



## Seaford Town Council

### To the Members of the Seaford Head Golf Course Committee

A meeting of the **Seaford Head Golf Course Committee** will be held in **the Council Chamber, 37 Church Street, Seaford**, on **Tuesday, 4 September 2012, at 7.00 pm** which you are requested to attend.

S J Shippen  
Town Clerk  
29 August 2012

### Agenda

1. **Apologies for absence - Declaration of Substitute Members.**

2. **Minutes**

To approve the minutes of the meeting held on 12 June 2012.

3. **Disclosure by members of any 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**

To consider report 65/12 regarding the financial position for the period 1 April 2012 to 31 July 2012 (pages 3 to 7).

6. **Golf Course Income Report**

To consider report 66/12 showing the ticket sales and income for the period 1 April 2012 to 31 July 2012, (pages 9 to 11).

7. **Golf Professional's Report**

To consider report 67/12 giving an update on Golf Course related matters (pages 13 to 15).

8. **Golf Course Maintenance**

To consider report 68/12 informing of the maintenance undertaken over the last 3 months (pages 17 to 18).

**9. Golf Course Clubhouse update**

To consider report 69/12 concerning the planning process for the new Golf Course Clubhouse (pages 19 to 26).

**For further information about items appearing on this Agenda please contact:-  
Mrs S. J. Shippen, Town Clerk, 37 Church Street, Seaford, East Sussex, BN25 1HG.  
Telephone 01323 894870.**

**Circulation  
Committee:**

Councillor I J White (Chairman), Councillor T Goodman (Vice Chairman)  
Councillors S Adeniji, R E Allen, P L Franklin, S J Gauntlett, B Groves,  
L Wallraven (Ex-officio) and A White.  
Richard Andrews & Dave Stanyard, Seaford Head Golf Club,  
Fraser Morley, Professional. Jonathan Linscer, Head Green-Keeper.

**For information:**

Councillors M F Brown, M Buck, B Burfield, A Campbell, S Dunn, A Hayder, P Heseltine,  
A Latham, S E McStravick, R Scarfe and B M Warren.



## Seaford Town Council

### Report 65/12

<b>Agenda Item No:</b>	<b>5</b>
<b>Committee:</b>	<b>Golf Course Committee</b>
<b>Date:</b>	<b>4 September 2012</b>
<b>Title:</b>	<b>Golf Course Finance Report 1 April 2012 to 31 July 2012</b>
<b>By:</b>	<b>Simon Cooper, Corporate Services Manager</b>
<b>Wards Affected:</b>	<b>All Seaford Wards</b>
<b>Purpose of Report:</b>	<b>To inform on the financial position to 31 July 2012</b>

---

#### Recommendations

You are recommended:

1. To note the contents of this report
- 

#### 1. Information

1.1 The statement detailing income & expenditure for the period 1 April 2012 to 31 July 2012 compared to the budget for that period is attached as Appendix A.

1.2 The main variances are explained as follows:

- (a) Golfing income is £9,298 less than budgeted, Season ticket sales are £2,491 higher than budgeted but other Green Fee income is £12,051 less than budgeted, mainly due to the very bad weather that we have experienced since April.
- (b) Insurance recharge income (a/c 1051) is £342 less than budgeted due to the lease with the Golf Club being terminated to facilitate the new construction. We will receive a credit from the insurance company when the clubhouse is demolished. This may be offset by additional charges for covering temporary accommodation.
- (c) Electricity recharge income (a/c 1057) is £334 less than budgeted £236 has been invoiced in August. The net variance reflects the lower than budgeted electricity cost.
- (d) Gas recharge income is £185 less than budgeted reflecting lower than expected gas expenditure.

- (e) Income other (a/c 1054) is £1,200 more than budgeted reflecting the fees charged to season ticket holders who choose to pay by direct debit.
- (f) Advertising Income (a/c 1100) Existing advertisers are being contacted to renew their agreements and the Professional will be exploring new opportunities to try and expand this income stream.
- (g) Water & Sewerage (a/c 4052) includes a backdated charge from Southern Water of £14,522 representing an undercharge going back six years for waste water going back into the sewerage system. Historically they had assumed only a small percentage of the water used went back into the system. They have recalculated the percentage and have gone back six years which apparently they are entitled to do. We have examined the data provided and feel that the calculation is fair. We will be paying this amount by direct debit by monthly instalment over a year. Actual water usage is less than budgeted due to the heavy rainfall since the beginning of April.
- (h) Insurance (a/c 4115) is £159 more than budgeted reflecting a small increase in the cost of motor insurance (including third party liability for the motorised equipment on the golf course) and a small increase in the sum insured for small tools.
- (i) Bank Charges (a/c 4156) includes costs associated with the payment of season tickets by direct debit and are offset by the income (a/c 1054).
- (j) Cleaning (a/c 4201) is £1,682 less than budgeted, this is a timing issue as the invoice for the quarter ended June has only recently been received.

1.3 Expenditure for the rest of the year is being examined to try and find possible reductions to offset the reduction in Golf Income due to the bad weather.

## 2. Financial Appraisal

There are no direct financial implications as a result of this report.

## 3. Contact Officer

The Contact Officer for this report is Simon Cooper, Corporate Services Manager. As it is not intended that I attend the meeting please contact me should you have any questions concerning this report.

Corporate Services Manager



Town Clerk



## Detailed Income &amp; Expenditure by Year to Date Budget Heading 31/07/2012

Month No : 4

## Committee Report

	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
<b>Golf Course</b>						
<u>101 Golf Course</u>						
4000 Salaries & Wages	24,970	25,405	435	78,004		53,034
4001 Employers NI	1,496	1,888	392	5,661		4,165
4002 Employers Superannuation	4,321	4,321	0	12,964		8,643
4010 Staff Training	0	0	0	800		800
4011 Staff Protective Clothing	344	350	6	700		356
4041 Golf Professional Retainer	11,667	11,668	1	35,000		23,333
4045 Golf Course Player Costs	690	690	0	2,290		1,600
4051 Rates	1,790	1,825	35	1,825		35
4052 Water & Sewerage	17,105	3,776	-13,329	8,976		-8,129
4055 Electricity	1,389	1,706	317	6,250		4,861
4056 Gas	230	1,000	770	4,088		3,858
4060 Refuse	206	160	-46	320		114
4100 Telecommunications	23	40	17	320		297
4105 Postage	121	80	-41	320		199
4106 Stationery	0	25	25	50		50
4110 Advertising & Publicity	800	1,400	600	3,000		2,200
4113 Software Support	0	135	135	285		285
4114 Licence Fee	75	75	0	75		0
4115 Insurance	10,009	9,850	-159	9,850		-159
4156 Bank Charges	967	900	-67	1,975		1,008
4199 Other Expenditure	104	105	1	250		146

APPENDIX A.

## Detailed Income &amp; Expenditure by Year to Date Budget Heading 31/07/2012

## Committee Report

Month No : 4

	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4201 Cleaning	-120	1,562	1,682	6,250		6,370
4251 Dog Bin Emptying	381	525	144	1,050		669
4261 Grounds Maint non contract	20,406	21,090	684	26,890		6,484
4270 Vehicles & Equipment Maint	6,685	7,700	1,015	13,700		7,015
4271 Vehicle & Equipment Lease	20,996	20,996	0	20,996		0
4272 Equipment Purchase	0	0	0	15,000		15,000
4275 Building Maintenance	0	500	500	1,500		1,500
4301 Public Works Loan Payment	0	0	0	41,351		41,351
	<b>124,654</b>	<b>117,772</b>	<b>-6,882</b>	<b>299,740</b>	<b>0</b>	<b>175,086</b>
Golf Course :- Expenditure						
1000 Golf Course Season Ticket	150,491	148,000	2,491	155,120		
1001 Golf Course Green Fees M-F	21,978	29,500	-7,522	62,510		
1002 Golf Course Green Fees w/eb/h	21,471	26,000	-4,529	63,700		
1003 Golf Course Specials	15,192	15,000	192	37,300		
1004 Golf Course Locker	2,023	1,925	98	2,125		
1005 Golf Course Credit Card Charge	141	160	-19	160		
1007 Golf Course Air Traffic	2,500	2,500	0	5,000		
1050 Income Rent	3,125	3,125	0	6,250		
1051 Income Insurance Recharge	393	735	-342	735		
1054 Income Other	1,250	50	1,200	100		
1057 Income Electricity Recharge	41	375	-334	1,250		
1063 Income Gas Recharged	115	300	-185	2,044		
1100 Income Advertising	0	750	-750	1,550		
	<b>218,720</b>	<b>228,420</b>	<b>-9,700</b>	<b>337,844</b>		
Golf Course :- Income						
	<b>-94,066</b>	<b>-110,648</b>	<b>-16,582</b>	<b>-38,104</b>		
<b>Net Expenditure over Income</b>						

Seaford Town Council 2012/13

Detailed Income & Expenditure by Year to Date Budget Heading 31/07/2012

Committee Report

Month No : 4

	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
Golf Course Expenditure	124,654	117,772	-6,882	299,740	0	175,086
Income	218,720	228,420	-9,700	337,844		
<b>Net Expenditure over Income</b>	<b>-94,066</b>	<b>-110,648</b>	<b>-16,582</b>	<b>-38,104</b>		

Blank page





## Seaford Town Council

Report 66/12

**Agenda Item No:** 6  
**Committee:** Golf Course Committee  
**Date:** 4 September 2012  
**Title:** Golf Course Income Report  
**By:** Simon Cooper, Corporate Services Manager  
**Wards Affected:** All Seaford Wards  
**Purpose of Report:** To inform members of the Golf Course income.

---

### Recommendations

**You are recommended:**

1. To note the contents of this report.

---

### 1. Information

- 1.1 The summary, attached as Appendix A, shows the number of ticket sales and income for each category for the period 1 April 2012 to 31 July 2012.
- 1.2 The summary attached as Appendix B, shows the tickets sales comparison for the periods 1 April to 31 July of 2010, 2011 and 2012.

### 2. Financial Appraisal

There are no direct financial implications arising out of this report

### 3. Contact Officer

The Contact Officer for this report is Simon Cooper, Corporate Services Manager.

Corporate Services Manager

Town Clerk

Charge	April		May		June		July		Total YTD										
	Gross £	Net £	Gross £	Net £	Gross £	Net £	Gross £	Net £	Gross £	Net £									
Locker	50.00	41.67	600.00	500.00	50.00	41.67	0.00	0.00	2,427.52	2,022.93									
M/W Week T/Light	14.00	11.67	1,428.00	1,190.00	116.00	98.33	264.00	220.00	5,964.00	4,970.00									
M/W Week Con Day	25.00	20.83	0.00	0.00	0.00	0.00	375.00	312.50	625.00	520.83									
M/W Week Adult Day	30.00	25.00	30.00	25.00	380.00	291.67	390.00	325.00	769.99	641.66									
M/W Week Junior	10.00	8.33	20.00	16.67	22.00	18.33	70.00	58.33	162.00	135.00									
M/W Week Con	16.00	13.33	1,596.00	1,330.00	206.00	171.67	214.00	210.67	8,332.00	6,943.93									
M/W Week Adult	20.00	16.67	1,920.00	1,600.00	324.00	270.00	302.00	251.67	10,520.00	8,766.67									
Locker (Small)	25.00	20.83	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00									
Week End T/Light	17.00	14.17	969.00	807.50	164.00	137.41	106.00	125.50	5,194.00	4,328.33									
Week End Con	19.00	15.83	760.00	633.33	19.00	15.83	456.00	380.00	304.00	253.33									
W/End Adt Day	35.00	29.17	0.00	0.00	345.00	287.50	0.00	0.00	35.00	29.17									
W/End Day Con	28.00	23.33	0.00	0.00	722.00	601.67	0.00	0.00	0.00	0.00									
Week End Adult	25.00	20.83	5,325.00	4,437.50	480.00	404.17	347.00	335.41	17,630.00	14,691.67									
Week End Junior	12.00	10.00	72.00	60.00	0.00	0.00	96.00	80.00	108.00	90.00									
Credit Card Charge	5.00	4.17	109.00	91.02	5.00	4.17	5.00	4.17	5.00	4.17									
Junior Membership	10.00	8.33	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00									
Winter Only	20.00	16.67	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00									
Junior	60.00	50.00	300.00	250.00	120.00	100.00	0.00	0.00	135.00	112.50									
Youth 18 to 20	100.00	83.33	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00									
Intermediate 21-25	200.00	166.67	1,750.00	1,458.33	212.51	178.83	0.00	0.00	75.00	62.50									
Intermediate 26-29	300.00	250.00	2,062.60	1,718.83	1,320.83	1,039.66	0.00	0.00	0.00	0.00									
Over 60 + Unemployed	312.00	260.00	20,910.00	17,425.00	264.48	211.11	168.00	140.00	936.00	780.00									
Winter Warmers	14.00	11.67	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00									
M/W Week Society	20.00	16.67	360.00	300.00	263.00	221.83	239.00	197.41	2,059.00	1,715.84									
W/End Society	25.00	20.83	345.00	287.50	635.00	492.49	2,288.00	1,906.67	2,576.00	2,146.67									
Reciprocal Charge	10.00	8.33	300.00	250.00	390.00	325.00	255.00	212.50	550.00	458.33									
5 Day Adult	358.00	298.33	4,321.10	3,600.92	851.22	719.14	27.00	22.50	626.50	522.08									
7 Day Adult	470.00	391.67	38,955.00	32,462.50	4,675.46	3,927.06	177.00	145.00	940.00	783.33									
Society Deposit			960.00	800.00	41.67	34.17	350.00	291.67	985.00	820.83									
Living Social Deal M/W			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00									
Living Social Deal W/E			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00									
<b>Total</b>			82,442.70	68,702.44	86,566.17	71,552,686.61	1,112	25,848.25	21,503.93	962	17,531.00	14,609.17	868	23,897.50	19,914.59	1,084	253,555.07	211,266.89	4,026

	Apr-12	Apr-11	Apr-10	May-12	May-11	May-10	Jun-12	Jun-11	Jun-10	Jul-12	Jul-11	Jul-10	Total			
													yfd	yfd	yfd	Total
Locker	14	29	40	12	12	4					1		26	42	44	
M/Week T/Light	52	108	136	102	127	114	98	148	158	189	251	211	441	634	619	
M/Week Con Day				10		4				15	11	10	25	11	14	
M/Week Adult Day			5	1		8	12	18	20	13	19	19	26	37	52	
M/Week Junior	5	11	24	2	3	3	2	9	7	7	15	9	16	38	43	
M/Week Con	100	111	117	129	129	102	134	108	185	158	169	251	521	517	655	
M/Week Adult	96	131	170	162	134	169	117	147	194	151	178	242	526	590	775	
Locker (Small)		5	9		3	3	0						0	8	12	
Week End T/Light	57	146	65	97	77	57	63	79	57	89	102	62	306	404	241	
Week End Con	40	55	19	27	42	71	24	37	42	16	28	38	107	162	170	
W/End Adt Day		3	1	10		2		3	2	1	2	1	11	8	6	
Week End Adult	213	304	201	137	246	243	139	176	227	115	201	218	604	927	889	
Week End Junior	6	15	4	2	6	10	8	3	5	9	5	5	25	24	24	
Credit Card Charge	17	26	32	1	2	1	10	1	1	1	3		29	32	34	
Winter Only													0	0	0	
Junior	10		7	2				2	1	3			15	2	8	
Youth 18 to 21	2	5	3		2	1		1	2	1	0	1	3	8	7	
Intermediate 21-25	14	13					1				3		15	16	0	
Intermediate 26 - 29	13	13		2				1			1		15	15	0	
Over 60 + unemployed	168	155	159	4	2	8	2	1	3	4	3	2	178	161	172	
Winter Warmers													0	0	0	
Weekend Society Adult	14	93	85	27	64	70	91	37	69		105	53	132	299	277	
Weekend Soc.Con			14			46			7			7	0	0	74	
Weekend Soc.Day		38	36						61				0	38	97	
Mid Week Soc.Adult	18		38	133	133	16	118	185	26	103	54	126	372	372	206	
Midweek Soc.Con			28			3			32	103		90	103	0	153	
Midweek Soc. Adult Day						7			3				0	0	10	
Midweek Soc.Day						46						13	0	0	59	
Reciprical Charge	30	1		39	2		25	11	18	55	59	16	149	73	34	
5 Day Adult	39	38	37	2	4		1	1	2	2	2	2	44	43	41	
7 Day Adult	165	184	207	10	5	7	1	2		3	2	2	179	193	216	
Society Deposit	40	131		51	19		21	63		46	18		158	231	0	
Living Social Deal M/W													0	0	0	
Living Social Deal W/E													0	0	0	
<b>Total</b>	<b>1,113</b>	<b>1615</b>	<b>1437</b>	<b>962</b>	<b>1012</b>	<b>995</b>	<b>867</b>	<b>1033</b>	<b>1122</b>	<b>1084</b>	<b>1225</b>	<b>1378</b>	<b>4026</b>	<b>4885</b>	<b>4932</b>	

Blank page



## Seaford Town Council

Report 67/12

<b>Agenda Item No:</b>	7
<b>Committee:</b>	Golf Course
<b>Date:</b>	4 Sept 2012
<b>Title:</b>	Golf Professional's Report
<b>By:</b>	Fraser Morley, Golf Professional
<b>Wards Affected:</b>	All Seaford wards
<b>Purpose of Report:</b>	To provide update on Golf Course related matters.

---

### Recommendations

**You are recommended:**

**1. To note the information.**

---

**1. Information**

- 1.1 June was the coldest since 1991 and wettest since 1860. At times it felt more like February than June at the course. This was reflected in the poor takings for June. The first half of July didn't start well either. Only a very strong end to the month saw takings improve and nearly catch up with last year's income. August has been very solid and takings are on a par with last year. Although this shows us around £9k down on budget at this time.
- 1.2 The weather now seems a lot more settled and although takings have not been great in the second quarter of the year I am confident that August will finish in advance of monthly budget and a strong September and October will hopefully see us catch up with budget.
- 1.3 We have continued to take more season tickets over the period. Figures on the table below show figures from 20 August 2012 and the same figures at the same point last year and in 2010.
- 1.4 Against the trend at many clubs in terms of season tickets, we are heading in a positive way which is a good sign for our course and shows our marketing is hitting the right areas and our pricing structure is good. From 2010 to 2012 we have seen nearly an 8% rise in amount of actual tickets sold. Although we took a hit on 7 day tickets in the first year of the intermediate tickets this has risen back again. Other categories holding their own with a slight increase. My only concern is the youth ticket, although this does take into account university age and this could be a factor

for the area.

- 1.5 These season tickets figures are encouraging in such and economic climate, however we must be aware that the more tickets we sell the average round price will be decreasing. More space is taken up on the course with “cheaper” golf. It is something to watch in the coming couple of years that the balance does not tip to sharply in this direction and we become victims of our own success. We still need to increase the outside revenue to see increasing income. The new facilities are going to help this considerably.

	2010	2011	2012	Difference 2011/12 (2010/12)
7 Day Adult	221	201	214	+13 (-7)
5 Day Adult	41	38	44	+6 (+3)
Senior	174	181	178	-3 (+4)
Intermediate 2	N/A	21	19	-2 (+19)
Intermediate 1	N/A	21	20	-1 (+20)
Youth	9	8	3	-5 (-6)
Junior	15	17	18	+1 (+3)
Totals	460	487	496	+9 (+36)

## 2. New Business for 2012/2013

- 2.1 We have over 200 Twitter followers now and we are starting to build up the other social networking sites. We are putting together Twitter, Facebook, Foursquare, youtube, Google+, Instagram accounts and are willing to consider any other suggestions the Committee may have. Although a slow process we feel this will be the major element in the future for promotion and marketing. Contacts are increasing through these mediums all the time.
- 2.2 Seaford Head Golf Academy has seen several beginners come for coaching. Chris has been developing peoples’ skills and we should see these turning into regular players and season ticket holders in the future.
- 2.3 With the onset of temporary accommodation in November it is important that we adjust our marketing to reduce the impact of the building process. We are going to run a winter offer targeting smaller groups and keeping golfers coming through the door during the disruption. The “Demolition Deal” will see golfers in groups of 4 or more able to have coffee and bacon roll, 18 holes and one course meal for £20 during the week. We will also introduce a second tier twilight round at £10. Times tba. This has to be our target during the build. I feel confident with a good winter weather wise, our income should not take a downward turn during the disruption if marketed correctly.

**3. Other Business**

Praise for the course continues with one season ticket holder quoted saying "I've played here since 1967 and that's the best I have seen the course"

**4. Financial Appraisal**

There are no financial implications as a result of this report.

**5. Contact Officer**

The Contact Officer for this report is Fraser Morley, Golf Professional/Manager

Town Clerk



---

Golf Professional/Manager



---

Blank page





## Seaford Town Council

### Report 68/12

<b>Agenda Item No:</b>	<b>8</b>
<b>Committee:</b>	<b>Golf Course</b>
<b>Date:</b>	<b>4 September 2012</b>
<b>Title:</b>	<b>Golf course maintenance</b>
<b>By:</b>	<b>Jon Linscer, Head Green Keeper</b>
<b>Wards Affected:</b>	<b>All Seaford wards</b>
<b>Purpose of Report:</b>	<b>To Inform on maintenance on Golf Course</b>

---

#### Recommendations

You are recommended:

1. To note this report
- 

#### 1. Information

1. Listed below are works carried out over the past 3 months at Seaford Head Golf Course. Not included are the day-to-day maintenance programmes such as; Course set up, mowing regimes.

##### June

Sarel spike Greens to a depth of 30mm  
Scarify Greens  
Scarify Tees  
Verti Cut Greens  
Top Dress Greens  
Top Dress Tees  
Top up Bunkers  
Plant out Summer Bedding

##### July

Apply Liquid Iron on Greens  
Sarel spike Greens to a depth of 30mm  
Scarify Greens  
Top Dress Greens

Apply Granular Wetting Agent to Tees  
Apply Fungicide to Greens  
Fertilise Greens 12-0-12  
Irrigation Valve work carried out on top holes

**August**

Apply Wetting Agent to Greens x2  
Apply Bovine Extract to Greens  
Apply Amino acid to Greens  
Top Dress Greens  
Top Dress tees  
Fertilise Tees 12-0-9  
Repair Fairways  
Litter pick

All work has been carried out in accordance with the EMAS policy


**2. Financial Appraisal**

There are no financial implications as a result of this report

**3. Contact Officer**

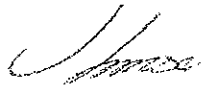
The Contact Officer for this report is Jon Linscer Head Green Keeper.

Town Clerk



---

Head Green Keeper



---



## Seaford Town Council

### Report 69/12

<b>Agenda Item No:</b>	<b>9</b>
<b>Committee:</b>	<b>Golf Course Committee</b>
<b>Date:</b>	<b>4 September 2012</b>
<b>Title:</b>	<b>Golf Clubhouse Update</b>
<b>By:</b>	<b>Sam Shippen, Town Clerk</b>
<b>Wards Affected:</b>	<b>All Seaford Wards</b>
<b>Purpose of Report:</b>	<b>To advise on progress made on detailed designs and other matters regarding the Golf Clubhouse.</b>

---

#### Recommendations

**You are recommended:**

- 1. To note the progress made by the Golf Clubhouse Working Group.**
  - 2. To make any comment on draft internal layout plans.**
  - 3. To agree in principle that Seaford Head Golf Club provide catering and other services for temporary accommodation utilising existing contractors, subject to satisfactory financial negotiations between the two parties.**
  - 4. To delegate authority to the Town Clerk, in consultation with the Council representatives on the Working Group, to negotiate such arrangements as are necessary.**
- 

#### 1. Information

- 1.1** The Council meeting held on 12 July 2012 agreed delegation to the Town Clerk in consultation with a Golf Clubhouse Working Party to make decisions on detailed design matters.
- 1.2** The Town Clerk and Working Party has met twice with the contractor and are due to meet again on 6 September to agree final design. Discussions to date have been around form and layout of temporary accommodation and the detailed internal design.
- 1.3** The most recent designs are attached for comment by this committee, although it should be noted that there are some amendments which have already been suggested by the Working Party which will be verbally advised by the Town Clerk at the meeting. Upper Floor – Appendix A; Lower Floor – Appendix B; Upper Floor Toilets – Appendix C; Pro Shop – Appendix D; Male Changing – Appendix

E; Female Changing – Appendix F. Large scale plans will be available at the meeting and are available to view from the Town Clerk.

- 1.4 Following the meeting to be held on 6 September, the contractors expect to have a full fixed price cost by 14 September 2012. Following receipt of the cost, the Town Clerk and other officers will prepare a detailed cost plan for consideration by Council prior to a contract being agreed.
- 1.5 The Town Clerk and Working Party have discussed arrangements for the running of temporary accommodation during the building process. Currently Seaford Head Golf Club provide catering and other services at the golf clubhouse via a lease arrangement. It has been recommended that as Seaford Head Golf Club have contractors in place who are willing to continue to provide a service within the temporary accommodation, the Committee agree in principle that Seaford Head Golf Club provide catering and cleaning services for temporary accommodation utilising existing contractors, subject to satisfactory financial negotiations between the two parties.
- 1.6 If agreement is not reached with Seaford Head Golf Club, the Town Clerk in consultation with the Council representatives on the Working Group will negotiate suitable arrangements with other service providers.
- 1.7 It is suggested that negotiations are delegated to the Town Clerk in consultation with the Town Council representatives on the Working Group.

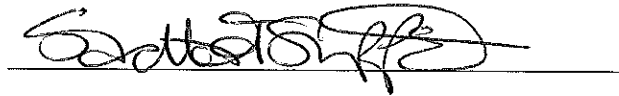
## 2. Financial Appraisal

There are no financial implications as a result of this report.

## 3. Contact Officer

The Contact Officer for this report is Sam Shippen, Town Clerk .

Town Clerk



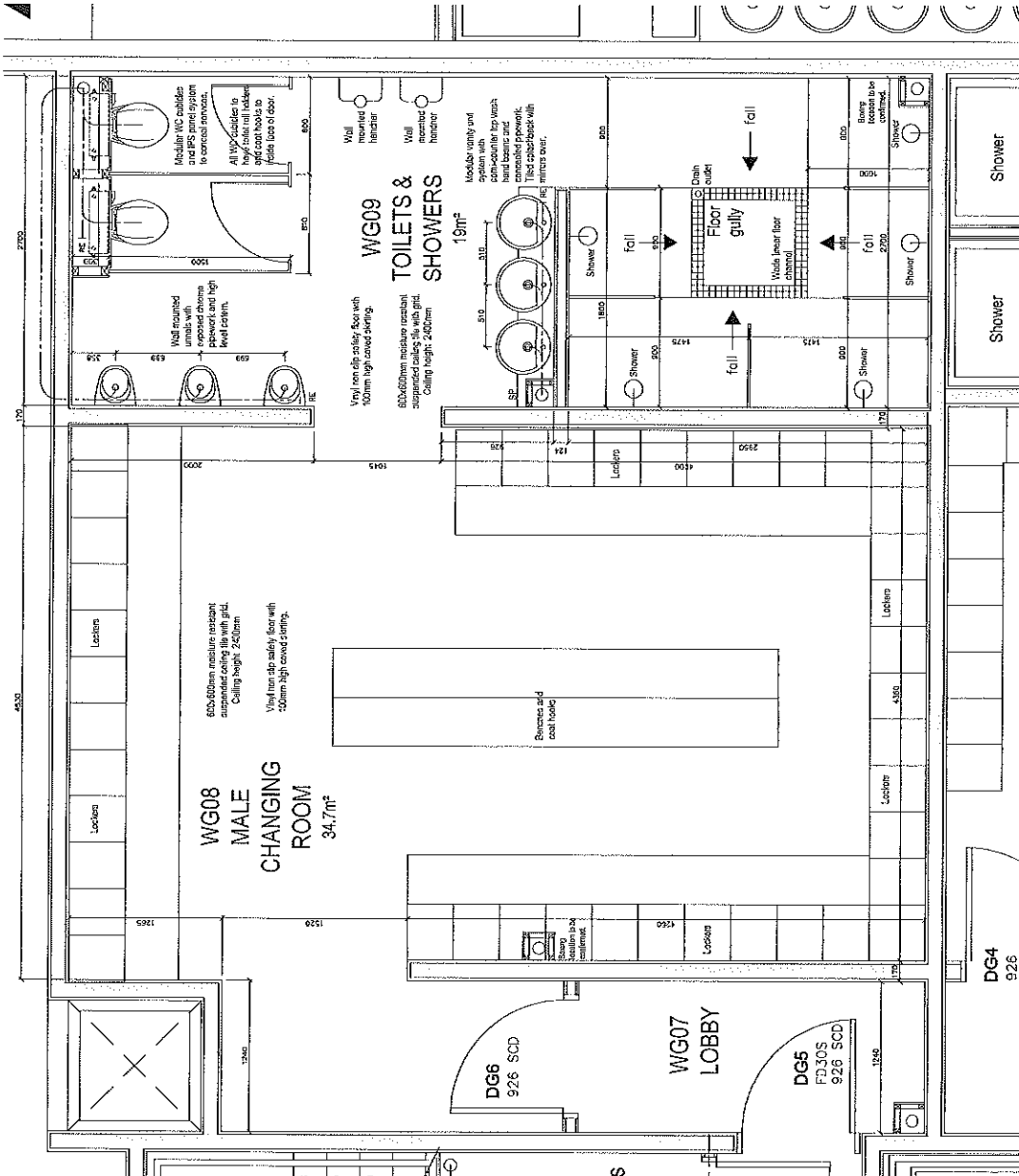












**MILLER ARCHITECTS**  
 125 Victoria Road  
 St Leonards NSW 2239  
 Phone: 02 9371 1199  
 Fax: 02 9371 1198  
 Email: info@millers-architects.com.au

Replacement Club House at Seaford Head Golf Course for Seaford Town Council  
 Male Changing Room and Shower Layout

1:20 @ A1 414 AL-116

PRELIMINARY

Rev. Date. Description  
 1. 13/06/23 1st issue

Notes

Do not issue this drawing.  
 This drawing is for information only and is not to be used for construction.  
 Any other drawings, including preliminary drawings, to be prepared in accordance with the contract documents and any (future) local government.

© Miller Architects 2023. Miller Architects

