



Seaford Town Council

To the Members of the Finance & General Purposes Committee

A meeting of the **Finance & General Purposes Committee** will be held at **the Council Chamber, 37 Church Street, Seaford**, on **Thursday 1 May 2014**, at **7.00 pm**, which you are summoned to attend.

Cllr M Brown
Mayor
25 April 2014

Agenda

1. Apologies for Absence and Declaration of Substitute Members

2. Minutes

To approve the minutes of the meeting held on 27 February 2014.

3. Disclosure of Interests

To deal with any disclosure by Members of any discloseable pecuniary interests and interests other than pecuniary interests, as defined under the Seaford Town Council Code of Conduct and the Localism Act 2011, in relation to matters on the agenda.

4. Public Participation

To deal with any questions, or brief representations, from members of the public in accordance with Standing Order 1 and Seaford Town Council Policy.

5. Finance Report

- a) To consider report 184/13 regarding receipts, payments and bank reconciliation for February 2014 (pages 5 to 10).
- b) To consider report 185/13 regarding the Council budget position for the period 1 April 2013 to 28 February 2014 (pages 11 to 14).
- c) To consider report 188/13 regarding a virement request (page 15).

6. Internal Audit Reports

- a) To consider report 186/13 presenting the December 2013 Internal Audit report (pages 17 to 27).
- b) To consider report 187 /13 presenting the February 2013 Internal Audit report (pages 29 to 42).

7. Grant Application 2013-14

To consider report 190/13 requesting a grant from 2013/14 budget for Sussex Community Rail Partnership (page 43).

8. Grant Evidence 2013-14

To consider report 191/13 advising members of the returned grant evidence from successful grant applicants during 2013/14 (page 45).

9. HMRC Penalty 2012/13

To consider report 189/13 concerning a HMRC Penalty during 2012-13 (pages 47 to 48).

10. New Bank Payment and Collection System

To consider report 200/13 concerning changes to the current Bacs Payment System (pages 49 to 50).

11. Training

To consider report 183/13 submitting training reports (pages 51 to 55).

12. Staff Matters

To consider report 192/13 regarding staffing updates (pages 57 to 58).

13. Exclusion of Press and Public.

The Chairman will move that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting during the discussion on items 14 and 15 on the agenda as they concern confidential Council matters.

14. Council policy regarding Hurdis House

To consider report 198/13 regarding the Council policy on Hurdis House.

15. Confidential matters on Hurdis House

To consider report 199/13 regarding the confidential matters on Hurdis House.

**For further information about items appearing on this agenda please contact
Cllr M Brown, Mayor, 37 Church Street, Seaford, BN25 1HG.
Telephone 01323 894870.**

Circulation:

Committee

Councillor B Burfield (Chairman), Councillor M Brown (Vice Chairman),
Councillors S Adeniji, R Allen (ex-officio), P Franklin, S Gauntlet, T Goodman, A Hayder,
A Latham (ex-officio), R Needham, B Warren, and I White.

For information:

Councillors G Cork, S Dunn, B Groves, P Heseltine, L Lord, S McStravick, L Wallraven and
A White.

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Seaford Town Council

Report 184/13

Agenda Item No: 5(a)
Committee: Finance & General Purposes
Date: 1 May 2014
Title: Receipts, Payments and Bank Reconciliation Reports for February 2014
By: Lucy Clark, Support Services Manager
Purpose of Report: To advise the Committee of receipts, payments and bank reconciliation for February 2014

Recommendations

You are recommended:

1. To approve the information contained in the report.
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1. Information

- 1.1 Attached as Appendix A is a copy of the bank reconciliation and cashbook listing receipts and payments for February 2014.
- 1.2 In accordance with Town Council procedures names relating to individuals have been blanked from the list of receipts and payments, as this document is public The transactions listed in Appendix A have been reconciled to the relevant bank statements.

2. Financial Appraisal

The appendix comprises the bank account transactions for February 2014.

3. Contact Officer

The Contact Officer for this report is Lucy Clark, Support Services Manager

Support Services Manager

Mayor

Date: 07/03/2014

Seaford Town Council 2013/14

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Bank Reconciliation Statement as at: 28/02/2014 for Cash Book 1 Current/Deposit Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Coop Community Direct Plus	12/02/2014	278	194,065.36
			<u>194,065.36</u>
Unpresented Cheques (Minus)		Amount	
31/01/2014 202250	Seaford Fair Trade Group	10.00	
05/02/2014 202257		14.40	
24/02/2014 202265	Post Office (HMRC)	4,748.90	
24/02/2014 202264	East Sussex Pension Fund	3,583.60	
24/02/2014 202263	East Sussex County Council	4,428.00	
			<u>12,784.90</u>
			181,280.46
Receipts not Banked/Cleared (Plus)			
26/02/2014		52.00	
28/02/2014		130.00	
28/02/2014		409.00	
			<u>591.00</u>
			181,871.46
		Balance per Cash Book is :-	181,871.46
		Difference is :-	0.00

Date: 08/04/2014

Seaford Town Council 2013/14

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Cash Book 1

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Current/Deposit Account

For Month No : 11

Receipts for Month 11

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		288,418.84				288,418.84	
	Banked on : 31/08/2013	0.02					
	PDQ		0.02		120	0.02	PDQ
	Banked on : 03/02/2014	20.00					
PDQ	PDQ	20.00		3.33	120	16.67	PDQ 03/02/2014
	Banked on : 04/02/2014	30.00					
PDQ	PDQ	30.00		5.00	120	25.00	PDQ - 04/02/2014
	Banked on : 05/02/2014	60.01					
05/02/2014	CO-OP	60.01			1190 201	60.01	BANK INTEREST FEB 14
	Banked on : 07/02/2014	20.00					
PDQ	PDQ	20.00		3.33	120	16.67	PDQ 07/02/2014
	Banked on : 09/02/2014	20.00					
PDQ	PDQ	20.00		3.33	120	16.67	PDQ 09/02/2014
	Banked on : 09/02/2014	312.00					
BANKING	BANKING	312.00		52.00	120	260.00	GOLF BANKING 1/2/14- 09/2/1
	Banked on : 11/02/2014	90.00					
	Sales Recpts Page 622	90.00	90.00		101		Sales Recpts Page 622
	Banked on : 13/02/2014	100.80					
	Sales Recpts Page 624	100.80	100.80		101		Sales Recpts Page 624
	Banked on : 13/02/2014	236.44					
BACS	Seaford Allotments	236.44			1054 125	236.44	Payment of Hire-a-Loo
	Banked on : 14/02/2014	300.00					
	Sales Recpts Page 623	300.00	300.00		101		Sales Recpts Page 623
	Banked on : 18/02/2014	737.43					
	Sales Recpts Page 621	737.43	737.43		101		Sales Recpts Page 621
	Banked on : 18/02/2014	5.76					
02963	Daisy Chain Interiors	5.76			1059 201	5.76	Photocopying
	Banked on : 19/02/2014	10.00					
PDQ	PDQ	10.00		1.67	120	8.33	PDQ 16/02/2014
	Banked on : 19/02/2014	27.00					
PDQ	PDQ	27.00		4.50	120	22.50	PDQ - 19/02/2014
	Banked on : 19/02/2014	2,706.61					
	Sales Recpts Page 620	2,706.61	2,706.61		101		Sales Recpts Page 620
	Banked on : 19/02/2014	194.50					
02964		72.00		12.00	520	60.00	Deposit for Crypt booking
02962		22.50			1054 113	22.50	Wall Repair - Crypt
02966	Artists Pop-in -	100.00		16.67	520	83.33	Deposit for Crypt Booking

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Cash Book 1

User : LC

Current/Deposit Account

For Month No : 11

Receipts for Month 11

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
	Banked on : 20/02/2014	10.00					
PDQ	PDQ	10.00		1.67	120.	8.33	PDQ - 20/02/2014
	Banked on : 21/02/2014	30.00					
PDQ	PDQ	30.00		5.00	120	25.00	PDQ - 21/02/2014
	Banked on : 22/02/2014	144.00					
PDQ	PDQ	144.00		24.00	120	120.00	PDQ - 22/02/2014
	Banked on : 23/02/2014	48.00					
PDQ	PDQ	48.00		8.00	120	40.00	PDQ 23/02/2014
	Banked on : 23/02/2014	714.00					
BANKING	GOLF BANKING	714.00		119.00	120	595.00	BANKING 23/02/2014
	Banked on : 24/02/2014	10.00					
PDQ	PDQ	10.00		1.67	120	8.33	PDQ GOLF - 24/02/2014
	Banked on : 25/02/2014	65.00					
PDQ	PDQ	65.00		10.83	120	54.17	PDQ GOLF -25/02/2014
	Banked on : 25/02/2014	50.00					
	Sales Recpts Page 625	50.00	50.00		101		Sales Recpts Page 625
	Banked on : 25/02/2014	14,560.65					
4656	CO-OP	14,560.65			516	14,560.65	FEBRUARY 2014 SALARIES
	Banked on : 25/02/2014	-14,560.65					
BACS	CO-OP	-14,560.65			516	-14,560.65	FEBRUARY 2014 SALARIES
	Banked on : 26/02/2014	52.00					
PDQ	PDQ	52.00		8.67	120	43.33	PDQ GOLF - 26/02/2014
	Banked on : 28/02/2014	130.00					
PDQ	PDQ	130.00		21.67	120	108.33	PDQ GOLF 28/02/2014
	Banked on : 28/02/2014	409.00					
BANKING	BANKING	409.00			120	409.00	GOLF BANKING - 28/02/2014
	Banked on : 28/02/2014	4,800.00					
	Sales Recpts Page 626	4,800.00	4,800.00		101		Sales Recpts Page 626
	Banked on : 28/02/2014	92.40					
	Sales Recpts Page 627	92.40	92.40		101		Sales Recpts Page 627
Total Receipts for Month		11,424.97	8,877.24	302.34		2,245.39	
Cash Book Totals		<u>299,843.82</u>	<u>8,877.24</u>	<u>302.34</u>		<u>290,664.24</u>	

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Cash Book 1

User : LC

Current/Deposit Account

For Month No : 11

Payments for Month 11

Nominal Ledger

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c Centre	£ Amount	Transaction Detail
10/12/2013	Horizon Landscapes	202185	-1,290.00	-1,290.00		501		Cancelled Cheque
31/01/2014	Blachere IlluminationUK Ltd	202234	1,662.90	1,662.90		501		4259 - removal of lights
31/01/2014	Chatfields jewellers	202235	82.50	82.50		501		4218 - Engraving
31/01/2014	Chris Hatcher & Son	202236	55.20	55.20		501		4262-Air Vent & Htg Syst CRYPT
31/01/2014	Collier Turf Care Ltd	202237	509.76	509.76		501		4246 - Equipment for Golf
31/01/2014	Drivewise (Autos) Ltd	202238	647.73	647.73		501		4206 - Tyres for vehicle
31/01/2014	Ernest Doe & Sons Ltd	202239	56.96	56.96		501		4209 - Golf Protective Clothin
31/01/2014	South Coast Glazing	202240	394.04	394.04		501		4257 -Reglaze panel B/Shelter
31/01/2014	Godfreys (Sevenoaks) Ltd	202241	42.27	42.27		501		4244 - Golf Course Equipment
31/01/2014	Hire-a-Loo	202242	95.60	95.60		501		4237 - chemical toilet
31/01/2014	Mr P S Kennard	202243	144.00	144.00		501		4239 - 01/2014
31/01/2014	KMK Productions	202244	66.30	66.30		501		4229 - Hi Vis Vests
31/01/2014	Lewes District Council	202245	52,445.37	52,445.37		501		4251-01/07/13-30/09/13
31/01/2014	C.McCormick	202246	220.00	220.00		501		4205-Emergency Tree Works
31/01/2014	Morgan Carn Partnership Archit	202247	3,000.00	3,000.00		501		4204-Survey at Martello Tower
31/01/2014	Richard Soan Roofing Services	202248	948.00	948.00		501		4255 - Roof/Crouch Bowling Club
31/01/2014	Seaford Head Golf Club	202249	2,868.30	2,868.30		501		4245 - June, July & Aug 13
31/01/2014	Seaford Fair Trade Group	202250	10.00	10.00		501		4260-membership fee 2014/15
31/01/2014	John Spicer	202251	225.00	225.00		501		4253 - wreath frame o/spaces
31/01/2014	Stannah Lift Services Ltd	202252	397.20	397.20		501		4216 - lift 28/11/13-28/11/14
31/01/2014	Sussex Wildlife Trust	202253	519.60	519.60		501		4219 - mobile access gates
31/01/2014	Philip Thatcher	202254	25.00	25.00		501		4241 - Carpet Jan 14
31/01/2014	Wynne's/Seaford Fencing	202255	7.48	7.48		501		14648/4226/Wynne' Fen
03/02/2014	HMRC	202232	4,748.50			515	4,748.50	PAYE-JAN 2014
03/02/2014	South East Water	0841X	1,117.36	1,117.36		501		4184 - 21/11/13 to 16/12/13
03/02/2014	South East Water	1481X	50.30	50.30		501		007SE-W/Mem Water 09/7/13-15/1
03/02/2014	Public Works Loan Board	DD	7,501.20			4301 206	7,501.20	Feb Installment - Hurdis House
04/02/2014	Talk Talk Business	70/882	89.95	89.95		501		4212 - TIC tele 1/1/14-31/1/14
05/02/2014		202257	14.40			4010 201	14.40	Travel to College for AAT
05/02/2014	EAST SUSSEX COUNTY	202233	3,583.60			517	3,583.60	Jan's pension

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Seaford Town Council 2013/14

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Cash Book 1

User : LC

Current/Deposit Account

For Month No : 11

Payments for Month 11

Nominal Ledger

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c Centre	£ Amount	Transaction Detail
05/02/2014	UK Fuels	46242	90.60	90.60		501		contributions
05/02/2014	EDF Energy	202256	168.49	168.49		501		4250 -Diesel 16/1/14 & 23/1/14
07/02/2014	Seaford DS and special needs	202259	1,401.66			551	1,401.66	4258 unmetered 6/12/13-10/1/14
07/02/2014	Waifs & Strays Dog Rescue	202258	1,401.67			551	1,401.67	Payment of charity donations
10/02/2014	Barclaycard	578590	65.18	65.18		501		Payment of charity donations
14/02/2014	Co-Operative Bank	4656	4.73	4.73		501		4272 - Golf Bank Charges PDQ
14/02/2014	Kent County Council (KCS)	48053	369.41	369.41		501		4266 - payroll Jan 14
14/02/2014	02 (UK) Ltd	725/001	8.95	8.95		501		4210 - 1/12/13- 1/1/14
14/02/2014	East Sussex County Council	202261	912.00	912.00		501		01/01/14- 31/01/2014
14/02/2014	Horizon Landscapes	202260	1,290.00	1,290.00		501		4275 - Tree Felling
17/02/2014	Southern Water	87067	59.96	59.96		501		4274 - Crouch repairs
17/02/2014	Society of Local Council Clerk	202262	348.00	348.00		501		4220 - drainage13/6/13- 12/12/13
19/02/2014	Talk Talk Business	98/882	222.62	222.62		501		4278 -Course 20/02/14-B.K &L.C
20/02/2014	Southern Water	00010	178.51	178.51		501		4267 - 01/01/2014 - 31/01/2014
20/02/2014	Southern Water	00017	449.56	449.56		501		4224- metered31/5/13- 28/11/13
20/02/2014	Southern Water	900018	41.35	41.35		501		4223-w/water 22/11/13-16/12/13
24/02/2014	Post Office (HMRC)	202265	4,748.90			515	4,748.90	4221-metered 7/6/13-9/12/13
24/02/2014	East Sussex Pension Fund	202264	3,583.60			517	3,583.60	PAYE - FEB14
24/02/2014	East Sussex County Council	202263	4,428.00	4,428.00		501		Pensions - FEB 14
25/02/2014	Fraser Morley	BACS	3,367.00	3,367.00		501		4281-CTLA Bus Service Apr13-14
25/02/2014	Co-op Bank	BACS	14,560.65			516	14,560.65	4288 - FEB14 Retainer
28/02/2014	Total Gas & Power	1026869	32.99	32.99		501		February Salaries
								4146 - part credit 94754082/13
Total Payments for Month			117,972.35	76,428.17	0.00		41,544.18	
Balance Carried Fwd			181,871.46					
Cash Book Totals			299,843.82	76,428.17	0.00		223,415.64	



Seaford Town Council

Report 185/13

Agenda Item No: 5 (b)
Committee: Finance & General Purposes
Date: 1 May 2014
Title: Finance Report
By: Lucy Clark, Support Services Manager
Purpose of Report: Inform Members of Income and Expenditure for the period 1 April 2013 to 28 February 2014 compared to projected annual budget.

Recommendations

You are recommended:

1. To approve the report.
-

1. Information

- 1.1 Attached at Appendix A are the statements detailing income and expenditure for the period 1 April 2013 to 28 February compared to the projected annual budget.
- 1.2 Overall the budget % for the period is broadly in line with the projected annual budget.
- 1.3 There are no variances that have not been previously reported.

2. Financial Appraisal

The financial implications of this report are detailed in Section 1 of the report.

3. Contact Officer

The Contact Officer for this report is Lucy Clark, Support Services Manager.

Support Services Manager

Town Clerk

Date :- 08/04/2014

Seaford Town Council 2013/14

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Projected Budget Income & Expenditure by Account 28/02/2014

Month No : 11

Account Code Report

	Actual Year to Date	Projected Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget
<u>Expenditure Detail</u>						
4000 Salaries & Wages	197,135	217,395	20,260		20,260	90.7 %
4001 Employers NI	14,606	16,625	2,019		2,019	87.9 %
4002 Employers Superannuation	28,885	30,772	1,887		1,887	93.9 %
4009 Recruitment Costs	714	1,000	286		286	71.4 %
4010 Staff Training	4,100	5,800	1,700		1,700	70.7 %
4011 Staff Protective Clothing	494	720	226		226	68.6 %
4012 Staff Expenses	-68	400	468		468	-16.9 %
4013 Members Expenses	52	150	98		98	34.9 %
4014 Member Training	444	1,000	556		556	44.4 %
4041 Golf Professional Retainer	36,474	40,400	3,926		3,926	90.3 %
4045 Golf Course Player Costs	1,638	2,000	363		363	81.9 %
4050 Rent payable	15,000	15,000	0		0	100.0 %
4051 Rates	19,638	19,640	2		2	100.0 %
4052 Water & Sewerage	16,424	15,861	-563		-563	103.6 %
4055 Electricity	5,182	10,281	5,099		5,099	50.4 %
4056 Gas	2,006	3,120	1,114		1,114	64.3 %
4059 Church Street Service Charges	0	8,250	8,250		8,250	0.0 %
4060 Refuse	310	310	0		0	99.9 %
4100 Telecommunications	4,197	4,480	283		283	93.7 %
4105 Postage	1,437	2,592	1,155		1,155	55.5 %
4106 Stationery	1,822	2,118	296		296	86.0 %
4107 Photocopier	2,110	1,960	-150		-150	107.6 %
4110 Advertising & Publicity	845	3,500	2,655		2,655	24.1 %
4111 Office Equipment New	1,595	2,695	1,100		1,100	59.2 %
4112 Subscriptions	3,581	4,214	633		633	85.0 %
4113 Software Support	-1,291	3,805	5,096		5,096	-33.9 %
4114 Licence Fee	110	110	0		0	100.0 %
4115 Insurance	25,294	25,676	382		382	98.5 %
4116 Web Site	180	800	620		620	22.5 %
4155 Professional Fees	7,960	24,000	16,040		16,040	33.2 %
4156 Bank Charges	1,629	2,203	574		574	74.0 %
4157 Audit Fees	-100	3,900	4,000		4,000	-2.6 %
4181 Civic - Mayors Allowance	644	1,500	856		856	42.9 %
4182 Catering & Hospitality	0	300	300		300	0.0 %
4183 Civic - Awards	-739	2,000	2,739		2,739	-37.0 %
4184 Civic - other	299	300	1		1	99.6 %
4185 Fun Day & Tourney	1,190	1,190	0		0	100.0 %
4187 Young Mayors Awards	-515	0	515		515	0.0 %
4188 Town Crier Expenses	75	125	50		50	60.0 %
4189 Young Mayor	0	500	500		500	0.0 %

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	Actual Year to Date	Projected Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget
4190 Election Costs	3,883	6,000	2,117		2,117	64.7 %
4195 Community Services Events Exp	929	795	-134		-134	116.8 %
4199 Other Expenditure	1,416	2,033	617		617	69.6 %
4201 Cleaning	4,909	7,187	2,278		2,278	68.3 %
4250 Public Seating	263	368	105		105	71.5 %
4251 Dog Bin Emptying	4,509	8,068	3,559		3,559	55.9 %
4252 Litter & Dog Bin Pch & Maint	383	383	0		0	99.9 %
4253 Shelters	1,432	1,848	416		416	77.5 %
4260 Grounds Maintenance Contract	124,346	165,796	41,450		41,450	75.0 %
4261 Grounds Maint non contract	28,652	38,828	10,176		10,176	73.8 %
4262 Tree Warden Expenses	694	2,310	1,616		1,616	30.0 %
4263 Bus Shelter Maintenance/Clean	180	750	570		570	24.0 %
4270 Vehicles & Equipment Maint	12,399	15,006	2,607		2,607	82.6 %
4271 Vehicle & Equipment Lease`	20,996	20,996	0		0	100.0 %
4272 Equipment Purchase	6,327	15,000	8,673		8,673	42.2 %
4273 Christmas Lights	9,667	12,600	2,933		2,933	76.7 %
4274 Projects Expenditure	20,424	39,672	19,248		19,248	51.5 %
4275 Building Maintenance	6,406	8,500	2,094		2,094	75.4 %
4276 CCTV	8,849	9,098	249		249	97.3 %
4277 New Golf Club House	268,013	0	-268,013		-268,013	0.0 %
4290 Pysical Activity Proj Expenses	2,444	8,000	5,556		5,556	30.6 %
4301 Public Works Loan Payment	33,091	33,091	0		0	100.0 %
4401 Grants	25,222	29,750	4,528		4,528	84.8 %
4402 Seaford in Bloom	4,487	9,245	4,758		4,758	48.5 %
4405 Grants in Kind	1,706	2,000	294		294	85.3 %
4410 Swimming Pool	2,384	4,000	1,616		1,616	59.6 %
4500 Nature Reserve Expenses	6,881	11,972	5,091		5,091	57.5 %

Total OverHead

994,247	929,988	-64,259	0	-64,259	106.9 %
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Income Detail

1000 Golf Course Season Ticket	147,973	145,967	2,006			101.4 %
1001 Golf Course Green Fees M-F	44,862	48,503	-3,641			92.5 %
1002 Golf Course Green Fees w/eb/h	37,173	40,840	-3,667			91.0 %
1003 Golf Course Specials	31,475	39,081	-7,606			80.5 %
1005 Golf Course Credit Card Charge	100	146	-46			68.6 %
1007 Golf Course Air Traffic	6,250	5,000	1,250			125.0 %
1049 Income Postage Recharge	28	30	-2			94.0 %
1050 Income Rent	34,574	28,726	5,848			120.4 %
1051 Income Insurance Recharge	2,804	2,803	1			100.0 %
1052 Income Projects	0	4,672	-4,672			0.0 %
1053 Income Grants	8,994	11,320	-2,326			79.5 %

Time :- 17:35

Projected Budget Income & Expenditure by Account 28/02/2014

Month No : 11

Account Code Report

	Actual Year to Date	Projected Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget
1054 Income Other	5,528	12,746	-7,218			43.4 %
1055 Income Seating	368	368	0			100.0 %
1056 Income Fun Day & Tourney	740	740	0			100.0 %
1057 Income Electricity Recharge	2,313	3,479	-1,166			66.5 %
1058 Income Water Recharge	2,184	2,022	162			108.0 %
1059 Income Photocopying	95	25	70			379.6 %
1060 Beach Huts Site Licence	29,035	14,400	14,635			201.6 %
1061 Beach Hut Annual Rent	20,717	10,239	10,478			202.3 %
1062 Income Telephone Recharge	641	852	-211			75.2 %
1063 Income Gas Recharged	872	535	337			162.9 %
1065 Income Xmas Lights	1,385	500	885			277.0 %
1066 Income Concession	118,410	56,985	61,425			207.8 %
1068 Income Stationery Re-Charge	2	0	2			0.0 %
1070 Income Community Serv Events	596	595	1			100.1 %
1071 Income Base Rent	197	300	-103			65.7 %
1075 Income Christmas Event	1,335	400	935			333.8 %
1100 Income Advertising	431	500	-69			86.2 %
1176 Precept	523,720	523,720	0			100.0 %
1190 Interest Received	3,494	2,500	994			139.8 %
1200 Income Nature Reserve	3,200	2,300	900			139.1 %
1301 CS Events Bin Hire	7	0	7			0.0 %
1303 Income Crypt Building Repair	23	0	23			0.0 %
Total Income	1,029,525	960,294	11,741			107.2 %
Expenditure	994,247	929,988	-64,259	0	-64,259	106.9 %
Income	1,029,525	960,294	69,231			107.2 %
Net Expenditure over Income	-35,277	-30,306	4,971			



Seaford Town Council

Report 188/13

Agenda Item No: 5c
Committee: Finance & General Purposes
Date: 1 May 2014
Title: Virement Request
By: Lucy Clark, Support Services Manager
Purpose of Report: To consider a virement from the other open spaces budget to the Seaford Head Estate budget in the 2014-15 financial year.

Recommendations

You are recommended:

1. To agree that £1,750.23 be transferred from the other open spaces cost centre to the Seaford Head Estate cost centre.
-

1. Information

- 1.1 The Grounds Maintenance Contract cost breakdown has been received from Lewes District Council. The overall cost is £162,288.48 for the 2014-15 financial year. This has been split between various cost centres all of which have been budgeted for.
- 1.2 The split includes an amount of £1,750.23 for South Hill Barn. This amount has traditionally been budgeted for in Other Open Spaces.
- 1.3 It is requested that a virement of this amount be made from 4260-108 to 4260-116.

2. Financial Appraisal

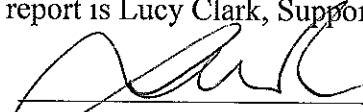
The financial implication of this report would be to transfer £1,750.23 from Other Open Spaces to Seaford Head Estate but would not make a difference to the overall Community Services budget.


3. Contact Officer

The Contact Officer for this report is Lucy Clark, Support Services Manager

Support Services Manager

Mayor





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Seaford Town Council

Report 186/13

Agenda Item No: 6a
Committee: Finance & General Purposes
Date: 1 May 2014
Title: First Interim Internal Audit Report for 2013-14
By: Lucy Clark, Support Services Manager
Purpose of Report: To receive a report from Auditing Solutions Ltd, Internal Auditor.

Recommendations

You are recommended:

- 1. To approve the Internal Auditor's report and subsequent actions taken by officers.**
-

1. Information

- 1.1** Auditing Solutions Ltd was appointed Internal Auditor for 2013-14. Their first visit to the Council took place on 17 December 2013 to commence the Internal Audit process for 2013-14.
- 1.2** The first interim internal audit report for 2013-14 is attached as Appendix A.
- 1.3** There were two recommendations as follows:

R1: Officers should ensure that where funds are received against invoices or compensating credit notes are raised, detail in the Omega Sales Ledger should be offset clearing the debt appropriately.

R2: Appropriate action should be taken with the next payroll run to ensure applications of the correct NI Table and pension contribution banding percentage to the two employees where errors have been noted.
- 1.4** Both these recommendations have now been actioned and completed.

2. Financial Appraisal

There are no significant financial implications resulting from this report.

3. Contact Officer

The Contact Officer for this report is Lucy Clark, Support Services Manager

Support Services Manager



Mayor



Seaford Town Council

Internal Audit Report 2013-14 (First Interim)

Stuart J Pollard

*Director
Auditing Solutions Ltd*

Background and Scope

The Accounts and Audit Arrangements introduced from 1st April 2001 require all Town and Parish Councils to implement an independent internal audit examination of their Accounts and accounting processes annually. The Council complied with the requirements in terms of independence from the Council decision making process from the outset appointing a local contractor to undertake the work; he has subsequently resigned and we, at Auditing Solutions Ltd, were appointed with effect from 2012-13. This report sets out those areas examined during the course of our first visit to the Council for 2013-14, which took place on 17th December 2013.

Internal Audit Approach

In commencing our review programme for the year, we have again focused attention on gaining a further understanding of the Council's modus operandi noting the significant staff changes since our last visit, together with examining the overall governance framework and procedures in place in a selection of areas. Our aim is to ensure that the Council has robust control systems in place and that transactions are, as far as we are able to ascertain, undertaken in accordance with national and locally approved legislation and procedures.

To achieve this, we have examined available governance and other relevant documentation and commenced our examination of a few specific financial processes, as detailed in the body of the appended report, also undertaking testing thereon to ensure compliance with the approved procedures. Our review has again been based to a great degree on the materiality of transactions and their susceptibility to potential misrecording or misrepresentation in the year-end Statement of Accounts, as summarised in the Council's Annual Return that now forms the statutory Accounts subject to external audit certification.

Any issues identified in the course of our review are set out in the body of the report with a summary of any recommendations arising in the appended Action Plan.

Overall Conclusions

We are pleased to conclude that, in the areas examined to date, the Council's financial systems operate generally effectively with no significant issues identified. We have, however, identified a few areas where action is required to either further strengthen existing controls or correct a few identified errors.

Detailed Report

Review of Accounting Arrangements & Bank Reconciliations

Our objective here is to ensure that the Council's accounting records are being maintained accurately and currently and that no anomalous entries appear in cashbooks or financial ledgers: we also aim to ensure the integrity of the data and that appropriate arrangements are in place for its security. We note that the Council uses the Omega accounting software with a single bank account in operation with the Co-op bank, together with the periodic placement of surplus funds in Treasury Term Deposits. To meet these objectives, we have, to date: -

- Agreed the opening balances brought forward in the financial ledger to the detail in the prior year ledger closing Trial Balance, which formed the basis of data reported in the 2012-13 Annual Return;
- Verified that the financial ledger remains "in balance" at the present date;
- Ensured that a comprehensive, meaningful and appropriate nominal coding schedule, together with cost centres, remains in place;
- Checked and agreed transactions in the current account cashbook to the relevant bank statements for April & November 2013;
- Verified the content and accuracy of bank reconciliations as at 30th April and November 2013 to ensure that no long-standing uncleared cheques or other anomalous entries are apparent on the reconciliation; and
- Again considered the effectiveness of the procedures in place for the regular back-up and off-site storage of financial and other computerised data, noting that this is undertaken through the East Sussex County Council's IT system.

Conclusions

We are pleased to record that no significant issues have been identified in this review area at present, the accounting records being balanced at the end of each month with formal bank reconciliations prepared. We shall undertake further work in this area at future visits including ensuring the accuracy of the year-end bank reconciliation detail and accurate disclosure of balances in the year's Annual Return.

We acknowledged last year that effective back-up procedures were in place and are pleased to note that the restore capability has been tested and verified as operational.

We noted, in reviewing the Omega accounting records that the Council is still working on a relatively old version of the software: this has been updated recently and have suggested to officers that the updated software should be either acquired or downloaded.

Review of Corporate Governance

Our objective here is to ensure that the Council has a robust regulatory framework in place; that Council and Committee meetings are conducted in accordance with the adopted Standing Orders and that we are reasonably able to ensure that, as far as we are able to

ascertain, no actions of a potentially unlawful nature have been or are being considered for implementation. To meet that objective, we have:

- Again examined the Council's Standing Orders and Financial Regulations, noting their further review and minimal update and re-adoption in the current financial year;
- Commenced our review of the Council and its standing committees' minutes for the financial year to date to ensure that no issues affecting the Council's financial stability either in the short, medium or long term exist, also that no legal issues are apparent whereby the Council may either be considering or have taken decisions that might result in ultra vires expenditure being incurred; and
- Noted that the Council adopted last year a revised members Code of Conduct in line with the requirements of the Localism Act 2011.

Conclusions

No matters of concern have been identified in this area at present: we note commencement of work on the Golf Clubhouse rebuild and will monitor progress as the project develops over the next few months. We shall continue to review minutes and overall governance issues at future visits and comment accordingly where appropriate.

Review of Expenditure

Our aim here is to ensure that: -

- Council resources are released in accordance with the Council's approved procedures and budgets;
- Payments are supported by suitable documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- All discounts due on goods and services supplied are identified and appropriate action taken to secure the discount;
- An official order has been raised on each occasion that one would be anticipated;
- The correct expense codes have been applied to invoices when processed; and
- VAT has been appropriately identified and coded to the control account for periodic recovery.

We examined the financial procedure documentation in place last year discussing the detailed procedures with the then Corporate Services Manager (CSM): we considered the documentation and procedures in place appropriate for the Council's requirements at that time and have seen no indication of any change warranting comment at this stage, also noting clear evidence of member involvement in the authorisation process.

In order to check compliance with the anticipated controls, we have selected a sample of 62 payments including those individually in excess of £2,000 plus a more random selection of every 20th payment in the year to early December 2013. Our test sample totals £563,200 by value and equates to 75% of all non-pay related payments made in the year so far.

We have also examined the content of the two VAT returns submitted to HMRC for the first six months' of the current financial year contrasting detail with that on the nominal account code and noting an under-claim of £10.00 on the first quarter's reclaim duly corrected in the second quarter's reclaim.

Conclusions

We are pleased to report that no issues have been identified in this area of our review warranting formal comment or recommendation at this stage of the year: we shall extend our coverage over the remainder of the year at future visits and also intend to examine the tendering procedures in place in relation to the golf Clubhouse rebuild project.

Assessment and Management of Risk

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage those risks in order to minimise the opportunity for their coming to fruition.

- We noted last year that the Council had prepared and adopted a formal Risk Management Plan, supplemented by a more detailed financial risk assessment document, both of which were adopted by the F&GP Committee in February 2013 and subsequently formally approved by full Council at its next meeting; and
- The Council's insurance cover is again provided by Zurich Municipal. We have not, as yet, examined the current year's insurance schedule, although last year's review indicated that appropriate cover was in place.

Conclusions

No significant matters arise in this area of our review process, although, as detailed in our first interim report last year, we considered that the existing financial risk documentation should be expanded to give an indication of the potential financial impact on the Council should any listed risks materialise. We provided a brief demonstration to the CSM & Projects and Facilities Manager (PFM) of available risk management software, covering both financial and health / safety issues, which has been developed specifically for town and parish councils (Local Council Risk System – LCRS). We understood that this was to be considered and evaluated by officers, but have seen no indication of any further action to assess its potential use to the Council.

We shall revisit this area at our next visit and, if deemed appropriate, make further comment and / or recommendation at that time.

Budgetary Control & Reserves.

In considering the Council's approach to budget determination and precept setting, we aim to ensure that decisions are made on the basis of sound information and that an appropriate level of precept is determined to meet the Council's future planned expenditure. We note

that the Council has commenced consideration of its budgetary and precept requirements for 2014-15, committees discussing their specific requirements to date. Consequently, we shall follow this up at future visits to ensure that an appropriate budget strategy is in place and that the Council retains and precepts appropriate funds to meet its ongoing revenue spending requirements and future development schemes.

We are again pleased to note that regular reports of financial performance are prepared, based on the Omega software, and presented to members during the course of the year.

Conclusions

No issues arise in this area of our review process warranting formal comment or recommendation at present: as indicated above, we shall undertake further work in this area at future visits.

Review of Income

In examining the Council's sources of income, we aim to establish that robust procedures are in place to ensure that all income due to the Council is identified and invoiced accordingly, that arrangements for the secure handling of any cash income are in place and that income due to the Council is recovered within a reasonable time span.

We have only undertaken limited work in this area at present, examining the Sales Ledger "Unpaid debtor schedule" and discussing detail in relation to the Council's actions to ensure recovery of the few long-standing debts in existence. We have again noted the existence of a few unmatched receipts / credit notes (e.g. invoice nos. 2031 & 2032 and 2155 and 2156), where detail should be offset appropriately to clear the debts from the ledger. The above is not exclusive and we have not had an opportunity to discuss the detail with officers, our review of these details being undertaken subsequent to our visit at our offices. Consequently we shall examine the detail at future visits, but would ask officers to consider the detail as soon as is practicable and ensure that, where appropriate, payments and credit notes are offset against the original invoices.

We have also examined the detailed income nominal transaction reports to ensure that, as far as we are able to, no mispostings have arisen and that income due to the Council for the year to date has been identified and recovered accordingly.

Conclusions and recommendation

We note the long-standing debt position with a few former tenants of Council premises and the actions being taken by the Clerk to resolve these issues. As indicated above, further action is required by officers to ensure that where debts have either been settled or corresponding credit notes raised, detail in the Sales ledge is matched appropriately and the debts cleared.

R1. Officers should ensure that where funds are received against invoices or compensating credit notes are raised, detail in the Omega Sales Ledger should be offset clearing the debt appropriately.

Salaries and Wages

In examining the Council's payroll function, we aim to confirm that extant legislation is being appropriately observed as regards adherence to the Employee Rights Act 1998 and the requirements of HM Revenues and Customs (HMRC) legislation as regards the deduction and payment over of income tax and NI contributions, together with meeting the requirements of the local government pension scheme, as further amended, as regards contribution percentage bandings, with effect from 1st April 2013. To meet that objective, we have examined and verified that: -

- Noted Council's approval for payment of the 1% national pay award backdated to 1st April 2013;
- Noted Council's consideration of staff salaries and formal minuted approval of same following significant staff changes in the early months of the current financial year;
- Salary payments have been accurately processed in November 2013 for each employee agreeing gross pay to the Council approved NJC pay scale spinal point;
- Income tax and NI deductions from employees' and employer's NI contributions for the same month are accurate by reference to the current year's HMRC Basic PAYE Tools software; and
- Superannuation deductions and employer's contributions for November 2013 have been calculated appropriately, ensuring compliance with the revised scale of deductions / contributions;
- Verified the accurate and appropriate payment of net salaries to employees via the BACSTEL process, together with payments to HMRC and the County Pension Fund for November 2013;
- Ensured that monthly returns under the new RTI system are being made successfully to HMRC, which should help avoid previous problems with delayed submission of annual returns resulting in HMRC surcharging the Council.

Conclusions and recommendations

We are pleased to record that no major issues have been identified in this area of our review process: however, in checking the NI and pension deductions / contributions, we noted the application of the incorrect NI Table to employee No. 40 (as a contributor to the pension scheme, Table D, not A, should be applied). We also noted application of the incorrect percentage banding for pension contributions in respect of employee No 31. Details of these two issues have been provided to the Support Services Manager for appropriate corrective action to be taken.

R2. *Appropriate action should be taken with the next payroll run to ensure application of the correct NI Table and pension contribution banding percentage to the two employees where errors have been noted.*

Investments and Loans

Our objectives here are to ensure that the Council is “investing” surplus funds, be they held temporarily or on a longer term basis in appropriate banking and investment institutions, that an appropriate investment policy is in place and that the Council is obtaining the best rate of return on any such investments made and that interest earned is brought to account correctly and appropriately in the accounting records. We also aim to ensure that loans are repaid in accordance with the terms of the original loan and that the year-end balance is accurately reported in the Annual Return.

The Council places surplus funds in Treasury term deposits for varying periods. We have reviewed the documentation relating to deposits held, noting that the sole deposit held during 2013-14 was due to mature on 13th December: due to the timing of our visit, it has not been possible to verify repayment of the amount to the Council’s current bank account: we shall, consequently, follow this up at our next visit, also examining any documentation held in support of any further similar investments made in the year, ensuring that the gross interest earned has been brought to account appropriately in the Omega records and bank accounts.

We have also checked and agreed detail of the half-yearly loan repayments for the year to date to the PWLB repayment “invoices”.

Conclusions

No matters arise in this area of our review process currently. We shall check the final half-yearly repayment instalment at a future visit, also verifying the accurate disclosure of the year-end residual loan liability in the Annual Return at Section 1, Box 10.

Rec. Recommendation No.	Response
Review of Income	
R1	Officers should ensure that where funds are received against invoices or compensating credit notes are raised, detail in the Omega Sales Ledger should be offset clearing the debt appropriately.
Review of Payroll	
R2	Appropriate action should be taken with the next payroll run to ensure application of the correct NI Table and pension contribution banding percentage to the two employees where errors have been noted.

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Seaford Town Council

Report 187/13

Agenda Item No:	6b
Committee:	Finance & General Purposes
Date:	1 May 2014
Title:	Second Interim Internal Audit Report for 2013-14
By:	Lucy Clark, Support Services Manager
Purpose of Report:	To receive a report from Auditing Solutions Ltd, Internal Auditor.

Recommendations

You are recommended:

- 1. To note the Internal Auditor's report.**
-

1. Information

1.1 Auditing Solutions Ltd was appointed Internal Auditor for 2013-14. Their first visit to the Council took place on 17 December 2013 to commence the Internal Audit process for 2013-14. Their second visit to the Council took place on 13 March 2014.

1.2 The second interim internal audit report for 2013-14 is attached as Appendix A.

1.3 There were four further recommendations as follows:

R1: A more formalised form of tender / quotation register should, ideally, be maintained, identifying the minimum detail as set out in the body of the report. Also, as indicated, the councillors and officers opening tenders and quotations should initial and date each page of the document to help prevent any subsequent amendment or substitution of pages.

R2: We again commend the LCRS software to the Council as a useful management tool and suggest that consideration be given to its acquisition and application to further enhance the existing risk assessment documentation in place: as a minimum, the existing documentation should be expanded to provide an indication of both the likelihood of risks coming to fruition and the likely financial impact on the Council.

R3: The external contractor should be required to provide an annual certificate confirming his continued holding of the £250 float.

R4: Officers should ensure that interest earned to December 2013 on the Co-op bank deposit is identified and accounted for appropriately in the 2013-14 Accounts and Annual Return. Officers should also establish whether or not that interest has been re-invested as part of the bank's action in re-investing the capital sum maturing in December 2013.

1.4 Actions Required:

R1: The Support Services Manager will create a register as recommended and introduce a procedure for the processing of tenders and quotations.

R2: This will be researched and reported back at a later date.

R3: This has now been provided.

R4: This will be investigated and reported back at a later date.


2. Financial Appraisal

There are no significant financial implications resulting from this report.

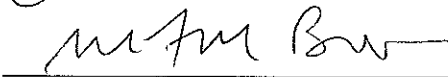
3. Contact Officer

The Contact Officer for this report is Lucy Clark, Support Services Manager

Support Services Manager



Mayor



Seaford Town Council

Internal Audit Report 2013-14 (Interim update)

Stuart J Pollard

*Director
Auditing Solutions Ltd*

Background and Scope

The Accounts and Audit Arrangements introduced from 1st April 2001 require all Town and Parish Councils to implement an independent internal audit examination of their Accounts and accounting processes annually. The Council complied with the requirements in terms of independence from the Council decision making process from the outset appointing a local contractor to undertake the work; he has subsequently resigned and we, at Auditing Solutions Ltd, were appointed with effect from 2012-13. This report sets out those areas examined during the course of our two interim visits to the Council for 2013-14, which took place on 17th December 2013 & 13th March 2014. The report will be further updated following our final visit, the date of which has still to be determined, but is likely to be in early June 2014.

Internal Audit Approach

In conducting our review programme for the year, we have again focused attention on gaining a further understanding of the Council's modus operandi noting the significant staff changes since our last visit, together with examining the overall governance framework and procedures in place in a selection of areas. Our aim is to ensure that the Council has robust control systems in place and that transactions are, as far as we are able to ascertain, undertaken in accordance with national and locally approved legislation and procedures.

To achieve this, we have continued our examination of available governance and other relevant documentation and extended our examination of several specific financial processes, as detailed in the body of the appended report to the current date, also undertaking testing thereon to ensure compliance with the approved procedures. Our reviews have again been based on the materiality of transactions and their susceptibility to potential misrecording or misrepresentation in the year-end Statement of Accounts, as summarised in the Council's Annual Return that now forms the statutory Accounts subject to external audit certification.

Any issues identified in the course of our reviews are set out in the body of the report with a summary of any recommendations arising in the appended Action Plan. We have revisited those areas where recommendations arose at our first visit and reflect the current status of such in the body of this update report and appended Action Plan. New issues arising are also reflected in both areas as previously.

Overall Conclusions

We are pleased to conclude that, in the areas examined to date, the Council's financial systems continue to operate generally effectively with no significant issues identified. We have, however, identified a few areas where action is required to either further strengthen existing controls or correct a few identified errors.

Detailed Report

Review of Accounting Arrangements & Bank Reconciliations

Our objective here is to ensure that the Council's accounting records are being maintained accurately and currently and that no anomalous entries appear in cashbooks or financial ledgers: we also aim to ensure the integrity of the data and that appropriate arrangements are in place for its security. We note that the Council uses the Omega accounting software with a single bank account in operation with the Co-op bank, together with the periodic placement of surplus funds in Treasury Term Deposits. To meet these objectives, we have, to date: -

- Agreed the opening balances brought forward in the financial ledger to the detail in the prior year ledger closing Trial Balance, which formed the basis of data reported in the 2012-13 Annual Return;
- Verified that the financial ledger remains "in balance" at the present date (28th February 2014);
- Ensured that a comprehensive, meaningful and appropriate nominal coding schedule, together with cost centres, remains in place;
- Checked and agreed transactions in the current account cashbook to the relevant bank statements for April & November 2013, plus February 2014;
- Verified the content and accuracy of all account bank reconciliations as at 30th April and November 2013, plus 28th February 2014 to ensure that no long-standing uncleared cheques or other anomalous entries are apparent on the latest reconciliation; and
- Again considered the effectiveness of the procedures in place for the regular back-up and off-site storage of financial and other computerised data, noting that this is undertaken through the East Sussex County Council's IT system.

Conclusions

We are pleased to record that no significant issues have been identified in this review area at present, the accounting records being balanced at the end of each month with formal bank reconciliations prepared. We shall undertake further work in this area at our final visit including ensuring the accuracy of the year-end bank reconciliation detail and accurate disclosure of balances in the year's Annual Return.

We acknowledged last year that effective back-up procedures were in place and are pleased to note that the restore capability has been tested and verified as operational.

We noted at our first visit for the year, in reviewing the Omega accounting records that the Council was still working on a relatively old version of the software and are pleased to note that the updated software is now in place.

Review of Corporate Governance

Our objective here is to ensure that the Council has a robust regulatory framework in place; that Council and Committee meetings are conducted in accordance with the adopted Standing Orders and that we are reasonably able to ensure that, as far as we are able to ascertain, no actions of a potentially unlawful nature have been or are being considered for implementation. To meet that objective, we have:

- Again examined the Council's Standing Orders and Financial Regulations, noting their further review and minimal update and re-adoption in the current financial year;
- Continued our review of the Council and its standing committees' minutes for the financial year to February 2014 (where available) to ensure that no issues affecting the Council's financial stability either in the short, medium or long term exist, also that no legal issues are apparent whereby the Council may either be considering or have taken decisions that might result in ultra vires expenditure being incurred;
- Noted that an updated version of the "Internal Controls Review" document has been prepared for 2013-14 and will be submitted to Committee and Council for formal adoption: we shall check to ensure formal adoption has occurred at our final visit; and
- Noted that the Council adopted last year a revised members Code of Conduct in line with the requirements of the Localism Act 2011.

Conclusions

No matters of general concern have been identified in this area at present: however, we note the recent actions by the local MP and local press reports, which have resulted in the engagement of an independent agent to review certain expressed concerns: we shall monitor any developments in this respect at future visits, also considering the potential financial impact that the enquiry may have on the Council's resources.

We are pleased to note commencement of work on the Golf Clubhouse rebuild and will monitor progress as the project develops over future months. We shall also continue to review minutes and overall governance issues at future visits and comment accordingly where appropriate.

Review of Expenditure

Our aim here is to ensure that: -

- Council resources are released in accordance with the Council's approved procedures and budgets;
- Payments are supported by suitable documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- All discounts due on goods and services supplied are identified and appropriate action taken to secure the discount;
- An official order has been raised on each occasion that one would be anticipated;

- The correct expense codes have been applied to invoices when processed; and
- VAT has been appropriately identified and coded to the control account for periodic recovery.

We examined the financial procedure documentation in place last year discussing the detailed procedures with the then Corporate Services Manager (CSM): we considered the documentation and procedures in place appropriate for the Council's requirements at that time and have seen no indication of any change warranting formal comment this year, also noting clear evidence of member involvement in the payment authorisation process.

In order to check compliance with the anticipated controls, we have selected an extended sample of 85 payments including those individually in excess of £2,000 plus a more random selection of every 20th payment in the year to early February 2014. Our test sample totals £734,500 by value and equates to 76% of all non-pay related payments made in the year to the above date.

We have also examined the content of the three VAT returns submitted to HMRC for the first nine months' of the current financial year contrasting detail with that on the nominal account code noting that, as reported previously, the £10.00 under-claim on the first quarter's reclaim was duly corrected in the next reclaim.

We have examined the tendering and quotation procedures in place at the Council and consider them to be generally sound with effective documentation in place. We would, however, suggest that a slightly more formalised approach be taken and that the following detail and actions should be built into all future exercises. We are pleased to acknowledge that sealed tenders are received and opened by councillors and officers on a pre-determined date and time and that late submissions are rejected. Ideally, in line with best practice, a formal tender register, rather than individual summary sheets, should be maintained covering all projects and significant equipment acquisitions; the register should identify the following detail:

- ❖ Detail of companies invited to tender / quote;
- ❖ Detail of tenders received;
- ❖ Total contract amount quoted;
- ❖ Identification of the names of councillors and officers opening the tenders: they should also sign and date the register accordingly; and
- ❖ In order to prevent any possible substitution of pages or amendment to detail, the councillors and officers opening the tenders should initial and date each page.

Conclusions and recommendation

We are pleased to report that no significant issues have been identified in this area of our review warranting formal comment or recommendation: we shall, time permitting, extend our coverage to include March transactions and the final VAT reclaim at our final visit. We did, however, note one instance among our test sample where VAT of £740.00 on cheque no. 202277 had not been identified when posting detail to the purchase ledger: we have drawn this to the attention of the relevant officers for appropriate correction and do not consider that it warrants a formal recommendation, being an isolated incident.

R1. A more formalised form of tender / quotation register should, ideally, be maintained, identifying the minimum detail as set out in the body of the report. Also, as indicated, the councillors and officers opening tenders and quotations should initial and date each page of the document to help prevent any subsequent amendment or substitution of pages.

Assessment and Management of Risk

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage those risks in order to minimise the opportunity for their coming to fruition.

- We noted last year that the Council had prepared and adopted a formal Risk Management Plan, supplemented by a more detailed financial risk assessment document, both of which were adopted by the F&GP Committee in February 2013 and subsequently formally approved by full Council at its next meeting. We note that an updated document will be taken to a future Committee and Council meeting for formal re-adoption; and
- The Council's insurance cover is again provided by Zurich Municipal. We have not, as yet, examined the current year's insurance schedule, although last year's review indicated that appropriate cover was in place.

Conclusions and recommendation

No significant matters arise in this area of our review process, although, as detailed in our reports last year, we considered that the financial risk documentation should be expanded to give an indication of the potential financial impact on the Council should any listed risks materialise. We provided a brief demonstration to the CSM & Projects and Facilities Manager (PFM) of available risk management software, covering both financial and health / safety issues, which has been developed specifically for town and parish councils (Local Council Risk System – LCRS). We understood that this was to be considered and evaluated by officers, but have again seen no indication of any further action to assess its potential use to the Council.

R2. We again commend the LCRS software to the Council as a useful management tool and suggest that consideration be given to its acquisition and application to further enhance the existing risk assessment documentation in place: as a minimum, the existing documentation should be expanded to provide an indication of both the likelihood of risks coming to fruition and the likely financial impact on the Council.

Budgetary Control & Reserves

In considering the Council's approach to budget determination and precept setting, we aim to ensure that decisions are made on the basis of sound information and that an appropriate level of precept is determined to meet the Council's future planned expenditure. We note that the Council has completed consideration of its budgetary and precept requirements for 2014-15 with committees discussing and agreeing their specific requirements. These

deliberations have resulted in the formal approval and adoption of a precept of £557,502, including the Council Tax Support Grant payable by the District Council.

We are pleased to note that regular reports of financial performance continue to be prepared, based on the Omega software, and presented to members during the course of the year.

Conclusions

No issues arise in this area of our review process warranting formal comment or recommendation at present: we shall undertake further work in this area at our final visit including a review of the budget outturn report, following up and acquiring appropriate explanations for any significant variances that might exist.

Review of Income

In examining the Council's sources of income, we aim to establish that robust procedures are in place to ensure that all income due to the Council is identified and invoiced accordingly, that arrangements for the secure handling of any cash income are in place and that income due to the Council is recovered within a reasonable time span.

We have focused more attention on examining the Council's income streams at this update visit, undertaking work in the following specific areas: -

- In order to check the effectiveness of controls in place at the Golf Club, we have examined the daily cash up till slips for December 2013 checking detail to the various spreadsheet records prepared by the Golf Pro and ensuring that cash and cheques are banked within a reasonable time span (generally once weekly) and that detail of all income is accurately reflected in the cashbook and bank account statements. We are pleased to record that no issues arise in this area at present and will revisit the club once the new accommodation is functional;
- We have examined the controls in place over the hire of the Council's facilities for specific events and are pleased to record that no issues of concern were identified with appropriate procedures and documentation in place: we consider that the documentation held in respect of each event to be very comprehensive and have only one suggested improvement in relation to the potential for improved cross-referencing of booking diary detail to include invoice reference numbers: we have discussed this with the relevant staff member, who has also agreed to include a copy of the invoice in with the papers relating to each booking;
- We have examined the detailed records relating to beech hut tenancies and consider them to be sound and afford an appropriate level of control: we shall examine this documentation further at future visits, including examining the respective tenancy agreements;
- We have discussed the controls in place over the identification of regular rental income due to the Council and are pleased to acknowledge the development of appropriate registers identifying all such recurring income;
- We have again examined the Sales Ledger "Unpaid debtor schedule" discussing detail in relation to the Council's actions to ensure recovery of the few long-standing debts in existence. At our first visit for the year, we noted the existence of

a few unmatched receipts / credit notes (e.g. invoice nos. 2031 & 2032 and 2155 and 2156), where detail should be offset appropriately to clear the debts from the ledger. We are pleased to acknowledge the actions taken subsequently to address these and clear them from the ledger: we shall continue to monitor the position with regard to recovery of the older debts at future visits; and

- We have also re-examined the detailed income nominal transaction reports to ensure that, as far as we are able to, no mispostings have arisen and that income due to the Council for the year to date has been identified and recovered accordingly.

Conclusions and recommendation

We note the long-standing debt position with a few former tenants of Council premises and the actions being taken by the Clerk to resolve these issues. As indicated above, we indicated, in our first report for the year, that further action was required by officers to ensure that where debts had either been settled or corresponding credit notes been raised, detail in the Sales ledger was matched appropriately and the debts cleared – we are pleased to acknowledge the action taken to address this issue.

- R3. Officers should ensure that where funds are received against invoices or compensating credit notes are raised, detail in the Omega Sales Ledger should be offset clearing the debt appropriately. This has been actioned accordingly.*

Petty Cash Account and Cash Floats

We are required, as part of the Annual return Internal Audit Certification process, to assess the effectiveness of controls over any petty cash accounts and cash floats operated by the Council. We note that, in addition to the £70 cash float held at the golf pro shop, a petty cash account is operated at the Council's offices. Monthly expenditure through the account averages between £40 and £45 with periodic, generally round sum, "top-ups" during the year. In reviewing the account, we aim to ensure that a trade invoice or relevant till receipt supports petty cash payments and that, where applicable, VAT has been identified for recovery. We have consequently: -

- Ensured that reimbursement cheques are correctly recorded in both the main cashbook and the petty cash account;
- Examined a sample of petty cash account payments for three months (November 2013 to January 2014) to ensure that an appropriate till receipt or trade invoice supported them;
- Ensured that, where applicable, VAT on the various expenses has been identified and coded to the VAT control account for recovery.

We also note that a separate cashbook account has been established in the accounting software and issued to the Council's external maintenance contractor with a nominal cash float of £250 to cover his expenditure on the purchase of materials for use at Council premises: we have examined transactions for the three months from November 2013 to January 2014 ensuring that an appropriate till receipt trade invoice is provided in support of the purchases and that all recoverable VAT is identified and coded accordingly.

Conclusions and recommendation

No significant issues have arisen from our review of the operation of the Council's petty cash account and physical cash held at the time of this update visit, apart from noting that VAT had not been identified for recovery on a few till receipts for vatable purchases despite a valid VAT Registration number being evident on the receipts. We have drawn these to the attention of the relevant officer and do not therefore consider, in view of their low materiality, that a formal recommendation is warranted: we shall continue to monitor the position in this respect at future visits and make a formal recommendation if further instances of non-identification arise.

In order to protect the Council and ensure that the £250 float issued to the external contractor to defray his expenses on Council property maintenance, we have suggested that he be required a formal certificate at each financial year-end confirming that he has been issued with and retains the funds.

R4. The external contractor should be required to provide an annual certificate confirming his continued holding of the £250 float.

Salaries and Wages

In examining the Council's payroll function, we aim to confirm that extant legislation is being appropriately observed as regards adherence to the Employee Rights Act 1998 and the requirements of HM Revenues and Customs (HMRC) legislation as regards the deduction and payment over of income tax and NI contributions, together with meeting the requirements of the local government pension scheme, as further amended, as regards contribution percentage bandings, with effect from 1st April 2013. To meet that objective, we have examined and verified that: -

- Noted Council's approval for payment of the 1% national pay award backdated to 1st April 2013;
- Noted Council's consideration of staff salaries and formal minuted approval of same following significant staff changes in the early months of the current financial year;
- Salary payments have been accurately processed in November 2013 for each employee agreeing gross pay to the Council approved NJC pay scale spinal point;
- Income tax and NI deductions from employees' and employer's NI contributions for the same month are accurate by reference to the current year's HMRC Basic PAYE Tools software; and
- Superannuation deductions and employer's contributions for November 2013 have been calculated appropriately, ensuring compliance with the revised scale of deductions / contributions;
- Verified the accurate and appropriate payment of net salaries to employees via the BACSTEL process, together with payments to HMRC and the County Pension Fund for November 2013;
- Ensured that monthly returns under the new RTI system are being made successfully to HMRC, which should help avoid previous problems with delayed submission of annual returns resulting in HMRC surcharging the Council.

Conclusions and recommendation

We are pleased to record that no major issues have been identified in this area of our review process: however, in checking the NI and pension deductions / contributions, we noted the application of the incorrect NI Table to employee No. 40 (as a contributor to the pension scheme, Table D, not A, should be applied). We also noted application of the incorrect percentage banding for pension contributions in respect of employee No 31. Details of these two issues have been provided to the Support Services Manager for appropriate corrective action to be taken.

R5. Appropriate action should be taken with the next payroll run to ensure application of the correct NI Table and pension contribution banding percentage to the two employees where errors have been noted. This has been actioned accordingly

Investments and Loans

Our objectives here are to ensure that the Council is “investing” surplus funds, be they held temporarily or on a longer term basis in appropriate banking and investment institutions, that an appropriate investment policy is in place and that the Council is obtaining the best rate of return on any such investments made and that interest earned is brought to account correctly and appropriately in the accounting records. We also aim to ensure that loans are repaid in accordance with the terms of the original loan and that the year-end balance is accurately reported in the Annual Return.

The Council places surplus funds in Treasury term deposits for varying periods. We have reviewed the documentation relating to deposits held, noting that the sole deposit held during 2013-14 was due to mature on 13th December 2013: we understand that the Council received no notification from the Co-op regarding maturity of this “investment” and the bank has subsequently opened a new 12-month investment without further reference to the Council.

Whilst there is unlikely to be any significant financial loss to the Council as a result of this re-investment, the Council should ensure that an appropriate and reasonable interest rate will be applied to the re-investment by the Co-op bank. We also note that the interest earned on the previous deposit, which matured in December 2013, has not been paid over to the Council and it is not apparent whether it has been included in the re-invested sum.

We have also checked and agreed detail of the two half-yearly loan repayments on to separate loans for the year to the PWLB repayment demand notices, although the final repayment demand notice could not be found at the time of our visit, detail being obtained independently from PWLB during the day.

Conclusions and recommendation

We consider that the Council needs to take appropriate action to ensure that it is continuing to receive an appropriate interest rate on the Co-op “investment” and that the interest earned for the year to December 2013 has been included in the re-invested sum. If not, the Council needs to ensure that the amount is paid gross (not net of basic rate income tax) and is deposited in the Council’s main bank account as a matter of

urgency. The interest earned will need to be identified and brought to account appropriately in the current financial year.

We shall ensure the accurate disclosure of the year-end residual loan liability in the Annual Return at Section 1, Box 10 at our final visit.

R6. Officers should ensure that interest earned to December 2013 on the Co-op bank deposit is identified and accounted for appropriately in the 2013-14 Accounts and Annual Return. Officers should also establish whether or not that interest has been re-invested as part of the bank's action in re-investing the capital sum maturing in December 2013.

Rec. Recommendation No.	Response
Review of Expenditure	
R1	A more formalised form of tender / quotation register should, ideally, be maintained, identifying the minimum detail as set out in the body of the report. Also, as indicated, the councillors and officers opening tenders and quotations should initial and date each page of the document to help prevent any subsequent amendment or substitution of pages.
Assessment and Management of Risk	
R2	We again commend the LCRS software to the Council as a useful management tool and suggest that consideration be given to its acquisition and application to further enhance the existing risk assessment documentation in place: as a minimum, the existing documentation should be expanded to provide an indication of both the likelihood of risks coming to fruition and the likely financial impact on the Council.
Review of Income	
R3	Officers should ensure that where funds are received against invoices or compensating credit notes are raised, detail in the Omega Sales Ledger should be offset clearing the debt appropriately. <i>This has been actioned accordingly.</i>
Petty Cash Account and Cash Floats	
R4	The external contractor should be required to provide an annual certificate confirming his continued holding of the £250 float.
Review of Payroll	
R5	Appropriate action should be taken with the next payroll run to ensure application of the correct NI Table and pension contribution banding percentage to the two employees where errors have been noted. <i>Appropriate amendment has been made in this respect.</i>
Investments and Loans	
R6	Officers should ensure that interest earned to December 2013 on the Co-op bank deposit is identified and accounted for appropriately in the 2013-14 Accounts and Annual Return. Officers should also establish whether or not that interest has been re-invested as part of the bank's action in re-investing the capital sum maturing in December 2013.



Seaford Town Council

Report 190/13

Agenda Item No: 7
Committee: Finance & General Purposes
Date: 1 May 2014
Title: Grant Application
By: Lucy Clark, Support Services Manager
Purpose of Report: To advise members of a grant request for consideration at this Committee Meeting.

Recommendations

There are no officer recommendations

1. Information

- 1.1 A grant request has been received from Sussex Community Rail Partnership to promote and support the 150th Celebrations of Seaford line on 7th June 2014.
- 1.2 As any amount of grant approved would be required prior to the decisions for 2014/15 grants being made, the application has been made using the 2013/14 form.
- 1.3 There is currently an underspend in the 2013/14 grant budget of £2,448.00
- 1.4 Any decision as to whether the grant is to be awarded and at what amount should be made during this Committee meeting to enable any award being given within their required time frame.
- 1.5 The application form along with the Memorandum & Articles of Association and a copy of their accounts can be found in the meeting room.

2. Financial Appraisal

The amount of any grant awarded could be met from the underspend of the 2013/14 grants budget.

3. Contact Officer

The Contact Officer for this report is Lucy Clark, Support Services Manager

Support Services Manager

Mayor

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Seaford Town Council

Report 191/13

Agenda Item No: 8
Committee: Finance & General Purposes
Date: 1 May 2014
Title: Grant Evidence 2013-14
By: Lucy Clark, Support Services Manager
Purpose of Report: To advise members of the grant evidence received for 2013-14

Recommendations

There are no officer recommendations

1. Information

- 1.1 As part of the 2013-14 grant conditions, it was requested that a formal statement be provided detailing how the grant was spent by 31 March 2014.
- 1.2 The small grant recipients have been checked and all statements have been received with the exception of 9th Seaford Scout Group.
- 1.3 The large grant recipients will present their formal statements at the Town Forum on Tuesday 29 April 2014.
- 1.4 A file of all the returned formal statements and corresponding evidence is available to view in the Members' room.

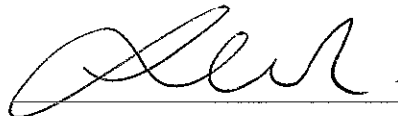
2. Financial Appraisal

There are no financial implications to this report.

3. Contact Officer

The Contact Officer for this report is Lucy Clark, Support Services Manager

Support Services Manager



Town Clerk



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Seaford Town Council

Report 189/13

Agenda Item No: 9

Committee: Finance & General Purposes

Date: 1 May 2014

Title: HMRC Penalty

By: Lucy Clark, Support Services Manager

Purpose of Report: To notify the Committee of a penalty notice received from HMRC.

Recommendations

You are recommended:

1. To note the actions necessary by officers.
-

1. Information

- 1.1 A penalty notice from HMRC was received in November 2013 relating to PAYE tax that was not taken from a previous employee's salary during the tax year 2012/13.
- 1.2 The Town Clerk wrote to HMRC explaining after an investigation was carried out it appeared a mistake had been made by the previous employees and an exact recount of the circumstances could not be provided.
- 1.3 A further letter was received in December 2013 from HMRC advising that as an employer, Seaford Town Council is responsible for deducting the correct tax from wages paid to employees.
- 1.4 Therefore the amount of £604.80 was required to be paid in January 2014 to avoid any further costs and other penalties.
- 1.5 Advice was sought regarding reclaiming this from the employee concerned whose tax was under assessed. The Town Clerk was advised that there was no process to do so.

2. Financial Appraisal

The £604.80 penalty was met from the within the administration budget.

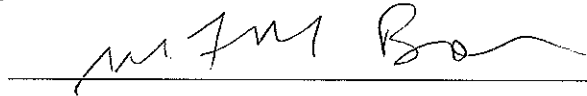
3. Contact Officer

The Contact Officer for this report is Lucy Clark, Support Services Manager

Support Services Manager



Mayor





Seaford Town Council

Report 200/13

Agenda Item No:	10
Committee:	Finance & General Purposes
Date:	1 May 2014
Title:	New Bank Payment and Collection System
By:	Lucy Clark, Support Services Manager
Purpose of Report:	To notify the Committee of a necessary change to the current way in which payment and collection submissions are made to the Co-operative Bank.

Recommendations

You are recommended:

1. To agree to sign up to the Co-operative Bank's Finance Director Online.
-

1. Information

- 1.1 Staff salaries payments are currently paid by BACS using the Co-operative Bank's BPS Service. The process of making these payments requires the faxing of a submission sheet to the Co-operative Bank listing the individual payments.
- 1.2 The collection of direct debit payments from beach hut tenants and golf club members are also claimed using the Co-operatives Bank's BPS Service. The process of collecting these payments also requires the faxing of a submission sheet to the Co-operative Bank listing all individual monies due.
- 1.3 The Co-operative Bank has notified Seaford Town Council that the BPS Service will cease in June 2014 and that faxed submissions will no longer be accepted. All future payment and collection submissions will have to be made online.
- 1.4 Seaford Town Council has been advised by the Co-operative Bank that we would need to sign up to FD Online to enable us to continue to make BACS payments and collection direct debit payments. A representative from the Co-operative bank has visited the council offices giving a brief overview of the new system.
- 1.5 An application will need to be completed and signed by two signatories as per the original bank mandate and returned the bank as soon as possible in order to have the system ready to use in June 2014.

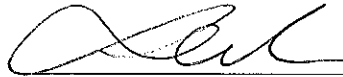
2. Financial Appraisal

There will be a monthly fee of £30.00 along with a 'bulk BACS per batch' fee of £3.00 and a transaction fee of 14p. The monthly fee is higher than the current £11 monthly fee, but the transaction fees are cheaper and the amendment fees have been abandoned.

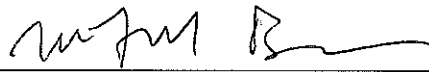
3. Contact Officer

The Contact Officer for this report is Lucy Clark, Support Services Manager

Support Services Manager



Mayor





Seaford Town Council

Report 183/13

Agenda Item No:	11
Committee:	Finance & General Purposes
Date:	1 May 2014
Title:	Training Reports
By:	Lucy Clark, Support Services Manager
Purpose of Report:	To submit training reports in connection with the recently attended events.

Recommendations:

Officer/Member recommendations are included in appendices A, B & C

1. Information

1.1 Effective Supervision & Performance Management Course

1.1.1 The Projects & Facilities Manager and Support Services Manager attended the Effective Supervision & Performance Management Course held at East Grinstead Council on Thursday 20th February 2014.

1.1.2 The course was aimed at anyone new to managing staff or those who just wanted to freshen up their staff management skills. The course concentrated on looking at how to set up and who would benefit from an effective supervision process; the importance of being prepared for a variety of different staff related scenarios and how to manage specific situations such as absenteeism, poor performance and challenging behaviour.

1.2. Marketing your Town

1.2.1 The Town Clerk and Councillor Mark Brown attended an AMT Towns Alive workshop at Wealden District Council on Wednesday 12 March.

1.2.2 The workshop gave a practical introduction to the principles of destination marketing, helping to establish what our town has to offer to both visitors and residents and to understand how to 'sell' this better.

2. Financial Appraisal

The cost of the training was within the Staff and Councillor training budgets for 2013-14.


3. Contact Officer

The Contact Officer for this report is Lucy Clark, Support Services Manager.

Support Services Manager



Mayor



Seaford Town Council

Training Report Form


Subject of Training: Effective Supervision & Performance Management Course

Date: 20/02/2014

Venue: East Grinstead Town Council

Training Aim	Learning the importance of planning & preparing for supervision
Brief Details	<p>The main subjects covered in this course were:</p> <ul style="list-style-type: none"> Supervision The importance of planning & preparing for supervision Recognising & dealing with absenteeism Poor performance or poor behaviour Managing & challenging unacceptable behaviour Work performance – Are they a Can't Do or a Won't Do! Motivating your staff team Developing the strengths of individuals & the team
Recommendation (if any to STC)	It was recommended that we have a 'Supervision' policy/procedure and that these are carried out on a regular basis such as weekly or monthly.

Signed:



Date: 31/03/2014

Seaford Town Council

Training Report Form

Subject of Training: Effective Supervision & Performance Management

Date: 20 February 2013

Venue: East Grinstead Town Council

Training Aim	Discussion and demonstration of performance management in the workplace.
Brief Details	<p>Initially the training focused on Policies and Procedures and their function in maintaining consistency in staff performance and of the business; the need to provide a bench mark enabling continuity across the relevant work aspects and the ability to control and manage performance as well as other aspects such as risk and quality control.</p> <p>It also highlighted the importance of writing policies and procedures that are useable for those expected to implement them; and understandable for others within the team and for new members staff.</p> <p>The training was particularly useful in identifying a number of possible scenarios if performance was found to be unacceptable, or where issues were developing in certain working methods.</p> <p>Covering matters such as the growth of trends/habits, or progressive changes in staff attendance, behavior, performance and appearance; it also emphasised the importance of monitoring and record keeping, enabling possible issues to be identified and addressed before progressing to unmanageable levels.</p> <p>Later on in the day it covered matters relating to 'challenging' behavior and attitude, capability, changes in mood, personal influences on work and motivation.</p> <p>In connection with all elements of performance management, the training gave examples of methods of appraisal and review, as well as 'supervision' methods and the importance of support from management teams; also taking into consideration the use of agreed working plans and achievable targets and deadlines.</p>
Recommendation (if any to STC)	<ul style="list-style-type: none"> • Continue regular review of Town Council policies to ensure they are relevant to changes in priorities and team structures. • Identify any gaps in procedural documentation to ensure that all day to day activities can be monitored and performed with continuity as well as being reviewed with more accuracy in future. • Consider frequency of team/line management meetings and their structure.

Signed: Ben King

Date: 9 April 2014

Seaford Town Council

Training Report Form

Subject of Training: Marketing your Town

Date: 12 March 2014

Venue: Wealden District Council Offices

Training Aim	To gain a better understanding of marketing Seaford Town
Brief Details	The course was very informative and gave a good insight into marketing methods for a large town. The course majored in selecting the most important town assets and marketing these.
Recommendation (if any to STC)	I would suggest that this course would be suitable for councilors on the Community Services Committee and senior members of the town council staff. I now hope to be able to take forward the lessons learnt and start to market Seaford in a more realistic way

Signed: M Brown



Date: 31 March 2014

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Seaford Town Council

Report 192/13

Agenda Item No: 12
Committee: Finance & General Purposes
Date: 1 May 2014
Title: Staff Matters Update
By: Lucy Clark, Support Services Manager
Purpose of Report: To advise on staff matters.

Recommendations

You are recommended:

- 1. To note the resignation of Mrs Gemma Hamilton.**
 - 2. To endorse the appointment of Miss Rachel Beard as Administration Assistant (Facilities).**
 - 3. To endorse the actions of the Support Services Manager in progressing the filling of the Apprentice Administration Assistant vacancy.**
-

1. Information

- 1.1** Gemma Hamilton has resigned from the post of Administration Assistant (Facilities) effective from Wednesday 23 April 2014.
- 1.2** Miss Rachel Beard has been appointed as Administration Assistant (Facilities) following discussions with the Town Clerk and the Facilities Manager and is due to commence her new post on 1 May 2014. Rachel will continue with her NVQ.
- 1.3** The Apprentice Administration Assistant left vacant following Rachel's promotion has been advertised with a closing date of 23 April 2014. Interviews will be held on 20 May 2014 with a view to filling the position by early June 2014.

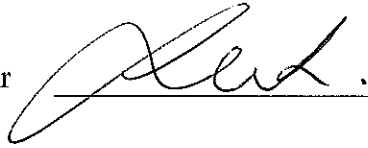
2. Financial Appraisal

All staffing costs will be within current salaries & associated costs budgets.

3. Contact Officer

The Contact Officer for this report is Lucy Clark, Support Services Manager.

Support Services Manager



Mayor

