



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 18 April, 2013**, at **7.00 pm**, which you are summoned to attend.

S. Shippen
Town Clerk
12 April 2013

Agenda

1. Apologies for Absence and Declaration of Substitute Members

2. Minutes

To approve the minutes of the meeting held on 28 February 2013.

3. 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.

4. Public Participation

To deal with any questions, or brief representations, from members of the public in accordance with Standing Order 1 and Seaford Town Council Policy.

5. Finance Report

- a) To note report 198/12 regarding receipts, payments and bank reconciliation for February 2013 (pages 3 to 11).
- b) To consider report 199/12 regarding the Council budget position for the period 1 April 2012 to 28 February 2013 (pages 13 to 27).

6. Internal Audit Report

To consider report 203/12 presenting the second interim Internal Audit report (pages 29 to 41).

7. Grant Applications

- a) To consider report 201/12 concerning small grant requests (pages 43 to 47).
- b) To consider report 202/12 concerning large grant requests (pages 49 to 51).

8. Rotary Clock

To consider report 197/12 concerning the movement and renovation of the Rotary Clock (pages 53 to 54).

9. Staff Matters

(a) To consider report 200/12 concerning the resignation and recruitment of an Administration Assistant (pages 55 to 56).

(b) To consider report 204/12 concerning the resignation and recruitment of the Trainee Greenkeeper (pages 57 to 58).

10. Valuation of Assets for 2012 -2013

To consider report 205/12 concerning the valuation of Council Assets (pages 59 to 60).

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

Circulation:

Committee

Councillor S Adeniji (Chairman), Councillor M F Brown (Vice Chairman),
Councillors R E Allen (ex-officio), B Burfield, P L Franklin, S J Gauntlet, T Goodman,
A Hayder, L Wallraven (ex-officio), and I.J. White (ex-officio).

For information:

Councillors A Campbell, S Dunn, B Groves, P Hesletine, A Latham, S E McStravick, R Scarfe,
B Warren and A White.



Seaford Town Council

Report 198/12

Agenda Item No:	5(a)
Committee:	Finance & General Purposes
Date:	18 April 2013
Title:	Receipts, Payments and Bank Reconciliation Reports for February 2013
By:	Simon Cooper, Corporate Services Manager
Wards Affected:	All Seaford wards
Purpose of Report:	To advise the Committee of receipts, payments and bank reconciliation for February 2013

Recommendations

You are recommended:

1. To note the information contained in the report.
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1. Information

- 1.1 Attached as Appendix A is a copy of the cashbook listing receipts and payments for February 2013 and the bank reconciliation for the month.
- 1.2 In accordance with Town Council procedures names relating to individuals have been blanked from the list of receipts and payments, as this document is public information.
- 1.3 The transactions listed in Appendix A have been reconciled to the relevant bank statements.
- 1.4 The bank reconciliation shows cheque 201748 outstanding for -£1 as the cheque has been recorded on the bank statement for £1 more than the cheque was written. The bank have agreed to make the appropriate adjustment.

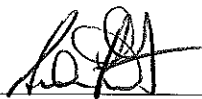
2. Financial Appraisal

The appendix comprises the bank account transactions for February 2013.

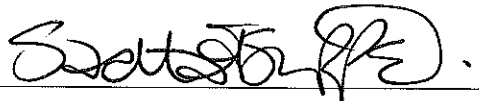
3. Contact Officer

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

Corporate Services Manager



Town Clerk



Date: 28/03/2013

Seaford Town Council 2012/13

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User : SJC

Bank Reconciliation Statement as at: 28/02/2013 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	28/02/2013	215	407,334.51
			<u>407,334.51</u>

<u>Unpresented Cheques (Minus)</u>	<u>Amount</u>
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20/12/2012 201748	Timber Requirements (Seaford)	-1.00
23/01/2013 201765	East Sussex Pension Fund	3,848.50
14/02/2013 201793	West Sussex County Council	1,500.00
19/02/2013 201794	East Sussex County Council	2,125.00
20/02/2013 201795	Avoncrop Amenity Products	1,357.92
20/02/2013 201796	Beacon Fencing Ltd	75.00
20/02/2013 201797	Blachere IlluminationUK Ltd	458.47
20/02/2013 201798	Collier Turf Care Ltd	363.64
20/02/2013 201799	Ernest Doe & Sons Ltd	137.25
20/02/2013 201800	East Sussex County Council	144.00
20/02/2013 201801	Glasdon U.K. Limited	30.20
20/02/2013 201802	South Coast Glazing	200.20
20/02/2013 201803	Godfreys (Sevenoaks) Ltd	9.21
20/02/2013 201804	M J Herriot	136.00
20/02/2013 201805	Hire-a-Loo	95.60
20/02/2013 201806	Hunter Mechanical Services	120.00
20/02/2013 201807	IGF Invoice Finance Ltd	357.60
20/02/2013 201808	Johnston Publishing Ltd	96.00
20/02/2013 201809	Mr P S Kennard	138.00
20/02/2013 201810	Lewes District Council	3,127.64
20/02/2013 201811	Office Depot UK Ltd	191.15
20/02/2013 201812	Orchard Street Furniture	434.73
20/02/2013 201814	Safehaven Security Ltd	90.00
20/02/2013 201815	Sussex Associations of Local C	16.00
20/02/2013 201816	Seaford Fair Trade Group	10.00
20/02/2013 201817	John Spicer	490.00
20/02/2013 201818	Wynne's/Seaford Fencing	42.70
20/02/2013 201819	Society of Local Council Clerk	148.20
21/02/2013 201820	Seaford Head School	6.00
22/02/2013 201822	The Lifesaving Academy Ltd	150.00

15,898.01

391,436.50Receipts not Banked/Cleared (Plus)

26/02/2013	40.00
27/02/2013	16.00
28/02/2013	54.00
28/02/2013	1,922.00

Bank Reconciliation Statement as at: 28/02/2013 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>
			2,032.00
			393,468.50
		Balance per Cash Book is :-	393,468.51
		Difference is :-	0.00

Date: 09/04/2013

Seaford Town Council 2012/13

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Cash Book 1

User : SJC

Current/Deposit Account

For Month No : 11

Receipts for Month 11

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		397,878.56					397,878.56	
Banked on : 01/02/2013		16.00						
Golf PDQ	Golf PDQ	16.00		2.67	120		13.33	Golf PDQ
Banked on : 01/02/2013		4,275.00						
Sales Recpts Page 473		4,275.00	4,275.00		101			Sales Recpts Page 473
Banked on : 02/02/2013		276.00						
Golf PDQ	Golf PDQ	276.00		46.00	120		230.00	Golf PDQ
Banked on : 03/02/2013		19.00						
Golf PDQ	Golf PDQ	19.00		3.17	120		15.83	Golf PDQ
Banked on : 04/02/2013		120.00						
Golf PDQ	Golf PDQ	120.00		20.00	120		100.00	Golf PDQ
Banked on : 05/02/2013		30.00						
Golf PDQ	Golf PDQ	30.00		5.00	120		25.00	Golf PDQ
Banked on : 05/02/2013		98.89						
Interest	Interest	98.89			1190	201	98.89	Interest
Banked on : 05/02/2013		407.00						
2601		16.50		2.75	1050	113	13.75	DEP Shared Exhibition
2602		30.00		5.00	1050	113	25.00	DEP Exhibition March
2604	Juno	22.00		3.67	1050	105	18.33	Juno Hire of the Base
2605	Lewis & Ryan	11.00		1.83	1050	105	9.17	Lewis & Ryan Base Hire
2606		16.50		2.75	1050	105	13.75	Hire of Base
2607	Firm	11.00		1.83	1050	105	9.17	Firm Hire of Base
2609	Pommegramite	300.00			550		300.00	Sponser Garden Event
Banked on : 05/02/2013		724.06						
2614	M&Co	724.06			550		724.06	Proceeds M&Co Fashion Show
Banked on : 05/02/2013		2,332.01						
Sales Recpts Page 472		2,332.01	2,332.01		101			Sales Recpts Page 472
Banked on : 08/02/2013		783.00						
Golf PDQ	Golf PDQ	783.00		130.50	120		652.50	Golf PDQ
Banked on : 09/02/2013		153.00						
Golf PDQ	Golf PDQ	153.00		25.50	120		127.50	Golf PDQ
Banked on : 10/02/2013		19.00						
Golf PDQ	Golf PDQ	19.00		3.17	120		15.83	Golf PDQ
Banked on : 11/02/2013		1,322.00						
Golf Banke	Golf Banked	1,322.00		220.33	120		1,101.67	Golf Banked
Banked on : 14/02/2013		96.00						
Golf PDQ	Golf PDQ	96.00		16.00	120		80.00	Golf PDQ
Banked on : 14/02/2013		388.69						

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Date: 09/04/2013

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Cash Book 1

User : SJC

Current/Deposit Account

For Month No : 11

Receipts for Month 11

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
2616		50.00		8.33	1050 113	41.67	Shared Exhibition March
2617	Siglo	16.50		2.75	1050 105	13.75	Siglo Hire of Base
2618	Lewis & Ryan	22.00		3.67	1050 105	18.33	Lewis & Ryan Base Hire
2619	The Firm	11.00		1.83	1050 105	9.17	The Firm Hire of Base
2620	Siglo	16.50		2.75	1050 105	13.75	Siglo Hire of Base
2621	Juno	16.50		2.75	1050 105	13.75	Juno Hire of Base
2622	Seaford Rotary	256.19			1053 135	256.19	Seaford Rotary Tree Donation
Banked on : 15/02/2013		98.70					
Golf PDQ	Golf PDQ	98.70		16.45	120	82.25	Golf PDQ
Banked on : 15/02/2013		400.00					
2623		10.00			1054 135	10.00	Tree Planting Contribution
2624		130.00			1054 135	130.00	Tree Contribution
2625		80.00			1054 135	80.00	Tree Contr Crouch
2626		80.00			1054 135	80.00	Tree Cont Crouch
2627		100.00			1054 135	100.00	Tree Cont Crouch
Banked on : 16/02/2013		412.00					
Golf PDQ	Golf PDQ	412.00		68.67	120	343.33	Golf PDQ
Banked on : 17/02/2013		166.00					
Golf PDQ	Golf PDQ	166.00		27.67	120	138.33	Golf PDQ
Banked on : 18/02/2013		1,108.00					
Golf Banke	Golf Banked	1,108.00		184.67	120	923.33	Golf Banked
Banked on : 18/02/2013		115.50					
Golf PDQ	Golf PDQ	115.50		19.25	120	96.25	Golf PDQ
Banked on : 19/02/2013		82.00					
Golf PDQ	Golf PDQ	82.00		13.67	120	68.33	Golf PDQ
Banked on : 19/02/2013		20,034.65					
HMRC VAT	HMRC VAT	20,034.65			105	20,034.65	HMRC VAT
Banked on : 21/02/2013		16.00					
Golf PDQ	Golf PDQ	16.00		2.67	120	13.33	Golf PDQ
Banked on : 22/02/2013		14.00					
Golf PDQ	Golf PDQ	14.00		2.33	120	11.67	Golf PDQ
Banked on : 23/02/2013		17.00					
Golf PDQ	Golf PDQ	17.00		2.83	120	14.17	Golf PDQ
Banked on : 24/02/2013		75.00					
Golf PDQ	Golf PDQ	75.00		12.50	120	62.50	Golf PDQ
Banked on : 25/02/2013		892.00					
Golf Banke	Golf Banked	892.00		148.67	120	743.33	Golf Banked
Banked on : 25/02/2013		74.00					
Golf PDQ	Golf PDQ	74.00		12.33	120	61.67	Golf PDQ

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Date: 09/04/2013

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Time: 11:38

Cash Book 1

User : SJC

Current/Deposit Account

For Month No : 11

Receipts for Month 11

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Banked on : 25/02/2013		50.00					
	Sales Recpts Page 470	50.00	50.00		101		Sales Recpts Page 470
Banked on : 26/02/2013		40.00					
Golf PDQ	Golf PDQ	40.00		6.67	120	33.33	Golf PDQ
Banked on : 27/02/2013		16.00					
Golf PDQ	Golf PDQ	16.00		2.67	120	13.33	Golf PDQ
Banked on : 28/02/2013		54.00					
Golf PDQ	Golf PDQ	54.00		9.00	120	45.00	Golf PDQ
Banked on : 28/02/2013		1,922.00					
Golf Banke	Golf Banked	1,922.00		320.33	120	1,601.67	Golf Banked
Banked on : 28/02/2013		75.00					
	Sales Recpts Page 471	75.00	75.00		101		Sales Recpts Page 471
Total Receipts for Month		36,721.50	6,732.01	1,362.63		28,626.86	
Cash Book Totals		434,600.06	6,732.01	1,362.63		426,505.42	

Date: 12/04/2013

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Cash Book 1

User : SJC

Current/Deposit Account

For Month No : 11

Payments for Month 11

Nominal Ledger

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c Centre	£ Amount	Transaction Detail
01/02/2013	South East Water	32901481X	13.58	13.58		501		3648 War Memorial
01/02/2013	South East Water	8200841X	115.33	115.33		501		3591 Water to 21/12/12
04/02/2013	Public Works Loan Board	DDR	7,501.20			4301 206	7,501.20	Feb Installment
05/02/2013	Petty Cash	201790	100.00			201	100.00	Petty Cash Float
06/02/2013	UK Fuels	46242	63.57	63.57		501		3662 Fuel Jan 13
07/02/2013	Iris Business Software	201791	192.00		32.00	4010 201	160.00	RTI Course
07/02/2013	Talk Talk Business	384470/882	84.74	84.74		501		3659 TIC December
11/02/2013	British Gas Business	1223032	287.16	287.16		501		3622 6 weeks to 31/01/2013
11/02/2013	Barclaycard	39578590	87.25	87.25		501		3635 Barclaycard January
14/02/2013	West Sussex County Council	201793	1,500.00			4277 101	1,500.00	ESCC Legal Fees Re S106
14/02/2013	02 (UK) Ltd	3860725/01	9.88	9.88		501		3685 - 31/1/13 - 28/02/13
14/02/2013	Co-Operative Bank	4656	4.32	4.32		501		1520/3677/2443/Co-Operative Ba
15/02/2013	Southern Water	5004869	1,210.17	1,210.17		501		3281 Waste water back dated
18/02/2013	Total Gas & Power	1026869	921.00	921.00		501		3661 Nov 12-Jan 13
19/02/2013	East Sussex County Council	201794	2,125.00			4277 101	2,125.00	Legal Fees S106 Re Club House
20/02/2013	Avoncrop Amenity Products	201795	1,357.92	1,357.92		501		3619 Merit Turf
20/02/2013	Beacon Fencing Ltd	201796	75.00	75.00		501		3620 Post Straps
20/02/2013	Blachere IlluminationUK Ltd	201797	458.47	458.47		501		3621 Time Clock transfer
20/02/2013	Collier Turf Care Ltd	201798	363.64	363.64		501		3624 Farmura & Barenberg
20/02/2013	Ernest Doe & Sons Ltd	201799	137.25	137.25		501		3630 Gloves
20/02/2013	East Sussex County Council	201800	144.00	144.00		501		3625 Computer Monitor
20/02/2013	Glasdon U.K. Limited	201801	30.20	30.20		501		3631 Lock Kit
20/02/2013	South Coast Glazing	201802	200.20	200.20		501		3655 Glaze Shelter Causeway/Es
20/02/2013	Godfreys (Sevenoaks) Ltd	201803	9.21	9.21		501		3632 Silicone Release Spray
20/02/2013	M J Herriot	201804	136.00	136.00		501		3633 Copplestone Engraving
20/02/2013	Hire-a-Loo	201805	95.60	95.60		501		3634 January Toilet Hire
20/02/2013	Hunter Mechanical Services	201806	120.00	120.00		501		3636 Tractor Oil Leak repair
20/02/2013	IGF Invoice Finance Ltd	201807	357.60	357.60		501		3637 Golf News Dec & Jan
20/02/2013	Johnston Publishing Ltd	201808	96.00	96.00		501		3638 Balance Admin Asst Ad
20/02/2013	Mr P S Kennard	201809	138.00	138.00		501		3641 Jan Cleaning
20/02/2013	Lewes District Council	201810	3,127.64	3,127.64		501		3642 1/1 to 31/03/13
20/02/2013	Office Depot UK Ltd	201811	191.15	191.15		501		3645 General Stationery
20/02/2013	Orchard Street Furniture	201812	434.73	434.73		501		3646 Copplestone

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Payments for Month 11

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Cheque</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ V A T</u>	<u>A/c Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
								Seat
20/02/2013	Safehaven Security Ltd	201814	90.00	90.00		501		3652 Hut 56 Lock
20/02/2013	Sussex Associations of Local C	201815	16.00	16.00		501		3647 Local Council Review
20/02/2013	Seaford Fair Trade Group	201816	10.00	10.00		501		3651 Seaford Fair Trade Group
20/02/2013	John Spicer	201817	490.00	490.00		501		3658 Splash Point
20/02/2013	Wynne's/Seaford Fencing	201818	42.70	42.70		501		3664 Material Changing Rooms
20/02/2013	Society of Local Council Clerk	201819	148.20	148.20		501		3653 Regional Conf S Adeniji
20/02/2013	Deidre Warren	201813	828.34			101	828.34	Warren - Refund
20/02/2013	Southern Water	4600017	68.45	68.45		501		3657 Waste December 12
20/02/2013	Talk Talk Business	3098/882	236.05	236.05		501		3705 - Jan Calls
21/02/2013	Seaford Head School	201820	6.00			4181 210	6.00	Musical Tickets
22/02/2013	The Lifesaving Academy Ltd	201822	150.00			4010 201	150.00	1st Aid Course - Hamilton
25/02/2013	Payroll	BACS	13,401.01			515	13,401.01	February
25/02/2013	Fraser Morley	BACS25/2	3,500.00	3,500.00		501		3702 - February Payment
27/02/2013	Postage by Phone - Pitney Bowe	30520339	257.20	257.20		501		3687 - Franking Credit
27/02/2013	Southern Electric	DDR97431	199.79	199.79		501		3656 Bowling Club Recharge
Total Payments for Month			41,131.55	15,328.00	32.00		25,771.55	
Balance Carried Fwd			393,468.50					
Cash Book Totals			434,600.06	15,328.00	32.00		419,240.06	

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Seaford Town Council

Report 199/12

Agenda Item No:	5 (b)
Committee:	Finance & General Purposes
Date:	18 April 2013
Title:	Finance Report
By:	Simon Cooper, Corporate Services Manager
Wards Affected:	All Seaford Wards
Purpose of Report:	To inform members of Committee of Council Income & Expenditure for the period 1 April 2012 to 28 February 2013

Recommendations

You are recommended:

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

- 1.1 Attached at Appendix A are the statements detailing income and expenditure for period 1 April 2012 to 28 February 2013 compared to the projected outturn for the year approved by Council on 17 January 2013. The original budget for the year is also included for reference.
- 1.2 Overall, except as noted below, net expenditure for the period is broadly in line with the projected outturn.
- 1.3 Finance & General Purposes variances may be explained as:
 - (a) Some general administration expenses such as members training and stationery are not likely to fully utilise the budget and can be used to offset additional expenditure in other areas or be taken to general reserve at the year end.
 - (b) The unspent office equipment budget £1,210 can be brought forward to fund the additional computer required subject to agenda item 9 (a).
 - (c) Software support (a/c 4113) is £2,470 less than projected as we have yet to be invoiced by ESCC for their system support service. This will be accrued at year-end.
 - (d) Audit fees (a/c 4157) -£171 is a result of an over-accrual at year end actual invoices relating to the prior year being less than anticipated. The final cost

of audit for the year will not be finalised until the audit is completed. The unspent budget will be accrued at the year end.

- (e) Election costs relate to the cost of the earlier by-election, the balance of the budget will be taken to the election reserve at the year end.
- (f) Church Street equipment maintenance relates to the lift service, this was omitted in error from the projected outturn, but can be covered from within the F&GP outturn.
- (g) Church Street Service charges (a/c 4059) have not yet been invoiced by Sussex Police and will be accrued at year end if necessary.
- (h) Grants expenditure does not reflect the amount committed to Dial-a-Ride £4,320 which will be invoiced by ESCC by the year end.
- (i) Seaford in Bloom the additional expenditure £481 relates to winter planting, and has been covered by a donation received in March.

1.4 Community Services major variances are explained as:

- (a) Salts projects expenditure relates to renovation work to the changing rooms and is included in the Community Services Projects Pool, a virement will be requested to cover this amount. Building maintenance £365 relates to decorating material for the outside of the Café. Labour is provided by the licensee.
- (b) Crouch Grounds Maintenance Contract: the issue concerning changes to the planting at the Crouch have still to be resolved.
- (c) Crypt net expenditure is expected to be in line with the projected outturn. Income has performed well.
- (d) Seafront Dog Bins includes amounts that we had been led to believe would not be invoiced by LDC but have been.
- (e) We have not received any additional Capital Expenditure funding requests in respect of the swimming pool.
- (f) Physical Activity Project Income relates to a Grant from the Hastings & Rother PCT towards the cost of the project which will be accrued forward to 2013/14.
- (g) Projects expenditure in respect of Seafront Bins and Martello Toilets will not be incurred in this financial year and a request to carry forward the budgeted expenditure in respect of those projects will be made as part of the year end process.

1.5 Golf Course

- (a) Player Costs (a/c 4045) is £1,600 less than projected as we have not yet needed to print more score cards, this also means that advertising income associated with score cards will not be received.

- (b) Green Fee income is unlikely to achieve the projected outturn due to the extremely bad weather which has continued since the projected outturn was agreed.

1.6 Planning & Highways

- (a) Projects expenditure budget relates to Grit Bins which will not be utilised in this financial year and a request to carry the budgeted expenditure forward will be made as part of the year end process.

2. Financial Appraisal

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

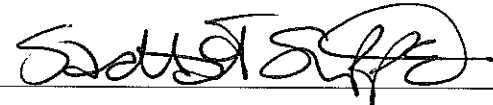
3. Contact Officer

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

Corporate Services Manager



Town Clerk



		2012-13 Original Budget	2012-13 Actual to 28/02/2013	2012-13 Projected Outturn	2012-13 Remaining Balance
Finance & General Purposes Committee	Expenditure	361,462	306,515	359,121	52,606
	Income	31,578	37,933	41,191	3,258
	Net	<u>329,884</u>	<u>268,582</u>	<u>317,930</u>	<u>49,348</u>
Community Services Committee	Expenditure	301,642	263,405	319,192	55,787
	Income	109,760	124,209	124,102	-107
	Net	<u>191,882</u>	<u>139,196</u>	<u>195,090</u>	<u>55,894</u>
Golf Course Committee	Expenditure	299,740	286,822	330,617	43,795
	Income	337,844	291,858	320,125	28,267
	Net	<u>-38,104</u>	<u>-5,036</u>	<u>10,492</u>	<u>15,528</u>
Planning & Highways	Expenditure	4,650	395	7,400	7,005
	Income	0	98	140	42
	Net	<u>4,650</u>	<u>297</u>	<u>7,260</u>	<u>6,963</u>
Total Committees	Expenditure	967,494	857,137	1,016,330	159,193
	Income	479,181	454,098	485,558	31,460
	Net	<u>488,313</u>	<u>403,039</u>	<u>530,772</u>	<u>127,733</u>

Account Number	2012-13 Original Budget	2012-13 Actual to 28/02/2013	2012-13 Projected Outturn	2012-13 Remaining Balance
SUMMARY				
Administration	244,561	199,770	234,615	34,845
Premises Church Street	43,971	38,168	43,405	5,237
Premises Hurdis House	-4,958	-3,797	-4,242	-445
Civic Expenses	16,850	13,217	16,318	3,101
Grants	29,460	20,743	27,834	7,091
Seaford In Bloom	0	481	0	-481
Total Net Expenditure	<u>329,884</u>	<u>268,582</u>	<u>317,930</u>	<u>49,348</u>
Transfer to/(from) Earmarked Reserve				
Net Committee Requirement	<u>329,884</u>	<u>268,582</u>	<u>317,930</u>	<u>49,348</u>
Total Committee Expenditure	361,462	306,515	359,121	52,606
Total Committee Income	31,578	37,933	41,191	3,258
Net Committee Requirement	<u>329,884</u>	<u>268,582</u>	<u>317,930</u>	<u>49,348</u>

Account Number	2012-13 Original Budget	2012-13 Actual to 28/02/2013	2012-13 Projected Outturn	2012-13 Remaining Balance
Administration				
Cost Centre 201				
4000 Salaries & Wages	161,592	144,532	160,090	15,558
4001 Employers NI	15,413	12,085	14,774	2,689
4002 Employers Superannuation	25,091	18,578	20,615	2,037
4009 Recruitment Costs	2,000	1,557	2,000	443
4010 Staff Training	2,000	1,756	2,000	244
4012 Staff Expenses	150	318	250	-68
4014 Members Training	1,500	341	1,500	1,159
4100 Telecommunications	5,250	3,189	3,995	806
4105 Postage	2,750	1,402	2,000	598
4106 Stationery	3,150	1,728	3,150	1,422
4107 Photocopier	2,500	2,042	2,500	458
4110 Advertising & Publicity	200	213	200	-13
4111 Office Equipment	1,500	290	1,500	1,210
4112 Subscriptions	4,350	4,308	4,350	42
4113 Computer Support	3,350	880	3,350	2,470
4114 Licence Fee	35	35	35	0
4115 Insurance	3,250	3,336	3,336	0
4116 Web Site	240	800	240	-560
4155 Professional Fees	3,500	542	3,500	2,958
4156 Bank Charges	100	78	100	22
4157 Audit Fees	4,690	-171	3,000	3,171
4182 Catering & Hospitality	100	23	100	77
4190 Election Costs	5,500	4,778	5,500	722
4199 Other Expenditure	100	320	350	30
Administration Expenditure	248,311	202,960	238,435	35,475
1049 Income Postage recharge	0	0	0	0
1054 Income Other	250	298	298	0
1059 Photocopying Income	100	59	100	41
1062 Income Telephone Recharge	900	706	900	194
1068 Income Stationery recharge	0	22	22	0
1190 Interest Received	2,500	2,105	2,500	395
Administration Income	3,750	3,190	3,820	630
Net Expenditure over Income	244,561	199,770	234,615	34,845
Premises - Church Street				
Cost Centre 205				
4050 Rent Payable	15,000	15,000	15,000	0
4051 Rates	9,810	9,815	9,815	0
4059 Service Charge	7,502	0	7,502	7,502
4060 Refuse	170	96	96	0
4100 Telecommunications	0	0	0	0
4115 Insurance	0	0	0	0
4270 Vehicle & Equipment Maintenance	500	326	0	-326
4275 Building Maintenance	0	0	3	3
4276 CCTV	0	0	0	0
4301 Public Works Loan Board	18,089	18,089	18,089	0
Premises - Church Street Expenditure	51,071	43,326	50,505	7,179
1050 Income Rent	1,500	958	1,500	542
1054 Income Other	5,600	4,200	5,600	1,400
1062 Income Telephone Recharge	0	0	0	0
Premises - Church Street Income	7,100	5,158	7,100	1,942
Net Expenditure over Income	43,971	38,168	43,405	5,237

Account Number		2012-13 Original Budget	2012-13 Actual to 28/02/2013	2012-13 Projected Outturn	2012-13 Remaining Balance
Premises - Hurdis House					
Cost Centre 208					
4052	Water & Sewerage	0	0	0	0
4055	Electricity	40	0	40	40
4056	Gas	0	71	71	0
4115	Insurance	728	722	722	0
4275	Building Maintenance	0	925	645	-280
4301	Public Works Loan Board	15,002	15,002	15,002	0
Premises - Hurdis House Expenditure		15,770	16,720	16,480	-240
1050	Income Rent	20,000	20,000	20,000	0
1051	Income Insurance Recharge	728	517	722	205
1054	Income Other		0	0	0
Premises - Hurdis House Income		20,728	20,517	20,722	205
Net Expenditure over Income		-4,958	-3,797	-4,242	-445
Civic Expenses					
Cost Centre 210					
4013	Members Expenses	300	5	150	145
4106	Stationery	250	53	100	47
4181	Civic - Mayor's Expenses	1,500	702	1,500	798
4182	Catering & Hospitality	750	570	750	180
4183	Civic - Awards	2,750	1,798	2,750	952
4184	Civic - Other	250	145	250	105
4185	Fun Day	450	690	1,040	350
4188	Town Crier Expenses	100	30	100	70
4189	Young Mayor	500	46	500	454
4199	Other Expenditure	0	0	0	0
4274	Projects Expenditure	0	0	0	0
4280	Diamond Jubilee	10,000	10,860	10,860	0
Civic Expenses Expenditure		16,850	14,899	18,000	3,101
1054	Income Other	0	0	0	0
1056	Fun Day & Tourney	0	590	590	0
1080	Jubilee Event Income	0	1,092	1,092	0
Civic Expenses Income		0	1,682	1,682	0
Net Expenditure over Income		16,850	13,217	16,318	3,101
Grants Pool					
Cost Centre 215					
4400	S137 Grants	0	0	0	0
4401	Grants Pool	28,460	19,125	26,084 *	6,959
		28,460	19,125	26,084	6,959
4405	Grants in Kind	1,000	1,618	1,750	132
Grants Expenditure		29,460	20,743	27,834	7,091
Grants Income		0	0	0	0
Net Expenditure over Income		29,460	20,743	27,834	7,091

Account Number	2012-13 Original Budget	2012-13 Actual to 28/02/2013	2012-13 Projected Outturn	2012-13 Remaining Balance
Seaford In Bloom Cost Centre 121				
4402 Seaford In Bloom	0	7,867	7,867	0
Seaford In Bloom Expenditure	<u>0</u>	<u>7,867</u>	<u>7,867</u>	<u>0</u>
1053 Income Grants	0	4,375	4,375	0
Other Income	0	3,011	3,492	481
Seaford In Bloom Income	<u>0</u>	<u>7,386</u>	<u>7,867</u>	<u>481</u>
Net Expenditure over Income	<u>0</u>	<u>481</u>	<u>0</u>	<u>-481</u>

Account Number	2012-13 Original Budget	2012-13 Actual to 28/02/2013	2012-13 Projected Outturn	2012-13 Remaining Balance
SUMMARY				
Net Expenditure				
Salts Recreation Ground	85,782	91,232	86,086	-5,146
The Crouch Recreation Ground	49,944	46,185	48,753	2,568
Martello Fields	5,785	5,654	6,441	787
Other Open Spaces	23,835	19,459	23,619	4,160
Crypt	8,942	6,375	8,501	2,526
South Street	0	1,110	1,110	0
Martello Tower	2,040	2,020	2,020	0
Seaford Head Estate	-12,343	-10,592	-11,355	-763
Seaford	-25,605	-21,074	-21,223	-149
Beach Huts	-21,545	-21,475	-21,546	-71
Old Town Hall	-1,099	-1,275	-1,275	0
Allotments	3,160	3,756	3,140	-616
Other Recreation	10,000	390	10,000	9,610
CCTV	14,857	10,393	14,939	4,546
Community Service Other	14,129	7,038	13,491	6,453
Community Services Major Project Pool	29,000	0	28,467	28,467
Community Services Building Maint Pool	5,000	0	3,522	3,522
Total Net Expenditure	191,882	139,196	195,090	55,894
Total Committee Expenditure	301,642	263,405	319,192	55,787
Total Committee Income	109,760	124,209	124,102	-107
Total Net Expenditure	191,882	139,196	195,090	55,894

Account Number	2012-13 Original Budget	2012-13 Actual to 28/02/2013	2012-13 Projected Outturn	2012-13 Remaining Balance	
Salts Recreation Ground					
Cost Centre 105					
4051	Rates	572	563	563	0
4052	Water & Sewerage	3,154	2,281	2,908	627
4055	Electricity	306	176	250	74
4115	Insurance	2,415	2,724	2,724	0
4199	Other Expenditure	0	0	0	0
4201	Cleaning	1,800	1,412	1,800	388
4250	Public Seating	0	640	713	73
4251	Dog Bin Emptying	1,835	1,643	1,643	0
4252	Litter & Dog Bin Pch & Maintenance	250	125	250	125
4260	Grounds Maintenance Contract	88,284	80,217	87,510	7,293
4261	Grounds Maintenance Non Contract	4,000	3,980	4,000	40
4272	Equipment Purchase	0	2,376	2,376	0
4274	Projects Expenditure	0	12,840	219	-12,621
4275	Building Maintenance	0	557	192	-365
Salts Recreation Ground Expenditure		102,616	109,514	105,148	-4,366
1050	Income Rent	972	1,607	1,227	-380
1051	Income Insurance Recharge	0	1,178	1,178	0
1055	Income Seating	0	763	763	0
1058	Income Water Recharge	2,062	934	2,094	1,160
1066	Concession Income	13,800	13,800	13,800	0
Salts Recreation Ground Income		16,834	18,282	19,062	780
Net Expenditure over Income		85,782	91,232	86,086	-5,146
Crouch Recreation Ground					
Cost Centre 106					
4052	Water & Sewerage	2,445	1,648	1,976	328
4055	Electricity	310	180	310	130
4115	Insurance	1,840	1,557	1,557	0
4199	Other Expenditure	0	0	0	0
4250	Public Seating	0	0	0	0
4251	Dog Bin Emptying	1,310	1,081	1,081	0
4252	Litter & Dog Bin Pch & Maintenance	250	0	250	250
4260	Grounds Maintenance Contract	43,500	43,241	43,500	259
4261	Grounds Maintenance Non Contract	3,500	1,836	3,500	1,664
4270	Vehicles & Equipment Maint.	0	0	0	0
4274	Projects Expenditure	0	-150	-149	1
4275	Building Maintenance	0	66	66	0
Crouch Recreation Ground Expenditure		53,155	49,459	52,091	2,632
1050	Income Rent	2,225	2,497	2,497	0
1051	Income Insurance Recharge	832	687	687	0
1057	Income Electricity Recharge	154	90	154	64
Crouch Recreation Ground Income		3,211	3,274	3,338	64
Net Expenditure over Income		49,944	46,185	48,753	2,568
Martello Fields					
Cost Centre 107					
4251	Dog Bin Emptying	1,050	1,017	1,020	3
4260	Grounds Maintenance Contract	5,735	5,192	5,665	473
4261	Grounds Maintenance Non Contract	2,000	1,689	2,000	311
4274	Projects Expenditure	0	1,328	1,328	0
Martello Fields Expenditure		8,785	9,226	10,013	787
1050	Income Rent	3,000	3,572	3,572	0
1054	Other Income	0	0	0	0
Martello Fields Income		3,000	3,572	3,572	0
Net Expenditure over Income		5,785	5,654	6,441	787

Account Number	2012-13 Original Budget	2012-13 Actual to 28/02/2013	2012-13 Projected Outturn	2012-13 Remaining Balance	
Other Open Spaces					
Cost Centre 108					
4051	Rates	595	585	585	0
4052	Water & Sewerage	130	24	70	46
4199	Other Expenditure	0	5	5	0
4250	Public Seating	0	0	0	0
4251	Dog Bin Emptying	1,835	1,780	1,780	0
4252	Litter & Dog Bin Pch & Maintenance	250	25	250	225
4260	Grounds Maintenance Contract	20,400	18,611	20,304	1,693
4261	Grounds Maintenance Non Contract	3,500	1,304	3,500	2,196
Other Open Spaces Expenditure		26,710	22,334	26,494	4,160
1055	Income Seating	0	0	0	0
1066	Concession Income	2,875	2,875	2,875	0
Other Open Spaces Income		2,875	2,875	2,875	0
Net Expenditure over Income		23,835	19,459	23,619	4,160
Crypt					
Cost Centre 113					
4051	Rates	5,305	5,220	5,220	0
4052	Water & Sewerage	528	102	150	48
4055	Electricity	635	736	1,170	434
4056	Gas	2,130	1,193	2,050	857
4100	Telecommunications	350	306	290	-16
4105	Postage	100	3	50	47
4106	Stationery	250	118	200	82
4110	Advertising & Publicity	1,000	107	300	193
4115	Insurance	1,144	702	1,144	442
4155	Professional Fees	500	0	0	0
4199	Other Expenditure	50	0	50	50
4201	Cleaning	450	191	450	259
4270	Vehicle & Equipment Maintenance	0	0	0	0
4274	Projects Expenditure	0	2,142	1,832	-310
4275	Building Maintenance	1,000	350	500	150
Crypt Expenditure		13,442	11,170	13,406	2,236
1050	Income Rent	4,500	4,790	4,500	-290
1054	Income Other	0	5	5	0
Crypt Income		4,500	4,795	4,505	-280
Net Expenditure over Income		8,942	6,375	8,901	2,526
South Street Toilets					
Cost Centre 114					
4275	Building Maintenance	0	2,050	2,050	0
South Street Expenditure		0	2,050	2,050	0
1054	Income Other	0	940	940	0
South Street Income		0	940	940	0
Net Expenditure over Income		0	1,110	1,110	0
Martello Tower					
Cost Centre 115					
4115	Insurance	2,040	2,020	2,020	0
Martello Tower Expenditure		2,040	2,020	2,020	0
1050	Income Rent	0	0	0	0
Martello Tower Income		0	0	0	0
Net Expenditure over Income		2,040	2,020	2,020	0

Account Number	2012-13 Original Budget	2012-13 Actual to 28/02/2013	2012-13 Projected Outturn	2012-13 Remaining Balance
Seaford Head Estate				
Cost Centre 116				
4115 Insurance	1,145	1,131	1,131	0
4199 Other Expenditure	0	0	0	0
4250 Public Seating	0	678	713	35
4251 Dog Bin Emptying	1,050	1,017	1,017	0
4252 Litter & Dog Bin Pch & Maintenance	250	122	250	128
4261 Grounds Maintenance Non Contract	250	110	250	140
4274 Projects Expenditure	0	1,168	1,168	0
4275 Buildings Maintenance	0	0	0	0
Seaford Head Estate Expenditure	2,695	4,226	4,529	303
1050 Income Rent	3,750	3,750	3,750	0
1053 Income Grants	7,638	6,534	7,638	1,104
1054 Income Other	0	83	83	0
1055 Income Seating	0	801	763	-38
1066 Income Concession	3,650	3,650	3,650	0
Seaford Head Estate Income	15,038	14,818	15,884	1,066
Net Expenditure over Income	-12,343	-10,592	-11,355	-763
Seafront				
Cost Centre 117				
4052 Water & Sewerage	165	124	165	41
4055 Electricity	1,500	2,306	2,614	308
4115 Insurance	510	493	493	0
4201 Cleaning	150	0	50	50
4250 Public Seating	0	120	80	-40
4251 Dog Bin Emptying	3,930	2,817	2,117	-700
4252 Litter & Dog Bin Pch & Maintenance	250	224	250	26
4253 Shelters	1,800	1,789	1,912	123
4261 Grounds Maintenance Non Contract	2,500	1,681	2,500	819
4274 Projects Expenditure	0	8,245	7,933	-312
4275 Building Maintenance	0	90	90	0
Seafront Expenditure	10,805	17,889	18,204	315
1054 Income Other	0	238	238	0
1055 Income Seating	0	130	130	0
1057 Income Electricity Recharge	1,500	2,144	2,614	470
1058 Income Water Recharge	510	51	45	-6
1066 Concession Income	34,400	36,400	36,400	0
Seafront Income	36,410	38,963	39,427	464
Net Expenditure over Income	-25,605	-21,074	-21,223	-149
Beach Huts				
Cost Centre 118				
4051 Rates	1,850	1,797	1,796	-1
4115 Insurance	925	983	983	0
4199 Other Expenditure	0	0	0	0
4275 Building Maintenance	0	115	20	-95
Beach Huts Expenditure	2,775	2,895	2,799	-96
1054 Income Other	0	50	25	-25
1060 Beach Hut Site Licence	14,000	14,000	14,000	0
1061 Beach Hut Annual Rental	10,320	10,320	10,320	0
Beach Huts Income	24,320	24,370	24,345	-25
Net Expenditure over Income	-21,545	-21,475	-21,546	-71
Old Town Hall				
Cost Centre 119				
4115 Insurance	176	174	174	0
4275 Building Maintenance	0	0	0	0
Old Town Hall Expenditure	176	174	174	0
1050 Income Rent	1,275	1,275	1,275	0
1051 Income Insurance Recharge	0	174	174	0
Old Town Hall Income	1,275	1,449	1,449	0
Net Expenditure over Income	-1,099	-1,275	-1,275	0

Account Number		2012-13 Original Budget	2012-13 Actual to 28/02/2013	2012-13 Projected Outturn	2012-13 Remaining Balance
Allotments					
Cost Centre 125					
4199	Other Expenditure	967	4,537	4,622	85
4260	Grounds Maintenance Contract	1,390	1,256	1,370	114
4261	Grounds Maintenance Non Contract	0	0	0	0
4272	Equipment Purchase	2,500	2,500	2,500	0
4274	Projects	0	0	0	0
Allotments Expenditure		4,857	8,293	8,492	199
1050	Income Rent	730	0	730	730
1054	Income Other	967	4,537	4,622	85
Allotments Income		1,697	4,537	5,352	815
Net Expenditure over Income		3,160	3,756	3,140	-616
Other Recreation					
Cost Centre 130					
4410	Swimming Pool	10,000	390	10,000	9,610
Other Recreation Expenditure		10,000	390	10,000	9,610
Other Recreation Income		0	0	0	0
Net Expenditure over Income		10,000	390	10,000	9,610
CCTV					
Cost Centre 134					
4055	Electricity	2,070	1,157	2,070	913
4115	Insurance	757	839	839	0
4270	Vehicle & Equipment Maintenance	2,932	0	2,932	2,932
4276	CCTV	9,098	8,397	9,098	701
CCTV Expenditure		14,857	10,393	14,939	4,546
CCTV Income		0	0	0	0
Net Expenditure over Income		14,857	10,393	14,939	4,546
Community Service Other					
Cost Centre 135					
4115	Insurance	117	129	129	0
4187	Young Mayors Awards Expenditure	0	1,650	1,837	187
4195	Community Service Events Expenditure	0	232	232	0
4262	Tree Warden Expenses	2,327	1,154	2,327	1,173
4273	Christmas Lights	12,285	10,127	12,285	2,158
4274	Projects Expenditure	0	80	34	-46
	Physical Activity Project	0			0
Community Service Other Expenditure		14,729	13,372	16,844	3,472
1052	Income Projects	0	256	0	-256
1054	Income Other	0	400	0	-400
1064	Income Young Mayors Awards	0	1,837	1,837	0
1065	Income Xmas Lights	600	2,256	900	-1,356
1070	Income Community Service Events	0	16	16	0
1075	Christmas Event Income	0	0	600	600
	Physical Activity Project Income	0	1,569	0	-1,569
Community Service Other Income		600	6,334	3,353	-2,981
Net Expenditure over Income		14,129	7,038	13,491	6,453
Community Services Major Project Pool					
Cost Centre 140					
4274	Project Expenditure	29,000	0	28,467	28,467
Projects Pool Expenditure		29,000	0	28,467	28,467
Community Services Building Maint Pool					
Cost Centre 145					
4275	Building Maintenance	5,000	0	3,522	3,522
Building Maintenance Pool Expenditure		5,000	0	3,522	3,522

Account Number		2012-13 Original Budget	2012-13 Actual to 28/02/2013	2012-13 Projected Outturn	2012-13 Remaining Balance
Cost Centre 101					
4000	Salaries & Wages	78,004	68,695	77,569	8,874
4001	Employers NI	5,661	4,154	5,142	988
4002	Employers Superannuation	12,964	11,682	12,964	1,282
4010	Staff Training	800	0	0	0
4011	Staff Protective Clothing	700	630	700	70
4040	Golf Professional Commission	0	0	0	0
4041	Golf Professional Retainer	35,000	32,083	35,000	2,917
4045	Golf Course Player Costs	2,290	690	2,290	1,600
4051	Rates	1,825	1,790	1,790	0
4052	Water & Sewerage	8,976	22,321	22,992	671
4055	Electricity	6,250	3,100	5,695	2,595
4056	Gas	4,088	1,997	3,531	1,534
4060	Refuse	320	301	301	0
4100	Telecommunications	320	295	320	25
4015	Postage	320	121	320	199
4106	Stationery	50	0	50	50
4110	Advertising & Publicity	3,000	2,701	3,000	299
4113	Computer Support	285	115	285	170
4114	Licence Fee	75	75	75	0
4115	Insurance	9,850	10,009	10,009	0
4155	Professional Fees	0	0	2,500	2,500
4156	Bank Charges	1,975	1,705	2,103	398
4199	Other Expenditure	250	124	250	126
4201	Cleaning	6,250	4,316	6,250	1,934
4250	Public Seating	0	0	0	0
4251	Dog Bin Emptying	1,050	890	890	0
4252	Litter & Dog Bin Pch & Maintenance	0	0	0	0
4261	Grounds Maintenance Non Contract	26,890	26,326	26,890	564
4270	Vehicle & Equipment Maintenance	13,700	12,211	13,700	1,489
4271	Vehicle & Equipment Lease	20,996	20,996	20,996	0
4272	Equipment Purchase	15,000	0	15,000	15,000
4274	Projects Expenditure	0	0	0	0
4275	Building Maintenance	1,500	45	250	205
4301	Public Works Loan Payment	41,351	0	0	0
4277	New Clubhouse	0	59,450	59,755	305
Golf Course Expenditure		299,740	286,822	330,617	43,795
1000	Golf Course Season Ticket	155,120	151,788	152,887	1,099
1001	Golf Course Green Fees Mid week	62,510	43,859	58,541	14,682
1002	Golf Course Green Fees w/end b/holiday	63,700	43,792	56,251	12,459
1003	Golf Course Specials	37,300	37,321	34,261	-3,060
1004	Golf Course Locker	2,125	2,039	2,039	0
1005	Golf Course Credit Card Charge	160	166	146	-20
1007	Golf Course Air Traffic Control	5,000	5,000	5,000	0
1008	Golf Course LDC Contribution	0	0	0	0
1009	Golf Course Other Income	0	0	0	0
1010	Asset Sale/Part Exchange Value	0	0	0	0
1050	Income Rent	6,250	4,688	4,688	0
1051	Income Insurance Recharge	735	393	551	158
1054	Income Other	100	1,337	1,307	-30
1055	Income Seating	0	0	0	0
1057	Income Electricity Recharge	1,250	601	1,139	538
1063	Income Gas Recharge	2,044	874	1,765	891
1100	Income Advertising	1,550	0	1,550	1,550
Golf Course Income		337,844	291,858	320,125	28,267
Net Income		-38,104	-5,036	10,492	15,528

Account Number		2012-13 Original Budget	2012-13 Actual to 28/02/2013	2012-13 Projected Outturn	2012-13 Remaining Balance
	Planning & Highways Cost Centre 301				
4199	Other Expenses	400	155	400	245
4263	Bus Shelter Maintenance/Cleaning	750	240	750	510
4274	Projects Expenditure	3,500	0	6,250	6,250
	Planning & Highways Expenditure	<u>4,650</u>	<u>395</u>	<u>7,400</u>	<u>7,005</u>
1053	Income Grants	0	98	140	42
	Planning & Highways Income	<u>0</u>	<u>98</u>	<u>140</u>	<u>42</u>
	Net Expenditure over Income	<u>4,650</u>	<u>297</u>	<u>7,260</u>	<u>6,963</u>

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Seaford Town Council

Report 203/12

Agenda Item No:	6
Committee:	Finance & General Purposes
Date:	18 April 2013
Title:	Second Interim Internal Audit Report for 2012-2013
By:	Simon Cooper, Corporate Services Manager
Wards Affected:	All Seaford wards
Purpose of Report:	To receive a report from Auditing Solutions Ltd, Internal Auditor.

Recommendations

You are recommended:

- 1. To note the Internal Auditor's report.**
-

1. Information

- 1.1** Auditing Solutions Ltd was appointed Internal Auditor for 2012-13. Their first visit to the Council took place on 24 & 25 September 2012 to commence the Internal Audit process for 2012-13. The second visit took place on 26 March 2013.
- 1.2** The second interim internal audit report for 2012-13 is attached as Appendix A.
- 1.3** The Internal Auditor did not consider it necessary to raise any additional recommendations at this stage.

2. Actions Required

- 2.1** Arrange with ESCC ICT department to test that they can successfully re-instate the accounting data from back-ups taken by them.
- 2.2** Evaluate Risk Management Software and report to F&GP.
- 2.3** Further examine unpaid debtors report and where appropriate unmatched receipts be offset against outstanding debtor accounts.
- 2.4** Reclaim £1.09 of VAT not previously recovered.

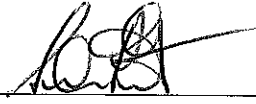
3. Financial Appraisal

There are no significant financial implications resulting from this report.

4. Contact Officer

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

Corporate Services Manager



Town Clerk



Seaford Town Council

Internal Audit Report 2012-13 (Interim update)

Stuart J Pollard

Director

Auditing Solutions Ltd

Background and Scope

The Accounts and Audit Arrangements introduced from 1st April 2001 require all Town and Parish Councils to implement an independent internal audit examination of their Accounts and accounting processes annually. The Council complied with the requirements in terms of independence from the Council decision making process from the outset appointing a local contractor to undertake the work; he has subsequently resigned and we, at Auditing Solutions Ltd, have been appointed with effect from 2012-13. This report sets out those areas examined during the course of our interim update visit to the Council, which took place on 26th March 2013 and supplements the work undertaken at our first visit in September 2012.

Internal Audit Approach

In continuing our review programme for 2012-13, we have again focused attention on gaining an understanding of the Council's modus operandi, together with examining the overall governance framework and more detailed financial policies and procedures in place in a selection of areas. Our aim is to ensure that the Council has robust control systems in place and that transactions are, as far as we are able to ascertain, undertaken in accordance with national and local approved legislation and processes.

To achieve this, we have examined available governance and other relevant documentation and examined a few specific financial processes, as detailed in the body of the appended report, also undertaking testing on a sample of transactions to ensure compliance with the approved procedures. Our review has been based to a great degree on the materiality of transactions and their susceptibility to potential misrecording or misrepresentation in the year-end Statement of Accounts, as summarised in the Council's Annual Return that now forms the statutory Accounts subject to external audit certification.

Any issues identified in the course of our review are also set out in the body of the report with a summary of any recommendations arising in the appended Action Plan. We would ask that the report be presented to the Council with responses to the few recommendations arising answered formally in advance of our final visit for the financial year.

Overall Conclusions

We are pleased to conclude that, in the areas examined to date, the Council's financial systems operate effectively with no significant issues identified. The appended Action Plan reflects the responses and current status of the issues raised in our first interim report: we are pleased to record that no additional issues warranting formal recommendation have arisen from the extended and further work undertaken at this visit. A few relatively minor issues have been noted and discussed with officers during the course of this update visit and appropriate action agreed: consequently we do not consider it necessary to raise any formal recommendations at this stage – we shall check on progress in these areas at our final visit and, if deemed necessary, raise formal recommendations at that time.

Detailed Report

Review of Accounting Arrangements & Bank Reconciliations

Our objective here is to ensure that the Council's accounting records are being maintained accurately and currently and that no anomalous entries appear in cashbooks or financial ledgers: we also aim to ensure the integrity of the data and that appropriate arrangements are in place for its security. We note that the Council uses the Omega accounting software, which is a recognised system for this tier of local government, and that a single bank account is currently in operation with the Co-op bank, together with periodic deposits in Treasury Term Deposits. To meet these objectives, we have, to date: -

- Agreed the opening balances brought forward in the financial ledger to the detail in the prior year ledger closing Trial Balance, which formed the basis of data reported in the 2011-12 Annual Return;
- Verified that the financial ledger remains "in balance" at the present date;
- Ensured that a comprehensive, meaningful and appropriate nominal coding schedule, together with cost centres, remains in place;
- Checked and agreed transactions in the current account cashbook to the relevant bank statements for April & August 2012, plus January 2013;
- Verified the content and accuracy of bank reconciliations as at 30th April and 31st August 2012 and January 2013 to ensure that no long-standing uncleared cheques or other anomalous entries are apparent on the reconciliation; and
- Reviewed the procedures in place for the regular back-up and off-site storage of financial and other computerised data, noting that this is currently effected through the East Sussex County Council's IT system.

Conclusions and recommendation

We are pleased to record that no significant issues have been identified in this area, the accounting records being balanced at the end of each month with formal bank reconciliations prepared. We noted in our previous report the resignation of the former Finance Assistant and are pleased to note that a new appointment has now been made.

We are again pleased to acknowledge the ongoing development of suitable financial procedures, which provide the new incumbent or other new staff members with a good understanding of the Council's approved processes.

Whilst we acknowledge that effective back-up procedures are in place through the County Council's server, we note that no recent attempt has been made to restore financial data from that source and consider that, in order to further minimise the risk of lost data, regular monthly back-ups of the accounting software should also be made to memory stick with robustness of that data also checked by its restoration to the accounting system.

R1. In order to further ensure that financial data is secure, additional back-up arrangements should be made with the use of a memory stick: this should also be checked periodically to ensure that it can be restored effectively.

Review of Corporate Governance

Our objective here is to ensure that the Council has a robust regulatory framework in place; that Council and Committee meetings are conducted in accordance with the adopted Standing Orders and that we are reasonably able to ensure that, as far as we are able to ascertain, no actions of a potentially unlawful nature have been or are being considered for implementation. To meet that objective, we have:

- Examined the Council's Standing Orders and Financial Regulations, both of which have been subject to review and re-adoption in the current financial year. These are based on the NALC model documents and are considered fit for purpose: we are also pleased to note the adoption of a reasonably valued threshold of £25,000 for formal tender action;
- Continued our review of the Council's and its standing committees' minutes for the financial year to date to ensure that no issues affecting the Council's financial stability either in the short, medium or long term exist, also that no legal issues are apparent whereby the Council may either be considering or have taken decisions that might result in ultra vires expenditure being incurred;
- Noted that the Council has adopted a revised members Code of Conduct in line with the requirements of the Localism Act 2011;
- Noted that the Council has approved and adopted a precept for 2013-14 of £523,720, including Council Tax Support Grant of £50,148; and
- Examined the detailed policies and financial procedures in existence, considering them to form a sound basis for their effective management and control.

Conclusions

No matters of concern have been identified in this area at present. We shall continue to review minutes and overall governance issues at future visits and comment accordingly if appropriate.

Review of Expenditure

Our aim here is to ensure that: -

- Council resources are released in accordance with the Council's approved procedures and budgets;
- Payments are supported by suitable documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- All discounts due on goods and services supplied are identified and appropriate action taken to secure the discount;
- An official order has been raised on each occasion that one would be anticipated;
- The correct expense codes have been applied to invoices when processed; and
- VAT has been appropriately identified and coded to the control account for periodic recovery.

We have examined the financial procedure documentation in place and discussed the detailed procedures with the Corporate Services Manager (CSM): we consider the documentation and procedures in place appropriate for the Council's current requirements affording clear evidence of member involvement in the authorisation process.

In order to check compliance with the anticipated controls, we have selected an extended sample of 87 payments including those individually in excess of £2,000 plus a more random selection of every 20th payment. Our test sample now totals £587,000 by value and equates to 75% of all non-pay related payments made in the year to 28th February 2013.

Conclusions

We are pleased to report that no issues have been identified in this area of our review and that the Council operates sound and effective controls over the approval and release of funds. We have also reviewed the three quarterly VAT reclaims prepared and submitted to HMRC for the year to 31st December 2012, agreeing detail to the Omega control account record.

Assessment and Management of Risk

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage those risks in order to minimise the opportunity for their coming to fruition.

- We note that the Council had prepared and adopted a formal Risk Management Plan, supplemented by a more detailed financial risk assessment document, both of which have been adopted by the F&GP Committee in February 2013 and will be formally approved by full Council at its next meeting; and
- The Council's insurance cover is again provided by Zurich Municipal. We have examined the current year's insurance schedule and consider that appropriate cover is in place with both Employer's and Public Liability at £10 million and Fidelity Guarantee cover at £1 million. We also note that Hirer's Liability cover is in place at £2 million, together with, as far as we are able to ascertain at present, all of the Council's assets included in the schedule.

Conclusions and recommendation

No significant matters arise in this area of our review process, although, as detailed in our first interim report, we considered that the existing financial risk documentation could beneficially be expanded to give an indication of the potential financial impact on the Council should any listed risks materialise. At that visit, we provided a brief demonstration to the CSM & Projects and Facilities Manager (PFM) of available risk management software, covering both financial and health / safety issues, which has been developed specifically for town and parish councils.

The software (Local Council Risk System – LCRS) includes detail of some 50 potential areas of risk and then scrolls down to some 500 individual risks: obviously, not all aspects are relevant to every Council and it is for councils to identify those areas relevant to themselves. The software, at the individual risk level, provides a raft of detail including references to relevant legislation, suggested controls that should be in place and whether insurance cover should be in place, together with any potential health

/safety considerations. Councils then score each potential risk area for likelihood and potential impact applying numbers from 0 – “not applicable” to 3 – “High risk”.

The software then generates a raft of reports including an Action Plan of those potentially medium to high risk areas based on the product of the two scores. Additional reports are also available including a comprehensive listing of all areas of assessed risks, an Overall Summary and Checklists where insurance and health / safety issues apply. We acknowledge that the software is very much based on subjective number crunching assessments of risk, but at just over £100 plus VAT, we consider, as do numerous councils already using the software, it to be a useful management tool, which helps ensure that no areas of potential risk are overlooked. The software is available on the internet from a Scottish company – DMH Solutions.

R2. We commend the LCRS software to the Council as a useful management tool and suggest that consideration be given to its acquisition and application to further enhance the existing risk assessment documentation in place.

Budgetary Control & Reserves

In considering the Council’s approach to budget determination and precept setting, we aim to ensure that decisions are made on the basis of sound information and that an appropriate level of precept is determined to meet the Council’s future planned expenditure. As indicated above, we note that the Council has approved and adopted a precept for 2013-14 of £523,720, including Council Tax Support Grant of £50,148.

We are also pleased to again note that a comprehensive “Budget Book” has been prepared for 2013-14 and that detail of individual budgets will, as in prior years, be loaded onto the Omega accounting software: we also note that regular reports of financial performance are prepared, based on the software, and presented to members during the course of the financial year.

Conclusions

No issues arise in this area of our review process at the present time: we shall undertake further work in this area at our final visit, examining the level of year-end retained reserves and the final budget outturn, seeking appropriate explanations for any significant variances that may have arisen.

Review of Income

In examining the Council’s sources of income, we aim to establish that robust procedures are in place to ensure that all income due to the Council is identified and invoiced accordingly, that arrangements for the secure handling of any cash income are in place and that income due to the Council is recovered within a reasonable time span.

At our first visit, we focused attention on income arising from the golf course, which is the major income source to the Council other than its annual precept. We visited the course with the CSM and discussed financial control procedures with the Golf Pro (who is self-employed) and CSM: we are pleased to note that formal procedure documents are in place covering the collection, control and banking of income, which arises in the form of cheque, credit card and cash. We also noted that a £70 cash float is retained for the

Council's till, a separate till being in use for the shop, which is owned and run by the Pro independent of the Council. Whilst not financially material, we note that this float is not reflected in the Omega accounting system and suggest that it be appropriately accounted for in future.

In order to check the effectiveness of controls in place, we have examined the daily cash up till slips for August 2012 checking detail to the various spreadsheet records prepared by the Golf Pro and ensuring that cash and cheques are banked within a reasonable time span and that detail of all income is accurately reflected in the bank account statements and Omega cashbook. We note that cash and cheques are only being banked fortnightly and, whilst acknowledging that the accepted insurance level of moneys held in the safe at the golf course has not been exceeded this year suggest that, in view of the isolated positioning of the Pro Shop, banking should generally occur once weekly. We note the intention to redevelop the clubhouse and pro shop and consider that more secure arrangements will need to be made for cash storage during the development stage when office accommodation will undoubtedly be less secure.

We also set up an analysis of income across the various headings covering the past two years in order to provide a year-on-year measure of trends: this will be updated at our final visit and will be fed into our planning for the 2013-14 audit round, affording an insight into any potential areas of significant or unanticipated variance.

At this update visit, we have examined the controls in place over the use of The Crypt and also hire of the Council's facilities for specific events. We are pleased to report that no issues of concern have been identified with the procedures and documentation in place, although we have discussed a potential improvement in the cross-referencing of booking documentation / hire agreements with the CSM, where we consider that clarity of the audit trail from booking diaries to the recovery of fees and charges and their banking could be further strengthened. We shall revisit this area briefly at our final visit to ensure that appropriate improvements in referencing have been put in place.

We also examined the Sales Ledger "Unpaid debtors report" noting the existence of a number of long-standing debts together with unmatched receipts: we have also examined the Sales Ledger "Aged Account Balances" report, noting that a few of the debtors where unmatched receipts exist on the previous report have overall long-standing debts due to the Council. We have discussed these with the CSM and understand that appropriate action is in hand or being considered to ensure recovery of outstanding sums due to the Council. We shall review the position in these cases at future visits and, if appropriate, comment further at that time. In the meantime, we would suggest that attempts be made to offset the unmatched receipts against specific debtor account, thereby reducing the seemingly large schedule of outstanding debt.

We have also again reviewed the detailed income transaction reports in the accounting system to February 2013 to ensure that no obvious miscodings or items of uncollected income are apparent and are pleased to record that none are evident at present.

Conclusions and recommendation

No major issues have been identified in this area at present, although we would suggest that the issues identified above be addressed prior to the current year-end. We shall undertake further testing of other income streams at future visits and, where appropriate, comment further at that time. Obviously, once the golf clubhouse project

has been completed and the catering / bar services are in place. We understand that the Council is still considering options for running this service, either "in-house" or "contracted out": once operational, we shall focus attention on the controls in place in that respect and comment accordingly.

R3. The Sales Ledger "Unpaid debtors report" should be further examined and, where appropriate, unmatched receipts be offset against outstanding debtor accounts.

R4. The £70 cash float at the golf course should be accounted for appropriately in the Omega accounting records.

R5. Cash and cheque income at the golf course should be banked at least once weekly in order to minimise the risk of break-in, resultant damage and potential loss of cash.

Petty Cash Account

The Council operates a small petty cash scheme with monthly payments this year averaging £35: we are required, as part of the annual Internal Audit Certification process to assess the soundness of controls in this area of the Council's financial activities. Consequently, we aim to ensure that a trade invoice or relevant till receipt supports petty cash payments and that, where applicable, VAT has been identified for recovery. We have consequently: -

- Ensured that reimbursement cheques are correctly recorded in both the main cashbook and the petty cash account;
- Examined a sample of petty cash account transactions for May and July 2012 to ensure that an appropriate till receipt or trade invoice supported them;
- Ensured that, where applicable, VAT on the various expenses has been identified and coded to the VAT control account for recovery.

Conclusions

No significant issues have arisen from our review of the Council's petty cash system and physical cash retained at the time of our visit, apart from noting that VAT amounting to £1.09 on one payment in July had not been identified for recovery. We do not consider this significant and will leave it to the CSM's discretion as to whether or not he wishes to raise a correcting journal to include the amount for recovery in the next VAT reclaim to be submitted.

We now understand that the CSM intends to change the manner in which the account is operated from April 2013, maintaining a fixed "imprest" balance and topping up actual expenditure periodically as and when required: we shall review the outcome of this change at our first visit for 2013-14.

Salaries and Wages

In examining the Council's payroll function, we aim to confirm that extant legislation is being appropriately observed as regards adherence to the Employee Rights Act 1998 and the requirements of HM Revenues and Customs (HMRC) legislation as regards the deduction and payment over of income tax and NI contributions, together with meeting the

requirements of the local government pension scheme, as further amended, as regards contribution percentage bandings, with effect from 1st April 2012. To meet that objective, we have examined and verified that: -

- Salary payments have been accurately processed in September 2012 for each employee agreeing gross pay to the Council approved NJC pay scale spinal point;
- Income tax and NI deductions from employees' and employer's NI contributions for the same month are accurate by reference to the current year's HMRC Basic PAYE Tools software; and
- Superannuation deductions and employer's contributions for September 2012 have been calculated appropriately, ensuring compliance with the revised scale of deductions / contributions; and
- Verified the accurate and appropriate payment of net salaries to employees via the BACSTEL process, together with payments to HMRC and the County Pension Fund for September and August 2012 respectively.

Conclusions

We are pleased to record that no issues have been identified in this area warranting formal comment or recommendation. We shall ensure the timely completion and submission of the year-end HMRC returns at our final visit, also considering how the change to monthly RTI reporting to HMRC is to be implemented by the Council.

Asset Registers

The Accounts and Audit Regulations (as amended periodically) require all Councils to maintain an inventory/Register of Assets. We are pleased to note that a suitable register is in place and understand, from discussion with the CSM, that the asset values are uplifted annually in line with the insurer's inflationary factors applied to the insurance schedule and premiums.

We also note the intention to undertake a revaluation of certain aspects of the Council's asset base, including civic regalia and would draw officers' attention to a change in the Annual Return reporting arrangements announced, but not generally advised, in that year's updated "Practitioner's Guide on Governance and Accountability for Local Councils". This now requires that asset values are reported consistently year-on-year at "Purchase Cost", rather than be subjected to either depreciation or appreciation. The only change in the value to be reported at Section 1, Box 9 of the Annual return should now be to reflect the cost of any new additions or any disposals.

Obviously, given the age of several assets and likely uncertainty over their original purchase cost, it is not possible to arrive at a meaningful value for assets. Consequently, most external auditors have advised that the value reported in the 2009-10 Return should be applied with amendment only to reflect the purchase cost of new acquisitions and the "Book value" of any disposals.

Conclusions and recommendation

We have not examined the asset register in any depth at this stage of our annual review, but wish to draw officers' and members' attention to the Annual Return reporting

arrangements of which they may well have been unaware due to the lack of formal guidance issued in this respect.

R6. Officers and members should consider whether or not they wish to continue to report asset values in the Annual return on the same "consistency" basis or to comply with the latest guidance issued on the subject.

Investments and Loans

Our objectives here are to ensure that the Council is "investing" surplus funds, be they held temporarily or on a longer term basis in appropriate banking and investment institutions, that an appropriate investment policy is in place and that the Council is obtaining the best rate of return on any such investments made and that interest earned is brought to account correctly and appropriately in the accounting records. We also aim to ensure that loans are repaid in accordance with the terms of the original loan and that the year-end balance is accurately reported in the Annual Return.

The Council places surplus funds in Treasury term deposits for varying periods. We have examined the documentation relating to deposits in place as at 1st April 2012, together with any further new deposits, ensuring that the gross interest earned has been brought to account appropriately in the Omega records and bank accounts.

We have checked and agreed detail of the two half-yearly loan repayments for the year to the PWLB repayment "invoices".

Conclusions

We shall continue to review any further Treasury term deposits at our final visit, also ensuring their accurate disclosure in the Annual Return, together with the accurate disclosure of the residual loan liability in the Annual Return.

We note members approval for the redevelopment of the golf clubhouse and pro shop and will continue to monitor developments in this respect at future visits; we also note that members have agreed to seek loan sanction to help finance the project and understand that the application to DCLG has been approved, although funds have not yet been drawn down.

Rec. No.	Recommendation	Response
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Review of Accounting Arrangements

R1 In order to further ensure that financial data is secure, additional back-up arrangements should be made with the use of a memory stick: this should also be checked periodically to ensure that it can be restored effectively. *E Sussex CC has confirmed that they would be able to restore backed-up data: to be tested in due course.*

Assessment and Management of Risk

R2 We commend the LCRS software to the Council as a useful management tool and suggest that consideration be given to its acquisition and application to further enhance the existing risk assessment documentation in place. *Officers will consider and evaluate the software against other similar systems and report back to F&GP Committee.*

Assessment and Management of Risk

R3 The Sales Ledger "Unpaid debtors report" should be further examined and, where appropriate, unmatched receipts be offset against outstanding debtor accounts. *The accounts have been reviewed and, where appropriate allocated receipts against relevant invoices.*

R4 The £70 cash float at the golf course should be accounted for appropriately in the Omega accounting records. *Agreed: an appropriate adjustment has been made to identify the balance as a separate control account in Omega.*

R5 Cash and cheque income at the golf course should be banked at least once weekly in order to minimise the risk of break-in, resultant damage and potential loss of cash. *Agreed: the Golf Professional has been reminded of the need to bank funds weekly.*

Asset Registers

R6 Officers and members should consider whether or not they wish to continue to report asset values in the Annual Return on the same "consistency" basis or to comply with the latest guidance issued on the subject. *To be considered further by officers with a report to be submitted to the F&GP Committee in advance of preparation of the 2012-13 Annual Return.*

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Seaford Town Council

Report 201/12

Agenda Item No:	7 (a)
Committee:	Finance & General Purposes
Date:	18 April 2013
Title:	Small Grant Applications for 2013-14
By:	Simon Cooper, Corporate Services Manager
Wards Affected:	All Seaford wards
Purpose of Report:	To consider small grant requests as detailed in Appendix A

Recommendations

You are recommended:

- 1. To consider small grant requests as detailed in Appendix A**
-

1. Information

- 1.1** At the meeting of this Committee held on 28 February 2013 approved the Grant Application form and accompanying letter inviting applications for small grants and approved the allocation of £5,500 to facilitate the payment of small grants up to a maximum of £500.
- 1.2** An application form was sent to organisations that have previously applied to the Council for a grant and to other organisations that requested an application form. Information was placed on the Council Website and Facebook page. A press release was also issued.
- 1.3** The deadline for returning the completed forms to the Council with all of the information requested was noon on 8 April 2013.
- 1.4** Forty completed applications have been received requesting a total of £15,468, four applications were unable to provide accounts and a constitution, the letter and application form quite clearly state that applications without these items will not be considered. These four applications are highlighted in Appendix A.
- 1.5** Full applications and supporting documents have been placed in the Members' Room for consideration prior to the meeting.

1.6 Where organisations exist for the sole benefit and pleasure of their members or undertake activities which do not compliment the functions of the Council, Members should give careful consideration, given the limited funds available.

1.7 The abbreviations used in Appendix A to indicate the power under which a grant can be made are as follows:

- (a) LGA 72 refers to The Local Government Act 1972.
- (b) LG(MP)A 76 refers to The Local Government (Miscellaneous Provisions) Act 1976.
- (c) HA 80 refers to The Highways Act 1980.
- (d) LG&RA 97 refers to The Local Government and Rating Act 1997.

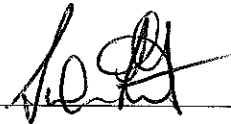
2. Financial Appraisal

The budget allocated to small grants is £5,500.

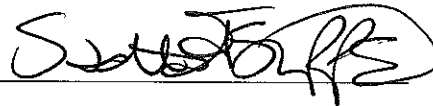
3. Contact Officer

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

Corporate Services Manager



Town Clerk



Grant Requests 2013-2014 - Up to £500

Name of Organisation	Constitution Received	Accounts Received	Purpose of Grant	Amount Requested	Awarded 2012	Power
7th Seaford Brownies	Yes	Yes	Outings/Pack Hol Outing/Pack Hol Equip/Community Projects	£300	£250	LG (MP) A 76 S19
8th Seaford Rainbows	Yes	Yes	Day out to Drusillas or Groombridge Place	£200	£0	LG (MP) A 76 S19
9th Seaford (St Thomas Moore)	Yes	Yes	Coleman Dining / Event Shelter & 4 Walls	£340	£350	LG (MP) A 76 S19
Scout Group	Yes	Yes	New drum skins & various instruments	£500	£0	LGA 72 S145
1218 (Newhaven) Sqn Air Cadets	Yes	Yes	Pantomime Seats & Hampers	£500	£100	LGA 72 S145
ABC Fund	Yes	No	Funding for Computer Use	£400	£0	LGA 72 S133
Churchill House Social Committee	Yes	Yes	To help maintain bus services hire	£500	£500	LG R7 97 SS26-29
Cuckmere Community Bus Ltd	Yes	Yes	Hall Hire, Publicity Materials, Transport	£500	£0	LG (MP) A 76 S19
Eastbourne Area Epilepsy Group	Yes	Yes	To fund a Wild Trek Trailer Visit to the Brickfield	£425	£0	LGA 72 S144
Friends of the Old Brickfield	Yes	Yes	Towards the cost of providing Ultrasound Units.	£500	£0	LGA 72 S137
Kent, Surrey & Sussex Air Ambulance Trust	Yes	Yes	Annual running costs for rent, electric, telephone etc	£300	£300	LGA 72 S137
National Coastwatch Institution (Newhaven)	Yes	Yes	For TV to connect WI equipment for the use of members	£500	£0	LGSA 77 S133
Newhaven & Lewes MENCAP	Yes	Yes	Subsidise Counselling Sessions	£500	£0	LGA 72 S137
Relate South East Sussex	Yes	Yes	Publication of Newsletters	£200	£0	LGA 97 S31
Seaford & Bishopstone Neighbourhood Watch Association	Yes	No	Rent Payable to St James Trust	£200	£0	LG (MP) A 76 S19
Seaford Battery Service	No	Yes	Purchasing of Training/Coaching Equipment	£500	£0	LG (MP) A 76 S19
Seaford Cricket Club	No	Yes	Cost of Transport for one outing	£300	£0	LGA 72 S145
Seaford DC - East Sussex Disability Association	Yes	Yes				

Grant Requests 2013-2014 - Up to £500

Name of Organisation	Constitution Received	Accounts Received	Purpose of Grant	Amount Requested	Awarded 2012	Power
Seaford Handbell Ringers	Yes	Yes	Assist with cost of new set of bells	£500	£0	LGA 72 S145
Seaford Hard of Hearing Club	Yes	Yes	Assist with Costs for Minibus	£100	£50	LG(MP)A 76 S19
Seaford Inner Light Club	Yes	Yes	Assist with Transport Costs	£100	£100	LGA 72 S145
Seaford Little Theatre	Yes	Yes	Safer Access to Lighting Box	£500	£200	LGA 72 S145
Seaford Live	Yes	Yes	Insurance, Safety at Venues and other promotional materials	£500	£300	LGA 72 S145
Seaford Museum & Heritage Society	Yes	Yes	Restoring Ships Figure Head	£500	£100	LGA 72 S145
Seaford Music Society	Yes	Yes	To pay Artists	£100	£50	LGS 72 S145
Seaford Netball Club	Yes	Yes	New Posts, Bibs, Balls & Coaching Qualification	£500	£0	LG (MP) A 76 S19
Seaford Seniors' Forum	Yes	Yes	Events, Open Days & Magazines	£400	£200	LG (MP) A 76 S19
Seaford Silver Band	Yes	Yes	Rent, Insurance, Instrument Repairs, Uniform Replacement & Visit to Bonningstedts	£500	£400	LGA 72 S145
Seaford Stroke & Caring Club Charity Trust	Yes	Yes	Running Costs	£100	£100	LG (MP) A 76 S19
Seaford Twinning Association	Yes	Yes	Hotel Accom for Mayor & Family of Bonningstedt & Payment for Venue	£200	£50	LGA 72 S144
Seahaven District Scouts	Yes	Yes	Regeneration of Land	£500	£0	LGA 72 S145
Seahaven Scoutex 2014/2016	Yes	Yes	Insurance for Trip	£500	£0	LG (MP) A 76 S19
St James' Trust (Seaford)	Yes	Yes	Battery Service & Upkeep of Old Town Hall	£250	£250	LGA 72 S133
St Leonard's & St Luke's Churches	Yes	Yes	Towards maintenance & service of Clock	£500	£0	LGA 72 S137
St Wilfrid's Hospice	Yes	Yes	To provide home based care & support to Seaford residents	£500	£0	LGA 72 S137

Grant Requests 2013-2014 - Up to £500

Name of Organisation	Constitution Received	Accounts Received	Purpose of Grant	Amount Requested	Awarded 2012	Power
The Clinton Centre	Yes	Yes	Replacement of Audio & Visual Equipment etc	£500	£0	LGA 72 S133
The Downs Sixty Plus Club	Yes	Yes	Replacing Blinds in Main Hall	£490	£0	LGA 72 S133
Vitalise	Yes	Yes	Assist with the subsidised guest fees that they payout for	£363	£100	LGA 72 S145
Waves Seaford Ltd	Yes	Yes	Funding of Lighting & Heating	£500	£0	LGA 72 S144
Willlet Charitable Trust	Yes	Yes	Help fund Bat Survey that has to be carried out on a condemned tree	£200	£50	LGA 72 S137
WRAS	No	Yes	Helping to cover costs of responding to call outs	£500	£0	LGA 72 S137
				£15,468		

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Seaford Town Council

Report 202/12

Agenda Item No:	7(b)
Committee:	Finance & General Purposes Committee
Date:	18 April 2013
Title:	Large Grant Applications for 2013-14
By:	Simon Cooper, Corporate Services Manager
Wards Affected:	All Seaford Wards
Purpose of Report:	To consider large grant requests as detailed in Appendix A

Recommendations

You are recommended:

1. To consider large grant requests as detailed in Appendix A
-

1. Information

- 1.1 The meeting of this Committee held on 28 February 2013 approved the Grant Application form and accompanying letter inviting applications for large grants and approved the allocation of £8,000 to facilitate the payment of large grants (over £500).
- 1.2 An application form was sent to organisations that have previously applied to the Council for a grant and to other organisations that requested an application form. Information was placed on the Council Website and Facebook page. A press release was also issued.
- 1.3 The deadline for returning the completed forms to the Council with all of the information requested was noon on 8 April 2013.
- 1.4 Six completed applications have been received requesting a total of £8,725. However one application (highlighted) cannot provide a constitution or accounts, the works involved would constitute improvements to a school playground.
- 1.5 Should the application referred to in 1.4 be declined the total requested will be less than the amount allocated for large grants, the public consultation proposed to help decide on the allocation will no longer be deemed necessary and the decision can be made at this meeting.

- 1.6 Full applications and supporting documents have been placed in the Members' Room for consideration prior to the meeting.
- 1.7 Where organisations exist for the sole benefit and pleasure of their members or undertake activities which do not compliment the functions of the Council, Members should give careful consideration, given the limited funds available.
- 1.8 The abbreviations used in Appendix A to indicate the power under which a grant can be made are as follows:
- (a) LGA 72 refers to The Local Government Act 1972.
 - (b) LG(MP)A 76 refers to The Local Government (Miscellaneous Provisions) Act 1976.

2. Financial Appraisal

The budget allocated to large grants is £8,000. Any amounts not allocated can be held within the budget line for utilisation at a later date should the requirement arise.

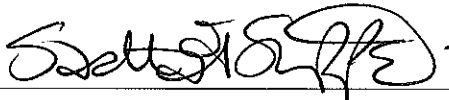
3. Contact Officer

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

Corporate Services Manager



Town Clerk



Grant Requests 2013-2014 - Over £500.00

Name of Organisation	Constitution Received	Accounts Received	Purpose of Grant	Amount Requested	Awarded 2012	Power
24 Fit Club	No	No	External Lighting in Playground Area	£750.00	£0.00	LG (MP) A 76 S19
Seaford Lifeguards	Yes	Yes	Replacement of Rescue Boat Engine	£2,000.00	£450.00	LGA 72 S144
Seaford Rugby Football Club	Yes	Yes	Extension of clubhouse for changing rooms	£1,725.00	£1000.00	LG (MP) A 76 S19
Seaford & Newlands Amateur Boxing Club	Yes	Yes Bank Statement only	Works to Changing Rooms	£1,500.00	£500.00	LG (MP) A 76 S19
Seaford Bonfire Society	Yes Not signed or dated	Yes	Assist with overheads to assist safety & security	£1,500.00	£0.00	LGA 72 S145
Seaford Town Football Club	Yes	Yes	Installing green mesh around football pitch	£1,250.00	£0.00	LG (MP) A 76 S19
				£8,725.00		

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Seaford Town Council

Report 197/12

Agenda Item No:	8
Committee:	Finance & General Purposes
Date:	18 April 2013
Title:	Rotary Clock
By:	Simon Cooper, Corporate Services Manager
Wards Affected:	All Seaford Wards
Purpose of Report:	To consider the move and repair of the Rotary Clock

Recommendations

You are recommended:

- 1. To approve the Council remove the Rotary Clock from Hurdis House, have the clock repaired and the installed onto the Cameron's Chemist building on Broad Street at the Town Council's expense.**
 - 2. To approve that an annual maintenance contract be taken out with the Manufacturer Messrs Smith s of Derby.**
-

1. Information

- 1.1** At a meeting held on 7 October 2004 the F&GP Committee voted to accept the gift of a Clock from the Rotary Club of Seaford celebrating the Club's centenary.
- 1.2** At that time no provision was made to maintain the clock in the future.
- 1.3** The clock worked for a number of years but following faults materialising in 2009, repairs were undertaken at a cost of £256.25 replacing the printed circuit board and in 2010 further faults developed. The clock has not worked correctly since and has now stopped working entirely.
- 1.4** The Projects and Facilities Manager previously researched a number of options including alternative contractors capable of servicing and repairing the clock and also obtained estimates for the required works, and considered options for the relocation of the clock as the access requirements for servicing were considered excessive.
- 1.5** We have recently received a letter from the Rotary Club of Seaford indicating that they have received a quotation from the original suppliers, Messrs Smith's of Derby who have provided a quotation to take the clock down, refurbish it and reinstall it

on the Cameron's Chemist building as a height of 15 feet above the ground (negating the need for a "Cherry Picker" for future maintenance).

1.6 They have suggested a number of options

- (a) Take the clock into Rotary ownership with the Council's permission, have the work carried out at the Club's expense under our control, and then give the clock back to the Town with the Council taking out a maintenance arrangement of a visit by Smith once every three years for the foreseeable future with the clock located on Cameron's Chemist building. We are advised by Smiths that the maintenance cost, at today's prices, would be £200 +VAT.
- (b) Take the clock back into Rotary ownership and have the work done at the Club's expense, reinstalling it on the Cameron's Chemist building, with Rotary taking out a maintenance arrangement of a visit every three years for the future.
- (c) Since the clock is a continuing embarrassment to the Club, have the Town Council take the clock down and store it until funds to refurbish it can be made available. This does not seem a suitable option since a "Cherry Picker" is needed at a minimum cost of £600 to gain access to the clock just to remove it.
- (d) Continue to do nothing which again is not considered to be a suitable option.

1.7 The Town Clerk has discussed the matter with the Leader of the Council and suggests that as the clock was gifted to the town, the Council should retain ownership and take steps to move the clock.

1.8 If the Town Council move the clock to Cameron's Chemist Building, electrical running costs will be met without recharge.

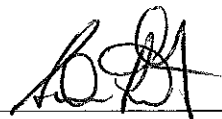
2. Financial Appraisal

The estimated cost of removing, refurbishing and re-installing the Clock is £3,160 plus VAT which can be funded from the general reserve. An annual maintenance agreement will cost £200 plus VAT which can be funded from within the building maintenance budget for 2013-14.

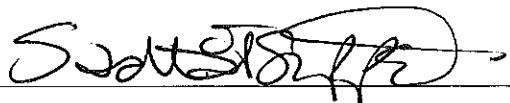
3. Contact Officer

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

Corporate Services Manager



Town Clerk





Seaford Town Council

Report 200/12

Agenda Item No:	9(a)
Committee:	Finance & General Purposes
Date:	18 April 2013
Title:	Administration Assistant (Corporate)
By:	Simon Cooper, Corporate Services Manager
Wards Affected:	All Seaford Wards
Purpose of Report:	To advise the Committee of the resignation of the Administration Assistant (Corporate) and the actions taken to fill the position.

Recommendations

You are recommended:

1. To note the resignation of Mrs D Parkes.
 2. To approve the deletion of Administration Assistant (Corporate) from the Staffing Structure.
 3. To approve the creation of a new position of PA to the Town Clerk on salary scale point 14-21 at 15 hours per week.
 4. To delegate authority to the Town Clerk to draw up a suitable Job Description and Person Specification for the position based on current established documentation.
 5. To delegate authority to the Town Clerk and Corporate Services Manager to agree with the other Administration Assistants a suitable re-allocation of Job Descriptions and responsibilities.
 6. To approve the creation of a new post to the establishment, of Apprentice Administration Assistant at the appropriate rate on a full time basis.
-

1. Information

- 1.1 The Administration Assistant (Corporate) Mrs D Parkes tendered her resignation on 1 April 2013, leaving her employment with the Town Council immediately.
- 1.2 It is proposed to remove the baseline administration work and general office duties from each of the Administration Assistants and to allocate these duties to a full time Apprentice Administration Assistant. The Apprentice Administration Assistant will be a fixed term Apprentice post with probable day release for training. The post will be paid at the appropriate Apprentice Rate.

- 1.3 A new post of PA to the Town Clerk will be created on the existing grade for fifteen hours per week. The PA will work on a flexible basis to best suit the role.
- 1.4 The Apprentice Administration Assistant will be based in the general administration office; the PA will work in the Town Clerks office.
- 1.5 The Mayor's secretarial aspect of the existing Administration Assistant (Corporate) role will be re-allocated.

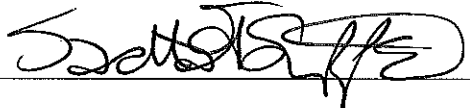
2. Financial Appraisal

The combined salary cost will be within the current budget for the post being replaced. The cost of advertising will be approximately £320 plus VAT and can be met from the recruitment budget. Any additional equipment can be met from the underspend in 2012-13 equipment purchase budget carried forward.

3. Contact Officer

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

Corporate Services Manager 

Town Clerk 



Seaford Town Council

Report 204/12

Agenda Item No:	9 (b)
Committee:	Finance & General Purposes
Date:	18 April 2013
Title:	Trainee Greenkeeper
By:	Simon Cooper, Corporate Services Manager
Wards Affected:	All Seaford Wards
Purpose of Report:	To advise the Committee of the resignation of the Trainee Greenkeeper and the actions taken to fill the position.

Recommendations

You are recommended:

- 1. To note the resignation of Mr Z Suleyman**
 - 2. To approve placing an advertisement for a replacement**
-

1. Information

- 1.1** The Trainee Greenkeeper Mr Z Suleyman tendered his resignation on 8 April 2013, leaving his employment with the Town Council immediately.
- 1.2** It is proposed to recruit a replacement Trainee Greenkeeper via Plumpton College Apprenticeship scheme. Should this not be successful an advert will be placed in the Seaford Gazette and Job Centre Plus. The position will also be advertised on the Council Web Site and on Social Media.

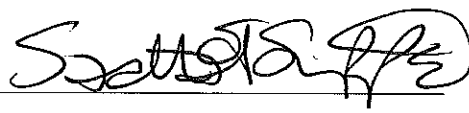
2. Financial Appraisal

The salary cost will be within the current budget for the post. The cost of advertising will be approximately £320 plus VAT and can be met from the recruitment budget if required.

3. Contact Officer

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

Corporate Services Manager  _____

Town Clerk  _____



Seaford Town Council

Report 205/12

Agenda Item No:	10
Committee:	Finance & General Purposes
Date:	18 April 2013
Title:	Valuation of Assets for 2012-2013
By:	Simon Cooper, Corporate Services Manager
Wards Affected:	All Seaford wards
Purpose of Report:	To advise on the method of valuing assets for 2012-13

Recommendations

You are recommended:

- 1. To approve the method of valuing assets as set out in 1.5 below**
-

1. Information

- 1.1** Historically Seaford Town Council has valued its assets at their insurance replacement cost, which has changed each year as the sum insured increases with inflation.
- 1.2** There has been a change to the Annual Return reporting arrangements set out in the Practitioners Guide on Governance and Accountability for Local Councils.
- 1.3** The guidance requires that asset values are reported consistently year-on-year at "purchase cost", rather than be subjected to either depreciation or appreciation. Meaning that a change in values should only reflect acquisition or disposal of assets.
- 1.4** Given the age of several assets and the uncertainty over their original purchase cost, it is not possible to arrive at a meaningful value for assets. Consequently most External Auditors have advised that the value reported in the 2009-10 Return should be applied with amendment only to reflect the purchase cost of new acquisitions and the book value of any disposals.
- 1.5** As the Annual Returns for 2010-11 and 2011-12 have been approved by External Auditors it is recommended that for the sake of consistency the Committee approve that existing assets are valued at their March 2012 value and are not increased in line with the insurance valuation.
- 1.6** In future the asset values will only change when assets are sold or purchased.

2. Financial Appraisal

The only significant financial implications resulting from this report will be to affect the value at which the Council carries its assets.

3. Contact Officer

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

Corporate Services Manager



Town Clerk