



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 |
| | ----- | ----- |
| 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 | Intratest 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 | Imberhome 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 156,952.54

| | | | | |
|------------|------------------|------|--------|-----------------------------------|
| 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 |

553.89

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 | Imberhome Lane Nursery | BACS Pymnt | 270.73 | Plants & Soil for Bee Garden |
| 31/05/2026 | Imberhome 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 | Imberhome 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 | Imberhome 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

Page 1

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 30/04/2026
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 | 30/04/2026 | | 35,532.21 |
| | | | <u>35,532.21</u> |
| <u>Unpresented Payments (Minus)</u> | | <u>Amount</u> | |
| 30/04/2026 BACS Pymnt BACS P/L Pymnt Page 3861 | | 30,934.89 | |
| | | | <u>30,934.89</u> |
| | | | 4,597.32 |
| <u>Unpresented Receipts (Plus)</u> | | | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 4,597.32 |
| | | Balance per Cash Book is :- | 4,597.32 |
| | | Difference is :- | 0.00 |

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 30/04/2026
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 | 30/04/2026 | | 1,151,400.43 |
| | | | <u>1,151,400.43</u> |
| <u>Unpresented Payments (Minus)</u> | | <u>Amount</u> | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 1,151,400.43 |
| <u>Unpresented Receipts (Plus)</u> | | | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 1,151,400.43 |
| | | Balance per Cash Book is :- | 1,151,400.43 |
| | | Difference is :- | 0.00 |

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 31/05/2026
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 | 31/05/2026 | | 27,058.53 |
| | | | <u>27,058.53</u> |
| <u>Unpresented Payments (Minus)</u> | | <u>Amount</u> | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 27,058.53 |
| <u>Unpresented Receipts (Plus)</u> | | | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 27,058.53 |
| | | Balance per Cash Book is :- | 27,058.53 |
| | | Difference is :- | 0.00 |

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 31/05/2026
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 | 31/05/2026 | | 1,051,409.99 |
| | | | <u>1,051,409.99</u> |
| <u>Unpresented Payments (Minus)</u> | | <u>Amount</u> | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 1,051,409.99 |
| <u>Unpresented Receipts (Plus)</u> | | | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 1,051,409.99 |
| | | Balance per Cash Book is :- | 1,051,409.99 |
| | | 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 own 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 |
| Total | | | | |
| 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 |
| Total | | | | |
| 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) Trust funds (including charitable) – The council met its responsibilities as a trustee. | Yes | No | Not applicable |
| | | | ✓ |

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' means that this authority: |
|--|--------|-----|--|
| | Yes | No* | |
| 1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements. | ✓ | | <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 |
| <u>1,237,078</u> | Precept | <u>1,305,042</u> |
| <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) |
| <u>12,888</u> | Capital Fund | <u>24,588</u> |
| <u>1,502,574</u> | Total Expenditure | <u>1,627,287</u> |
| | General Fund Analysis | |
| 290,587 | Opening Balance | 393,816 |
| <u>1,630,066</u> | Plus : Income for Year | <u>1,699,882</u> |
| 1,920,653 | | 2,093,698 |
| <u>1,502,574</u> | Less : Expenditure for Year | <u>1,627,287</u> |
| 418,079 | | 466,411 |
| <u>24,262</u> | Transfers TO / FROM Reserves | <u>23,884</u> |
| <u>393,816</u> | Closing Balance | <u>442,527</u> |

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 |
| | <hr/> <hr/> 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 | <u>930,571</u> | <u>951,600</u> |

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 | | |