



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 20 June, 2013**, at **7.00 pm**, which you are summoned to attend.

S. Shippen
Town Clerk
14 June 2013

Agenda

1. Apologies for Absence and Declaration of Substitute Members

2. Minutes

To approve the minutes of the meeting held on 18 April 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 35/13 regarding receipts, payments and bank reconciliation for March and April 2013 (pages 3 to 18).
- b) To consider report 36/13 regarding the Council budget position for the period 1 April 2012 to 31 March 2013 (pages 19 to 34).
- c) To consider report 37/13 regarding the Council budget position for the period 1 April 2013 to 30 April 2013 (pages 35 to 53).

6. Internal Audit Report

To consider report 38/13 presenting the final Internal Audit report for 2012-13 (pages 55 to 68).

7. VAT return

To consider report 39/13 concerning a late filing notice received (pages 69 to 70).

8. Local Council Advisory Service Seminar

To consider report 40/13 concerning attending The Local Council Advisory Service Seminar (pages 71 to 72).

9. Staff Matters

To consider report 41/13 concerning the resignation of the Corporate Services Manager (pages 73 to 74).

10. SALC Chairmanship Briefing Session

To consider report 43/13 concerning attending a Chairmanship briefing session (pages 75 to 76).

11. Training Reports

To consider report 44/13 submitting training reports (pages 77 to 80).

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

For information:

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



Seaford Town Council

Report 35/13

Agenda Item No:	5(a)
Committee:	Finance & General Purposes
Date:	20 June 2013
Title:	Receipts, Payments and Bank Reconciliation Reports for March and April 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 March and April 2013

Recommendations

You are recommended:

- 1. To note the information contained in the report.**
-

1. Information

- 1.1** Attached as Appendix A is a copy of the cashbook listing receipts and payments for March and April 2013 and the bank reconciliation for these months.
- 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 for March shows cheque 201748 outstanding for -£1 as the cheque has been recorded on the bank statement for £1 more than the cheque was written. This has been corrected by the bank in April.

2. Financial Appraisal

The appendix comprises the bank account transactions for March and April 2013.

3. Contact Officer

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

Corporate Services Manager



Town Clerk



Date: 28/04/2013

Seaford Town Council 2012/13

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User: SJC

Bank Reconciliation Statement as at: 31/03/2013 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	28/03/2013	220	374,317.40
			<u>374,317.40</u>

Unpresented Cheques (Minus)

Why is this still outstanding

<u>Unpresented Cheques (Minus)</u>	<u>Amount</u>
20/12/2012 201748 Timber Requirements (Seaford)	-1.00
22/02/2013 201822 The Lifesaving Academy Ltd	150.00
18/03/2013 201825 Peacehaven Chiropractic	40.00
20/03/2013 201831 P J Chaffin	504.00
20/03/2013 201832 Drivewise (Autos) Ltd	360.22
20/03/2013 201833 P Duncan	26.00
20/03/2013 201836 G W Ironworks Ltd	288.00
20/03/2013 201838 Peacehaven Framing Service	44.93
20/03/2013 201839 Police & Crime Commissioner fc	3,750.00
20/03/2013 201841 Radio Relay	72.00
20/03/2013 201842 Sussex Associations of Local C	60.00
27/03/2013 201845	239.68
27/03/2013 201846	312.72
27/03/2013 201847 East Sussex Pension Fund	3,740.32
27/03/2013 201848 East Sussex Pension Fund	3,353.57
27/03/2013 201849 HM Revenue & Customs	5,078.41
28/03/2013 201850	100.00
	<u>18,118.85</u>
	356,198.55

Receipts not Banked/Cleared (Plus)

26/03/2013	1,873.00
27/03/2013	1,945.00
28/03/2013	5,594.50
28/03/2013	11,882.50
28/03/2013	15,418.50
28/03/2013	45.00
29/03/2013	2,583.00
30/03/2013	3,788.00
31/03/2013	1,370.50
31/03/2013	9,615.00
	<u>54,115.00</u>
	410,313.55

Balance per Cash Book is :- 410,313.55

Difference is :- 0.00

Date: 12/06/2013

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Cash Book 1

User : SJC

Current/Deposit Account

For Month No : 12

Receipts for Month 12

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		393,468.50				393,468.50	
Banked on : 01/03/2013		377.00					
golf pdq	golf pdq	377.00		62.83	120	314.17	golf pdq
Banked on : 02/03/2013		209.00					
golf pdq	golf pdq	209.00		34.83	120	174.17	golf pdq
Banked on : 03/03/2013		393.00					
golf pdq	golf pdq	393.00		65.50	120	327.50	golf pdq
Banked on : 04/03/2013		473.26					
	Sales Recpts Page 476	473.26	473.26		101		Sales Recpts Page 476
Banked on : 04/03/2013		43.95					
	Sales Recpts Page 484	43.95	43.95		101		Sales Recpts Page 484
Banked on : 04/03/2013		314.14					
2628		6.00			4181 210	6.00	Grease Tix
2629		57.75		9.62	1050 113	48.13	
2634		50.00		8.33	1050 113	41.67	Shared
2633	Seaford Rotary	100.00			1064 135	100.00	Young Mayor Election
2630		60.00		10.00	1050 113	50.00	Shared 22 March
2631		40.39		6.73	1050 113	33.66	march
Banked on : 05/03/2013		178.00					
golf pdq	golf pdq	178.00		29.67	120	148.33	golf pdq
Banked on : 05/03/2013		79.00					
interest	coop	79.00			1190 201	79.00	coop interest
Banked on : 06/03/2013		16.00					
golf pdq	golf pdq	16.00		2.67	120	13.33	golf pdq
Banked on : 06/03/2013		-328.00					
unpaid		-328.00		-54.67	120	-273.33	
Banked on : 07/03/2013		32.00					
pdq	pdq	32.00		5.33	120	26.67	pdq
Banked on : 08/03/2013		511.00					
pdq	pdq	511.00		85.17	120	425.83	pdq
Banked on : 09/03/2013		374.00					
pdq	pdq	374.00		62.33	120	311.67	pdq
Banked on : 10/03/2013		25.00					
pdq	pdq	25.00		4.17	120	20.83	pdq
Banked on : 10/03/2013		7,380.00					
Giro	Giro 10/03	7,380.00		1,230.00	120	6,150.00	Green Fees banked
Banked on : 12/03/2013		1,250.00					
NATS	NATS	1,250.00			1050 116	1,250.00	NATS

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Cash Book 1

User : SJC

Current/Deposit Account

For Month No : 12

Receipts for Month 12

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
	Banked on : 13/03/2013	328.00					
pdq	pdq	328.00		54.67	120	273.33	pdq
	Banked on : 14/03/2013	360.00					
	Sales Recpts Page 477	360.00	360.00		101		Sales Recpts Page 477
	Banked on : 14/03/2013	1,002.00					
pdq	pdq	1,002.00		167.00	120	835.00	pdq
	Banked on : 14/03/2013	1,080.00					
	Sales Recpts Page 485	1,080.00	1,080.00		101		Sales Recpts Page 485
	Banked on : 14/03/2013	351.50					
2636	Seaford Chamber of Commerce	16.50		2.75	1050 113	13.75	Deposit May 2013
2635	Seaford Chamber of Commerce	75.00		12.50	1050 113	62.50	Deposit May 2013
2638	Seaford Chamber of Commerce	260.00			1065 135	260.00	Chamber Commerce Tombola
	Banked on : 14/03/2013	3.00					
pdq	pdq	3.00		0.50	120	2.50	pdq
	Banked on : 15/03/2013	60.00					
pdq	pdq	60.00		10.00	120	50.00	pdq
	Banked on : 15/03/2013	720.00					
	Sales Recpts Page 486	720.00	720.00		101		Sales Recpts Page 486
	Banked on : 15/03/2013	497.91					
2644	Seaford Chamber of Commerce	16.50		2.75	1050 113	13.75	Deposit May Shared
2637	Seaford In Bloom	481.41			1053 121	481.41	Seaford In Bloom Contribution
	Banked on : 16/03/2013	520.00					
pdq	pdq	520.00		86.67	120	433.33	pdq
	Banked on : 17/03/2013	84.00					
pdq	pdq	84.00		14.00	120	70.00	pdq
	Banked on : 17/03/2013	2,907.50					
giro	giro	2,907.50		484.58	120	2,422.92	green fees banked
	Banked on : 17/03/2013	328.00					
golf	golf	328.00		54.67	120	273.33	golf clarke
	Banked on : 18/03/2013	485.00					
pdq	pdq	485.00		80.83	120	404.17	pdq
	Banked on : 19/03/2013	1,051.00					
pdq	pdq	1,051.00		175.17	120	875.83	pdq
	Banked on : 20/03/2013	1,056.00					
pdq	pdq	1,056.00		176.00	120	880.00	pdq
	Banked on : 21/03/2013	2,738.82					
	Sales Recpts Page 487	2,738.82	2,738.82		101		Sales Recpts Page 487

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Cash Book 1

User : SJC

Current/Deposit Account

For Month No : 12

Receipts for Month 12

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
	Banked on : 21/03/2013	1,086.00					
	Sales Recpts Page 488	1,086.00	1,086.00		101		Sales Recpts Page 488
	Banked on : 22/03/2013	339.25					
	Sales Recpts Page 478	339.25	339.25		101		Sales Recpts Page 478
	Banked on : 22/03/2013	1,559.00					
pdq	pdq	1,559.00		259.83	120	1,299.17	pdq
	Banked on : 23/03/2013	2,637.50					
pdq	pdq	2,637.50		439.58	120	2,197.92	pdq
	Banked on : 24/03/2013	225.50					
pdwq	pdq	225.50		37.58	120	187.92	pdq
	Banked on : 24/03/2013	8,750.50					
giro	green fees	8,750.50		1,458.42	120	7,292.08	green fees banked
	Banked on : 25/03/2013	50.00					
	Sales Recpts Page 479	50.00	50.00		101		Sales Recpts Page 479
	Banked on : 25/03/2013	3,048.50					
pdq	pdq	3,048.50		508.08	120	2,540.42	pdq
	Banked on : 26/03/2013	1,086.00					
	Sales Recpts Page 480	1,086.00	1,086.00		101		Sales Recpts Page 480
	Banked on : 26/03/2013	1,873.00					
pdq	pdq	1,873.00		312.17	120	1,560.83	pdq
	Banked on : 26/03/2013	3,369.00					
	Sales Recpts Page 490	3,369.00	3,369.00		101		Sales Recpts Page 490
	Banked on : 26/03/2013	95.00					
2653		45.00		7.50	1050 113	37.50	March shared
2664	Rick Sharpe Intl	10.00			1056 210	10.00	Stall Fun day
2665	Rick Sharpe Intl	10.00			1070 135	10.00	Sharpe Intl Stall Armed Forces
2662		30.00			1056 210	30.00	Fun Day
	Banked on : 27/03/2013	112.00					
	Sales Recpts Page 481	112.00	112.00		101		Sales Recpts Page 481
	Banked on : 27/03/2013	1,945.00					
pdq	pdq	1,945.00		324.17	120	1,620.83	pdq
	Banked on : 28/03/2013	360.00					
	Sales Recpts Page 482	360.00	360.00		101		Sales Recpts Page 482
	Banked on : 28/03/2013	1,086.00					
	Sales Recpts Page 483	1,086.00	1,086.00		101		Sales Recpts Page 483
	Banked on : 28/03/2013	5,594.50					
pdq	pdq	5,594.50		932.42	120	4,662.08	pdq

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Cash Book 1

User : SJC

Current/Deposit Account

For Month No : 12

Receipts for Month 12

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
	Banked on : 28/03/2013	11,882.50					
giro	green fees	11,882.50		1,980.42	120	9,902.08	green fees banked
	Banked on : 28/03/2013	15,418.50					
	Sales Recpts Page 489	15,418.50	15,418.50		101		Sales Recpts Page 489
	Banked on : 28/03/2013	45.00					
2666	Nutrition for all	15.00			1056 210	15.00	Fun Day Stal Nutrition for All
2672	Downs 60 Plus	20.00			1056 210	20.00	Downs 60 Plus Stall
2675	Stall	10.00			1056 210	10.00	Stall Fun day
	Banked on : 29/03/2013	2,583.00					
pdq	pdq	2,583.00		430.50	120	2,152.50	pdq
	Banked on : 30/03/2013	3,788.00					
pdq	pdq	3,788.00		631.33	120	3,156.67	pdq
	Banked on : 31/03/2013	1,370.50					
pdq	pdq	1,370.50		228.42	120	1,142.08	pdq
	Banked on : 31/03/2013	9,615.00					
giro	green fees	9,615.00		1,602.50	120	8,012.50	green fees
Total Receipts for Month		102,819.33	28,322.78	12,037.52		62,459.03	
Cash Book Totals		496,287.84	28,322.78	12,037.52		455,927.54	

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Cash Book 1

User : SJC

Current/Deposit Account

For Month No : 12

Payments for Month 12

Nominal Ledger

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c Centre	£ Amount	Transaction Detail
01/03/2013	Kent County Council (KCS)	42581	369.41	369.41		501		3640 Rental to Feb 13
01/03/2013	South East Water	8200841x	255.78	255.78		501		3649 January 13 Water
05/03/2013	British Telecom	3953Q011	102.16	102.16		501		3700 - To 30/04
05/03/2013	Southern Electric	97431	635.91	635.91		501		Purchase Ledger
06/03/2013	UK Fuels	46242	40.60	40.60		501		3698 - Diesel
07/03/2013	HM REvenue & Customs	201824	4,653.75			515	4,653.75	February PAYE
11/03/2013	Talk Talk Business	1384470	85.86	85.86		501		3699 - Period Feb
11/03/2013	Barclaycard	578590	68.57	68.57		501		3666 PDQ February
11/03/2013	British Telecom	449Q030	57.56	57.56		501		3671 01/02/13 - 30/04/13
14/03/2013	British Gas Business	117691	208.69	208.69		501		3670 - 29/01/13 to 28/02/13
14/03/2013	02 (UK) Ltd	60725	8.68	8.68		501		3686 - 01/03/13 - 30/03/13
14/03/2013	Co-Operative Bank	coop14/3	3.96	3.96		501		269555/3675/Co-Operative Bank
15/03/2013	Southern Water	5004869	1,210.17	1,210.17		501		3281 Waste water back dated
18/03/2013	Peacehaven Chiropractic	201825	40.00			1065 135	40.00	Stall Refind
20/03/2013	Allen & Joy	201826	4,798.80	4,798.80		501		3665 Changing Room Works
20/03/2013	British International Golf Gre	201827	690.00	690.00		501		3667 Head Greenkeeper
20/03/2013	BNC Signs	201828	310.00	310.00		501		3668 - Signage
20/03/2013	C Brewer & Sons Ltd	201829	59.71	59.71		501		3669 - Materials Changing Rm
20/03/2013	Don Burtenshaw	201830	360.00	360.00		501		3673 Notice Board Repairs
20/03/2013	P J Chaffin	201831	504.00	504.00		501		3544 Remove Branch
20/03/2013	Drivewise (Autos) Ltd	201832	360.22	360.22		501		3704 - Mazda Service & MOT
20/03/2013	P Duncan	201833	26.00	26.00		501		3678 Crypt Website
20/03/2013	Ernest Doe & Sons Ltd	201834	34.65	34.65		501		3679 Hose Tail
20/03/2013	Sussex Events Ltd	201835	60.00	60.00		501		3701 - M&Co Event
20/03/2013	G W Ironworks Ltd	201836	288.00	288.00		501		3681 - Removal of Sign Post
20/03/2013	Haven Security Ltd	201837	204.00	204.00		501		3680 CCTV Monitor Mtg Rm
20/03/2013	Peacehaven Framing Service	201838	44.93	44.93		501		3644 Framing Mayor Photo
20/03/2013	Police & Crime Commissioner fo	201839	3,750.00	3,750.00		501		3697 - Rent
20/03/2013	Lewes District Council	201840	34,284.17	34,284.17		501		3683 - WC Cleaning
20/03/2013	Radio Relay	201841	72.00	72.00		501		3688 - 2 Batteries
20/03/2013	Sussex Associations of Local C	201842	60.00	60.00		501		3690 - Chairman Course M Brown
20/03/2013	Seaford Head Golf Club	201843	1,459.50	1,459.50		501		3691 - Cleaning
20/03/2013	Rigby Taylor	201844	223.80	223.80		501		3100 Wetting Agent
20/03/2013	Southern Water	4600017	124.33	124.33		501		3692 - Water
20/03/2013	Talk Talk Business	83098/882	228.38	228.38		501		3725 - Feb Calls

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Cash Book 1

User : SJC

Current/Deposit Account

For Month No : 12

Payments for Month 12

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>
22/03/2013	Postage by Phone - Pitney Bowe	30770342	250.00	250.00		501		3719 - Franking Credit
25/03/2013	Fraser Morley	bacs2503	3,500.00	3,500.00		501		Purchase Ledger
25/03/2013	Payroll	BACS 2503	13,715.99			516	13,715.99	Payroll March
27/03/2013		201845	239.68			516	239.68	Balance due
27/03/2013		201846	312.72			516	312.72	Balance due
27/03/2013	East Sussex Pension Fund	201847	3,740.32			517	3,740.32	March Pension
27/03/2013	East Sussex Pension Fund	201848	3,353.57			517	3,353.57	Pension Contribution
27/03/2013	HM Revenue & Customs	201849	5,078.41			515	5,078.41	March PAYE
28/03/2013		201850	100.00		16.67	1003 101	83.33	Golf Soc refund Course Closed
Total Payments for Month			85,974.28	54,739.84	16.67		31,217.77	
Balance Carried Fwd			410,313.56					
Cash Book Totals			496,287.84	54,739.84	16.67		441,531.32	

Bank Reconciliation Statement as at: 30/04/2013 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	30/04/2013	226	693,869.23
			<u>693,869.23</u>
<u>Unpresented Cheques (Minus)</u>			<u>Amount</u>
19/04/2013 201860	Hire-a-Loo		86.35
19/04/2013 201866	Seaford Baptist Church		55.00
19/04/2013 201869	Sussex Associations of Local C		2,634.28
19/04/2013 201871	Philip Thatcher		75.00
19/04/2013 201873	C B Winter & Sons Ltd		300.00
19/04/2013 201877	Lewes District Assn Local Coun		50.00
25/04/2013 201879	East Web Ltd		216.00
26/04/2013 201880	Seaford Downs Syndrome speci		160.69
26/04/2013 201881	The Lifesaving Academy Ltd		100.00
30/04/2013 200882	St James' Trust Seaford		1,791.91
30/04/2013 201883	Seaford Downs Syndrome speci		1,791.90
22/02/2013 201822	The Lifesaving Academy Ltd		150.00
28/03/2013 201850	Seaford Downs Syndrome speci		100.00
			<u>7,511.13</u>
			686,358.10
<u>Receipts not Banked/Cleared (Plus)</u>			
26/04/2013			556.00
27/04/2013			1,082.50
28/04/2013			112.00
29/04/2013			30.00
30/04/2013			1,022.00
30/04/2013			4,092.50
			<u>6,895.00</u>
			693,253.10
			Balance per Cash Book is :-
			693,253.10
			Difference is :-
			0.00

Date: 12/06/2013

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Cash Book 1

User : SJC

Current/Deposit Account

For Month No : 1

Receipts for Month 1

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	410,313.56				410,313.56	
	Banked on : 01/04/2013	510.50					
pdq	golf pdq	510.50		85.08	120	425.42	golf pdq
	Banked on : 02/04/2013	5,418.00					
	Sales Recpts Page 493	5,418.00	5,418.00		101		Sales Recpts Page 493
	Banked on : 02/04/2013	8,750.00					
	Sales Recpts Page 494	8,750.00	8,750.00		101		Sales Recpts Page 494
	Banked on : 02/04/2013	155.00					
2680		50.00			550	50.00	Felicity Lott Tickets
2677		15.00			550	15.00	Hidden Seaford Tickets
2686	Scoutex	40.00			1070 135	20.00	Stall at Armed Forces Day
					1056 210	20.00	Stall at Family Fun Day
2676		50.00			550	50.00	Felicity Lott Tickets x 2
	Banked on : 02/04/2013	360.00					
	Sales Recpts Page 499	360.00	360.00		101		Sales Recpts Page 499
	Banked on : 02/04/2013	99.92					
020413bs	Southern Electric	99.92			501	99.92	Southern Electric Refund
	Banked on : 02/04/2013	3,910.00					
pdq	golf pdq	3,910.00		651.67	120	3,258.33	golf pdq
	Banked on : 03/04/2013	1,086.00					
	Sales Recpts Page 495	1,086.00	1,086.00		101		Sales Recpts Page 495
	Banked on : 03/04/2013	2,482.00					
pdq	golf pdq	2,482.00		413.67	120	2,068.33	golf pdq
	Banked on : 04/04/2013	1,180.00					
pdq	golf pdq	1,180.00		196.67	120	983.33	golf pdq
	Banked on : 05/04/2013	360.00					
	Sales Recpts Page 500	360.00	360.00		101		Sales Recpts Page 500
	Banked on : 05/04/2013	83.69					
int050413	Co-op	83.69			1190 201	83.69	Interest
	Banked on : 05/04/2013	2,919.50					
pdq	golf pdq	2,919.50		486.58	120	2,432.92	golf pdq
	Banked on : 05/04/2013	261,860.00					
Precept	LDC	261,860.00			1176 801	261,860.00	Precept LDC
	Banked on : 06/04/2013	6,067.50					
pdq	golf pdq	6,067.50		1,011.25	120	5,056.25	golf pdq
	Banked on : 07/04/2013	3,693.00					
pdq	golf pdq	3,693.00		615.50	120	3,077.50	golf pdq
	Banked on : 07/04/2013	24,020.50					

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Receipts for Month 1

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
golf giro	golf banking	24,020.50		4,003.42	120	20,017.08	golf banking
	Banked on : 08/04/2013	1,800.00					
	Sales Recpts Page 496	1,800.00	1,800.00		101		Sales Recpts Page 496
	Banked on : 08/04/2013	596.00					
2709	- British Legion	10.00			550	10.00	Donation to Mayors Charities
2710		219.00			550	219.00	Ticket sales - K Gordon's Talk
2702		15.00			550	15.00	2 x tickets to Hidden Seaford
2701		15.00			550	15.00	2 x tickets to Hidden Seaford
2695	The Firm	44.00		7.33	1050 105	36.67	Hire of Base 8hrs - The Firm
2696	Siglo21	49.50		8.25	1050 105	41.25	Hire of Base 9 hrs - Siglo21
2697	Ryan & Lewis	33.00		5.50	1050 105	27.50	Base Hire 6hrs - Ryan & Lewis
2708	Peacehaven Chiropractic	15.00			1056 210	15.00	Stall at Fun Day
2706		16.50			530	16.50	May Share Exhibition @ Crypt
2704		20.00			1056 210	10.00	1 x Stall at both AFD & FFD
					1070 135	10.00	1 x Stall at both AFD & FFD
2699		144.00			530	144.00	Crypt Hire
2698		15.00			1056 210	15.00	1 x stall at Fun Day
	Banked on : 08/04/2013	1,776.00					
pdq	golf pdq	1,776.00		296.00	120	1,480.00	golf pdq
	Banked on : 09/04/2013	1,023.00					
pdq	golf pdq	1,023.00		170.50	120	852.50	golf pdq
	Banked on : 10/04/2013	734.00					
pdq	golf pdq	734.00		122.33	120	611.67	golf pdq
	Banked on : 11/04/2013	180.84					
2720		180.84			550	180.84	Collection from YMA
	Banked on : 11/04/2013	569.00					
pdq	golf pdq	569.00		94.83	120	474.17	golf pdq
	Banked on : 12/04/2013	300.00					
	Sales Recpts Page 501	300.00	300.00		101		Sales Recpts Page 501
	Banked on : 12/04/2013	1,026.00					
pdq	golf pdq	1,026.00		171.00	120	855.00	golf pdq
	Banked on : 13/04/2013	342.00					
pdq	golf pdq	342.00		57.00	120	285.00	golf pdq
	Banked on : 14/04/2013	924.00					
pdq	golf pdq	924.00		154.00	120	770.00	golf pdq
	Banked on : 14/04/2013	6,001.00					
golf giro	golf banking	6,001.00		1,000.17	120	5,000.83	golf banking
	Banked on : 15/04/2013	6,183.58					
	Sales Recpts Page 497	6,183.58	6,183.58		101		Sales Recpts Page 497

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Cash Book 1

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Current/Deposit Account

For Month No : 1

Receipts for Month 1

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
Banked on : 15/04/2013		623.00					
2724		100.00			550	100.00	Donations received - KG Walk
2723	Seaford Baptist Church	10.00			1056 210	10.00	1 x stall at Family Fun Day
2722		40.00			1056 210	40.00	1 x food stall @ Fun Day
2721	Seaford Photographic Society	165.00			530	165.00	Hire of Gallery & Undercroft
2715		213.00			1050 113	213.00	Seaford Artist Spring Show
2716	Nikki Bond Sch of Dance	55.00			550	55.00	DVD sales - M&Co event
2718		20.00			1070 135	20.00	B'fire Society-2 stalls at ARD
2717		20.00			1056 210	20.00	B'fire Soc -2 stalls at FFD
Banked on : 15/04/2013		1,640.00					
pdq	golf pdq	1,640.00		273.33	120	1,366.67	golf pdq
Banked on : 16/04/2013		429.00					
pdq	golf pdq	429.00		71.50	120	357.50	golf pdq
Banked on : 17/04/2013		354.00					
pdq	golf pdq	354.00		59.00	120	295.00	golf pdq
Banked on : 18/04/2013		1,183.50					
pdq	golf pdq	1,183.50		197.25	120	986.25	golf pdq
Banked on : 19/04/2013		692.00					
pdq	golf pdq	692.00		115.33	120	576.67	golf pdq
Banked on : 20/04/2013		1,633.00					
pdq	golf pdq	1,633.00		272.17	120	1,360.83	golf pdq
Banked on : 21/04/2013		1,386.00					
pdq	golf pdq	1,386.00		231.00	120	1,155.00	golf pdq
Banked on : 21/04/2013		7,366.50					
pdq	golf pdq	7,366.50		1,227.75	120	6,138.75	golf pdq
Banked on : 22/04/2013		669.00					
pdq	golf pdq	669.00		111.50	120	557.50	golf pdq
Banked on : 23/04/2013		553.00					
pdq	golf pdq	553.00		92.17	120	460.83	golf pdq
Banked on : 24/04/2013		360.00					
	Sales Recpts Page 498	360.00	360.00		101		Sales Recpts Page 498
Banked on : 24/04/2013		237.00					
2725	Age Concern Seaford	20.00			1056 210	20.00	2 stalls at FFD
2829		55.00			1050 113	55.00	Shared Exhibition
2830		15.00			1056 210	15.00	1 stall at Family Fun Day
2832		10.00			1056 210	10.00	1 x stall at Family Fun Day
2834		10.00			1056 210	10.00	1 stall at FFD
2831		10.00			1056 210	10.00	1 x stall at Family Fun Day
2833		42.00			550	42.00	Donation to Mayors Charity

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Cash Book 1

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Current/Deposit Account

For Month No : 1

Receipts for Month 1

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>
2828		15.00			1056 210	15.00	1 x stall at Family Fun Day
2827		60.00			530	60.00	Last Minute Artists 26/27 Apr
	Banked on : 24/04/2013	44.00					
pdq	golf pdq	44.00		7.33	120	36.67	golf pdq
	Banked on : 25/04/2013	50.00					
	Sales Recpts Page 502	50.00	50.00		101		Sales Recpts Page 502
	Banked on : 25/04/2013	2,183.00					
pdq	golf pdq	2,183.00		363.83	120	1,819.17	golf pdq
	Banked on : 26/04/2013	556.00					
pdq	golf pdq	556.00		92.67	120	463.33	golf pdq
	Banked on : 27/04/2013	1,082.50					
pdq	golf pdq	1,082.50		180.42	120	902.08	golf pdq
	Banked on : 28/04/2013	112.00					
pdq	golf pdq	112.00		18.67	120	93.33	golf pdq
	Banked on : 29/04/2013	30.00					
pdq	golf pdq	30.00		5.00	120	25.00	golf pdq
	Banked on : 30/04/2013	1,022.00					
pdq	golf pdq	1,022.00		170.33	120	851.67	golf pdq
	Banked on : 30/04/2013	4,092.50					
golf	golf banking	4,092.50		682.08	120	3,410.42	golf banking
Total Receipts for Month		370,709.03	24,667.58	13,722.08		332,319.37	
Cash Book Totals		781,022.58	24,667.58	13,722.08		742,632.92	

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Cash Book 1

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Current/Deposit Account

For Month No : 1

Payments for Month 1

Nominal Ledger

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c Centre	£ Amount	Transaction Detail
12/04/2013	Mr P S Kennard	201852	138.00	138.00		501		3682 - Cleaning
12/04/2013	Golfguard Ltd	201853	4,000.00	4,000.00		501		3761 - Golfguard 2013-14
12/04/2013	Royal Society of St George	201851	47.00			4181 210	47.00	St Georges Day Service & Meal
12/04/2013	South East Water	8200841x	196.64	196.64		501		3693 - 24/01/13 to 20/02/13
12/04/2013	LDC	DD1012593	14.86			4051 118	14.86	Beach Hut 27
12/04/2013	LDC	DD1012593	14.86			4051 118	14.86	Beach Hut 28
12/04/2013	LDC	DD1012594	14.86			4051 118	14.86	Beach Hut 29
12/04/2013	LDC	DD1012596	14.86			4051 118	14.86	Beach Hut 52
12/04/2013	LDC	DD1018596	14.86			4051 118	14.86	Beach Hut 53
12/04/2013	LDC	DD1012596	14.86			4051 118	14.86	Beach Hut 54
12/04/2013	LDC	DD1012596	14.86			4051 118	14.86	Beach Hut 55
12/04/2013	LDC	DD1012597	14.86			4051 118	14.86	Beach Hut 56
12/04/2013	LDC	DD1012597	14.86			4051 118	14.86	Beach Hut 57
12/04/2013	LDC	DD1012597	14.86			4051 118	14.86	Beach Hut 58
12/04/2013	LDC	DD1012597	14.86			4051 118	14.86	Beach Hut 59
12/04/2013	LDC	DD1012597	14.86			4051 118	14.86	Beach Hut 60
12/04/2013	LDC	DD1012660	55.50			4051 105	55.50	Base
12/04/2013	LDC	DD1012709	59.40			4051 205	59.40	TIC
12/04/2013	LDC	DD1012357	60.60			4051 108	60.60	High & Over
12/04/2013	LDC	DD1012516	183.00			4051 101	183.00	Pro Shop
12/04/2013	LDC	DD1012843	229.80			4051 113	229.80	23 Church St
12/04/2013	LDC	DD1012843	305.40			4051 113	305.40	Crypt Gallery
12/04/2013	LDC	DD1012694	951.75			4051 205	951.75	37 Church St
14/04/2013	Talk Talk Business	4470/882	85.31	85.31		501		3726 - March 2013
01/04/2013	Seaford	201854	161.49			4187 135	161.49	Prizes Young Mayor awards
01/04/2013	Barclaycard	39578590	288.33	288.33		501		3707 - PDQ March 13
01/04/2013	UK Fuels	46242	50.60	50.60		501		3738 - Diesel
11/04/2013	Public Works Loan Board	E07943	9,044.35			4301 205	9,044.35	PWLB April
5/04/2013	Southern Water	45004869	1,210.17	1,210.17		501		3281 Waste water back dated
5/04/2013	Co-Operative Bank	4656	5.14	5.14		501		3709 - Payroll
6/04/2013	02 (UK) Ltd	725/001	8.95	8.95		501		3718 - March
9/04/2013	CPL Petroleum	201855	379.21	379.21		501		3762 - Fuel
9/04/2013	C.C. Printing Ltd	201856	495.60	495.60		501		3737 - Membership Cards
9/04/2013	East Sussex County Council	201857	4,320.00	4,320.00		501		3711 - Dial-a-Ride
9/04/2013	English Woodlands Timber Ltd	201858	601.62	601.62		501		3712 - Scouts
9/04/2013	Graphic Pavement Signs Ltd	201859	258.00	258.00		501		3732 - Crypt Notice Board
9/04/2013	Hire-a-Loo	201860	86.35	86.35		501		3713 - Feb Toilet
9/04/2013	Mr P S Kennard	201861	138.00	138.00		501		3717 - Bus Stops
9/04/2013	Lewes District Council	201862	16,251.91	16,251.91		501		3715 - Apr to Jun 13
9/04/2013	Police & Crime Commissioner fo	201863	549.70	549.70		501		3724 - CCTV Feb to April

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Cash Book 1

User : SJC

Current/Deposit Account

For Month No : 1

Payments for Month 1

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>
19/04/2013	RBS Software Solutions	201864	842.40	842.40		501		3728 - A/c's Package
19/04/2013	Recognition Express	201865	19.86	19.86		501		3727 - Name Badges
19/04/2013	Seaford Baptist Church	201866	55.00	55.00		501		3740 - YMA 10.04.13
19/04/2013	John Spicer	201867	1,070.00	1,070.00		501		3733 - Sth Hill Barn Posts
19/04/2013	Stannah Lift Services Ltd	201868	238.90	238.90		501		3723 - Lift Call out 15/03/13
19/04/2013	Sussex Associations of Local C	201869	2,634.28	2,634.28		501		3710 - NALC 2013/14
19/04/2013	Sussex Associations of Local C	201870	120.00	120.00		501		3720 - Chairmanship LW & TG
19/04/2013	Philip Thatcher	201871	75.00	75.00		501		3731 - March Cleaning
19/04/2013	Travis Perkins Trading Co Ltd	201872	27.00	27.00		501		3736 - Rocksalt
19/04/2013	C B Winter & Sons Ltd	201873	300.00	300.00		501		3735 - Turf
19/04/2013	Worldwide Webdesign Ltd	201874	180.00	180.00		501		3729 - Web Maintenance
19/04/2013	Zurich Town and Parish Council	201875	20,011.51	20,011.51		501		3739 - Insurance 01/04 - 31/3
19/04/2013	Seaford District Assn Local Coun	201876	57.40			4187 135	57.40	Expenses Young Mayors Awards
19/04/2013	Lewes District Assn Local Coun	201877	50.00			4112 201	50.00	Lewes District Assn Local Couc
19/04/2013	St James' Trust Seaford	201878	28.00			4199 210	28.00	Hall Hire Business Meeting
19/04/2013	British Gas Business	35257597	351.36	351.36		501		3708 - March 2013
22/04/2013	Talk Talk Business	3098/882	204.25	204.25		501		3764 - March / April
23/04/2013	EDF Energy	31092948	367.56	367.56		501		3706 - Jan to March 13
25/04/2013	East Web Ltd	201879	216.00	216.00		501		4741 Web Hosting
25/04/2013	Fraser Morley	bps250413	3,333.33	3,333.33		501		3780 - April 13
25/04/2013	BACS Payroll	BPS 4656	13,102.99			516	13,102.99	April Net Paid
26/04/2013		201880	160.69			4181 210	160.69	Mayors Awards
26/04/2013		201881	100.00			550	100.00	Cash to Reimburse re Lott Tix
26/04/2013	Postage by Phone - Pitney Bowe	31120362	300.00	300.00		501		3770 - Postage
30/04/2013	St James' Trust Seaford	200882	1,791.91			550	1,791.91	50% Distn of Charity Fund
30/04/2013	Seaford Downs Syndrome	201883	1,791.90			550	1,791.90	50% Distn of Charity Fund
Total Payments for Month			87,769.48	59,409.98	0.00		28,359.50	
Balance Carried Fwd			693,253.10					
Cash Book Totals			781,022.58	59,409.98	0.00		721,612.60	



Seaford Town Council

Report 36/13

Agenda Item No:	5 (b)
Committee:	Finance & General Purposes
Date:	20 June 2013
Title:	Finance Report
By:	Simon Cooper, Corporate Services Manager
Wards Affected:	All Seaford Wards
Purpose of Report:	Inform Members of Income and Expenditure for the year ended 31 March 2013 compared to projected outturn.

Recommendations

You are recommended:

1. To approve taking £94 from the projects reserve to cover the amount spent in excess of projected outturn.
2. To approve the carry forward unspent amounts for building maintenance £2,160; grounds maintenance non-contract £3,177.
3. To approve the carry forward of £193 for an Arts@theCrypt brochure.
4. To approve the carry forward to an earmarked reserve of £120 for future memorial bench maintenance.
5. To approve the carry forward of £2,932 unspent for CCTV equipment maintenance/replacement.
6. To approve the carry forward of £2,857 to an earmarked reserve in respect of underspend/additional income for Christmas lights.
7. To approve the carry forward of the income £1,569 for the physical activity project.
8. To approve the carry forward of the unspent Members training budget £1,059 to a Vision Plan reserve.
9. To carry forward the amounts unspent from the Administration stationery and office equipment budget £1,840 to the equipment reserve.
10. To approve the virement of £1,696 from Golf Course professional fees to F&GP professional fees.
11. To approve the carry forward of the unspent balance of election budget £722 to the Election reserve.
12. To approve the carry forward of unspent Church Street Service Charge budget £7,502 to Church Street Service Charge reserve.
13. To approve a virement of £305 from the building maintenance pool in Community Services Committee to Hurdis House in F&GP.
14. To approve the carry forward of £800 staff training for the Golf Course.
15. To approve the carry forward of £56,351 to the Golf Course reserve to fund fitting out the new Clubhouse.
16. To approve the carry forward of the unspent Grit Bin budget £3,500 to Grit Bin reserve

17. To note the balance of the report.

1. Information

1.1 Attached at Appendix A are the statements detailing income and expenditure for the year 1 April 2012 to 31 March 2013 compared to the projected outturn for the year approved on 17 January 2013. The original budget for the year is also included for reference.

1.2 Community Services – the main variances are explained as follows.

- (a) Income for the year is £3,490 higher than projected mainly due to £2,000 additional Concession Income for the winter opening of the Martello Kiosk. Expenditure is £29,354 lower than projected as noted below.
- (b) Projects expenditure is effectively £9,906 less than projected. The outturn reflected £10,000 being taken from the projects reserve to cover the seafront bin project (£9,000 has been approved for the project in January 2012) the project did not start in the year, therefore £94 is required from the reserve.
- (c) Grounds maintenance non-contract expenditure is £2,931 less than projected but as the Splash Point railing repair contribution was funded from Open Spaces reserve £3,973 is available to carry forward. It is requested that £3,177 be carried forward, £700 to replace sand in the children's play area in the Crouch, £1,000 to repair a flint wall at Sandore Road and £1,477 towards the cost of repairing lifebelt supports and boxes, replace missing lifebelts and to invest in new bell lifelines and storage.
- (d) Building maintenance is £2,160 less than projected and it is requested to carry forward this balance into the next year, £500 for the Salts Café to replace a window or block up the opening, £500 for locks and door fittings for Beach Huts and £1,160 towards a new boiler needed in the Crypt.
- (e) Crypt expenditure is £1,489 less than projected (excluding projects). This includes an underspend of £193 in advertising and publicity due to delays in producing a brochure. The Chairman has asked that this amount be carried forward.
- (f) Seafront dog bin emptying is £700 higher than projected as previously notified.
- (g) Two Memorial Benches were installed in the year (in the Salts and Seaford Head Estate). The income includes £60 per seat to cover future maintenance. It is requested that £120 be carried forward as an earmarked reserve.
- (h) Swimming pool is £9,610 less than projected as no capital projects were identified during the year.
- (i) CCTV expenditure is £3,646 less than projected as expected equipment maintenance/replacement did not take place as planned. This will need to

be done therefore it is requested that £2,932 be carried forward to offset the work in the next year.

- (j) Christmas light expenditure net of income is £2,857 less than forecast it is requested that this be placed in an earmarked reserve for future light replacement.
- (k) Physical activity project income £1,569 received from Hastings & Rother PCT is required to be carried forward to fund project expenses in the next financial year.

1.3 F&GP

- (a) Salaries and associated costs are £3,821 less than forecast as we have been a staff member down recently.
- (b) Members training expense is £1,059 less than forecast and it is recommended that this amount be carried forward to cover costs associated with the Vision Plan.
- (c) Stationery £887 and Office Equipment £953 less than budget. It is recommended that the total £1,840 be carried forward to cover the cost of equipment necessary for the Town Clerk's PA.
- (d) Web site overspend £740 is a result of a mistake in the original budget not reflecting the final instalment due.
- (e) Professional fees relate to costs associated with the s106 agreement for the new clubhouse. A Virement is requested to cover the amount £1,696 in excess of budget from Golf Course professional fees.
- (f) Audit fees are £771 less than budget mainly due to an over accrual for 2011-12.
- (g) Election Costs the balance left after the By election cost £733 is recommended to be transferred to the Election reserve.
- (h) Other expenditure is £704 more than forecast, it includes £800 Penalty re filing problems with the 2010-11 P35 previously disclosed to the Committee.
- (i) Church Street Service Charge has not been invoiced. It is recommended that the balance be transferred to the Church Street Utilities Reserve.
- (j) Hurdis House building maintenance overspend £305, it is requested that this be covered by a virement from Community Services Building Maintenance Pool.
- (k) Hurdis House Rent reflects the provision made.

1.4 Golf - The main variances are explained as follows:

- (a) Golfing income for the year is £17,918 less than the projected outturn for the year. This is a result of the continuing bad weather.

- (b) Salaries and related costs are £2,658 less than projected as we were without a Head Greenkeeper for a short period.
- (c) It is recommended that the unused staff training budget £800 be carried forward into the next year.
- (d) Golf Course player costs (a/c 4045) are £1,477 less than projected as scorecards did not have to be reprinted in the year, this also means that advertising income associated with score cards was not received.
- (e) Professional fees relating to the negotiation of the s106 agreement in respect of the new Golf Clubhouse are included in the Administration professional fees as is the usual practice. The outturn reflected these being reflected within the Golf Course. F&GP committee will be asked to approve a virement of £1,696 to cover the amount in excess of budget in Administration.
- (f) Cleaning (a/c 4201) has only been invoiced to end of September.
- (g) It is recommended that the amounts budgeted for Public Works Loan Payment, £41,351 and equipment Purchase, £15,000 be taken to the Golf Course Project Earmarked Reserves to fund the fitting out of the new Clubhouse.
- (h) The planning expenditure on the New Clubhouse is funded from the General Reserve, which will be reimbursed from loan proceeds once the project commences in 2013-14.

1.5 Planning & Highways

- (a) The Committee underspent during the year as no expenditure was incurred on Grit bins.
- (b) It is recommended that the unused budget for Grit Bins £3,500 be carried forward.


2. Financial Appraisal

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

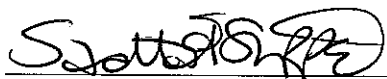
3. Contact Officer

The Contact Officer for this report is 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	342,115	359,121	17,006
	Income	31,578	30,639	41,191	10,552
	Net	<u>329,884</u>	<u>311,476</u>	<u>317,930</u>	<u>6,454</u>
Community Services Committee	Expenditure	301,642	289,834	319,187	29,353
	Income	109,760	127,592	124,102	-3,490
	Net	<u>191,882</u>	<u>162,242</u>	<u>195,085</u>	<u>32,843</u>
Golf Course Committee	Expenditure	299,740	302,993	330,617	27,624
	Income	337,844	300,177	320,125	19,948
	Net	<u>-38,104</u>	<u>2,816</u>	<u>10,492</u>	<u>7,676</u>
Planning & Highways	Expenditure	4,650	389	7,400	7,011
	Income	0	98	140	42
	Net	<u>4,650</u>	<u>291</u>	<u>7,260</u>	<u>6,969</u>
Total Committees	Expenditure	967,494	935,331	1,016,325	80,994
	Income	479,181	458,506	485,558	27,052
	Net	<u>488,313</u>	<u>476,825</u>	<u>530,767</u>	<u>53,942</u>
Earmarked Reserve movements					
Crypt			-3,417		
S 106			-3,420		
Election reserve			722		
Open spaces			-1,042		
Church Street Service Charge			7,502		
Grit Bins			3,500		
Building Maintenance			2,160		
Grounds Maintenance			3,177		
Projects			-94		
CCTV			2,932		
Christmas Lights			2,857		
Office Equipment & Stationery re PA			1,840		
Golf Staff Training			800		
Golf Equipment/PWLB			56,351		
Members Training re Vision Plan			1,059		
Physical Activity Project			1,569		
Memorial Bench Maintenance			120		
Crypt Marketing			193		
Adjusted Net Expenditure			<u>553,634</u>		
Precept			-509,629		
Effective decrease in General Reserve			<u>44,005</u>		

Account Number	2012-13 Original Budget	2012-13 Actual to 31/03/2013	2012-13 Projected Outturn	2012-13 Remaining Balance
SUMMARY				
Net Expenditure				
Salts Recreation Ground	85,782	99,002	86,086	-12,916
The Crouch Recreation Ground	49,944	56,120	48,753	-7,367
Martello Fields	5,785	5,533	6,441	908
Other Open Spaces	23,835	22,366	23,614	1,248
Crypt	8,942	7,762	8,901	1,139
South Street	0	1,110	1,110	0
Martello Tower	2,040	2,020	2,020	0
Seaford Head Estate	-12,343	-10,482	-11,355	-873
Seafront	-25,605	-20,841	-21,223	-382
Beach Huts	-21,545	-21,350	-21,546	-196
Old Town Hall	-1,099	-1,275	-1,275	0
Allotments	3,160	3,037	3,140	103
Other Recreation	10,000	390	10,000	9,610
CCTV	14,857	11,293	14,939	3,646
Community Service Other	14,129	7,557	13,491	5,934
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	162,242	195,085	32,843
Total Committee Expenditure	301,642	289,834	319,187	29,353
Total Committee Income	109,760	127,592	124,102	-3,490
Total Net Expenditure	191,882	162,242	195,085	32,843

Account Number	2012-13 Original Budget	2012-13 Actual to 31/03/2013	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	2,941	2,908	-33
4055	Electricity	306	271	250	-21
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	91	250	159
4260	Grounds Maintenance Contract	88,284	87,509	87,510	1
4261	Grounds Maintenance Non Contract	4,000	4,420	4,000	-420
4272	Equipment Purchase	0	2,376	2,376	0
4274	Projects Expenditure	0	12,793	219	-12,574
4275	Building Maintenance	0	1,037	192	-845
Salts Recreation Ground Expenditure		102,616	118,420	105,148	-13,272
1050	Income Rent	972	1,703	1,227	-476
1051	Income Insurance Recharge	0	1,178	1,178	0
1055	Income Seating	0	763	763	0
1058	Income Water Recharge	2,062	1,974	2,094	120
1066	Concession Income	13,800	13,800	13,800	0
Salts Recreation Ground Income		16,834	19,418	19,062	-356
Net Expenditure over Income		85,782	99,002	86,086	-12,916
Crouch Recreation Ground					
Cost Centre 106					
4052	Water & Sewerage	2,445	2,098	1,976	-122
4055	Electricity	310	260	310	50
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	47,172	43,500	-3,672
4261	Grounds Maintenance Non Contract	3,500	2,633	3,500	867
4270	Vehicles & Equipment Maint.	0	0	0	0
4274	Projects Expenditure	0	4,670	-149	-4,819
4275	Building Maintenance	0	101	66	-35
Crouch Recreation Ground Expenditure		53,165	59,572	52,091	-7,481
1050	Income Rent	2,225	2,635	2,497	-138
1051	Income Insurance Recharge	832	687	687	0
1057	Income Electricity Recharge	154	130	154	24
Crouch Recreation Ground Income		3,211	3,452	3,338	-114
Net Expenditure over Income		49,944	56,120	48,753	-7,367
Martello Fields					
Cost Centre 107					
4251	Dog Bin Emptying	1,050	1,017	1,020	3
4260	Grounds Maintenance Contract	5,735	5,664	5,665	1
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	9,698	10,013	315
1050	Income Rent	3,000	4,165	3,572	-593
1054	Other Income	0	0	0	0
Martello Fields Income		3,000	4,165	3,572	-593
Net Expenditure over Income		5,785	5,533	6,441	908

Account Number		2012-13 Original Budget	2012-13 Actual to 31/03/2013	2012-13 Projected Outturn	2012-13 Remaining Balance
<u>Other Open Spaces</u>					
Cost Centre 108					
4051	Rates	595	585	585	0
4052	Water & Sewerage	130	24	70	46
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	757	250	-507
4260	Grounds Maintenance Contract	20,400	20,303	20,304	1
4261	Grounds Maintenance Non Contract	3,500	1,792	3,500	1,708
Other Open Spaces Expenditure		26,710	25,241	26,489	1,248
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
<u>Net Expenditure over Income</u>		23,835	22,366	23,614	1,248
<u>Crypt</u>					
Cost Centre 113					
4051	Rates	5,305	5,220	5,220	0
4052	Water & Sewerage	528	132	150	18
4055	Electricity	635	846	1,170	324
4056	Gas	2,130	1,486	2,050	564
4100	Telecommunications	350	306	290	-16
4105	Postage	100	3	50	47
4106	Stationery	250	111	200	89
4110	Advertising & Publicity	1,000	107	300	193
4115	Insurance	1,144	1,145	1,144	-1
4155	Professional Fees	500	0	0	0
4199	Other Expenditure	50	0	50	50
4201	Cleaning	450	274	450	176
4270	Vehicle & Equipment Maintenance	0	0	0	0
4274	Projects Expenditure	0	2,642	1,832	-810
4275	Building Maintenance	1,000	456	500	44
Crypt Expenditure		13,442	12,728	13,406	678
1050	Income Rent	4,500	4,966	4,500	-466
1054	Income Other	0	0	5	5
Crypt Income		4,500	4,966	4,505	-461
<u>Net Expenditure over Income</u>		8,942	7,762	8,901	1,139
<u>South Street Toilets</u>					
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
<u>Net Expenditure over Income</u>		0	1,110	1,110	0
<u>Martello Tower</u>					
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
<u>Net Expenditure over Income</u>		2,040	2,020	2,020	0

Account Number		2012-13 Original Budget	2012-13 Actual to 31/03/2013	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	220	250	30
4274	Projects Expenditure	0	1,168	1,168	0
4275	Buildings Maintenance	0	0	0	0
Seaford Head Estate Expenditure		2,895	4,336	4,529	193
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	-10,482	-11,355	-873
Seafront					
Cost Centre 117					
4052	Water & Sewerage	165	124	165	41
4055	Electricity	1,500	2,145	2,614	469
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	114	250	136
4253	Shelters	1,800	1,909	1,912	3
4261	Grounds Maintenance Non Contract	2,500	2,065	2,500	435
4274	Projects Expenditure	0	8,245	7,933	-312
4275	Building Maintenance	0	90	90	0
Seafront Expenditure		10,805	18,122	18,204	82
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	-20,841	-21,223	-382
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	240	20	-220
Beach Huts Expenditure		2,775	3,020	2,799	-221
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	-21,350	-21,546	-196
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 31/03/2013	2012-13 Projected Outturn	2012-13 Remaining Balance
Allotments					
Cost Centre 125					
4199	Other Expenditure	967	4,689	4,622	-67
4260	Grounds Maintenance Contract	1,390	1,370	1,370	0
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	8,559	8,492	-67
1050	Income Rent	730	833	730	-103
1054	Income Other	967	4,689	4,622	-67
Allotments Income		1,697	5,522	5,352	-170
Net Expenditure over Income		3,160	3,037	3,140	103
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	1,507	2,070	563
4115	Insurance	757	839	839	0
4270	Vehicle & Equipment Maintenance	2,932	0	2,932	2,932
4276	CCTV	9,098	8,947	9,098	151
CCTV Expenditure		14,857	11,293	14,939	3,646
CCTV Income		0	0	0	0
Net Expenditure over Income		14,857	11,293	14,939	3,646
Community Service Other					
Cost Centre 135					
4115	Insurance	117	129	129	0
4187	Young Mayors Awards Expenditure	0	1,987	1,837	-150
4195	Community Service Events Expenditure	0	232	232	0
4262	Tree Warden Expenses	2,327	1,656	2,327	671
4273	Christmas Lights	12,285	9,437	12,285	2,848
4274	Projects Expenditure	0	80	34	-46
4281	Christmas Event Expenses	0	690	0	-690
	Physical Activity Project	0			0
Community Service Other Expenditure		14,729	14,211	16,844	2,633
1052	Income Projects	0	256	0	-256
1054	Income Other	0	400	0	-400
1064	Income Young Mayors Awards	0	1,937	1,837	-100
1065	Income Xmas Lights	600	909	900	-9
1070	Income Community Service Events	0	16	16	0
1075	Christmas Event Income	0	1,567	600	-967
	Physical Activity Project Income	0	1,569	0	-1,569
Community Service Other Income		600	6,654	3,353	-3,301
Net Expenditure over Income		14,129	7,557	13,491	5,934
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 31/03/2013	2012-13 Projected Outturn	2012-13 Remaining Balance
SUMMARY				
Administration	244,561	224,780	234,615	9,835
Premises Church Street	43,971	37,261	43,405	6,144
Premises Hurdis House	-4,958	8,228	-4,242	-12,470
Civic Expenses	16,850	15,611	16,318	707
Grants	29,460	25,598	27,834	2,238
Seaford In Bloom	0	0	0	0
Total Net Expenditure	329,884	311,476	317,930	6,454
Transfer to/(from) Earmarked Reserve				
Net Committee Requirement	329,884	311,476	317,930	6,454
Total Committee Expenditure	361,462	342,115	359,121	17,006
Total Committee Income	31,578	30,639	41,191	10,552
Net Committee Requirement	329,884	311,476	317,930	6,454

Account Number	2012-13 Original Budget	2012-13 Actual to 31/03/2013	2012-13 Projected Outturn	2012-13 Remaining Balance	
Administration					
Cost Centre 201					
4000	Salaries & Wages	161,592	157,991	160,090	2,099
4001	Employers NI	15,413	13,218	14,774	1,556
4002	Employers Superannuation	25,091	20,449	20,615	166
4009	Recruitment Costs	2,000	1,557	2,000	443
4010	Staff Training	2,000	1,617	2,000	383
4012	Staff Expenses	150	250	250	0
4014	Members Training	1,500	441	1,500	1,059
4100	Telecommunications	5,250	3,502	3,995	493
4105	Postage	2,750	1,581	2,000	419
4106	Stationery	3,150	2,263	3,150	887
4107	Photocopier	2,500	2,188	2,500	312
4110	Advertising & Publicity	200	213	200	-13
4111	Office Equipment	1,500	547	1,500	953
4112	Subscriptions	4,350	4,308	4,350	42
4113	Computer Support	3,350	3,246	3,350	104
4114	Licence Fee	35	35	35	0
4115	Insurance	3,250	3,336	3,336	0
4116	Web Site	240	980	240	-740
4155	Professional Fees	3,500	5,196	3,500	-1,696
4156	Bank Charges	100	83	100	17
4157	Audit Fees	4,690	2,229	3,000	771
4182	Catering & Hospitality	100	27	100	73
4190	Electifon Costs	5,500	4,778	5,500	722
4199	Other Expenditure	100	1,054	350	-704
Administration Expenditure		248,311	231,089	238,435	7,346
1049	Income Postage recharge	0	0	0	0
1054	Income Other	250	298	298	0
1059	Photocopying Income	100	153	100	-53
1062	Income Telephone Recharge	900	848	900	52
1068	Income Stationery recharge	0	22	22	0
1190	Interest Received	2,500	4,988	2,500	-2,488
Administration Income		3,750	6,309	3,820	-2,489
Net Expenditure over Income		244,561	224,780	234,615	9,835
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	525	0	-525
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	43,525	50,505	6,980
1050	Income Rent	1,500	664	1,500	836
1054	Income Other	5,600	5,600	5,600	0
1062	Income Telephone Recharge	0	0	0	0
Premises - Church Street Income		7,100	6,264	7,100	836
Net Expenditure over Income		43,971	37,261	43,405	6,144

Account Number		2012-13 Original Budget	2012-13 Actual to 31/03/2013	2012-13 Projected Outturn	2012-13 Remaining Balance	
Premises - Hurdis House						
Cost Centre 206						
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	950	645	-305	
4301	Public Works Loan Board	15,002	15,002	15,002	0	
Premises - Hurdis House Expenditure		15,770	16,745	16,480	-265	
1050	Income Rent	20,000	8,000	20,000	12,000	
1051	Income Insurance Recharge	728	517	722	205	
1054	Income Other		0	0	0	
Premises - Hurdis House Income		20,728	8,517	20,722	12,205	
Net Expenditure over Income		-4,958	8,228	-4,242	-12,470	
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	1,500	1,500	0	
4182	Catering & Hospitality	750	750	750	0	
4183	Civic - Awards	2,750	2,750	2,750	0	
4184	Civic - Other	250	155	250	95	
4185	Fun Day	450	690	1,040	350	
4188	Town Crier Expenses	100	30	100	70	
4189	Young Mayor	500	500	500	0	
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	17,293	18,000	707	
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	15,611	16,318	707	
Grants Pool						
Cost Centre 215						
4400	S137 Grants	0	455	0	-455	
4401	Grants Pool	28,460	23,045	26,084 *	3,039	Relects virement to Salts Equipment
		28,460	23,500	26,084	2,584	
4405	Grants in Kind	1,000	2,096	1,750	-346	
Grants Expenditure		29,460	25,596	27,834	2,238	
Grants Income		0	0	0	0	
Net Expenditure over Income		29,460	25,596	27,834	2,238	

Account Number	2012-13 Original Budget	2012-13 Actual to 31/03/2013	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	3,492	3,492	0
Seaford In Bloom Income	<u>0</u>	<u>7,867</u>	<u>7,867</u>	<u>0</u>
Net Expenditure over Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Account Number		2012-13 Original Budget	2012-13 Actual to 31/03/2013	2012-13 Projected Outturn	2012-13 Remaining Balance
Cost Centre 101					
4000	Salaries & Wages	78,004	75,969	77,569	1,600
4001	Employers NI	5,661	4,451	5,142	691
4002	Employers Superannuation	12,964	12,597	12,964	367
4010	Staff Training	800	0	0	0
4011	Staff Protective Clothing	700	678	700	22
4041	Golf Professional Retainer	35,000	35,000	35,000	0
4045	Golf Course Player Costs	2,290	813	2,290	1,477
4051	Rates	1,825	1,790	1,790	0
4052	Water & Sewerage	8,976	22,884	22,992	108
4055	Electricity	6,250	5,695	5,695	0
4056	Gas	4,088	2,747	3,531	784
4060	Refuse	320	301	301	0
4100	Telecommunications	320	302	320	18
4015	Postage	320	192	320	128
4106	Stationery	50	0	50	50
4110	Advertising & Publicity	3,000	2,701	3,000	299
4113	Computer Support	285	265	285	20
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	1,988	2,103	115
4199	Other Expenditure	250	124	250	126
4201	Cleaning	6,250	4,316	6,250	1,934
4251	Dog Bin Emptying	1,050	890	890	0
4261	Grounds Maintenance Non Contract	26,890	26,353	26,890	537
4270	Vehicle & Equipment Maintenance	13,700	12,569	13,700	1,131
4271	Vehicle & Equipment Lease	20,996	20,996	20,996	0
4272	Equipment Purchase	15,000	0	15,000	15,000
4275	Building Maintenance	1,500	413	250	-163
4301	Public Works Loan Payment	41,351	0	0	0
4277	New Clubhouse	0	58,875	59,755	880
Golf Course Expenditure		299,740	302,993	330,617	27,624
1000	Golf Course Season Ticket	155,120	151,788	152,887	1,099
1001	Golf Course Green Fees Mid week	62,510	46,130	58,541	12,411
1002	Golf Course Green Fees w/end b/holiday	63,700	46,879	56,251	9,372
1003	Golf Course Specials	37,300	39,110	34,261	-4,849
1004	Golf Course Locker	2,125	2,059	2,039	-20
1005	Golf Course Credit Card Charge	160	241	146	-95
1007	Golf Course Air Traffic Control	5,000	5,000	5,000	0
1050	Income Rent	6,250	4,688	4,688	0
1051	Income Insurance Recharge	735	393	551	158
1054	Income Other	100	1,377	1,307	-70
1057	Income Electricity Recharge	1,250	1,139	1,139	0
1063	Income Gas Recharge	2,044	1,373	1,765	392
1100	Income Advertising	1,550	0	1,550	1,550
Golf Course Income		337,844	300,177	320,125	19,948
Net Income		-38,104	2,816	10,492	7,676

Account Number		2012-13 Original Budget	2012-13 Actual to 31/03/2013	2012-13 Projected Outturn	2012-13 Remaining Balance
Planning & Highways Cost Centre 301					
4199	Other Expenses	400	131	400	269
4263	Bus Shelter Maintenance/Cleaning	750	258	750	492
4274	Projects Expenditure	3,500	0	6,250	6,250
Planning & Highways Expenditure		<u>4,650</u>	<u>389</u>	<u>7,400</u>	<u>7,011</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>291</u>	<u>7,260</u>	<u>6,969</u>



Seaford Town Council

Report 37/13

Agenda Item No:	5 (c)
Committee:	Finance & General Purposes
Date:	20 June 2013
Title:	Finance Report
By:	Simon Cooper, Corporate Services Manager
Wards Affected:	All Seaford Wards
Purpose of Report:	Inform Members of Income and Expenditure for the period ended 30 April 2013 compared to projected outturn.

Recommendations

You are recommended:

1. To note the report.
-

1. Information

- 1.1 Attached at Appendix A are the statements detailing income and expenditure for the period 1 April 2013 to 30 April 2013 compared to the budget for the period. The budget for the year is also included for reference.
- 1.2 **Community Services** – the main variances are explained as follows.
 - (a) Income for the period is in line with the budget for the period. Expenditure is £25,990 lower than budgeted as noted below.
 - (b) There has been no projects expenditure in the month.
 - (c) Grounds maintenance non-contract expenditure in the Crouch £797 will be offset by the release of the accrual brought forward.
 - (d) Dog Bin Emptying has not been invoiced by LDC yet.
 - (e) Grounds Maintenance Contract was not invoiced by LDC until May.
- 1.3 **F&GP**
 - (a) Salaries and associated costs are £2,475 less than budget as we have been a staff member down recently, also the budget allowed for a small increase in

salaries and included a staff member who has left who was on a higher grade within the scale.

- (b) We have not been invoiced for Church Street rent yet.
- (c) Hurdis House rent reflects the provision made.

1.4 Golf - The main variances are explained as follows:

- (a) Golfing Season Ticket Income is £9,060 less than budgeted for the period.
- (b) Golfing Green Fee Income is £3,768 less than budgeted due to the bad weather in April.
- (c) Salaries and related costs are £1,398 less than budgeted as we were without a Trainee Greenkeeper during the period, also the budget included the previous Head Greenkeeper who was at the top of his payscale.
- (d) The Golf Professional Retainer reflects the agreed increase to the Professional which was not included in the budget.

1.5 Planning & Highways - No significant variances

2. Financial Appraisal

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

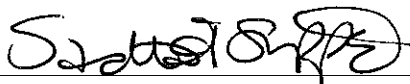
3. Contact Officer

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

Corporate Services Manager



Town Clerk



Detailed Income & Expenditure by Year to Date Budget Heading 30/04/2013

Month No : 1

Committee Report

	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
<u>Community Services</u>						
<u>105 Salts Recreation Ground</u>						
4051 Rates	56	58	3	578		523
4052 Water & Sewerage	0	0	0	3,236		3,236
4055 Electricity	0	69	69	275		275
4115 Insurance	2,823	2,795	-28	2,795		-28
4201 Cleaning	0	0	0	1,850		1,850
4251 Dog Bin Emptying	0	458	458	1,830		1,830
4252 Litter & Dog Bin Pch & Maint	0	0	0	250		250
4260 Grounds Maintenance Contract	0	7,462	7,462	89,549		89,549
4261 Grounds Maint non contract	0	1,000	1,000	5,000		5,000
	2,879	11,842	8,963	105,363	0	102,484
Salts Recreation Ground :- Expenditure						
1050 Income Rent	282	261	21	1,043		
1051 Income Insurance Recharge	0	0	0	1,208		
1058 Income Water Recharge	0	0	0	2,115		
1066 Concession Income	14,800	14,800	0	14,800		
	15,082	15,061	21	19,166		
Salts Recreation Ground :- Income						
Net Expenditure over Income	-12,204	-3,219	8,985	86,197		

APPENDIX A

Detailed Income & Expenditure by Year to Date Budget Heading 30/04/2013

Month No : 1

Committee Report

	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
<u>106 Crouch Recreation Ground</u>						
4052 Water & Sewerage	0	0	0	2,509		2,509
4055 Electricity	0	0	0	341		341
4115 Insurance	1,621	1,598	-23	1,598		-23
4251 Dog Bin Emptying	0	261	261	1,045		1,045
4252 Litter & Dog Bin Pch & Maint	0	0	0	400		400
4260 Grounds Maintenance Contract	0	3,672	3,672	44,066		44,066
4261 Grounds Maint non contract	797	0	-797	3,500		2,703
	2,418	5,531	3,113	53,459	0	51,041
Crouch Recreation Ground :- Expenditure						
1050 Income Rent	406	456	-50	2,425		
1051 Income Insurance Recharge	0	0	0	705		
1057 Income Electricity Recharge	0	0	0	170		
	406	456	-50	3,300		
Crouch Recreation Ground :- Income						
	2,011	5,075	3,064	50,159		
Net Expenditure over Income						
<u>107 Martello Fields</u>						
4251 Dog Bin Emptying	0	262	262	1,047		1,047
4260 Grounds Maintenance Contract	0	483	483	5,797		5,797
4261 Grounds Maint non contract	0	0	0	2,000		2,000
	0	745	745	8,844	0	8,844
Martello Fields :- Expenditure						
1050 Income Rent	298	100	198	3,250		
	298	100	198	3,250		
Martello Fields :- Income						
	-298	645	943	5,594		
Net Expenditure over Income						

Detailed Income & Expenditure by Year to Date Budget Heading 30/04/2013

Month No : 1

Committee Report

	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
<u>108 Other Open Spaces</u>						
4051 Rates	61	61	0	601		540
4052 Water & Sewerage	0	0	0	134		134
4251 Dog Bin Emptying	0	457	457	1,827		1,827
4252 Litter & Dog Bin Pch & Maint	0	0	0	250		250
4260 Grounds Maintenance Contract	0	1,731	1,731	20,777		20,777
4261 Grounds Maint non contract	0	300	300	3,500		3,500
	61	2,549	2,488	27,089	0	27,028
Other Open Spaces :- Expenditure						
Net Expenditure over Income						
	61	2,549	2,488	27,089		
<u>113 Crypt</u>						
4051 Rates	535	541	6	5,356		4,821
4052 Water & Sewerage	0	0	0	154		154
4055 Electricity	0	0	0	1,287		1,287
4056 Gas	0	200	200	2,255		2,255
4105 Postage	0	0	0	50		50
4106 Stationery	0	0	0	100		100
4110 Advertising & Publicity	0	0	0	500		500
4115 Insurance	728	1,174	446	1,174		446
4199 Other Expenditure	0	0	0	50		50
4201 Cleaning	0	35	35	500		500
	1,264	1,950	686	11,426	0	10,162
Crypt :- Expenditure						

Detailed Income & Expenditure by Year to Date Budget Heading 30/04/2013

Month No : 1

Committee Report

	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
1050 Income Rent	1,403	400	1,003	4,750		
	<u>1,403</u>	<u>400</u>	<u>1,003</u>	<u>4,750</u>		
	<u>-139</u>	<u>1,550</u>	<u>1,689</u>	<u>6,676</u>		
Net Expenditure over Income						
<u>115 Martello Tower</u>						
4115 Insurance	2,081	2,073	-8	2,073		-8
	<u>2,081</u>	<u>2,073</u>	<u>-8</u>	<u>2,073</u>	<u>0</u>	<u>-8</u>
Net Expenditure over Income						
<u>116 Seaford Head Estate</u>						
4115 Insurance	1,165	1,160	-5	1,160		-5
4251 Dog Bin Emptying	0	261	261	1,044		1,044
4261 Grounds Maint non contract	0	0	0	250		250
	<u>1,165</u>	<u>1,421</u>	<u>256</u>	<u>2,454</u>	<u>0</u>	<u>1,289</u>
Seaford Head Estate :- Expenditure						
1050 Income Rent	1,875	1,875	0	3,750		
1053 Income Grants	0	0	0	7,638		
1066 Concession Income	3,970	3,970	0	3,970		
	<u>5,845</u>	<u>5,845</u>	<u>0</u>	<u>15,358</u>		
Seaford Head Estate :- Income						
	<u>-4,680</u>	<u>-4,424</u>	<u>256</u>	<u>-12,904</u>		
Net Expenditure over Income						

Detailed Income & Expenditure by Year to Date Budget Heading 30/04/2013

Committee Report

Month No : 1

	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
<u>117 Seafront</u>						
4052 Water & Sewerage	0	0	0	170		170
4055 Electricity	0	0	0	2,875		2,875
4115 Insurance	498	506	8	506		8
4201 Cleaning	0	37	37	150		150
4252 Litter & Dog Bin Pch & Maint	0	0	0	250		250
4253 Shelters	120	154	34	1,848		1,728
4261 Grounds Maint non contract	63	625	563	2,500		2,438
	681	1,322	641	8,299	0	7,618
Seafront :- Expenditure						
1057 Income Electricity Recharge	0	0	0	2,875		
1058 Income Water Recharge	0	0	0	46		
1066 Concession Income	38,215	38,215	0	38,215		
	38,215	38,215	0	41,136		
Seafront :- Income						
	-37,534	-36,893	641	-32,837		
Net Expenditure over Income						
<u>118 Beach Huts</u>						
4051 Rates	178	212	34	2,120		1,942
4115 Insurance	1,041	1,009	-32	1,009		-32
	1,219	1,221	2	3,129	0	1,910
Beach Huts :- Expenditure						
1060 Beach Huts Site Licence	14,400	14,400	0	14,400		
1061 Beach Hut Annual Rent	10,860	10,860	0	10,860		
	25,260	25,260	0	25,260		
Beach Huts :- Income						
	-24,041	-24,039	2	-22,131		
Net Expenditure over Income						

Detailed Income & Expenditure by Year to Date Budget Heading 30/04/2013

Month No : 1

Committee Report

	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
<u>119 Old Town Hall</u>						
4115 Insurance	179	179	0	179		0
	<u>179</u>	<u>179</u>	<u>0</u>	<u>179</u>	<u>0</u>	<u>0</u>
1050 Income Rent	319	320	-1	1,310		
1051 Income Insurance Recharge	0	0	0	179		
	<u>319</u>	<u>320</u>	<u>-1</u>	<u>1,489</u>		
Old Town Hall :- Income						
	<u>-140</u>	<u>-141</u>	<u>-1</u>	<u>-1,310</u>		
Net Expenditure over Income						
<u>125 Allotments</u>						
4199 Other Expenditure	77	80	3	967		890
4260 Grounds Maintenance Contract	0	117	117	1,402		1,402
	<u>77</u>	<u>197</u>	<u>120</u>	<u>2,369</u>	<u>0</u>	<u>2,292</u>
Allotments :- Expenditure						
1050 Income Rent	0	0	0	750		
1054 Income Other	0	80	-80	967		
	<u>0</u>	<u>80</u>	<u>-80</u>	<u>1,717</u>		
Allotments :- Income						
	<u>77</u>	<u>117</u>	<u>40</u>	<u>652</u>		
Net Expenditure over Income						
<u>130 Other Recreation</u>						
4410 Swimming Pool	0	0	0	10,000		10,000
	<u>0</u>	<u>0</u>	<u>0</u>	<u>10,000</u>	<u>0</u>	<u>10,000</u>
Other Recreation :- Expenditure						
	<u>0</u>	<u>0</u>	<u>0</u>	<u>10,000</u>		
Net Expenditure over Income						
	<u>0</u>	<u>0</u>	<u>0</u>	<u>10,000</u>		

Detailed Income & Expenditure by Year to Date Budget Heading 30/04/2013

Month No : 1

Committee Report

	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
<u>134 CCTV</u>						
4055 Electricity	0	0	0	2,277		2,277
4115 Insurance	889	861	-28	861		-28
4270 Vehicles & Equipment Maint	0	0	0	1,000		1,000
4276 CCTV	0	608	608	9,335		9,335
	889	1,469	580	13,473	0	12,584
CCTV :- Expenditure						
	889	1,469	580	13,473		
Net Expenditure over Income						
<u>135 Community Service Other</u>						
4115 Insurance	137	132	-5	132		-5
4187 Young Mayors Awards	219	0	-219	0		-219
4195 Community Services Events Exp	0	0	0	200		200
4262 Tree Warden Expenses	0	0	0	2,310		2,310
4273 Christmas Lights	1,624	0	-1,624	12,600		10,976
4290 Physical Activity Proj Expenses	0	0	0	8,000		8,000
	1,980	132	-1,848	23,242	0	21,262
Community Service Other :- Expenditure						
1065 Income Xmas Lights	0	0	0	900		
1070 Community Services Events	60	0	60	0		
Community Service Other :- Income	60	0	60	900		
Net Expenditure over Income	1,920	132	-1,788	22,342		

Detailed Income & Expenditure by Year to Date Budget Heading 30/04/2013

Committee Report

Month No : 1

	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
<u>140 C.S Major Projects</u>						
4274 Projects Expenditure	0	8,750	8,750	35,000		35,000
	<u>0</u>	<u>8,750</u>	<u>8,750</u>	<u>35,000</u>	<u>0</u>	<u>35,000</u>
C S Major Projects :- Expenditure						
Net Expenditure over Income						
<u>145 C.S Building Maintenance</u>						
4275 Building Maintenance	0	1,500	1,500	6,000		6,000
	<u>0</u>	<u>1,500</u>	<u>1,500</u>	<u>6,000</u>	<u>0</u>	<u>6,000</u>
C S Building Maintenance :- Expenditure						
Net Expenditure over Income						
Community Services Expenditure	14,891	40,881	25,990	312,399	0	297,508
Income	86,888	85,737	1,151	116,326		
Net Expenditure over Income	<u>-71,997</u>	<u>-44,856</u>	<u>27,141</u>	<u>196,073</u>		

Detailed Income & Expenditure by Year to Date Budget Heading 30/04/2013

Month No : 1

Committee Report

	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
<u>Finance & General Purposes</u>						
<u>201 Administration</u>						
4000 Salaries & Wages	12,112	13,887	1,775	166,644		154,532
4001 Employers NI	1,032	1,404	372	16,851		15,819
4002 Employers Superannuation	1,619	1,947	328	23,365		21,746
4009 Recruitment Costs	0	0	0	2,000		2,000
4010 Staff Training	220	0	-220	2,000		1,780
4012 Staff Expenses	0	35	35	400		400
4014 Member Training	0	0	0	1,500		1,500
4100 Telecommunications	240	292	52	4,250		4,010
4105 Postage	300	300	0	2,250		1,950
4106 Stationery	0	225	225	2,750		2,750
4107 Photocopier	0	650	650	2,600		2,600
4110 Advertising & Publicity	0	0	0	200		200
4111 Office Equipment New	0	0	0	1,500		1,500
4112 Subscriptions	3,429	2,753	-676	4,353		924
4113 Software Support	702	880	178	3,520		2,818
4114 Licence Fee	0	0	0	35		35
4115 Insurance	3,346	3,425	79	3,425		79
4116 Web Site	0	0	0	240		240
4155 Professional Fees	0	0	0	9,000		9,000
4156 Bank Charges	0	10	10	100		100
4157 Audit Fees	0	0	0	3,600		3,600

Detailed Income & Expenditure by Year to Date Budget Heading 30/04/2013

Committee Report

Month No : 1

	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4182 Catering & Hospitality	0	100	100	400		400
4190 Election Costs	0	0	0	6,000		6,000
4199 Other Expenditure	0	50	50	250		250
	23,000	25,958	2,958	257,233	0	234,233
Administration :- Expenditure						
1054 Income Other	0	0	0	300		
1059 Photocopying Income	0	0	0	100		
1062 Income Telephone Recharge	0	75	-75	900		
1190 Interest Received	84	75	9	2,500		
	84	150	-66	3,800		
Administration :- Income						
	22,916	25,808	2,892	253,433		
Net Expenditure over Income						
<u>205 Premises - Church Street</u>						
4050 Rent payable	0	4,375	4,375	17,500		17,500
4051 Rates	1,011	1,007	-4	10,070		9,059
4059 Church Street Service Charges	0	0	0	8,250		8,250
4270 Vehicles & Equipment Maint	0	0	0	525		525
4275 Building Maintenance	0	0	0	2,500		2,500
4301 Public Works Loan Payment	9,044	9,044	0	18,089		9,045
	10,056	14,426	4,371	56,934	0	46,879
Premises - Church Street :- Expenditure						
1050 Income Rent	51	125	-74	1,500		
1054 Income Other	4,200	4,200	0	6,525		
	4,251	4,325	-74	8,025		
Premises - Church Street :- Income						
	5,804	10,101	4,297	48,909		
Net Expenditure over Income						

Detailed Income & Expenditure by Year to Date Budget Heading 30/04/2013

Month No : 1

Committee Report

	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
<u>206 Premises - Hurdis House</u>						
4055 Electricity	0	0	0	45		45
4115 Insurance	741	741	0	741		0
4301 Public Works Loan Payment	0	0	0	15,002		15,002
	<u>741</u>	<u>741</u>	<u>0</u>	<u>15,788</u>	<u>0</u>	<u>15,047</u>
1050 Premises - Hurdis House :- Expenditure	2,000	5,000	-3,000	20,000		
1051 Income Rent	0	0	0	741		
	<u>2,000</u>	<u>5,000</u>	<u>-3,000</u>	<u>20,741</u>		
Premises - Hurdis House :- Income	<u>-1,259</u>	<u>-4,259</u>	<u>-3,000</u>	<u>-4,953</u>		
Net Expenditure over Income						
<u>210 Civic Expenses</u>						
4013 Members Expenses	0	0	0	300		300
4106 Stationery	0	0	0	150		150
4181 Civic - Mayors Allowance	208	0	-208	1,500		1,292
4182 Catering & Hospitality	.0	0	0	750		750
4183 Civic - Awards	276	500	224	2,000		1,724
4184 Civic - other	0	50	50	250		250
4185 Fun Day & Tourney	0	0	0	450		450
4188 Town Crier Expenses	0	0	0	125		125
4189 Young Mayor	120	0	-120	500		380
4199 Other Expenditure	28	50	22	200		172
	<u>632</u>	<u>600</u>	<u>-32</u>	<u>6,225</u>	<u>0</u>	<u>5,593</u>
Civic Expenses :- Expenditure						

Detailed Income & Expenditure by Year to Date Budget Heading 30/04/2013

Month No : 1

Committee Report

	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
1056 Fun Day & Tourney	295	0	295	0		
	<u>295</u>	<u>0</u>	<u>295</u>	<u>0</u>		
Civic Expenses :- Income						
	<u>337</u>	<u>600</u>	<u>263</u>	<u>6,225</u>		
Net Expenditure over Income						
<u>215 Grants</u>						
4401 Grants	0	0	0	29,750		29,750
4405 Grants in Kind	0	167	167	2,000		2,000
	<u>0</u>	<u>167</u>	<u>167</u>	<u>31,750</u>	<u>0</u>	<u>31,750</u>
Grants :- Expenditure						
	<u>0</u>	<u>167</u>	<u>167</u>	<u>31,750</u>	<u>0</u>	<u>31,750</u>
Net Expenditure over Income						
	<u>0</u>	<u>167</u>	<u>167</u>	<u>31,750</u>	<u>0</u>	<u>31,750</u>
Finance & General Purposes Expenditure	34,428	41,892	7,464	367,930	0	333,502
Income	6,630	9,475	-2,845	32,566		
	<u>27,798</u>	<u>32,417</u>	<u>4,619</u>	<u>335,364</u>		
Net Expenditure over Income						

Detailed Income & Expenditure by Year to Date Budget Heading 30/04/2013

Month No : 1

Committee Report

	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
Planning & Highways						
<u>301 Planning & Highways</u>						
4199 Other Expenditure	0	100	100	400		400
4263 Bus Shelter Maintenance/Clean	18	18	0	750		732
4274 Projects Expenditure	0	0	0	3,500		3,500
	<u>18</u>	<u>118</u>	<u>100</u>	<u>4,650</u>	<u>0</u>	<u>4,632</u>
Net Expenditure over Income	<u>18</u>	<u>118</u>	<u>100</u>	<u>4,650</u>		
Planning & Highways Expenditure	18	118	100	4,650	0	4,632
Income	0	0	0	0		
Net Expenditure over Income	<u>18</u>	<u>118</u>	<u>100</u>	<u>4,650</u>		

Detailed Income & Expenditure by Year to Date Budget Heading 30/04/2013

Committee Report

Month No : 1

	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
<u>Golf Course</u>						
101 <u>Golf Course</u>						
4000 Salaries & Wages	5,425	6,602	1,177	80,128		74,703
4001 Employers NI	337	485	148	5,818		5,481
4002 Employers Superannuation	1,029	1,102	73	13,223		12,194
4010 Staff Training	0	0	0	800		800
4011 Staff Protective Clothing	48	0	-48	720		672
4041 Golf Professional Retainer	3,333	2,975	-358	35,700		32,367
4045 Golf Course Player Costs	413	700	287	2,350		1,937
4051 Rates	183	462	279	462		279
4052 Water & Sewerage	137	735	598	13,195		13,058
4055 Electricity	0	695	695	5,695		5,695
4056 Gas	0	250	250	3,530		3,530
4060 Refuse	50	77	27	310		260
4100 Telecommunications	8	10	2	328		320
4105 Postage	0	10	10	320		320
4106 Stationery	0	25	25	50		50
4110 Advertising & Publicity	0	500	500	3,000		3,000
4113 Software Support	0	0	0	295		295
4114 Licence Fee	0	0	0	75		75
4115 Insurance	8,763	8,141	-622	9,491		728
4156 Bank Charges	370	460	90	2,157		1,787
4199 Other Expenditure	0	10	10	250		250

Detailed Income & Expenditure by Year to Date Budget Heading 30/04/2013

Committee Report

Month No : 1

	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4201 Cleaning	0	0	0	3,250		3,250
4251 Dog Bin Emptying	0	229	229	915		915
4261 Grounds Maint non contract	3,947	6,000	2,053	25,078		21,131
4270 Vehicles & Equipment Maint	874	1,700	826	13,981		13,107
4271 Vehicle & Equipment Lease`	0	0	0	20,996		20,996
4272 Equipment Purchase	0	0	0	15,000		15,000
4301 Public Works Loan Payment	0	0	0	50,532		50,532
	24,918	31,168	6,250	307,649	0	282,731
Golf Course :- Expenditure						
1000 Golf Course Season Ticket	132,690	141,750	-9,060	162,876		
1001 Golf Course Green Fees M-F	3,697	6,000	-2,303	62,515		
1002 Golf Course Green Fees w/eb/h	4,735	5,000	-265	60,515		
1003 Golf Course Specials	1,800	3,000	-1,200	37,300		
1005 Golf Course Credit Card Charge	79	140	-61	160		
1007 Golf Course Air Traffic	1,250	1,250	0	5,130		
1050 Income Rent	0	0	0	250		
1054 Income Other	1,104	0	1,104	1,300		
1100 Income Advertising	0	0	0	1,550		
	145,356	157,140	-11,784	331,596		
Golf Course :- Income						
	-120,438	-125,972	-5,534	-23,947		
Net Expenditure over Income						
	24,918	31,168	6,250	307,649	0	282,731
Golf Course Expenditure						
	145,356	157,140	-11,784	331,596		
Income						
	-120,438	-125,972	-5,534	-23,947		
Net Expenditure over Income						

Detailed Income & Expenditure by Year to Date Budget Heading 30/04/2013

Month No : 1

Committee Report

	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
<u>Nature Reserve</u>						
<u>120 Nature Reserve</u>						
1200 Income Nature Reserve	1,542	0	1,542	0		
Nature Reserve :- Income	<u>1,542</u>	<u>0</u>	<u>1,542</u>	<u>0</u>		
Net Expenditure over Income	<u>-1,542</u>	<u>0</u>	<u>1,542</u>	<u>0</u>		
Nature Reserve Expenditure	0	0	0	0	0	0
Income	1,542	0	1,542	0		
Net Expenditure over Income	<u>-1,542</u>	<u>0</u>	<u>1,542</u>	<u>0</u>		

Detailed Income & Expenditure by Year to Date Budget Heading 30/04/2013

Month No : 1

Committee Report

	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
Precept						
<u>801 Precept</u>						
1176 Precept	261,860	261,860	0	523,720		
	<u>261,860</u>	<u>261,860</u>	<u>0</u>	<u>523,720</u>		
Precept :- Income						
	<u>-261,860</u>	<u>-261,860</u>	<u>0</u>	<u>-523,720</u>		
Net Expenditure over Income						
Precept Expenditure	0	0	0	0	0	0
Income	261,860	261,860	0	523,720		
Net Expenditure over Income	<u>-261,860</u>	<u>-261,860</u>	<u>0</u>	<u>-523,720</u>		

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Seaford Town Council

Report 38/13

Agenda Item No:	6
Committee:	Finance & General Purposes
Date:	20 June 2013
Title:	Final 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 agree the actions outlined in Section 2 of this report.**
 - 2. 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. The final visit when the Internal Audit section of the Annual Return was signed took place on 29 May 2013.
- 1.2** The final internal audit report for 2012-13 is attached as Appendix A.
- 1.3** The Internal Auditor did not consider it necessary to make any additional recommendations.

2. Actions Required

- 2.1** To identify suitable Risk Management Software available.
- 2.2** Arrange for Demonstrations of Risk Management Software selected.
- 2.3** Evaluate the capabilities of the products demonstrated and identify where it would enhance the Council's Risk Management Plan.
- 2.4** Assess the cost effectiveness of the software.
- 2.5** Report to the next meeting of Finance & General Purposes Committee.

3. Financial Appraisal

There are no immediate 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 (Final 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 final update visit to the Council, which took place on 29th May 2013 and supplements the work undertaken at our previous visits in September 2012 and March 2013.

Internal Audit Approach

In undertaking our review programme for 2012-13, this being the first year of our appointment, we have 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.

Overall Conclusions

We are pleased to conclude that, in the areas examined during the year, 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 previous interim reports: we are pleased to record that no additional issues warranting formal recommendation have arisen from the extended and further work undertaken at this final visit. A few relatively minor issues were noted and discussed with officers during the course of our interim update visit and appropriate action agreed and taken: no further issues have arisen at this final visit and, consequently, we do not consider it necessary to raise any further formal recommendations in this final report for the year.

On the basis of our completed programme of work for the year we have duly signed off the Internal Audit Certificate at Section 4 assigning positive assurances in each relevant area.

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 year-end;
- Ensured that a comprehensive, meaningful and appropriate nominal coding schedule, together with cost centres, is in place;
- Checked and agreed transactions in the current account cashbook to the relevant bank statements for April & August 2012, plus January & March 2013;
- Verified the content and accuracy of bank reconciliations as at 30th April and 31st August 2012, January and March 2013 to ensure that no long-standing uncleared cheques or other anomalous entries are apparent on the reconciliation;
- Verified the accurate disclosure of the year-end balances in the Annual Return for the financial year; 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 was 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. This has been tested and confirmed as being operational.

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 and to date in 2013 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. 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 93 payments including those individually in excess of £2,000 plus a more random selection of every 20th payment. Our test sample totals £630,800 by value and equates to 76% of all non-pay related payments made in the year.

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 four quarterly VAT reclaims prepared and submitted to HMRC for the year, agreeing detail to the Omega control account record and ensuring the appropriate disclosure of the year-end reclaim as a debtor balance.

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.

We have, at this final visit, reviewed the year-end budget outturn seeking and obtaining appropriate explanations for the few significant variances that exist: we have also considered the level of year-end reserves which have increased to £363,000 (£330,200 as at 1st April 2012): included in these are earmarked funds totalling £141,300 leaving a General Reserve balance of £221,700, which equates to approximately 3 month’ net revenue spending which we consider appropriate for the Council’s ongoing revenue spending plans.

Conclusions

No issues arise in this area of our review process warranting formal comment or recommendation.

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 have, at this final visit updated our previously prepared analysis of income across the various headings to include 2012-13 detail: this is used provide a year-on-year measure of trends 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 our interim update visit, we examined the controls in place over the use of The Crypt and also hire of the Council's facilities for specific events and were pleased to report that no issues of concern were identified with the procedures and documentation in place, although we discussed a potential improvement in the cross-referencing of booking documentation / hire agreements with the CSM, where we considered 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 at our first visit for 2013-14 to ensure that appropriate improvements in referencing have been put in place.

We have also re-examined the Sales Ledger "Unpaid debtors report" noting the continued 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 at the year-end 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 recommendations

No major issues have been identified in this area and we are pleased to acknowledge the positive action taken to address the matters raised at our interim visits. We shall undertake further testing of other income streams at future visits and, where appropriate, comment further at that time. We understand that the Council is still considering options for running the catering / bar service once the golf clubhouse redevelopment has been completed, 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;
- 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;
- Ensured the timely submission of the annual HMRC returns in accordance with the required timescale.

Conclusions

We are pleased to record that no issues have been identified in this area warranting formal comment or recommendation.

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 understood at our interim visits, from discussion with the CSM, that the asset values have traditionally been uplifted annually in line with the insurer's inflationary factors applied to the insurance schedule and premiums. We note the preparation of a paper for presentation to members indicating the need to comply with the revised guidance on reporting asset values in the Annual Return, as detailed in the 2010 updated Governance and Accountability Guidance Manual and have duly agreed the value to be reported in the 2012-13 Return to the asset register.

We have also compared and agreed the asset register detail to that set out in the insurance schedule for the financial year. We also note the intention to undertake a revaluation of certain aspects of the Council's asset base, including civic regalia and drew officers' attention to the above change in the Annual Return reporting arrangements.

Conclusions and recommendation

No residual issues arise in this area warranting formal comment or recommendation in the light of the paper to be presented to members shortly setting out the revised Annual Return reporting arrangements in respect of asset values.

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 during the year, ensuring that the gross interest earned has been brought to account appropriately in the Omega records and bank accounts.

We have also checked and agreed detail of the two half-yearly loan repayments for the year to the PWLB repayment “invoices” and ensured the accurate disclosure of the year-end residual loan liability in the Annual Return at Section 1, Box 10.

Conclusions

No matters arise in this area of our review process.

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.

Statement of Accounts and Annual Return

The Annual Return now forms the Council’s statutory Statement of Accounts, subject to external audit examination and certification. Our objective here is to ensure the accuracy of disclosure of information in the Return at Section 1 and that detail is consistent with that contained within the Council’s financial and other supporting records.

The CSM has undertaken the Omega ledger “close down” for 2012-13 “in-house”: we are pleased to note that no issues were identified in this process and complement the staff on the standard of documentation available for the purposes of our final audit visit.

We have checked and agreed the Annual Return working detail report produced from the software to the underlying Trial Balance and have also verified the summary totals and the comparators to be transferred to the Annual Return at Section 1.

Conclusions

There are no issues arising from our work in this area and we have duly "signed off" the Internal Audit Certificate at Section 4 of the Annual Return, assigning positive assurances in all relevant areas.

Rec. No.	Recommendation	Response
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.	<i>E Sussex CC has confirmed that they would be able to restore backed-up data. This has been tested and confirmed as being operational.</i>
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.	<i>Officers will consider and evaluate the software against other similar systems and report back to F&GP Committee in due course.</i>
Review of Income		
R3	The Sales Ledger "Unpaid debtors report" should be further examined and, where appropriate, unmatched receipts be offset against outstanding debtor accounts.	<i>The accounts have been reviewed and, where appropriate allocated receipts against relevant invoices.</i>
R4	The £70 cash float at the golf course should be accounted for appropriately in the Omega accounting records.	<i>Agreed: an appropriate adjustment has been made to identify the balance as a separate control account in Omega.</i>
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.	<i>Agreed: the Golf Professional has been reminded of the need to bank funds weekly.</i>



Seaford Town Council

Report 39/13

Agenda Item No:	7
Committee:	Finance & General Purposes
Date:	20 June 2013
Title:	VAT Return
By:	Simon Cooper, Corporate Services Manager
Wards Affected:	All Seaford wards
Purpose of Report:	To inform the Committee of a late filing notice received.

Recommendations

You are recommended:

- 1. To note the report.**
-

1. Information

- 1.1** The VAT return for the quarter to 31 March 2013 was filed late and the VAT payment was not received by HMRC by the due date. A VAT Surcharge liability notice has been issued. The return was filed on 15 May but should have been filed on 30 April 2013
- 1.2** There will be no surcharge payable at this time, however a surcharge may have to be paid if a default occurs between now and 31 March 2014. A surcharge would initially amount to 2% of VAT unpaid at the due date.

2. Financial Appraisal

There are no immediate financial implications arising out of this report.

3. Contact Officer

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

Corporate Services Manager



Town Clerk





Seaford Town Council

Report 40/13

Agenda Item No: 8
Committee: F&GP
Date: 20 June 2013
Title: Local Council Advisory Service Seminar
By: Simon Cooper, Corporate Services Manager
Wards Affected: All Seaford wards
Purpose of Report: To seek approval to attend the Seminar

Recommendations

You are recommended:

- 1. To consider attendance by the Town Clerk, Projects and Facilities Manager and any Councillors at the Seminar.**
 - 2. To nominate Councillors to attend.**
-

1. Information

- 1.1** Zurich Risk Engineering holds annual seminars as part of the Local Council Advisory Service (LCAS).
- 1.2** A seminar will be held in Crowborough on 2 October 2013 starting at 9.30 ending 13.15.
- 1.3** The programme includes – Accident and Claims Review, Contractors and Partnerships, Grounds Maintenance and Health & Safety Myths.
- 1.4** As the Council subscribes to LCAS it is entitled to one free guaranteed place. Additional places are available for a fee of £30 plus vat.
- 1.5** It is recommended that the Town Clerk and Projects & Facilities Manager attend as well as Councillors nominated by the Committee.

2. Financial Appraisal

The cost of attending will be £30 for each additional attendee plus the cost of transport, and can be met from the Staff and Members training budget.

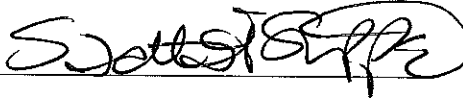
3. Contact Officer

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

Corporate Services Manager



Town Clerk





Seaford Town Council

Report 41/13

Agenda Item No: 9
Committee: Finance & General Purposes
Date: 20 June 2013
Title: Staff Matters
By: Sam Shippen, Town Clerk
Wards Affected: All Seaford wards
Purpose of Report: To advise on staff matters.

Recommendations

You are recommended:

1. To note the resignation of Mr S Cooper from the post of Corporate Services Manager.
 2. To endorse the actions of the Town Clerk in securing an independent staffing review.
 3. To delegate responsibility to the Personnel Sub-Committee to review and agree the staffing structure and associated documentation.
-

1. Information

- 1.1 Simon Cooper, Corporate Services Manager has resigned from his position effective from Friday 12 July 2013.
- 1.2 Following a discussion with the Leader and Deputy Leader of the Council regarding staffing issues, an independent consultant has been appointed to undertake a review of workload and staffing within the administration department.
- 1.3 Chris Rolley Associates undertook the 2009 review and therefore costs are reduced in undertaking the proposed review as they already hold background information. The staff have been advised and the review will take place on Tuesday 18 June with a report by Monday 24 June.
- 1.4 It is recommended that the report and any subsequent review of structure be undertaken by the Personnel Sub-Committee including the approval of the processes and procedures for the appointment of any new staff, in order to expediently fill positions.

2. Financial Appraisal

- 2.1 The cost of the independent staffing review is £1,000 plus expenses at cost, if attendance at a subsequent meeting to present findings is required, this will be at a cost of £200 inclusive. These costs can be met within existing administration budget.
- 2.2 All staffing structure costs will be established within current salaries & associated costs budgets.

3. Contact Officer

The Contact Officer for this report is Sam Shippen, Town Clerk.

Town Clerk

A handwritten signature in black ink, appearing to read 'Sam Shippen', is written over a horizontal line.



Seaford Town Council

Report 43/13

Agenda Item No:	10
Committee:	Finance & General Purposes
Date:	20 June 2013
Title:	SALC Chairmanship Briefing Session
By:	Simon Cooper, Corporate Services Manager
Wards Affected:	All Seaford Wards
Purpose of Report:	To seek approval for Members attending the Chairmanship training.

Recommendations

You are recommended:

- 1. To agree that Members who are currently or may become Mayor or Committee Chairman attend the session should they wish to do so.**
-

1. Information

- 1.1** SALC are holding a Chairmanship briefing session on Tuesday 2 July 2013 at East Horsley Village Hall, starting at 14.00 and finishes at 17.00.
- 1.2** The session is designed for
 - (a)** Experienced chairman of full council or committees looking for a refresher and ideas.
 - (b)** New chairman of full council or committees wanting to learn good practise and ideas.
 - (c)** Aspiring chairman wanting to find out more about chairmanship for a role they may take in the future.
- 1.3** This report seeks approval for Members who are currently or may become Mayor or Committee Chairmen attend the course.

2. Financial Appraisal

The cost of each course will be £50 plus VAT per person plus travel costs and will be covered by the Member Training budget.

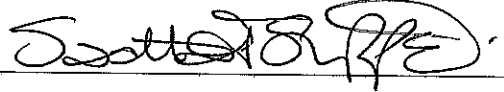
3. Contact Officer

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

Corporate Services Manager



Town Clerk





Seaford Town Council

Report 44/13

Agenda Item No: 11
Committee: Finance & General Purposes
Date: 20 June 2013
Title: Training Reports
By: Simon Cooper, Corporate Services Manager
Wards Affected: All Seaford Wards
Purpose of Report: To Submit Training Reports

Recommendations

You are recommended:

1. To Note The Report

1. Information

- 1.1 The Town Clerk and Councillor Franklin attended the NALC Putting Communities First Conference at Centrepoint in London on 6 June 2013. The training reports are attached at Appendix A.
- 1.2 The attendance was authorised in accordance with the Council's Training and Development Policy.


2. Financial Appraisal

The cost of the training was within the Staff and Councillor training budgets 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

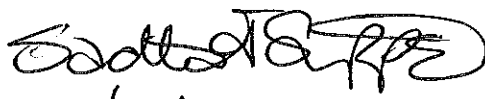
Training Report Form

Subject of Training: NALC Putting Communities First

Date: 6 June 2013

Venue: Centrepont, London

Training Aim	Conference
Brief Details	<p>NALC one day conference</p> <p>The Conference started with a plenary session with John Findlay, Chief Executive who outlined the current position and some thoughts for the future for local councils. His headline was there is a continuing consensus on localism and devolution.</p> <p>The next plenary which was originally timetabled for the Rt Hon Eric Pickles MP, who was unable to attend so was substituted by Mark Carroll, Director of Decentralisation and Big Society, DCLG. He talked also about the government's localism agenda and the recent powers and community rights.</p> <p>There were then a series of workshops.</p> <p>Engaging with the Community Was billed as a hands on workshop which it turned out not to be! The key messages were communication is essential and that councilors have a key role as community leaders but should work together to target communication in line with resources and with a shared common goal, not as individuals.</p> <p>Community Rights An overview of the three strands Build, Bid and Challenge followed by example from Ventnor Town Council.</p> <p>Neighbourhood Community Budgeting This was an excellent session, very interactive examining the preliminary findings of several pilot schemes including Ilfracombe. There may be a further round of pilots.</p> <p>Sustainable Communities Act Another good session highlighting soon to be introduced changes to regulations which will include local councils being able to put forward ideas. Local Works is supporting agency</p>
Recommendation (if any to STC)	<ul style="list-style-type: none">• Keep an eye out for announcement of further pilots for Neighbourhood Community Budgeting, may be an opportunity for the seafront.• Keep an eye out for new regulations on Sustainable Communities Act this year.• Attendance at this conference is worthwhile for councilors particularly to gain experience of what others are doing.

Signed: 
Date: 14/6/13.

Seaford Town Council

Training Report Form

Subject of Training: NALC Putting Communities First

Date: 6 June 2013

Venue: Centrepont, London

Training Aim	Conference
Brief Details	<p>NALC one day conference</p> <p>This a body that we belong to which will lobby central government and help us with legislation and any problems we have using legislation.</p> <p>We attended various workshops of approximately one hour in time throughout the day with speakers who are experts in their field. It is always a benefit to network with other Councils as we quite often have the same objectives. Sometimes they will already have approved projects that we are planning and will have good advice. Workshops cover all aspects of being a councillor. I chose Engaging with the Community, Community Rights, Local Government Finance and Sustainable Communities Act, the last being probably the most interesting (we can make proposal to Government for our use).</p>
Recommendation (if any to STC)	<p>As councillors we do not use this group enough and all of us could benefit more by liaising with other councillors who are quite willing to share their successful projects.</p> <p>This group NALC have huge knowledge in technical subjects, across all subjects to funding and are often in contact with the Ministers of Parliament to put forward our ideas and proposals.</p> <p>There are lots on new government policies we are not always aware of.</p>

Signed: Paul Franklin

Date: 10/6/13