certified itself as exempt from a limited assurance review in the previous year, it met the exemption criteria and correctly declared itself exempt.

CONCLUSION

The council did not certify itself exempt from a limited assurance review in the previous year and the testing for this internal control objective is not applicable.

L: PUBLICATION OF INFORMATION

Internal audit requirement

The authority publishes information on a free to access website/webpage, up to date at the time of the internal audit in accordance with relevant legislation

Audit findings

All councils are required to follow The Accounts and Audit Regulations which include the following requirements:

- 13(1)** An authority must publish (which must include publication on that authority's website)
 - (a) the Statement of Accounts together with any certificate or opinion entered by the local auditor in accordance with section 20(2) of the Act; and
 - (b) the Annual Governance Statement approved in accordance with regulation 6(3)
- 13(2)** Where documents are published under paragraph (1), the authority must
 - (a) keep copies of those documents for purchase by any person on payment of a reasonable sum; and
 - (b) ensure that those documents remain available for public access for a period of not less than five years beginning with the date on which those documents were first published in accordance with that paragraph.

I was able to confirm that pages 4 (Annual Governance Statement), 5 (Accounting Statements) and 6 (External Auditor's Report and Certificate) of the AGARs are available for review on the council website for the previous five financial years.

Confirm that the council is compliant with the relevant transparency code

For councils with a turnover over £25,000, it is recommended best practice to follow the Local Government Transparency Code 2015, but not a statutory requirement and therefore not subject to verification during the internal audit.

CONCLUSION

I am satisfied this control objective has been met.

M: EXERCISE OF PUBLIC RIGHTS - INSPECTION OF ACCOUNTS**Internal audit requirement**

The authority, during the previous year, correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.

Audit findings

Inspection – key dates	2024/25 Actual	2025/26 Proposed
Date AGAR signed by council	24 June 2025	25 June 2026
Date inspection notice issued	25 June 2025	29 June 2026
Inspection period begins	26 June 2025	30 June 2026
Inspection period ends	6 August 2025	10 August 2026
Correct length (30 working days)	Yes	Yes
Common period included (first 10 working days of July)	Yes	Yes

I am satisfied the requirements of this control objective were met for 2024/25, and assertion 4 on the Annual Governance Statement can therefore be signed yes by the council.

I reviewed the proposed dates for the Exercise of Public Rights for the 2025/26 AGAR and confirm that these are in accordance with the requirements of the Accounts and Audit Regulations.

CONCLUSION

I am satisfied this control objective has been met.

N: PUBLICATION REQUIREMENTS

Internal audit requirement

The authority complied with the publication requirements for the prior year AGAR.

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website / webpage.

Before 1 July 2025 authorities must publish:

- *Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited*
- *Section 1 - Annual Governance Statement 2024/25, approved and signed, page 4*
- *Section 2 - Accounting Statements 2024/25, approved and signed, page 5*

Not later than 30 September 2025 authorities must publish:

- *Notice of conclusion of audit*
- *Section 3 - External Auditor Report and Certificate*
- *Sections 1 and 2 of AGAR including any amendments as a result of the limited assurance review.*

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

Audit findings

Testing conducted at the interim audit and findings included in the interim audit report.

CONCLUSION

I am satisfied this control objective has been met.

O. DIGITAL AND DATA COMPLIANCE

Internal audit requirement

The authority has complied with laws, regulations and proper practices relating to digital and data compliance.

Audit findings

The Smaller Authorities Proper Practices Panel (SAPPP) Practitioner's Guide (March 2025) contains guidance on the new Governance Assertion included on the 2025/26 AGAR which relates to this internal control objective.

Website

I was able to confirm that the council website contains a Privacy Notice and a Website Accessibility Statement. The Website Accessibility Statement correctly references partial compliance with the Web Content Accessibility Guidelines (WCAG) 2.2 AA.

The council has an IT Policy in place which was reviewed and approved by the council at the meeting held in January 2026.

Email management and GDPR

It was noted the council has a generic email address on a domain owned by the council and has established common email addresses for all councillors. This is recommended because it gives a natural segregation between work and personal lives, making it clear beyond doubt in what capacity a councillor is acting. In addition to this it gives control to the council, adds a degree of professionalism and in the event of a FOI request limits access to personal computers.

The council has not completed a recent data audit, and I recommend the council ensures this is completed regularly to comply with GDPR regulations.

CONCLUSION

I am satisfied this control objective has been met.

P. TRUSTEESHIP

Internal audit requirement

Trust funds (including charitable) – The council met its responsibilities as a trustee.

CONCLUSION

The council has no trusts and the testing for this internal control objective is not applicable.

Achievement of control assertions at final internal audit date

Based on the tests conducted during the interim audit, our conclusions on the achievement of the internal control objectives to date are summarised in the table below.

	INTERNAL CONTROL OBJECTIVE	YES	NO	NOT COVERED
A	Appropriate accounting records have been properly kept throughout the financial year	✓		
B	This authority complied with its Finance Regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for	✓		
C	This authority assesses the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these	✓		
D	The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for	✓		
F	Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for	✓		
G	Salaries to employees and allowances to members were paid in accordance with the authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H	Asset and investments registers were complete and accurate and properly maintained.	✓		
I	Periodic bank account reconciliations were properly carried out during the year.	✓		
J	Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), supported by an adequate audit trail from underlying records and, where appropriate, debtors and creditors were properly recorded.	✓		
K	If the authority certified itself as exempt from a limited assurance review in the previous year, it met the exemption criteria and correctly declared itself exempt.			✓
L	The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M	The authority, during the previous year correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations.	✓		
N	The authority complied with the publication requirements for prior year AGAR.	✓		
O	The authority has complied with laws, regulations and proper practices relating to digital and data compliance	✓		
P	Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

Should you have any queries please contact me directly on andy@mulberrylas.co.uk

Yours sincerely



Andy Beams

Director, Mulberry Local Authority Services Ltd

Internal Audit – Summary of recommendations

Audit Point	Internal Audit Findings	Council comments
O. DATA AND DIGITAL COMPLIANCE	The council has not completed a recent data audit, and I recommend the council ensures this is completed regularly to comply with GDPR regulations.	

Annual Internal Audit Report 2025/26

EAST GRINSTEAD TOWN COUNCIL

www.eastgrinstead.gov.uk PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2026, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2025/26 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2024/25 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.	✓		
P. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

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

Date(s) internal audit undertaken

Name of person who carried out the internal audit

07/10/2025

14/04/2026

DD/MM/YYYY

Andy Beams - Mulberry LAS LAUDITOR

Signature of person who carried out the internal audit



REQUIRED

Date

14/04/2026

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

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

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

EAST GRINSTEAD TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.	✓		<i>has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.</i>

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

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

25/06/2026

and recorded as minute reference:

MINUTE REFERENCE

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

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

www.eastgrinstead.gov.uk PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2025/26 for

EAST GRINSTEAD TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
1. Balances brought forward	638,212	765,703	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	1,237,078	1,305,042	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	392,988	394,840	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	877,789	962,419	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	11,834	11,834	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	612,952	653,034	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	765,703	838,298	Total balances and reserves at the end of the year. must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	838,927	895,227	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	5,027,323	5,057,191	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	79,143	70,684	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?	✓		For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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



Date

15/06/2026

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

25/06/2026

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

East Grinstead Town Council

Income and Expenditure Account for Year Ended 31st March 2026

31st March 2025		31st March 2026
	Operating Income	
38,753	Corporate Management	34,417
230,856	East Court Estate	241,058
24,275	Community Support	18,133
0	Planning	10,000
14,660	Economic Development & Tourism	18,009
51,202	Cemetery Services	51,374
33,243	Civic Pride	21,849
1,237,078	Precept	1,305,042
<u>1,630,066</u>	Total Income	<u>1,699,882</u>
	Running Costs	
94,443	Democratic Representation	101,684
98,278	Corporate Management	109,036
603,057	East Court Estate	649,557
107,572	Community Support	125,604
38,097	Planning	42,138
124,396	Economic Development & Tourism	135,386
106,619	Cemetery Services	103,746
247,223	Civic Pride	265,548
70,000	Charities	70,000
(0)	Central Admin & Support	(0)
12,888	Capital Fund	24,588
<u>1,502,574</u>	Total Expenditure	<u>1,627,287</u>
	General Fund Analysis	
290,587	Opening Balance	393,816
1,630,066	Plus : Income for Year	1,699,882
<u>1,920,653</u>		<u>2,093,698</u>
1,502,574	Less : Expenditure for Year	1,627,287
<u>418,079</u>		<u>466,411</u>
24,262	Transfers TO / FROM Reserves	23,884
<u>393,816</u>	Closing Balance	<u>442,527</u>

31st March 2025		31st March 2026		
Net Value	Fixed Assets	Cost of Asset	Depreciation	Net Value
0		0	0	0
	Current Assets			
4,904	Debtors-East Court	5,123		
9,692	Debtors-Meridian Hall	1,904		
4,406	Debtors-Court House	3,915		
1,885	Debtors-Admin	24,010		
683	Debtors-Sunnyside	614		
1,055	Debtors- Mount Noddy	255		
38,185	Prepayments	43,140		
4,827	Vat Due	8,334		
9,103	Current/Reserve Account	8,872		
175,000	Nationwide Building Society	175,000		
479,524	Natwest Direct Reserve	536,056		
175,000	National Counties Bldg Soc	175,000		
300	Petty Cash	300		
904,564			982,521	
904,564	Total Assets			982,521
	Current Liabilities			
62,263	Accruals	59,607		
15,500	Paye/NI Due	19,480		
13,802	Superannuation Due	15,089		
21,376	Receipts in Advance	21,527		
5,000	Breakage Deposits	2,600		
20,920	Booking Deposits	25,919		
138,860			144,223	
765,703	Total Assets Less Current Liabilities			838,298
	Represented By			
393,816	General Fund Balance			442,527
102,843	Earmarked Capital Reserves			101,256
269,044	Earmarked Revenue Reserves			294,516
765,703				838,298

14:18

Balance Sheet as at 31/03/2026

31st March 2026

Signed :
Chairman

Date : _____

Signed :
Responsible
Financial

Date : _____

EAST GRINSTEAD TOWN COUNCILLORS ANNUAL ALLOWANCES CLAIMED IN 2025/2026

Councillor Name	2025/26 Allowance £
Cllr. Adam Peacock	1,223.37
Cllr. Antony Scott	1,223.37
Cllr. Craig Pond	1,223.37
Cllr. Frazer Visser	1,223.37
Cllr. Helen Farren	1,223.37
Cllr. Ian Gibson	1,223.37
Cllr. John Belsey	1,223.37
Cllr. Julie Mockford	1,223.37
Cllr. Lee Gibbs	1,223.37
Cllr. Margaret Belsey	1,223.37
Cllr. Rex Whittaker	1,223.37
Cllr. Stephanie Reeves	1,223.37
Cllr. Steve Barnett	1,223.37
Cllr. Stephen Ody	1,223.37
Cllr. Tracy Hughes	1,223.37
	18,350.55

* Cllr. Ed Godwin chose to forgo his annual allowance

		2025/26 Budget £	2025/26 Actual £
<u>100</u>	<u>Democratic Representation</u>		
	Salaries & Wages	48,110	48,569
	Emps NI & Superannuation	15,209	15,345
<u>200</u>	<u>Corporate Management</u>		
	Salaries & Wages	55,682	56,216
	Emps NI & Superannuation	17,577	17,734
<u>300</u>	<u>East Court Estate</u>		
	Salaries & Wages	272,255	274,086
	Emps NI & Superannuation	83,587	83,740
<u>400</u>	<u>Community Support</u>		
	Salaries & Wages	11,434	11,508
	Emps NI & Superannuation	3,614	3,635
<u>500</u>	<u>Planning</u>		
	Salaries & Wages	17,410	17,573
	Emps NI & Superannuation	5,526	5,574
<u>600</u>	<u>Economic & Tourism</u>		
	Salaries & Wages	79,131	78,961
	Emps NI & Superannuation	24,061	21,140
<u>700</u>	<u>Cemetery Services</u>		
	Salaries & Wages	46,386	48,049
	Emps NI & Superannuation	14,073	14,182
<u>999</u>	<u>Civic Pride</u>		
	Salaries & Wages	89,433	107,830
	Emps NI & Superannuation	27,112	30,588
<u>1100</u>	<u>Central Admin</u>		
	Salaries & Wages	91,470	89,068
	Emps NI & Superannuation	28,501	27,802
		2025/26 Budget	2025/26 Actual
	Salaries & Wages	711,311	731,860
	Emps NI & Superann	219,260	219,740
	Total	930,571	951,600

EGTC STAFF AND COUNCILLOR TRAINING ANALYSIS 2025/2026

Name	Supplier	Training
Sarah Mamoany	SLCC	2025 National Conference
Sam Heynes	SLCC	2026 National Conference
Graham Woodward	SLCC	Appraisal Training
Alison Merricks	i2comply	Asbestos Awareness
Felix Robinson	i2comply	Asbestos Awareness
Graham Woodward	i2comply	Asbestos Awareness
John Pratt	i2comply	Asbestos Awareness
Les Hales	i2comply	Asbestos Awareness
Mark Hayward	i2comply	Asbestos Awareness
Matthew Woodward	i2comply	Asbestos Awareness
Zack Ethell	i2comply	Asbestos Awareness
Dan Chambers	Mulberry	Assertion 10
Sam Heynes	SLCC	CILCA Mentor
Sam Heynes	SLCC	Comm. Gov Payment 2
Sam Heynes	SLCC	Comm. Gov. Level 5
Sarah Mamoany	SLCC	Comm. Gov. SM Yr 1 Fee
Sarah Mamoany	SLCC	Comm. Gov. Study Days
James Marriott	i2comply	COSHH
Les Hales	i2comply	COSHH
Rosiel Newman	i2comply	COSHH
Sarah Mamoany	i2comply	Cyber Security
Felix Robinson	Excel Training	Digger Dumper
Ed Godwin	Mulberry	Effective Council Meetings, Agendas, Minutes & Decision Making
Dan Chambers	Mulberry	Finance & Governance Training
Sam Heynes	Mulberry	Finance & Governance Training
Alice McLean	i2comply	Fire Extinguisher Training
Claire Woodcock	i2comply	Fire Extinguisher Training
Dan Chambers	i2comply	Fire Extinguisher Training
Ellie Lester	i2comply	Fire Extinguisher Training
Felix Robinson	i2comply	Fire Extinguisher Training
Isabel Moon	i2comply	Fire Extinguisher Training
Rosiel Newman	i2comply	Fire Extinguisher Training
Rosiel Newman	i2comply	Fire Extinguisher Training
Sam Heynes	i2comply	Fire Extinguisher Training
Sarah Mamoany	i2comply	Fire Extinguisher Training
Zack Ethell	i2comply	Fire Extinguisher Training
Alison Merricks	i2comply	Fire Marshall Online Training
James Marriott	i2comply	Fire Marshall Online Training
Alice Mclean	Fire First	Fire Marshall Training On-Site
Alison Merricks	Fire First	Fire Marshall Training On-Site
Ellie Lester	Fire First	Fire Marshall Training On-Site
James Marriott	Fire First	Fire Marshall Training On-Site
John Pratt	Fire First	Fire Marshall Training On-Site
Joyce Noakes	Fire First	Fire Marshall Training On-Site
Les Hales	Fire First	Fire Marshall Training On-Site
Luc Pineau	Fire First	Fire Marshall Training On-Site
Matthew Woodward	Fire First	Fire Marshall Training On-Site
Rosiel Newman	Fire First	Fire Marshall Training On-Site
Sean McDonnell	Fire First	Fire Marshall Training On-Site
Zack Ethell	Fire First	Fire Marshall Training On-Site
Alice McLean	i2comply	Fire Safety Training
Claire Woodcock	i2comply	Fire Safety Training
Ellie Lester	i2comply	Fire Safety Training
Felix Robinson	i2comply	Fire Safety Training
Isabel Moon	i2comply	Fire Safety Training
Kirstie Hamper	i2comply	Fire Safety Training
Mark Hayward	i2comply	Fire Safety Training
Rosiel Newman	i2comply	Fire Safety Training
Sam Heynes	i2comply	Fire Safety Training
Sarah Mamoany	i2comply	Fire Safety Training

Zack Ethell	i2comply	Fire Safety Training
Alice McLean	i2comply	First Aid Online
Ellie Lester	i2comply	First Aid Online
Felix Robinson	i2comply	First Aid Online
Felix Robinson	i2comply	First Aid Online
John Pratt	i2comply	First Aid Online
Sam Heynes	i2comply	First Aid Online
Zack Ethell	i2comply	First Aid Online
Izzy Moon	HHTC	First Aid Training
Alice Fletcher	Fire First	First Aid Training On Site
Alison Merricks	Fire First	First Aid Training On Site
Claire Woodcock	Fire First	First Aid Training On Site
Felix Robinson	Fire First	First Aid Training On Site
Gemma Resce	Fire First	First Aid Training On Site
Graham Woodward	Fire First	First Aid Training On Site
Isabel Moon	Fire First	First Aid Training On Site
James Marriott	Fire First	First Aid Training On Site
Jazmin Wilkins	Fire First	First Aid Training On Site
Joyce Noakes	Fire First	First Aid Training On Site
Les Hales	Fire First	First Aid Training On Site
Luc Pineau	Fire First	First Aid Training On Site
Mark Hayward	Fire First	First Aid Training On Site
Matthew Woodward	Fire First	First Aid Training On Site
Rosiel Newman	Fire First	First Aid Training On Site
Sean McDonnell	Fire First	First Aid Training On Site
Sue Jackson	Fire First	First Aid Training On Site
Zack Ethell	Fire First	First Aid Training On Site
Dan Chambers	i2comply	GDPR
Isabel Moon	i2comply	GDPR
Felix Robinson	i2comply	Hand-Arm Vibration
Zack Ethell	i2comply	Hand-Arm Vibration
Dan Chambers	SLCC	ILCA
Izzy Moon	i2comply	Induction Training
Ed Godwin	WSALC	Introduction to Planning
Julie Mockford	WSALC	Introduction to Planning
Lee Gibbs	WSALC	Introduction to Planning
Steve Barnett	WSALC	Introduction to Planning
Steve Ody	WSALC	Introduction to Planning
Ellie Lester	NWCC	IOSH
Ed Godwin	Mulberry	Leading Council & Committee Meetings with Confidence
Steve Ody	Mulberry	Leading Council & Committee Meetings with Confidence
James Marriott	i2comply	Legionella Awareness
Luc Pineau	i2comply	Legionella Awareness
Ellie Lester	High Speed Training	LOLER Training
Jazmin Wilkins	ICCM	Managing G.O.R
Alice McLean	i2comply	Manual Handling
Alison Merricks	i2comply	Manual Handling
Claire Woodcock	i2comply	Manual Handling
Felix Robinson	i2comply	Manual Handling
Graham Woodward	i2comply	Manual Handling
James Marriott	i2comply	Manual Handling
John Pratt	i2comply	Manual Handling
Kirstie Hamper	i2comply	Manual Handling
Les Hales	i2comply	Manual Handling
Luc Pineau	i2comply	Manual Handling
Mark Hayward	i2comply	Manual Handling
Rosiel Newman	i2comply	Manual Handling
Sam Heynes	i2comply	Manual Handling
Sarah Mamoany	i2comply	Manual Handling
Zack Ethell	i2comply	Manual Handling
Ellie Lester	ICCM	Memorial Safety
Felix Robinson	ICCM	Memorial Safety
Jazmin Wilkins	ICCM	Memorial Safety

Zack Ethell	ICCM	Memorial Safety
Ellie Lester	CPD Online	Mental Health First Aid
Felix Robinson	ICCM	MNC Wobble Testing
Zack Ethell	ICCM	MNC Wobble Testing
Felix Robinson	i2comply	Online COSH Training
Graham Woodward	i2comply	Online COSH Training
John Pratt	i2comply	Online COSH Training
Mark Hayward	i2comply	Online COSH Training
Zack Ethell	i2comply	Online COSH Training
Graham Woodward	SLCC	People Management
Dan Chambers	SLCC	PIALC
Dan Chambers	SLCC	Practitioners Conference
Sam Heynes	SLCC	Practitioners Conference
Jazmin Wilkins	RBS	RBS Cemetery
Alison Merricks	WSALC	Rights of Way Training
Gemma Resce	i2comply	Safeguarding Children
Kateryna Artsybasheva	i2comply	Safeguarding Children
Leanie Kaleido	i2comply	Safeguarding Children
Felix Robinson	i2comply	Sexual Harrassment Awareness
Zack Ethell	i2comply	Sexual Harrassment Awareness
Izzy Moon	Digital Marketing Institute	Social Media Marketing
Dan Chambers	Mulberry	VAT for Council Upgate
Graham Woodward	High Speed Training	Welding Training
Les Hales	High Speed Training	Welding Training
Matthew Woodward	High Speed Training	Welding Training
Alison Merricks	i2comply	Working at Height Awareness
Graham Woodward	i2comply	Working at Height Awareness
John Pratt	i2comply	Working at Height Awareness
Les Hales	i2comply	Working at Height Awareness
Mark Hayward	i2comply	Working at Height Awareness
Matthew Woodward	i2comply	Working at Height Awareness
Zack Ethell	i2comply	Working at Height Awareness
Gemma Resce	i2comply	YC Food Hygiene Training
Gemma Resce	i2comply	YC Online Induction Training
Kateryna Artsybasheva	i2comply	YC Online Induction Training
Leanie Kaleido	i2comply	YC Online Induction Training

EAST GRINSTEAD TOWN COUNCIL

For Information only – No Resolutions can be made from the Action List

Committee	Orginal Meeting	Min No	Details	Date	Action by	Comments	Status	Date completed	Date taken to committee
F&GP	F&GP	43	Liaise with museum regarding grant requirements for 2027-28	20/01/2026	SH	Meeting to be arranged to discuss their requirements, a further meeting to be arranged for September for them to present their requirements for consideration as part of 2027-2028 budgeting process.			
F&GP	F&GP	44	Make changes to Severe Weather & Homeworking Policies and include for future readoption	20/01/2026	SH	Severe Weather policy updated; Homeworking policy changes would require a review of the contract and a change to that first to ensure policy reflects the same.	On Hold		