

To the Members of the Community Services Committee

A meeting of the Community Services Committee will be held at 37 Church Street, Seaford on Thursday 12 July 2018 at 7.00pm which you are summoned to attend.

James Corrigan Town Clerk 5th July 2018

Agenda

- 1. Apologies for Absence and Declaration of Substitute Members
- 2. 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.
- 3. Public Participation
 To deal with any questions, or brief representations, from members of the public in accordance with Standing Order 3 and Seaford Town Council Policy.
- 4. Projects & Facilities Manager Update Report
 To consider report 67/18 to inform members on progress and actions relating to Seaford
 Town Council assets, services and projects (pages 2 to 5).
- 5. Finance Report

 To consider report 68/18 to inform members of the Community Services Committee of Income and Expenditure for May 2018 and the financial year to date (pages 6 to 13).

For further information about items appearing on this Agenda please contact James Corrigan, Town Clerk, 37 Church Street, Seaford, BN25 1HG. Telephone 01323 894870.

Circulation: Committee members (as below) and all registered email recipients of agendas.

Committee: Councillors D Argent, L Freeman (Vice-Chair), N Freeman, R Hayder, O Honeyman, P Lower (Chair), L Wallraven, M Wearmouth, B Webb and C White.

For information: Councillors S Adeniji, P Boorman, M Brown, D Burchett, B Burfield, J Elton, T Goodman, R Honeyman and A Latham.



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Report 67/18

Agenda Item No:

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Committee:

Community Services

Date:

12th July 2018

Title:

Projects & Facilities Manager Update Report

By:

Tony Jackson, Projects & Facilities Manager

Purpose of Report:

To inform the Committee on progress and actions relating to

Seaford Town Council assets and services.

Recommendations

You are recommended:

1. To note the contents of the report.

1. Projects and Facilities Information

1.1 The Salts Skate Park

I am currently corresponding with Lewes District Council regarding the release of the Section 106 funds from the Martello Place development. This involves sending evidence of consultation with the public and users. Also, how we chose the favoured contractor, Canvas, and details of our tender process.

Unfortunately, our grant submission for the remaining £35,000 to Veolia was turned down. It is their standard practice that no feedback is given why we were unsuccessful.

I am now looking at alternative funding streams through other grants, donations, events and crowd funding. I will look to get other stakeholders on board to help me, including the Seaford Skatepark Association.

There may also be the option of bolstering the funds from upcoming land sale receipts.

The hope is to have the park completed by Spring 2019. I am in regular contact with Canvas who are aware of this and have pencilled in dates for this to be achieved.

1.2 Martello Toilets

The revised design, as approved by this Committee, was taken to last month's Council meeting and was approved. To recap, the redesign includes the following critical requirements:

- Two Concessions both with internal and external serving hatches
- · A shared indoor seating area
- Five single cubicle WCs
- A baby change/family WC
- A Changing Places room

- A recessed seating area
- Scope for 2-4 extra WCs and a storage area
- 20p charge for WCs, plus Chip & PIN to one or more
- Retaining existing kiosk as a storage area.

Additional items discussed at the Council meeting for possible inclusion included:

- An external electrical point
- A shower in the changing places unit
- Outside water fountains

Over the next couple of months, I will be working closely with the architect to produce a detailed specification to send out to contractors. As mentioned previously, we will be looking to manage the project ourselves as opposed to a design and build contract which should help us keep costs down and have better control over the project.

1.3 Concessions

Both La Creperie (selling crepes) and The Salty Sea Horse (selling fish goujons and chips) are up and running along the promenade and are proving very popular with locals and visitors.

We also have a water activities concession, Skipper Watersports, which again is proving very popular.

South Hill Barn has a new concession, East Sussex Hog Roast. It is early days yet, but reports have been positive.

1.4 The Shoal

The Shoal celebration event took place on Bank Holiday Monday, 28th May. It was a huge success; the weather was lovely and there was a fantastic turnout.

We are in discussion with The Shoal Committee regarding another sculptural memorial project possibly at Bönningstedt Promenade.

1.5 Bönningstedt Beach Huts

Since the last meeting we have sold one more hut making a total of eight so far.

We are still holding open days most weekends and are running a half page advert in Magnet magazine. The readership for this includes many of the inland East Sussex towns such as Crowborough and Uckfield. Many of the huts sold so far are to people living in these areas as they present a bolthole on the coast which is easily accessible.

The water standpipe should be in place in August. Work to install optional power to huts is ongoing.

1.6 Sea Defence Wall-Bonningstedt Promenade

As reported at the last meeting we propose to erect a gabion wall in front of the raised area on which the new beach huts are located.

Again, I will be working with our architects to produce a detailed specification to send out to tender. It is hoped this work will happen in autumn this year.

1.7 Martello Fields Fencing

Unfortunately, we were unsuccessful in our bid for additional CIL (Community Infrastructure Levy) funding for this. We will continue to investigate other funding opportunities. No update as yet from the last meeting.

1.8 Wheelchair Accessible Swing

The swing, plus fencing and landscaping works are due to be completed by July 20th in time for the school holidays.

1.9 The Salts Tennis Courts

The courts are in a bad state of repair and are down for replacement as part of the Salts Development Plan.

So far, I've met twice with representatives from the Lawn Tennis Association (LTA) regarding funding and running new courts. Their initial thoughts are that this is a worthwhile project, as there are no other community park tennis courts in Seaford. They have a budget to spend over the next ten years to help fund projects like this. In short, they can award us 50% towards costs. Half of this would be a grant, the other half a long-term, 0% loan. They would also continue to help us run and maintain the courts.

I'm also looking at partnership options with other clubs and Councils who have community courts as this will help build our case for funding. This work is ongoing.

1.10 Kent, Surrey and Sussex Community Rehabilitation Company

Kent Surrey and Sussex CRC LTD offer a range of rehabilitation services to people who have been sentenced by a court to either custody or community supervision and who are classed as low to medium risk.

So far, the company have helped us clear shingle from the promenade, sweep all the loose gravel on the Salts tennis courts and clean the algae off the backs of the Martello beach huts. This has obviously saved the Council a lot of money whilst also given offenders the opportunity to do something worthwhile for the community.

1.11 Tourism Signage Scheme

The Brown Tourist Information signs around town will be installed the week commencing 9th July 2018 by East Sussex County Council.

1.12 Events

The Shoal has been completed and a celebration event was held on Bank Monday, 28th May. Lots of Shoalers and supporters came along to the event; the food and drink outlets along with the stall holders were busy for the duration of the event. The entertainment from the Pop Up's, Seaford Silver Band and Shannan Smith were fabulous and the feedback was very positive for this event.

Sussex Day was held on Saturday 16th June at Martello Kiosk and Tower. This year the event was changed from the Sunday to the official Saturday for Sussex Day, with Seaford's Town Crier, Peter White, opening the event with support from Seaford Lifeguards. Seaford Silver Band joined us to play Sussex By The Sea; unfortunately the wind was a bit too strong but undeterred, they continued to play in the moat of Martello Tower!

Armed Forces Day was held on Saturday 30th June; usual time was kept with the parade and road closure. We had 22 stalls attend this year, along with Brad Mitchell's funfair, Don Burtenshaw Military vehicles, McKellar military vehicles and the Rotary Beer tent. The day was successful with a good turnout.

<u>Christmas Magic</u>; the team have now started to work with the committees for Christmas Magic 2018, which will be held in Seaford Town on Saturday 1st December.

1.13 Filming and Photography

We have received 4 booking for Filming and photography in Seaford Town since the last meeting; 2 were photography shoots for big high street fashion outlets for their autumn brochures/ websites. Another was a film for one shot of beach scene and Seaford Beach had been recommended.

We have been working with a crew for a feature film called 'Hope Gap' to be produced and filmed here in Seaford from Monday 9th July until Tuesday 17th July. The scenes will include Seaford Promenade, Splash Point, Seaford Head and Hope Gap Beach, along with a house location in Maurice Road.

Carolyn McCourt, a resident of Coastguard Cottages who acts as a filming agent on our behalf, has also received 4 separate bookings for use on the Nature Reserve.

1.14 Projects & Facilities - Team Update

Everyone has settled well in their new and temporary roles. The events have gone very well so far; a huge thank you to Sharan Brydon and Sue Treadwell for all their work with these. No rest for the wicked however, as we will now start to work towards Christmas Magic.

2. Financial Appraisal

3.

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

Contact Officer	
The Contact Officer for this report	is Tony Jackson, Projects & Facilities Manager
Projects & Facilities Manager	74.
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Town Clerk	



Report 68/18

Agenda Item No:

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Committee:

Community Services

Date:

12th July 2018

Title:

Finance Report

By:

Tony Jackson, Projects & Facilities Manager

Purpose of Report:

To inform members of the Community Services Committee of

Income and Expenditure up to 31st May 2018.

Recommendations

You are recommended:

1. To note the contents of the report.

1. Information

1.1 Appendix A is attached which shows a breakdown of income and expenditure for Community Services up to 31st May 2018.

1.2 The Salts

The Water & Sewage budget is out of kilter due to a dispute with Business Stream (the utility provider); Finance are currently looking into this.

1.3 The Crouch

Same issue with Business Stream as above.

1.4 Martello Fields

Income is steadily coming in from events.

1.5 Other Open Spaces

This is on budget, however spend on the Non-Contract Grounds Maintenance is low; I expect this to rise significantly as signage repairs and new signage works will happen over the summer.

1.6 Martello Tower

£5,000 has been put aside in Building Maintenance to cover possible remedial works.

1.7 Seaford Head

We expect to have a significant rise in income from filming and photography as lots of bookings are coming in.

1.8 Seafront

The Shoal expenditure is higher than expected due to additional works. This will more than be offset by additional income. We also have an additional income not budgeted for from a filming and photography shoot.

1.9 Bönningstedt Beach Huts

As mentioned in the separate update report, one hut has been sold since the last Community Services meeting.

2. Financial Appraisal

The financial implications in this report are outlined in Section 1 of this report.

3. Contact Officer

The Contact	Officer fo	r this report	is Tony	Jackson.	Projects/8	Facilities I	Manager.
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Projects & Facilities Manager

Town Clerk

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Detailed Income & Expenditure by Budget Heading 31/05/2018

Month No: 2

Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
Comm	unity Services						;	
105	Salts Recreation Ground							
4052	Water & Sewerage	0	-870	2,000	2,870		2,870	-43.5 %
4055	Electricity	0	-45	250	295		295	-18.0 %
4115	Insurance	2,621	2,621	2,263	-358		-358	115.8 %
4251	Dog Bin Emptying	156	312	2,000	1,688		1,688	15.6 %
4252	Litter & Dog Bin Pch & Maint	0	0	800	800		800	0.0 %
4260	Grounds Maintenance Contract	5,805	11,611	70,176	58,565		58,565	16.5 %
4261	Grounds Maint non contract	45	90	6,000	5,910		5,910	1.5 %
4275	Building Maintenance	216	216	5,000	4,784		4,784	4.3 %
	Salts Recreation Ground :- Expenditure	8,844	13,935	88,489	74,554		74,554	15.7 %
1050	Income Rent	0	1,150	2,450	-1,300			47.0 %
1051	Income Insurance Recharge	1,292	1,292	845	447			152.9 %
1058	Income Water Recharge	. 0	0	1,000	-1,000			0.0 %
1066	Income Concession	0	5,915	16,900	-10,985		•	35.0 %
1073	Sports Pitch Hire & Green Fees	53	-215	8,500	-8,715			-2.5 %
	Salts Recreation Ground :- Income	1,345	8,142	29,695	-21,553			27.4 %
	Net Expenditure over Income	7,499	5,793	58,794	53,001			
106	Crouch Recreation Ground	·						
4052	Water & Sewerage	5	-629	1,000	1,629		1,629	-62.9 %
4055	Electricity	0	-235	. 0	235		235	0.0 %
4115	Insurance	950	950	1,003	53		53	94.7 %
4250	Public Seating	519	519	0	-519		-519	0.0 %
4251	Dog Bin Emptying	112	223	1,400	1,177		1,177	15.9 %
4260	Grounds Maintenance Contract	3,571	7,142	44,064	36,922		36,922	16.2 %
4261	Grounds Maint non contract	299	379	6,000	5,621		5,621	6.3 %
4275	Building Maintenance	0	0	3,000	3,000		3,000	0.0 %
	Crouch Recreation Ground :- Expenditure	5,455	8,349	56,467	48,118	0	48,118	14.8 %
1050	Income Rent	0	494	1,625	-1,131			30.4 %
1051	Income Insurance Recharge	503	503	530	-27			95.0 %
1055	Income Memorial Bench	0	1,285	0	1,285			0.0 %
1058	Income Water Recharge	2	2	0	2			0.0 %
1073	Sports Pitch Hire & Green Fees	0	-237	9,250	-9,487			-2.6 %

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6,302

4,950

Net Expenditure over Income

45,062

38,760

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Detailed Income & Expenditure by Budget Heading 31/05/2018

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Month No: 2

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>107</u>	Martello Fields							
4251	Dog Bin Emptying	89	179	1,100	921		921	16.2 %
4260	Grounds Maintenance Contract	1,313	2,626	16,320	13,694		13,694	16.1 %
4261	Grounds Maint non contract	100	300	4,000	3,700		3,700	7.5 %
	Martello Fields :- Expenditure	1,502	3,104	21,420	18,316		18,316	14.5 %
1050	Income Rent	1,400	4,720	12,000	-7,280			39.3 %
	Martello Fields :- Income	1,400	4,720	12,000	-7,280			39,3 %
	Net Expenditure over Income	102	-1,616	9,420	11,036			
108	Other Open Spaces			<u> </u>				
4052	Water & Sewerage	0	-45	100	145		145	-45.0 %
4154	Land Registry Fees	0	0	100	100		100	0.0 %
4251	Dog Bin Emptying	179	357	2,200	1,843		1,843	16.2 %
4260	Grounds Maintenance Contract	2,511	5,022	31,008	25,986	÷	25,986	16.2 %
4261	Grounds Maint non contract	395	401	5,000	4,599		4,599	8.0 %
4262	Tree Warden Expenses	0	0	2,000	2,000		2,000	0.0 9
	Other Open Spaces :- Expenditure	3,085	5,735	40,408	34,673	0	34,673	14.2
1072	Income Tree Wardens	0	1,400	0	1,400			0.0 %
	Other Open Spaces :- Income	0	1,400	0	1,400			-
	Net Expenditure over Income	3,085	4,335	40,408	36,073			
<u>113</u>	Crypt							
4051	Rates	620	1,238	0	-1,238		-1,238	0.0 %
4052	Water & Sewerage	29	29	0	-29		-29	0.0 %
4115	Insurance	332	332	449	117		117	74.0 %
4275	Building Maintenance	0	323	1,000	678		678	32.3 %
	Crypt :- Expenditure	981	1,921	1,449	-472	0	-472	132.6
1051	Income Insurance Recharge	332	332	449	-117			74.0 %
1058	Income Water Recharge	29	29	0	29			0.0 %
	Crypt :- Income	361	361	449	-88			80.4
	Net Expenditure over Income	620	1,560	1,000	-560			
<u>115</u>	Martello Tower							
4115	Insurance	1,433	1,433	1,525	92		92	93.9 %
4275	Building Maintenance	0	0	5,000	5,000	÷	5,000	0.0 %
	Martello Tower :- Expenditure	1,433	1,433	6,525	5,092		5,092	22.0
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Detailed Income & Expenditure by Budget Heading 31/05/2018

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Month No: 2

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>116</u>	Seaford Head Estate							
4115	Insurance	802	802	853	51		51	94.0 %
4199	Other Expenditure	25	25	1,219	1,194		1,194	2.1 %
4250	Public Seating	0	30	0	-30		-30	0.0 %
4251	Dog Bin Emptying	89	179	1,100	921		921	16.2 %
4260	Grounds Maintenance Contract	155	309	1,632	1,323		1,323	18.9 %
4261	Grounds Maint non contract	25	125	2,000	1,875		1,875	6.3 %
4275	Building Maintenance	415	415	5,000	4,585		4,585	8.3 %
4500	Nature Reserve Expenses	0	6,250	14,500	8,250		8,250	43.1 %
4501	Filming Expenses	0	0	2,000	2,000		2,000	0.0 %
	Seaford Head Estate :- Expenditure	1,511	8,135	28,304	20,169	<u>_</u>	20,169	28.7 %
1011	Income Filming	800	1,900	10,000	-8,100			19.0 %
1050	Income Rent	0	5,000	10,000	-5,000			50.0 %
1053	Income Grants	. 0	-813	3,250	-4,063			-25.0 %
1066	Income Concession	.0	0	3,000	-3,000			0.0 %
1200	Income Nature Reserve	51	199	0	199			0.0 %
	Seaford Head Estate :- Income	851	6,287	26,250	-19,963			23.9 %
	Net Expenditure over Income	659	1,848	2,054	206			
117	Seafront							
4052	Water & Sewerage	0	-45	200	245		245	-22.5 %
4055	Electricity	913	408	2,000	1,592		1,592	20.4 %
4115	Insurance	705	705	660	-45		-45	106.8 %
4154	Land Registry Fees	3	3	0	-3		-3	0.0 %
4253	Shelters	120	240	2,000	1,760		1,760	12.0 %
4255	The Shoal Expenditure	746	16,206	15,000	-1,206		-1,206	108.0 %
4261	Grounds Maint non contract	95	55	2,000	1,945		1,945	2.8 %
4270	Vehicles & Equipment Maint	37	37	0	-37		-37	0.0 %
4275	Building Maintenance	105	263	5,000	4,737		4,737	5.3 %
	Seafront :- Expenditure	2,725	17,873	26,860	8,987		8,987	66.5 %
1011	Income Filming	900	900	0	900			0.0 %
1050	Income Rent	42	42	0	42			0.0 %
1057	Income Electricity Recharge	913	913	2,000	-1,087			45.7 %
1058	Income Water Recharge	0	0	110	-110			0.0 %
1066	Income Concession	700	21,950	46,000	-24,050			47.7 %
1082	Income The Shoal	5,612	2,347	5,000	-2,654			46.9 %
	Seafront :- Income	8,167	26,152	53,110	-26,958			49.2 %
	Net Expenditure over Income	-5,442	-8,279	-26,250	-17,971			

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Detailed Income & Expenditure by Budget Heading 31/05/2018

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Month No: 2

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
118	Beach Huts	•						
4051	Rates	1,121	2,021	7,335	5,314		5,314	27.6 %
4115	Insurance	1,531	1,531	1,140	-391		-391	134.3 %
4261	Grounds Maint non contract	40	40	0	-40		-40	0.0 %
4275	Building Maintenance	0	105	1,000	895		895	10.5 %
	Beach Huts :- Expenditure	2,692	3,697	9,475	5,778	. 0	5,778	39.0 %
1060	Beach Huts Site Licence	347	20,201	20,271	-70			99.7 %
1061	Beach Hut Annual Rent	0	10,963	10,963	0			100.0 %
	Beach Huts :- Income	347	31,164	31,234	-70			99.8 %
	Net Expenditure over Income	2,345	-27,467	-21,759	5,708			•
119	Old Town Hall							
4115	Insurance	180	180	192	12		12	93.8 %
4275	Building Maintenance	. 0	. 0	2,000	2,000		2,000	-0.0 %
	Old Town Hall :- Expenditure	180	180	2,192	2,012		2,012	8.2 %
1050	Income Rent	106	319	1,275	-956			25.0 %
1051	Income Insurance Recharge	180	180	192	-12			93.8 %
	Old Town Hall :- Income	286	499	1,467	-968			34.0 %
	Net Expenditure over Income	-106	-319	725	1,044			
<u>121</u>	Seaford in Bloom		<u> </u>					
4402	Seaford in Bloom	0	0	10,000	10,000		10,000	0.0 %
	Seaford in Bloom :- Expenditure	0		10,000	10,000	0	10,000	0.0 %
1054	Income Other	0	0	210	-210			0.0 %
	Seaford in Bloom :- Income	0	0	210	-210			0.0 %
	Net Expenditure over Income	0	0	9,790	9,790			
<u>125</u>	<u>Allotments</u>							
1050	Income Rent	0	922	892	30			103.3 %
	Allotments :- Income	0	922	892	30			103.3 %
	Net Expenditure over Income	0	-922	-892	30		•	
130	Other Recreation							
4410	Swimming Pool	0	0	10,000	10,000		10,000	0.0 %
				10,000	10,000		10,000	0.0 %
	Other Recreation :- Expenditure	0	U	10,000	10,000	v	10,000	0.0 /0

Seaford Town Council 2018/2019

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Detailed Income & Expenditure by Budget Heading 31/05/2018

Month No: 2

Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>134</u>	CCTV							
4055	Electricity	0	0	2,200	2,200		2,200	0.0 %
4115	Insurance	324	324	354	30		30	91.6 %
4276	CCTV	1,666	1,666	9,012	7,346		7,346	18.5 %
	CCTV :- Expenditure	1,991	1,991	11,566	9,575	0	9,575	17.2 %
	Net Expenditure over Income	1,991	1,991	11,566	9,575			
<u>135</u>	Community Service Other							
4110	Advertising & Publicity	0	0	200	200		200	0.0 %
4115	Insurance	50	50	55	5		5	90.8 %
4195	Events Expenditure	100	100	1,000	900		900	10.0 %
4273	Christmas Lights	0	0	15,000	15,000		15,000	0.0 %
4281	Christmas Event Expenses	0	306	5,000	4,694		4,694	6.1 %
4282	Armed Forces Day Expenditure	253	253	2,500	2,247		2,247	10.1 %
	Community Service Other :- Expenditure	403	709	23,755	23,046	. 0	23,046	3.0 %
1070	Armed Forces Day Income	135	815	2,500	-1,685			32.6 %
1075	Income Christmas Event	0	0	5,000	-5,000		•	0.0 %
1085	Events Income	90	105	0	105			0.0 %
	Community Service Other :- Income	225	920	7,500	-6,580			12.3 %
	Net Expenditure over Income	178	-211	16,255	16,466			
225	Projects Pool							
4155	Professional Fees	0	1,200	0	-1,200		-1,200	0.0 %
4274	Projects Expenditure	0	230	30,000	29,770		29,770	0.8 %
4415	Asset Sale Costs	1,795	1,795	12,000	10,205		10,205	15.0 %
4420	Beach Hut Capital Expenditure	2,093	2,093	250,000	247,907		247,907	0.8 %
4421	Martello Toilets Capital Costs	0	2,000	280,000	278,000		278,000	0.7 %
	Projects Pool :- Expenditure	3,888	7,318	572,000	564,682		564,682	1.3 %
1014	CIL Receipts	0	2,287	10,000	-7,713			22.9 %
1016	Beach Hut Sales	35,167	35,167	400,000	-364,833			8.8 %
1017	Land Sales	0	. 0	142,000	-142,000			0.0 %
	Projects Pool :- Income	35,167	37,454	552,000	-514,546			6.8 %
	Net Expenditure over Income	-31,279	-30,136	20,000	50,136			
301	Planning & Highways							
4263	Bus Shelter Maintenance/Clean	18	36	1,000	964		964	3.6 %
	Planning & Highways :- Expenditure	18	36	1,000	964	. 0	964	3.6 %
	Net Expenditure over Income	18	36	1,000	964			
	•				····			

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Detailed Income & Expenditure by Budget Heading 31/05/2018

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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
Community Services :- Expenditure	34,705 48,654	74,415 120,067	909,910 726,212	835,495 -606,145	0	835,495	8.2 % 16.5 %
Net Expenditure over Income	-13,949	-45,652	183,698	229,350			