



## Seaford Town Council

### To the Members of the Community Services Committee

A meeting of the of the **Community Services Committee** will be held at **37 Church Street, Seaford** on **Thursday 26<sup>th</sup> November 2015** at **7.00 pm** which you are summoned to attend.

James Corrigan  
Town Clerk  
20<sup>th</sup> November 2015

### Agenda

**1. Apologies for Absence and Declaration of Substitute Members**

**2. Disclosure of Interests**

To deal with any disclosure by Members of any discloseable pecuniary interests and interests other than pecuniary interests, as defined under the Seaford Town Council Code of Conduct and the Localism Act 2011, in relation to matters on the agenda.

**3. Public Participation**

To deal with any questions, or brief representations, from members of the public in accordance with Standing Order 3 and Seaford Town Council Policy.

**4. Finance Report**

To consider report 109/15 to inform members of the Community Services Committee of Income and Expenditure for the period 1 April 2015 to 31 October 2015 (pages 3 to 10).

**5. Scale Of Charges**

To consider report 110/15 to seek approval for the proposed Charges for 2016-17 (pages 11 to 16).

**6. Arts@theCrypt Management Committee - Update Report**

To consider report 111/15 to update members on the progress made by the Arts@theCrypt Management Committee (pages 17 to 21).

**7. Community Services Budget**

To consider report 112/15 to present the draft projected outturn for the current financial year and the Committee Budget for the year 2016-17 (pages 22 to 40).

## **8. Projects and Facilities Manager – Update Report**

To consider report 113 /15 to inform members on progress and actions relating to Seaford Town Council assets and services. (pages 41 to 47).

**For further information about items appearing on this Agenda please contact James Corrigan, Town Clerk, 37 Church Street, Seaford, BN25 1HG. Telephone 01323 894870.**

**Circulation:**

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

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



## Seaford Town Council

### Report 109/15

<b>Agenda Item No:</b>	<b>4</b>
<b>Committee:</b>	<b>Community Services</b>
<b>Date:</b>	<b>26 November 2015</b>
<b>Title:</b>	<b>Finance Report</b>
<b>By:</b>	<b>Ben King, Projects &amp; Facilities Manager</b>
<b>Purpose of Report:</b>	<b>To inform members of the Community Services Committee of Income and Expenditure for the period 1 April 2015 to 31 October 2015</b>

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#### Recommendations

**You are recommended:**

- 1. To approve the report.**
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#### 1. Information

**1.1** Attached at Appendix A are the statements detailing income and expenditure for the period 1 April 2015 to 31 October 2015 compared to the projected annual budget.

**1.2** Variances not previously covered may be explained as:

- Utilities – the overall expenditure in water and sewerage shows a negative sum, this is partially a result of accruals from the previous financial year; but the expenditure is expected to move more in line with the annual budget when the next south east water invoices are received at the end of the calendar year.

There is a small expenditure in Swimming Pool for water & sewerage; this expenditure is related to War Memorial and will be reallocated to the correct cost centre.

For the Crypt, electricity and gas are low in comparison to budgets; these are expected to move more in line as we are now in the winter season.

Electricity in other cost centres, again show slightly below the expected level for this stage in the year; these are expected to move more in line through the winter months.

- (b) Crypt Income – The Crypt is performing well so far this year; already exceeding the budgeted income there are still a number of bookings yet to be completed before the end of the financial year.
- (c) Concession Income – The negative variance in Income Concession for Seaford Head Estate is offset by the positive sum in the concession code for ‘Other Open Spaces’ following the relocation of the operator to trade at High and Over instead of South Hill Barn.

The variance being shown in ‘Income Rent’ for The Salts is not a true reflection of the actual income for the year; the variance is a reflection of a debt being written off in relation to The Salts Café. The actual income rent received meets with the annual budget.

- (d) Community Services Events Expenditure – where this is shown as an over spend, this is offset primarily by the events income code.

1.3 Overall, except where noted, the budget % for the period is broadly in line with the projected annual budget.

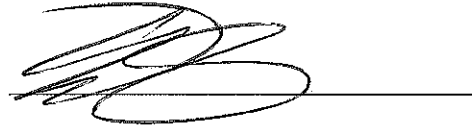
## 2. Financial Appraisal

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

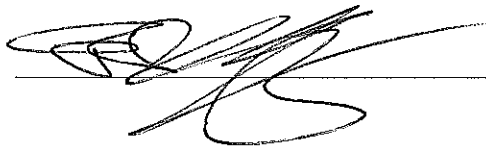
## 3. Contact Officer

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

Projects & Facilities Manager



Town Clerk



Month No : 7

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget	
<b>Community Services</b>								
<b>105 Salts Recreation Ground</b>								
4051	Rates	0	240	601	361	361	39.9 %	
4052	Water & Sewerage	0	-61	3,025	3,086	3,086	-2.0 %	
4055	Electricity	52	107	361	254	254	29.5 %	
4115	Insurance	0	3,592	3,000	-592	-592	119.7 %	
4199	Other Expenditure	0	-22	0	22	22	0.0 %	
4250	Public Seating	225	225	0	-225	-225	0.0 %	
4251	Dog Bin Emptying	0	742	1,619	877	877	45.8 %	
4260	Grounds Maintenance Contract	5,705	40,013	70,997	30,985	30,985	56.4 %	
4261	Grounds Maint non contract	269	2,173	5,000	2,827	2,827	43.5 %	
4275	Building Maintenance	87	210	0	-210	-210	0.0 %	
	Salts Recreation Ground :- Expenditure	<b>6,338</b>	<b>47,218</b>	<b>84,603</b>	<b>37,385</b>	<b>0</b>	<b>37,385</b>	<b>55.8 %</b>
1050	Income Rent	0	805	2,928	-2,123		27.5 %	
1051	Income Insurance Recharge	0	1,287	1,285	2		100.1 %	
1054	Income Other	217	1,617	0	1,617		0.0 %	
1058	Income Water Recharge	0	896	1,755	-859		51.1 %	
1066	Income Concession	8,400	16,800	16,800	0		100.0 %	
1071	Income Base Rent	0	17	1,100	-1,083		1.6 %	
1073	Sports Pitch Hire	0	0	9,000	-9,000		0.0 %	
1093	Income Rate Refund	0	240	0	240		0.0 %	
	Salts Recreation Ground :- Income	<b>8,617</b>	<b>21,662</b>	<b>32,868</b>	<b>-11,206</b>		<b>65.9 %</b>	
	<b>Net Expenditure over Income</b>	<b>-2,279</b>	<b>25,556</b>	<b>51,735</b>	<b>26,179</b>			
<b>106 Crouch Recreation Ground</b>								
4052	Water & Sewerage	0	-5	2,183	2,188	2,188	-0.2 %	
4055	Electricity	0	146	298	152	152	48.9 %	
4115	Insurance	0	1,784	1,787	3	3	99.8 %	
4251	Dog Bin Emptying	0	530	1,349	819	819	39.3 %	
4260	Grounds Maintenance Contract	3,509	24,562	40,494	15,932	15,932	60.7 %	
4261	Grounds Maint non contract	30	175	3,500	3,325	3,325	5.0 %	
4275	Building Maintenance	60	60	0	-60	-60	0.0 %	
	Crouch Recreation Ground :- Expenditure	<b>3,599</b>	<b>27,251</b>	<b>49,611</b>	<b>22,361</b>	<b>0</b>	<b>22,361</b>	<b>54.9 %</b>
1050	Income Rent	0	1,431	2,475	-1,044		57.8 %	
1051	Income Insurance Recharge	0	741	745	-4		99.5 %	
1057	Income Electricity Recharge	0	96	149	-53		64.3 %	
1073	Sports Pitch Hire	0	0	9,000	-9,000		0.0 %	
	Crouch Recreation Ground :- Income	<b>0</b>	<b>2,268</b>	<b>12,369</b>	<b>-10,101</b>		<b>18.3 %</b>	
	<b>Net Expenditure over income</b>	<b>3,599</b>	<b>24,983</b>	<b>37,242</b>	<b>12,259</b>			

Month No : 7

Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>107</u>	<u>Martello Fields</u>							
4251	Dog Bin Emptying	0	424	1,079	655		655	39.3 %
4260	Grounds Maintenance Contract	1,290	9,030	14,648	5,618		5,618	61.6 %
4261	Grounds Maint non contract	72	1,201	2,000	799		799	60.0 %
	Martello Fields :- Expenditure	<u>1,362</u>	<u>10,655</u>	<u>17,727</u>	<u>7,073</u>	<u>0</u>	<u>7,073</u>	<u>60.1 %</u>
1050	Income Rent	76	4,114	3,750	364			109.7 %
	Martello Fields :- Income	<u>76</u>	<u>4,114</u>	<u>3,750</u>	<u>364</u>			<u>109.7 %</u>
	<b>Net Expenditure over Income</b>	<u>1,286</u>	<u>6,541</u>	<u>13,977</u>	<u>7,437</u>			
<u>108</u>	<u>Other Open Spaces</u>							
4051	Rates	0	66	624	558		558	10.6 %
4052	Water & Sewerage	0	39	73	34		34	52.9 %
4155	Professional Fees	0	100	0	-100		-100	0.0 %
4250	Public Seating	0	780	0	-780		-780	0.0 %
4251	Dog Bin Emptying	0	848	1,620	772		772	52.3 %
4260	Grounds Maintenance Contract	2,468	17,273	28,779	11,506		11,506	60.0 %
4261	Grounds Maint non contract	35	2,005	3,500	1,495		1,495	57.3 %
4270	Vehicles & Equipment Maint	0	21	0	-21		-21	0.0 %
	Other Open Spaces :- Expenditure	<u>2,503</u>	<u>21,131</u>	<u>34,596</u>	<u>13,464</u>	<u>0</u>	<u>13,464</u>	<u>61.1 %</u>
1054	Income Other	0	10	0	10			0.0 %
1055	Income Seating	0	795	0	795			0.0 %
1066	Income Concession	0	2,085	0	2,085			0.0 %
1093	Income Rate Refund	0	2,427	0	2,427			0.0 %
	Other Open Spaces :- Income	<u>0</u>	<u>5,317</u>	<u>0</u>	<u>5,317</u>			
	<b>Net Expenditure over Income</b>	<u>2,503</u>	<u>15,814</u>	<u>34,596</u>	<u>18,781</u>			
<u>113</u>	<u>Crypt</u>							
4051	Rates	557	3,897	5,573	1,676		1,676	69.9 %
4052	Water & Sewerage	0	62	206	144		144	30.1 %
4055	Electricity	0	201	902	701		701	22.3 %
4056	Gas	0	550	2,280	1,730		1,730	24.1 %
4105	Postage	0	0	10	10		10	0.0 %
4106	Stationery	0	0	100	100		100	0.0 %
4110	Advertising & Publicity	150	326	1,000	674		674	32.6 %
4115	Insurance	0	769	1,225	456		456	62.8 %
4199	Other Expenditure	0	14	50	36		36	28.6 %
4201	Cleaning & Hygiene	0	96	650	554		554	14.8 %
4275	Building Maintenance	0	63	0	-63		-63	0.0 %
	Crypt :- Expenditure	<u>707</u>	<u>5,978</u>	<u>11,996</u>	<u>6,018</u>	<u>0</u>	<u>6,018</u>	<u>49.8 %</u>

Month No : 7

Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1050	Income Rent	1,814	7,116	6,250	866			113.8 %
	Crypt :- Income	<u>1,814</u>	<u>7,116</u>	<u>6,250</u>	<u>866</u>			<u>113.8 %</u>
	<b>Net Expenditure over Income</b>	<u>-1,107</u>	<u>-1,138</u>	<u>5,746</u>	<u>6,884</u>			
<u>115</u>	<u>Martello Tower</u>							
4115	Insurance	0	2,207	2,207	0		0	100.0 %
	Martello Tower :- Expenditure	<u>0</u>	<u>2,207</u>	<u>2,207</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>100.0 %</u>
	<b>Net Expenditure over Income</b>	<u>0</u>	<u>2,207</u>	<u>2,207</u>	<u>0</u>			
<u>116</u>	<u>Seaford Head Estate</u>							
4115	Insurance	0	1,236	1,236	0		0	100.0 %
4155	Professional Fees	0	660	0	-660		-660	0.0 %
4250	Public Seating	0	245	0	-245		-245	0.0 %
4251	Dog Bin Emptying	0	424	1,080	656		656	39.2 %
4260	Grounds Maintenance Contract	152	911	2,299	1,388		1,388	39.6 %
4261	Grounds Maint non contract	72	-1,470	2,000	3,470		3,470	-73.5 %
4275	Building Maintenance	25	25	0	-25		-25	0.0 %
4500	Nature Reserve Expenses	5,250	13,053	10,500	-2,553		-2,553	124.3 %
	Seaford Head Estate :- Expenditure	<u>5,498</u>	<u>15,083</u>	<u>17,115</u>	<u>2,032</u>	<u>0</u>	<u>2,032</u>	<u>88.1 %</u>
1050	Income Rent	0	10,000	10,000	0			100.0 %
1053	Income Grants	543	543	3,350	-2,807			16.2 %
1055	Income Seating	0	1,798	0	1,798			0.0 %
1066	Income Concession	0	2,085	4,170	-2,085			50.0 %
1200	Income Nature Reserve	900	14,692	2,500	12,192			587.7 %
	Seaford Head Estate :- Income	<u>1,443</u>	<u>29,117</u>	<u>20,020</u>	<u>9,097</u>			<u>145.4 %</u>
	<b>Net Expenditure over Income</b>	<u>4,055</u>	<u>-14,034</u>	<u>-2,905</u>	<u>11,129</u>			
<u>117</u>	<u>Seafront</u>							
4052	Water & Sewerage	0	0	175	175		175	0.0 %
4055	Electricity	0	1,198	2,266	1,068		1,068	52.9 %
4115	Insurance	0	509	518	9		9	98.3 %
4154	Land Registry Fees	0	78	0	-78		-78	0.0 %
4250	Public Seating	50	137	0	-137		-137	0.0 %
4253	Shelters	0	750	1,690	940		940	44.4 %
4260	Grounds Maintenance Contract	0	0	335	335		335	0.0 %
4261	Grounds Maint non contract	0	2,916	2,500	-416		-416	116.6 %
	Seafront :- Expenditure	<u>50</u>	<u>5,588</u>	<u>7,484</u>	<u>1,896</u>	<u>0</u>	<u>1,896</u>	<u>74.7 %</u>

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Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1055	Income Seating	0	935	0	935			0.0 %
1057	Income Electricity Recharge	0	1,040	2,266	-1,226			45.9 %
1058	Income Water Recharge	0	63	80	-17			78.4 %
1066	Income Concession	2,000	42,825	42,825	0			100.0 %
1092	Income Grnds Maint Non Contrat	0	1,710	0	1,710			0.0 %
	Seafront :- Income	<b>2,000</b>	<b>46,573</b>	<b>45,171</b>	<b>1,402</b>			<b>103.1 %</b>
	<b>Net Expenditure over Income</b>	<b>-1,950</b>	<b>-40,984</b>	<b>-37,687</b>	<b>3,297</b>			
<u>118</u>	<u>Beach Huts</u>							
4051	Rates	288	2,050	3,171	1,121		1,121	64.7 %
4115	Insurance	0	1,084	1,085	1		1	100.0 %
4275	Building Maintenance	25	45	0	-45		-45	0.0 %
	Beach Huts :- Expenditure	<b>313</b>	<b>3,180</b>	<b>4,256</b>	<b>1,076</b>	<b>0</b>	<b>1,076</b>	<b>74.7 %</b>
1054	Income Other	0	112	0	112			0.0 %
1060	Beach Huts Site Licence	50	15,376	15,326	50			100.3 %
1061	Beach Hut Annual Rent	0	12,042	12,042	0			100.0 %
	Beach Huts :- Income	<b>50</b>	<b>27,531</b>	<b>27,368</b>	<b>163</b>			<b>100.6 %</b>
	<b>Net Expenditure over Income</b>	<b>263</b>	<b>-24,351</b>	<b>-23,112</b>	<b>1,239</b>			
<u>119</u>	<u>Old Town Hall</u>							
4115	Insurance	0	190	190	0		0	100.0 %
	Old Town Hall :- Expenditure	<b>0</b>	<b>190</b>	<b>190</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>100.0 %</b>
1050	Income Rent	106	797	1,275	-478			62.5 %
1051	Income Insurance Recharge	0	0	190	-190			0.0 %
	Old Town Hall :- Income	<b>106</b>	<b>797</b>	<b>1,465</b>	<b>-668</b>			<b>54.4 %</b>
	<b>Net Expenditure over Income</b>	<b>-106</b>	<b>-607</b>	<b>-1,275</b>	<b>-668</b>			
<u>125</u>	<u>Allotments</u>							
4199	Other Expenditure	77	470	996	526		526	47.2 %
	Allotments :- Expenditure	<b>77</b>	<b>470</b>	<b>996</b>	<b>526</b>	<b>0</b>	<b>526</b>	<b>47.2 %</b>
1050	Income Rent	0	863	855	8			101.0 %
1054	Income Other	157	542	996	-454			54.4 %
	Allotments :- Income	<b>157</b>	<b>1,405</b>	<b>1,851</b>	<b>-446</b>			<b>75.9 %</b>
	<b>Net Expenditure over Income</b>	<b>-80</b>	<b>-935</b>	<b>-855</b>	<b>80</b>			



Month No : 7

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>130</u> <u>Other Recreation</u>							
4052 Water & Sewerage	0	59	0	-59		-59	0.0 %
4410 Swimming Pool	806	806	10,000	9,194		9,194	8.1 %
Other Recreation :- Expenditure	<b>806</b>	<b>865</b>	<b>10,000</b>	<b>9,135</b>	<b>0</b>	<b>9,135</b>	<b>8.6 %</b>
<b>Net Expenditure over Income</b>	<b>806</b>	<b>865</b>	<b>10,000</b>	<b>9,135</b>			
<u>134</u> <u>CCTV</u>							
4055 Electricity	365	728	1,706	978		978	42.7 %
4115 Insurance	0	926	926	0		0	100.0 %
4276 CCTV	0	1,649	8,153	6,504		6,504	20.2 %
CCTV :- Expenditure	<b>365</b>	<b>3,303</b>	<b>10,785</b>	<b>7,482</b>	<b>0</b>	<b>7,482</b>	<b>30.6 %</b>
<b>Net Expenditure over Income</b>	<b>365</b>	<b>3,303</b>	<b>10,785</b>	<b>7,482</b>			
<u>135</u> <u>Community Service Other</u>							
4115 Insurance	0	193	194	1		1	99.7 %
4195 Community Services Events Exp	270	2,755	200	-2,555		-2,555	1377.3
4262 Tree Warden Expenses	130	130	2,310	2,180		2,180	5.6 %
4273 Christmas Lights	0	2,149	13,000	10,851		10,851	16.5 %
4275 Building Maintenance	0	-500	0	500		500	0.0 %
4281 Christmas Event Expenses	54	299	0	-299		-299	0.0 %
4290 Physical Activity Proj Expenses	0	1,290	8,000	6,710		6,710	16.1 %
Community Service Other :- Expenditure	<b>454</b>	<b>6,316</b>	<b>23,704</b>	<b>17,388</b>	<b>0</b>	<b>17,388</b>	<b>26.6 %</b>
1065 Income Xmas Lights	0	0	500	-500			0.0 %
1070 Income Community Serv Events	0	2,134	0	2,134			0.0 %
1072 Income Tree Wardens	0	50	400	-350			12.5 %
1075 Income Christmas Event	6,430	6,490	0	6,490			0.0 %
Community Service Other :- Income	<b>6,430</b>	<b>8,674</b>	<b>900</b>	<b>7,774</b>			<b>963.8 %</b>
<b>Net Expenditure over Income</b>	<b>-5,976</b>	<b>-2,358</b>	<b>22,804</b>	<b>25,162</b>			
<u>220</u> <u>Building Maintenance Pool</u>							
4275 Building Maintenance	0	2,981	6,000	3,019		3,019	49.7 %
Building Maintenance Pool :- Expenditure	<b>0</b>	<b>2,981</b>	<b>6,000</b>	<b>3,019</b>	<b>0</b>	<b>3,019</b>	<b>49.7 %</b>
<b>Net Expenditure over Income</b>	<b>0</b>	<b>2,981</b>	<b>6,000</b>	<b>3,019</b>			
<u>225</u> <u>Projects Pool</u>							
4274 Projects Expenditure	0	4,139	45,000	40,861		40,861	9.2 %
Projects Pool :- Expenditure	<b>0</b>	<b>4,139</b>	<b>45,000</b>	<b>40,861</b>	<b>0</b>	<b>40,861</b>	<b>9.2 %</b>

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1053 Income Grants	0	204,898	0	204,898			0.0 %
Projects Pool :- Income	<u>0</u>	<u>204,898</u>	<u>0</u>	<u>204,898</u>			
<b>Net Expenditure over Income</b>	<u>0</u>	<u>-200,759</u>	<u>45,000</u>	<u>245,759</u>			
<u>301 Planning &amp; Highways</u>							
4263 Bus Shelter Maintenance/Clean	0	128	750	622		622	17.1 %
Planning & Highways :- Expenditure	<u>0</u>	<u>128</u>	<u>750</u>	<u>622</u>	<u>0</u>	<u>622</u>	<u>17.1 %</u>
<b>Net Expenditure over Income</b>	<u>0</u>	<u>128</u>	<u>750</u>	<u>622</u>			
Community Services :- Expenditure	22,071	156,684	327,021	170,337	0	170,337	47.9 %
Income	20,693	359,472	152,012	207,460			236.5 %
<b>Net Expenditure over Income</b>	<u>1,378</u>	<u>-202,788</u>	<u>175,009</u>	<u>377,797</u>			



## Seaford Town Council

### Report 110/15

**Agenda Item No:** 5  
**Committee:** Community Services  
**Date:** 26 November 2015  
**Title:** Scale of Charges for Open spaces and Beach Huts - 2016-17  
**By:** Ben King, Projects & Facilities Manager  
**Purpose of Report:** To seek approval for the proposed Charges for 2016-17.

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#### Recommendations

**You are recommended:**

- 1. To approve the charges for 2016-17 as set out in Appendix B and D of this report.**
- 

#### 1. Information

- 1.1** The hire charges for this Committee's open spaces, as adopted for the 2015/16 financial year are detailed in Appendix A.
- 1.2** The table at Appendix B details the proposed charges for open spaces for the 2016-17 financial year; the charges are based on the prior year's charge plus an increase of 3%. The hire rates for The Base have been removed as the facility is now managed by The Base Management Committee.
- 1.3** Hourly rates for open spaces remain as 'By application' in most cases; this takes into consideration the fact that some applications vary in their duration but especially their purpose. The note that refers to 'written requests' being required when applying for free use or reduced rates, has been retained.
- 1.4** The Beach Hut rental charges, being subject to VAT, are included in 'Venue/Facilities' hire charges which includes 37 Church Street. The charges as adopted for the 2015/16 financial year are detailed in Appendix C.
- 1.5** The table at Appendix D, then details the proposed charges for Beach Huts for the 2016/17 financial year. As members may note, this committee is only being asked to approve the charges for Beach Huts and not the rates that are shown as TBC as those rates are approved by the Finance & General Purposes Committee.
- 1.6** The Beach Hut rental charges include an additional £51.87 (plus VAT) per year; this reflects the reduction in the transitional relief from business rates paid by the Council and a 3% increase in line with increases across the Community Services budget.

**2. Financial Appraisal**

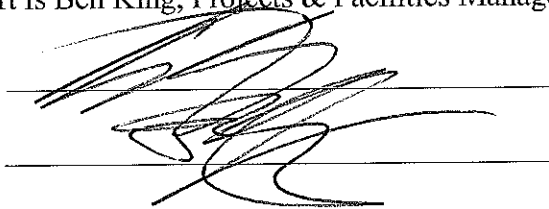
If approved, the scale of charges will increase the income from charges for Community Services facilities for 2016-17.

**3. Contact Officer**

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

Projects & Facilities Manager

Town Clerk

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**Venue Hire Charges - Effective from 1<sup>st</sup> April 2015**  
All prices are exempt from VAT

**Appendix A.**

VENUE/FACILITY	Not for Profit/Voluntary Groups <i>Seaford based groups may be permitted use free of charge subject to written request to Seaford Town Council.</i>				Commercial/Outside Bodies				
	Day	Setting up	per Hour	Day	Setting up	per Hour	Day	Setting up	per Hour
<b>Salts Recreation Grounds</b>									
The Salts <i>Cricket squares out of bounds as per plan</i>	£127	£82	By application	£424	£170	By application			By application
The Base	£31	N/A	£6.00	£31	N/A	£6.00			£6.00
<b>Martello Fields</b> <i>Special arrangements are required, for use of the Pumping Station field</i>	£152	£85	By application	£500	£318	By application			By application
<b>Crouch Gardens</b>									
Crouch (Pitch – as per plan)	£36	£0	£12.50	£144	£97	£24			£24
Crouch (Ornamental – as per plan)	£24	£0	£6.55	£123	£78	£17.50			£17.50
<i>Special requests are required, for both spaces to be hired at one time</i> <i>Peace Garden is not to be used in connection with organised events – without prior consent</i>									
	<ul style="list-style-type: none"> <li>• <b>Applications for special rates or use free of charge should be addressed to the Projects &amp; Facilities Manager, not less than 14 days prior to the event.</b></li> <li>• <b>Applications for organised physical activities, training or classes (based upon using small areas for short duration) may need to be considered individually upon application.</b></li> </ul>								

**Open Spaces Hire Charges - Effective from 1<sup>st</sup> April 2016**  
All prices are exempt from VAT

**Appendix B.**

VENUE/FACILITY	Not for Profit/Voluntary Groups				Commercial/Outside Bodies				
	Day	Setting up	per Hour	Day	Setting up	per Hour	Day	Setting up	per Hour
<b>Salts Recreation Grounds</b>									
The Salts Cricket squares out of bounds as per plan	£131	£84	By application	£437	£175	By application			By application
The Base (Contact The Base Management Committee)	N/A	N/A	N/A	N/A	N/A	N/A			N/A
<b>Martello Fields</b> Special arrangements are required, for use of the Pumping Station field	£157	£88	By application	£515	£328	By application			By application
<b>Crouch Gardens</b>									
Crouch (Pitch – as per plan)	£37	£0	£12.85	£148	£99	£25			£25
Crouch (Ornamental – as per plan)	£25	£0	£6.75	£127	£80	£18			£18
Special requests are required, for both spaces to be hired at one time Peace Garden is not to be used in connection with organised events – without prior consent									
	<ul style="list-style-type: none"> <li>• Applications for special rates or use free of charge should be addressed to the Projects &amp; Facilities Manager, not less than 28 days prior to the event.</li> <li>• Applications for organised physical activities, training or classes (based upon using small areas for short duration) are considered individually upon application.</li> </ul>								

Venue/facilities Hire Charges  
 Effective from 1 April 2015 until 31 March 2016  
 All figures are inclusive of VAT @ 20%

Venue/Facility	Concessions Voluntary Groups with Official Council Representation	Non Commercial Local Seaford Based Voluntary Groups	Commercial Outside Bodies or Voluntary Groups That Are Not Based in Seaford.
<b>Rooms</b>		(9.00 - 16.00)	(9.00 - 16.00)
Council Chamber	TBC	TBC per hour	TBC per hour
Day Rate - Council Chamber Offices, 37 Church Street	TBC	TBC	TBC
Day Rate - Offices, 37 Church Street	TBC	£TBC per hour	TBC per hour
	TBC	TBC	TBC
<b>Office Services</b>			
Photocopying	TBCp per sheet	TBCp per sheet	TBCp per sheet
<b>Beach Huts</b>			
Ground Rent/Site Licence (net £319.30)	£383.16 Inc VAT		
Beach Hut Season Hire (net £1003.50)	£1,204.20 Inc VAT		

**Venue/facilities Hire Charges**  
**Effective from 1 April 2016 until 31 March 2017**  
**All figures are inclusive of VAT @ 20%**

Venue/Facility	Concessions Voluntary Groups with Official Council Representation	Non Commercial Local Seaford Based Voluntary Groups	Commercial Outside Bodies or Voluntary Groups That Are Not Based in Seaford.
<b><u>Rooms</u></b>			
Council Chamber	TBC	(9.00 - 16.00) TBCper hour	(9.00 - 16.00) TBC per hour
Day Rate - Council Chamber	TBC	TBC	TBC
Offices, 37 Church Street	TBC	£TBC per hour	TBC per hour
Day Rate - Offices, 37 Church Street	TBC	TBC	TBC
<b><u>Office Services</u></b>			
Photocopying	TBCp per sheet	TBCp per sheet	TBCp per sheet
<b><u>Beach Huts</u></b>			
Ground Rent/Site Licence (net £328.88)	£394.66 Inc VAT		
Beach Hut Season Hire (net £1055.37)	£1,266.44 Inc VAT		





## Seaford Town Council

### Report 111/15

<b>Agenda Item No:</b>	<b>6</b>
<b>Committee:</b>	<b>Community Services</b>
<b>Date:</b>	<b>26 November 2015</b>
<b>Title:</b>	<b>Arts@theCrypt – Management Committee Report</b>
<b>By:</b>	<b>Ben King – Projects &amp; Facilities Manager</b>
<b>Purpose of Report:</b>	<b>To update members on the progress made by the Arts@theCrypt Management Committee.</b>

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#### Recommendations

**You are recommended:**

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

#### 1. Information

- 1.1** Attached at Appendix A is the Arts@theCrypt Management Committee report, which details their work throughout the year.
- 1.2** Information included in the report will be fed into the budget setting for 2016/17; members may note that work is underway in an effort to establish the Management Committee as an independent group that will self-manage the gallery in future.
- 1.3** Currently the budget has been prepared with the view of the gallery remaining as a Town Council concern, however in the event that the Committee takes over management of the venue, as well as having a range of benefits for the community and hirers of the venue; the move will also have a favourable effect on the Town Council's budget for 2016/17 and on the precept in future years.
- 1.4** Members may wish to make comment on the report provided by the Chair of Arts@theCrypt Management Committee.

#### 2. Financial Appraisal

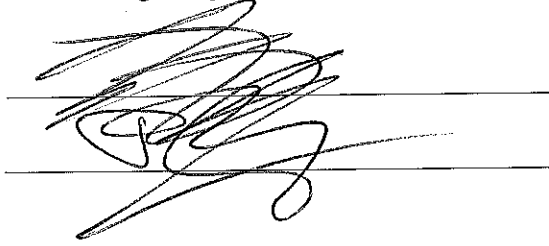
There are no financial implications to this report; the budget setting is referred to in Report 112/15.

**3. Contact Officer**

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

Projects & Facilities Manager

Town Clerk

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

## Arts@theCrypt Management Committee

Chair's report for the year November 2012 to November 2015.

As I enter my third year as Chair of the Arts@theCrypt Management Committee I am pleased to say we continue to achieve a number of goals outlined in last years report. A clearer business approach to the running of the gallery's affairs, a concerted effort to increase the number of whole week bookings and widen our appeal to artists and art groups beyond Seaford has greatly paid off.

### OVERVIEW OF THE YEAR

Our thanks are extended to The Seaford Photographic Society, Seaford Head School, The Christmas Craft Fair, Seaford and Newhaven Art Clubs and the Last Minute Artists who have continued to support us. Significantly we have extended our portfolio of hirers beyond the Seahaven area and our exhibitors this year have featured artists and makers from across the county working in a diverse range of media. Because of this we have been able to improve the number of our bookings and increase income considerably. An indication of renewed confidence in the gallery has come from very positive feedback from our visitors and new hirers; a number of which have already booked for 2016. Hirers are now booking 12-16 months in advance and are vying for prime dates. The improved advertising and publicity budget has helped considerably. Visitor numbers appear to be improving but we are now monitoring the figures more carefully so that we can verify anecdotal evidence.

A list of outstanding improvements has been drawn up by Seaford Town Council Appendix 1 which will be paid for by funds made available from Lewes District Council when the gallery was handed over to the Town Council. The much improved flooring for the Studio Gallery and Church Street entrance has been carried out. The remaining tasks we hope will be carried out in the not too distant future. One omission noted by the Committee is the improvement needed to the access leading down into the Undercroft and it is hoped that this will be reinstated on the list.

A major problem the Committee has encountered has been in recruiting members who have the time, necessary skills and keenness for us to achieve more of our targets as discussed in last years report. Although much progress has been made we have felt that more could have been achieved had we had the manpower. On a number of occasions committee meetings were limited to only 3 or 4 attendees thus making the delegation of tasks a demanding chore.

This meant that our overriding intention to run the gallery independently to the Town Council appeared to be one of those targets that we would have to defer by 18-24 months. With this in mind when invited by the Town Clerk to become a self-managed entity by April 2016 the Committee understandably viewed this opportunity with much trepidation. Fortunately, since September we have added a number of excellent candidates to our ranks that come with experience, knowledge and above all enthusiasm. In addition, the Friends of the Crypt committee have generously lent their time and know-how to the difficult job of reorganising our team. We now have a much clearer idea of how we can go about overseeing the Arts@theCrypt gallery and go more positively forward to self-managing our affairs. We are currently researching setting up a Charitable Incorporated Organisation.

The Friends of the Crypt continue to organise an excellent and varied programme of events: Seymour Jennings; A Retrospective; musical events featuring violinist Maeve Jenkins in aid of Seaford in Harmony and Emily Pailthorpe of the London Concord Ensemble promoting the first music festival at The Rathfinny wine estate; A truly brilliant Big Draw event which once more made use of local duo Filmspot to animate children's artwork; a highly entertaining Museums at Night and not forgetting their festive get together in December. Through the Friends collection boxes they have raised valuable funds to improve our facilities for hirers and visitors alike. This year they purchased for the galleries:

- A stereo CD player.
- A set of forty replacement low energy LED brilliant white bulbs for the Main Gallery.
- A digital projector and screen.
- Purchased and sited three planters with Box plants to improve the appearance of the outside of the gallery from Church Street.
- Removed unsightly planting and rubbish from the beds next to the car park entrance and replanted with Lavender and Rosemary plants.

There are plans to have an information board produced telling the history of the Undercroft.

With the advent of self-management the Friends of the Crypt Committee have agreed to dissolve the current committee structure and become part of the new management committee following an extraordinary general meeting. All but one of the Friends of the Crypt Committee had agreed to become part of the new management structure. It will be very reassuring to welcome back a number of former Arts@theCrypt management committee members who have a wealth of experience which will be greatly appreciated.

## **BUDGET**

Our estimated income for 2015-16 is £7235.82 impressively beating what we considered an ambitious income target of £6250. An achievement which the Committee are rightly proud of and feel we have provided a good facility for the community without being such a burden on the public purse. We will slightly increase our income target for 2016-17 to £6500 as this will be a positive move, take into account our intended increases in the hire rates but at the same time take into account the vagaries of the current financial situation. We ask the Community Services Committee to sanction our new rates of hire for 2016-17 see appendix 2 below. These new rates represent a relatively small 2% increase but importantly iron out odd values which we inherited when charges were made to include VAT. There are also incentives for artists to extend their bookings beyond the standard 7 day week thus keeping the gallery open for longer periods and especially at the weekends. Furthermore, we ask if the new rates could be implemented from 1 January 2016 rather than 1 April 2016 as our hiring year begins from that date.

No other changes to the budget are required although we understand this will be an interim set of figures during the handover period from Town Council to an Arts@theCrypt Management run gallery.

I would like to thank the current Committee and the Town Council representatives Ben King, Rachel Beard and Lucy Clark for their support. Particular thanks go to Nicky Auster for her sustained hard work on the Management Committee and as Chair of the Friends of the Crypt and Andrew Parkinson who was responsible for introducing our new YouTube page. Andrew has had to resign from the Committee due to his workload whilst studying for an MA at Sussex University. However, we welcome Kathy Dawson,

Robin Shell and Chris Hesketh who were co-opted on to the Committee recently and who have already made noticeable contributions.

Appendix 1

Arts@theCrypt – Outstanding Projects and Estimates

As per Funding Agreement and 'Related' improvements

Dehumidifer	£2,500
Additional Power supply in Undercroft	£1,000
Undercroft Glazing	£2,500
Replacement Radiators (consider radiant)	£5,000

Additional improvements or upgrades

Rear Door	£1,000
New Flooring for Studio	£2,320
Magnetic hold open devices for entrance lobby	£1,000
	£15,320

Appendix 2

**2016 HIRE RATES for booking dates after 1 January 2016**

	Weekly Rate	Additional Day Rate*	Single Day Rate	Hourly Rate
Main Gallery & Undercroft (No kitchen facilities)	£300	£40	£45	N/A
Main Gallery only	N/A			£15
Undercroft only	N/A			£15
Studio/Workshop (With kitchen)	£200	£25	£30	£15
Main Gallery, Undercroft & Studio/Workshop (With kitchen)	£400	£50	£60	N/A
Other Rates	Evening Rate 5.00pm - 10.00pm			
Undercroft only	£70			

\*Days in addition to a standard 7 day week hire.



## Seaford Town Council

### Report 112/15

<b>Agenda Item No:</b>	<b>7</b>
<b>Committee:</b>	<b>Community Services</b>
<b>Date:</b>	<b>26 November 2015</b>
<b>Title:</b>	<b>Community Services Committee Draft Budget 2016-17</b>
<b>By:</b>	<b>Ben King, Projects &amp; Facilities Manager</b>
<b>Purpose of Report:</b>	<b>To present the draft projected outturn for the current financial year and the Committee Budget for the year 2016-17</b>

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#### Recommendations

**You are recommended:**

- 1. To approve or amend the projected outturn for 2015/16 and the draft budget for 2016/17 for this Committee.**
  - 2. To approve that the draft budget subject to any amendments be recommended to full Council for adoption.**
- 

#### 1. Information

- 1.1** The draft projected outturn for the current financial year and the Community Services Committee budget for 2016-17 is attached to this report as Appendix A.
- 1.2** The following comments should be considered when reviewing this report. There are also some notes included in the spreadsheet, specific to particular line items.
  - (a)** *Rates* – Have been increased at 2%. In addition the Beach Huts owned by this Council are subject to transitional relief in rates; the reduction in this relief is reflected in the increased rental charge, which also includes an inflationary increase at 3%.
  - (b)** *Utilities* – Electricity, Water and Gas is based on projected outturn plus 3% (the anticipated increase in cost).
  - (c)** *Dog Bin Emptying* – The budget for 2016-17 reflects an estimated 3% increase on the projected outturn; the actual increases in fees from Lewes District Council are yet to be confirmed.
  - (d)** *Insurance* – The Insurance policies are due for renewal in 2016 and the intention would be to make a saving on the Council's premiums where ever

possible; however for budgeting purposes we have assumed a 3% indexation increase against the projected outturn for 2015/16. This takes into account increases in the building sums insured to cover increased cost of construction.

- (e) *Grounds Maintenance Contract* - The projected outturn for 2015/16 shows the agreed contract costs following the signing of the new grounds maintenance contract in April this year. These are not all in line with the 2015/16 budget shown in each cost centre as the costs were not known when the budget was set at the beginning of 2015. The overall contract cost is slightly lower than budgeted; this is due to a range of both positive and negative variances across the contract areas, resulting in a favourable variance for the year. The budget for 2016/17 is based upon projected outturn plus 3%.
- (f) *Seafront* – Projected outturn is showing an over spend, this is due primarily to the refurbishment of seafront benches; where possible this will be offset by under spend in other areas. The proposed budget for 2016/17 takes this into account in 4261 ‘Grounds maintenance non contract’; the increase being proposed in this cost centre is offset by a decrease in the Crouch Gardens cost centre.
- (g) *Grounds Maintenance non contract* – Projected outturn is shown as utilising the available budget. In comparison to the actual spend, this takes into account existing purchase orders for work, necessary works being organised and potential costs associated with winter maintenance demands. As noted above the seafront shows a budget increase for 2016/17, this is met by a decrease in Crouch Gardens which is considered more reflective of the maintenance demands for each of the areas.
- (h) *Projects* – In the current year Projects budget is not anticipated to be fully utilised; primarily this relates to a change in the way in which the budget is managed; the budget allocation is now anticipated to be used as match funding in support of core project costs, rather than meeting full project cost. Overall projects delivered in 2015/16 have not called for significant levels of matched funding, therefore an under spend is projected for this financial year.

Where ordinarily an underspend in projects would be recommended for transfer into an ear marked reserve at the end of year subject to no other overspends in the Council’s budget; it is expected that the underspend in this financial year will offset projected overspends in other areas of the Town Council’s budget.

For 2016/17 the projects budget has been reduced by £15,000; this is primarily to offset the cost of the Projects Officer post that will soon be recommended to Full Council to be made permanent; the reduction in projects budget also takes into account a small increase for Christmas Lights to cover the cost of replacement product and further infrastructure improvements for 2016/17.

The salary for the Projects Officer post will be in the region of £10,000 however one of its primary functions will be to apply for a range of outside grant funds that is anticipated to meet if not exceed that cost. The Projects

Officer in future will also take up the work that is being delivered by the Coastal Communities Team role; this is focussed on increasing tourism and also generating more income.

- (i) *Crypt* – The projected outturn for the current financial year reflects a considerable additional income from rent; the remaining revenue shortfall will be funded by precept. An increase in the budgeted income is proposed for 2016/17 taking into account previous years income as well as this years projected outturn.

Information relating to the possible change in management of the Arts@theCrypt Gallery is provided in Report 111/15.

- (j) *Seaford Head Estate* – includes costs associated with the Nature Reserve including the ranger service and other expenditure associated with the maintenance of Seaford Head Estate Management Plan.
- (k) *Concession Income* – In most cost centres this reflects the amounts tendered for 2015/16; the same is shown for 2016/17 as an indicative amount. The licenses are due for renewal in 2016, these are currently being reviewed and the actual rents will not be known until the submission of tenders from potential applicants.

Provisional sums are currently budgeted for South Hill Barn and High and Over; there is currently no one operating at South Hill Barn and poor attendance at High and Over. These sites have proven difficult to let in recent years; it is however intended to advertise for a concession at both sites with potential variations on the permitted produce and the type of kiosks permitted.

- (l) *Pitch Income* – Was a new line in the budget for 2015/16 as it was the first time that Pitch Hire income was to be received by the Town Council. The payments methods for this income is yet to be confirmed by LDC and with winter season also incomplete the final income will not be known until later in the financial year. The projected income however shows a more accurate account of the income for the year based upon estimated figures provided by the clubs themselves. The negative variance seen primarily in The Salts is due to inconsistencies in the historical data provided to officers when budgeting. The proposed budget for 2016/17 is therefore based upon the more accurate projected outturn plus 3%.
- (m) *Tree Wardens* – Tree wardens projected under spend is proposed to be added to the earmarked reserve for Tree Planting, where this will be utilised for projects that are being developed for 2016/17.

## 2. Financial Appraisal

- 2.1 The draft budget for 2016/17 for this committee is attached at Appendix A. This has been fully evaluated taking into account the current projections for this financial year and planned spend for next financial year.



**3. Contact Officer**

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

Projects & Facilities Manager

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Town Clerk

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**NOTES FOR THIS YEAR**

Account Code	Sales Recreation Ground Cost Centre 105	2012-13 to 2016-17										2016-17 Budget	Notes
		Actual	Actual	Actual	Final Budget	Actual to 30/09/14	Projected Outturn	Variance	Budget	2016-17 Budget			
4051	Rates	563	578	589	601	240	240	361	0	0	0	0	Building now Leased to The Base Management Committee.
4052	Water & Sewerage	2,941	2,627	3,492	3,025	-61	3,025	0	3,116	0	3,116	0	increase of 3% on projected outturn
4055	Electricity	271	336	752	361	54	361	0	200	0	200	0	Electricity charges at The Salts relate only to the Changing Room building.
4115	Insurance	2,724	2,823	2,913	3,000	3,592	3,592	-592	3,700	0	3,700	0	increase of 3% on projected outturn
4199	Other Expenditure	0	0	22	0	-22	-22	22	0	0	0	0	0
4201	Toilet Cleaning	1,412	-318	0	0	0	0	0	0	0	0	0	0
4250	Public Seating	640	0	0	0	0	0	0	0	0	0	0	0
4251	Dog Bin Emptying	1,643	1,526	1,928	1,619	742	1,780	-161	1,833	0	1,833	0	increase of 3% on projected outturn; projected outturn is taken from actual invoices in 2015/16
4252	Litter & Dog Bin Pch & Maintenance	91	85	0	0	0	0	0	0	0	0	0	0
4260	Grounds Maintenance Contract	87,509	89,548	82,891	70,997	34,308	68,456	2,541	70,510	0	70,510	0	See Report note (e.) increase of 3% on projected outturn
4261	Grounds Maintenance Non Contract	4,420	3,463	6,343	5,000	1,903	5,000	0	5,000	0	5,000	0	0
4272	Equipment Purchase	2,376	0	0	0	0	0	0	0	0	0	0	0
4274	Projects Expenditure	12,793	0	0	0	0	0	0	0	0	0	0	0
4275	Building Maintenance	1,037	0	0	0	123	0	0	0	0	0	0	0
<b>Salts Recreation Ground Expenditure</b>		<b>118,420</b>	<b>100,668</b>	<b>98,930</b>	<b>84,603</b>	<b>40,879</b>	<b>82,432</b>	<b>2,171</b>	<b>84,358</b>		<b>84,358</b>		
1050	Income Rent	1,703	1,140	2,620	2,928	805	805	2,123	1,368	0	1,368	0	Consists of Cricket, Scouts and Rugby lease rents - Football training income will now be recorded in 1073
1051	Income Insurance Recharge	1,178	1,213	1,249	1,285	1,287	1,287	-2	1,326	0	1,326	0	increase of 3% on projected outturn
1052	Income Projects	0	0	0	0	0	0	0	0	0	0	0	0
1053	Income Grants	0	0	0	0	0	0	0	0	0	0	0	0
1054	Income Other	0	0	210	0	1,400	0	0	0	0	0	0	0
1055	Income Seating	763	0	0	0	0	0	0	0	0	0	0	0
1057	Income Electricity recharge	0	0	0	0	0	0	0	0	0	0	0	0
1058	Income Water Recharge	1,974	1,144	1,612	1,755	896	1,755	0	1,808	0	1,808	0	increase of 3% on projected outturn for 2015/16
1066	Concession Income	13,800	14,800	15,800	16,800	8,400	16,800	0	16,800	0	16,800	0	Indicative sum shown; final sum will be known following tendering
1071	Income Base Rent	0	197	1,972	1,100	17	17	1,083	0	0	0	0	Building now Leased to The Base Management Committee

**NOTES FOR THIS YEAR**

7,653 Football - Cricket - Rugby pitch income based upon a 3% increase on the estimated income. Increase reflects the inclusion of Football Training, previously in 1050

	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Final Budget	2015-16 Actual to 30/09/14	2015-16 Projected Outturn	2015-16 Variance	2016-17 Budget	
1073 Income Sports Pitch Hire	0	0	0	9,000	0	5,623	3,377	7,653	Football - Cricket - Rugby pitch income based upon a 3% increase on the estimated income. Increase reflects the inclusion of Football Training, previously in 1050
1093 Income Rate Refund	0	0	0	0	240	240	-240	0	Projected outturn relates to a rate refund for The Base
Safts Recreation Ground Income	<u>19,418</u>	<u>18,494</u>	<u>23,463</u>	<u>32,868</u>	<u>13,045</u>	<u>26,527</u>	<u>6,341</u>	<u>28,954</u>	
<u>Net Expenditure over Income</u>	99,002	82,174	75,467	51,735	27,834	55,905	-4,170	55,404	

**NOTES FOR THIS YEAR**

Account Code	Crouch Recreation Ground Cost Centre 106	2012-13	2013-14	2014-15	2015-16	2015-16	2015-16	2015-16	2015-16	2016-17	
		Actual	Actual	Actual	Final Budget	Actual to 30/09/14	Projected Outturn	Variance	Budget		
4052	Water & Sewerage	2,098	1,374	1,477	2,183	-5	2,183	0	2,248	increase of 3% on projected outturn	
4055	Electricity	260	306	310	298	146	298	0	307	increase of 3% on projected outturn	
4115	Insurance	1,557	1,621	1,735	1,787	1,784	1,784	3	1,838	increase of 3% on projected outturn	
4199	Other Expenditure	0	0	0	0	0	0	0	0		
4250	Public Seating	0	0	0	0	0	0	0	0		
4251	Dog Bin Emptying	1,081	1,271	1,377	1,349	530	1,271	78	1,310	increase of 3% on projected outturn; projected outturn is taken from actual invoices in 2015/16	
4252	Litter & Dog Bin Pch & Maintenance	0	227	0	0	0	0	0	0		
4250	Grounds Maintenance Contract	47,172	48,271	45,299	40,494	21,053	42,106	-1,612	43,370	See Report note (e.) Increase of 3% on projected outturn	
4261	Grounds Maintenance Non Contract	2,633	3,427	3,644	3,500	145	3,500	0	3,000	suggested reduction to offset an increase in seaford 4261.	
4270	Vehicles & Equipment Maint.	0	0	0	0	0	0	0	0		
4274	Projects Expenditure	4,670	0	0	0	0	0	0	0		
4275	Building Maintenance	101	0	0	0	0	0	0	0		
<b>Crouch Recreation Ground Expenditure</b>		<b>59,572</b>	<b>56,497</b>	<b>53,842</b>	<b>49,611</b>	<b>23,653</b>	<b>51,143</b>	<b>-1,532</b>	<b>52,072</b>		
1050	Income Rent	2,635	2,571	1,628	2,475	1,431	1,875	600	2,400	Grounds store at Crouch Gardens was not renegotiated through LDC as part of the new GMI contract; therefore no income is currently shown for 2015/16. Grounds store rent is budgeted for 2016/17 in addition to Bowling Football - and a small Events Income	
1051	Income Insurance Recharge	687	705	723	745	741	741	4	763	increase of 3% on projected outturn	
1052	Income Projects	0	0	0	0	0	0	0	0		
1054	Income Other	0	0	40	0	0	0	0	0		
1055	Income Seating	0	0	0	0	0	0	0	0		
1057	Income Electricity Recharge	130	138	167	149	96	149	0	153		
1073	Income Sports Pitch Hire	0	0	0	9,000	0	9,000	0	9,270	Expected to be in line with budget; increase by 3% for 2016/17	
<b>Crouch Recreation Ground Income</b>		<b>3,452</b>	<b>3,414</b>	<b>2,558</b>	<b>12,369</b>	<b>2,268</b>	<b>11,765</b>	<b>604</b>	<b>12,587</b>		
<b>Net Expenditure over Income</b>		<b>56,120</b>	<b>53,083</b>	<b>51,284</b>	<b>37,242</b>	<b>21,385</b>	<b>39,378</b>	<b>-2,136</b>	<b>39,485</b>		

**NOTES FOR THIS YEAR**

Account Code	Description	2012-13	2013-14	2014-15	2015-16	2015-16	2015-16	2015-16	2016-17	
		Actual	Actual	Actual	Final Budget	Actual to Budget 30/09/14	Projected Outturn	Variance	Budget	
<b>Account Martello Fields Cost Centre 107</b>										
4251	Dog Bin Emptying	1,017	1,144	1,102	1,079	424	1,017	62	1,048	increase of 3% on projected outturn
4260	Grounds Maintenance Contract	5,664	5,796	9,190	14,648	7,740	15,480	-832	15,945	See Report note (e.) Increase of 3% on projected outturn
4261	Grounds Maintenance Non Contract	1,689	2,000	3,549	2,000	1,129	2,000	0	2,000	
4274	Projects Expenditure	1,328	0	0	0	0	0	0	0	
<b>Martello Fields Expenditure</b>		<b>9,698</b>	<b>8,940</b>	<b>13,841</b>	<b>17,727</b>	<b>9,293</b>	<b>18,487</b>	<b>-770</b>	<b>18,992</b>	
1050	Income Rent	4,165	4,002	5,071	3,760	4,038	4,038	-288	4,000	
1054	Other Income	0	0	168	0	0	0	0	0	
<b>Martello Fields Income</b>		<b>4,165</b>	<b>4,002</b>	<b>5,239</b>	<b>3,760</b>	<b>4,038</b>	<b>4,038</b>	<b>-288</b>	<b>4,000</b>	
<b>Net Expenditure over Income</b>		<b>5,533</b>	<b>4,938</b>	<b>8,602</b>	<b>13,977</b>	<b>5,255</b>	<b>14,459</b>	<b>-482</b>	<b>14,992</b>	
<b>Account Other Open Spaces Cost Centre 108</b>										
4051	Rates	585	601	612	624	66	624	0	0	0 High and Over Car Park no longer rated
4052	Water & Sewerage	24	158	55	73	39	73	0	75	increase of 3% on projected outturn
4115	Insurance	0	0	0	0	0	0	0	0	
4155	Professional Fees	0	0	0	0	100	100	-100	0	
4250	Public Seating	0	0	0	0	780	780	-780	0	
4251	Dog Bin Emptying	1,780	2,034	2,204	1,620	848	2,034	-414	2,095	increase of 3% on projected outturn
4252	Litter & Dog Bin Pch & Maintenance	757	71	0	0	0	0	0	0	
4260	Grounds Maintenance Contract	20,303	20,776	24,258	28,779	14,805	29,611	-832	30,500	See Report note (e.) Increase of 3% on projected outturn
4261	Grounds Maintenance Non Contract	1,792	4,911	2,241	3,500	1,970	3,500	0	3,500	
4270	Vehicles & Equipment Maint	0	0	0	0	21	0	0	0	
4274	Projects Expenditure	0	0	245	0	0	0	0	0	
<b>Other Open Spaces Expenditure</b>		<b>25,241</b>	<b>28,551</b>	<b>29,615</b>	<b>34,596</b>	<b>18,629</b>	<b>36,722</b>	<b>-2,126</b>	<b>36,171</b>	
1054	Income Other	0	0	0	0	10	0	0	0	
1055	Income Seating	0	0	0	0	795	795	-795	0	
1066	Concession Income	2,875	0	0	0	2,085	4,170	-4,170	2,500	High and Over concession - provisional sum reflecting historical income and actual demand
1093	Income Rate Refund	0	0	0	0	2,427	0	0	0	Rate refund relating to High and Over

NOTES FOR THIS YEAR

	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Final Budget	2015-16 Actual to 30/09/14	2015-16 Projected Outturn	2015-16 Variance	2016-17 Budget
Other Open Spaces Income	2,875	0	0	0	5,317	4,965	-4,965	2,500
<b>Net Expenditure over Income</b>	<b>22,366</b>	<b>28,551</b>	<b>29,615</b>	<b>34,596</b>	<b>13,312</b>	<b>31,757</b>	<b>2,839</b>	<b>33,671</b>

**Account Crypt  
Cost Centre 113**

4051 Rates	5,220	5,359	5,464	5,573	3,340	5,568	5	5,679	increase of 2% on projected outturn
4052 Water & Sewerage	132	198	87	206	62	175	31	200	increase of 3% on projected outturn
4055 Electricity	846	783	766	902	201	850	52	875	increase of 3% on projected outturn
4056 Gas	1,486	1,861	1,756	2,280	550	2,280	0	2,348	
4100 Telecommunications	306	77	0	0	0	0	0	0	
4105 Postage	3	0	0	10	0	0	0	10	
4106 Stationery	111	0	0	100	0	0	0	100	
4110 Advertising & Publicity	107	244	148	1,000	176	1,000	0	1,000	
4115 Insurance	1,145	-147	746	1,225	769	769	456	792	
4155 Professional Fees	0	0	0	0	0	0	0	0	
4199 Other Expenditure	0	0	38	50	14	25	25	50	Reduced for 2016/17 due to removal of carpets - no longer requiring carpet cleaning.
4201 Cleaning & Hygiene	274	339	223	650	96	500	150	500	
4270 Vehicle & Equipment Maintenance	0	0	0	0	0	0	0	0	
4274 Projects Expenditure	2,642	-389	0	0	0	0	0	0	
4275 Building Maintenance	456	0	0	0	63	63	-63	0	
<b>Crypt Expenditure</b>	<b>12,728</b>	<b>8,325</b>	<b>9,228</b>	<b>11,996</b>	<b>5,271</b>	<b>11,230</b>	<b>766</b>	<b>11,554</b>	
1050 Income Rent	4,966	6,471	4,112	6,250	5,302	7,601	-1,351	6,500	
1054 Income Other	0	0	4,112	0	0	0	0	0	
1067 LDC Contribution	0	0	0	0	0	0	0	0	
1303 Income Crypt Building Repair	0	23	0	0	0	0	0	0	
<b>Crypt Income</b>	<b>4,966</b>	<b>6,494</b>	<b>4,112</b>	<b>6,250</b>	<b>5,302</b>	<b>7,601</b>	<b>-1,351</b>	<b>6,500</b>	
<b>Net Expenditure over Income</b>	<b>7,762</b>	<b>1,831</b>	<b>5,116</b>	<b>5,746</b>	<b>-31</b>	<b>3,630</b>	<b>2,117</b>	<b>5,054</b>	

**Account South Street Toilets  
Cost Centre 114**

4275 Building Maintenance	2,050	0	0	0	0	0	0	0	
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**NOTES FOR THIS YEAR**

	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Final Budget	2015-16 Actual to 30/09/14	2015-16 Projected Outturn	2015-16 Variance	2016-17 Budget
<b>South Street Expenditure</b>	<b>2,050</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
1054 Income Other	940	0	0	0	0	0	0	0
<b>South Street Income</b>	<b>940</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Net Expenditure over Income</b>	<b>1,110</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Account Martello Tower</b>								
<b>Code Cost Centre 115</b>								
4115 Insurance	2,020	2,081	2,143	2,207	2,207	2,207	0	2,273
4274 Projects Expenditure	0	0	0	0	0	0	0	0
<b>Martello Tower Expenditure</b>	<b>2,020</b>	<b>2,081</b>	<b>2,143</b>	<b>2,207</b>	<b>2,207</b>	<b>2,207</b>	<b>0</b>	<b>2,273</b>
1050 Income Rent	0	0	0	0	0	0	0	0
<b>Martello Tower Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Net Expenditure over Income</b>	<b>2,020</b>	<b>2,081</b>	<b>2,143</b>	<b>2,207</b>	<b>2,207</b>	<b>2,207</b>	<b>0</b>	<b>2,273</b>

Increase of 3% on projected outturn

Account Seaford Head Estate  
Code Cost Centre 116

NOTES FOR THIS YEAR

	2012-13	2013-14	2014-15	2015-16	2015-16	2015-16	2015-16	2016-17	
	Actual	Actual	Actual	Final Budget	Actual to 30/09/14	Projected Outturn	Variance	Budget	
4115 Insurance	1,131	1,165	1,200	1,236	1,236	1,236	0	1,273	Increase of 3% on projected outturn
4155 Professional Fees	0	0	0	0	660	660	-660	0	
4199 Other Expenditure	0	0	0	0	0	0	0	0	
4250 Public Seating	678	0	0	0	245	0	0	0	
4261 Dog Bin Emptying	1,017	763	1,102	1,080	424	1,017	63	1,048	
4252 Litter & Dog Bin Pch & Maintenance	122	0	0	0	0	0	0	0	
4260 Grounds Maintenance Contract	0	0	2,374	335	759	1,823	-1,488	1,877	See Report note (e.) Increase of 3% on projected outturn - the variance in this code also reflects the inclusion of Splashpoint Picnic space and South Hill Barn
4261 Grounds Maintenance Non Contract	220	270	7,378	2,000	-1,541	2,000	0	2,000	
4274 Projects Expenditure	1,168	0	0	0	0	0	0	0	
4275 Buildings Maintenance	0	0	0	0	0	0	0	0	
4500 Nature Reserve Expenses	0	14,264	9,303	10,500	7,803	10,500	0	10,500	Relates to the Sussex Wildlife Trust Management contract
<b>Seaford Head Estate Expenditure</b>	<b>4,336</b>	<b>16,452</b>	<b>21,357</b>	<b>15,151</b>	<b>9,586</b>	<b>17,236</b>	<b>-2,085</b>	<b>16,698</b>	
1050 Income Rent	3,750	3,750	3,750	10,000	10,000	10,000	0	10,000	
1053 Income Grants	6,534	6,534	1,104	3,350	0	3,250	100	3,250	HLS grant
1054 Income Other	83	0	5,451	0	0	0	0	0	
1055 Income Seating	801	0	0	0	1,798	0	0	0	
1066 Income Concession	3,650	3,970	4,070	4,170	2,085	2,085	2,085	2,500	South Hill Barn concession - provisional sum reflecting historical income and actual demand
1200 Income Nature Reserve	0	3,700	8,946	2,500	13,792	13,792	-11,292	3,000	Relates to filming income
<b>Seaford Head Estate Income</b>	<b>14,818</b>	<b>17,954</b>	<b>23,321</b>	<b>20,020</b>	<b>27,675</b>	<b>29,127</b>	<b>-9,107</b>	<b>18,750</b>	
<b>Net Expenditure over Income</b>	<b>-10,482</b>	<b>-1,502</b>	<b>-1,964</b>	<b>-4,869</b>	<b>-18,089</b>	<b>-11,891</b>	<b>7,022</b>	<b>-2,052</b>	



**NOTES FOR THIS YEAR**

Account Code	Seafront Cost Centre 117	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Final Budget	2015-16 Actual to 30/09/14	2015-16 Projected Outturn	2015-16 Variance	2016-17 Budget	
4052	Water & Sewerage	124	103	159	175	0	175	0	180	Increase of 3% on projected outturn
4055	Electricity	2,145	3,969	3,275	2,266	1,198	2,266	0	2,334	Increase of 3% on projected outturn
4115	Insurance	493	498	503	518	509	518	0	534	Increase of 3% on projected outturn
4154	Land Registry Fees	0	0	0	0	78	78	-78	0	
4201	Cleaning	0	0	0	0	0	0	0	0	
4250	Public Seating	120	263	0	0	88	88	-88	0	
4251	Dog Bin Emptying	2,817	694	0	0	0	0	0	0	
4252	Litter & Dog Bin Pch & Maintenance	114	0	0	0	0	0	0	0	
4253	Shelters	1,909	1,672	1,230	1,690	750	1,690	0	1,600	Splashpoint Picnic Space no longer budgeted in this cost centre - now included in Seaford Head Estate 116
4260	Grounds Maintenance Contract	0	0	0	335	0	0	335	0	
4261	Grounds Maintenance Non Contract	2,065	3,046	22,866	2,500	2,916	4,815	2,500	3,000	suggested increase reflecting actual maintenance demands - met from a decrease in Crouch 4261
4274	Projects Expenditure	8,245	0	0	0	0	0	0	0	
4275	Building Maintenance	90	0	0	0	0	0	0	0	
	<b>Seafront Expenditure</b>	<b>18,122</b>	<b>10,245</b>	<b>28,033</b>	<b>7,484</b>	<b>5,539</b>	<b>4,815</b>	<b>2,659</b>	<b>7,648</b>	
1054	Income Other	238	0	258	0	0	0	0	0	
1055	Income Seating	130	368	0	0	935	935	-935	0	
1057	Income Electricity Recharge	2,144	3,634	2,539	2,266	1,040	2,266	0	2,334	100% of expense should be recharged
1058	Income Water Recharge	51	0	185	80	63	80	0	82	
1066	Income Concession	36,400	40,215	41,555	42,825	40,825	42,825	0	42,825	
1076	Income Insurance Claim	0	0	135	0	0	0	0	0	
1092	Income Grnds Maint Non Contract	0	0	8,670	0	1,710	1,710	-1,710	0	
	<b>Seafront Income</b>	<b>38,963</b>	<b>44,217</b>	<b>53,342</b>	<b>45,171</b>	<b>44,573</b>	<b>47,816</b>	<b>-2,645</b>	<b>45,241</b>	
	<b>Net Expenditure over Income</b>	<b>-20,841</b>	<b>-33,972</b>	<b>-25,309</b>	<b>-37,687</b>	<b>-39,034</b>	<b>-43,001</b>	<b>5,314</b>	<b>-37,594</b>	

**NOTES FOR THIS YEAR**

Account Code	Beach Huts Cost Centre 118	2012-13	2013-14	2014-15	2015-16	2015-16	2015-16	2015-16	2016-17
		Actual	Actual	Actual	Final Budget	Actual to 30/09/14	Projected Outturn	Variance	Budget
4051	Rates	1,797	2,122	2,487	3,171	1,762	2,914	257	3,231
4115	Insurance	983	1,041	1,053	1,085	1,084	1,085	0	1,118
4199	Other Expenditure	0	2	27	0	0	0	0	0
4275	Building Maintenance	240	0	0	0	20	20	-20	0
	<b>Beach Huts Expenditure</b>	<b>3,020</b>	<b>3,165</b>	<b>3,567</b>	<b>4,256</b>	<b>2,866</b>	<b>4,019</b>	<b>237</b>	<b>4,349</b>
1054	Income Other	50	54	30	0	112	112	-112	0
1060	Beach Hut Site Licence	14,000	14,400	14,905	15,326	15,326	15,326	0	18,944
1061	Beach Hut Annual Rental	10,320	10,239	11,430	12,042	12,042	12,042	0	12,664
	<b>Beach Huts Income</b>	<b>24,370</b>	<b>24,693</b>	<b>26,365</b>	<b>27,368</b>	<b>27,480</b>	<b>27,480</b>	<b>-112</b>	<b>31,508</b>
	<b>Net Expenditure over Income</b>	<b>-21,350</b>	<b>-21,528</b>	<b>-22,798</b>	<b>-23,112</b>	<b>-24,614</b>	<b>-23,461</b>	<b>349</b>	<b>-27,260</b>

Transitional relief ends and 2% increase  
increase of 3% on projected outturn  
increase in relation to transitional relief then +3%

NOTES FOR THIS YEAR

	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Final Budget	2015-16 Actual to 30/09/14	2015-16 Projected Outturn	2015-16 Variance	2016-17 Budget
<b>Account Old Town Hall</b>								
<b>Code Cost Centre 119</b>								
4115 Insurance	174	179	184	190	190	190	0	196
4275 Building Maintenance	0	0	0	0	0	0	0	0
								196 Increase of 3% on projected outturn
<b>Old Town Hall Expenditure</b>	<b>174</b>	<b>179</b>	<b>184</b>	<b>190</b>	<b>190</b>	<b>190</b>	<b>0</b>	<b>196</b>
1050 Income Rent	1,275	1,275	1,275	1,275	691	1,275	0	1,275
1051 Income Insurance Recharge	174	179	184	190	0	190	0	1,275
<b>Old Town Hall Income</b>	<b>1,449</b>	<b>1,454</b>	<b>1,459</b>	<b>1,465</b>	<b>691</b>	<b>1,465</b>	<b>0</b>	<b>2,550</b>
<b>Net Expenditure over Income</b>	<b>-1,275</b>	<b>-1,275</b>	<b>-1,275</b>	<b>-1,275</b>	<b>-501</b>	<b>-1,275</b>	<b>0</b>	<b>-2,354</b>

<b>Account Allotments</b>									
<b>Code Cost Centre 125</b>									
4155 Professional Fees	0	220	0	0	0	0	0	0	0
4199 Other Expenditure	4,689	938	938	996	393	938	58	966	966 Increase of 3% on projected outturn
4260 Grounds Maintenance Contract	1,370	1,402	0	0	0	0	0	0	0
4261 Grounds Maintenance Non Contract	2,500	0	0	0	0	0	0	0	0

<b>Allotments Expenditure</b>									
1050 Income Rent	833	833	855	855	863	863	-8	870	
1054 Income Other	4,689	896	1,018	996	386	938	58	966	
<b>Allotments Income</b>	<b>5,522</b>	<b>1,729</b>	<b>1,873</b>	<b>1,851</b>	<b>1,249</b>	<b>1,801</b>	<b>50</b>	<b>1,836</b>	
<b>Net Expenditure over Income</b>	<b>3,037</b>	<b>831</b>	<b>-935</b>	<b>-855</b>	<b>-856</b>	<b>-863</b>	<b>8</b>	<b>-870</b>	

**NOTES FOR THIS YEAR**

Account Code	Other Recreation Cost Centre 130	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Final Budget	2015-16 Actual to 30/09/14	2015-16 Projected Outturn	2015-16 Variance	2016-17 Budget	
4052	Water & Sewerage	0	0	0	0	59	59	-59	0	
4199	Other Expenditure	0	-201	0	0	0	0	0	0	
4410	Swimming Pool	390	3,562	4,495	10,000	0	2,897	7,103	10,000	Allocated to provide 1/3 contributions to the Wave Swimming Pool Capital Investment plan
<b>Other Recreation Expenditure</b>		<b>390</b>	<b>3,361</b>	<b>4,495</b>	<b>10,000</b>	<b>59</b>	<b>2,956</b>	<b>7,044</b>	<b>10,000</b>	

<b>Other Recreation Income</b>	0	0	0	0	0	0	0	0	0
<b>Net Expenditure over Income</b>	<b>390</b>	<b>3,361</b>	<b>4,495</b>	<b>10,000</b>	<b>59</b>	<b>2,956</b>	<b>7,044</b>	<b>10,000</b>	

Account Code	CCTV Cost Centre 134	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Final Budget	2015-16 Actual to 30/09/14	2015-16 Projected Outturn	2015-16 Variance	2016-17 Budget	
4055	Electricity	1,507	1,534	1,414	1,706	363	1,706	0	1,757	Increase of 3% on projected outturn
4115	Insurance	839	889	899	926	926	926	0	954	Increase of 3% on projected outturn
4276	CCTV	8,947	9,015	8,466	8,153	1,649	8,153	0	8,398	Increase of 3% on projected outturn
<b>CCTV Expenditure</b>		<b>11,293</b>	<b>11,438</b>	<b>10,779</b>	<b>10,785</b>	<b>2,938</b>	<b>10,785</b>	<b>0</b>	<b>11,108</b>	

<b>CCTV Income</b>	0	0	0	0	0	0	0	0	0
<b>Net Expenditure over Income</b>	<b>11,293</b>	<b>11,438</b>	<b>10,779</b>	<b>10,785</b>	<b>2,938</b>	<b>10,785</b>	<b>10,785</b>	<b>0</b>	<b>11,108</b>

**NOTES FOR THIS YEAR**

**Account Community Service Other  
Code Cost Centre 135**

	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Final Budget	2015-16 Actual to 30/09/14	2015-16 Projected Outturn	2015-16 Variance	2016-17 Budget	
4115 Insurance	129	137	188	194	193	193	1	199	
4187 Young Mayors Awards Expenditure	1,987	-515	0	0	0	0	0	0	
4195 Community Service Events Expenditure	232	929	1,431	200	2,485	2,485	-2,285	250	Utilised for event support and equipment
4262 Tree Warden Expenses	1,656	1,633	2,762	2,310	0	1,750	560	2,000	Based upon projected outturn and proposed projects - underspend recommended for Tree Wardens EMR
4273 Christmas Lights	9,437	9,667	8,776	13,000	2,149	13,000	0	15,000	
4274 Projects Expenditure	80	0	0	0	0	0	0	0	
4275 Building Maintenance	0	0	500	0	-500	0	0	0	
4281 Christmas Event Expenditure	690	0	3,908	0	245	8,000	-8,000	0	
4290 Physical Activity Project	0	2,444	4,044	8,000	1,290	1,290	6,710	8,000	Allocated for Physical Activity projects and partnership projects.
<b>Community Service Other Expenditure</b>	<b>14,211</b>	<b>14,295</b>	<b>21,609</b>	<b>23,704</b>	<b>5,862</b>	<b>26,718</b>	<b>-3,014</b>	<b>25,449</b>	

1053 Income Grants	256	0	0	0	0	0	0	0	
1054 Income Other	400	0	0	0	0	0	0	0	
1064 Income Young Mayors Awards	1,937	0	0	0	0	0	0	0	
1065 Income Xmas Lights	909	1,385	620	500	0	0	500	0	
1070 Income Community Service Events	16	596	2,095	0	2,134	2,134	-2,134	0	
1072 Income Tree Wardens	0	1,003	5,297	400	50	750	-350	0	Surplus income to be transferred to EMR
1075 Christmas Event Income	1,567	1,335	4,152	0	60	8,000	-8,000	0	
1090 Income Physical Activity Project	0	0	1,509	0	0	0	0	0	
1301 CS Events Bin Hire	0	7	0	0	0	0	0	0	
<b>Community Service Other Income</b>	<b>5,085</b>	<b>4,326</b>	<b>13,673</b>	<b>900</b>	<b>2,244</b>	<b>10,884</b>	<b>-9,984</b>	<b>0</b>	
<b>Net Expenditure over Income</b>	<b>9,126</b>	<b>9,969</b>	<b>7,936</b>	<b>22,804</b>	<b>3,618</b>	<b>15,834</b>	<b>6,970</b>	<b>25,449</b>	

NOTES FOR THIS YEAR

	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Final Budget	2015-16 Actual to 30/09/14	2015-16 Projected Outturn	2015-16 Variance	2016-17 Budget
<b>Account Building Maintenance Pool</b>								
<b>Code Cost Centre 220</b>								
4275 Building Maintenance	0	8,293	21,316	6,000	2,981	6,000	0	6,000
<b>Building Maintenance Pool Expenditure</b>	<b>0</b>	<b>8,293</b>	<b>21,316</b>	<b>6,000</b>	<b>2,981</b>	<b>6,000</b>	<b>0</b>	<b>6,000</b>
1091 Income Building Maintenance	0	0	5,472	0	0	0	0	0
<b>Building Maintenance Pool Income</b>	<b>0</b>	<b>0</b>	<b>5,472</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Net Expenditure over Income</b>	<b>0</b>	<b>8,293</b>	<b>15,844</b>	<b>6,000</b>	<b>2,981</b>	<b>6,000</b>	<b>0</b>	<b>6,000</b>

See report note (h.) Underspend shown for 2015/16; budget for 2016/17, reflects the permanent Project Officer post.

	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Final Budget	2015-16 Actual to 30/09/14	2015-16 Projected Outturn	2015-16 Variance	2016-17 Budget
<b>Account Projects Pool</b>								
<b>Code Cost Centre 225</b>								
4274 Project Expenditure	0	29,603	143	45,000	4,139	6,000	39,000	30,000
<b>Projects Pool Expenditure</b>	<b>0</b>	<b>29,603</b>	<b>143</b>	<b>45,000</b>	<b>4,139</b>	<b>6,000</b>	<b>39,000</b>	<b>30,000</b>
1053 Income Grants	0	0	0	0	204,898	0	0	0
<b>Projects Pool Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>204,898</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Net Expenditure over Income</b>	<b>0</b>	<b>29,603</b>	<b>143</b>	<b>45,000</b>	<b>-200,759</b>	<b>6,000</b>	<b>39,000</b>	<b>30,000</b>

S106 Funding received for The Salts Play Area

**NOTES FOR THIS YEAR**

	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Final Budget	2015-16 Actual to 30/09/14	2015-16 Projected Outturn	2015-16 Variance	2016-17 Budget
<b>Planning &amp; Highways</b> Cost Centre 301								
4199 Other Expenditure	131	0	-1	0	0	0	0	0
4263 Bus Shelter Maintenance/Cleaning	258	216	216	750	128	216	534	500
<b>Planning &amp; Highways Expenditure</b>	<b>389</b>	<b>216</b>	<b>215</b>	<b>750</b>	<b>128</b>	<b>216</b>	<b>534</b>	<b>500</b>
1053 Income Grants	98	0	0	0	0	0	0	0
<b>Planning &amp; Highways Income</b>	<b>98</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Net Expenditure over Income</b>	<b>291</b>	<b>216</b>	<b>215</b>	<b>750</b>	<b>128</b>	<b>216</b>	<b>534</b>	<b>500</b>

500 Projected outturn is based on actual clearing frequency and number of shelters

NOTES FOR THIS YEAR

**SUMMARY**

	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Final Budget	2015-16 Actual to 30/09/14	2015-16 Projected Outturn	2015-16 Variance	2016-17 Budget
<b>Net Expenditure</b>								
105 Salts Recreation Ground	99,002	82,174	75,467	51,735	27,834	55,905	-4,170	55,404
106 The Crouch Recreation Ground	56,120	53,083	51,284	37,242	21,385	39,378	-2,136	39,485
107 Martello Fields	5,533	4,938	8,602	13,977	5,255	14,459	-482	14,992
108 Other Open Spaces	22,366	28,551	29,615	34,596	13,312	31,757	2,839	33,671
113 Crypt	7,762	1,831	5,116	5,746	-31	3,630	2,117	5,054
114 South Street	1,110	0	0	0	0	0	0	0
115 Mantello Tower	2,020	2,081	2,143	2,207	2,207	2,207	0	2,273
116 Seaford Head Estate	-10,482	-1,502	-1,964	-4,869	-18,089	-11,891	7,022	-2,062
117 Seatront	-20,841	-33,972	-25,309	-37,687	-39,034	-43,001	5,314	-37,594
118 Beach Huts	-21,350	-21,528	-22,798	-23,112	-24,614	-23,461	349	-27,260
119 Old Town Hall	-1,275	-1,275	-1,275	-1,275	-501	-1,275	0	-2,364
125 Allotments	3,037	831	-935	-855	-856	-863	8	-870
130 Other Recreation	390	3,361	4,495	10,000	59	2,956	7,044	10,000
134 CCTV	11,293	11,438	10,779	10,785	2,938	10,785	0	11,108
135 Community Service Other	9,126	9,969	7,936	22,804	3,618	15,834	6,970	25,449
220 Building Maintenance Pool	0	8,293	15,844	6,000	2,981	6,000	0	6,000
225 Projects Pool	0	29,603	143	45,000	4,139	6,000	39,000	30,000
301 Planning & Highways	291	216	215	750	128	216	534	500
<b>Total Net Expenditure</b>	<b>164,102</b>	<b>178,092</b>	<b>159,358</b>	<b>173,044</b>	<b>731</b>	<b>108,636</b>	<b>64,408</b>	<b>163,807</b>
<b>Total Committee Expenditure</b>	290,223	304,869	320,235	325,056	134,613	282,104	42,952	318,334
<b>Total Committee Income</b>	126,121	126,777	160,877	152,012	338,780	173,469	-21,457	154,526
<b>Total Net Expenditure</b>	<b>164,102</b>	<b>178,092</b>	<b>159,358</b>	<b>173,044</b>	<b>-204,167</b>	<b>108,636</b>	<b>64,408</b>	<b>163,807</b>





## Seaford Town Council

Report 113/15

<b>Agenda Item No:</b>	<b>8</b>
<b>Committee:</b>	<b>Community Services</b>
<b>Date:</b>	<b>26 November 2015</b>
<b>Title:</b>	<b>Projects &amp; Facilities Manager - update report</b>
<b>By:</b>	<b>Ben King – Projects &amp; Facilities Manager</b>
<b>Purpose of Report:</b>	<b>To inform members on progress and actions relating to Seaford Town Council assets and services.</b>

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### Recommendations

**You are recommended:**

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

### 1. Projects and Facilities Information

#### 1.1 The Salts

The delays in relation to the Play Area contract have continued throughout September and into October, at which point the contractor finished on site and notified of completion. This was not formally accepted but a full and final schedule of defects was sent to the contractor; this was supported by another report from ROSPA (The Royal Society for Prevention of Accidents) and notes relating to the poor performance of the contract, the delays and oversights and particularly focussing on how the contract was managed and how parts of the specification were not met in full.

We are currently awaiting a response from the contractor, in the meantime steps have been taken to remove the last remaining skip from the site, works have been completed to the boundary log posts and the benches have been secured.

There have been a number of offences reported at The Salts in relation to Anti-Social behaviour and vandalism. It is believed the cases are repeat offences relating to particular groups. Buildings have been vandalised, sports equipment vandalised and some stolen; and members of the public have experienced abusive exchanges with a number of young people in recent weeks/months.

The Police have been made aware of many of the incidents but not all have been reported. Some youths were apprehended when vandalising some football equipment; consideration is now being given to security options for The Salts as well as signage to raise awareness of the importance in reporting incidents on the 101 number to the Police.

### **Concessions review and Tendering for new licenses starting in 2016.**

With concession licenses coming to an end in March 2016, the existing licenses are being reviewed and invitations to tender are being prepared.

The review of concessions will be incorporating a great deal of feedback from previous years and will also take into account previous requests from potential traders that could not be met, as well as established trends for the existing traders.

Performance against licence conditions will be taken into consideration; particularly with trading times in mind but also staffing and quality of service. License fees/rents will be budgeted in line with the existing income however in addition to the aim of improving quality of service the process will focussed on increasing income for the Council where ever possible.

### **Insurance Renewal**

The Town Council's insurance policies will be renewed in 2016; the review process is underway which takes into account the Council's fixed assets but also risk relating to health and safety and financial risks.

The most significant changes have been experienced in the Golf cost centre however there have been some developments in Community Services over the past 12 months; and with current objectives this may in fact reduce the number of premises where the Council has responsibility for costs.

### **Seafront**

In addition to the problems experienced at The Salts, there was a break in to one of the Beach Huts at Martello, toward the end of October. The incident has been reported to Police and it is understood that evidence has been collected in order to investigate leads. There were reports suggesting other possible cases of attempted break in but there have been no further reports in the subsequent weeks. The Beach Hut has been made secure whilst replacement parts are ordered.

### **Development Plans for Open Spaces**

#### Seaford Seafront Development Plan:

The Seafront Development Plan has unfortunately experienced delays; primarily this is due to the prolonged issues with The Salts Play Area and a variety of pressures on the department which have had an effect on progress in other areas.

The results of the funding applications for 'Coastal Revival Fund' will be announced at the end of this month. Two bids were submitted, one was to meet the cost of employing a consultant to complete detailed design and analysis work for the development plan; and although not intentionally coinciding, once the results of this bid have been announced the work on the seafront development plan will resume.

#### Crouch Gardens Development Plan:

Following a meeting with the Community Liaison Officer for G Burleys the grounds maintenance contractor, an event is being proposed for April/May 2016 at Crouch Gardens to raise awareness. Primarily a community engagement event that will be organised by G Burleys, this will provide an opportunity for the Projects Team to take the first steps with the Crouch Development Plan consultation.

## **Signage Project**

There is currently no further update on this project. Although delays have persisted the project will be resumed shortly and discussions with East Sussex County Council will emphasise the urgency. Draft signs have been drawn up however a review is required to ensure that all aspects and locations have been taken into account prior to placing orders. Len Fisher will be returning to this project following some annual leave.

## **1.2 Events**

### **Seaford Christmas Magic 2015: Saturday 5 December 2015**

*(This is a Seaford Town Council event in partnership with Seaford Chamber of Commerce and utilising local volunteers on the organising working group).*

Following Seaford Bonfire Night held on 17<sup>th</sup> October, Seaford Christmas Magic is the next on the event calendar, the Event Programme has now been released and the final arrangements are being made for Entertainment, Market Stalls and Volunteers.

The Christmas Magic Team would appreciate help from any Councillors available on the day; even dressing in festive costume is welcomed.

The appointed Town Councillor on the working group has been confirmed as Cllr Sam Adeniji.

There have been a few challenges over recent weeks, Infrastructure replacements of cabling and supply points has been required this year for the Christmas Lights, the new infrastructure will provide a longer service life and is far more weather resistant than the previous arrangement which is hoped to reduce call outs.

There is a great deal of scaffold installed on buildings for maintenance works this year; this may affect the installation options with the installation commencing around the time this agenda is released.

For the Christmas Magic event, a number of features that were planned for 2015 (Laser Tag in particular) haven't quite worked out this year; there are a number of reasons but much of it relates to budget, location and dimensions.

One of the notable additions this year is the evening Funfair to allow some of the Young People the opportunity to enjoy something for themselves after the main event. The Funfair is viewed as quite an important part of the festivities for young people, and conversely with it often being an unwanted distraction for the businesses, the attractions are being incorporated in a different location, on Church Street for 2015.

There are a number of rides throughout the main event during the day, but there will also be some larger rides on Church Street for the evening.

#### **EVENT DETAILS:**

Event Date: Saturday 5<sup>th</sup> December  
Times: 10am – 7pm Main Event  
5.45pm – 9.45pm Evening Funfair

## FEATURES AND ATTRACTIONS:

Markets and Stalls

Street Performers – Fire Breathers and Jugglers

Music and Main Stage

Other entertainment including (Buskers, Puppet Show and Themed Characters in dress), Library Storytimes

Santa's Sleigh and Santa's Grotto

Funfair attractions

Around Town Bus Route from CTLA + Park and Ride

20 Page Programme

Lantern Making and Lantern Parade

Children's Activities run by schools

Thanks to the active volunteers on the committee, Sam Adeniji, Carol Edwards, Kristina Veasey, Dominic Smith, Greg Anderson and Daeron McGee who have all accepted a variety of the necessary duties in organising the event; as well as Chamber of Commerce members Neal Richardson, Dave Argent and Jonathan Chappell who all give significant time in developing a valuable Seaford event.

### 1.3 Other Matters

#### Projects & Facilities Team:

Appraisals have been completed for the team members Rachel Beard and Len Fisher; this has noted a number of progress points and identified the priorities for the coming year but primarily focussing on the next 3-6 months. These appraisals have been taken into consideration in my own appraisal which has fed into the Town Clerks reporting to the Personnel Committee.

There are targets in view that will allow the Projects & Facilities Team to maximise opportunities, provide better services whilst having the potential to generate more income. There are a number of related matters that may improve quality of service by working with service partners, and utilising skills through volunteers to develop projects.

Listed below are a number of projects currently being handled within the department, some are repeated annually and are establishing procedures that enable repeat performance each year, and some are one off capital projects, schemes or events.

#### In process

- The Salts Development Plan – Including all project elements
- Seaford Christmas Magic and Christmas Lights
- Memorial Schemes
- Seaford Town Guide
- Redecoration and Renovation of 37 Church Street - STC offices, Chamber and storage areas.
- Coastal Communities Team Project Work – formed of funding bids and development of events and tourism strategies.
- Signage Project – incorporating signage to Tourism locations and to TIC

#### In development

- Seafront Development Plan

- Crouch Gardens Development Plan
- Concessions / Street Trading
- Seafront Performance Area
- Funding bids relevant to Town Council projects.
- Physical Activity Projects for 2016 - *There will be a review of the Physical Activity Projects for 2016. This will take into account previous work but will set priorities to ensure that the quality of service and benefit to the community are maximised.*
- Share with Care – Supporting ESCC and work with Cycle Seahaven
- Seahaven Veterans and Armed Forces Day

In addition to this list there is the day to day operation of facilities that is also handled by the team.

The work from the Coastal Communities Team' role is underway, some of this work will be based around Seaford Christmas Magic, particularly focussing on Public Engagement and Visitor numbers, Feedback and Survey; other work will incorporate research/development of Outdoor Movie options for 2016 onwards, as well as promotional aspects associated with all events and the seasonal relationship with the seafront.

## 2. Priorities going forward

### **Project Management**

Consolidating all projects into a portfolio to ensure clear direction for the Projects & Facilities team members, and to enable update and review stages for each project.

Target Date: November to support budgeting

Status: In use as a working document, refined and updated regularly

### **The Salts Development Plan**

Children's Play Space

Target Date: Complete in September

Status: awaiting feedback on schedule defects

Tennis Courts

Target Date: Develop in September - commence project early 2016

Status: Awaiting support aiming to commence development of design options in January.

Skate Park, Cycling and MUGA

Target Date: Commence Spring 2016

Status: initial request for S106 funding made to LDC (*to be utilised as proportionate funding*).

Café

Target Date: Introduce new system of tenancy early 2016.

Status: Review detail of proposal from Wave when submitted.

Football Cricket and Rugby

Target Date: Develop over winter with target to implement works post winter season.

Status: All clubs now generally consulted, options discussed and a plan to be produced (with support).

### **Seafront Development Plan**

Continue to progress the first stages of the Seafront Development Plan consulting first with agencies and authorities.

Target Date: October for consultation with authorities and drafting through winter for early 2016 approval.

Status: Delayed resume in December.

### **Crouch Gardens Development Plan**

Develop the first public consultation, inviting other key stakeholders to support where relevant.

Target Date: Spring/Summer 2016 for first consultation.

Status: Currently on target with support from G Burley's.

### **Seaford Town Guide**

First Draft of editorial

Target Date: September

Design and styling

Target Date: Complete by end of September

Final draft and print

Target Date: November

Status: Delayed but final draft approval taking place w/c 23<sup>rd</sup> November

### **Seaford Christmas magic**

Final decisions on event format

Target Date: September

Production of Programme

Target Date: October for print, then release in November

Event

Date: Saturday 5<sup>th</sup> December

Status: On target

### **Signage Project**

Review signage project, submit applications for brown signing and confirm the final cost of the project.

Target Date: Will be guided by ESCC, target for manufacturing signs through winter

Status: Resuming project development in December, aiming for manufacturing February 2016.

### **Concessions**

Review all Concessions including The Salts Café and prepare invitations to tender for the next licence period. The Salts Café requires a more in depth review to consider longer term options, the same may apply for the other fixed Kiosks. Assessment of the possible scope for additional concessions will be included in the review process.

Target Date: Advertise early 2016, new tenancies/licenses to commence 1<sup>st</sup> April 2016

Status: On target

### **Appraisals**

Complete Appraisals

Target Date: Completed in September

Status: Completed

**3. Financial Appraisal**


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

**4. Contact Officer**

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

Projects & Facilities Manager

Town Clerk

A handwritten signature in black ink, appearing to read 'Ben King', is written over two horizontal lines. The signature is stylized and somewhat illegible due to the cursive nature of the handwriting.