



Seaford Town Council

To the Members of the Community Services Committee

A meeting of the of the **Community Services Committee** will be held at **37 Church Street, Seaford** on **Thursday 16th June 2016** at **7.00 pm** which you are summoned to attend.

James Corrigan
Town Clerk
9th June 2016

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

To consider report 22/16 to inform members of the Community Services Committee of Income and Expenditure for the period 1 April 2015 to 31 March 2016 and the 2016/17 Financial year to date (pages 3 to 16).

5. Projects and Facilities Manager - Update Report

To consider report 23/16 to inform members on progress and actions relating to Seaford Town Council assets and services (pages 17 to 25).

6. 2 Minute Beach Clean

To consider report 25/16 to seek approval for a contribution towards the cost of the 2 Minute Beach Clean campaign working in partnership with seafront kiosk operators (pages 26 to 27).

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: Councillors C Campbell (Chair), A McLean (Vice Chair), D Argent, P Boorman, R Chambers, L Freeman, R Hayder, O Honeyman, I Murray and D Silvey-Adam.

For information: Councillors S Adeniji, M Brown, D Burchett, B Burfield, R Honeyman, M Lambert, A Latham, P Lower, L Wallraven and L Worcester.



Seaford Town Council

Report 22/16

Agenda Item No: 4
Committee: Community Services
Date: 16 June 2016
Title: Finance Report
By: Ben King, Projects & Facilities Manager
Purpose of Report: To inform members of the Community Services Committee of Income and Expenditure for the period 1 April 2015 to 31 March 2016 and the 2016/17 Financial year to date.

Recommendations

You are recommended:

1. To approve the report.

1. Information

- 1.1 Attached at Appendix A are the statements detailing income and expenditure for the period 1 April 2015 to 31 March 2016 compared to the annual budget.
- 1.2 The actual outturn for the 2015/16 Financial year showing an underspend of £61,737 was broadly in line with the projected underspend of £65,780, which was projected when setting the budget for 2016/17.
- 1.3 Notable variances shown at year end are

- (a) Sports Pitch Hire – not all income was received from Lewes District Council within the 2015/16 financial year, this is now being received following a review of the accounts as well as changes to the bookings payment process where by certain payments will be received directly by this Council.

It is anticipated that the income will be more in line with the budgeted income for the 2016/17 financial year, however there are still some small anomalies in relation to the 2015/16 financial year that need to be explained as to whether they are related simply to cancellations or missing payments.

- (b) Projects Pool – The underspend in Projects Pool was in line with the projection, due to the overall Council budget showing overspend however it was not possible to transfer the underspend to an ear marked reserve.
- (c) Building Maintenance - The year-end expenditure for Building Maintenance did not include the cost of works at The Old Town Hall which

have now been completed. The cost of work is shown in the Old Town Hall Building Maintenance cost code.

- (d) Seaford Nature Reserve – Considerable additional income was experienced due to filming bookings; this resulted in what is shown as additional expenditure in ‘Seaford Head Nature Reserve’ due to commission being paid to the Filming Liaison officer. Additional expenditure shown in Nature Reserve was also comprised of memorial bench plaques and some additional scrub clearance works within the nature reserve by Sussex Wildlife Trust.

- 1.4 Attached at Appendix B are the statements detailing the income and expenditure for the period 1 April 2016 to 30 April 2016.
- 1.5 This shows just month 1 of the financial year so there are no specific explanations that can be provided for any variances as only a small number of transactions have been accounted for at this stage in the year.
- 1.6 Previously reported however, is the saving made on the Town Council’s Insurance Policy, this should remain in the region of £10k saving across all Council areas for the year, further detail relating to savings within each Community Services Cost Centre will be added to the table in Appendix C in time for the next meeting of Community Services.
- 1.7 Appendix C shows the table that will be used in future to log all of the Committee budget variances for the financial year. This will contain reference information about variances that have already been notified to the committee so that the explanations will not need to be repeated in later reports.

2. Financial Appraisal

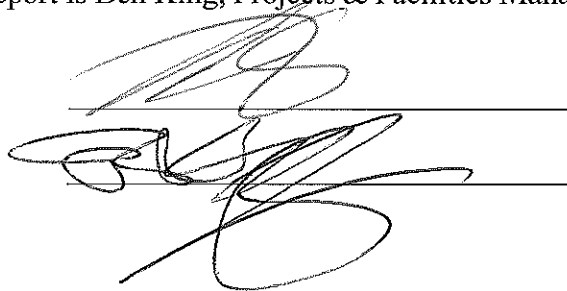
The financial implications in this report are outlined in Section 1 of this report.

3. Contact Officer

The Contact Officer for this report is Ben King, Projects & Facilities Manager.

Projects & Facilities Manager

Town Clerk

The image shows two handwritten signatures in black ink. The top signature is for Ben King, Projects & Facilities Manager, and the bottom signature is for the Town Clerk. Both signatures are written over horizontal lines that serve as baselines for the text.

06/06/2016

Seaford Town Council YEAR END 2015/16

10:24

Detailed Income & Expenditure by Budget Heading 31/03/2016

Page No 1

Month No : 12

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
Community Services						
<u>105</u>	<u>Salts Recreation Ground</u>					
4051	Rates	0	240	601	361	361
4052	Water & Sewerage	943	2,205	3,025	820	820
4055	Electricity	115	247	361	114	114
4115	Insurance	0	3,592	3,000	-592	-592
4199	Other Expenditure	0	-22	0	22	22
4250	Public Seating	0	265	0	-265	-265
4251	Dog Bin Emptying	148	1,632	1,619	-13	-13
4260	Grounds Maintenance Contract	5,705	69,336	70,997	1,661	1,661
4261	Grounds Maint non contract	2,038	4,610	5,000	390	390
4275	Building Maintenance	0	257	0	-257	-257
	Salts Recreation Ground :- Expenditure	8,948	82,362	84,603	2,242	0
1050	Income Rent	359	1,303	2,928	-1,625	0
1051	Income Insurance Recharge	0	1,287	1,285	2	0
1054	Income Other	0	2,102	0	2,102	0
1055	Income Seating	0	180	0	180	0
1058	Income Water Recharge	0	2,135	1,755	380	0
1066	Income Concession	0	16,800	16,800	0	0
1071	Income Base Rent	0	17	1,100	-1,083	0
1073	Sports Pitch Hire	0	2,735	9,000	-6,265	0
1093	Income Rate Refund	0	240	0	240	0
	Salts Recreation Ground :- Income	359	26,800	32,868	-6,068	
	Net Expenditure over Income	8,590	55,562	51,735	-3,827	
<u>106</u>	<u>Crouch Recreation Ground</u>					
4052	Water & Sewerage	501	1,184	2,183	999	999
4055	Electricity	77	362	298	-64	-64
4115	Insurance	0	1,784	1,787	3	3
4156	Bank Charges	91	91	0	-91	-91
4251	Dog Bin Emptying	106	1,165	1,349	184	184
4260	Grounds Maintenance Contract	3,509	42,107	40,494	-1,612	-1,612
4261	Grounds Maint non contract	571	4,025	3,500	-525	-525
4275	Building Maintenance	0	113	0	-113	-113
	Crouch Recreation Ground :- Expenditure	4,855	50,832	49,611	-1,221	0
1050	Income Rent	-78	1,759	2,475	-716	0
1051	Income Insurance Recharge	0	741	745	-4	0
1057	Income Electricity Recharge	0	166	149	17	0

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Month No : 12

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
1073 Sports Pitch Hire	0	1,106	9,000	-7,894		0
Crouch Recreation Ground :- Income	<u>-78</u>	<u>3,772</u>	<u>12,369</u>	<u>-8,597</u>		
Net Expenditure over Income	4,933	47,060	37,242	-9,818		
<u>107 Martello Fields</u>						
4251 Dog Bin Emptying	85	932	1,079	147		147
4260 Grounds Maintenance Contract	1,290	15,480	14,648	-832		-832
4261 Grounds Maint non contract	353	1,955	2,000	45		45
Martello Fields :- Expenditure	<u>1,728</u>	<u>18,368</u>	<u>17,727</u>	<u>-641</u>	<u>0</u>	<u>-641</u>
1050 Income Rent	1,673	5,787	3,750	2,037		0
Martello Fields :- Income	<u>1,673</u>	<u>5,787</u>	<u>3,750</u>	<u>2,037</u>		
Net Expenditure over Income	55	12,581	13,977	1,397		
<u>108 Other Open Spaces</u>						
4051 Rates	0	66	624	558		558
4052 Water & Sewerage	122	308	73	-235		-235
4155 Professional Fees	0	100	0	-100		-100
4250 Public Seating	60	840	0	-840		-840
4251 Dog Bin Emptying	170	1,865	1,620	-245		-245
4260 Grounds Maintenance Contract	2,468	29,611	28,779	-832		-832
4261 Grounds Maint non contract	20	2,192	3,500	1,308		1,308
4270 Vehicles & Equipment Maint	0	21	0	-21		-21
4275 Building Maintenance	175	175	0	-175		-175
Other Open Spaces :- Expenditure	<u>3,014</u>	<u>35,178</u>	<u>34,596</u>	<u>-582</u>	<u>0</u>	<u>-582</u>
1054 Income Other	0	10	0	10		0
1055 Income Seating	0	795	0	795		0
1066 Income Concession	0	2,085	0	2,085		0
1093 Income Rate Refund	0	2,427	0	2,427		0
Other Open Spaces :- Income	<u>0</u>	<u>5,317</u>	<u>0</u>	<u>5,317</u>		
Net Expenditure over Income	3,014	29,861	34,596	4,735		
<u>113 Crypt</u>						
4051 Rates	0	5,568	5,573	5		5
4052 Water & Sewerage	106	278	206	-72		-72
4055 Electricity	184	842	902	60		60
4056 Gas	275	1,169	2,280	1,111		1,111
4105 Postage	0	0	10	10		10

Month No : 12

Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4106	Stationery	4	6	100	94		94
4110	Advertising & Publicity	560	886	1,000	114		114
4115	Insurance	0	769	1,225	456		456
4199	Other Expenditure	0	50	50	0		0
4201	Cleaning & Hygiene	43	283	650	367		367
4261	Grounds Maint non contract	0	50	0	-50		-50
4275	Building Maintenance	0	213	0	-213		-213
	Crypt :- Expenditure	1,172	10,113	11,996	1,883	0	1,883
1050	Income Rent	165	7,981	6,250	1,731		0
	Crypt :- Income	165	7,981	6,250	1,731		
	Net Expenditure over Income	1,007	2,131	5,746	3,615		
<u>115</u>	<u>Martello Tower</u>						
4115	Insurance	0	2,207	2,207	0		0
	Martello Tower :- Expenditure	0	2,207	2,207	0	0	0
	Net Expenditure over Income	0	2,207	2,207	0		
<u>116</u>	<u>Seaford Head Estate</u>						
4052	Water & Sewerage	0	71	0	-71		-71
4055	Electricity	0	691	0	-691		-691
4115	Insurance	0	1,236	1,236	0		0
4155	Professional Fees	0	1,586	0	-1,586		-1,586
4250	Public Seating	353	4,495	0	-4,495		-4,495
4251	Dog Bin Emptying	85	932	1,080	148		148
4260	Grounds Maintenance Contract	152	1,671	2,299	628		628
4261	Grounds Maint non contract	763	-647	2,000	2,647		2,647
4275	Building Maintenance	0	235	0	-235		-235
4500	Nature Reserve Expenses	1,050	17,693	10,500	-7,193		-7,193
	Seaford Head Estate :- Expenditure	2,402	27,962	17,115	-10,847	0	-10,847
1050	Income Rent	-4,681	10,319	10,000	319		0
1053	Income Grants	0	3,793	3,350	443		0
1055	Income Seating	4,100	5,898	0	5,898		0
1066	Income Concession	0	2,085	4,170	-2,085		0
1200	Income Nature Reserve	0	19,883	2,500	17,383		0
	Seaford Head Estate :- Income	-581	41,978	20,020	21,958		
	Net Expenditure over Income	2,983	-14,016	-2,905	11,111		

Month No : 12

Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<u>117</u>	<u>Seafront</u>						
4052	Water & Sewerage	368	368	175	-193		-193
4055	Electricity	895	2,932	2,266	-666		-666
4115	Insurance	0	509	518	9		9
4154	Land Registry Fees	0	78	0	-78		-78
4250	Public Seating	25	267	0	-267		-267
4253	Shelters	234	1,434	1,690	256		256
4260	Grounds Maintenance Contract	0	0	335	335		335
4261	Grounds Maint non contract	326	3,286	2,500	-786		-786
	Seafront :- Expenditure	1,848	8,875	7,484	-1,391	0	-1,391
1011	Income Filming	104	104	0	104		0
1050	Income Rent	0	0	0	0		0
1055	Income Seating	0	1,085	0	1,085		0
1057	Income Electricity Recharge	0	1,879	2,266	-387		0
1058	Income Water Recharge	0	133	80	53		0
1066	Income Concession	-42	42,783	42,825	-42		0
1092	Income Grnds Maint Non Contrat	0	1,710	0	1,710		0
	Seafront :- Income	63	47,695	45,171	2,524		
	Net Expenditure over Income	1,785	-38,820	-37,687	1,133		
<u>118</u>	<u>Beach Huts</u>						
4051	Rates	0	2,914	3,171	257		257
4115	Insurance	0	1,084	1,085	1		1
4275	Building Maintenance	0	145	0	-145		-145
	Beach Huts :- Expenditure	0	4,144	4,256	112	0	112
1054	Income Other	0	112	0	112		0
1060	Beach Huts Site Licence	-15,786	15,376	15,326	50		0
1061	Beach Hut Annual Rent	-11,609	12,042	12,042	0		0
	Beach Huts :- Income	-27,395	27,531	27,368	163		
	Net Expenditure over Income	27,395	-23,387	-23,112	275		
<u>119</u>	<u>Old Town Hall</u>						
4115	Insurance	0	190	190	0		0
4275	Building Maintenance	2,409	2,409	0	-2,409		-2,409
	Old Town Hall :- Expenditure	2,409	2,599	190	-2,409	0	-2,409
1050	Income Rent	106	1,328	1,275	53		0
1051	Income Insurance Recharge	0	0	190	-190		0
	Old Town Hall :- Income	106	1,328	1,465	-137		
	Net Expenditure over Income	2,303	1,271	-1,275	-2,546		

Month No : 12

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<u>125</u> <u>Allotments</u>						
4199 Other Expenditure	154	864	996	132		132
Allotments :- Expenditure	154	864	996	132	0	132
1050 Income Rent	0	863	855	8		0
1054 Income Other	0	622	996	-374		0
Allotments :- Income	0	1,485	1,851	-366		
Net Expenditure over Income	154	-622	-855	-233		
<u>130</u> <u>Other Recreation</u>						
4410 Swimming Pool	0	806	10,000	9,194		9,194
Other Recreation :- Expenditure	0	806	10,000	9,194	0	9,194
Net Expenditure over Income	0	806	10,000	9,194		
<u>134</u> <u>CCTV</u>						
4055 Electricity	731	1,459	1,706	247		247
4115 Insurance	0	926	926	0		0
4276 CCTV	0	9,382	8,153	-1,229		-1,229
CCTV :- Expenditure	731	11,767	10,785	-982	0	-982
Net Expenditure over Income	731	11,767	10,785	-982		
<u>135</u> <u>Community Service Other</u>						
4115 Insurance	0	193	194	1		1
4195 Events Expenditure	0	2,755	200	-2,555		-2,555
4262 Tree Warden Expenses	2,000	3,456	2,310	-1,146		-1,146
4273 Christmas Lights	-500	14,194	13,000	-1,194		-1,194
4275 Building Maintenance	500	0	0	0		0
4281 Christmas Event Expenses	0	8,221	0	-8,221		-8,221
4290 Pysical Activity Proj Expenses	0	1,290	8,000	6,710		6,710
Community Service Other :- Expenditure	2,000	30,109	23,704	-6,405	0	-6,405
1065 Income Xmas Lights	0	0	500	-500		0
1070 Income Community Serv Events	0	2,134	0	2,134		0
1072 Income Tree Wardens	340	1,685	400	1,285		0
1075 Income Christmas Event	-150	8,730	0	8,730		0
Community Service Other :- Income	190	12,549	900	11,649		
Net Expenditure over Income	1,810	17,559	22,804	5,245		

Month No : 12

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<u>220</u> <u>Building Maintenance Pool</u>						
4274 Projects Expenditure	0	1,000	0	-1,000		-1,000
4275 Building Maintenance	50	6,881	6,000	-881		-881
Building Maintenance Pool :- Expenditure	<u>50</u>	<u>7,881</u>	<u>6,000</u>	<u>-1,881</u>	<u>0</u>	<u>-1,881</u>
1091 Income Building Maintenance	0	300	0	300		0
Building Maintenance Pool :- Income	<u>0</u>	<u>300</u>	<u>0</u>	<u>300</u>		
Net Expenditure over Income	<u>50</u>	<u>7,581</u>	<u>6,000</u>	<u>-1,581</u>		
<u>225</u> <u>Projects Pool</u>						
4274 Projects Expenditure	199,310	206,410	45,000	-161,410		-161,410
Projects Pool :- Expenditure	<u>199,310</u>	<u>206,410</u>	<u>45,000</u>	<u>-161,410</u>	<u>0</u>	<u>-161,410</u>
1053 Income Grants	0	204,898	0	204,898		0
Projects Pool :- Income	<u>0</u>	<u>204,898</u>	<u>0</u>	<u>204,898</u>		
Net Expenditure over Income	<u>199,310</u>	<u>1,512</u>	<u>45,000</u>	<u>43,488</u>		
<u>301</u> <u>Planning & Highways</u>						
4263 Bus Shelter Maintenance/Clean	18	218	750	532		532
Planning & Highways :- Expenditure	<u>18</u>	<u>218</u>	<u>750</u>	<u>532</u>	<u>0</u>	<u>532</u>
Net Expenditure over Income	<u>18</u>	<u>218</u>	<u>750</u>	<u>532</u>		
Community Services :- Expenditure	<u>228,640</u>	<u>500,693</u>	<u>327,021</u>	<u>-173,672</u>	<u>0</u>	<u>-173,672</u>
Income	<u>-25,499</u>	<u>387,421</u>	<u>152,012</u>	<u>235,409</u>		
Net Expenditure over Income	<u>254,139</u>	<u>113,271</u>	<u>175,009</u>	<u>61,737</u>		

06/06/2016

Seaford Town Council 2016/2017

10:23

Detailed Income & Expenditure by Budget Heading 30/04/2016

Page No 1

Month No : 1

Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
Community Services							
<u>105</u>	<u>Salts Recreation Ground</u>						
4052	Water & Sewerage	-943	-943	2,060	3,003		3,003
4055	Electricity	-61	-61	200	261		261
4115	Insurance	0	0	3,700	3,700		3,700
4251	Dog Bin Emptying	148	148	1,833	1,685		1,685
4260	Grounds Maintenance Contract	0	0	70,510	70,510		70,510
4261	Grounds Maint non contract	-364	-364	5,000	5,364		5,364
	Salts Recreation Ground :- Expenditure	-1,220	-1,220	83,303	84,523	0	84,523
1050	Income Rent	295	295	1,368	-1,074		0
1051	Income Insurance Recharge	0	0	1,326	-1,326		0
1058	Income Water Recharge	0	0	1,808	-1,808		0
1066	Income Concession	16,800	16,800	16,800	0		0
1073	Sports Pitch Hire	566	566	7,653	-7,087		0
	Salts Recreation Ground :- Income	17,661	17,661	28,955	-11,294		
	Net Expenditure over Income	-18,880	-18,880	54,348	73,228		
<u>106</u>	<u>Crouch Recreation Ground</u>						
4052	Water & Sewerage	-501	-501	2,248	2,749		2,749
4055	Electricity	-77	-77	307	384		384
4115	Insurance	0	0	1,838	1,838		1,838
4251	Dog Bin Emptying	106	106	1,310	1,204		1,204
4260	Grounds Maintenance Contract	0	0	43,370	43,370		43,370
4261	Grounds Maint non contract	-160	-160	3,000	3,160		3,160
	Crouch Recreation Ground :- Expenditure	-632	-632	52,073	52,705	0	52,705
1050	Income Rent	376	376	2,400	-2,024		0
1051	Income Insurance Recharge	0	0	763	-763		0
1057	Income Electricity Recharge	0	0	153	-153		0
1073	Sports Pitch Hire	1,415	1,415	9,270	-7,855		0
	Crouch Recreation Ground :- Income	1,791	1,791	12,586	-10,795		
	Net Expenditure over Income	-2,423	-2,423	39,487	41,910		
<u>107</u>	<u>Martello Fields</u>						
4251	Dog Bin Emptying	85	85	1,048	963		963
4260	Grounds Maintenance Contract	0	0	15,945	15,945		15,945
4261	Grounds Maint non contract	233	233	2,000	1,767		1,767
	Martello Fields :- Expenditure	318	318	18,993	18,675	0	18,675

Month No : 1

Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
1050	Income Rent	2,596	2,596	4,000	-1,404		0
	Martello Fields :- Income	2,596	2,596	4,000	-1,404		
	Net Expenditure over Income	-2,278	-2,278	14,993	17,271		
<u>108</u>	<u>Other Open Spaces</u>						
4052	Water & Sewerage	-122	-122	75	197		197
4251	Dog Bin Emptying	170	170	2,095	1,925		1,925
4260	Grounds Maintenance Contract	0	0	30,500	30,500		30,500
4261	Grounds Maint non contract	40	40	3,500	3,460		3,460
4270	Vehicles & Equipment Maint	50	50	0	-50		-50
	Other Open Spaces :- Expenditure	137	137	36,170	36,033	0	36,033
1066	Income Concession	0	0	2,500	-2,500		0
	Other Open Spaces :- Income	0	0	2,500	-2,500		
	Net Expenditure over Income	137	137	33,670	33,533		
<u>113</u>	<u>Crypt</u>						
4051	Rates	565	565	5,679	5,114		5,114
4052	Water & Sewerage	-106	-106	200	306		306
4055	Electricity	-184	-184	875	1,059		1,059
4056	Gas	-85	-85	2,348	2,433		2,433
4105	Postage	0	0	10	10		10
4106	Stationery	0	0	100	100		100
4110	Advertising & Publicity	26	26	1,000	974		974
4115	Insurance	0	0	792	792		792
4199	Other Expenditure	0	0	50	50		50
4201	Cleaning & Hygiene	12	12	500	488		488
	Crypt :- Expenditure	228	228	11,554	11,326	0	11,326
1050	Income Rent	900	900	6,500	-5,600		0
	Crypt :- Income	900	900	6,500	-5,600		
	Net Expenditure over Income	-672	-672	5,054	5,726		
<u>115</u>	<u>Martello Tower</u>						
4115	Insurance	0	0	2,273	2,273		2,273
	Martello Tower :- Expenditure	0	0	2,273	2,273	0	2,273
	Net Expenditure over Income	0	0	2,273	2,273		

Month No : 1

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<u>116</u> <u>Seaford Head Estate</u>						
4115 Insurance	0	0	1,273	1,273		1,273
4251 Dog Bin Emptying	85	85	1,048	963		963
4260 Grounds Maintenance Contract	0	0	1,877	1,877		1,877
4261 Grounds Maint non contract	-465	-465	2,000	2,465		2,465
4500 Nature Reserve Expenses	5,250	5,250	10,500	5,250		5,250
Seaford Head Estate :- Expenditure	4,870	4,870	16,698	11,828	0	11,828
1050 Income Rent	5,000	5,000	10,000	-5,000		0
1053 Income Grants	0	0	3,250	-3,250		0
1066 Income Concession	0	0	2,500	-2,500		0
1200 Income Nature Reserve	700	700	15,750	-15,050		0
Seaford Head Estate :- Income	5,700	5,700	31,500	-25,800		
Net Expenditure over Income	-830	-830	-14,802	-13,972		
<u>117</u> <u>Seafront</u>						
4052 Water & Sewerage	-368	-368	180	548		548
4055 Electricity	-895	-895	2,334	3,229		3,229
4115 Insurance	0	0	534	534		534
4253 Shelters	240	240	1,600	1,360		1,360
4261 Grounds Maint non contract	155	155	3,000	2,845		2,845
Seafront :- Expenditure	-868	-868	7,648	8,516	0	8,516
1054 Income Other	42	42	0	42		0
1057 Income Electricity Recharge	0	0	2,334	-2,334		0
1058 Income Water Recharge	0	0	82	-82		0
1066 Income Concession	41,292	41,292	42,825	-1,533		0
1092 Income Grnds Maint Non Contrat	135	135	0	135		0
Seafront :- Income	41,468	41,468	45,241	-3,773		
Net Expenditure over Income	-42,336	-42,336	-37,593	4,743		
<u>118</u> <u>Beach Huts</u>						
4051 Rates	241	241	3,231	2,990		2,990
4115 Insurance	0	0	1,118	1,118		1,118
Beach Huts :- Expenditure	241	241	4,349	4,108	0	4,108
1054 Income Other	67	67	0	67		0
1060 Beach Huts Site Licence	15,786	15,786	18,944	-3,158		0
1061 Beach Hut Annual Rent	12,664	12,664	12,664	0		0
Beach Huts :- Income	28,517	28,517	31,608	-3,091		
Net Expenditure over Income	-28,277	-28,277	-27,259	1,018		

Month No : 1

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<u>119</u> <u>Old Town Hall</u>						
4115 Insurance	0	0	196	196		196
4275 Building Maintenance	-2,409	-2,409	0	2,409		2,409
Old Town Hall :- Expenditure	-2,409	-2,409	196	2,605	0	2,605
1050 Income Rent	106	106	1,275	-1,169		0
1051 Income Insurance Recharge	0	0	1,275	-1,275		0
Old Town Hall :- Income	106	106	2,550	-2,444		
Net Expenditure over Income	-2,515	-2,515	-2,354	161		
<u>125</u> <u>Allotments</u>						
4199 Other Expenditure	0	0	966	966		966
Allotments :- Expenditure	0	0	966	966	0	966
1050 Income Rent	874	874	870	4		0
1054 Income Other	80	80	966	-886		0
Allotments :- Income	954	954	1,836	-882		
Net Expenditure over Income	-954	-954	-870	84		
<u>130</u> <u>Other Recreation</u>						
4410 Swimming Pool	3,279	3,279	10,000	6,721		6,721
Other Recreation :- Expenditure	3,279	3,279	10,000	6,721	0	6,721
Net Expenditure over Income	3,279	3,279	10,000	6,721		
<u>134</u> <u>CCTV</u>						
4055 Electricity	0	0	1,757	1,757		1,757
4115 Insurance	0	0	954	954		954
4276 CCTV	0	0	8,398	8,398		8,398
CCTV :- Expenditure	0	0	11,109	11,109	0	11,109
Net Expenditure over Income	0	0	11,109	11,109		
<u>135</u> <u>Community Service Other</u>						
4112 Subscriptions	249	249	0	-249		-249
4115 Insurance	0	0	199	199		199
4195 Events Expenditure	86	86	250	164		164
4262 Tree Warden Expenses	-414	-414	2,000	2,414		2,414
4273 Christmas Lights	0	0	15,000	15,000		15,000

Month No : 1

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4281 Christmas Event Expenses	127	127	0	-127		-127
4290 Physical Activity Proj Expenses	0	0	8,000	8,000		8,000
Community Service Other :- Expenditure	<u>48</u>	<u>48</u>	<u>25,449</u>	<u>25,401</u>	<u>0</u>	<u>25,401</u>
1070 Income Community Serv Events	80	80	0	80		0
Community Service Other :- Income	<u>80</u>	<u>80</u>	<u>0</u>	<u>80</u>		
Net Expenditure over Income	<u>-32</u>	<u>-32</u>	<u>25,449</u>	<u>25,481</u>		
<u>220</u> <u>Building Maintenance Pool</u>						
4275 Building Maintenance	719	719	6,000	5,281		5,281
Building Maintenance Pool :- Expenditure	<u>719</u>	<u>719</u>	<u>6,000</u>	<u>5,281</u>	<u>0</u>	<u>5,281</u>
Net Expenditure over Income	<u>719</u>	<u>719</u>	<u>6,000</u>	<u>5,281</u>		
<u>225</u> <u>Projects Pool</u>						
4274 Projects Expenditure	0	0	30,000	30,000		30,000
Projects Pool :- Expenditure	<u>0</u>	<u>0</u>	<u>30,000</u>	<u>30,000</u>	<u>0</u>	<u>30,000</u>
Net Expenditure over Income	<u>0</u>	<u>0</u>	<u>30,000</u>	<u>30,000</u>		
<u>301</u> <u>Planning & Highways</u>						
4263 Bus Shelter Maintenance/Clean	36	36	500	464		464
Planning & Highways :- Expenditure	<u>36</u>	<u>36</u>	<u>500</u>	<u>464</u>	<u>0</u>	<u>464</u>
Net Expenditure over Income	<u>36</u>	<u>36</u>	<u>500</u>	<u>464</u>		
Community Services :- Expenditure	<u>4,748</u>	<u>4,748</u>	<u>317,281</u>	<u>312,533</u>	<u>0</u>	<u>312,533</u>
Income	<u>99,774</u>	<u>99,774</u>	<u>167,276</u>	<u>-67,502</u>		
Net Expenditure over Income	<u>-95,026</u>	<u>-95,026</u>	<u>150,005</u>	<u>245,031</u>		

15

Community Services Variances Reported - 2016/17

		Previous Comments	New Comments
105	Salts Recreation Ground		
106	Crouch Gardens		
107	Martello Fields		
108	Other Open Spaces		
113	Crypt		
115	Civic Expenses		
116	Seaford Head		
117	Seafront		
118	Beach Huts		
119	Old Town Hall		
125	Allotments		
130	Other Recreation		
134	CCTV		
135	Community Service Other		
220	Building Maintenance Pool		
225	Projects Pool		
301	Planning & Highways		



Seaford Town Council

Report 23/16

Agenda Item No:	5
Committee:	Community Services
Date:	16 Jun 2016
Title:	Projects & Facilities Manager - update report
By:	Ben King – Projects & Facilities Manager
Purpose of Report:	To inform members on progress and actions relating to Seaford Town Council assets and services.

Recommendations

You are recommended:

- 1. To note the contents of the report.**
-

1. Projects and Facilities Information

1.1 The Salts

Play Area – Although experiencing delays work has progressed well on the play area at The Salts with Phase 1 now being completed. The circumstances are far from ideal however the play area was able to be reopened for the Bank Holiday and half term week. Patience has been required in order to maintain the most productive results for the play space.

A great deal of work has gone in to reviewing each stage of the works and agreeing any variations as works progressed such as the installation of the rubber mulch surfacing, this has put further financial pressure on the contractor who has clearly viewed the decision to use rubber surface as the most beneficial for all concerned, therefore allowances have been made whereby the programme has been allowed to extend to enable the improvements.

The second phase will be proceeding with the installation of mulch around the remaining equipment items and soil works will be undertaken in order to conclude the remedial works.

Iconic Facility – Initial ‘Expressions of Interest’ have been received for the Iconic Café/Restaurant project being led by Lewes District Council. Until further assessment takes place The Salts Development Plan projects will be on hold. This is due primarily to the uncertainty around the location of such a building and the potential impact on existing facilities. It is an expressed priority that any impact on

existing buildings is offset with the relocation and/or upgrading of the functions provided by those buildings.

Also if the location of any new facility was to have an impact on other facilities such as Skate Park or tennis courts these areas would need to be relocated to suit any new configuration.

Replacement Dog Bins have now been installed at The Salts, following the loss of a number of bins due to condition, these have been upgraded to a more durable product that is used across the district.

Vandalism has continued in sporadic stages at The Salts however the toilet building has recently been targeted with considerable damage being caused to the Accessible Toilet which will now be double locked overnight and will be inaccessible out of hours as with the ladies and gents. Lewes District Council is responsible for the day to day operations and the related maintenance as well as the equipment however due to the repeated incidents they may not be able to sustain reasonable operation of the service beyond 3pm daily; this is due to the vulnerability and limited attendance at the site, now resulting in increasing costs.

There was also a break in at the Changing Rooms. The incident resulted in minor damage caused within the building which has now been repaired at no cost to the Town Council. The locks have also been changed and new keys are being issued to the original key holders.

Seafront

Recent occasions of fair weather have brought about a return of some instances of overflowing bins and litter on the seafront. New public notices were installed on a number of the bins prior to the bank holiday weekend at the end of May.

The notices had seemed to be effective in 2015 however they were not applied to all bins so the provision will be reviewed to consider increasing the number of notices. The matter will be discussed again with Lewes District Council in order to request improvements to the emptying service during the summer months.

It has been suggested that more bins are the solution. However, there is no evidence that this would increase capacity to a level where people would not put rubbish bags next to bins. This is the main problem, and is technically a littering offence.

A programme of publicising bin etiquette will be undertaken over the next few weeks. Volunteers will be needed to give out leaflets in the beach areas on busy weekends.

Lewes District Council have been written to by the Town Council to request that they review the times of litter collections. The request asks that they reconsider the timings of the emptying on weekends in particular as they currently empty only in the morning and also to review how they resource the service to prioritise weekend and evening emptying more during peak season to reduce the risk of excess rubbish being left overnight.

The operator of Frankies Beach Café Dominic Smith has requested support in signing up to the '2 MINUTE BEACH CLEAN'. More details about the scheme

and recommendations have been made in report number 25/16 of this agenda. For information about the scheme visit beachclean.net.

A railing has been replaced by Seaford Town Council at the end of the walkway at Splash Point; at the end of April the railing had mysteriously disappeared, believed to be lost in a storm; this has now been replaced to restore the previous level of safety.

A glass panel has also been smashed in the seafront shelter at Martello, in addition one of the railings at Martello Tower was also vandalised and has now been repaired. The replacement glass is on order and both of the incidents have been reported to Police.

Rotary Clock

Service work was completed on the Rotary Clock on Broad Street in May. Fortunate timing played a part in this particular case whereby a scaffold had been installed at the front of the Cameron's building where the clock is fitted.

Permission was kindly granted by the Building Company for use of the scaffold to enable the clock engineer to undertake the service. The work was completed with only replacement lighting tubes being required and a total cost that was approximately £50 over the previous estimate.

In preparation for next year, access arrangements are being quoted for by street lighting contractors, who have ready supply of the required access equipment/machinery.

Seahaven Flood Fair

The Projects and Facilities Manager attended the Seahaven Flood Fair on 23rd April 2016 at Seaford Head Lower School to assist on the day and to be available for any enquiries relating to Seaford Town Council's role in flood incidents as well as supporting the other organisations in advising the public.

The event saw mixed footfall and although the attendance slowed considerably after the early stages the event was a very useful opportunity for the organisations and services involved to learn more about their roles in flood response situations and to gain a clearer understanding of the services available across the area as well as domestic flood safety products. Flood Insurance was also featured at the event for those that require insurance cover specific to properties within flood risk areas.

Attendees included the National Flood Forum; East Sussex County Council, East Sussex Fire and Rescue Service, Environment Agency, Southern Water, Seahaven Community Flood Action Group, Coastguard, Sussex 4x4 Response, Raynet, Seaford Lifeguards, Lewes District Council, Newhaven Town Council, British Red Cross, U3A and 60+ Club.

Development Plans for Open Spaces

The Seafront Development Plan will proceed shortly with a public consultation made available online as well as targeted surveys on site at predetermined dates. There are a number of project areas already being worked on including Martello Tower seating which will provision the proposed Performance Area; Splash Point seating project being developed by Seaford Community Partnership, a funding

application being submitted by Len Fisher for a new CCTV system on the seafront as well as projects for management of litter and awareness campaigns.

The Salts Development Plan projects are currently on hold as discussed above due to the consideration of the Iconic Facilities proposals. Once a clear path is considered and decided upon for the Iconic Facilities, then the other project development work will be guided by that decision.

Playing Pitch Strategy

Initial enquiries have been made with a number of consultants; responses so far indicate that the cost of a formal study could be as much as £20k-£25k but this is based upon studies being produced for District Councils or larger local government organisations.

It has also been suggested that a Playing Pitch Strategy for just a Town Council would not be endorsed by Sport England or National Governing Bodies, they would only endorse a district wide strategy.

A request was sent to Lewes District Council to ask if they would be in a position to part fund a full District wide study with contributions from other Town and Parish Councils within the District. LDC unfortunately are not in a position to support fund a study at this time, they had planned to undertake a Sports Strategy around 2013/14 however it was deprioritised and has not currently been reprioritised.

Alternative ways of funding a District wide study will be explored and other Seaford based options will also be considered in order to address the range of problems being faced by outdoor sport activities in the area.

1.2 Events

Appendix B shows the most up to date list of outdoor Events and Bookings that are being processed by the office, additions will be included as they arise.

A number of events have already taken place this year including Funfair, Car Boot Fairs, Waifs and Strays Dog Show, the Mayors Garden Trail and Jay Millers Circus.

The calendar of events is very full this year with Sussex Day, Seahaven Veterans and Armed Forces Day and Motor Fest this month then in July there is the UK Triathlon, Colour Run for Blind Veterans UK, Seaford Head Schools Fun Run on the seafront and their Family Festival at Lower School as well as Scouts and Rotary Boot Fairs..

The Seahaven Veterans and Armed Forces Day event is coming together well considering the delays experienced during the process of new appointments in Emily Piper and Lyn Collins.

The progress made on the event this year is a positive sign of the productivity from the Projects and Facilities office with the new team in place.

Len of course played the important role in the award of the MOD Funding of just under £4.5k.

Lyn produced a much improved, stylish and informative event programme for this year, which is now being released across a number of outlets with more locations being added as time moves on.

Emily has been very busy bringing all of the aspects together which this year includes the Commemorative lapel pins for all of the parade participants, in addition PA equipment and a large Marquee has also been ordered using the funding award from the MOD, more flags and banners are being ordered to dress the event further and more donation pots have been ordered to generate further donations from the programmes and on the event day.

Seaford Christmas Magic is in the early stages of development and the working group will be focussing on specific aspects for each meeting, the most recent being the budget and funding requirements.

The lighting scheme will remain the same this year with an improvement plan put in place for 2017.

1.3 Projects & Facilities – Progress and Team Priorities:

The new Strategic Plan and Objectives has enabled the collation of all project work into one guiding document. All team members' priority work and progress can be updated and followed via this document as their work develops.

The priority projects are shown in Appendix A and these are being progressively updated. For Emily and Lyn much of their work has focussed on Seahaven Veterans and Armed Forces Day and with most aspects now in place for the event their work can confidently move on to their other priorities.

Against each priority there are sections to show a start date, projected completion date and the Strategic Objective (SO Code) that the project work links to. There is also a comment date so that the update of information can be tracked.

Len is working progressively through a number of Funding applications; an Arts Council bid in relation to the Seafront Performance Area was rejected, however feedback was offered in relation to the particular aspects that did not meet the criteria so a revised bid can be submitted subject to some work by Len to review.

A bid for CCTV on the seafront will soon be submitted to the Community Safety Partnership (CSP) in order to improve security measures in previously vulnerable areas.

A Coastal Communities bid is also being prioritised due to a deadline at the end of June; this bid will be seeking funding for accommodation/log cabins at the Golf Course, being one of the Strategic Objectives.

2. Financial Appraisal

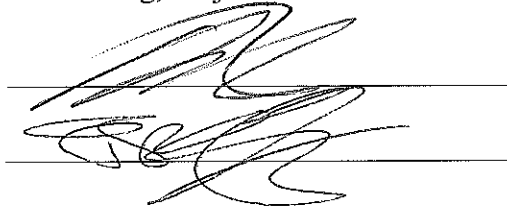
There are no financial implications as a result of this report.

3. Contact Officer

The Contact Officer for this report is Ben King, Projects & Facilities Manager.

Projects & Facilities Manager

Town Clerk

Two horizontal lines with handwritten signatures written over them. The top signature is more fluid and cursive, while the bottom signature is more blocky and less legible.

Officer	Project	Start Date	Projected completion date	Comments	Comment date	SO No	Priority / pending date
Ben	The Salts Play Area	Mar-15		Jul-16 Completion of final remedials, handover and payment	06/06/2016	SO3/1	1
	Seafront Development Plan			Dec-16 Produce first stage Public Consultation Document	06/06/2016	SO2/19	1
	Playing Pitch Strategy	10/05/2016		Review consultants and options for tender - Contact			
	Beach Huts - Replacement Doors	Nov-15		Dec-16 partner clubs and town councils	06/06/2016	SO3/6	1
	The Salts Outdoor Gym - Refurb or replacement	10/06/2016		Aug-16 Urgent order required for 2 - 3 Replacement doors	06/06/2016	SO2/19	1
	Cliff Safety Signage and Public Safety	20/06/2016		Jul-16 Seek quotes for Refurb vs Replace of Outdoor Gym	01/05/2016	SO3/1	1
	Noticeboard Replacements	13/06/2016		Jul-16 Walk the route and list, include GK's where required	01/05/2016	SO2/18	2
				Aug-16 Specification options to be identified	01/05/2016	SO2/18	2
	Arts@theCrypt Projects	Pending		Quotations required for internal and external works	06/06/2016	SO5/7	3
	Beach Huts Research	Pending		Awaiting completion of New doors for existing huts			
	Signage for Open Spaces	Pending		before commencing	01/05/2016	SO2/19	2
				Identify and Present options	SO2/18(19)	SO3/1(2)(4)	2
	Concessions - South Hill Barn and High & Over	10/06/2016		Identify effective key contacts and establish alternative letting options	SO1/16 (SO5/7)		2
	Review of Memorial Policy and Memorials Brochure	Pending		Liaise with Lyn and JC regarding standard practice and options going forward	SO5		2
	South Street Toilet Roof works	Aug-15		Sep-16			3
The Salts Planting			Nov-16 Prepare planting plan and establish cost	SO3/1	SO2/19	15/08/2016	
Martello Toilets	Pending		Dec-17	SO3/2		01/10/2016	
Crouch Development Plan	On Hold		Invite Concept Designs to launch the project with a full public consultation	SO3/1		01/08/2016	
The Salts Skate	On Hold		Brief LF on the Tennis requirements and possible partners - LF to take the project in order to apply for funding in a stand alone project				
The Salts Tennis	On Hold		Following the completion of Seafront DP, review of Neighbourhood Plan and land sales options and commencement of Crouch DP	SO3/1		01/08/2016	
Open Spaces Strategy	Pending		Establish the Plan format whilst creating the Seafront DP	SO2/18		01/01/2017	
Martello Field Development Plan (Combine with Seafront)	Pending			SO3/4		01/10/2016	

Len	Creation of a power supply for Martello performance area	Ongoing	To be determined	Arts Council Bid rejected - Revised submission being prepared	06/06/2016	SO2/19	1
	Awards for All bid for the provision of toilets at The Base	Bid not started as yet		In process	06/06/2016	SO3/1	1
	CSP bid to Lewes for CCTV Scheme promenade	Bid 95% completed		Variation of brief, may now be looking at smaller self contained scheme	06/06/2016	SO2/19 (SO3/1)	1
	Creation of seating Martello Public performance area	Ongoing	To be determined	This is the next project on the list to contact prospective doanors with costs		SO2/19	2
Assist in new lease for Old Town Hall	1st July 2016	To be determined			SO5	3	
Creation of lease for Community Garden project (Exchange)	1st July 2016	To be determined			SO5	2	

SO1/5(6) 2
 SO2/19 2
 SO3/1 3
 SO3/1 3

15th May 2016 To be determined
 10th July
 10th July 2016 To be determined
 10th July 2016 To be determined
 1st August 2016 To be determined
 1st August 2016 To be determined

South Hill Barn debris clearance
 MOD Funding completion return for Armed Forces Day
 Keith Baker Trust funding application for performance area
 Cricket Club grant assistance new all weather pitch
 Look at costs for new tennis courts at The Salts

Needs to be carried out following the event
 Decision awaited from K&T in July for £4,000
 Bid to be considered in the summer
 Hold until decision re iconic café is decided

Emily	Seahaven Veterans and Armed Forces Day	06/06/2016	SO1/13	1
	Creation of comprehensive Whats On / Features list and establishing a circulation database and promotional procedure	SO1/13(14)(15)		1
	Seaford Christmas Magic	06/06/2016	SO1/12	2
	Christmas Lights - Research / appoint new contractors	01/05/2016	SO2/18 SO2/18	2
	Town Centre infrastructure and Street Furniture Review	06/06/2016	(SO5)	1
	Supporting new and existing Community Events and attracting new commercial events	SO1/13(14)(15)		3
	Catalogue and appoint annual Service Contracts or similar systems	06/06/2016	SO5	2

Lyn	Leaflet Holders for Kiosks and Café	26/06/2016	SO1/7 (SO2/19)	1
	Town Guide and Tourism Guide	06/06/2016		2
	Review of Open Spaces, Community Events and Activities for Website, Town Guide and PR Pack	01/05/2016		3
	Promotion of TIC	01/05/2016	SO1/7	2
	Sussex Day	06/06/2016	SO1/13	1
	Beach Hut - Market Research for new Beach Huts	SO2/19		2
	Eliminate Memorials waiting list and establish manageable Memorials Policy & Procedure		SO5	2
	2 Minute Beach Clean		SO2/19	

2016 SEAFORD EVENTS

DATE	DAY/S	LOCATION	EVENT/ORGANISER
JUNE			
2-5th June	Thurs-Sun	Martello	Jay Millers Circus
4th June	Saturday	Salts	Premier United
11th June	Saturday	Crouch	Rude Mechanical Theatre
12th June	Sunday	Martello	Rotary Boot Fair
12th June	Sunday	Martello (Tower/Kiosk)	Sussex Day (Martello Tower)
12th June	Sunday	Seafront (The Salts)	Triple Challenge (Martello Rotary)
24th June	Friday	Martello	Brad Mitchell Funfair
25th June	Saturday	Martello	Seahaven Veterans and Armed Forces Day
26th June	Sunday	Martello	Motorfest
JULY			
3rd July	Sunday	Martello	Rotary Boot Fair
9/10th July	Sat/Sun	Martello / Seafront	UK Triathlon
9/10th July	Sat/Sun	Crouch Gardens	Synergy Theatre
17th July	Sunday	Martello	Scouts Boot Fair
17th July	Sunday	Seafront	Dash of Colour / Charity Run Blind Veterans UK
AUGUST			
7th August	Sunday	Martello	Rotary Boot Fair
14th August	Sunday	Martello	Scouts Boot Fair
20th August	Saturday	Martello	Waifs & Strays Family Funday & Dog Show
28th August	Sunday	Martello	Donkey Derby
SEPTEMBER			
4th September	Sunday	Martello	Cancer Research Sponsored Walk / Martello Rotary
4th September	Sunday	Martello	Rotary Boot Fair
11th September	Saturday	Martello	Scouts Boot Fair
OCTOBER			
2nd October	Sunday	Martello	Rotary Boot Fair
9th October	Sunday	Martello	Scouts Boot Fair
22nd October	Saturday	Town Centre / Martello	Seaford Bonfire Night
NOVEMBER			
13th November	Sunday	War Memorial	Remembrance Day
DECEMBER			
3rd December	Saturday	Town Centre	Seaford Christmas Magic



Seaford Town Council

Report 25/16

Agenda Item No: 6

Committee: Community Services

Date: 16 June 2016

Title: '2 Minute Beach Clean'

By: Ben King, Projects & Facilities Manager

Purpose of Report: To seek approval for a contribution towards the cost of the 2 Minute Beach Clean campaign working in partnership with seafront kiosk operators.

Recommendations

You are recommended:

1. To approve a contribution of £330 from the projects budget be made to meet the primary cost for Frankies Beach Café to sign up to the 2 Minute Beach Clean campaign, subject to the Kiosk operator meeting any further cost, maintaining supplies and equipment and managing the scheme as per the guidance provided by the campaign organisers.
 2. To grant permission for the free standing sign to be placed on the seafront and the campaign to be promoted on a daily basis when the kiosk is operating.
 3. To delegate authority to the Projects & Facilities Manager to fund further boards on the same arrangement to a maximum total cost of £1,000 from the Projects budget.
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1. Information

- 1.1 The operator of Frankies Beach Cafe, Dominic Smith has contacted this Council seeking support and funding towards the cost of joining a national Beach Cleaning campaign.
- 1.2 The '2 Minute Beach Clean' is an awareness and community action campaign; a very simple concept that so far has experienced positive results elsewhere. One positive aspect of this particular campaign is that the organisers insist the scheme is managed by a business or organisation that is situated on or close to the site and the Seafront Kiosks would fit the criteria.
- 1.3 Information about the scheme can be found at <http://beachclean.net/> and in simple terms it comprises of the supply of a 'A Frame' signboard, with attachments for the storage of litter pickers and bin liners; then members of the public are encouraged to litter-pick for just 2 minutes. If they feel inclined, they can make an 'artistic' display of the items they have collected and share an image of it through social media.
- 1.4 The campaign would link Seaford to the national campaign through its website and map online; and there are Social Media pages working to generate public interest.

displaying the activities and successes of other towns and encouraging communities to sign up and get involved.

- 1.5 Logos can also be added to the board which could include information about each of the contributing organisations. Press releases can also be sent out and public information / posters could also be displayed in areas along the seafront or relevant areas in the town centre such as fish and chip shops.
- 1.6 Currently the boards shown on the map are in place from the west in Cornwall along to Bournemouth; seemingly Seaford would be one of the first coastal towns in Sussex to sign up to the campaign which would be a positive message locally but also nationally.
- 1.7 A request for support has been sent to Lewes District Council as they are responsible for litter and bin emptying on the seafront. Depending on their response this may reduce the funds required from this Council; however, Dominic would like to have the campaign up and running in good time for the Summer Holidays so it is recommended to meet the cost as detailed in this report.
- 1.8 Considering the length of the seafront promenade and the extent of some of the litter problems, it would be beneficial to consider implementing the boards in a number of locations if other operators are prepared to manage the scheme on the same basis as Frankies Beach Café. Therefore, it has been recommended that the Projects & Facilities Manager be authorised to approve funding for two further subject to support for boards which may be placed near the Martello Kiosk and/or the Sailing Club.
- 1.9 Promoting this scheme would further develop the relations with the kiosk operators working alongside the addition of more leaflet holders at the kiosks for tourism/visitor information.
- 1.10 Recommendation 2 of this report seeks permission for the placement of the sign as permission is required from the land owner.

2. Financial Appraisal

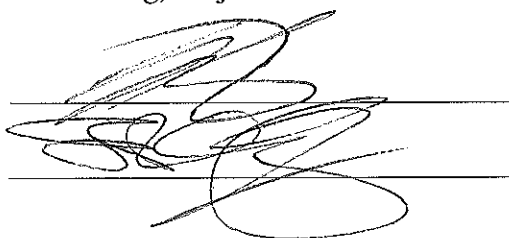
- 2.1 The cost per board supplied by the Campaign organisers is £330; all other costs are proposed to be met by the Kiosk operators, this can be met by Projects budget.
- 2.2 Subject to approval of recommendation 3, further boards could be purchased to a maximum of £1,000, which would be met by Projects budget code 225/4274

3. Contact Officer

The Contact Officer for this report is Ben King, Projects & Facilities Manager.

Projects & Facilities Manager

Town Clerk



A handwritten signature in black ink, appearing to be 'Ben King', is written over two horizontal lines. The signature is stylized and somewhat cursive.