



## Seaford Town Council

### 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 14<sup>th</sup> November 2019 at 7.00pm which you are summoned to attend.

James Corrigan  
Town Clerk  
6<sup>th</sup> November 2019

### 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 96/19 to inform members of the Community Services Committee on progress and actions relating to Seaford Town Council assets, services and projects.  
(Pages 2 – 7)
5. **West View Beach Huts**  
To consider report 97/19 to update members on the first year of the West View Beach Huts and changes proposed for year 2. (Pages 8 – 11)
6. **Finance Report**  
To consider report 98/19 to inform members of the Community Services Committee of Income and Expenditure up to 30<sup>th</sup> September 2019 and the financial year to date (pages 12 - 20).
7. **Community Services Committee Draft Budget 2020-21**  
To consider report 99/19 presenting members of the Community Services Committee with the draft projected outturn for the current financial year and the Committee Budget for the year 2020-21. (Pages 21 – 24) Appendix B can be found on A3 at the back.

**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 N Adil, J Cash, S Dunn (Chair), J Edson, M Everden, M Hayder, R Hayder, J Meek, R Reed, L Wallraven (Vice-Chair) and B Webb.

**For information:** Councillors R Honeyman, J Lord, O Honeyman, R Morland, L Boorman, P Boorman, A Latham, M Brown, and G Rutland



**Agenda Item No:** 4  
**Committee:** Community Services  
**Date:** 14<sup>th</sup> November 2019  
**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's assets and services.

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### Recommendations

You are recommended:

1. To note the contents of the report.
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## 1. Projects and Facilities Information

### 1.1 The Salts

#### Skate Park

The skate park continues to be very popular with residents and visitors alike. The floodlights have now been installed and operate from 16.30 to 21.00.

#### Tennis Courts

Estimated costs for new asphalt ground covering, nets, fencing, floodlights and gated access system comes to £150,000. At present we are seeking to secure grant funding from Veolia, the district councils Community Infrastructure Levy (CIL) and Sports England. So far responses have been favourable. We are looking to cover any shortfall of funds with a 10-year interest free loan from the Lawn Tennis Association (LTA). I have also set aside £20,000 in next years budget towards costs.

We have engaged the services of a specialist sports facility designer, as recommended by the LTA, to prepare tender documentation which will be sent out to potential contractors later this year.

Subject to funding, it is hoped to have the courts in place for next summer.

#### CCTV

As well as around the skatepark, cameras have now been installed at the cricket pavilion and will be installed at the café later this year. Next year we will complete the project with cameras around the Rugby Club and the Scouts hut buildings. Both the Cricket and Rugby Clubs have contributed towards costs.

#### Water Bottle Refill Station

This has now been installed on the wall of the toilets adjacent to the park.

## **Salts Development Plan**

Emily Piper is currently reviewing the plan and is looking to set up a meeting for councillors later this year to discuss progress and options.

### **Other Works**

- Supporting Wall Repair Works-Starting soon subject to weather
- External decoration to the Café completed.

## **1.2 Martello Toilets and Café**

On hold due to the land sale at North Way being hindered by problems with planning.

However, the Council continues to look for alternative funding opportunities. One of these is a grant from the Community Lottery Fund, who have expressed an interest in funding part of the project. We have had initial, positive, meetings with them and have forwarded supporting documents to them to consider. We hope to have feedback very soon.

No update since the last meeting. I've been in contact with the Lottery Fund and they are still processing our application. I appreciate this is taking some time, but on the bright side we have not been turned down.

## **1.3 Bönningstedt Beach Huts**

A temporary toilet has been installed which has very much pleased existing owners, we will keep this in place for winter subject to weather.

Electric supply works should be happening over November, subject to confirmation from UK Power Network.

## **1.4 Sea Defence Wall - Bönningstedt Promenade**

An application, including details drawings, has been sent to the Environment Agency for a Flood Risk permit which is required before we start any works. Tenders to be sent out later this year to building contractors. It is hoped to carry out the work around April next year after shingle recycling works which usually happen in March.

## **1.5 Seafront Improvement Plan**

### **Seaford Beach Wheelchair Access**

Completed and has been extremely well used. We have received nothing but positive feedback and have also been contacted by another local authority regarding how it was built and what materials were used.

The white tiles have now been cleared away and stored and will be re-laid next May/June.

### **Seasonal, short-term rent beach huts/concession huts/temporary toilets**

See separate report.

### **Water Bottle Refill Stations**

Unfortunately, we were unsuccessful in our grant application earlier in the year. We now have another application in process with CIL.

### **Safety Signage Replacement**

The Council is working with Lewes District Council, the RNLI, Newhaven Port Authority and the Environment Agency to install new signage and safety equipment along the promenade. It was hoped to have these in place by summer, however there have been a couple of design changes, so installation will now happen later in the year.

### **Cycle Station and Racks**

Together with the Seaford Youth Forum and Dominic Smith (Fankies Beach Café concession owner) we have now procured both the cycle station and racks which we hope to install in November. These will be located near to Frankies Beach Café.

## **1.6 Martello Tower**

Both building and structural surveys are to be carried out at the Tower which has an ongoing issue with water penetration. The surveys will help the Council to plan and secure funds for what will probably be quite major pieces of work to sustain this unique and historic building.

## **1.7 Grants Log**

Current Grant Applications in progress

Salts Tennis Courts	CIL	£20,000
Salts Tennis Courts	Sports England	£20,000
Salts Tennis Courts	Veolia	£40,000
Martello Toilets and Cafe	Community Lottery Fund	£280,000
Water Refill Station	CIL	£2,972.22
Lantern Parade Xmas Magic	Chalk Cliff Trust	£500
Lantern Parade Xmas Magic	Arts Council Lottery	£1,152

## **1.8 Filming and Photography**

Within the mid financial year there has been several enquiries for filming on the Nature Reserve and photo shoots on Seaford Beach and Hope Gap.

Sharan Brydon and Ellie Johnson-Bullock, Seaford Nature Reserve Filming Officer have been working hard with all enquiries to manage them into bookings. Since July we have had a fashion campaign for Jack Wills, a Bollywood film and 3 other fashion shoots. Due to bad weather there has been several cancellations. As it is now the end of the filming season, we are not expecting many more enquiries until spring 2020.

## 1.11 Events

### **Veterans & Armed Forces Day**

A few changes were made to the event this year with a longer parade introduced, which came through the streets of Seaford, along the promenade and down into Martello Fields. The timings of the event were also reduced to focus on the parade. The feedback from these changes were very positive and all attendees had a good day. The V&AFD committee have met and discussed all feedback and have decided to look keeping the parade and timing changes for 2020.

### **South Hill Barn**

This summer Sharan Brydon and Bob Offen worked with Sussex Wildlife Trust and SCIP (Seaford Contemporary Illustrators & Printers) to help them hold events at South Hill Barn.

Sussex Wildlife Trust used the barn as a base for their 50<sup>th</sup> Anniversary events, where they organised rock pooling and trails over the Nature Reserve.

SCIP held an exhibition at the barn for 2 weeks in conjunction with Artwave. The exhibition was based on 'The Green Effects', a display of local artwork, film clips and art & craft workshops were held. The show was a huge success and lots of great feedback from the community.

### **Remembrance**

Lamp post poppies have been placed along A259 and the remembrance parade route. Sharan Brydon has been working with Ian Fears from Royal British Legion and Adam Briggs from Sussex Events regarding the itinerary and management of the day.

The Commonwealth War Graves Service is being held on Tuesday 12<sup>th</sup> November at Seaford Cemetery and being managed by Royal Society of St. Georges.

### **Christmas Magic**

Plans have been unfolding behind the scenes, preparations have been happening since the summer. The committee have met and organised the layout, entertainment and partnership working with other community groups which include:

- Seaford Musical Theatre, to look after, manage and run The Grotto
- Seaford Bonfire Society - Car park & road closure marshals
- SCIP – Lantern Making workshops
- Chamber of Commerce – Window display competition with traders
- Seaford Youth Forum – Help with promotion and directions on site during the day
- Seaford Rotary – Father Christmas Light switch on with Mayor of Seaford
- Seaford Cinema – Negotiation of light switch on time being pulled forward to 5.10pm due to families wanting to attend 6pm family show as well as lantern parade

Great work from Sharan

## 1.12 Concessions

### West View Concession Huts

End of season will be last week in October. All concession owners have expressed wishes to trade again next year. 3 of the huts will be removed and stored at South Hill Barn until March 2020, when they will return for the season. 1 hut will remain on the promenade as they would like to trade throughout the winter months as will the disabled toilet.

### Promenade

Skipper water sports ceased trading at the end of August and Crepes de la Crème ceased trading at the end of September 2020, both concessions have asked to meet with Sharan to discuss trading for 2020 season.

We are considering 2 new for the seafront next:

- Lobster Shack-Offering fresh fish meals and drinks. To run throughout the summer
- Sussex Peasant-A mobile farm shop which will come once a week. To be possibly located in the parking area west of the Martello Tower by the smaller Martello Field

### South Hill Barn

Cotton's Coffee Bar would like to trial trading during the winter months and will be using the side barn for an enclosed sitting area during this time. Cottons are also looking at perhaps arranging a couple of Christmas craft workshops during December.

## 1.13 Projects & Facilities – Team Update

Sharan Brydon continues to work hard on filming and photography, events and concessions. She is due to start maternity leave in December for a year. She will be very missed!

Emily Piper continues working on specific projects including the refurbishment of the Salts tennis courts, installing services to South Hill Barn, reviewing the Salts Development Plan and investigating using electricity from lamp post for concessions to limit the use of generators.

Bob Offen continues with inspection and health and safety works. He has also recently completed a tree surveying course which he has been able to put to good use

Sadly, Lyn Collins who was our Marketing and Sponsorship Administrator has decided to move on to pastures new. We wish her all the best and thanks for all her excellent work. We are looking to recruit for her post later in the year.

Julie Payne our Admin Assistant continues to be a great asset to the team providing us with much needed admin support and has been able to take on some of Lyn's workload as well.

Ellie Johnson-Bullock who is also our filming manager, has joined the team to cover Sharan's maternity leave.


**2. Financial Appraisal**

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


**3. Contact Officer**

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

Projects & Facilities  
Manager

  
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Town Clerk

  
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## Seaford Town Council

## Report 97/19

**Agenda Item No:** 5  
**Committee:** Community Services  
**Date:** 14<sup>th</sup> November 2019  
**Title:** West View Beach Huts  
**By:** Tony Jackson, Projects and Facilities Manager  
**Purpose of Report:** To update the Council on the first year of the West View Beach Huts and changes that are proposed for year 2 following public feedback

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### Recommendations

**You are recommended:**

- 1. To note the contents of this report**
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### 1. Background

- 1.1 Installation of the huts was as a result of requests the Council received last year from people wanting to book beach huts on a short-term basis.
- 1.2 7 huts were installed and have been a great success. Bookings over July and August were at approximately 95%.
- 1.3 Cleaning and keyholding is carried out by staff at Frankies Café, which is one of the reasons the huts are located closely to this kiosk.
- 1.4 As well as the huts, we installed 3 portable toilets, housed in a beach hut style shell and 4 concession huts selling a range of beach related gifts.
- 1.5 All huts apart from 1 concession hut and 1 toilet huts will be removed and stored over winter and reinstated ready for bookings next April 2020.
- 1.6 Feedback has mainly been very positive, however there have been a few negative comments which we intend to take on board for next year:
  - Hut hires taking up too much space on the promenade to the front of the huts
  - Huts too close together, so blocking views for resident's opposite and also not giving hirers enough space around the hut
  - Safety issues as hirers walk out the hut straight into a shared cycle path
  - Nearby residence not given any information prior to the huts being installed
- 1.7 To help mitigate these issues next year the Officers intend to:
  - Space the huts 4 meters apart and in pairs. This will mean more external space for renters as each hut will have room around one side as well as out the front. This will also help break up blockage of the view.
  - The huts will be located on the seaside of the prom approximately 1 meter back from the shingle. This will mean renters will only encroach onto the beach, not the promenade. This will also make it safer when renters exit the hut, as this



will not be straight onto a shared cycle route. There will be 4.3-meter clear walkway between the back of the hut and the prom wall.

- Share with care signage will be placed on the 2 outside walls of each end beach hut and end concession huts.
- Information will be shared with nearby residents detailing the position of the huts, when they will be installed and how long for.
- See appendixes A and B for further details.

1.8 Please note, in the new layout we will be including 1 additional wheelchair accessible beach hut.


**2. Financial Appraisal**

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

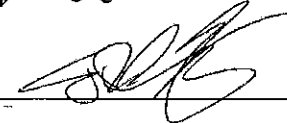
**3. Contact Officer**

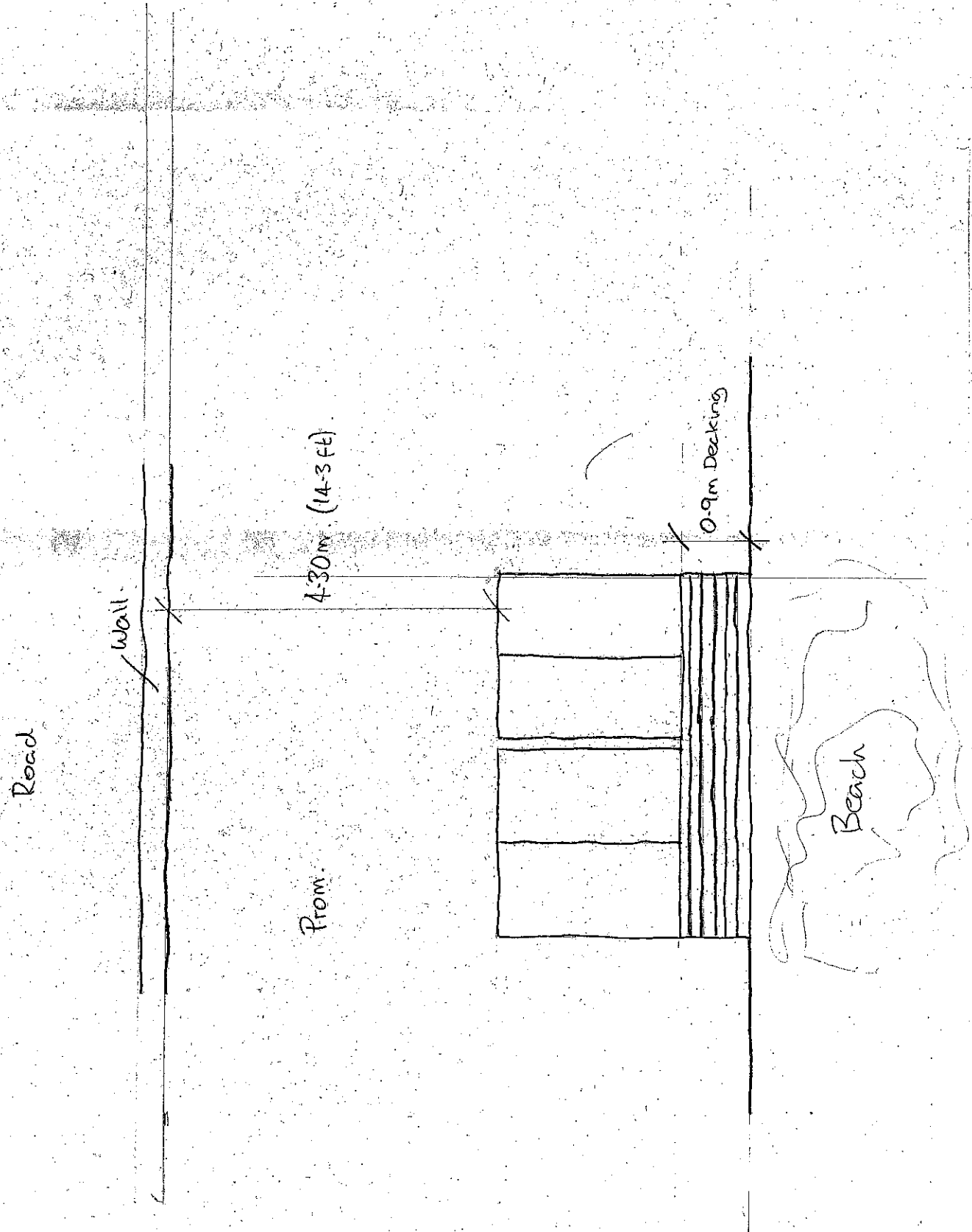
The Contact Officer for this report is Tony Jackson, Projects and Facilities Manager

Projects & Facilities Manager

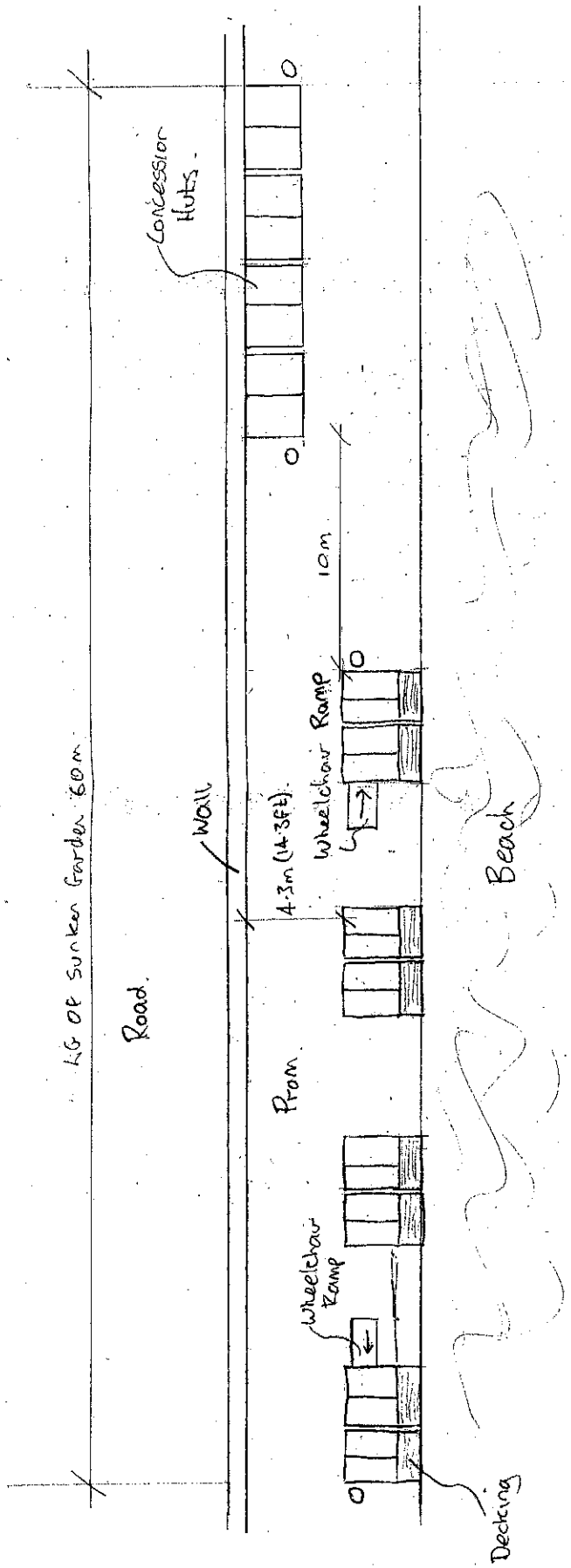
  
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Town Clerk

  
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TS 28/10/19, 1:50



○ = Shade with care signage

TS 28/10/19 1:20



<b>Agenda Item No:</b>	6
<b>Committee:</b>	Community Services
<b>Date:</b>	14 <sup>th</sup> July 2019
<b>Title:</b>	Finance Report
<b>By:</b>	Tony Jackson, Projects & Facilities Manager
<b>Purpose of Report:</b>	To inform members of the Community Services Committee of Income and Expenditure up to 30 <sup>th</sup> September 2019.

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### Recommendations

You are recommended:

1. To note the contents of the report.
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#### 1. Information

1.1 Appendix C is attached which shows a breakdown of income and expenditure for Community Services up to September 30<sup>th</sup>, 2019.

#### 1.2 The Salts

4275 (Building Maint) is over budget mainly due to external renovation works to the Café.

#### 1.3 The Crouch

4275 (Building Maint) remains low but I expect to use all the remaining 4261 (Grounds Maint non-contract) on tree works and renovation works to the Peace Garden.

#### 1.4 Martello Tower

£5,000 has been put aside in Building Maintenance to cover a structural and condition survey, and possible remedial works.

#### 1.6 South Street Toilets

4275 (Building Maint) overspent due to out of warranty Wallgate hand washing units being removed and replaced with separate sinks, dispensers and hand dryers.

#### 1.7 The Crypt

Will exceed the maintenance budget due to 2 skylights being in need of replacement.

#### 1.8 Seaford Head Estate

We are approximately £10,000 up on 1011 Income Filming; however, I do not foresee many more booking for this year as winter is usually a quiet period.

**1.9 Seafront**

As with South Street Toilets, 4275 (Building Maint) overspent due to out of warranty Wallgate hand washing units being removed and replaced with separate sinks, dispensers and hand dryers. Minor refurbishment works were also carried out to the toilets.

**1.10 Beach Huts**

4258 Seasonal beach hut revenue overspent mainly due to 3 additional units being installed. Bookings during July and August were around 95% and we have almost broken even in the first year. The next year will be far more profitable as most of the outlay was covered in year 1.

**1.11 Other Recreation**

4410 (Swimming Pool) expenditure will be all used up this year as the pools Air Handling Units needs to be replaced.

**1.12 Projects Pool**

4257 (Seafront Improvement Plan) and 4274 (Project Expenditure) budgets are out of kilter due to miss coding of some of the new beach huts and concession huts capital expenses.

4422 (Skate Park in Salts) expenditure is over budget due to a budgeting error at the beginning of the financial year with full budget allocated over the next 4 years instead of everything coming out this year.

**2. Financial Appraisal**

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

**3. Contact Officer**

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

Projects & Facilities Manager

  
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Town Clerk

  
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# APPENDIX C

04/10/2019

Seaford Town Council 2019/2020 Current Year

Page 1

10:32

Detailed Income & Expenditure by Budget Heading 30/09/2019

Month No: 6

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>Community Services</b>								
<u>105 Salts Recreation Ground</u>								
1050 Income Rent	150	2,257	2,300	43			98.1%	
1051 Income Insurance Recharge	0	1,397	1,446	49			96.6%	
1058 Income Water Recharge	0	0	1,030	1,030			0.0%	
1066 Income Concession	0	12,185	18,277	6,092			66.7%	
1073 Sports Pitch Hire & Green Fees	311	2,207	3,600	1,393			61.3%	
Salts Recreation Ground :- Income	<b>461</b>	<b>18,046</b>	<b>26,653</b>	<b>8,607</b>			<b>67.7%</b>	<b>0</b>
4052 Water & Sewerage	1,431	298	5,366	5,068		5,068	5.6%	
4055 Electricity	0	98	250	152		152	39.2%	
4100 Telecommunications	19	35	0	(35)		(35)	0.0%	
4110 Advertising & Publicity	10	10	0	(10)		(10)	0.0%	
4115 Insurance	0	3,229	2,700	(529)		(529)	119.6%	
4155 Professional Fees	0	1,125	0	(1,125)		(1,125)	0.0%	
4157 Audit Fees	0	0	319	319		319	0.0%	
4250 Public Seating	45	575	0	(575)		(575)	0.0%	
4251 Dog Bin Emptying	156	937	2,000	1,063		1,063	46.9%	
4252 Litter & Dog Bin Pch & Maint	0	702	800	98		98	87.8%	
4260 Grounds Maintenance Contract	5,805	34,937	72,000	37,063		37,063	48.5%	
4261 Grounds Maint non contract	2,699	5,495	7,000	1,505		1,505	78.5%	
4275 Building Maintenance	207	9,642	5,000	(4,642)		(4,642)	192.8%	
Salts Recreation Ground :- Indirect Expenditure	<b>10,372</b>	<b>57,082</b>	<b>95,435</b>	<b>38,353</b>	<b>0</b>	<b>38,353</b>	<b>59.8%</b>	<b>0</b>
Movement to/(from) Gen Reserve	<b>(9,911)</b>	<b>(39,037)</b>						
<u>106 Crouch Recreation Ground</u>								
1050 Income Rent	406	1,247	2,163	916			57.6%	
1051 Income Insurance Recharge	0	515	518	3			99.4%	
1055 Income Memorial Bench	0	1,285	0	(1,285)			0.0%	
1058 Income Water Recharge	0	546	0	(546)			0.0%	
1073 Sports Pitch Hire & Green Fees	167	7,296	9,500	2,204			76.8%	
1201 Insurance Refund	0	150	0	(150)			0.0%	
Crouch Recreation Ground :- Income	<b>573</b>	<b>11,038</b>	<b>12,181</b>	<b>1,143</b>			<b>90.6%</b>	<b>0</b>
4052 Water & Sewerage	2,777	2,068	1,908	(160)		(160)	108.4%	
4115 Insurance	0	977	1,000	23		23	97.7%	
4155 Professional Fees	0	928	0	(928)		(928)	0.0%	
4157 Audit Fees	0	0	319	319		319	0.0%	
4250 Public Seating	190	623	0	(623)		(623)	0.0%	
4251 Dog Bin Emptying	112	670	1,380	710		710	48.5%	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4260 Grounds Maintenance Contract	3,571	21,530	44,136	22,606		22,606	48.8%	
4261 Grounds Maint non contract	0	2,751	4,000	1,249		1,249	68.8%	
4275 Building Maintenance	0	50	2,000	1,950		1,950	2.5%	
<b>Crouch Recreation Ground :- Indirect Expenditure</b>	<b>6,650</b>	<b>29,596</b>	<b>54,743</b>	<b>25,147</b>	<b>0</b>	<b>25,147</b>	<b>54.1%</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(6,076)</b>	<b>(18,558)</b>						
<b>107 Martello Fields</b>								
1050 Income Rent	433	7,258	8,000	742			90.7%	
<b>Martello Fields :- Income</b>	<b>433</b>	<b>7,258</b>	<b>8,000</b>	<b>742</b>			<b>90.7%</b>	<b>0</b>
4251 Dog Bin Emptying	89	536	1,105	569		569	48.5%	
4260 Grounds Maintenance Contract	1,313	7,877	16,226	8,349		8,349	48.5%	
4261 Grounds Maint non contract	102	666	4,120	3,454		3,454	16.2%	
<b>Martello Fields :- Indirect Expenditure</b>	<b>1,505</b>	<b>9,078</b>	<b>21,451</b>	<b>12,373</b>	<b>0</b>	<b>12,373</b>	<b>42.3%</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(1,072)</b>	<b>(1,821)</b>						
<b>108 Other Open Spaces</b>								
1050 Income Rent	0	90	90	0			100.0%	
1055 Income Memorial Bench	(100)	1,300	0	(1,300)			0.0%	
1072 Income Tree Wardens	0	692	0	(692)			0.0%	
<b>Other Open Spaces :- Income</b>	<b>(100)</b>	<b>2,082</b>	<b>90</b>	<b>(1,992)</b>			<b>2313.3%</b>	<b>0</b>
4052 Water & Sewerage	68	(65)	200	265		265	(32.6%)	
4154 Land Registry Fees	0	45	103	58		58	43.7%	
4250 Public Seating	245	951	0	(951)		(951)	0.0%	
4251 Dog Bin Emptying	179	1,071	2,207	1,136		1,136	48.5%	
4260 Grounds Maintenance Contract	2,511	15,067	31,038	15,971		15,971	48.5%	
4261 Grounds Maint non contract	162	4,041	7,800	3,759		3,759	51.8%	
4262 Tree Warden Expenses	0	442	0	(442)		(442)	0.0%	409
<b>Other Open Spaces :- Indirect Expenditure</b>	<b>3,164</b>	<b>21,552</b>	<b>41,348</b>	<b>19,797</b>	<b>0</b>	<b>19,797</b>	<b>52.1%</b>	<b>409</b>
<b>Net Income over Expenditure</b>	<b>(3,264)</b>	<b>(19,470)</b>	<b>(41,258)</b>	<b>(21,789)</b>				
6000 plus Transfer from EMR	0	409						
<b>Movement to/(from) Gen Reserve</b>	<b>(3,264)</b>	<b>(19,060)</b>						
<b>113 Crypt</b>								
1051 Income Insurance Recharge	0	322	462	140			69.6%	
<b>Crypt :- Income</b>	<b>0</b>	<b>322</b>	<b>462</b>	<b>140</b>			<b>69.6%</b>	<b>0</b>
4115 Insurance	0	322	462	140		140	69.6%	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4275 Building Maintenance	0	0	500	500		500	0.0%	
Crypt :- Indirect Expenditure	0	322	962	640	0	640	33.4%	0
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>0</b>						
<b>114 South Street</b>								
4275 Building Maintenance	100	1,780	1,000	(780)		(780)	178.0%	
South Street :- Indirect Expenditure	100	1,780	1,000	(780)	0	(780)	178.0%	0
<b>Movement to/(from) Gen Reserve</b>	<b>(100)</b>	<b>(1,780)</b>						
<b>115 Martello Tower</b>								
4115 Insurance	0	1,646	2,000	354		354	82.3%	
4275 Building Maintenance	0	0	5,150	5,150		5,150	0.0%	
Martello Tower :- Indirect Expenditure	0	1,646	7,150	5,504	0	5,504	23.0%	0
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>(1,646)</b>						
<b>116 Seaford Head Estate</b>								
1011 Income Filming	2,270	21,725	12,000	(9,725)			181.0%	
1050 Income Rent	0	10,469	10,000	(469)			104.7%	
1053 Income Grants	0	0	3,250	3,250			0.0%	
1054 Income Other	50	100	0	(100)			0.0%	
1055 Income Memorial Bench	0	3,692	0	(3,692)			0.0%	
1066 Income Concession	150	1,050	1,800	750			58.3%	
1079 Income Memorial Picnic Bench	0	1,285	0	(1,285)			0.0%	
1200 Income Nature Reserve	93	611	650	39			94.0%	
<b>Seaford Head Estate :- Income</b>	<b>2,563</b>	<b>38,931</b>	<b>27,700</b>	<b>(11,231)</b>			<b>140.5%</b>	<b>0</b>
4110 Advertising & Publicity	0	50	0	(50)		(50)	0.0%	
4115 Insurance	0	826	879	53		53	94.0%	
4154 Land Registry Fees	0	15	0	(15)		(15)	0.0%	
4199 Other Expenditure	0	495	0	(495)		(495)	0.0%	
4250 Public Seating	1,700	2,553	0	(2,553)		(2,553)	0.0%	
4251 Dog Bin Emptying	89	536	1,103	567		567	48.6%	
4260 Grounds Maintenance Contract	155	927	1,910	983		983	48.5%	
4261 Grounds Maint non contract	200	3,112	3,000	(112)		(112)	103.7%	
4275 Building Maintenance	0	3,141	5,000	1,859		1,859	62.8%	
4500 Nature Reserve Expenses	6,250	11,907	14,500	2,593		2,593	82.1%	
4501 Filming Expenses	0	4,948	4,000	(948)		(948)	123.7%	
<b>Seaford Head Estate :- Indirect Expenditure</b>	<b>8,394</b>	<b>28,510</b>	<b>30,392</b>	<b>1,882</b>	<b>0</b>	<b>1,882</b>	<b>93.8%</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(5,831)</b>	<b>10,422</b>						



	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>117 Seafront</b>								
1011 Income Filming	0	250	300	50			83.3%	
1055 Income Memorial Bench	0	192	0	(192)			0.0%	
1057 Income Electricity Recharge	0	1,477	2,060	583			71.7%	
1058 Income Water Recharge	0	48	113	65			42.8%	
1066 Income Concession	5,207	46,885	58,293	11,408			80.4%	
1078 Income Entertainment Area	0	800	0	(800)			0.0%	
1082 Income The Shoal	0	100	0	(100)			0.0%	
1084 Income Promenade	87	519	0	(519)			0.0%	
1100 Income Advertising	17	31	0	(31)			0.0%	
<b>Seafront :- Income</b>	<b>5,310</b>	<b>50,302</b>	<b>60,766</b>	<b>10,464</b>			<b>82.8%</b>	<b>0</b>
4052 Water & Sewerage	137	88	232	144		144	38.1%	
4055 Electricity	450	1,657	2,060	403		403	80.4%	
4115 Insurance	0	798	727	(71)		(71)	109.8%	
4250 Public Seating	40	271	0	(271)		(271)	0.0%	
4253 Shelters	120	600	2,060	1,460		1,460	29.1%	
4254 Martello Entertainments Area	0	65	0	(65)		(65)	0.0%	
4255 The Shoal Expenditure	0	973	0	(973)		(973)	0.0%	
4261 Grounds Maint non contract	329	2,961	6,000	3,039		3,039	49.3%	
4270 Vehicles & Equipment Maint	0	0	100	100		100	0.0%	
4275 Building Maintenance	1,585	4,102	2,000	(2,102)		(2,102)	205.1%	
<b>Seafront :- Indirect Expenditure</b>	<b>2,661</b>	<b>11,515</b>	<b>13,179</b>	<b>1,664</b>	<b>0</b>	<b>1,664</b>	<b>87.4%</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>2,649</b>	<b>38,787</b>						
<b>118 Beach Huts</b>								
1060 Beach Huts Site Licence	0	22,029	21,612	(417)			101.9%	
1061 Beach Hut Annual Rent	0	11,221	11,292	71			99.4%	
1094 Income Seasonal Beach Huts	1,835	13,030	12,706	(324)			102.5%	
<b>Beach Huts :- Income</b>	<b>1,835</b>	<b>46,280</b>	<b>45,610</b>	<b>(670)</b>			<b>101.5%</b>	<b>0</b>
4051 Rates	360	2,112	3,500	1,388		1,388	60.4%	
4110 Advertising & Publicity	147	1,430	500	(930)		(930)	286.0%	
4115 Insurance	0	1,587	1,174	(413)		(413)	135.2%	
4258 Seasonal Beach Hut Revenue Exp	2,279	7,915	1,900	(6,015)		(6,015)	416.6%	
4275 Building Maintenance	0	777	1,030	253		253	75.5%	
<b>Beach Huts :- Indirect Expenditure</b>	<b>2,786</b>	<b>13,822</b>	<b>8,104</b>	<b>(5,718)</b>	<b>0</b>	<b>(5,718)</b>	<b>170.6%</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(951)</b>	<b>32,459</b>						

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>119 Old Town Hall</b>								
1050 Income Rent	106	744	1,275	531			58.3%	
1051 Income Insurance Recharge	0	185	198	13			93.6%	
Old Town Hall :- Income	<u>106</u>	<u>929</u>	<u>1,473</u>	<u>544</u>			<u>63.1%</u>	<u>0</u>
4115 Insurance	0	185	198	13		13	93.6%	
4275 Building Maintenance	0	0	2,000	2,000		2,000	0.0%	
Old Town Hall :- Indirect Expenditure	<u>0</u>	<u>185</u>	<u>2,198</u>	<u>2,013</u>	<u>0</u>	<u>2,013</u>	<u>8.4%</u>	<u>0</u>
<b>Movement to/(from) Gen Reserve</b>	<u>106</u>	<u>744</u>						
<b>121 Seaford in Bloom</b>								
1054 Income Other	0	417	416	(1)			100.2%	
Seaford in Bloom :- Income	<u>0</u>	<u>417</u>	<u>416</u>	<u>(1)</u>			<u>100.2%</u>	<u>0</u>
4402 Seaford in Bloom	1,373	8,630	10,300	1,670		1,670	83.8%	
Seaford in Bloom :- Indirect Expenditure	<u>1,373</u>	<u>8,630</u>	<u>10,300</u>	<u>1,670</u>	<u>0</u>	<u>1,670</u>	<u>83.8%</u>	<u>0</u>
<b>Movement to/(from) Gen Reserve</b>	<u>(1,373)</u>	<u>(8,213)</u>						
<b>125 Allotments</b>								
1050 Income Rent	0	986	950	(36)			103.8%	
Allotments :- Income	<u>0</u>	<u>986</u>	<u>950</u>	<u>(36)</u>			<u>103.8%</u>	<u>0</u>
4275 Building Maintenance	0	0	500	500		500	0.0%	
Allotments :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>500</u>	<u>500</u>	<u>0</u>	<u>500</u>	<u>0.0%</u>	<u>0</u>
<b>Movement to/(from) Gen Reserve</b>	<u>0</u>	<u>986</u>						
<b>130 Other Recreation</b>								
4410 Swimming Pool	0	5,711	10,000	4,289		4,289	57.1%	
Other Recreation :- Indirect Expenditure	<u>0</u>	<u>5,711</u>	<u>10,000</u>	<u>4,289</u>	<u>0</u>	<u>4,289</u>	<u>57.1%</u>	<u>0</u>
<b>Movement to/(from) Gen Reserve</b>	<u>0</u>	<u>(5,711)</u>						
<b>134 CCTV</b>								
4055 Electricity	623	1,040	2,450	1,410		1,410	42.5%	
4115 Insurance	0	343	365	22		22	94.1%	
4276 CCTV	0	2,217	12,000	9,783		9,783	18.5%	
CCTV :- Indirect Expenditure	<u>623</u>	<u>3,600</u>	<u>14,815</u>	<u>11,215</u>	<u>0</u>	<u>11,215</u>	<u>24.3%</u>	<u>0</u>
<b>Movement to/(from) Gen Reserve</b>	<u>(623)</u>	<u>(3,600)</u>						

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>135 Community Service Other</b>								
1070 Armed Forces Day Income	42	1,512	2,575	1,063			58.7%	
1075 Income Christmas Event	135	265	7,000	6,735			3.8%	
1085 Events Income	0	65	1,000	935			6.5%	
Community Service Other :- Income	<u>177</u>	<u>1,842</u>	<u>10,575</u>	<u>8,733</u>			<u>17.4%</u>	<u>0</u>
4115 Insurance	0	53	57	4		4	92.7%	
4195 Events Expenditure	114	1,100	3,000	1,900		1,900	36.7%	
4273 Christmas Lights	9,724	9,724	15,000	5,276		5,276	64.8%	
4281 Christmas Event Expenses	0	0	10,000	10,000		10,000	0.0%	
4282 Armed Forces Day Expenditure	42	1,512	2,575	1,063		1,063	58.7%	
Community Service Other :- Indirect Expenditure	<u>9,880</u>	<u>12,389</u>	<u>30,632</u>	<u>18,243</u>	<u>0</u>	<u>18,243</u>	<u>40.4%</u>	<u>0</u>
<b>Movement to/(from) Gen Reserve</b>	<b><u>(9,703)</u></b>	<b><u>(10,547)</u></b>						
<b>225 Projects Pool</b>								
1014 CIL & S106 Receipts	0	5,659	10,000	4,342			56.6%	5,659
1016 Beach Hut Sales	0	0	273,333	273,333			0.0%	
1017 Land Sales	0	0	280,000	280,000			0.0%	
1053 Income Grants	0	43,887	0	(43,887)			0.0%	40,887
Projects Pool :- Income	<u>0</u>	<u>49,545</u>	<u>563,333</u>	<u>513,788</u>			<u>8.8%</u>	<u>46,545</u>
4257 Seafront Improvement Plan	0	18,284	10,000	(8,284)		(8,284)	182.8%	18,141
4274 Projects Expenditure	7,526	29,055	40,000	10,945		10,945	72.6%	7,988
4275 Building Maintenance	0	0	0	0		0	0.0%	5,443
4415 Asset Sale Costs	0	0	12,000	12,000		12,000	0.0%	
4420 Beach Hut Capital Expenditure	0	18,628	273,333	254,705		254,705	6.8%	16,758
4421 Martello Toilets Capital Costs	0	0	280,000	280,000		280,000	0.0%	
4422 Skate Park in Salts	975	216,686	50,000	(166,686)		(166,686)	433.4%	216,486
Projects Pool :- Indirect Expenditure	<u>8,501</u>	<u>282,652</u>	<u>665,333</u>	<u>382,681</u>	<u>0</u>	<u>382,681</u>	<u>42.5%</u>	<u>264,816</u>
<b>Net Income over Expenditure</b>	<b><u>(8,501)</u></b>	<b><u>(233,107)</u></b>	<b><u>(102,000)</u></b>	<b><u>131,107</u></b>				
6000 plus Transfer from EMR	975	264,816						
6001 less Transfer to EMR	0	46,545						
<b>Movement to/(from) Gen Reserve</b>	<b><u>(7,526)</u></b>	<b><u>(14,837)</u></b>						
<b>301 Planning &amp; Highways</b>								
4263 Bus Shelter Maintenance/Clean	30	507	1,000	493		493	50.7%	
4451 Twitten Naming	0	0	3,000	3,000		3,000	0.0%	
Planning & Highways :- Indirect Expenditure	<u>30</u>	<u>507</u>	<u>4,000</u>	<u>3,493</u>	<u>0</u>	<u>3,493</u>	<u>12.7%</u>	<u>0</u>
<b>Movement to/(from) Gen Reserve</b>	<b><u>(30)</u></b>	<b><u>(507)</u></b>						
Community Services :- Income	<u>11,359</u>	<u>227,978</u>	<u>758,209</u>	<u>530,231</u>			<u>30.1%</u>	
Expenditure	<u>56,040</u>	<u>488,577</u>	<u>1,011,542</u>	<u>522,965</u>	<u>0</u>	<u>522,965</u>	<u>48.3%</u>	
<b>Net Income over Expenditure</b>	<b><u>(44,681)</u></b>	<b><u>(260,598)</u></b>	<b><u>(253,333)</u></b>	<b><u>7,265</u></b>				

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
plus Transfer from EMR	975	265,225						
less Transfer to EMR	0	46,545						
<b>Movement to/(from) Gen Reserve</b>	<b>(43,706)</b>	<b>(41,919)</b>						
<b>Grand Totals:- Income</b>	<b>11,359</b>	<b>227,978</b>	<b>758,209</b>	<b>530,231</b>			<b>30.1%</b>	
Expenditure	56,040	488,577	1,011,542	522,965	0	522,965	48.3%	
<b>Net Income over Expenditure</b>	<b>(44,681)</b>	<b>(260,598)</b>	<b>(253,333)</b>	<b>7,265</b>				
plus Transfer from EMR	975	265,225						
less Transfer to EMR	0	46,545						
<b>Movement to/(from) Gen Reserve</b>	<b>(43,706)</b>	<b>(41,919)</b>						



## Seaford Town Council

Report 99/19

Agenda Item No:	7
Committee:	Community Services
Date:	14 <sup>th</sup> November 2019
Title:	Community Services Committee Draft Budget 2020-21
By:	Tony Jackson, Projects & Facilities Manager
Purpose of Report:	To present the draft projected outturn for the current financial year and the Committee Budget for the year 2020-21.

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### Recommendations

#### You are recommended:

1. To note the projected outturn for 2019-20.
  2. To recommend for approval the draft budget for 2020-21 subject to any amendments agreed.
  3. To note the planned Ear Marked reserves which will all have to be implemented for legal and accountancy reasons.
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### 1. Information

- 1.1 The draft projected outturn for the current financial year and the Community Services Committee budget for 2020-21 is attached to this report as Appendix B.
- 1.2 The following comments should be considered when reviewing this report. There are also some notes included in the spreadsheet, specific to line items.

- (a) **The Salts** – 4275 Building Maintenance will be over budget. This is mainly due to external renovation works to the café. In hindsight this should have been coded to 225/4274 Projects Expenditure.

4261 Grounds Maintenance Non-Contract should come in slightly under budget, I'd like to keep with the same amount for next year as I envisage more repairs and renovation works to the playground.

It is worth noting the Café licence expires March 2020, so we may see some changes to 1066 Concession Income next year. For budgeting purposes, the proposed amount is the same as this year.

4115 Insurance is higher due to the new skatepark.

Water and Sewerage income and expenditure are higher than expected, I will be looking into this with our new suppliers Castle Water Ltd.

- (b) **The Crouch** – Both 4261 Grounds Maintenance Non-Contract and 4275 Building Maintenance should come in on budget.

Water and Sewage are high for the same reasons as the Salts.

- (c) **Martello Fields** – 4261 Grounds Maintenance expenditure is currently low, but I do expect to use the budget up on replacing fencing along the seaward side of the p . 2 1 eld furthest east.

1050 Income Rent should come in slightly under budget.

- (d) **Other Open Spaces** - 4261 Grounds Maintenance Non-Contract is currently low but expect considerable further spend on tree works this year.

Tree Wardens expenditure will be offset by the income and by 342 EMR Tree Planting if expenditure exceeds the income. So, this will have a zero effect at year end.

- (e) **The Crypt** - Will exceed the maintenance budget 4275 due to 2 skylights being in need of replacement. However, we do have a historic EMR for Professional Fees for the Crypt which we can use to cover the shortfall.

- (f) **Martello Tower** – Most of 4275 Building Maintenance will be used up on surveying fees. I've increased the budget just for next year as I expect essential building works will be recommended from survey report.

- (g) **Seaford Head Estate** – 4110 Advertising & Publicity is £2,800 more than budget due to advertising in Kay's 2019 UK Production Manual which is an internationally recognised database for the TV and Film industry. Have budgeted for this next year.

1011 Income Filming has come in over £10,000 more than expected, so have slightly raised the budget for next year. Always a difficult budget to predict.

4261 Grounds Maintenance Non-Contract will be slightly over budget due to essential health and safety work along the cliff path such as additional fencing and signage.

- (h) **Seafront** – 4275 Building Maintenance is over budget mainly due to minor refurbishment works to the Martello Toilets. I've slightly raised the budget next year as many of the council owned Martello Beach huts are in need of refurbishment and repair works.

4261 Grounds Maintenance Non-Contract currently shows an underspend; however, this may be used up on concrete repairs to the promenade. I've kept the budget the same for next year as further prom works will probably be required.

4255 Shoal Expenditure is over budget due to maintenance costs. Agreed that next year all maintenance costs will go to 4261 Grounds Maintenance Non-Contract.

1066 Income Concession will be less next year as income from the Concession Huts will be shown in Beach Hut cost centre 118, account code 1066 Beach Hut Concessions x 4.

- (i) **Beach Huts**

4258 Seasonal Beach Hut Revenue Expenditure has come in considerably higher than expected mainly due to installing 1 extra Beach Hut, 1 extra Concession Hut and 2 additional toilet huts with associated rental/cleaning costs. Also, some of the capital works were miss coded to this account and should have come out of 225 4257 (Projects Pool-Seafront Improvement Plan). As this code also accounts for expenditure for the 4 Concession Huts, some of the funds from 118 Seafront-1066 Income Concession offset some of this expenditure. It should also be noted this code covers 2 Toilet Huts (to Bonningstedt Beach Huts and Frankies café) and associated rentals, neither of which receive any income from.

Next year, for the West View Huts, Concession Huts and Toilets, we are looking at a revenue spend of £10,000 and income of £21,000.

- (j) **Projects Pool** – 4257 Seafront Improvement Plan shows an overspend of approx. £18,000, however this will be offset from Seafront Improvement Plan Earmarked Reserve EMR 363. Next year's budget is set at £108,000 to allow for the following Seafront Improvement Plan Phase 3 works:

Bonningstedt Wall-£40,000.00

Replacement Bins-£30,000.00

Sand Pits-£5,000.00

Trees-£10,000.00

Linkage to town centre-£20,000.00

Water refill stations-£3,000.00

£75,000 from 363 EMR – Seafront Devlp Plan will go towards the above works.

4274 Project Expenditure shows an overspend, but as above, some of this will be offset from funds from EMR 358 Community Projects, EMR 361 CIL Receipts and CIL grant funding.

I have budgeted £35,000 next year in 4423 Salts Development Plan; this is to cover a contribution towards new tennis courts and professional fees for feasibility works to the whole park.

1016 Beach Hut Sales is projected to be £167,000 next year, this is assuming we will sell 5 huts. I have put in the same figure for 4420 Bonn BH Capital Expenditure as any remaining funds at the end of the year will be transferred to EMR. None of the expenditure will be incurred until the income is in place so this is in effect a zero-budget item.

I've also added a budget for 4424 South Hill Barn Development this is to cover profession fees (architect, planning etc) and further structural building works.

- (k) **Ear Marked Reserve** –EMR 363-Seafront Improvement Plan-£75,000 will remain to go towards next years Seafront Improvement Plan Phase 3 projects.

EMR-361 CIL-Approximately £8,000 remaining towards 20/21 projects.

## 2. Financial Appraisal

The draft budget for 2019-20 for this Committee is attached at Appendix B. This has been fully evaluated considering the current projections for this financial year and planned spend for next financial year. The expected position at the end of this financial year after taking into account transfers from EMRs is that there will be a committee surplus of £48,464.

The budget for 2020/21 including transfers from EMR 363 Seafront Improvement Plan £75,000 shows an increase of £57,329 on the previous year. This is mainly due to new budgets for the Salts Development Plan (£35,000) and South Hill Barn (£25,000). However,

if the projected surplus of £48,464 can be put into EMRs towards these projects, next years increase will only be £8,865.

**3. Contact Officer**

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

Projects & Facilities Manager



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Town Clerk



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