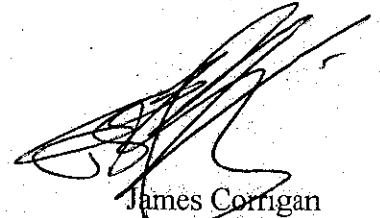




Seaford Town Council

To the Members of the Finance & General Purposes Committee

A meeting of the Finance & General Purposes Committee will be held at the Council Chamber, 37 Church Street, Seaford, on Thursday 14th December 2017 at 7.00 pm, which you are summoned to attend.


James Corrigan
Town Clerk
4th December 2017

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. Finance Report

- a) To consider report 91/17 regarding receipts, payments and bank reconciliation for September and October 2017 (pages 2 to 5).
- b) To consider report 92/17 regarding the Council budget position for the period of 1st April to 31st October 2017 (pages 6 to 22).

5. Venue and Facilities Hire Charges

To consider report 99/17 presenting the proposed Venue and Facilities Hire Charges for 2018/19 (pages 23 to 26).

6. Proposed Finance & General Purposes Budget 2018/19

To consider report 93/17 presenting the Committee with the proposed Finance & General Purposes Budget for 2018/19 (pages 27 to 34).

For further information about items appearing on this agenda please contact James Corrigan, Town Clerk, 37 Church Street, Seaford, BN25 1HG. Telephone 01323 894 870.

Circulation:

Committee: Councillor M Brown (Chair) and B Burfield (Vice-Chair). Councillors S Adeniji, D Argent, P Boorman, J Elton, T Goodman, O Honeyman, R Honeyman and L Wallraven.

For information: Councillors D Burchett, L Freeman, N Freeman, R Hayder, O Honeyman, A Latham, P Lower, M McLean, L Wallraven, M Wearmouth, B Webb and C White.



Seaford Town Council

Report 91/17

Agenda Item No: 4 (a)
Committee: Finance & General Purposes
Date: 14th December 2017
Title: Receipts, Payments and Bank Reconciliation Reports for September and October 2017.
By: Lucy Clark, Finance Manager
Purpose of Report: To advise the Committee of receipts, payments and bank reconciliations for September and October 2017.

Recommendations

You are recommended to note the report.

1. To note (as previously reported) the balance brought forward from August 2017 is £247,465.13.
 2. To note the September 2017 total receipts are £551,699.92 and total payments are £175,652.03 leaving a balance to carry forward of £623,513.02.
 3. To note the October 2017 total receipts are £119,267.59 and total payments are £292,330.99 leaving a balance to carry forward of £450,449.62.
 4. To note that in addition to the Current Account balance above, the investment account balance is £134,087.07.
-

1. Information

- 1.1 As previously reported at the Finance and General Purposes Meeting held on 3rd March 2016, reports prior to this date had comprised of a print out of all cashbook listings of receipts and payments for the prior months have been attached to all agendas.
- 1.2 Since the Council have been involved in processing all receipts and payments for The View, the print outs had become considerably lengthy and costly to produce for each agenda. It is therefore becoming less sustainable to continue to produce in this way.
- 1.3 Financial Regulations 2.2 states that a member other than the Mayor shall be appointed to verify bank reconciliations. The member shall sign the reconciliations and the original bank statements as evidence of verification. This activity shall on conclusion be reported, including any exceptions to and noted by the Finance & General Purposes Committee.

- 1.4 Therefore, in line with the above, this report will attach the signed reconciliation page for the relevant months.
- 1.5 Copies of the cashbook detailing these receipts and payments are available in the members' room and by email should a Councillor so request.
- 1.6 The Chairman of this Committee, Councillor Mark Brown, continues to view and verify that he is in agreement with the bank reconciliations already reconciled by the Support Services Manager. This task may also be carried out the Deputy Chairman of this Committee, Councillor Barry Burfield.
- 1.7 Councillor Mark Brown has viewed and verified the bank statements for September and October 2017. Signed copies of the reconciliation pages are attached in Appendix A.

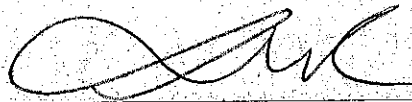
2. Financial Appraisal

The appendices comprise the bank account reconciliations for September and October 2017.

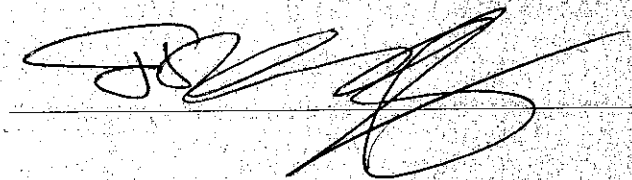
3. Contact Officer

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

Finance Manager



Town Clerk



Date: 05/10/2017

Seaford Town Council 2017/2018

Page No: 1

Time: 17:18

User: LC

Bank Reconciliation Statement as at: 30/09/2017 for Cash Book 1 Current/Deposit Account

| Bank Statement Account Name (s) | Statement Date | Page No | Balances |
|---------------------------------|----------------|---------|-------------------|
| Coop Community Direct Plus | 29/09/2017 | 669 | 609,772.77 |
| | | | <u>609,772.77</u> |

| Unpresented Cheques (Minus) | | | Amount |
|-----------------------------|----------|--------------------------|---------------|
| 28/09/2017 | 202982 | Club House Petty Cash | 170.12 |
| 28/09/2017 | 202983 | Petty Cash | 222.47 |
| 14/02/2017 | 202952 | Seaford Fair Trade Group | 10.00 |
| 30/03/2017 | 202957/8 | St Leonards Church Hall | 50.00 |
| | | | <u>452.59</u> |
| | | | 609,320.18 |

Receipts not Banked/Cleared (Plus)

| | | |
|------------|--|------------------|
| 11/06/2017 | | 0.50 |
| 22/09/2017 | | 115.00 |
| 27/09/2017 | | 514.07 |
| 27/09/2017 | | 386.00 |
| 28/09/2017 | | 1,740.00 |
| 28/09/2017 | | 457.93 |
| 28/09/2017 | | 399.00 |
| 29/09/2017 | | 1,433.27 |
| 29/09/2017 | | 712.00 |
| 30/09/2017 | | 725.29 |
| 30/09/2017 | | 3,501.77 |
| 30/09/2017 | | 200.00 |
| 30/09/2017 | | 548.00 |
| 30/09/2017 | | 3,460.00 |
| | | <u>14,192.83</u> |
| | | 623,513.01 |

Balance per Cash Book is :- 623,513.02

Difference is :- 0.00

RECONCILED TO CASHBOOK

Name: LUCY CLARK

Signed: [Signature] Date: 5/10/17

CHECKED AND VERIFIED BY:

Name: M. Brown

Signed: [Signature] Date: 2/10/17

Bank Reconciliation Statement as at: 31/10/2017 for Cash Book 1 Current/Deposit Account

| <u>Bank Statement Account Name (s)</u> | <u>Statement Date</u> | <u>Page No</u> | <u>Balances</u> |
|--|------------------------------|----------------|-------------------|
| Coop Community Direct Plus | 31/10/2017 | 681 | 437,289.83 |
| | | | <u>437,289.83</u> |
| <u>Unpresented Cheques (Minus)</u> | | | <u>Amount</u> |
| 23/10/2017 202988 | East Sussex Prayer Breakfast | | 15.00 |
| 14/02/2017 202952 | Seaford Fair Trade Group | | 10.00 |
| 30/03/2017 202957/8 | St Leonards Church Hall | | 50.00 |
| | | | <u>75.00</u> |
| | | | 437,214.83 |

Receipts not Banked/Cleared (Plus)

| | | |
|------------|--|------------------|
| 11/06/2017 | | 0.50 |
| 27/10/2017 | | 562.00 |
| 27/10/2017 | | 1,288.65 |
| 28/10/2017 | | 807.00 |
| 28/10/2017 | | 619.52 |
| 29/10/2017 | | 21.00 |
| 29/10/2017 | | 2,018.50 |
| 29/10/2017 | | 3,586.16 |
| 29/10/2017 | | 30.00 |
| 30/10/2017 | | 106.00 |
| 30/10/2017 | | 275.60 |
| 31/10/2017 | | 1,105.00 |
| 31/10/2017 | | 48.00 |
| 31/10/2017 | | 3.50 |
| 31/10/2017 | | 128.00 |
| 31/10/2017 | | 1,904.50 |
| 31/10/2017 | | 520.63 |
| 31/10/2017 | | 210.22 |
| | | <u>13,234.78</u> |
| | | 450,449.61 |

Balance per Cash Book is :-

450,449.61

Difference is :-

0.00

RECONCILED TO CASHBOOK

Name: LUCY CLARK

Signed: [Signature] Date: 7/11/17

CHECKED AND VERIFIED BY:

Name: M. Brown

Signed: [Signature] Date: 29/11/17



Seaford Town Council

Report 92/17

Agenda Item No: 4 (b)
Committee: Finance & General Purposes
Date: 14th December 2017
Title: Finance Report
By: Lucy Clark, Support Services Manager
Purpose of Report: To inform Members of the Income and Expenditure from 1st April to 31st October 2017 compared to the annual budget.

Recommendations

You are recommended:

1. To approve the report.
-

1. Information

- 1.1 Attached in Appendix A are the statements detailing income and expenditure for the period 1 April to 31st October 2017 for each Committee compared to the projected annual budget.
- 1.2 Greater detail on reasons for over performance / underperformance of individual budgets has been provided by the Cost Centre Managers when reported to the relevant Committee.
- 1.3 With regards to the Finance and General Purposes Committee report, the overall budget for the period is broadly in line with the projected annual budget.
- 1.4 Variations are reported in Appendix B of this report.

2. Financial Appraisal

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

3. Contact Officer

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

Finance Manager

Town Clerk

Community Services

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % of Budget |
|--|--------------------|---------------------|--------------------|-----------------------|-----------------------|-----------------|---------------|
| 105 Salts Recreation Ground | | | | | | | |
| 4052 | 0 | 541 | 2,000 | 1,459 | | 1,459 | 27.0 % |
| 4055 | 0 | 108 | 600 | 492 | | 492 | 18.1 % |
| 4115 | 0 | 2,197 | 2,134 | -63 | | -63 | 102.9 % |
| 4154 | 0 | 6 | 0 | -6 | | -6 | 0.0 % |
| 4251 | 156 | 1,250 | 1,887 | 637 | | 637 | 66.2 % |
| 4252 | 234 | 702 | 0 | -702 | | -702 | 0.0 % |
| 4260 | 16,864 | 45,637 | 70,721 | 25,084 | | 25,084 | 64.5 % |
| 4261 | 250 | 530 | 6,000 | 5,470 | | 5,470 | 8.8 % |
| 4272 | 50 | 50 | 0 | -50 | | -50 | 0.0 % |
| 4275 | 265 | 5,717 | 2,000 | -3,717 | | -3,717 | 285.8 % |
| | 17,819 | 56,738 | 85,342 | 28,604 | 0 | 28,604 | 66.5 % |
| Salts Recreation Ground :- Expenditure | | | | | | | |
| 1050 | 70 | 2,242 | 1,123 | 1,119 | | | 199.6 % |
| 1051 | 0 | 819 | 1,365 | -546 | | | 60.0 % |
| 1053 | 0 | 620 | 0 | 620 | | | 0.0 % |
| 1058 | 0 | 0 | 1,862 | -1,862 | | | 0.0 % |
| 1066 | 4,225 | 12,675 | 16,800 | -4,125 | | | 75.4 % |
| 1073 | 469 | 1,660 | 8,500 | -6,840 | | | 19.5 % |
| 1076 | 0 | 1,247 | 0 | 1,247 | | | 0.0 % |
| | 4,764 | 19,262 | 29,650 | -10,388 | | | 65.0 % |
| Salts Recreation Ground :- Income | | | | | | | |
| Net Expenditure over Income 13,055 37,476 55,692 18,216 | | | | | | | |
| 106 Crouch Recreation Ground | | | | | | | |
| 4052 | 0 | 322 | 2,315 | 1,993 | | 1,993 | 13.9 % |
| 4055 | 119 | 216 | 400 | 184 | | 184 | 54.1 % |
| 4115 | 0 | 974 | 949 | -25 | | -25 | 102.7 % |
| 4155 | 0 | 625 | 0 | -625 | | -625 | 0.0 % |
| 4251 | 112 | 893 | 1,350 | 457 | | 457 | 66.1 % |
| 4260 | 10,527 | 28,071 | 42,232 | 14,161 | | 14,161 | 66.5 % |
| 4261 | 113 | 5,012 | 3,000 | -2,012 | | -2,012 | 167.1 % |
| 4275 | 25 | 2,187 | 2,000 | -187 | | -187 | 109.4 % |
| | 10,895 | 38,301 | 52,246 | 13,945 | 0 | 13,945 | 73.3 % |
| Crouch Recreation Ground :- Expenditure | | | | | | | |
| 1050 | 0 | 1,249 | 2,400 | -1,151 | | | 52.0 % |
| 1051 | 0 | 514 | 0 | 514 | | | 0.0 % |
| 1054 | 0 | 630 | 0 | 630 | | | 0.0 % |
| 1057 | 119 | 416 | 150 | 266 | | | 277.5 % |
| 1073 | 615 | 7,770 | 9,270 | -1,500 | | | 83.8 % |
| | 734 | 10,580 | 11,820 | -1,240 | | | 89.5 % |
| Crouch Recreation Ground :- Income | | | | | | | |
| Net Expenditure over Income 10,161 27,721 40,426 12,705 | | | | | | | |

Month No : 7

Committee Report

| | | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % of Budget |
|------------|---|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|
| <u>107</u> | <u>Martello Fields</u> | | | | | | | |
| 4251 | Dog Bin Emptying | 89 | 714 | 1,079 | 365 | | 365 | 66.2 % |
| 4260 | Grounds Maintenance Contract | 3,870 | 10,320 | 15,988 | 5,668 | | 5,668 | 64.5 % |
| 4261 | Grounds Maint non contract | 0 | 899 | 2,000 | 1,101 | | 1,101 | 44.9 % |
| 4275 | Building Maintenance | 55 | 873 | 2,000 | 1,128 | | 1,128 | 43.6 % |
| | Martello Fields :- Expenditure | 4,014 | 12,806 | 21,067 | 8,261 | 0 | 8,261 | 60.8 % |
| 1011 | Income Filming | 0 | 800 | 0 | 800 | | | 0.0 % |
| 1050 | Income Rent | -440 | 10,729 | 5,000 | 5,729 | | | 214.6 % |
| | Martello Fields :- Income | -440 | 11,529 | 5,000 | 6,529 | | | 230.6 % |
| | Net Expenditure over Income | 4,454 | 1,277 | 16,067 | 14,790 | | | |
| <u>108</u> | <u>Other Open Spaces</u> | | | | | | | |
| 4052 | Water & Sewerage | 0 | 47 | 75 | 28 | | 28 | 63.3 % |
| 4154 | Land Registry Fees | 6 | 81 | 0 | -81 | | -81 | 0.0 % |
| 4251 | Dog Bin Emptying | 179 | 1,428 | 2,157 | 729 | | 729 | 66.2 % |
| 4260 | Grounds Maintenance Contract | 6,982 | 19,741 | 30,591 | 10,850 | | 10,850 | 64.5 % |
| 4261 | Grounds Maint non contract | 1,787 | 2,869 | 2,000 | -869 | | -869 | 143.4 % |
| 4262 | Tree Warden Expenses | 0 | 0 | 2,000 | 2,000 | | 2,000 | 0.0 % |
| 4275 | Building Maintenance | 155 | 1,863 | 1,000 | -863 | | -863 | 186.3 % |
| 4415 | Asset Sale Costs | -2,361 | 0 | 0 | 0 | | 0 | 0.0 % |
| | Other Open Spaces :- Expenditure | 6,747 | 26,030 | 37,823 | 11,793 | 0 | 11,793 | 68.8 % |
| 1010 | Asset Sale | -170,000 | 0 | 0 | 0 | | | 0.0 % |
| 1066 | Income Concession | 0 | 375 | 3,000 | -2,625 | | | 12.5 % |
| | Other Open Spaces :- Income | -170,000 | 375 | 3,000 | -2,625 | | | 12.5 % |
| | Net Expenditure over Income | 176,747 | 25,655 | 34,823 | 9,168 | | | |
| <u>113</u> | <u>Crypt</u> | | | | | | | |
| 4051 | Rates | 575 | 4,031 | 0 | -4,031 | | -4,031 | 0.0 % |
| 4052 | Water & Sewerage | 0 | 23 | 0 | -23 | | -23 | 0.0 % |
| 4055 | Electricity | 0 | 4,755 | 0 | -4,755 | | -4,755 | 0.0 % |
| 4056 | Gas | -88 | 85 | 0 | -85 | | -85 | 0.0 % |
| 4115 | Insurance | 0 | 435 | 371 | -64 | | -64 | 117.1 % |
| 4154 | Land Registry Fees | 0 | 3 | 0 | -3 | | -3 | 0.0 % |
| 4155 | Professional Fees | 0 | 70 | 0 | -70 | | -70 | 0.0 % |
| 4201 | Cleaning & Hygiene | 50 | 221 | 0 | -221 | | -221 | 0.0 % |
| 4275 | Building Maintenance | 196 | 840 | 0 | -840 | | -840 | 0.0 % |
| | Crypt :- Expenditure | 733 | 10,463 | 371 | -10,092 | 0 | -10,092 | 2820.3 |

Month No : 7

Committee Report

| | | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % of Budget |
|------------|---|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|
| 1050 | Income Rent | 0 | 4,470 | 0 | 4,470 | | | 0.0 % |
| 1051 | Income Insurance Recharge | 0 | 0 | 371 | -371 | | | 0.0 % |
| 1054 | Income Other | 0 | 70 | 0 | 70 | | | 0.0 % |
| | Crypt :- Income | 0 | 4,540 | 371 | 4,169 | | | 1223.7 |
| | Net Expenditure over Income | 733 | 5,923 | 0 | -5,923 | | | |
| 114 | South Street | | | | | | | |
| 4275 | Building Maintenance | 0 | 804 | 1,000 | 196 | | 196 | 80.4 % |
| | South Street :- Expenditure | 0 | 804 | 1,000 | 196 | 0 | 196 | 80.4 % |
| | Net Expenditure over Income | 0 | 804 | 1,000 | 196 | | | |
| 115 | Martello Tower | | | | | | | |
| 4115 | Insurance | 0 | 1,480 | 1,430 | -50 | | -50 | 103.5 % |
| 4154 | Land Registry Fees | 0 | 6 | 0 | -6 | | -6 | 0.0 % |
| 4275 | Building Maintenance | 0 | 0 | 5,500 | 5,500 | | 5,500 | 0.0 % |
| | Martello Tower :- Expenditure | 0 | 1,486 | 6,930 | 5,444 | 0 | 5,444 | 21.4 % |
| | Net Expenditure over Income | 0 | 1,486 | 6,930 | 5,444 | | | |
| 116 | Seaford Head Estate | | | | | | | |
| 4115 | Insurance | 0 | 828 | 801 | -27 | | -27 | 103.4 % |
| 4154 | Land Registry Fees | 0 | 3 | 0 | -3 | | -3 | 0.0 % |
| 4155 | Professional Fees | 0 | 609 | 0 | -609 | | -609 | 0.0 % |
| 4199 | Other Expenditure | 111 | 610 | 0 | -610 | | -610 | 0.0 % |
| 4250 | Public Seating | 45 | 3,568 | 0 | -3,568 | | -3,568 | 0.0 % |
| 4251 | Dog Bin Emptying | 89 | 714 | 1,079 | 365 | | 365 | 66.2 % |
| 4260 | Grounds Maintenance Contract | 456 | 1,215 | 1,933 | 718 | | 718 | 62.9 % |
| 4261 | Grounds Maint non contract | 0 | 1,236 | 2,000 | 764 | | 764 | 61.8 % |
| 4275 | Building Maintenance | 25 | 4,662 | 1,000 | -3,662 | | -3,662 | 466.1 % |
| 4500 | Nature Reserve Expenses | 0 | 5,250 | 12,500 | 7,250 | | 7,250 | 42.0 % |
| 4501 | Filming Expenses | 0 | 2,630 | 0 | -2,630 | | -2,630 | 0.0 % |
| | Seaford Head Estate :- Expenditure | 726 | 21,324 | 19,313 | -2,011 | 0 | -2,011 | 110.4 % |
| 1011 | Income Filming | 2,025 | 17,225 | 5,000 | 12,225 | | | 344.5 % |
| 1050 | Income Rent | 0 | 10,000 | 10,000 | 0 | | | 100.0 % |
| 1053 | Income Grants | 0 | 2,438 | 0 | 2,438 | | | 0.0 % |
| 1055 | Income Memorial Bench | 0 | 3,150 | 1,000 | 2,150 | | | 315.0 % |
| 1066 | Income Concession | 0 | 2,173 | 6,000 | -3,827 | | | 36.2 % |
| 1091 | Income Building Maintenance | 0 | 733 | 0 | 733 | | | 0.0 % |

Month No : 7

Committee Report

| | | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % of Budget |
|------|------------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|
| 1200 | Income Nature Reserve | 0 | 130 | 0 | 130 | | | 0.0 % |
| | Seaford Head Estate :- Income | 2,025 | 35,849 | 22,000 | 13,849 | | | 162.9 % |
| | Net Expenditure over Income | -1,299 | -14,524 | -2,687 | 11,837 | | | |
| 117 | Seafront | | | | | | | |
| 4052 | Water & Sewerage | 0 | 48 | 185 | 137 | | 137 | 25.9 % |
| 4055 | Electricity | 0 | -64 | 2,404 | 2,468 | | 2,468 | -2.6 % |
| 4115 | Insurance | 78 | 530 | 446 | -84 | | -84 | 118.8 % |
| 4154 | Land Registry Fees | 0 | 24 | 0 | -24 | | -24 | 0.0 % |
| 4155 | Professional Fees | -98 | 0 | 0 | 0 | | 0 | 0.0 % |
| 4250 | Public Seating | 475 | 982 | 0 | -982 | | -982 | 0.0 % |
| 4253 | Shelters | 0 | 868 | 2,000 | 1,132 | | 1,132 | 43.4 % |
| 4254 | Martello Entertainments Area | 4,810 | 4,810 | 0 | -4,810 | | -4,810 | 0.0 % |
| 4255 | The Shoal Expenditure | 2,387 | 19,123 | 0 | -19,123 | | -19,123 | 0.0 % |
| 4261 | Grounds Maint non contract | 48 | 570 | 3,000 | 2,430 | | 2,430 | 19.0 % |
| 4274 | Projects Expenditure | -380,704 | 0 | 0 | 0 | | 0 | 0.0 % |
| 4275 | Building Maintenance | 4,238 | 7,756 | 3,000 | -4,756 | | -4,756 | 258.5 % |
| | Seafront :- Expenditure | -368,766 | 34,648 | 11,035 | -23,613 | 0 | -23,613 | 314.0 % |
| 1010 | Asset Sale | -147,500 | 0 | 0 | 0 | | | 0.0 % |
| 1011 | Income Filming | 0 | 300 | 0 | 300 | | | 0.0 % |
| 1050 | Income Rent | -120 | 0 | 0 | 0 | | | 0.0 % |
| 1053 | Income Grants | 0 | 4,600 | 0 | 4,600 | | | 0.0 % |
| 1055 | Income Memorial Bench | 225 | 225 | 10,000 | -9,775 | | | 2.3 % |
| 1057 | Income Electricity Recharge | 0 | 1,121 | 2,404 | -1,283 | | | 46.6 % |
| 1058 | Income Water Recharge | 0 | 65 | 90 | -25 | | | 72.1 % |
| 1066 | Income Concession | 11,036 | 49,096 | 45,400 | 3,696 | | | 108.1 % |
| 1078 | Income Entertainment Area | 60 | 860 | 5,000 | -4,140 | | | 17.2 % |
| 1082 | Income The Shoal | 3,715 | 50,875 | 0 | 50,875 | | | 0.0 % |
| 1084 | Income Promenade | 120 | 120 | 0 | 120 | | | 0.0 % |
| | Seafront :- Income | -132,464 | 107,262 | 62,894 | 44,368 | | | 170.5 % |
| | Net Expenditure over Income | -236,302 | -72,614 | -51,859 | 20,755 | | | |
| 118 | Beach Huts | | | | | | | |
| 4051 | Rates | 290 | 2,145 | 3,231 | 1,086 | | 1,086 | 66.4 % |
| 4110 | Advertising & Publicity | 0 | 40 | 0 | -40 | | -40 | 0.0 % |
| 4115 | Insurance | 294 | 695 | 390 | -305 | | -305 | 178.3 % |
| 4199 | Other Expenditure | 0 | 188 | 0 | -188 | | -188 | 0.0 % |
| 4275 | Building Maintenance | 0 | 672 | 0 | -672 | | -672 | 0.0 % |

Month No : 7

Committee Report

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % of Budget |
|------------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|
| 4415 Asset Sale Costs | -3,000 | 0 | 0 | 0 | | 0 | 0.0 % |
| Beach Huts :- Expenditure | <u>-2,416</u> | <u>3,740</u> | <u>3,621</u> | <u>-119</u> | <u>0</u> | <u>-119</u> | <u>103.3 %</u> |
| 1010 Asset Sale | -47,917 | 0 | 0 | 0 | | | 0.0 % |
| 1054 Income Other | 0 | 21 | 0 | 21 | | | 0.0 % |
| 1060 Beach Huts Site Licence | 0 | 16,332 | 18,944 | -2,612 | | | 86.2 % |
| 1061 Beach Hut Annual Rent | 0 | 8,870 | 12,664 | -3,794 | | | 70.0 % |
| 1093 Income Rate Refund | 0 | 67 | 0 | 67 | | | 0.0 % |
| Beach Huts :- Income | <u>-47,917</u> | <u>25,290</u> | <u>31,608</u> | <u>-6,318</u> | | | <u>80.0 %</u> |
| Net Expenditure over Income | 45,501 | -21,550 | -27,987 | -6,437 | | | |
| 119 Old Town Hall | | | | | | | |
| 4115 Insurance | 0 | 186 | 180 | -6 | | -6 | 103.3 % |
| 4275 Building Maintenance | 375 | 1,733 | 2,000 | 267 | | 267 | 86.7 % |
| Old Town Hall :- Expenditure | <u>375</u> | <u>1,919</u> | <u>2,180</u> | <u>261</u> | <u>0</u> | <u>261</u> | <u>88.0 %</u> |
| 1050 Income Rent | 106 | 850 | 0 | 850 | | | 0.0 % |
| 1051 Income Insurance Recharge | 0 | 186 | 200 | -14 | | | 93.0 % |
| Old Town Hall :- Income | <u>106</u> | <u>1,036</u> | <u>200</u> | <u>836</u> | | | <u>518.0 %</u> |
| Net Expenditure over Income | 269 | 883 | 1,980 | 1,097 | | | |
| 121 Seaford in Bloom | | | | | | | |
| 4402 Seaford in Bloom | 0 | 8,193 | 10,000 | 1,807 | | 1,807 | 81.9 % |
| Seaford in Bloom :- Expenditure | <u>0</u> | <u>8,193</u> | <u>10,000</u> | <u>1,807</u> | <u>0</u> | <u>1,807</u> | <u>81.9 %</u> |
| 1054 Income Other | 0 | 218 | 350 | -132 | | | 62.4 % |
| Seaford in Bloom :- Income | <u>0</u> | <u>218</u> | <u>350</u> | <u>-132</u> | | | <u>62.4 %</u> |
| Net Expenditure over Income | 0 | 7,975 | 9,650 | 1,675 | | | |
| 125 Allotments | | | | | | | |
| 4199 Other Expenditure | 0 | 0 | 500 | 500 | | 500 | 0.0 % |
| Allotments :- Expenditure | <u>0</u> | <u>0</u> | <u>500</u> | <u>500</u> | <u>0</u> | <u>500</u> | <u>0.0 %</u> |
| 1050 Income Rent | 0 | 892 | 891 | 1 | | | 100.1 % |
| Allotments :- Income | <u>0</u> | <u>892</u> | <u>891</u> | <u>1</u> | | | <u>100.1 %</u> |
| Net Expenditure over Income | 0 | -892 | -391 | 501 | | | |

Month No : 7

Committee Report

| | | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % of Budget |
|------------|--|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|
| <u>130</u> | <u>Other Recreation</u> | | | | | | | |
| 4410 | Swimming Pool | 863 | 5,851 | 10,000 | 4,149 | | 4,149 | 58.5 % |
| | Other Recreation :- Expenditure | <u>863</u> | <u>5,851</u> | <u>10,000</u> | <u>4,149</u> | <u>0</u> | <u>4,149</u> | <u>58.5 %</u> |
| | Net Expenditure over Income | <u>863</u> | <u>5,851</u> | <u>10,000</u> | <u>4,149</u> | | | |
| <u>134</u> | <u>CCTV</u> | | | | | | | |
| 4055 | Electricity | 1,042 | 1,086 | 1,809 | 723 | | 723 | 60.0 % |
| 4115 | Insurance | 0 | 343 | 1,000 | 657 | | 657 | 34.3 % |
| 4276 | CCTV | 0 | 1,098 | 8,649 | 7,551 | | 7,551 | 12.7 % |
| | CCTV :- Expenditure | <u>1,042</u> | <u>2,526</u> | <u>11,458</u> | <u>8,932</u> | <u>0</u> | <u>8,932</u> | <u>22.0 %</u> |
| | Net Expenditure over Income | <u>1,042</u> | <u>2,526</u> | <u>11,458</u> | <u>8,932</u> | | | |
| <u>135</u> | <u>Community Service Other</u> | | | | | | | |
| 4115 | Insurance | 0 | 53 | 0 | -53 | | -53 | 0.0 % |
| 4195 | Events Expenditure | 0 | 856 | 250 | -606 | | -606 | 342.3 % |
| 4256 | Street Market Expenditure | 0 | 1,993 | 0 | -1,993 | | -1,993 | 0.0 % |
| 4263 | Bus Shelter Maintenance/Clean | -23 | 0 | 0 | 0 | | 0 | 0.0 % |
| 4273 | Christmas Lights | 583 | 1,536 | 15,000 | 13,464 | | 13,464 | 10.2 % |
| 4281 | Christmas Event Expenses | 4,473 | 5,388 | 5,000 | -388 | | -388 | 107.8 % |
| 4282 | Armed Forces Day Expenditure | 0 | 2,457 | 2,000 | -457 | | -457 | 122.9 % |
| | Community Service Other :- Expenditure | <u>5,033</u> | <u>12,283</u> | <u>22,250</u> | <u>9,967</u> | <u>0</u> | <u>9,967</u> | <u>55.2 %</u> |
| 1054 | Income Other | 0 | 41 | 0 | 41 | | | 0.0 % |
| 1070 | Armed Forces Day Income | 0 | 1,101 | 2,000 | -899 | | | 55.0 % |
| 1075 | Income Christmas Event | 338 | 653 | 5,000 | -4,348 | | | 13.1 % |
| 1083 | Income Street Market | 0 | 1,359 | 0 | 1,359 | | | 0.0 % |
| | Community Service Other :- Income | <u>338</u> | <u>3,153</u> | <u>7,000</u> | <u>-3,847</u> | | | <u>45.0 %</u> |
| | Net Expenditure over Income | <u>4,696</u> | <u>9,130</u> | <u>15,250</u> | <u>6,120</u> | | | |
| <u>225</u> | <u>Projects Pool</u> | | | | | | | |
| 4155 | Professional Fees | 2,656 | 2,656 | 0 | -2,656 | | -2,656 | 0.0 % |
| 4274 | Projects Expenditure | 240 | 4,544 | 30,000 | 25,456 | | 25,456 | 15.1 % |
| 4415 | Asset Sale Costs | 5,361 | 5,361 | 0 | -5,361 | | -5,361 | 0.0 % |
| 4420 | Beach Hut Capital Expenditure | 409,275 | 409,275 | 0 | -409,275 | | -409,275 | 0.0 % |
| 4421 | Martello Toilets Capital Costs | 4 | 4 | 0 | -4 | | -4 | 0.0 % |
| | Projects Pool :- Expenditure | <u>417,537</u> | <u>421,840</u> | <u>30,000</u> | <u>-391,840</u> | <u>0</u> | <u>-391,840</u> | <u>1406.1</u> |
| 1014 | CIL Receipts | 11,005 | 11,005 | 0 | 11,005 | | | 0.0 % |

Month No : 7

Committee Report

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % of Budget |
|---|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|
| 1016 Beach Hut Sales | 237,083 | 237,083 | 0 | 237,083 | | | 0.0 % |
| 1017 Land Sales | 170,000 | 170,000 | 0 | 170,000 | | | 0.0 % |
| 1053 Income Grants | -2,079 | 0 | 0 | 0 | | | 0.0 % |
| Projects Pool :- Income | 416,009 | 418,088 | 0 | 418,088 | | | |
| Net Expenditure over Income | 1,527 | 3,752 | 30,000 | 26,248 | | | |
| 301 Planning & Highways | | | | | | | |
| 4263 Bus Shelter Maintenance/Clean | 164 | 272 | 1,000 | 728 | | 728 | 27.2 % |
| Planning & Highways :- Expenditure | 164 | 272 | 1,000 | 728 | 0 | 728 | 27.2 % |
| Net Expenditure over Income | 164 | 272 | 1,000 | 728 | | | |
| Community Services :- Expenditure | 94,768 | 659,224 | 326,136 | -333,088 | 0 | -333,088 | 202.1 % |
| Income | 73,156 | 638,073 | 174,784 | 463,289 | | | 365.1 % |
| Net Expenditure over Income | 21,612 | 21,151 | 151,352 | 130,201 | | | |

Finance & General Purposes

| 201 Administration | | | | | | | |
|-------------------------------|--------|---------|---------|--------|--|--------|---------|
| 4000 Salaries & Wages | 17,615 | 117,481 | 197,441 | 79,960 | | 79,960 | 59.5 % |
| 4001 Employers NI | 1,433 | 9,414 | 16,737 | 7,323 | | 7,323 | 56.2 % |
| 4002 Employers Superannuation | 2,733 | 16,636 | 36,306 | 19,670 | | 19,670 | 45.8 % |
| 4003 Sub-contracted Staff | 665 | 1,330 | 0 | -1,330 | | -1,330 | 0.0 % |
| 4004 Staff Welfare Costs | 63 | 471 | 1,400 | 929 | | 929 | 33.6 % |
| 4009 Recruitment Costs | 95 | 95 | 1,000 | 905 | | 905 | 9.5 % |
| 4010 Staff Training | 822 | 2,310 | 6,000 | 3,690 | | 3,690 | 38.5 % |
| 4012 Staff Expenses | 81 | 166 | 300 | 134 | | 134 | 55.2 % |
| 4015 Office Refreshments | 57 | 310 | 300 | -10 | | -10 | 103.5 % |
| 4100 Telecommunications | 213 | 2,086 | 3,307 | 1,221 | | 1,221 | 63.1 % |
| 4105 Postage | 13 | 805 | 1,600 | 795 | | 795 | 50.3 % |
| 4106 Stationery | 173 | 1,068 | 1,875 | 807 | | 807 | 57.0 % |
| 4107 Photocopier | 184 | 1,132 | 2,200 | 1,068 | | 1,068 | 51.5 % |
| 4110 Advertising & Publicity | 436 | 2,876 | 2,500 | -376 | | -376 | 115.0 % |
| 4111 Office Equipment New | 1,845 | 2,691 | 1,500 | -1,191 | | -1,191 | 179.4 % |
| 4112 Subscriptions | 364 | 1,669 | 3,700 | 2,031 | | 2,031 | 45.1 % |
| 4113 Software Support | 1,604 | 7,886 | 7,125 | -761 | | -761 | 110.7 % |
| 4114 Licence Fee | 0 | 0 | 35 | 35 | | 35 | 0.0 % |
| 4115 Insurance | 0 | 3,829 | 4,073 | 244 | | 244 | 94.0 % |
| 4116 Web Site | 0 | 360 | 371 | 11 | | 11 | 97.0 % |
| 4154 Land Registry Fees | 0 | 18 | 0 | -18 | | -18 | 0.0 % |

Month No : 7

Committee Report

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % of Budget |
|--|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|
| 4155 Professional Fees | 80 | 6,106 | 3,000 | -3,106 | | -3,106 | 203.5 % |
| 4156 Bank Charges | 71 | 545 | 860 | 315 | | 315 | 63.4 % |
| 4157 Audit Fees | 0 | -677 | 3,189 | 3,866 | | 3,866 | -21.2 % |
| 4182 Catering & Hospitality | 0 | 90 | 0 | -90 | | -90 | 0.0 % |
| 4199 Other Expenditure | 0 | 3 | 0 | -3 | | -3 | 0.0 % |
| 4270 Vehicles & Equipment Maint | 0 | 0 | 50 | 50 | | 50 | 0.0 % |
| 4272 Equipment Purchase | 0 | 1,035 | 0 | -1,035 | | -1,035 | 0.0 % |
| 4413 Neighbourhood Plan | 0 | 6,000 | 11,000 | 5,000 | | 5,000 | 54.5 % |
| 4414 N Plan Disbursement Budget | 9 | 870 | 1,000 | 130 | | 130 | 87.0 % |
| 4900 Suspense A/c | 0 | 0 | 0 | 0 | | 0 | 0.0 % |
| Administration :- Expenditure | 28,555 | 186,603 | 306,869 | 120,266 | 0 | 120,266 | 60.8 % |
| 1020 Income Training | 0 | 200 | 0 | 200 | | | 0.0 % |
| 1053 Income Grants | 0 | 6,000 | 0 | 6,000 | | | 0.0 % |
| 1054 Income Other | 0 | 112 | 0 | 112 | | | 0.0 % |
| 1059 Income Photocopying | 1 | 33 | 0 | 33 | | | 0.0 % |
| 1062 Income Telephone Recharge | 70 | 493 | 0 | 493 | | | 0.0 % |
| 1190 Interest Received | 21 | 66 | 0 | 66 | | | 0.0 % |
| Administration :- Income | 92 | 6,904 | 0 | 6,904 | | | |
| Net Expenditure over Income | 28,463 | 179,699 | 306,869 | 127,170 | | | |
| 205 Premises - Church Street | | | | | | | |
| 4050 Rent payable | 2,565 | 17,565 | 15,000 | -2,565 | | -2,565 | 117.1 % |
| 4051 Rates | 777 | 5,896 | 10,016 | 4,120 | | 4,120 | 58.9 % |
| 4059 Church Street Service Charges | 28,750 | 28,750 | 30,000 | 1,250 | | 1,250 | 95.8 % |
| 4155 Professional Fees | 2,810 | 4,157 | 0 | -4,157 | | -4,157 | 0.0 % |
| 4199 Other Expenditure | 0 | 2 | 0 | -2 | | -2 | 0.0 % |
| 4270 Vehicles & Equipment Maint | 0 | 67 | 400 | 333 | | 333 | 16.8 % |
| 4275 Building Maintenance | 140 | 243 | 500 | 257 | | 257 | 48.6 % |
| 4301 Public Works Loan Payment | 9,044 | 18,089 | 18,089 | 0 | | 0 | 100.0 % |
| Premises - Church Street :- Expenditure | 44,086 | 74,769 | 74,005 | -764 | 0 | -764 | 101.0 % |
| 1050 Income Rent | 21 | 4,389 | 6,050 | -1,661 | | | 72.6 % |
| 1093 Income Rate Refund | 0 | 5,443 | 0 | 5,443 | | | 0.0 % |
| Premises - Church Street :- Income | 21 | 9,832 | 6,050 | 3,782 | | | 162.5 % |
| Net Expenditure over Income | 44,066 | 64,937 | 67,955 | 3,018 | | | |
| 206 Premises - Hurdle House | | | | | | | |
| 4115 Insurance | 0 | 399 | 397 | -2 | | -2 | 100.4 % |
| 4155 Professional Fees | 0 | 0 | 7,000 | 7,000 | | 7,000 | 0.0 % |

Month No : 7

Committee Report

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % of Budget |
|---|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|
| 4301 Public Works Loan Payment | 0 | 7,501 | 15,002 | 7,501 | | 7,501 | 50.0 % |
| Premises - Hurdis House :- Expenditure | 0 | 7,900 | 22,399 | 14,499 | 0 | 14,499 | 35.3 % |
| 1050 Income Rent | 0 | 35,731 | 21,000 | 14,731 | | | 170.1 % |
| 1051 Income Insurance Recharge | 0 | 0 | 397 | -397 | | | 0.0 % |
| Premises - Hurdis House :- Income | 0 | 35,731 | 21,397 | 14,334 | | | 167.0 % |
| Net Expenditure over Income | 0 | -27,832 | 1,002 | 28,834 | | | |
| 210 Civic Expenses | | | | | | | |
| 4013 Members Expenses | 67 | 75 | 100 | 25 | | 25 | 74.8 % |
| 4014 Member Training | 150 | 150 | 1,500 | 1,350 | | 1,350 | 10.0 % |
| 4106 Stationery | 24 | 450 | 100 | -350 | | -350 | 450.3 % |
| 4110 Advertising & Publicity | 0 | 0 | 50 | 50 | | 50 | 0.0 % |
| 4115 Insurance | 0 | 201 | 200 | -1 | | -1 | 100.3 % |
| 4180 Room Hire | 0 | 0 | 120 | 120 | | 120 | 0.0 % |
| 4181 Civic - Mayors Allowance | 89 | 305 | 1,500 | 1,195 | | 1,195 | 20.3 % |
| 4182 Catering & Hospitality | 0 | 180 | 500 | 320 | | 320 | 36.0 % |
| 4183 Civic - Awards | 0 | -17 | 500 | 517 | | 517 | -3.4 % |
| 4184 Civic - other | 0 | 465 | 200 | -265 | | -265 | 232.5 % |
| 4188 Town Crier Expenses | 35 | 70 | 125 | 55 | | 55 | 56.0 % |
| 4189 Young Mayor | 0 | 115 | 500 | 385 | | 385 | 22.9 % |
| 4190 Election Costs | 0 | 0 | 10,000 | 10,000 | | 10,000 | 0.0 % |
| Civic Expenses :- Expenditure | 364 | 1,993 | 15,395 | 13,402 | 0 | 13,402 | 12.9 % |
| 1030 Income Defibrillators | 0 | 6,149 | 0 | 6,149 | | | 0.0 % |
| Civic Expenses :- Income | 0 | 6,149 | 0 | 6,149 | | | |
| Net Expenditure over Income | 364 | -4,156 | 15,395 | 19,551 | | | |
| 215 Grants | | | | | | | |
| 4401 Grants | 0 | 22,875 | 23,000 | 125 | | 125 | 99.5 % |
| 4405 Grants in Kind | 0 | 0 | 2,200 | 2,200 | | 2,200 | 0.0 % |
| Grants :- Expenditure | 0 | 22,875 | 25,200 | 2,325 | 0 | 2,325 | 90.8 % |
| Net Expenditure over Income | 0 | 22,875 | 25,200 | 2,325 | | | |
| Finance & General Purposes :- Expenditure | 73,006 | 294,140 | 443,868 | 149,728 | 0 | 149,728 | 66.3 % |
| Income | 113 | 58,617 | 27,447 | 31,170 | | | 213.6 % |
| Net Expenditure over Income | 72,893 | 235,523 | 416,421 | 180,898 | | | |

Golf Course

Month No : 7

Committee Report

| | | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % of Budget |
|------|-----------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|
| 101 | <u>Golf Course</u> | | | | | | | |
| 4000 | Salaries & Wages | 6,994 | 47,207 | 74,688 | 27,481 | | 27,481 | 63.2 % |
| 4001 | Employers NI | 590 | 3,887 | 5,535 | 1,648 | | 1,648 | 70.2 % |
| 4002 | Employers Superannuation | 887 | 5,607 | 10,046 | 4,439 | | 4,439 | 55.8 % |
| 4004 | Staff Welfare Costs | 28 | 196 | 0 | -196 | | -196 | 0.0 % |
| 4010 | Staff Training | 0 | 589 | 1,500 | 912 | | 912 | 39.2 % |
| 4011 | Staff Protective Clothing | 0 | 893 | 1,000 | 107 | | 107 | 89.3 % |
| 4015 | Office Refreshments | 0 | 306 | 400 | 94 | | 94 | 76.5 % |
| 4041 | Golf Professional Retainer | 3,527 | 24,690 | 42,326 | 17,636 | | 17,636 | 58.3 % |
| 4045 | Golf Course Player Costs | 0 | 0 | 2,500 | 2,500 | | 2,500 | 0.0 % |
| 4046 | Golf Club Membership Fees | 0 | 15,290 | 17,902 | 2,612 | | 2,612 | 85.4 % |
| 4051 | Rates | 1,940 | 13,575 | 20,400 | 6,825 | | 6,825 | 66.5 % |
| 4052 | Water & Sewerage | 54 | 3,395 | 4,000 | 605 | | 605 | 84.9 % |
| 4055 | Electricity | 226 | 1,372 | 3,200 | 1,828 | | 1,828 | 42.9 % |
| 4056 | Gas | 37 | 249 | 600 | 351 | | 351 | 41.5 % |
| 4060 | Refuse | 0 | 297 | 500 | 203 | | 203 | 59.4 % |
| 4100 | Telecommunications | 19 | 138 | 220 | 83 | | 83 | 62.5 % |
| 4105 | Postage | 0 | 33 | 20 | -13 | | -13 | 165.2 % |
| 4106 | Stationery | 0 | 190 | 450 | 260 | | 260 | 42.3 % |
| 4110 | Advertising & Publicity | 429 | 2,691 | 4,000 | 1,309 | | 1,309 | 67.3 % |
| 4112 | Subscriptions | 0 | 396 | 0 | -396 | | -396 | 0.0 % |
| 4113 | Software Support | 0 | 795 | 464 | -331 | | -331 | 171.3 % |
| 4114 | Licence Fee | 0 | 75 | 75 | 0 | | 0 | 100.0 % |
| 4115 | Insurance | 37 | 5,303 | 7,000 | 1,697 | | 1,697 | 75.8 % |
| 4154 | Land Registry Fees | 0 | 3 | 0 | -3 | | -3 | 0.0 % |
| 4156 | Bank Charges | 144 | 1,392 | 1,600 | 208 | | 208 | 87.0 % |
| 4201 | Cleaning & Hygiene | 0 | 15 | 0 | -15 | | -15 | 0.0 % |
| 4250 | Public Seating | 0 | 42 | 0 | -42 | | -42 | 0.0 % |
| 4251 | Dog Bin Emptying | 89 | 714 | 1,100 | 386 | | 386 | 64.9 % |
| 4261 | Grounds Maint non contract | 2,340 | 22,070 | 27,405 | 5,335 | | 5,335 | 80.5 % |
| 4270 | Vehicles & Equipment Maint | 484 | 16,054 | 16,269 | 215 | | 215 | 98.7 % |
| 4275 | Building Maintenance | 1,477 | 2,131 | 2,000 | -131 | | -131 | 106.5 % |
| 4308 | Rent - Shop, Locker & Chng Rms | 4,167 | 29,167 | 50,000 | 20,833 | | 20,833 | 58.3 % |
| 4309 | Buggy Lease & Maintenance | 440 | 3,607 | 5,277 | 1,670 | | 1,670 | 68.4 % |
| 4900 | Suspense A/c | 0 | 144 | 0 | -144 | | -144 | 0.0 % |
| | Golf Course :- Expenditure | 23,908 | 202,511 | 300,477 | 97,966 | 0 | 97,966 | 67.4 % |
| 1000 | Golf Course Season Ticket | 778 | 146,367 | 160,000 | -13,633 | | | 91.5 % |
| 1001 | Golf Course Green Fees M-F | 5,588 | 50,485 | 72,600 | -22,115 | | | 69.5 % |
| 1002 | Golf Course Green Fees w/eb/h | 3,470 | 38,767 | 56,100 | -17,333 | | | 69.1 % |
| 1003 | Golf Course Specials | 2,188 | 38,211 | 50,000 | -11,789 | | | 76.4 % |

Month No : 7

Committee Report

| | | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % of Budget |
|------|------------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|
| 1004 | Golf Course Locker | 2 | 1,467 | 600 | 867 | | | 244.6 % |
| 1005 | Golf Course Credit Card Charge | 0 | 57 | 60 | -3 | | | 95.5 % |
| 1007 | Golf Course Air Traffic | 0 | 5,625 | 7,500 | -1,875 | | | 75.0 % |
| 1011 | Income Filming | 0 | 165 | 0 | 165 | | | 0.0 % |
| 1012 | Corporate Membership | 0 | 0 | 3,000 | -3,000 | | | 0.0 % |
| 1050 | Income Rent | 0 | 90 | 0 | 90 | | | 0.0 % |
| 1054 | Income Other | 0 | 854 | 0 | 854 | | | 0.0 % |
| 1055 | Income Memorial Bench | 0 | 1,108 | 0 | 1,108 | | | 0.0 % |
| 1100 | Income Advertising | 0 | 200 | 2,000 | -1,800 | | | 10.0 % |
| 1311 | Buggy Hire | 1,413 | 13,608 | 17,000 | -3,392 | | | 80.0 % |
| | Golf Course :- Income | 13,436 | 297,005 | 368,860 | -71,855 | | | 80.5 % |
| | Net Expenditure over Income | 10,472 | -94,494 | -68,383 | 26,111 | | | |
| 103 | <u>The View</u> | | | | | | | |
| 4000 | Salaries & Wages | 17,476 | 117,840 | 187,000 | 69,160 | | 69,160 | 63.0 % |
| 4001 | Employers NI | 1,059 | 7,434 | 8,000 | 566 | | 566 | 92.9 % |
| 4002 | Employers Superannuation | 1,255 | 8,590 | 14,000 | 5,410 | | 5,410 | 61.4 % |
| 4003 | Sub-contracted Staff | 0 | 11,288 | 34,000 | 22,712 | | 22,712 | 33.2 % |
| 4004 | Staff Welfare Costs | 14 | 168 | 0 | -168 | | -168 | 0.0 % |
| 4009 | Recruitment Costs | 0 | 75 | 1,000 | 925 | | 925 | 7.5 % |
| 4010 | Staff Training | 216 | 216 | 2,000 | 1,784 | | 1,784 | 10.8 % |
| 4012 | Staff Expenses | 0 | 305 | 0 | -305 | | -305 | 0.0 % |
| 4016 | Staff Uniform | 19 | 19 | 800 | 781 | | 781 | 2.4 % |
| 4017 | Timesheet & Rota Software | 0 | 188 | 180 | -8 | | -8 | 104.7 % |
| 4051 | Rates | 623 | 4,362 | 7,200 | 2,838 | | 2,838 | 60.6 % |
| 4052 | Water & Sewerage | 0 | 416 | 3,800 | 3,384 | | 3,384 | 10.9 % |
| 4055 | Electricity | 962 | 5,848 | 14,000 | 8,152 | | 8,152 | 41.8 % |
| 4056 | Gas | 422 | 2,986 | 7,000 | 4,014 | | 4,014 | 42.7 % |
| 4060 | Refuse | 1,213 | 3,609 | 1,700 | -1,909 | | -1,909 | 212.3 % |
| 4100 | Telecommunications | 77 | 614 | 1,400 | 786 | | 786 | 43.9 % |
| 4105 | Postage | 20 | 44 | 300 | 256 | | 256 | 14.6 % |
| 4106 | Stationery | 6 | 691 | 800 | 109 | | 109 | 86.3 % |
| 4110 | Advertising & Publicity | 285 | 4,129 | 7,000 | 2,871 | | 2,871 | 59.0 % |
| 4113 | Software Support | 0 | 547 | 1,000 | 453 | | 453 | 54.7 % |
| 4114 | Licence Fee | 70 | 763 | 600 | -163 | | -163 | 127.1 % |
| 4115 | Insurance | 0 | 3,469 | 1,995 | -1,474 | | -1,474 | 173.9 % |
| 4116 | Web Site | 24 | 481 | 300 | -181 | | -181 | 160.4 % |
| 4156 | Bank Charges | 280 | 1,256 | 2,400 | 1,144 | | 1,144 | 52.3 % |
| 4196 | Events Expenditure - The View | 47 | 186 | 3,000 | 2,814 | | 2,814 | 6.2 % |
| 4199 | Other Expenditure | 0 | 337 | 0 | -337 | | -337 | 0.0 % |

Month No : 7

Committee Report

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % of Budget |
|-------------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|
| 4201 Cleaning & Hygiene | 1,609 | 15,310 | 27,000 | 11,690 | | 11,690 | 56.7 % |
| 4202 Linen Cleaning | 221 | 1,109 | 2,800 | 1,691 | | 1,691 | 39.6 % |
| 4270 Vehicles & Equipment Maint | 0 | 664 | 2,400 | 1,736 | | 1,736 | 27.7 % |
| 4272 Equipment Purchase | 0 | 195 | 6,000 | 5,805 | | 5,805 | 3.3 % |
| 4275 Building Maintenance | 562 | 1,435 | 5,000 | 3,565 | | 3,565 | 28.7 % |
| 4276 CCTV | 0 | 651 | 2,000 | 1,349 | | 1,349 | 32.6 % |
| 4279 Fire & Security | 0 | 1,139 | 600 | -539 | | -539 | 189.8 % |
| 4301 Public Works Loan Payment | 0 | 52,488 | 108,000 | 55,512 | | 55,512 | 48.6 % |
| 4303 Food Expenditure | 7,475 | 64,722 | 76,125 | 11,403 | | 11,403 | 85.0 % |
| 4304 Bar Expenditure | 3,146 | 33,367 | 64,945 | 31,578 | | 31,578 | 51.4 % |
| 4305 Fire Extinguishers | 0 | 0 | 300 | 300 | | 300 | 0.0 % |
| 4306 Catering Utensils & Equip | 148 | 1,096 | 500 | -596 | | -596 | 219.2 % |
| 4307 Bar Utensils & Equip | 4 | 393 | 500 | 107 | | 107 | 78.5 % |
| 4311 Pest Control | 168 | 497 | 700 | 203 | | 203 | 71.1 % |
| 4313 Stock Take | 180 | 1,250 | 2,100 | 850 | | 850 | 59.5 % |
| 4314 Cost of Card Top Up Incentives | 314 | 985 | 0 | -985 | | -985 | 0.0 % |
| The View :- Expenditure | 37,896 | 351,165 | 598,445 | 247,280 | 0 | 247,280 | 58.7 % |
| 1050 Income Rent | -50 | 750 | 1,000 | -250 | | | 75.0 % |
| 1100 Income Advertising | 0 | 0 | 2,000 | -2,000 | | | 0.0 % |
| 1305 Income Hire Pro-Shop & Chg Rms | 4,167 | 29,167 | 50,000 | -20,833 | | | 58.3 % |
| 1306 Income Golf Club Room Hires | 1,410 | 5,379 | 13,000 | -7,621 | | | 41.4 % |
| 1307 Income Bar Sales | 15,801 | 112,812 | 200,000 | -87,188 | | | 56.4 % |
| 1308 Income Food Sales | 11,806 | 109,967 | 192,500 | -82,533 | | | 57.1 % |
| 1310 Income - Society Food | 1,453 | 25,072 | 30,000 | -4,928 | | | 83.6 % |
| 1312 Function Food Sales | 5,802 | 20,820 | 40,000 | -19,180 | | | 52.1 % |
| 1313 Function Bar Sales | 1,020 | 2,643 | 4,500 | -1,857 | | | 58.7 % |
| 1314 Income - Society Drink | 0 | 0 | 5,000 | -5,000 | | | 0.0 % |
| 1315 Income Linen Charge | 35 | 216 | 0 | 216 | | | 0.0 % |
| 1316 Events Income - The View | 8 | 118 | 0 | 118 | | | 0.0 % |
| The View :- Income | 41,453 | 306,943 | 538,000 | -231,057 | | | 57.1 % |
| Net Expenditure over Income | -3,556 | 44,222 | 60,445 | 16,223 | | | |
| Golf Course :- Expenditure | 61,804 | 553,676 | 898,922 | 345,246 | 0 | 345,246 | 61.6 % |
| Income | 54,889 | 603,948 | 906,860 | -302,912 | | | 66.6 % |
| Net Expenditure over Income | 6,916 | -50,272 | -7,938 | 42,334 | | | |

Precept

Month No : 7

Committee Report

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % of Budget |
|------------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|
| 801 Precept | | | | | | | |
| 1176 Precept | 0 | 654,466 | 654,466 | 0 | | | 100.0 % |
| 1177 Council Tax Support Grant | 0 | 25,368 | 25,368 | 0 | | | 100.0 % |
| Precept :- Income | 0 | 679,834 | 679,834 | 0 | | | 100.0 % |
| Net Expenditure over Income | 0 | -679,834 | -679,834 | 0 | | | |
| Precept :- Expenditure | 0 | 0 | 0 | 0 | 0 | 0 | 0.0 % |
| Income | 0 | 679,834 | 679,834 | 0 | | | 100.0 % |
| Net Expenditure over Income | 0 | -679,834 | -679,834 | 0 | | | |

Finance & General Purposes Committee Variance Reporting

2017/18

| 201 Administration | | Variance Reported | Currently Reported |
|--------------------|-------------------------|--|---|
| 4003 | Sub Contracted Staff | | 14/12/2017 - The overspend relates to costs for the new RFO which will be met from the EMR |
| 4015 | Office Refreshments | 21/09/2017 Water consumption has almost doubled since the budget. Partly due to hot weather May, June & July and the increased nr of staff since last year. | |
| 4105 | Postage | 21/09/2017 A new franking machine has been installed which should reduce costs by year end. | |
| 4110 | Advertising & Publicity | 21/09/2017 The expenditure % is high due to the cost of the Council Tax Leaflet | |
| 4111 | Office Equip New | | 14/12/2017 - This is significantly overbudget due to new IT equipment required for the facilities department. The overspend of £3,000 will be met by the EMR340 Equipment. |
| 4113 | Software Support | 21/09/2017 This expenditure % is high due to ICT Schools costs for 2017/18 being paid in full in May. | 14/12/2017 - This is showing overbudget due to Microsoft costs for next year being included. These will be accrued at the end of the year leaving the projected outturn for this account as being £7,200. |
| 4115 | Insurance | 29/06/17 This is currently showing significantly overbudget due to the overall amount being coded to 201. This will be journalled to the correct cost centres once the breakdown has been confirmed. | |
| 4155 | Professional Fees | | 14/12/2017 - This is largely overbudget due to the HR Review costs to C Rolley Associates. £3,782 from EMR353 Professional Fees will be used to meet these costs. |
| 4157 | Audit Fees | 29/06/17 This is currently showing in credit due to the accrual for external audit costs for 2016/17 yet to be invoiced. | |
| 4182 | Catering & Hospitality | 21/09/2017 Relates to expenditure at The View for STC Meetings | |
| 4272 | Equipment Purchase | 21/09/2017 Expenditure relates to replacement of IT hardware for the Facilities Dept and new camera for the office | 14/12/2017 - The amount in this code will be journalled to the 4111 code and the as reported above, will be covered by the EMR340 Equipment code. |
| 4415 | Asset Sale Costs | 21/09/2017 Related to the sale of land at The Holt | |

Finance & General Purposes Committee Variance Reporting

2017/18

| | | Variance Reported | Currently Reported |
|------|-------------------------------|--|--|
| 4900 | Suspense Account | 29/06/17 This relates to a payment to Facebook that could not be identified in time for the month end. It has now been confirmed that this payment was for boosting various posts for the Golf Course and The View. This will be re-allocated to the correct cost centres by the end of month 3. 21/09/2017 - The amount of £4 now showing in this account relates to a debit card payment to Ebay made in error. The amount will be refunded and show in next months accounts. | |
| 1053 | Income Grants | 21/09/2017 Grant relating to the Neighbourhood Plan. | |
| 205 | Premises Church Street | | |
| 4050 | Rent Payable | | 14/12/2017 - The Rent is overbudget due to rent increase backdated to 2013 being charged. |
| 4051 | Rates | | 14/12/2017 - The projected outturn for this account is £1,789 underbudget. |
| 4059 | Church Street Service Charges | | 14/12/2017 - The service charge is over budget due to service charge increases dating back to 2013. |
| 4155 | Professional Fees | 21/09/2017 Relates to Solicitor advice regarding the Service Charge | |
| 1093 | Income Rate Refund | 29/06/17 This income in this account relates to the rate refunds dating back 3 years for 37 Church Street | |
| 206 | Hurdle House | | |
| 4275 | Building Maintenance | | 14/12/2017 - Although no expenses are currently showing, there is an charge of £11,050 due to be paid in the next month for the final account of the building works that took place last year. |
| 1050 | Income Rent | 29/06/17 As in previous years, the income showing of £30,481 is not the actual income received. £25K of this relates to the on-going dispute with a previous tenant. | 14/12/2017 - The actual projected outturn for this account is £15,825. The budget of £21,000 was set prior to the agreement that Alun Jenkins would pay an amount towards the building works offsetting his invoice. |

Finance & General Purposes Committee Variance Reporting

2017/18

| | | Variance Reported | Currently Reported |
|-------------------------------|--|---|--------------------|
| 210 Civic Expenses | | | |
| 4106 Stationery | | 29/06/17 The overspend relates to new Councillor folders being purchased. | |
| 4181 Civic - Mayors Allowance | | 29/06/17 The underspend relates to an accrual from 2016/17 for A3 frames. | |
| 4183 Civic - Awards | | 29/06/17 The underspend relates to an accrual from 2016/17 for Town Forum costs | |
| 4184 Civic - Other | | 29/06/17 The overspend relates to a Trade Mark Application cost. | |



Seaford Town Council

Report 99/17

| | |
|---------------------------|--|
| Agenda Item No: | 5 |
| Committee: | Finance & General Purposes |
| Date: | 14th December 2017 |
| Title: | Hire Charges for use of Council Office Facilities and Open Spaces |
| By: | Lucy Clark – Finance Manager |
| Purpose of Report: | To propose new fee structure for the use of Council Office Facilities and Open Spaces during 2018/19. |

Recommendations

You are recommended:

- 1. To approve the fees proposed Venue & Facilities Hire Charges during 2018-19 as shown in Appendix A.**
-

1. Information

- 1.1** Attached as Appendix A is the proposed fee schedule for the use of Council facilities during 2018/19. Appendix B shows the current fees for 2017/18.
- 1.2** Hire charges relating to the rooms within the Council Offices are inclusive of VAT which must be charged. The rates have been increased by 3% for 2018/19 (there was no increase in the previous year).
- 1.3** Photocopying fees have been increased by one pence.
- 1.4** Open Spaces hire charges were revised in the previous year by the Facilities Department to be consistent for all organisations and eliminating the previous 'by application' process. There is no increase to hire both the Martello Fields, but all other areas have been increased by 5%. This increase is due to the management style required to support the amount, size and quality of events requiring more officer time and increased maintenance support than previously.
- 1.5** The Martello beach hut rental costs have remained the same whereas the site licence fees have increased for 2018/19 by 3% (there was no increase in the previous year). The new Bonningstedt site licence has been set at £500 including VAT.

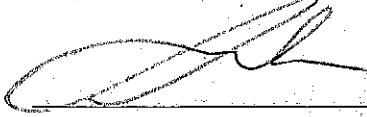
2. Financial Appraisal

The financial implications as set as in section 1 of this report.

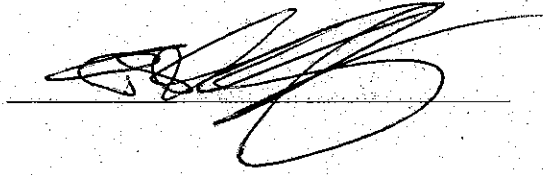
3. Contact Officer

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

Finance Manager



Town Clerk



Venue/facilities Hire Charges
Effective from 1 April 2018 until 31 March 2019

| Venue/Facility | Concessions Voluntary Groups with Official Council Representation | Non Commercial Local Seaford Based Voluntary Groups | Commercial Outside Bodies or Voluntary Groups That Are Not Based in Seaford. |
|---|--|---|--|
| Rooms | | (9.00 - 16.00) | (9.00 - 16.00) |
| Council Chamber - Hourly Rate | £0 | £8.70 (incl VAT) | £17.35 (incl VAT) |
| Council Chamber - Daily Rate | £0 | £51.80 (incl VAT) | £103.55 (incl VAT) |
| Offices, 37 Church Street - Hourly Rate | £0 | £6.45 (incl VAT) | £12.70 (incl VAT) |
| Offices, 37 Church Street - Daily Rate | £0 | £30.10 (incl VAT) | £70.05 (incl VAT) |

| Office Services | Photocopying |
|------------------------------|----------------|
| A4 B/W Single Sided Sheet | 9p (incl VAT) |
| A4 B/W Double Sided Sheet | 11p (incl VAT) |
| A4 Colour Single Sided Sheet | 13p (incl VAT) |
| A4 Colour Double Sided Sheet | 18p (incl VAT) |
| A3 B/W Single Sided Sheet | 13p (incl VAT) |
| A3 B/W Double Sided Sheet | 15p (incl VAT) |
| A3 Colour Single Sided Sheet | 19p (incl VAT) |
| A3 Colour Double Sided | 28p (incl VAT) |

| Open Spaces | Not for Profit / Voluntary Groups (All Exempt from VAT) | | | Commercial / Outside Bodies (All Exempt from VAT) | | |
|-----------------------------|--|-------------|-------------|--|-------------|-------------|
| | Day Rate | Set Up Rate | Hourly Rate | Day Rate | Set Up Rate | Hourly Rate |
| Crouch Gardens | £ 31.50 | £ 15.75 | £ 6.30 | £ 157.50 | £ 78.75 | £ 26.25 |
| Crouch Small Pitch | £ 42.00 | £ 21.00 | £ 13.65 | £ 157.50 | £ 78.75 | £ 26.25 |
| Martello East Field | £ 160.00 | £ 80.00 | £ 40.00 | £ 400.00 | £ 180.00 | £ 100.00 |
| Martello West Field | £ 40.00 | £ 20.00 | £ 13.00 | £ 260.00 | £ 90.00 | £ 50.00 |
| Martello Entertainment Area | £ 30.00 | £ 15.00 | £ 6.00 | £ 150.00 | £ 75.00 | £ 20.00 |
| Promenade | £ 42.00 | £ 42.00 | n/a | £ 42.00 | £ 42.00 | n/a |
| Salts Recreation Grounds | £ 168.00 | £ 84.00 | £ 42.00 | £ 420.00 | £ 189.00 | £ 100.00 |
| South Hill Barn | £ 31.50 | £ 15.75 | £ 6.30 | £ 168.00 | £ 84.00 | £ 42.00 |

| Beach Huts | |
|-----------------------------|----------------------|
| Martello - Site Licence | £406.50 (incl VAT) |
| Martello - Rental Fees | £1,315.58 (incl VAT) |
| Bonningstedt - Site Licence | £500 (incl VAT) |

Venue/facilities Hire Charges
Effective from 1 April 2017 until 31 March 2018

| Venue/Facility | Concessions Voluntary Groups with Official Council Representation | Non Commercial Local Seaford Based Voluntary Groups | Commercial Outside Bodies or Voluntary Groups That Are Not Based in Seaford. |
|---|--|---|--|
| Rooms | | (9.00 - 16.00) | (9.00 - 16.00) |
| Council Chamber - Hourly Rate | £0 | £8.45 (incl VAT) | £16.85 (incl VAT) |
| Council Chamber - Daily Rate | £0 | £50.30 (incl VAT) | £100.55 (incl VAT) |
| Offices, 37 Church Street - Hourly Rate | £0 | £6.25 (incl VAT) | £12.35 (incl VAT) |
| Offices, 37 Church Street - Daily Rate | £0 | £29.20 (incl VAT) | £68.00 (incl VAT) |

| Office Services | Photocopying |
|------------------------------|----------------|
| A4 B/W Single Sided Sheet | 8p (incl VAT) |
| A4 B/W Double Sided Sheet | 10p (incl VAT) |
| A4 Colour Single Sided Sheet | 12p (incl VAT) |
| A4 Colour Double Sided Sheet | 18p (incl VAT) |
| A3 B/W Single Sided Sheet | 12p (incl VAT) |
| A3 B/W Double Sided Sheet | 14p (incl VAT) |
| A3 Colour Single Sided Sheet | 18p (incl VAT) |
| A3 Colour Double Sided | 27p (incl VAT) |

| Open Spaces | Not for Profit / Voluntary Groups (All Exempt from VAT) | | | Commercial / Outside Bodies (All Exempt from VAT) | | |
|-----------------------------|--|-------------|-------------|--|-------------|-------------|
| | Day Rate | Set Up Rate | Hourly Rate | Day Rate | Set Up Rate | Hourly Rate |
| Crouch Gardens | £ 30.00 | £ 15.00 | £ 6.00 | £ 150.00 | £ 75.00 | £ 25.00 |
| Crouch Small Pitch | £ 40.00 | £ 20.00 | £ 13.00 | £ 150.00 | £ 57.00 | £ 25.00 |
| Martello East Field | £ 160.00 | £ 80.00 | £ 40.00 | £ 400.00 | £ 180.00 | £ 100.00 |
| Martello West Field | £ 40.00 | £ 20.00 | £ 13.00 | £ 260.00 | £ 90.00 | £ 50.00 |
| Martello Entertainment Area | £ 30.00 | £ 15.00 | £ 6.00 | £ 150.00 | £ 75.00 | £ 20.00 |
| Promenade | £ 40.00 | £ 40.00 | n/a | £ 40.00 | £ 40.00 | n/a |
| Salts Recreation Grounds | £ 160.00 | £ 80.00 | £ 40.00 | £ 400.00 | £ 180.00 | £ 100.00 |
| South Hill Barn | £ 30.00 | £ 15.00 | £ 6.00 | £ 160.00 | £ 80.00 | £ 40.00 |

| Beach Huts | |
|--------------------------|----------------------|
| Ground Rent/Site Licence | £394.66 (incl VAT) |
| Beach Hut Season Hire | £1,315.58 (incl VAT) |



Agenda Item No: 6
Committee: Finance & General Purposes
Date: 14th December 2017
Title: Proposed Finance & General Purposes Budget 2018/19
By: Lucy Clark, Finance Manager
Purpose of Report: To present a draft budget for 2018/19 for the Committee to consider and make any recommendation to the Council meeting on the 25th January 2018.

Recommendations

You are recommended:

1. To consider the draft 2018/19 Committee budget.
 2. To make any recommendations to the Council when considering the Committee Budget for 2018/19.
 3. To note that a Working Group Meeting for all Councillors to discuss all Committee budgets in detail is being held on 16th January 2018.
-

1. Information

- 1.1 Attached at Appendix A is the summary of the actual financial performance of the Town Council for 2016/17. Also included is the budget for 2017/18 overrun to 30/09/17, projected overrun for the 2017/18 financial year and a draft budget for 2018/19.
- 1.2 The projection for this financial year for the Committee is currently showing as an overspend of £27,009.
- 1.3 The following points should be noted:
 - The Salaries are showing as an overspend largely due to staff changes following the recent HR Review.
 - The projected outturn for the new RFO costs of £4,655 within Sub-Contracted Staff will be met by the EMR353 External Officer Support.
 - The overspend within the advertising budget is due to the successful production of the Tax Leaflet piloted in April this year. This is now within the budget for future years.
 - The overspend of £3,000 within the Office Equipment budget largely related to essential IT equipment for the Facilities Department in the Town Council Offices. This spend will be met by the EMR340 Equipment.
 - The overspend of £4,000 within the Professional Fees largely related to the HR Staffing Review carried out by Rolley Associates and is met by EMR353 External Officer Support.

- The overspend of £2,565 within the Church Street rent payable relates to an increase in rent dating back to 2013 following negotiations with Sussex Police. An additional £5,130 has been agreed to be paid in the next financial year giving reason for the £23,300 budget for 2018/19.
 - The overspend of £7,000 within the Church Street Service Charge relates to the overall service charge costs dating back to 2013 following negotiations with Sussex Police. This will partly be met by remaining £3,821 within the EMR337 Church Street Utilities. Further payments have been agreed to be paid in the next financial year giving reason for the budget of £37,250 for 2018/19.
 - The overspend of £11,032 within the Hurdis House building maintenance budget relates to the final account of the building works which took place last year.
- 1.4 Taking into account the sums to be met from Earmarked Reserves for the Finance & General Purposes Committee of £15,258, the projected outturn is showing an overspend of £11,751.
 - 1.5 The existing and projected Earmarked Reserves are detailed in Appendix B attached.
 - 1.6 The summary of all Committees is attached in Appendix C for information. The Band D tax bases are in italics and have been estimated with an increase of 100-unit year on year. The actual figure for 2018/19 will be known in December. The balance available to transfer to reserves will be increased/decreased by approx. £700 for each 10-unit increase/decrease of the Band D base.
 - 1.7 A Working Group Meeting has been organised for the Committee and all other Councillors to gain a detailed understanding of the Councils finances prior to the Council meeting on the 25th January. This will take place on the 16th January 2018.

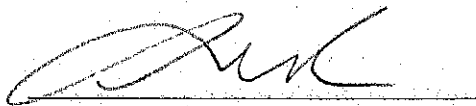
2. Financial Appraisal

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

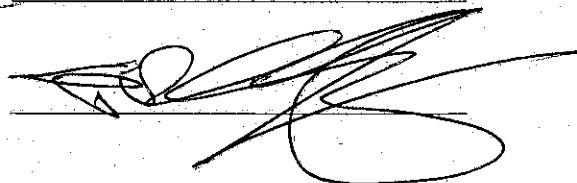
3. Contact Officer

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

Finance Manager



Town Clerk



| Account Code | Administration | 2016-17 Actual | 2017-18 Final Budget | 2016-17 Actual to 30/09/17 | 2017/18 Projected | 2018-19 Budget | 2019-20 Budget | 2020-21 Budget | 2021-22 Budget | 2022-23 Budget | 2018-19 Budget | Notes |
|-----------------------------------|-----------------------------------|----------------|----------------------|----------------------------|-------------------|----------------|----------------|----------------|----------------|----------------|----------------|---------------------------|
| 4000 | Salaries & Wages | 187,967 | 197,441 | 99,866 | 209,600 | 230,245 | 232,547 | 234,873 | 237,222 | 239,594 | | |
| 4001 | Employers NI | 16,198 | 16,737 | 7,981 | 17,000 | 19,200 | 19,392 | 19,586 | 19,782 | 19,980 | | |
| 4002 | Employers Superannuation | 31,442 | 36,306 | 13,903 | 34,500 | 43,600 | 44,036 | 44,476 | 44,921 | 45,370 | | |
| 4003 | Sub-contracted Staff | 0 | 0 | 665 | 4,655 | 8,000 | 8,080 | 8,161 | 8,242 | 8,325 | | £4,655 Outturn met by EMR |
| 4004 | Staff Welfare Costs | 1,365 | 1,400 | 408 | 798 | 822 | 847 | 872 | 898 | 925 | | |
| 4009 | Recruitment Costs | 1,060 | 1,000 | 0 | 1,000 | 1,000 | 1,030 | 1,061 | 1,093 | 1,126 | | |
| 4010 | Staff Training | 4,335 | 6,000 | 1,488 | 4,000 | 2,000 | 2,060 | 2,122 | 2,185 | 2,251 | | |
| 4012 | Staff Expenses | 141 | 300 | 85 | 164 | 300 | 309 | 318 | 328 | 338 | | |
| 4015 | Office Refreshments | 304 | 300 | 253 | 538 | 500 | 515 | 530 | 546 | 563 | | |
| 4100 | Telecommunications | 3,094 | 3,307 | 1,873 | 3,169 | 3,265 | 3,363 | 3,464 | 3,568 | 3,675 | | |
| 4105 | Postage | 1,442 | 1,600 | 792 | 1,196 | 1,388 | 1,430 | 1,473 | 1,517 | 1,562 | | |
| 4106 | Stationery | 2,094 | 1,875 | 895 | 1,838 | 1,875 | 1,931 | 1,989 | 2,049 | 2,110 | | |
| 4107 | Photocopier | 2,364 | 2,200 | 948 | 2,157 | 2,222 | 2,289 | 2,357 | 2,428 | 2,501 | | |
| 4110 | Advertising & Publicity | 2,357 | 2,500 | 2,440 | 3,900 | 3,900 | 4,017 | 4,138 | 4,262 | 4,389 | | |
| 4111 | Office Equipment | 1,023 | 1,500 | 846 | 4,500 | 1,500 | 1,545 | 1,591 | 1,639 | 1,688 | | £3K outturn met by EMR |
| 4112 | Subscriptions | 3,900 | 3,700 | 1,305 | 4,595 | 4,310 | 4,439 | 4,572 | 4,710 | 4,851 | | |
| 4113 | Software Support | 7,201 | 7,125 | 6,283 | 7,200 | 7,800 | 8,100 | 8,450 | 8,800 | 9,064 | | |
| 4114 | Licence Fee | 35 | 35 | 0 | 35 | 35 | 36 | 37 | 38 | 39 | | |
| 4115 | Insurance | 3,594 | 4,073 | 3,829 | 3,829 | 3,944 | 4,062 | 4,184 | 4,310 | 4,439 | | |
| 4116 | Web Site | 360 | 371 | 360 | 360 | 380 | 391 | 403 | 415 | 428 | | |
| 4154 | Land Registry Fees | 0 | 0 | 18 | 18 | 0 | 0 | 0 | 0 | 0 | | |
| 4155 | Professional Fees | 9,208 | 3,000 | 6,026 | 7,000 | 3,000 | 3,090 | 3,183 | 3,278 | 3,377 | | |
| 4156 | Bank Charges | 782 | 860 | 475 | 950 | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 | | |
| 4157 | Audit Fees | 3,720 | 3,189 | -677 | 3,700 | 3,700 | 3,800 | 3,800 | 3,900 | 3,900 | | |
| 4180 | Room Hire | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | |
| 4182 | Catering & Hospitality | 0 | 0 | 90 | 100 | 100 | 100 | 100 | 100 | 100 | | |
| 4199 | Other Expenditure | 42 | 0 | 3 | 243 | 120 | 120 | 150 | 150 | 150 | | |
| 4270 | Vehicle & Equipment Maint | 0 | 50 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | |
| 4272 | Equipment Purchase | 0 | 0 | 1,035 | 0 | 0 | 0 | 0 | 0 | 0 | | Moved to a/c 4111 |
| 4413 | Neighbourhood plan | 17,106 | 11,000 | 6,000 | 11,600 | 6,000 | 0 | 0 | 0 | 0 | | |
| 4414 | Neighbourhood Disbursement Budget | 514 | 1,000 | 861 | 2,000 | 1,000 | 0 | 0 | 0 | 0 | | |
| 4415 | Asset Sale Costs | 1,693 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | |
| Administration Expenditure | | 303,341 | 306,868 | 158,051 | 330,645 | 351,206 | 348,530 | 352,891 | 357,381 | 361,744 | | |

| Account Code | 2016-17 Actual | 2017-18 Final Budget | 2016-17 Actual to 30/09/17 | 2017/18 Projected Outturn | Budget 2018/19 | | | | 2021-22 Budget | 2022-23 Budget | 2018-19 Budget | Notes |
|---|----------------|----------------------|----------------------------|---------------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|------------------------------|
| | | | | | 2018-19 Budget | 2019-20 Budget | 2020-21 Budget | 2021-22 Budget | | | | |
| 1013 Income Bank Recharge | 12 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| 1020 Income Training | 0 | 0 | 200 | 200 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| 1049 Income Postage recharge | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| 1053 Income Grants | 8,922 | 0 | 6,000 | 6,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| 1054 Income Other | 11 | 0 | 112 | 112 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| 1059 Photocopying Income | 200 | 0 | 33 | 35 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| 1062 Income Telephone Recharge | 918 | 0 | 422 | 847 | 873 | 899 | 926 | 954 | 983 | 983 | 983 | |
| 1068 Income Stationery Recharge | 4 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| 1190 Interest Received | 947 | 0 | 45 | 66 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| Administration Income | 11,014 | 0 | 6,812 | 7,260 | 873 | 899 | 926 | 954 | 983 | 983 | 983 | |
| Net Expenditure over Income | 292,327 | 306,868 | 151,239 | 323,385 | 350,333 | 347,630 | 351,965 | 356,427 | 360,762 | 360,762 | 360,762 | |
| Premises - Church Street | | | | | | | | | | | | |
| Cost Centre 205 | | | | | | | | | | | | |
| 4050 Rent Payable | 15,000 | 15,000 | 15,000 | 17,565 | 23,300 | 18,635 | 19,194 | 19,770 | 20,363 | 20,363 | 20,363 | |
| 4051 Rates | 10,645 | 10,016 | 5,119 | 8,227 | 8,003 | 8,243 | 8,490 | 8,745 | 9,007 | 9,007 | 9,007 | |
| 4059 Service Charge | 0 | 30,000 | 0 | 37,000 | 37,250 | 8,500 | 8,755 | 9,018 | 9,288 | 9,288 | 9,288 | £3,821 of outturn met by EMR |
| 4155 Professional Fees | 175 | 0 | 1,347 | 1,347 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| Other Expenditure | 0 | 0 | 2 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| Vehicle & Equipment Maintenance | 579 | 400 | 67 | 135 | 135 | 138 | 138 | 138 | 138 | 138 | 138 | |
| Building Maintenance | 437 | 500 | 103 | 500 | 500 | 500 | 500 | 500 | 500 | 500 | 500 | |
| Public Works Loan Board | 18,089 | 18,089 | 9,044 | 18,089 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| Premises - Church St Expenditure | 44,925 | 74,005 | 30,682 | 82,865 | 69,188 | 36,016 | 37,077 | 38,171 | 39,297 | 39,297 | 39,297 | |
| 1050 Income Rent | 1,692 | 6,050 | 4,369 | 5,772 | 5,813 | 5,987 | 6,167 | 6,352 | 6,543 | 6,543 | 6,543 | |
| 1093 Income Rate Refund | 0 | 0 | 5,443 | 5,443 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| Premises - Church Street Income | 1,692 | 6,050 | 9,812 | 11,215 | 5,813 | 5,987 | 6,167 | 6,352 | 6,543 | 6,543 | 6,543 | |
| Net Expenditure over Income | 43,233 | 67,955 | 20,870 | 71,650 | 63,375 | 30,029 | 30,910 | 31,819 | 32,754 | 32,754 | 32,754 | |

| Account Code | 2016-17 Actual | 2017-18 Final Budget | 2016-17 Actual to 30/09/17 | 2017/18 Projected Outturn | Budget 2018/19 | | | | 2018-19 Budget | 2018-19 Budget Notes |
|--|----------------|----------------------|----------------------------|---------------------------|----------------|----------------|----------------|----------------|----------------|----------------------|
| | | | | | 2018-19 Budget | 2019-20 Budget | 2020-21 Budget | 2021-22 Budget | | |
| Grants Pool | | | | | | | | | | |
| Cost Centre 215 | | | | | | | | | | |
| 4401 Grants Pool | 22,300 | 23,000 | 22,875 | 22,875 | 23,000 | 23,000 | 23,000 | 23,000 | 23,000 | |
| 4405 Grants in Kind | 0 | 2,200 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 No longer in use |
| Grants Expenditure | 22,300 | 25,200 | 22,875 | 22,875 | 23,000 | 23,000 | 23,000 | 23,000 | 23,000 | |
| 1105 Repayment of Loan | 177 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| Grants Income | 177 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| Net Expenditure over Income | 22,123 | 25,200 | 22,875 | 22,875 | 23,000 | 23,000 | 23,000 | 23,000 | 23,000 | |
| Seaford In Bloom | | | | | | | | | | |
| Cost Centre 121 | | | | | | | | | | |
| <i>(Moved to C Services for 2017/18)</i> | | | | | | | | | | |
| 4402 Seaford In Bloom | 8,373 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| Seaford In Bloom Expenditure | 8,373 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| 1054 Other Income | 308 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| Seaford In Bloom Income | 308 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| Net Expenditure over Income | 8,065 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| SUMMARY | | | | | | | | | | |
| 201 Administration | 292,327 | 306,868 | 151,239 | 323,385 | 350,333 | 347,630 | 351,965 | 356,427 | 360,762 | |
| 205 Premises Church Street | 43,233 | 67,955 | 20,870 | 71,650 | 63,375 | 30,029 | 30,910 | 31,819 | 32,754 | |
| 206 Premises Hurdis House | 22,828 | 1,002 | -27,831 | 14,608 | -6,218 | -6,855 | -7,510 | -8,186 | -8,881 | |
| 210 Civic Expenses | 27,566 | 15,395 | -4,519 | 10,912 | 15,402 | 36,358 | 17,365 | 17,371 | 17,288 | |
| 215 Grants | 22,123 | 25,200 | 22,875 | 22,875 | 23,000 | 23,000 | 23,000 | 23,000 | 23,000 | |
| 121 Seaford In Bloom | 8,065 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| Total Net Expenditure | 416,142 | 416,420 | 162,634 | 443,430 | 445,892 | 430,163 | 415,729 | 420,431 | 424,922 | |
| Total Committee Expenditure | 433,919 | 443,867 | 221,138 | 483,879 | 474,208 | 459,328 | 445,770 | 451,372 | 456,792 | |
| Total Committee Income | 17,777 | 27,447 | 58,504 | 40,449 | 28,316 | 29,165 | 30,040 | 30,942 | 31,870 | |
| Net Committee Requirement | 416,142 | 416,420 | 162,634 | 443,430 | 445,892 | 430,163 | 415,729 | 420,431 | 424,922 | |

APRIL 2018

Seaford Town Council

Earmarked Reserves Estimated at 31/03/2018

| A/C Code | Reserve Details | Opening At 01/04/2017 | Transfers To Reserves from General Fund | Transfers to Other reserves | Used To Fund Expenditure | Projected Closing Balance 31/03/2018 | Comments |
|----------|---------------------------------|--------------------------|---|--------------------------------|-----------------------------|---|---|
| 322 | EMR Crypt - Ancient Monument | £ 2,262.84 | £ - | £ - | £ 2,262.84 | £ - | Expenditure used for electrical works at the Crypt. |
| 323 | EMR Crypt - Professional Fees | £ 8,465.00 | £ - | £ - | £ 3,500.00 | £ 4,965.00 | Expenditure used to fund officer time spent on negotiations with the Crypt Lease and managing repairs. |
| 326 | EMR Open Spaces | £ 9,276.00 | £ - | £ - | £ - | £ 9,276.00 | This is an outdated EMR and it is therefore recommended that this be transferred to the General Fund at the year end. |
| 327 | EMR S106 | £ 7,010.00 | £ - | £ - | £ - | £ 7,010.00 | This is an outdated EMR and it is therefore recommended that this be transferred to the General Fund at the year end. |
| 328 | EMR Signage | £ 6,000.00 | £ - | £ - | £ - | £ 6,000.00 | It is predicted that this figure will be used before the year end. |
| 334 | EMR Seafood Head Nature Reserve | £ 538.57 | £ - | £ - | £ - | £ 538.57 | Expenditure used to part fund back dated service charge |
| 337 | EMR Church Street Utilities | £ 3,820.68 | £ - | £ - | £ 3,820.68 | £ - | |
| 340 | EMR Equipment | £ 11,759.00 | £ - | £ - | £ 3,000.00 | £ 8,759.00 | Expenditure has been used to fund the additional IT equipment for the Facilities Dept. |
| 342 | EMR Tree Planting | £ 9,458.02 | £ 320.00 | £ - | £ - | £ 9,778.02 | |
| 345 | EMR Memorial Bench Maintenance | £ 120.00 | £ - | £ - | £ - | £ 120.00 | |
| 350 | EMR Greenkeepers Shed | £ 725.51 | £ - | £ - | £ 725.51 | £ - | Expenditure used to part fund remainder of works for the new Green Keepers shed. |
| 353 | EMR External Officer Support | £ 12,277.02 | £ - | £ - | £ 8,437.00 | £ 3,840.02 | Expenditure used to cover RFO and HR Review costs in 2017/18. |
| 355 | EMR The Seaford App. | £ 1,206.00 | £ - | £ - | £ - | £ 1,206.00 | |
| 358 | EMR Community Projects | £ 6,084.00 | £ - | £ - | £ - | £ 6,084.00 | It is predicted that this figure will be used before the year end. |
| | General Fund | £ 58,271.00 | £ - | £ - | £ 59,743.00 | £ 118,014.00 | |
| | Totals | £ 137,274 | £ 320.00 | £ - | £ 81,489.03 | £ 175,591 | |

Seaford Town Council

Budget 2018/19

Summary Budget 2018/19

| | 2016-17 Actual | 2017-18 Projected Outturn | 2017-18 Final Budget | 2018-19 Budget | 2019-20 Budget | 2020-21 Budget | 2021-22 Budget | 2022-23 Budget |
|---|----------------|---------------------------|----------------------|----------------|----------------|----------------|----------------|----------------|
| Finance & General Purposes Committee | | | | | | | | |
| Expenditure | 433,919 | 483,879 | 443,867 | 474,208 | 459,328 | 445,770 | 451,372 | 456,792 |
| Income | 17,777 | 40,449 | 27,447 | 28,316 | 29,165 | 30,040 | 30,942 | 31,870 |
| Net | 416,142 | 443,430 | 416,420 | 445,892 | 430,163 | 415,729 | 420,431 | 424,922 |
| Community Services Committee | | | | | | | | |
| Expenditure | 338,104 | 850,078 | 326,136 | 909,610 | 361,035 | 369,717 | 378,662 | 388,093 |
| Income | 231,714 | 682,956 | 174,784 | 725,712 | 182,945 | 186,436 | 190,019 | 193,783 |
| Net | 106,390 | 167,122 | 151,352 | 183,898 | 178,090 | 183,281 | 188,642 | 194,310 |
| Golf and The View Committee | | | | | | | | |
| Expenditure | 1,000,900 | 877,588 | 898,922 | 912,778 | 949,504 | 983,448 | 1,012,932 | 1,036,889 |
| Income | 787,513 | 846,621 | 906,860 | 894,060 | 923,127 | 947,991 | 978,675 | 1,005,206 |
| Net | 213,387 | 30,967 | -7,938 | 18,718 | 26,377 | 35,458 | 34,257 | 31,683 |
| Total Committees | | | | | | | | |
| Expenditure | 1,772,923 | 2,211,545 | 1,668,925 | 2,296,596 | 1,769,867 | 1,798,935 | 1,842,966 | 1,881,774 |
| Income | 1,037,004 | 1,570,026 | 1,109,091 | 1,648,088 | 1,135,237 | 1,164,467 | 1,199,636 | 1,230,859 |
| Net | 735,919 | 641,518 | 559,834 | 648,508 | 634,630 | 634,468 | 643,330 | 650,915 |

Expenditure of Ear Marked Reserves Summary

| | | | | | | | | |
|------------------------------------|----------|---------|---|--------|---------|---|---|---|
| R322 - Crypt Ancient Monument | 11,006 | | | | | | | |
| R323 - Crypt Professional Fees | | 2,263 | | | | | | |
| R334 - Seaford Head Nature Reserve | 390 | 3,500 | | | | | | |
| R337 - Church Street Utilities | | 3,821 | | | | | | |
| R340 - Equipment | | 3,000 | | | | | | |
| R346 - Xmas Lights | 1,233 | | | | | | | |
| EMR350 - Greenkeepers Shed | 34,275 | 726 | | | | | | |
| EMR352 - Martello Toilets | 23,000 | | | | | | | |
| EMR353 - External Officer Support | 14,861 | 8,437 | | | | | | |
| EMR354 - The Base | 10,000 | | | | | | | |
| EMR359 - Coastal Community Bid | 7,106 | | | 10,000 | | | | |
| EMR320 - Election costs | | | | | | | | |
| Total transfers | -101,871 | -21,747 | 0 | 0 | -10,000 | 0 | 0 | 0 |

Transfer into Ear Marked Reserves

| | | | | | | | | |
|--|---------|---------|---------|---------|---------|---------|---------|---------|
| Transfer into General Reserves | 8,791 | 320 | | | | | | |
| Amount required to balance from General Reserves | -441 | 59,743 | 120,000 | 61,217 | 116,000 | 140,000 | 167,000 | 197,500 |
| Total additional transfers | 8,350 | 60,063 | 120,000 | 61,217 | 116,000 | 140,000 | 167,000 | 197,500 |
| Net post Reserve transfers | 642,198 | 679,834 | 679,834 | 709,725 | 740,630 | 774,468 | 810,330 | 848,415 |
| Revenue Support Grant | 29,845 | 25,368 | 25,368 | 21,563 | 18,329 | 15,580 | 13,243 | 11,257 |
| Precept demand | 612,553 | 654,466 | 654,466 | 688,162 | 722,302 | 758,888 | 797,087 | 837,158 |
| Tax Base | | 9,484 | 9,484 | 9,594 | 9,684 | 9,784 | 9,884 | 9,984 |
| Band D Council Tax | | 69,01 | 71,73 | 74,59 | 77,56 | 80,64 | 83,85 | |
| Council Tax Percentage increase | | 3.94% | 3.94% | 3.99% | 3.99% | 3.99% | 3.97% | 3.98% |