



## 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 27 February 2014, at 7.00 pm, which you are summoned to attend.

S. Shippen  
Town Clerk

21 February 2014

### Agenda

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

**2. Minutes**

To approve the minutes of the meeting held on 19 December 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 consider report 146/13 regarding receipts, payments and bank reconciliation for December 2013 and January 2014 (pages 3 to 18).

b) To consider report 147/13 regarding the Council budget position for the period 1 April 2013 to 31 January 2014. (pages 19 to 23).

**6. Internal Control Review**

To consider report 148/13 regarding the review of internal controls for 2014/15 (pages 25 to 29).

**7. Financial Risk Assessment**

To consider report 149/13 concerning the updated financial risk assessment (pages 31 to 36).

**8. Grant Funding Allocations**

To consider report 158/13 concerning funding allocations for 2014-15 (pages 37 to 38).

**9. Grant Applications**

To consider report 150/13 regarding the Grant Application process for 2014-15 (pages 39 to 46).

**10. Risk Management Plan**

To consider report 155/13 concerning the updated financial risk assessment (pages 47 to 54).

**11. Repeal of the Local Government Act 1972 s150(5)**

To consider report 159/13 concerning the update of Repeal of s150(5) of the Local Government Act 1972 (pages 55 to 56).

**12. Training Events**

**a) SSALC Training Events**

To consider report 152/13 concerning Councillor attendance at two training events (pages 57 to 60).

**b) AMT Towns Alive Workshop**

To consider report 156/13 concerning Councillor attendance at the Marketing Your Town Workshop (pages 61 to 62).

**13. Sustainable Communities Act-Support for Sevenoaks Town Council Submission**

To consider report 160/13 regarding a return of a proportion of business rates (pages 63 to 64).

**14. Councillor's Computer**

To consider report 157/13 concerning the possible replacement of the Councillor's computer in the Members Room (pages 65 to 66).

**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 Brown (Vice Chairman),  
Councillors S Adeniji, R Allen (ex-officio), P Franklin, S Gauntlet, T Goodman, A Hayder,  
R Needham, B Warren, and I White.

**For information:**

Councillors S Dunn, B Groves, P Heseltine, A Latham, S McStravick, and L Wallraven.



## Seaford Town Council

Report 146/13

**Agenda Item No:** 5(a)  
**Committee:** Finance & General Purposes  
**Date:** 27 February 2014  
**Title:** Receipts, Payments and Bank Reconciliation Reports for December 2013, January 2014  
**By:** Lucy Clark, Support Services Manager  
**Purpose of Report:** To advise the Committee of receipts, payments and bank reconciliation for December 2013 and January 2014

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### Recommendations

You are recommended:

1. To approve the information contained in the report.
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### 1. Information

- 1.1 Attached as Appendix A is a copy of the cashbook listing receipts and payments for December 2013 and January 2014 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.

### 2. Financial Appraisal

The appendix comprises the bank account transactions for December 2013 and January 2014.

### 3. Contact Officer

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

Support Services Manager

Town Clerk

## Bank Reconciliation Statement as at: 31/12/2013 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	31/12/2013	270	292,702.80
			<u>292,702.80</u>

<u>Unpresented Cheques (Minus)</u>	<u>Amount</u>
30/11/2013 202185 Horizon Landscapes	1,290.00
30/11/2013 202190 S R Services (South East) Ltd	104.09
16/12/2013 202199 PPL	58.88
18/12/2013 202201 The Front Room Ltd	50.00
19/12/2013 202200 P A Wilkins	50.00
24/12/2013 202205 HMRC	604.80
24/12/2013 202206 Materials petty cash	286.09

2,443.86

290,258.94Receipts not Banked/Cleared (Plus)

31/08/2013	-0.02
10/12/2013	0.10
17/12/2013	49.00
18/12/2013	75.00
19/12/2013	138.00
20/12/2013	27.00
22/12/2013	40.00
24/12/2013	85.00
26/12/2013	60.00
26/12/2013	60.00
27/12/2013	180.00
28/12/2013	577.00
29/12/2013	252.00
29/12/2013	30.00
29/12/2013	240.00
30/12/2013	200.00
31/12/2013	100.00

2,113.08

292,372.02

Balance per Cash Book is :-

292,372.03

Difference is :-

0.00

THERE IS A DIFFERENCE WITH THE BALANCE PER CASH BOOK AMOUNT & THE BALANCE CARRIED FORWARD AMOUNT.

THIS IS DUE TO TWO PAYMENTS BEING ENTERED IN THE INCORRECT MONTH (CHQ NR'S 202207 & 202208)

## Receipts for Month 9

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		465,759.86				465,759.86	
Banked on : 01/12/2013		136.00					
PDQ	PDQ	136.00		22.67	120	113.33	PDQ - 01/12/2013
Banked on : 02/12/2013		60.00					
PDQ	PDQ	60.00		10.00	120	50.00	PDQ - 02/12/2013
Banked on : 03/12/2013		10.00					
PDQ	PDQ	10.00		1.67	120	8.33	PDQ - 03/12/2013
Banked on : 03/12/2013		45.00					
BACS		45.00			1075 135	45.00	Stall at Late Night Shopping
Banked on : 04/12/2013		10.00					
R	PDQ	10.00		1.67	120	8.33	PDQ - 04/12/2013
Banked on : 05/12/2013		15.00					
PDQ	PDQ	15.00		2.50	120	12.50	PDQ - 05/12/2013
Banked on : 05/12/2013		268.70					
	Sales Recpts Page 602	268.70	268.70		101		Sales Recpts Page 602
Banked on : 05/12/2013		122.76					
Interest	Co-op Bank	122.76			1190 201	122.76	Interest - Dec
Banked on : 06/12/2013		20.00					
PDQ	PDQ	20.00		3.33	120	16.67	PDQ - 06/12/2013
Banked on : 07/12/2013		80.00					
PDQ	PDQ	80.00		13.33	120	66.67	PDQ - 07/12/2013
Banked on : 08/12/2013		95.00					
PDQ	PDQ	95.00		15.83	120	79.17	PDQ - 08/12/2013
Banked on : 08/12/2013		928.00					
Banking	Golf Banking	928.00		154.67	120	773.33	Golf Banking
Banked on : 09/12/2013		152.60					
PDQ	PDQ	152.60		25.43	120	127.17	PDQ - 09/12/2013
Banked on : 10/12/2013		1,300.06					
2927	Reid Briggs & Co Ltd	50.00			1065 135	50.00	Contribution to Xmas Lights
02824	Burts Bakery	40.00			1075 135	40.00	Stall @ Late Night Shopping
02932		330.00			1065 135	330.00	Funfair at Late Night Shopping
02823	MiHomecare	40.00			1075 135	40.00	Stall at Late Night Shopping
02930	Swindells	500.00			1065 135	500.00	Contribution for Xmas Lights
02929	Deans Place	60.00			1065 135	60.00	Contribution to Xmas Lights
02933	Splash Point Music Ltd	50.00			1065 135	50.00	Contr. to Xmas Lights - Fairy
02934	Blainies Ltd	50.00			1065 135	50.00	Contri to Xmas Lights - Fairy
02825		180.06			551	180.06	Donations from Carol Service
Banked on : 10/12/2013		257.09					
	Sales Recpts Page 598	257.09	257.09		101		Sales Recpts Page 598

Date: 09/01/2014

## Seaford Town Council 2013/14

Page No: 301

Time: 09:50

## Cash Book 1

User : LC

## Current/Deposit Account

For Month No : 9

## Receipts for Month 9

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
	Banked on : 10/12/2013	60.00					
	Sales Recpts Page 600	60.00	60.00		101		Sales Recpts Page 600
	Banked on : 10/12/2013	1.20					
02935	--	1.20			1059 201	1.20	Photocopy of Standing Orders
	Banked on : 10/12/2013	37.00					
PDQ	PDQ	37.00		6.17	120	30.83	PDQ
	Banked on : 10/12/2013	1,250.00					
	Sales Recpts Page 603	1,250.00	1,250.00		101		Sales Recpts Page 603
	Banked on : 11/12/2013	40.00					
F	PDQ	40.00		6.67	120	33.33	PDQ - 11/12/2013
	Banked on : 11/12/2013	240.00					
	Sales Recpts Page 604	240.00	240.00		101		Sales Recpts Page 604
	Banked on : 12/12/2013	24.00					
PDQ	PDQ	24.00		4.00	120	20.00	PDQ - 12/12/2013
	Banked on : 13/12/2013	90.00					
	Sales Recpts Page 605	90.00	90.00		101		Sales Recpts Page 605
	Banked on : 14/12/2013	126.00					
PDQ	PDQ	126.00		21.00	120	105.00	PDQ - 14/12/2013
	Banked on : 15/12/2013	60.00					
PDQ	PDQ	60.00		10.00	120	50.00	PDQ - 15/12/2013
	Banked on : 15/12/2013	715.00					
BANKING	GOLF BANKING	715.00		119.17	120	595.83	GOLF BANKING
	Banked on : 16/12/2013	6,534.00					
BAUS	Masters Farms	6,534.00			1053 116	6,534.00	Grant Income
	Banked on : 17/12/2013	30.00					
PDQ	PDQ	30.00		5.00	120	25.00	PDQ - 17/12/13
	Banked on : 17/12/2013	49.00					
BANKING	BANKING	49.00		8.17	120	40.83	BANKING - 17/12/2013
	Banked on : 18/12/2013	75.00					
BANKING	GOLF BANKING	75.00		12.50	120	62.50	BANKING -18/12/2013
	Banked on : 19/12/2013	138.00					
BANKING	GOLF BANKING	138.00		23.00	120	115.00	BANKING - 19/12/2013
	Banked on : 20/12/2013	938.35					
	Sales Recpts Page 599	938.35	938.35		101		Sales Recpts Page 599
	Banked on : 20/12/2013	475.00					
02937		270.00			1065 135	270.00	Fun Fair Balance - Lte Ngt Shp

Continued on Page 302

Date: 09/01/2014

## Seaford Town Council 2013/14

Page No: 302

Time: 09:50

Cash Book 1

User : LC

Current/Deposit Account

For Month No : 9

## Receipts for Month 9

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
02938		175.00			551	175.00	SMJ Fundraising Event
02939	Seaford Head School	30.00			551	30.00	Donation to Mayors Charity
	Banked on : 20/12/2013	84.79					
	Sales Recpts Page 601	84.79	84.79		101		Sales Recpts Page 601
	Banked on : 20/12/2013	15.00					
PDQ	PDQ	15.00		2.50	120	12.50	PDQ - 20/12/2013
	Banked on : 20/12/2013	27.00					
BANKING	GOLF BANKING	27.00		4.50	120	22.50	BANKING - 20/12/2013
	Banked on : 22/12/2013	40.00					
E KING	GOLF BANKING	40.00		6.67	120	33.33	BANKING - 22/12/2013
	Banked on : 24/12/2013	85.00					
BANKING	GOLD BANKING	85.00		14.17	120	70.83	BANKING -24/12/2013
	Banked on : 24/12/2013	180.00					
	Sales Recpts Page 606	180.00	180.00		101		Sales Recpts Page 606
	Banked on : 24/12/2013	659.96					
	Sales Recpts Page 607	659.96	659.96		101		Sales Recpts Page 607
	Banked on : 26/12/2013	30.00					
PDQ	PDQ	30.00		5.00	120	25.00	PDQ - 26/12/2013
	Banked on : 26/12/2013	60.00					
PDQ	PDQ	60.00		10.00	120	50.00	PDQ - 28/12/2013
	Banked on : 26/12/2013	60.00					
BANKING	GOLF BANKING	60.00		10.00	120	50.00	BANKING - 26/12/2013
	Banked on : 27/12/2013	180.00					
E KING	GOLF BANKING	180.00		30.00	120	150.00	BANKING - 27/12/2013
	Banked on : 27/12/2013	50.00					
	Sales Recpts Page 608	50.00	50.00		101		Sales Recpts Page 608
	Banked on : 28/12/2013	577.00					
BANKING	GOLF BANKING	577.00		96.17	120	480.83	BANKING - 28/12/2013
	Banked on : 29/12/2013	252.00					
PDQ	PDQ	252.00		42.00	120	210.00	PDQ - 29/12/2013
	Banked on : 29/12/2013	30.00					
PDQ	PDQ	30.00		5.00	120	25.00	PDQ - 29/12/2013
	Banked on : 29/12/2013	240.00					
BANKING	GOLF BANKING	240.00		40.00	120	200.00	BANKING - 29/12/2013
	Banked on : 30/12/2013	200.00					
BANKING	GOLF BANKING	200.00		33.33	120	166.67	BANKING - 30/12/2013

Continued on Page 303

Date: 09/01/2014

Seaford Town Council 2013/14

Page No: 303

Time: 09:50

Cash Book 1

User : LC

Current/Deposit Account

For Month No : 9

Receipts for Month 9

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Banked on : 30/12/2013	50.00					
BACS	Sussex Elderly Care Ltd	50.00			1065 135	50.00	Sussex Elderly Care Ltd
	Banked on : 31/12/2013	100.00					
PDQ	PDQ	100.00		16.67	120	83.33	PDQ - 31/12/2013
	Banked on : 31/12/2013	90.00					
	Sales Recpts Page 609	90.00	90.00		101		Sales Recpts Page 609
<b>Total Receipts for Month</b>		<b>17,393.51</b>	<b>4,168.89</b>	<b>782.79</b>		<b>12,441.83</b>	
<b>Cash Book Totals</b>		<u><b>483,153.38</b></u>	<u><b>4,168.89</b></u>	<u><b>782.79</b></u>		<u><b>478,201.70</b></u>	



Date: 09/01/2014

## Seaford Town Council 2013/14

Page No: 304

Time: 09:50

Cash Book 1

User : LC

Current/Deposit Account

For Month No : 9

## Payments for Month 9

## Nominal Ledger

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c Centre	£ Amount	Transaction Detail
30/11/2013	J Cheesmur & Sons (Lewes) Ltd	202178	128,320.30	128,320.30		501		4128 - new golf club
30/11/2013	Chris Hatcher & Son	202179	2,377.60	2,377.60		501		4107- Completion of c/heating
30/11/2013	Collier Turf Care Ltd	202180	1,619.39	1,619.39		501		4112 - Pennon flags QTY 20
30/11/2013	CPL Petroleum	202181	741.09	741.09		501		4111 - Gasoil
30/11/2013	English Woodlands Timber Ltd	202182	900.00	900.00		501		4133- christmas tree
30/11/2013	Europlants Ltd	202183	529.51	529.51		501		4097-supply & planting
30/11/2013	Hire-a-Loo	202184	95.60	95.60		501		4104-1/10/13-31/10/13
30/11/2013	Horizon Landscapes	202185	1,290.00	1,290.00		501		4134 - footpath to crouch
30/11/2013	House Martins	202186	2,960.00	2,960.00		501		4127 - new golf club
30/11/2013	Wow Copy Print Design	202187	195.00	195.00		501		4126 - flyers for xmas
30/11/2013	Lewes District Council	202188	16,579.49	16,579.49		501		4102 - grounds mainten.sept13
30/11/2013	Office Depot UK Ltd	202189	638.90	638.90		501		4122-stationery order
30/11/2013	S R Services (South East) Ltd	202190	104.09	104.09		501		4139 - White Line Marking
30/11/2013	Tanleys Printers Ltd	202191	322.80	322.80		501		4120 - Purchase order books
30/11/2013	Philip Thatcher	202192	100.00	100.00		501		4096-cleaning oct 2013
30/11/2013	Travis Perkins Trading Co Ltd	202193	299.96	299.96		501		4106 - treated timber
30/11/2013	Vale Brothers Ltd	202194	81.60	81.60		501		4137- Embroidery Garments
30/11/2013	Zurich Management Services	202195	72.00	72.00		501		4118 - course-s.dunn/r.needham
01/12/2013	Lewes District Council	Std Ord	226.00			4051 113	226.00	Rates 2013-14 Church St
01/12/2013	Lewes District Council	Std Ord	60.00			4051 108	60.00	Rates High & Over 2013-14
01/12/2013	Lewes District Council	Std Ord	310.00			4051 113	310.00	Rates Gallery 2013-14
01/12/2013	Lewes District Council	Std Ord	18.00			4051 118	18.00	Rent - Beach Hut 27
01/12/2013	Lewes District Council	Std Ord	18.00			4051 118	18.00	Rate - Beach Hut 28
01/12/2013	Lewes District Council	Std Ord	18.00			4051 118	18.00	Rates - Beach Hut 29
01/12/2013	Lewes District Council	Std Ord	18.00			4051 118	18.00	Rates - Beach Hut 52
01/12/2013	Lewes District Council	Std Ord	18.00			4051 118	18.00	Rates - Beach Hut 53
01/12/2013	Lewes District Council	Std Ord	18.00			4051 118	18.00	Rates - Beach Hut 54
01/12/2013	Lewes District Council	Std Ord	18.00			4051 118	18.00	Rates - Beach Hut 55
01/12/2013	Lewes District Council	Std Ord	18.00			4051 118	18.00	Rates - Beach Hut

Continued on Page 305

Date: 09/01/2014

## Seaford Town Council 2013/14

Page No: 305

Time: 09:50

## Cash Book 1

User : LC

## Current/Deposit Account

For Month No : 9

## Payments for Month 9

## Nominal Ledger

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c Centre	£ Amount	Transaction Detail
								56
01/12/2013	Lewes District Council	Std Ord	18.00			4051 118	18.00	Rates - Beach Hut 57
01/12/2013	Lewes District Council	Std Ord	18.00			4051 118	18.00	Rates - Beach Hut 58
01/12/2013	Lewes District Council	Std Ord	18.00			4051 118	18.00	Rates - Beach Hut 59
01/12/2013	Lewes District Council	Std Ord	18.00			4051 118	18.00	Rates - Beach Hut 60
01/12/2013	Lewes District Council	Std Ord	58.00			4051 105	58.00	Rates - The Base
01/12/2013	Lewes District Council	Std Ord	185.00			4051 101	185.00	Rates - Golf Club
01/12/2013	Lewes District Council	Std Ord	55.00			4051 205	55.00	Rates - TIC
01/12/2013	Lewes District Council	Std Ord	954.00			4051 205	954.00	Rates - 37 Church Street
02/12/2013	South East Water	200841X	1,206.47	1,206.47		501		4083 - 24/9 - 24/10/2013
03/12/2013	Southern Electric	812297431	670.79	670.79		501		4114-20/7/13-24/10/13
03/12/2013	Flaming Fun Ltd	202174	420.00	420.00		501		4145 - Ice Fairy - LN Shopping
04/12/2013	UK Fuels	46242	157.61	157.61		501		4132- golf tools nov 13
09/12/2013	Talk Talk Business	4470/882	83.66	83.66		501		4095- TIC 01/10/13-31/10/13
09/12/2013	Petty Cash	202177	180.06			201	180.06	Petty Cash Top Up
10/12/2013	Barclaycard	39578590	72.70	72.70		501		4125 - 01/11-30/11/13
10/12/2013	British Telecom	449Q033	57.56	57.56		501		4129 - Broadband line
10/12/2013	John Spicer	202196	635.00	635.00		501		4142-SALTS-Cricket clb basin
11/12/2013		202198	37.60			4010 201	37.60	Oct & Nov Travel Expenses
11/12/2013		202197	52.30			4013 201	52.30	Paid I White's Travel (Conf)
12/12/2013	British Gas Business	29176672	125.65	125.65		501		4177 - 26/10 - 23/11
16/12/2013	PPL	202199	58.88	58.88		501		4153 - Licence for Music
16/12/2013	02 (UK) Ltd	0725/001	9.07	9.07		501		4190 - Mobile 30/11 to 30/12
16/12/2013	Co-Operative Bank	COOP/4656	5.14	5.14		501		4168 - Nov Salaries
18/12/2013	The Front Room Ltd	202201	50.00			4273 135	50.00	Foam & Fabric Window Prize
19/12/2013	Post Office Ltd (for HMRC)	202202	4,705.71			515	4,705.71	DEC PAYE
19/12/2013	East Sussex Pension Fund	202203	3,552.57			517	3,552.57	December Pension
19/12/2013		202200	50.00			4273 135	50.00	Ambers Shop Window Prize
19/12/2013		202204	270.00	270.00		501		4189 - Stalls at Late Night Sh
20/12/2013	Kent County Council (KCS)	743-47348	369.41	369.41		501		4103 - sept-nov 2013
23/12/2013	Talk Talk Business	3098/882	190.30	190.30		501		4148 - 01/12-31/12/2013

Continued on Page 306

Date: 09/01/2014

## Seaford Town Council 2013/14

Page No: 306

Time: 09:50

Cash Book 1

User : LC

Current/Deposit Account

For Month No : 9

## Payments for Month 9

## 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>
23/12/2013	Fraser Morley	BACS	3,367.00	3,367.00		501		4175 - Dec Retainer
23/12/2013	Co-op Bank	BACS	13,892.78			516	13,892.78	December Payroll
24/12/2013	HMRC	202205	604.80			515	604.80	Unpaid Tax for D Parkes 12/13
24/12/2013	Materials petty cash	202206	286.09			201	286.09	Float Updated
27/12/2013	Postage by Phone - Pitney Bowe	33530379	307.20	307.20		501		4169 - Franking Charges
31/12/2013	Southern Electric	812297431	71.67	71.67		501		4179 - The Base
07/01/2014		202207	17.40			4010 201	17.40	TRAIN TRAVEL - DEC 2013
07/01/2014	PEACEHAVEN TOWN COUNCIL	202208	25.00			4181 210	25.00	MURDER MYSTERY TICKETS X2
<b>Total Payments for Month</b>			<b>190,823.75</b>	<b>165,305.44</b>	<b>0.00</b>		<b>25,518.31</b>	
<b>Balance Carried Fwd</b>			<b>292,329.62</b>					
<b>Cash Book Totals</b>			<b>483,153.38</b>	<b>165,305.44</b>	<b>0.00</b>		<b>317,847.94</b>	

## Bank Reconciliation Statement as at: 31/01/2014 for Cash Book 1 Current/Deposit Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Coop Community Direct Plus	31/01/2014	275	284,036.98
			<u>284,036.98</u>
<b><u>Unpresented Cheques (Minus)</u></b>		<b><u>Amount</u></b>	
30/11/2013 202185 Horizon Landscapes		1,290.00	
			<u>1,290.00</u>
			282,746.98
<b><u>Receipts not Banked/Cleared (Plus)</u></b>			
31/08/2013		-0.02	
31/01/2014		30.00	
31/01/2014		3,120.00	
31/01/2014		236.79	
31/01/2014		2,285.09	
			<u>5,671.86</u>
			288,418.84
		<b>Balance per Cash Book is :-</b>	<b>288,418.84</b>
		<b>Difference is :-</b>	<b>0.00</b>

Date: 06/02/2014

## Seaford Town Council 2013/14

Page No: 307

Time: 14:23

Cash Book 1

User : LC

Current/Deposit Account

For Month No : 10

## Receipts for Month 10

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	292,329.62				292,329.62	
	Banked on : 01/01/2014	891.00					
BANKING	BANKING	891.00		148.50	120	742.50	GOLF BANKING - 01/01/2014
	Banked on : 02/01/2014	40.00					
PDQ	PDQ	40.00		6.67	120	33.33	PDQ GOLF 02/01/20014
	Banked on : 02/01/2014	3,966.29					
	Sales Recpts Page 612	3,966.29	3,966.29		101		Sales Recpts Page 612
	Banked on : 03/01/2014	73.78					
BACS	Co-op Bank	73.78			1190 201	73.78	Interest
	Banked on : 05/01/2014	80.00					
PDQ	PDQ	80.00		13.33	120	66.67	Golf Course PDQ - 05/01/2014
	Banked on : 06/01/2014	833.00					
	Sales Recpts Page 616	833.00	833.00		101		Sales Recpts Page 616
	Banked on : 07/01/2014	2,350.00					
	Sales Recpts Page 611	2,350.00	2,350.00		101		Sales Recpts Page 611
	Banked on : 08/01/2014	4,671.64					
02942		4,671.64			4274 106	4,671.64	Log Cabin-Communal Gardens
	Banked on : 10/01/2014	68.00					
PDQ	PDQ	68.00		11.33	120	56.67	Golf Course PDQ - 10/01/2014
	Banked on : 11/01/2014	321.00					
PDQ	PDQ	321.00		53.50	120	267.50	Golf Course PDQ - 11/01/2014
	Banked on : 14/01/2014	1,920.00					
	Sales Recpts Page 610	1,920.00	1,920.00		101		Sales Recpts Page 610
	Banked on : 14/01/2014	317.38					
02946		29.38			1060 118	29.38	Transfer of beach hut licence
02947		288.00			4199 113	288.00	Crypt hooks
	Banked on : 14/01/2014	30.00					
PDQ	PDQ	30.00		5.00	120	25.00	PDQ - 14/01/2014
	Banked on : 15/01/2014	96.00					
PDQ	PDQ	96.00		16.00	120	80.00	PDQ - 15/01/2014
	Banked on : 16/01/2014	318.75					
	Sales Recpts Page 614	318.75	318.75		101		Sales Recpts Page 614
	Banked on : 17/01/2014	769.09					
	Sales Recpts Page 617	769.09	769.09		101		Sales Recpts Page 617
	Banked on : 18/01/2014	114.00					
PDQ	PDQ	114.00		19.00	120	95.00	PDQ - 18/01/2014
	Banked on : 19/01/2014	174.00					

Continued on Page 308

Date: 06/02/2014

## Seaford Town Council 2013/14

Page No: 308

Time: 14:23

Cash Book 1

User : LC

Current/Deposit Account

For Month No : 10

## Receipts for Month 10

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
PDQ	PDQ	174.00		29.00	120	145.00	PDQ - 19/01/2014
	Banked on : 19/01/2014	723.00					
BANKING	GOLF BANKING	723.00		120.50	120	602.50	Golf Banking - 19/01/2014
	Banked on : 20/01/2014	30.00					
PDQ	PDQ	30.00		5.00	120	25.00	PDQ - 20/01/2014
	Banked on : 21/01/2014	47.00					
PDQ	PDQ	47.00		7.83	120	39.17	PDQ-21/01/2014
	Banked on : 22/01/2014	1,286.97					
02952		175.00		29.17	520	145.83	23/8/2014-07/09/2014
02948	Loadstar Entertainment	50.00			1065 135	50.00	Sponsorship contribution LNS
02948	Seaford Chamber of Commerce	100.00			1065 135	100.00	Donation Christmas lights 2013
02954	Lewes District Council	961.97			4051 101	961.97	Non Domestic Rates Refund
	Banked on : 22/01/2014	1,177.98					
	Sales Recpts Page 613	1,177.98	1,177.98		101		Sales Recpts Page 613
	Banked on : 22/01/2014	15.00					
PDQ	PDQ	15.00		2.50	120	12.50	PDQ - 22/01/2013
	Banked on : 23/01/2014	22.00					
PDQ	PDQ	22.00		3.67	120	18.33	PDQ - 23/01/2014
	Banked on : 24/01/2014	12.00					
PDQ	PDQ	12.00		2.00	120	10.00	PDQ - 24/01/2014
	Banked on : 24/01/2014	65,270.22					
BACS	HMRC VAT	65,270.22			105	65,270.22	HMRC VAT
	Banked on : 25/01/2014	301.00					
PDQ	PDQ	301.00		50.17	120	250.83	PDQ - 25/01/2014
	Banked on : 26/01/2014	799.00					
BANKING	GOLF BANKING	799.00		133.17	120	665.83	GOLF BANKING 20/01-26/01/14
	Banked on : 27/01/2014	48.00					
PDQ	PDQ	48.00		8.00	120	40.00	PDQ - 27/01/2014
	Banked on : 27/01/2014	50.00					
	Sales Recpts Page 619	50.00	50.00		101		Sales Recpts Page 619
	Banked on : 31/01/2014	30.00					
PDQ	PDQ	30.00		5.00	120	25.00	PDQ - 31/01/2014
	Banked on : 31/01/2014	3,120.00					
BANKING	GOLF BANKING	3,120.00		520.00	120	2,600.00	GOLF BANKING-27/01-31/01/2014
	Banked on : 31/01/2014	236.79					
02960	Seaford Christmas Arts	139.29		23.22	520	116.07	Arts@crypt 21/11-30/11/14-
02957	Seaford Art Club	97.50		16.25	520	81.25	arts@crypt deposit

Continued on Page 309

Date: 06/02/2014

Seaford Town Council 2013/14

Page No: 309

Time: 14:23

Cash Book 1

User : LC

Current/Deposit Account

For Month No : 10

Receipts for Month 10

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Banked on : 31/01/2014		2,285.09					
	Sales Recpts Page 615	2,285.09	2,285.09		101		Sales Recpts Page 615
Banked on : 31/01/2014		60.00					
	Sales Recpts Page 618	60.00	60.00		101		Sales Recpts Page 618
<b>Total Receipts for Month</b>		<b>92,547.98</b>	<b>13,730.20</b>	<b>1,228.81</b>		<b>77,588.97</b>	
<b>Cash Book Totals</b>		<u>384,877.60</u>	<u>13,730.20</u>	<u>1,228.81</u>		<u>369,918.60</u>	

Continued on Page 310

## Payments for Month 10

## Nominal Ledger

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c Centre	£ Amount	Transaction Detail
31/12/2013	Blachere IlluminationUK Ltd	202209	5,097.30	5,097.30		501		4196- christmas street lights
31/12/2013	J Cheesmur & Sons (Lewes) Ltd	202210	46,842.24	46,842.24		501		4165 - Pymnt Cert Nr 4
31/12/2013	Collier Turf Care Ltd	202211	87.60	87.60		501		4157 - land drainage pipe
31/12/2013	Sussex Events Ltd	202212	200.00	200.00		501		4194 - PA System
31/12/2013	Godfreys (Sevenoaks) Ltd	202213	1,284.46	1,284.46		501		4200 - switch
31/12/2013	Hire-a-Loo	202214	92.52	92.52		501		4164 - Chemical Toilet Nov 13
31/12/2013	Mr P S Kennard	202215	288.00	288.00		501		4172 - Beach Shelter Nov 13
31/12/2013	KMK Productions	202216	66.30	66.30		501		4192 - Hi vis. vests
31/12/2013	Lewes District Council	202217	3,932.57	3,932.57		501		4171 - 01/01/14 - 31/03/14
31/12/2013		202218	1,704.00	1,704.00		501		4156 - drains 26/11-3/12
31/12/2013	C.McCormick	202219	110.00	110.00		501		4197 - Tree Removal
31/12/2013	Office Depot UK Ltd	202220	78.56	78.56		501		4198-stationery order
31/12/2013	Police & Crime Commissioner fo	202221	549.68	549.68		501		4147 - CCTV Dec / Jan 14
31/12/2013	Performing Right Society Ltd	202222	32.50	32.50		501		4173 - Music Licnse for LNShop
31/12/2013	Recognition Express	202223	39.66	39.66		501		4150 - personalised name badge
31/12/2013	John Spicer	202224	370.00	370.00		501		4193-Restain benches
31/12/2013	Sussex Wildlife Trust	202225	3,868.80	3,868.80		501		4162 - Asst Reserve Officer
31/12/2013	Tanleys Printers Ltd	202226	74.40	74.40		501		4151 - Business Cards
31/12/2013	Telecom Services	202227	894.00	894.00		501		4166 - Yr Maint 2/1/14-2/1/15
31/12/2013	Philip Thatcher	202228	48.00	48.00		501		4152 - cleaning of chairs
31/12/2013	Travis Perkins Trading Co Ltd	202229	58.20	58.20		501		4202- Hanson dried sand
31/12/2013	Wave Leisure Trust	202230	2,860.36	2,860.36		501		4161 - Pool Maintenance Contri
1/01/2014	Lewes District Council	Std Ord	226.00			4051 113	226.00	Rates 2013-14 Church St
1/01/2014	Lewes District Council	Std Ord	60.00			4051 108	60.00	Rates High & Over 2013-14
1/01/2014	Lewes District Council	Std Ord	310.00			4051 113	310.00	Rates Gallery 2013-14
1/01/2014	Lewes District Council	Std Ord	18.00			4051 118	18.00	Rent - Beach Hut 27
1/01/2014	Lewes District Council	Std Ord	18.00			4051 118	18.00	Rate - Beach Hut 28
1/01/2014	Lewes District Council	Std Ord	18.00			4051 118	18.00	Rates - Beach Hut 29
1/01/2014	Lewes District Council	Std Ord	18.00			4051 118	18.00	Rates - Beach Hut 52
1/01/2014	Lewes District Council	Std Ord	18.00			4051 118	18.00	Rates - Beach Hut



Date: 06/02/2014

## Seaford Town Council 2013/14

Page No: 311

Time: 14:23

Cash Book 1

User : LC

Current/Deposit Account

For Month No : 10

## Payments for Month 10

## Nominal Ledger

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c Centre	£ Amount	Transaction Detail
							53	
01/01/2014	Lewes District Council	Std Ord	18.00			4051 118	18.00	Rates - Beach Hut 54
01/01/2014	Lewes District Council	Std Ord	18.00			4051 118	18.00	Rates - Beach Hut 55
01/01/2014	Lewes District Council	Std Ord	18.00			4051 118	18.00	Rates - Beach Hut 56
01/01/2014	Lewes District Council	Std Ord	18.00			4051 118	18.00	Rates - Beach Hut 57
01/01/2014	Lewes District Council	Std Ord	18.00			4051 118	18.00	Rates - Beach Hut 58
31/01/2014	Lewes District Council	Std Ord	18.00			4051 118	18.00	Rates - Beach Hut 59
31/01/2014	Lewes District Council	Std Ord	18.00			4051 118	18.00	Rates - Beach Hut 60
31/01/2014	Lewes District Council	Std Ord	58.00			4051 105	58.00	Rates - The Base
31/01/2014	Lewes District Council	Std Ord	185.00			4051 101	185.00	Rates - Golf Club
31/01/2014	Lewes District Council	Std Ord	55.00			4051 205	55.00	Rates - TIC
31/01/2014	Lewes District Council	Std Ord	954.00			4051 205	954.00	Rates - 37 Church Street
32/01/2014	South East Water	003434X	48.72	48.72		501		4181 - Kiosk May - Nov 13
32/01/2014	South East Water	00541X	917.02	917.02		501		4180 - Crouch Jun-Dec 13
32/01/2014	South East Water	00561X	1,518.28	1,518.28		501		4182 - Rec Grnd May - Nov 13
32/01/2014	South East Water	00841X	1,267.14	1,267.14		501		4186 - Metered 24/10 - 21/11
32/01/2014	South East Water	27142	36.08	36.08		501		4176 - 12/06 to 12/12
32/01/2014	South East Water	401401X	23.44	23.44		501		4236 - 12/6/13-16/12/13
33/01/2014	Kent County Council (KCS)	47595	437.04	437.04		501		4130 -01/04/13 - 30/06/13 Rent
36/01/2014	Talk Talk Business	470/882	85.30	85.30		501		4149 - TIC 01/12-31/12/2013
38/01/2014	KMK Productions	202216	-66.30	-66.30		501		Hi Vis Vests
38/01/2014	UK Fuels	46242	100.60	100.60		501		4187 - Dec 13
39/01/2014	THE GUILD OF MACE-BEARERS	202231	40.00			4188 210	40.00	Annual subscription - P.White
01/01/2014	Barclaycard	78590	61.38	61.38		501		4217 - 01/12/2013 - 31/12/2013
4/01/2014	Co-Operative Bank	4656	3.96	3.96		501		4214 - Dec payroll
4/01/2014	LAND REGISTRY	DD	27.00			4155 201	27.00	Searches
5/01/2014	Southern Water	00012	27.88	27.88		501		4170 - Drainage 07/06 - 09/12
5/01/2014	Southern Water	00014	44.73	44.73		501		4052 - Drainage13/6/13-16/12/14
5/01/2014	O2 (UK) Ltd	725/001	8.95	8.95		501		4191 - Mobile 01/01 - 30/01/14
01/01/2014	Southern Water	00017	509.81	509.81		501		4222- metered25/10/13-21/11/13

Continued on Page 312

Date: 06/02/2014

## Seaford Town Council 2013/14

Page No: 312

Time: 14:23

Cash Book 1

User : LC

Current/Deposit Account

For Month No : 10

## Payments for Month 10

## 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>
23/01/2014	EDF Energy	92948	402.56	402.56		501		4215 - CCTV 01/10/13-31/12/13
23/01/2014	Co-op Bank	DD	12.00			4156 201	12.00	cancellation of cheque
24/01/2014	Kent County Council (KCS)	47822	299.88	299.88		501		4163 - Copier Rental Jul-Sep
24/01/2014	Fraser Morley	BACS	3,367.00	3,367.00		501		4238 - Jan 14 Retainer
24/01/2014	Co-op Bank	BACS	14,537.30			516	14,537.30	Jan 14 Salaries
31/01/2014	South East Water	400551X	17.12	17.12		501		4183 - Crouch 06/06 - 09/12
31/01/2014	Talk Talk Business	098/882	193.03	193.03		501		4264 - Jan 2014
31/01/2014	Southern Electric	97431	1,895.69	1,895.69		501		4232 - 20/7/13 - 22/10/13
<b>Total Payments for Month</b>			<b>96,458.76</b>	<b>79,778.46</b>	<b>0.00</b>		<b>16,680.30</b>	
<b>Balance Carried Fwd</b>			<b>288,418.84</b>					
<b>Cash Book Totals</b>			<b>384,877.60</b>	<b>79,778.46</b>	<b>0.00</b>		<b>305,099.14</b>	



## Seaford Town Council

Report 147/13

<b>Agenda Item No:</b>	<b>5 (b)</b>
<b>Committee:</b>	<b>Finance &amp; General Purposes</b>
<b>Date:</b>	<b>27 February 2014</b>
<b>Title:</b>	<b>Finance Report</b>
<b>By:</b>	<b>Lucy Clark, Support Services Manager</b>
<b>Purpose of Report:</b>	<b>Inform Members of Income and Expenditure for the period 1 April 2013 to 31 January 2014 compared to projected annual budget.</b>

---

### Recommendations

You are recommended:

1. To approve the report.
- 

### 1. Information

- 1.1 Attached at Appendix A are the statements detailing income and expenditure for the period 1 April 2013 to 31 January 2014 compared to the **projected** annual budget.
- 1.2 Overall, except noted below, the budget % for the period is broadly in line with the projected annual budget.
- 1.3 Variances not previously reported may be explained as:
  - a) 4052 Water & Sewerage – the shown overspend relates to the golf club where costs have been higher than predicted. This is possibly due to the construction works currently being carried out.
  - b) 4106 Stationery – the projected annual budget has been input as the postage annual budget in error and the postage annual budget with the stationery annual budget. Therefore the actual budget % for stationery should show as 92%.
  - c) 4107 Photocopier – the overspend is due to costs being higher than predicted. When the budget was set, the company who invoices us (Kent County Council) were very behind in the billing of their invoices which did not give us a true indication of what future costs may be.

- d) 4184 Civic Other – the overspend is due to the engraving costs for the Mayor’s chain being allocated to this account in error. This has now been moved via a journal in period 11. The actual budget % for Civic Other should show as 95.4%.
- e) 4195 Community Services Events Exp – although an overspend being shown, this is offset with the income for both Xmas Lights and Christmas Events.

**2. Financial Appraisal**

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

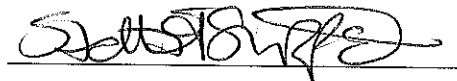
**3. Contact Officer**

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

Support Services Manager



Town Clerk



## Projected Budget Income &amp; Expenditure by Account 31/01/2014

## Income/Expenditure to 31/01/2014

APPENDIX A.

	Actual Year to Date	Projected Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget
<b><u>Expenditure Detail</u></b>						
4000 Salaries & Wages	178,286	217,395	39,109		39,109	82.0 %
4001 Employers NI	13,284	16,625	3,341		3,341	79.9 %
4002 Employers Superannuation	26,214	30,772	4,558		4,558	85.2 %
4009 Recruitment Costs	714	1,000	286		286	71.4 %
4010 Staff Training	3,229	5,800	2,571		2,571	55.7 %
4011 Staff Protective Clothing	447	720	273		273	62.1 %
4012 Staff Expenses	-68	400	468		468	-16.9 %
4013 Members Expenses	52	150	98		98	34.9 %
4014 Member Training	444	1,000	556		556	44.4 %
4041 Golf Professional Retainer	33,668	40,400	6,732		6,732	83.3 %
4045 Golf Course Player Costs	1,638	2,000	363		363	81.9 %
4050 Rent payable	15,000	15,000	0		0	100.0 %
4051 Rates	19,638	19,640	2		2	100.0 %
4052 Water & Sewerage	16,379	15,861	-518		-518	103.3 %
4055 Electricity	4,457	10,281	5,824		5,824	43.4 %
4056 Gas	1,946	3,120	1,174		1,174	62.4 %
4059 Church Street Service Charges	0	8,250	8,250		8,250	0.0 %
4060 Refuse	310	310	0		0	99.9 %
4100 Telecommunications	3,997	4,480	483		483	89.2 %
4105 Postage	1,437	2,592	1,155		1,155	55.5 %
4106 Stationery	2,400	2,118	-282		-282	113.3 %
4107 Photocopier	2,110	1,960	-150		-150	107.6 %
4110 Advertising & Publicity	845	3,500	2,655		2,655	24.1 %
4111 Office Equipment New	1,595	2,695	1,100		1,100	59.2 %
4112 Subscriptions	3,439	4,214	775		775	81.6 %
4113 Software Support	-1,441	3,805	5,246		5,246	-37.9 %
4114 Licence Fee	110	110	0		0	100.0 %
4115 Insurance	25,294	25,676	382		382	98.5 %
4116 Web Site	180	800	620		620	22.5 %
4155 Professional Fees	4,260	24,000	19,740		19,740	17.8 %
4156 Bank Charges	1,565	2,203	638		638	71.0 %
4157 Audit Fees	-100	3,900	4,000		4,000	-2.6 %
4181 Civic - Mayors Allowance	644	1,500	856		856	42.9 %
4182 Catering & Hospitality	0	300	300		300	0.0 %
4183 Civic - Awards	-808	2,000	2,808		2,808	-40.4 %
4184 Civic - other	355	300	-55		-55	118.3 %
4185 Fun Day & Tourney	1,190	1,190	0		0	100.0 %
4187 Young Mayors Awards	-515	0	515		515	0.0 %
4188 Town Crier Expenses	75	125	50		50	60.0 %
4189 Young Mayor	0	500	500		500	0.0 %

## Projected Budget Income &amp; Expenditure by Account 31/01/2014

## Income/Expenditure to 31/01/2014

	Actual Year to Date	Projected Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget
4190 Election Costs	3,883	6,000	2,117		2,117	64.7 %
4195 Community Services Events Exp	929	795	-134		-134	116.8 %
4199 Other Expenditure	681	2,033	1,352		1,352	33.5 %
4201 Cleaning	4,909	7,187	2,278		2,278	68.3 %
4250 Public Seating	263	368	105		105	71.5 %
4251 Dog Bin Emptying	4,509	8,068	3,559		3,559	55.9 %
4252 Litter & Dog Bin Pch & Maint	383	383	0		0	99.9 %
4253 Shelters	1,432	1,848	416		416	77.5 %
4260 Grounds Maintenance Contract	124,346	165,796	41,450		41,450	75.0 %
4261 Grounds Maint non contract	25,887	38,828	12,941		12,941	66.7 %
4262 Tree Warden Expenses	694	2,310	1,616		1,616	30.0 %
4263 Bus Shelter Maintenance/Clean	180	750	570		570	24.0 %
4270 Vehicles & Equipment Maint	12,052	15,006	2,954		2,954	80.3 %
4271 Vehicle & Equipment Lease	20,996	20,996	0		0	100.0 %
4272 Equipment Purchase	6,290	15,000	8,710		8,710	41.9 %
4273 Christmas Lights	9,642	12,600	2,959		2,959	76.5 %
4274 Projects Expenditure	19,671	74,672	55,001		55,001	26.3 %
4275 Building Maintenance	5,400	14,500	9,100		9,100	37.2 %
4276 CCTV	8,849	9,098	249		249	97.3 %
4277 New Golf Club House	268,013	0	-268,013		-268,013	0.0 %
4281 Christmas Event Expenses	1	0	-1		-1	0.0 %
4290 Physical Activity Proj Expenses	2,444	8,000	5,556		5,556	30.6 %
4301 Public Works Loan Payment	25,590	33,091	7,501		7,501	77.3 %
4401 Grants	22,380	29,750	7,370		7,370	75.2 %
4402 Seaford in Bloom	2,901	9,245	6,344		6,344	31.4 %
4405 Grants in Kind	1,706	2,000	294		294	85.3 %
4410 Swimming Pool	2,384	4,000	1,616		1,616	59.6 %
4500 Nature Reserve Expenses	6,881	11,972	5,091		5,091	57.5 %
<b>Total OverHead</b>	<b>945,563</b>	<b>970,988</b>	<b>25,425</b>	<b>0</b>	<b>25,425</b>	<b>97.4 %</b>
<b>Income Detail</b>						
1000 Golf Course Season Ticket	147,973	145,967	2,006			101.4 %
1001 Golf Course Green Fees M-F	44,192	48,503	-4,311			91.1 %
1002 Golf Course Green Fees w/eb/h	36,588	40,840	-4,252			89.6 %
1003 Golf Course Specials	31,072	39,081	-8,009			79.5 %
1005 Golf Course Credit Card Charge	100	146	-46			68.6 %
1007 Golf Course Air Traffic	5,000	5,000	0			100.0 %
1049 Income Postage Recharge	28	30	-2			94.0 %
1050 Income Rent	33,213	28,726	4,487			115.6 %
1051 Income Insurance Recharge	2,804	2,803	1			100.0 %
1052 Income Projects	0	4,672	-4,672			0.0 %

## Projected Budget Income &amp; Expenditure by Account 31/01/2014

Month No : 10

## Income/Expenditure to 31/01/2014

	Actual Year to Date	Projected Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget
1053 Income Grants	8,994	11,320	-2,326			79.5 %
1054 Income Other	5,291	12,746	-7,455			41.5 %
1055 Income Seating	368	368	0			100.0 %
1056 Income Fun Day & Tourney	740	740	0			100.0 %
1057 Income Electricity Recharge	1,748	3,479	-1,731			50.2 %
1058 Income Water Recharge	0	2,022	-2,022			0.0 %
1059 Income Photocopying	5	25	-20			20.6 %
1060 Beach Huts Site Licence	14,429	14,400	29			100.2 %
1061 Beach Hut Annual Rent	10,239	10,239	0			100.0 %
1062 Income Telephone Recharge	641	852	-211			75.2 %
1063 Income Gas Recharged	0	535	-535			0.0 %
1065 Income Xmas Lights	1,485	500	985			297.0 %
1066 Income Concession	58,985	56,985	2,000			103.5 %
1068 Income Stationery Re-Charge	2	0	2			0.0 %
1070 Income Community Serv Events	596	595	1			100.1 %
1071 Income Base Rent	197	300	-103			65.7 %
1075 Income Christmas Event	1,235	400	835			308.8 %
1100 Income Advertising	431	500	-69			86.2 %
1176 Precept	523,720	0	523,720			0.0 %
1190 Interest Received	1,243	2,500	-1,257			49.7 %
1200 Income Nature Reserve	2,917	2,300	617			126.8 %
1301 CS Events Bin Hire	7	0	7			0.0 %
<b>Total Income</b>	<b>934,244</b>	<b>436,574</b>	<b>535,461</b>			<b>214.0 %</b>
<b>Expenditure</b>	<b>945,563</b>	<b>970,988</b>	<b>25,425</b>	<b>0</b>	<b>25,425</b>	<b>97.4 %</b>
<b>Income</b>	<b>934,244</b>	<b>436,574</b>	<b>497,670</b>			<b>214.0 %</b>
<b>Net Expenditure over Income</b>	<b>11,319</b>	<b>534,414</b>	<b>523,095</b>			

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## Seaford Town Council

Report 148/13

**Agenda Item No:** 6  
**Committee:** Finance & General Purposes Committee  
**Date:** 27 February 2014  
**Title:** Internal Control Review  
**By:** Lucy Clark, Support Services Manager  
**Purpose of Report:** To advise members of the review of Internal Controls.

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### Recommendations

You are recommended:

1. To approve the review of Internal Controls for 2013-14 as detailed at Appendix A of this report.
- 

### 1. Information

- 1.1 It is a statutory requirement set out in the Accounts and Audit Regulations 2003 as amended, for the Council to carry out an annual review of the effectiveness of its system of internal controls.
- 1.2 A review of Internal Controls for 2013-14 is attached as Appendix A.

### 2. Financial Appraisal

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

### 3. Contact Officer

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

Support Services Manager



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Town Clerk



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**Seaford Town Council  
Review of Internal Controls 2013-14**

Generally the Council's Internal Controls are effective and being adhered to. No fraud has been detected. A summary of the Internal Control review is detailed below.

An up to date register of assets and investments.	The Council maintains a register of its assets. It is updated annually in April/May as part of the year end process. The Council currently holds deposits at the Co-Operative Bank.
Regular maintenance arrangements for physical assets.	The majority of the Council's equipment is situated at the Golf Course; this equipment is maintained regularly in accordance with the manufacturers' specifications. Other equipment where appropriate is subject to maintenance arrangements with suitable providers. The Council carries out maintenance on its buildings as necessary and where dictated by the terms of a lease ensures that its tenants meet their maintenance obligations. The Projects and Facilities Manager who oversees the Council's assets meets regularly with tenants and is generally aware of any issues concerning leased properties. A formal process has been introduced as part of the Council Risk Management Plan. A schedule of maintenance projects has been prepared based on existing knowledge with work being spread over five years with the funding for the fourth year of the programme included in the budget for 2014-15. A conditions survey is to be undertaken shortly which will assist in prioritisation of future works.
Annual review of Insurance risk and adequacy of cover	All of the Council's significant assets are covered by insurance from by a major insurance provider (currently Zurich). The cover is reviewed annually with brokers and sums insured were updated on completion of the insurance valuations in 2011. A further review should be undertaken in 2015. Subsequently sums insured are increased annually by an appropriate index provided by insurers.
Ensuring the robustness of insurance providers.	Insurance is placed with major insurance providers, currently Zurich.
Standing orders and financial regulations dealing with the award of contracts for services or purchase of capital equipment.	Financial regulations prepared in line with best practice guidelines and are reviewed on an annual basis. The next review is due in May 2014.
Regular reporting on performance by suppliers, providers and contractors	There are some formal procedures covering the performance of contractors. The Support Services Manager checks with the relevant

	budget manager that the services of suppliers, providers & other contractors being invoiced for have been satisfactorily delivered prior to payment being made. Budget managers also seek alternative suppliers where better value can be achieved.
Annual review of contracts.	Major contracts such as the Grounds Maintenance are reviewed regularly and the relevant budget managers satisfy themselves that the performance is adequate prior to renewal of any contract.
Clear statement of management responsibility for each service.	Individual Officers have their responsibilities set out in a detailed job description.
Regular scrutiny of performance against targets.	Where appropriate, performance is compared to the budget or contract prior to payment being made for services.
Adoption of and adherence to codes of practice for procurement and investment.	The financial regulations set out the relevant procedures which are followed.
Arrangements to detect and deter fraud and/or corruption.	All goods and services require a purchase order (other than goods and services or utilities covered by ongoing contracts). Purchase orders can only be signed by an approved budget holder. Invoices are matched to the purchase order before processing. Invoices are approved by Support Services Manager prior to processing. Relevant budget managers are also consulted as necessary. Cheques are signed by two Councillors, after checking the invoice and then signing the payment request form. Receipts are issued for all monies received either directly or by post. All receipts are banked or paid into petty cash (with the approval of the Support Services Manager). If paid into petty cash a cheque is drawn payable to Seaford Town Council and banked in place of the cash. Receipts are checked to the banking to ensure that all have been processed. The petty cash float is counted regularly. Petty Cash payments must be approved by the Support Services Manager or Town Clerk.
Regular bank reconciliation, independently reviewed.	Bank reconciliations are completed on a monthly basis by the Supports Service Manager and then presented to the F&GP Committee.
Ensuring the proper use of funds granted to local community bodies under specific powers or under section 137.	The RFO reviews all S137 expenditure as part of the year end procedures in accordance with the legislation.
Proper, timely and accurate	Minutes are taken at all meetings and are

reporting of council business in the minutes.	approved at the next meeting of the Council or Committee. The minutes are reviewed by the Town Clerk and Committee Chairman before being presented to the meeting.
Responding to electors wishing to exercise their rights of inspection.	In accordance with Accounts and Audit Regulations 2003 as amended.
Meeting the requirements for Quality parish status or other accreditation.	The Town Clerk regularly monitors the ongoing adherence to the criteria to ensure that status will be maintained upon re certification probably in 2014 as the scheme is under review.
Proper document control.	All mail is seen and distributed by the Town Clerk unless absent in which case it is passed to the Support Services Manager to distribute. All mail is date stamped and logged on a database as the post is opened. There are policies in place concerning Freedom of Information, document retention and dead filing is regularly reviewed.
Register of Members' Interests and Gifts and Hospitality in place, complete, accurate and up to date.	It is Member's individual responsibility to record his or her interests. The file is available in the office and the Town Clerk will give advice when requested. There is a new requirement for these to be published on line by the Monitoring Officer.
Regular scrutiny of financial records and proper arrangements for the approval of expenditure.	Undertaken by the RFO and Councillors. Purchase orders are required for all expenditure other than for utilities and for services provided under an on-going contract. Invoices are matched to purchase orders. All invoices are approved by the Support Services Manager and where necessary by the relevant budget manager. All cheques are signed by 2 Councillors. Bank Reconciliations are submitted to the F&GP Committee and the Chairman & Vice Chairman of that Committee also review the payroll payments.
Recording in the minutes the precise powers under which expenditure is being approved.	Recording of unusual items only.
Regular returns to HM Revenue and Customs; contracts of employment for all staff, annually reviewed by the Council, systems of updating records for any changes in relevant legislation.	Returns to HMRC are completed in accordance with the relevant legislation. Staff grading reviewed by Council annually.  The Town Clerk receives regular updates and training and refer to Council or Committee as necessary.
Regular returns of VAT; training the responsible officer in matters of VAT and other taxation issues as necessary.	See above. Training provided as necessary.
Regular budget monitoring statements.	Financial statements comparing actual income and expenditure to budget is prepared for every Committee meeting, except for Planning and

	Highways which does not have a budget. Reports are provided to Budget Managers monthly.
Developing systems of performance measurement.	Regular appraisals are undertaken.
Procedures for dealing with and monitoring grants or loans made or received.	All such grants or loans are approved by the relevant Committee or Council.
Minutes properly numbered and paginated with a master copy kept in safekeeping.	Kept in accordance with good practice.
Documented procedure to deal with enquiries from the public.	All enquiries are logged into a database together with the action taken.
Documented procedures to deal with responses to consultation requests.	No procedure at present. One will be developed in the future.
Monitoring arrangements by the council regarding Quality Council status.	Town Clerk monitors as indicated above.
Adoption of codes of conduct for members.	In place for members and reviewed by the Town Clerk. Updated in 2012 in accordance with the Localism Act 2011.

The Council has an Internal Auditor who reviews internal controls as part of his audit process. The Council is no longer obliged to formally review the effectiveness of Internal Audit; officers have however carried out such a review on a similar basis to prior years, and are of the opinion that the Internal Audit process is indeed effective. The Internal Audit reports are presented to the F&GP Committee together with suggested responses to recommendations made in the reports.

**Prepared By**  
**Lucy Clark, Support Services Manager**

**07 February 2014.**

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## Seaford Town Council

Report 149/13

<b>Agenda Item No:</b>	7
<b>Committee:</b>	Finance & General Purposes Committee
<b>Date:</b>	27 February 2014
<b>Title:</b>	Financial Risk Assessment
<b>By:</b>	Lucy Clark, Support Services Manager
<b>Wards Affected:</b>	All Seaford wards
<b>Purpose of Report:</b>	To advise members of Financial Risk Assessment prepared by the Support Services Manager.

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### Recommendations

You are recommended:

1. To approve the Financial Risk Assessment as attached at Appendix A to this report.
- 

### 1. Information

- 1.1 The Financial Risk Assessment was last approved by this Committee on 28 February 2013.
- 1.2 The document has been reviewed by the Support Services Manager and the revised document is attached at Appendix A for approval by this Committee.

### 2. Financial Appraisal

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

### 3. Contact Officer

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

Support Services Manager

Town Clerk

**Seaford Town Council**  
**Financial Risk Assessment**

**Council Assets**

**Risk Identification**

- The Council's physical assets could be lost, damaged or stolen.
- Loss of cash due to theft or dishonesty.
- Cash deposited with financial institutions could be at risk if one or more of those institutions fail.
- Liability to Third Parties.

**Risk Management**

**General**

- All assets valued over one thousand pounds are included in the Council's Asset Register. Items valued between one hundred pounds and one thousand pounds are included in an inventory list. In accordance with regulations land is recorded in the register at cost or £1. Assets of less than £100 will be recorded appropriately, depending on the use.
- The Asset Register is reviewed annually as part of the year end process to ensure that all assets acquired or disposed of during the year are correctly reflected.
- All significant assets are insured for their full replacement cost on an all risks basis. All except the Rugby Clubhouse are insured directly by the Council, the Rugby Clubhouse is insured by the Rugby Club who provides evidence of cover to the Council annually. Insurance is provided by reputable company.

**Real Property**

- All buildings were valued for Insurance purposes in March 2011, it is intended that such valuations are carried out at least every five years. Without regular revaluations cover could be under or over stated leaving the Council at risk.
- Between valuations the sums insured will be increased in line with the index tracking increases in building costs each year.
- Most of the buildings owned by the Council are leased to third parties who are responsible for varying degrees of maintenance. A formal procedure has been set up to inspect the buildings on a regular basis to ensure that the lessees adhere to the terms of the lease, the Projects and Facilities Manager also meets with tenants and licence holders on a regular basis.
- The Projects and Facilities Manager takes utility meter readings to monitor water usage and to ensure that utility bills are accurate.

**Equipment**

- The majority of the equipment owned or leased by the Council is at the Golf Course. It is securely stored in locked sheds when not in use.
- There are a number of security measures in place to prevent theft or malicious damage. The sheds are alarmed (the alarms are monitored remotely) and security lighting and CCTV cameras are installed.



- The equipment is regularly maintained by the Greenkeepers thus extending its useful life and keeping maintenance costs as low as possible. Also reducing any fees payable to the leasing company when leased equipment is returned.
- All administration offices are locked each evening. The Telecoms equipment is not in a locked office, but given the location of the offices above a Police Station with the associated security that involves it is not considered to be a significant risk.
- CCTV equipment and poles are obviously not held in a secure location. Given the nature of the equipment and the fact that it is insured we do not consider this to be a significant risk.

### **Cash and Investments**

- Petty Cash held is kept to a minimum which currently is not more than £250. Cash received is banked promptly and no cash is held overnight that would exceed the limits covered by insurance. Cash on premises is held in a locked tin which is kept out of site in a locked drawer or cupboard. All offices are locked overnight.
- Cash receipts held at the Golf Course prior to banking are held in a safe and are insured up to £10,000. Receipts are banked regularly.
- Funds are deposited with reputable financial institutions.
- Adequate internal controls are in place to ensure that funds are properly expended.
- Fidelity guarantee covering members of staff and Councillors providing cover up to £500,000 is held by the Council.
- Theft cover for cash held on premises up to £500 is held by the Council.

### **Internal Controls**

- Financial Regulations are in place and are due to be reviewed in May 2014 to ensure adequacy.
- The annual expenditure budget is approved by the Council.
- Officers can only incur expenditure which has been included in the approved budget. Any expenditure which has not been included in the budget will need to be approved by the relevant Council committee unless it is incurred in an emergency, in line with Financial Regulations.
- All goods and services other than utilities and those provided under an on-going contract must be obtained via a purchase order which can only be signed by an approved Budget Manager.
- All invoices received are matched to purchase orders where appropriate by the Administration Assistant (Finance and Administration) and where appropriate sent to the relevant budget manager to confirm receipt of goods or satisfactory completion of work. They are then approved for processing by the Support Services Manager.
- Cheques are signed by two Councillors who also initial the cheque stub and sign the invoice authorisation sheet.
- A receipt is issued for all cash and cheques received.
- Monthly Bank Reconciliations are prepared by the Support Services Manager and presented to the F&GP Committee on a regular basis.
- Lists of receipts and payments are presented to the F&GP Committee for their review on a regular basis.
- Standing Orders and Financial Regulations are in place governing the award of contracts for services and with the purchase of capital equipment.

- Financial statements which compare actual spend to budget are presented regularly to each Committee which holds a budget and to F&GP Committee.
- VAT returns are prepared by the Administration Assistant (Finance and Administration) and checked by the Support Services Manager.
- Payroll is prepared by the Administration Assistant (Finance and Administration) using a recognised software package and is checked by the Support Services Manager. PAYE, National Insurance and Pension liabilities are paid by the due date.
- Time sheets and holiday sheets, are maintained detailing holidays taken and due and any time in lieu outstanding.
- A policy has been introduced restricting the amount of time in lieu that may be carried forward at the end of any month.
- Time in lieu can only be earned with the prior approval of a Manager.

### **Council Liabilities**

#### **Risk Identification**

- Risk of damage or harm to third party property or individuals arising from the use of Council assets or from the provision of services by the Council.
- Risk of damage or harm to third party property or individuals during events organised by the Council.
- Risk of harm to employees, Councillors or volunteers occurring whilst carrying out their duties.
- Unauthorised and unbudgeted expenditure being incurred.
- Libel and Slander.

#### **Risk Management**

- The Council carries public liability insurance cover in the sum of £10,000,000.
- The Council carries employers' liability cover in the sum of £10,000,000.
- The Projects and Facilities Manager, Support Services Manager and Head Greenkeeper carry out regular risk assessments on the Council's assets, activities and events to reduce risk to a minimum level.
- The Council requires third parties organising events on Council property to carry adequate public liability insurance cover and make appropriate risk assessments.
- Buildings are maintained to reduce risk to employees and third parties. Equipment is currently subject to a regular maintenance program in accordance with manufacturers' guidance.
- A monthly inspection is carried out on the Coastal Path to ensure that the path condition is acceptable and that the cliff edge is not encroaching on the path.
- The Council carries Insurance Cover of £250,000 against Libel and Slander claims.
- A formal Risk Management Plan has been developed by the Projects and Facilities Manager and approved by the F&GP Committee. This plan is reviewed on an annual basis.

### **Council Income**

### **Risk Identification**

- The Council relies on two main sources of income; the Golf Course and the Precept. A small amount of rental and concession income makes up the balance.
- The Council's ability to fulfil its obligations would be severely restricted if its income were to be reduced significantly.
- Golf Course Green Fee Income can be significantly impacted by bad weather and there may be other occasions when the course may be forced to close, for example, during a Foot and Mouth epidemic.
- There is a risk that Golf Course Income during 2014-15 could be impacted as a result of disruption caused by the Clubhouse construction project.
- There is a trading risk associated with the operation of the catering at the clubhouse, although this is currently operated by others.
- Rental Income could be significantly reduced should properties be damaged.
- There is a risk that the Council may have difficulty in replenishing reserves should Government place restrictions on increases to precepts raised by Town Councils.

### **Risk Management**

- The Precept is guaranteed; the Council has to ensure that its budget and precept request is adequate to cover its obligations. The budget process is thorough and based on past experience and knowledge of planned expenditure for the coming year. Officers and Members spend a significant amount of time reviewing both income and expenditure budgets.
- The catering operation is likely to become the responsibility of the Council when the new Clubhouse is completed adequate internal and budgetary controls will be introduced.
- The Council carries consequential loss insurance cover to protect its income from losses associated with damage to its assets. It cannot economically cover its income from losses arising from bad weather and cover against a Foot and Mouth Epidemic is not currently available according to insurers. Cover may become available in the future but may not be cost effective.
- Approximately 45% of the Golf Course income is received in April of each year from season ticket sales, if there was a major disruption to the Golf Course after this which resulted in the Council deciding to give some form of refund it is likely that this would be in the form of a credit for the next year which could therefore be budgeted for in that year and included in the precept request.
- The Council carries reserves which can be used to see it through the year should there be a major drop in income or should a significant unbudgeted expense arise. The reserves could then be replenished through the precept in the next year. Although the risk exists it is considered unlikely that all of the non-precept income would be lost at one time.
- The Council currently has adopted a policy of increasing its General Reserve to be the equivalent of three months (25%) gross expenditure.
- Should there be a major uninsured incident prior to April which severely impacted on season ticket sales for the year the Council expects to be holding sufficient reserves (including earmarked reserves) at 31 March 2014 to cover the loss for that financial year. These reserves would then have to be replenished by precept in the following year. Also should income be that severely disrupted so early into the financial year then Council would be able to review its discretionary expenditure plans.

## **Council Data**

### **Risk Identification**

- Financial data could be lost in the event of a major computer problem or a fire.
- Title documents and leases could be damaged lost or destroyed.

### **Risk Management**

- Data stored on the Council server is backed up daily by ESCC who support the Council IT systems.
- Title documents are stored in a fire proof cabinet.

### **Internal Audit**

- The Internal Auditor reviews with the Town Clerk and Support Services Manager the Internal Controls that are in place and their documentation. They test the controls to ensure that they are being carried out as required and comment where necessary with any improvements that could be made to them.
- The Internal Auditor reviews minutes to ensure that the Council is operating within its legal powers and the basis of the powers is recorded and correctly applied.
- The Internal Auditor checks to ensure that the Council keeps proper financial records in accordance with statutory requirements.
- The Internal Auditor ensures that all business activities are within the legal powers of the Council.
- The Internal Auditor ensures that all requirements under HM Revenue & Customs regulations are met.



## Seaford Town Council

**Report 158/13**

<b>Agenda Item No:</b>	<b>8</b>
<b>Committee:</b>	<b>Finance &amp; General Purposes Committee</b>
<b>Date:</b>	<b>27 February 2014</b>
<b>Title:</b>	<b>Grant Funding allocations</b>
<b>By:</b>	<b>Lucy Clark, Support Services Manager</b>
<b>Purpose of Report:</b>	<b>To seek approval of funding allocations from grant budget 2014/15.</b>

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### Recommendations

**You are recommended:**

- 1. To agree funding allocations to Lewes & Seaford Citizen's Advice Bureau, Dial-a-Ride (CTLA) and Seaford Youth Forum to commence in April 2014.**
  - 2. To agree a virement of budget in the sum of £4,880 from the Grants Pool to Seaford in Bloom cost centre to cover watering for 2014.**
- 

### 1. Information

- 1.1** The Council has in previous years agreed that funding for Seaford in Bloom, Seaford & Lewes Citizen's Advice Bureau, Dial-a-Ride and Seaford Youth Forum would be dealt with separately as the funding so their funding is in place for 1 April, to guarantee continuation of service. The service provision is dependent upon receiving financial support from this Council.
- 1.2** This Committee is therefore requested to make a funding allocation from the Grant Pool approved in the F&GP budget to: Dial-a-Ride (CTLA) in the sum of £4,428, Lewes & Seaford Citizens Advice Bureau in the sum of £5,086 and Seaford Youth Forum in the sum of £2,000.
- 1.3** As Members may be aware, the Seaford in Bloom Committee folded last year and Seaford Town Council via Community Services Committee is currently committed to continuing the floral displays in town via a donated financial reserve. The budget remains with F&GP Committee, whereby the grant previously allocated has offset the cost of maintenance during the summer (watering costs). This Committee is therefore requested to make a virement from the Grant Pool approved in the F&GP budget to the Seaford in Bloom budget in the sum of £4,880.

### 2. Financial Appraisal

The financial implications of this report are that £16,394 will be utilised from the total grants pool budget of £29,750 leaving £13,356 to be allocated separately.

**3. Contact Officer**

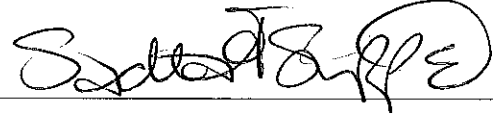
The Contact Officer for this report is Lucy Clark, Support Services Manager.

Support Services Manager



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Town Clerk



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## Seaford Town Council

### Report 150/13

<b>Agenda Item No:</b>	<b>9</b>
<b>Committee:</b>	<b>Finance &amp; General Purposes</b>
<b>Date:</b>	<b>27 February 2014</b>
<b>Title:</b>	<b>Grant Applications Process 2014-15</b>
<b>By:</b>	<b>Lucy Clark, Support Services Manager</b>
<b>Purpose of Report:</b>	<b>To inform the Committee of the proposed Grant Application Process for 2014-15</b>

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#### Recommendations

**You are recommended:**

- 1. Approve the Grant Application Process for 2014/15.**
  - 2. To approve the proposed Grant Application form for grants up to £500 for 2014/15 as attached at Appendix A, subject to any amendments agreed by this Committee.**
  - 3. To approve the proposed Grant Application form for grants in excess of £500 for 2014/15 as attached at Appendix B, subject to any amendments agreed by this Committee.**
  - 4. To approve the allocation of funding for grants in excess of £500.**
- 

#### 1. Information

- 1.1** The F&GP budget for 2014-15 has £29,750 allocated for grants, of which subject to the Committee approving the recommendations in report 158/13 agenda item 8; £16,394 has been allocated, leaving a balance of £13,356.
- 1.2** This report details the process for grant applications in 2014/15 which the Committee is requested to approve.
- 1.3** A draft application form for grants up to £500 is attached at Appendix A to be approved by this Committee. A draft application form for grants in excess of £500 is attached as Appendix B to be approved by this Committee. A draft letter to be sent to prospective applicants with the under £500 grant form is attached as Appendix C.
- 1.4** As in 2013/14, the application form requires organisations that receive a grant to submit a formal statement to the Council by 31 March 2015 detailing how the funds have been spent. The Council may request repayment of any grant not utilised for the purpose given by 31 March 2015.

- 1.5 Those receiving a grant of over £500 are also required to make a formal presentation to the Town Forum in April 2015.
- 1.6 Subject to the approval of this Committee the letter and grant application form will be sent out to Community and Voluntary Organisations on the Council's database. In addition details will be made public via posters, press releases and social media.
- 1.7 In the past couple of years application forms have been required to be returned by early April in order for reports to be prepared for the April F&GP meeting. This has led to a tight timescale for grant applicants to return their forms, but has the advantage of payments being made early in the financial year. This year it is suggested that forms be returned to the Council by 12.00 noon on 30 May 2014 and grant requests up to £500 will be considered by this Committee at its meeting in June 2014.
- 1.8 For the past four years, the Committee has agreed that in respect of Grant Applications in excess of £500 an electronic vote using an online survey would be launched to the public whereby registered electors will be invited to advise how the fund be allocated, with a paper vote available in order that registered electors without computer access are not disadvantaged. This process has never been utilised owing to a lack of applications. The Committee is invited to consider whether to keep this process in the event of grant requests over the allocated budget. If agreed, the Committee would consider large grants applications for submission to the public vote which would be run along previously agreed process.
- 1.9 In 2013/14, £8,000 was allocated for grants in excess of £500, of which only £6,975 was allocated. The Committee is requested to consider the allocation for large grants for 2014/15.

## 2. Financial Appraisal

There are no financial implications resulting from this report in excess of the amounts budgeted for grants, unless there is a charge for an online survey, which can be met from within the Administration budget.

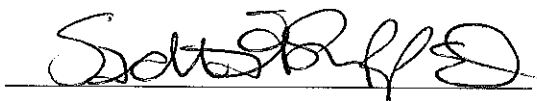
## 3. Contact Officer

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

Support Services Manager



Town Clerk







Seaford Town Council

**REVENUE GRANTS TO VOLUNTARY ORGANISATIONS UP TO £500**

**APPLICATION FORM 2014/15**

<b>Eligibility Criteria</b>	
<i>Please tick the checklist below to verify that your group is eligible to apply for funding and ensure that you can provide supporting information as requested with your application, or your application will not be considered.</i>	
<b>yes</b>	<b>no</b>
a. <input type="checkbox"/>	<input type="checkbox"/> We are a voluntary/community group providing a service or activity for the benefit of the residents of Seaford.
b. <input type="checkbox"/>	<input type="checkbox"/> We have a written set of rules, constitution, or other governing document, and confirm that the copy provided with this application is current and properly authorised.
c. <input type="checkbox"/>	<input type="checkbox"/> A bank account is held in the name of the group requiring at least two signatures for cheque transactions or cash withdrawals
d. <input type="checkbox"/>	<input type="checkbox"/> A copy of our latest annual accounts/latest bank statement/balance sheet is enclosed OR (for new groups) we enclose income and expenditure plans for our first year of operation.

**1 Name of Main Contact**

Title	First Name	Surname
Organisation Name		
Post held in Organisation		
Address of Organisation		
Address of Contact		
Postcode		Telephone (day)

**2 What are the main aims of your organisation?**


**3 (a) How many people are involved in the running of your organisation?**

Full time Employees	<input type="text"/>	Full time Volunteers	<input type="text"/>
Part time Employees	<input type="text"/>	Part time Volunteers	<input type="text"/>

**(b) How many members and participants does your organisation have?**

Please indicate how many are from Seaford.


**(c) How many Seaford residents benefit from your organisation's activities?**

--

(d) How frequently does your organisation meet?

--

(e) Who is responsible for the financial management of your organisation?

--

**4** Please complete this section from your organisation's latest set of accounts

Year ending	
Total Income	£
Total Expenditure	£
Surplus / Deficit for year	£

Balances held:

Cash	£
Other	£

(Please specify, and if for a particular purpose, please state)

**5** How much do you wish to apply for from Seaford Town Council? £.....

Maximum £500.00

**6** What would the Grant be used for?


**7** What is the total funding required and who are the other funders?


**8** If you received a grant in 2013/14 – please provide details of how it was used.


**9** Declaration

I (*name*)

as an authorised representative of (*Organisation Name*)

to the best of my knowledge all the information I have provided in this application for grant is correct. Any grants awarded will be exclusively used for the purposes, and subject to any conditions specified by Seaford Town Council and utilised by 31 March 2015. I enclose a current copy of our constitution, a copy of our latest annual accounts and give permission for all the details of this application, including finances, to be disclosed at meetings of the Seaford Town Council which are open to the press and public. We agree to provide a formal statement detailing how a grant from Seaford Town Council has been spent by 31 March 2015. We acknowledge that Seaford Town Council may request repayment of any grant not utilised for the purpose given by 31 March 2015.

Date

Signature

Please return this form to: Seaford Town Council, 37 Church Street, Seaford, East Sussex BN25 1HG by 12 noon on Friday 30<sup>th</sup> May 2014. If you would like advice on the application process, please contact Mrs Lucy Clark, Support Services Manager on 01323 894870.



Seaford Town Council

REVENUE GRANTS OVER £500 TO  
VOLUNTARY/COMMUNITY ORGANISATIONS

APPLICATION FORM 2014/15

**Eligibility Criteria**  
Please tick the checklist below to verify that your group is eligible to apply for funding and ensure that you can provide supporting information as requested with your application, or your application will not be considered.

	yes	no	
a.	<input type="checkbox"/>	<input type="checkbox"/>	We are a voluntary/community group providing a service or activity for the benefit of the residents of Seaford.
b.	<input type="checkbox"/>	<input type="checkbox"/>	We have a written set of rules, constitution, or other governing document, and confirm that the copy provided with this application is current and properly authorised.
c.	<input type="checkbox"/>	<input type="checkbox"/>	A bank account is held in the name of the group requiring at least two signatures for cheque transactions or cash withdrawals
d.	<input type="checkbox"/>	<input type="checkbox"/>	A copy of our latest annual accounts/latest bank statement/balance sheet is enclosed OR (for new groups) we enclose income and expenditure plans for our first year of operation.
e.	<input type="checkbox"/>	<input type="checkbox"/>	We have an Equality and/or Equal Opportunities policy (this policy may be contained within your constitution or other governing document)
f.	<input type="checkbox"/>	<input type="checkbox"/>	We have public liability insurance to the value of at least £1 million (If you do not, please explain why).
g.	<input type="checkbox"/>	<input type="checkbox"/>	We have a policy to ensure the safeguarding of children or vulnerable adults (where appropriate).

**1 Name of Main Contact**

Title	First Name	Surname
Organisation Name		
Post held in Organisation		
Address of Organisation		
Address of Contact		
Postcode	Telephone (day)	

**2 What are the main aims of your organisation?**


**3 How many members and participants does your organisation have?**  
Please indicate how many are from Seaford.


**4 Please complete this section from your organisation's latest set of accounts**

Year ending	
Total Income	£
Total Expenditure	£
Surplus / Deficit for year	£

Balances held:

Cash	£
Other	£

(Please specify, and if for a particular purpose, please state)

**5**

(a) How many people are involved in the running of your organisation?

Full time Employees	
---------------------	--

Full time Volunteers	
----------------------	--

Part time Employees	
---------------------	--

Part time Volunteers	
----------------------	--

(a) What would this grant be used for?


(b) How many Seaford residents would benefit from this activity and how?


(c) How will you assess the effectiveness of this activity or project?


(d) How will you acknowledge Seaford Town Council as a funder?


**6**

How much do you wish to apply for from the Council? £.....

7

How much will the activity or project cost? Please give breakdown of main items.

ITEMS	
	£
	£
	£
	£
	£
	£
<b>Total Cost of Activity or Project</b>	£
If you are making a contribution from other funds please indicate here (Please indicate whether any funding is agreed, conditional etc. in the space below)	£
<b>Amount of Grant Requested</b>	£

8

### Declaration

I (*name*) and (*name*)

as authorised representatives of (*Organisation Name*)

to the best of our knowledge all the information we have provided in this application for grant is correct. Any grants awarded will be exclusively used for the purposes, and subject to any conditions specified by Seaford Town Council and utilised by 31 March 2015. We enclose a current copy of our constitution, a copy of our latest annual accounts and give permission for all the details of this application, including finances, to be disclosed at meetings of the Seaford Town Council which are open to the press and public. We agree to provide a formal statement detailing how a grant from Seaford Town Council has been spent by 31 March 2015. We acknowledge that Seaford Town Council may request repayment of any grant not utilised for the purpose given by 31 March 2015. We agree to make a formal presentation to the Town Forum in April 2015 regarding how the grant was used.

Date

Signature

Date

Signature

Please return this form to: Seaford Town Council, 37 Church Street, Seaford, East Sussex BN25 1HG by 12 noon on Friday 30<sup>th</sup> May 2014.

If you would like advice on the application process, please contact Mrs Lucy Clark, Support Services Manager on 01323 894870.

Direct dial 01323 894870

E-mail [lucy.clark@seafordtowncouncil.gov.uk](mailto:lucy.clark@seafordtowncouncil.gov.uk)

My ref Grants 2013/14

Date

Dear

### REVENUE GRANTS 2014/15 up to £500

An amount of \_\_\_\_\_ has been set aside within this Council's budget for 2014/2015 for locally based Groups who satisfy the Eligibility Criteria. Grants are awarded to locally based organisations which make a direct contribution to the welfare of the community at large in Seaford.

I have pleasure in enclosing an application form for consideration in the 2014/15 round of grants to local organisations administered by this Council. Members of the Finance and General Purposes Committee will be considering the applications at their meeting in June 2014.

If you are requesting a grant in excess of £500 please contact me as these applications will be handled separately. You may not make more than one application.

In the first instance, please complete the form and return it to me **no later than 12.00 noon on Friday 30<sup>th</sup> May 2014** with the declaration signed by an authorised member of your organisation, together with a copy of your **latest accounts and a copy of your constitution. Also if you received a grant from Seaford Town Council in 2013 please state on the application form (section 8) how the grant was spent.**

If you are a newly formed body, the Committee will need to receive a copy of your business plan for your on-going financial arrangements.

**The Committee will not be able to consider applications where the eligibility criteria are not met, the form is not fully completed, the additional information is not included as requested, or the completed form and requested information is received after the deadline.**

If your organisation receives a grant from Seaford Town Council you will be required to provide a formal statement detailing how a grant from Seaford Town Council has been spent by 31 March 2015.

If you require any further information or advice on completing the form, please contact me.

Yours sincerely

Mrs Lucy Clark  
**Support Services Manager**



## Seaford Town Council

### Report 155/13

<b>Agenda Item No:</b>	<b>10</b>
<b>Committee:</b>	<b>Finance &amp; General Purposes Committee</b>
<b>Date:</b>	<b>27 February 2014</b>
<b>Title:</b>	<b>Risk Management Plan – Annual Review</b>
<b>By:</b>	<b>Ben King – Projects &amp; Facilities Manager</b>
<b>Purpose of Report:</b>	<b>To advise members of the annual review of the Seaford Town Council Risk Management Plan.</b>

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#### Recommendations

You are recommended:

- 1. To approve the review of the Seaford Town Council, Risk Management Plan as detailed in Appendix A of this report.**
- 

#### 1. Information

- 1.1** Seaford Town Council's Risk Management Plan has undergone its annual review. The plan was first approved in February 2011, revised in 2012 and then redrafted in 2013.
- 1.2** Following on from the redraft, there have been no significant changes to the plan this year, however some changes have been made in identifying responsible roles in the control of the 'risk areas'. Many of these are already undergoing annual review and the duties are known, being covered by job descriptions for the relevant posts; however some areas within the Risk Management Plan now provide clearer definition of 'risk owners', clarifying which authorities or managers are responsible for overseeing or managing those areas.
- 1.3** Some categories have been added in 'Policies and Procedures' now including 'Administration Procedures', 'Standing Orders, Code of Conduct and Press and Media Policy, although these are already part of annual review and procedures being subject to regular updating.
- 1.4** Another change was the removal of some more detailed procedural information from the 'Reporting and Recording of Incidents' section; as it was considered unsuitable to include the extent of procedural detail in the Risk Management Plan, so instead this information will be incorporated within a review of the relevant procedures.

**2. Financial Appraisal**

There are no financial implications to this report.


**3. Contact Officer**

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

Projects & Facilities Manager



Town Clerk







## Seaford Town Council Risk Management Plan

Seaford Town Council recognises that it has a responsibility to manage various risks and associated hazards and support a structured and focused approach to managing them by means of an approved risk management strategy. Through this process, the Council will be able to more fully achieve its overall aims and objectives of delivering a beneficial, effective and efficient service to the community.

The following risks are identified in an assessment schedule analysing all of Seaford Town Councils operations;

- Loss of reputation through poor actions of the Council
- Loss of reputation and risk of failed external audit through poor accounting.
- Loss of reputation and resources due to inadequate control and application of funds.
- Loss of resources and reputation through claims under Health & Safety (H & S).
- Loss of resources or reputation through inadequate security arrangements
- Loss of or serious damage to office buildings and or equipment resulting in inability to deliver council administration.
- Loss or serious damage of other property owned by the Council resulting in the inability to carry out statutory and non-statutory functions.
- Financial and / or other loss due to personal injury sustained by Council staff and / or members of the public relating to use of buildings or equipment.
- Financial loss resulting from problems with a contract or contractor.
- Claims for negligence against the Council for injuries or accidents occurring on or as a result of damage caused to Council property.
- Loss of staff resulting in inability to undertake administrative functions and enact the business of the Council.

These risks should be mitigated through the policies and procedural systems categorised in this Risk Management Plan.

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### Asset Register

The register should identify assets above £1,000 in value and should be reviewed annually – annual review should consider depreciation, dilapidations - variable replacement values - changes in tenancy and the effects on permitted uses or covenants - also any possible variation with life expectancy.

Assets below £1,000 but above £100 should be recorded on an Inventory and where connected to a particular asset the Inventory document should be referenced in the relevant location within the Asset Register.

Assets below £100 shall be recorded appropriately; when there are varied users, for example hand tools or landscaping equipment for volunteers and community activities and events these will be listed in an equipment inventory. Again where equipment is related to premises and/or open spaces then a cross reference between the inventory and the relevant section of the asset register should be included.

Scanned or Digital copies of Land Registry should be kept on the server. Originals to be stored in a secure location.

## **Site Registers & Plans** *(Projects & Facilities Manager)*

These keep records of an organisations interests in a particular building or open space especially where it is maintained at cost to Seaford Town Council, for example where setting out and pitch hire is charged by the grounds maintenance contractor with the income and profit going to them.

These registers will identify areas of responsibility that are not currently recorded in specific agreements, but have become standard practice, should be reviewed and incorporated into a system of licensing or tenancy arrangements. This process will, over time, eliminate unpredictable expenditure and mitigate unpredictable risk. This should also include boundaries or party wall concerns, Rights of Way, public footpaths, adopted highways etc.

Site and/or building registers will record information that is not suitable for inclusion in the asset register due to the quantity and type of information; this will include the recording of location and direction of mains services, meters and utilities and those responsible for their inspection; this will also rely on managed plans and photographic records. The future success of these records will be dependent on the town council purchasing suitable GIS or mapping software and services; this is currently being researched by the Projects & Facilities Manager and will govern our asset management methods in future.

## **Agreements Schedules** *(Support Services Manager)*

To maintain a record of all tenancy agreements, contracts or maintenance agreements, cleaning arrangements, voluntary groups and any particular mission statements that govern their activities; it is still important to provide assistance for voluntary or community groups working outside of any formal agreements, as their winding up could result in unpredictable costs. There should be a goal however in formalising such arrangements to provide consistency in activities.

The schedule allows for referencing of review or renewal dates, rent or fee review methods and/or recharging methods for utilities or other services.

Original copies of signed and/or sealed agreements should be kept in a secure location, with duplicate copies held in central filing for agreements. Scanned and/or digital copies should be held on the server.

## **Policies & Procedures** *(Produced by Line Managers - Support Services Manager to oversee)*

Together, policies and procedures will ensure that the point of view and priorities set by Seaford Town Council, as well as its obligations, can be translated into steps that provide an outcome compatible with those priorities and obligations.

Policies determine the objectives for this Risk Management Plan; they should be clear in their intent and set achievable standards, taking in consideration of the town councils available resources. Procedures are the specific methods employed to express policies in action, in day-to-day operations of the organisation.

### **Risk Management Policy statement**

A statement as to how Seaford Town Council proposes to deliver on their duty to manage risk. This Risk Management Plan provides the procedural detail in performing these duties.

### **Health & Safety Policy**

Setting out the Town Councils obligations and approach to the Health & Safety of its staff and Councillors, the Public, businesses, sports organisations, tenants, voluntary groups. Reliant upon effective training procedures being implemented in house, records of performance should be considered where response time is being monitored.

### **Environmental Policy**

Setting out the Town Councils policy on its care for the Environment, office procedures, local waste plan, with the aim of identifying what impact the Town Councils operations have on the environment and how the Town can conform to national objectives.

## HR Policies & Procedures

Covers such things as personnel, staff and Councillor training, employee handbooks, induction and appraisals, disciplinary procedures, grievance policy, working with Young People. Policies can be introduced as necessary and reviewed as part of an annual process.

## Administration Procedures

Administrative procedures that guide the Town Council's day to day activities, particularly taking into account key dates and procedures for reporting, placing orders for work, arranging meetings, events and other activities, producing newsletters and annual reports, handling enquiries, arrangement of civic duties and announcements as well as financial management procedures.

## Financial Procedures

Finance Regulations govern the financial management of the Council and the Financial Risk Assessment determines the relevant risks and controls. The Finance Regulations are reviewed annually along with Standing Orders.

## Standing Orders - Code of Conduct - Press and Media

Provides the format for a consistent performance in the conduct of Seaford Town Council and particularly that of Councillors and their duties. Reference material includes the Good Councillors guide.

## Quality Council

Governed by the Quality Council status guidelines, and where possible should be summarised in a reference document to allow for easy referencing.

## Public participation

Seaford Town Council Public participation policy.

Quality Council status identifies, to what level, the Town Councils activities and procedures should be open to the inclusion of the public, with guidance on how agendas and minutes are made available, how Committee meetings are conducted.

## Consultation Policy

Although not yet drafted it is still considered important to be able to clearly define what Seaford Town Council expects of proposals by way of consultation. If we do not set boundaries or target levels for consultation, there is a considerable risk that key user groups may be over looked when new projects are being implemented or changes to services are being proposed. This can have a number of negative repercussions particularly public image and exclusion, but also financial.

It would not be reasonable to expect other organisations to meet certain standards for consultation without also setting standards through a policy for Seaford Town Council. It would be safe to assume standards for STC should be even higher than those of other organisations in most cases.

## Insurance cover schedules – Policies *(Support Services Manager)*

Provided by the existing Insurer at the time of review or renewal of policies and should also undergo a review where changes in practice or ownership take place.

## Assessments & Inspections *(Projects & Facilities Manager)*

All assets should undergo a systematic process of assessment and the asset value will in some cases dictate frequency and process; workplace, employee and public health and safety also dictate the assessment process for buildings, equipment and open spaces. These assessments should be part of a proactive inspection regime that cover all aspects of condition, suitability and compliance with relevant standards.

The frequency for assessment of all elements outside of personnel and staff premises are now detailed comprehensively in the 'Risk Assessment Procedures' document first drafted in November 2011. The frequency of assessment will be reflective of the profile of the premises in question and the methods for conducting such assessments will also be detailed in these procedures. More frequent inspection will take place in higher risk areas, for example those that experience more regular use, have more equipment or higher risk equipment or where the severity of injury, financial loss or where loss of resources could be a greater risk.

In areas where Seaford Town Council are indemnified against liability for example in contracted works or services, the relevant contracts management process should satisfy these requirements; however it is still the Town Councils duty in such cases to ensure that measures are in place to achieve acceptable levels of performance, quality and safety.

Assessments and inspections must be recorded and stored efficiently and an appropriate balance between digital and paper records should be maintained. Photographic records of assessments and inspections will be saved digitally and can be printed for filing when considered necessary. A consistent method of saving information and processing resulting actions is required through the procedural systems and this is to be managed by the appropriate line manager. Below is a summary of the frequencies for inspections and assessment of Town Council assets and related risk factors.

### **Recreation Grounds - High use or high risk areas**

Full written assessment: ANNUAL  
 Visual reviews: QUARTERLY or depending on user footfall or weather conditions  
 Bimonthly.

### **Open Spaces - Low use areas**

Full written assessment: ANNUAL  
 Visual reviews: HALF YEARLY or depending on user footfall Quarterly

### **Trees**

Independent Inspections - survey and plans.

Low use areas: Every 5 Years

High use areas: Every 3 Years

In house assessment: ANNUAL - *As per standard risk assessments.*

Visual reviews: As per frequency of standard risk assessments.

### **Buildings/Premises**

#### Full condition inspections:

Internal Every 2-3 years

External ANNUAL

*Specialist and structural As required*

#### Update and General visits:

Internal ANNUAL

External Half Yearly

Gas Safety ANNUAL

Electrical (*periodical*) Every 5 years

PAT Testing Every 3 years  
 or  
 ANNUAL for high rated appliances

### **Fire, Security & Evacuation**

Town Council duty ANNUAL

Tenants duty Review of their systems to follow the inspections of condition or a full review each time building alterations take place.

Keys ANNUAL

### **Grounds Maintenance Contract**

Review Stages ANNUAL – Contract performance reviews

Reviewed Feb 2014

Next Review February 2015

ANNUAL – For their operational risk assessments and method statements

General site activities Monitored upon each visit.

**Personnel / Occupational / Financial** (*Corporate Services Manager*)

Financial Risk Assessment ANNUAL along with the budget process, building and insurance valuations to be reviewed and updated as part of the review.

Personnel / Workplace ANNUAL or responding to change in personnel, appraisals and probationary periods.  
Golf Course Personnel – the above assessments coordinated through their line managers.  
Golf Course heads of departments should conduct their own workplace assessments and report accordingly.

**Reporting and Record keeping** (*Projects & Facilities Manager*)

**Incident / Accident Reports (Non town council staff)**

Reporting of incidents resulting in injury and not involving town council staff currently goes through a standard enquiry system with managers following up on initial reports and obtaining further information where possible. This can be open to error and a system where more detailed information is obtained when the report is first entered will be important for future efficiency. This is hoped to also improve the general communication of incidents/accidents and near misses where there are still occasions when reports of such matters are received in general conversation and are often inaccurate or lack sufficient detail. RIDDOR applies not only to employers, but to anyone in control of premises and therefore should be applied accordingly.

With sufficient information at an early stage, the report can then be assessed by a manager once it has been received and they can proceed accordingly.

Where practicable 'near misses' should also be reported to make 'early warning signs' more visible; and so that hazards might be eliminated wherever possible.

**Incident / Accident Reports (for town council staff)**

Office or staff related incident or accident reports are managed through a first aid accident book and reporting system. RIDDOR should be applied accordingly; although these regulations have recently changed the same in house recording systems should be retained. The reporting requirement to HSE changed as of 6<sup>th</sup> April 2012, from over 3 days of incapacitation to over 7 days.

**Visioning Planning** (*Seaford Town Councillors working with Managers*)

Would identify and prioritise the creation of a Vision Plan that is reviewed periodically and could govern the activities of officers and staff for each Financial year.

A schedule or scheme of delegated authority to managers would also be a practical result of the Visioning policy, which in turn would evolve or facilitate a sustainable Business Plan based upon informed decisions.

This particular policy along with the Quality Policy should address and govern the reaction to risks relating to public and/or commercial image and opinion and this can only be achieved when the Town Councils objectives are fully understood.

**Specialist areas** (*Regulatory bodies / Duty Holders / Professional services / Projects & Facilities Manager to oversee*)

**Environment, Protected Land & Habitats**

Relies upon open communication with organisations such as Natural England, Environment Agency and South Downs National park.

Utilisation of voluntary groups is often key to regularly monitoring such areas and consultation with specialist

### **Cliff Safety & Erosion**

Consider consultation with Environment Agency, regarding statistics on the Seaford Head to Cuckmere areas along the Local Nature Reserve.

Will have direct implications on the continuation of the Golf Course in connection with Public access. A plan that sets out the future management of the cliff and its surroundings which should include areas such as Hope Gap steps, should be drawn up over the next 12 – 24 months that considers the longer term aspects.

Town Council owned land surrounding the Splashpoint area should also be included especially considering the possible impact on the safety of the general public.  
The Seaford Head Nature Reserve Committee will also play an important role in the management systems for the areas they control..

### **Seaford Flood + Emergency Plan**

Flood Plan Produced by the Seahaven Flood Planning Group in 2005 - Comprising of Environment Agency, East Sussex County Council, Lewes District Council and many other related organisations.

Hard copies retained in central filing, with digital copies to be identified on server or acquired.

Emergency Plan produced by the Seaford Town Emergency Plan Committee. Date produced  
For use in the event of a Major Emergency to maximise survival and the rate of recovery, and allowing the Town Council to operate its own Community Services independent of external resources.

## **Reference Documents & Governing bodies**

This will provide a point of reference for all Town Council staff so that each member has access to the relevant information for the practice in question.

Should provide access to conditions and standard practices of employment through National Association of Local Councils (NALC), information governing the required approach to Health, Safety the environment, minority or disadvantaged groups, the approaches to contracts, legal requirements in connection with tenancy and landlord agreements.

Referring to other bodies such as Health & Safety Executive (HSE), The Royal Society for the Prevention of Accidents (ROSPA), Environment Agency (EA), District and County Councils, English Heritage, Play England.

## **Outside Funding options**

There are currently no specific procedures for identifying funding streams, but more regular review of the County Councils funding news should be undertaken in the future to ensure that all opportunities are explored.

Further efforts should be given to developing collaborative working practices with District and County Councils as this will broaden the available options for outside funding as there is often funding available that is restricted to applications from principal authorities, charitable organisations or community groups but not local authorities.



## Seaford Town Council

### Report 159/13

<b>Agenda Item No:</b>	<b>11</b>
<b>Committee:</b>	<b>Finance &amp; General Purposes</b>
<b>Date:</b>	<b>27 February 2014</b>
<b>Title:</b>	<b>Repeal of the Local Government Act s150(5)</b>
<b>By:</b>	<b>Sam Shippen, Town Clerk</b>
<b>Purpose of Report:</b>	<b>To advise of the repeal of the Local Government Act s150(5) and the implications for this Council.</b>

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#### Recommendations

**You are recommended:**

- 1. To agree in principle to the abandonment of the two signature rule subject to putting in place effective systems and arrangements compliant with the proper practices.**
  - 2. To agree that the Town Clerk and Support Services Manager bring detailed proposals for adjustment of policies and practices in relation to the repeal of the Local Government Act s150(5).**
- 

#### 1. Information

- 1.1** Members are aware from consultations and previously circulated information that NALC and SLCC have lobbied for the repeal of s.150 (5) of the Local Government Act 1972, that requires all cheques or other payable orders to be signed by two councillors.
- 1.2** A draft Legislative Reform Order (LRO) which repeals s.150 (5) has now been approved by Parliament although not yet formally made by the Minister. Once the amended proper practices have been published, the Minister is expected to make the LRO and it will come into force in England and Wales on the following day.
- 1.3** "Proper practices" being a term that appears in the accounting and audit regulations that apply to councils in England and Wales needs to be updated. In England, "proper practices" is a reference to the publication 'Governance and Accountability for Local Councils - A Practitioners' Guide (England)' issued by the Joint Practitioners Advisory Group (JPAG).
- 1.4** JPAG was due to meet on 17<sup>th</sup> February 2014 when it was expected to approve the relevant amendments to the Governance and Accountability for Local Councils - A Practitioners' Guide (England). This is expected to be published as soon as possible after 18 February, officers await an announcement on publication.

- 1.5 Once the LRO is in force, every council that wishes to take advantage of it must formally put in place effective systems and arrangements compliant with the proper practices before it seeks to abandon the two signature rule. This effectively means adopting new Financial Regulations, and internal procedures compliant with the guidance.
- 1.6 A review of Financial Regulations would normally be put to this Committee in April, prior to recommendation to Council at the Annual Meeting in May. Officers will assess whether the review is achievable in the timescale once the date of publication is known.

## 2. Financial Appraisal

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

## 3. Contact Officer

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

Town Clerk



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## Seaford Town Council

Report 152/13

<b>Agenda Item No:</b>	<b>12a</b>
<b>Committee:</b>	<b>Finance &amp; General Purposes</b>
<b>Date:</b>	<b>27 February 2014</b>
<b>Title:</b>	<b>SSALC Training Events</b>
<b>By:</b>	<b>Lucy Clark, Support Services Manager</b>
<b>Purpose of Report:</b>	<b>To advise of forthcoming training events</b>

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### Recommendations

**You are recommended:**

- 1. To agree attendance of any Councillors at the New Councillor & Refresher Training.**
  - 2. To agree attendance of any Councillors at the Chairmanship Briefing Session.**
- 

### 1. Information

- 1.1** SSALC are offering New Councillor & Refresher Training events (see programme attached in Appendix A) on 3 different dates at various venues:

Thursday 13<sup>th</sup> March 2014 at Reigate Manor Hotel, Reigate, Surrey.

Thursday 12<sup>th</sup> June 2014 at Lodge Hill Centre, Nr Pullborough, West Sussex

Tuesday 11<sup>th</sup> November 2014 at Wealden District Council, Hailsham East Sussex

- 1.2** If members choose to attend Thursday 13<sup>th</sup> March, the deadline for returning the booking forms is Friday 28<sup>th</sup> February 2014.
- 1.3** SSALC are also offering a Chairmanship Briefing Session being held on Tuesday 25<sup>th</sup> March at Wealden District Council, Hailsham, East Sussex. (see programme attached in Appendix B). The deadline for returning the booking forms is Friday 14<sup>th</sup> March 2014.

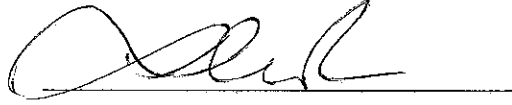
### 2. Financial Appraisal

The cost of attending either event will be £50 plus VAT for each attendee plus the cost of transport, and can be met from the Members training budget.

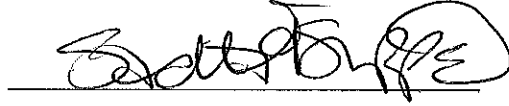
**3. Contact Officer**

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

Support Services Manager

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Town Clerk

A handwritten signature in black ink, appearing to be 'Brett [unclear]', written over a horizontal line.



# Three Counties Training



**SUSSEX & SURREY ASSOCIATIONS OF LOCAL COUNCILS LIMITED**  
AFFILIATED TO THE NATIONAL ASSOCIATION OF LOCAL COUNCILS

President  
Rt. Hon Earl of Lytton DL

President  
Dame Sarah Goad DCVO JP H.M Lord-Lieutenant

**New Councillor & Refresher Training - Programme**  
Reigate Manor Hotel, Reigate Hill, Reigate, Surrey, RH2 9PF  
**Thursday 13<sup>th</sup> March 2014, 1315 registration for a 1330 start, finishing at 1715**

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*1315 Arrival, Registration & Refreshments (No lunch provided)*

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1330 Welcome & Introductions

1335 What SSALC does for its member councils  
Challenges for now, 2015 & beyond  
Roles & responsibilities of members & officers  
Being a good council  
Local council meetings  
Financial regulations  
Members allowances  
*Trevor Leggo, Chief Executive, SSALC*

1435 Legal Issues that Affect Local Councils – including code of conduct  
*Ian Davison, Hedleys Solicitors LLP*

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*1535 Break (refreshments provided)*

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1600 Planning – The basics for Local Councils  
*Ray Wright, SSALC Planning Associate*

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1700 Closing Remarks & questions to SSALC officers

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*1715 Depart*

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(SSALC Reserve the right to make changes to the programme at any time)

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APPENDIX B

# Three Counties Training



**SUSSEX & SURREY ASSOCIATIONS OF LOCAL COUNCILS LIMITED**  
AFFILIATED TO THE NATIONAL ASSOCIATION OF LOCAL COUNCILS

President  
Rt. Hon Earl of Lytton DL

President  
Dame Sarah Goad DCVO, JP. H.M Lord-Lieutenant

## **Chairmanship Briefing Session Programme**

Civic Community Hall, Wealden District Council, Council Offices, Vicarage Lane,  
Hailsham, BN27 2AX

**Tuesday 25<sup>th</sup> March 2014, 1745 Registration for a 1800 start, finishing at  
2100**

**Presented by Linda Butcher**

### **TOPICS TO BE COVERED**

1. What is a Chairman?
  - (a) Responsibilities of the Chairman
  - (b) Representing the Council
2. Importance of the Agenda
3. Chairing meetings:
  - (a) Standing Orders
  - (b) How to deal with confidential items
  - (c) Clarifying public participation
  - (d) Dealing with difficult people
4. The Council as an Employer and the Chairman's role
5. Questions

SSALC Reserve the right to make last minute changes to the programme should it become necessary



## Seaford Town Council

**Report 156/13**

<b>Agenda Item No:</b>	<b>12b</b>
<b>Committee:</b>	<b>Finance &amp; General Purposes</b>
<b>Date:</b>	<b>27 February 2014</b>
<b>Title:</b>	<b>Marketing your Town Workshop</b>
<b>By:</b>	<b>Lucy Clark, Support Services Manager</b>
<b>Purpose of Report:</b>	<b>To appoint a Councillor to attend the Marketing your Town Workshop along with the Town Clerk</b>

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### Recommendations

**You are recommended:**

- 1. To consider attendance of any one Councillor to attend the Marketing your Town Workshop**
- 

### 1. Information

- 1.1** AMT Towns Alive and their partner Hidden Britian are working together to help towns, villages and communities understand how they can improve the profile of their towns.
- 1.2** The workshop will give a practical introduction to the principles of destination marketing, helping to establish what our town has to offer to both visitors and residents and to understand how to 'sell' this better.
- 1.3** Wealden District Council are sponsoring the event which is being held on Wednesday 12 March at their offices in Halisham.
- 1.4** The Town Clerk has been booked on this workshop and as AMT Towns Alive have an early bird offer of 'buy 1 place, get 1 free' there is a free place available for a Councillor.

### 2. Financial Appraisal

The cost of attending this event will be £90 which includes a 3 month free membership. There will be no further cost for any councillor wishing to take the free place although there may be the cost of transport which can be met from the Members training budget.

**3. Contact Officer**

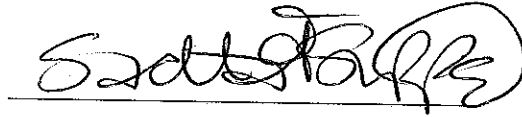
The Contact Officer for this report is Lucy Clark, Support Services Manager

Support Services Manager



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Town Clerk



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## Seaford Town Council

Report 160/13

<b>Agenda Item No:</b>	<b>13</b>
<b>Committee:</b>	<b>Finance &amp; General Purposes</b>
<b>Date:</b>	<b>27 February 2014</b>
<b>Title:</b>	<b>Sustainable Communities Act – Support for Sevenoaks Town Council Submission</b>
<b>By:</b>	<b>Sam Shippen, Town Clerk</b>
<b>Purpose of Report:</b>	<b>To seek support for a proposal under the SCA by Sevenoaks Town Council to return a proportion of business rates to Town &amp; Parish Councils.</b>

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### Recommendations

**You are recommended:**

- 1. To agree that Seaford Town Council support the actions of Sevenoaks Town Council in seeking approval of a proposal brought under the Sustainable Communities Act 2007 to return a proportion of National Non-Domestic Rates (NNDR) to town and parish councils.**
- 

### 1. Information

- 1.1** Under the Sustainable Communities Act 2007, parish & town councils can make “barrier busting” proposals to the Cabinet Office for consideration.
- 1.2** Such a proposal for a return of a system to provide a percentage of the Business (Non-Domestic) Rates to Town and Parish Councils to be used for the benefit of economic growth in the locality has recently been made by Sevenoaks Town Council.
- 1.3** In order to have a hope of being successful this application needs as much support as possible from as many local councils and organisations as they can muster; they are therefore seeking the support of other local councils.
- 1.4** The detail of their proposal is as follows  
  
“The proposal is for a return of a system to provide a percentage of the Business (Non-Domestic) Rates to Town and Parish Councils to be used for the benefit of economic growth in the locality.

Most local businesses are quite surprised to know that none of their business rates are returned direct to the council in the town or parish in which they are located and find this most frustrating. Local businesses want to contribute towards their local surroundings and community and presume this would be how this was done.

Increasingly Parish and Town Councils have become more diverse and with the encouragement of the Localism Act and the Power of General Competence are taking over many services from principal authorities and as in the case of Sevenoaks taking the lead locally in relation to projects for economic development and growth.

A percentage of the Business Rates would assist in the sustainability of these projects and for example the many projects proposed in the Sevenoaks Town Partnership's economic growth strategy."

**1.5** This Council is invited to add its name in support of the proposal. The best way for additional councils to register their further support for the business rates proposal is by e-mailing [sca@communities.gsi.gov.uk](mailto:sca@communities.gsi.gov.uk) You could also try checking the DCLG Barrier Tracker facility at <http://barrierbusting.communities.gov.uk/> for progress with this, as and if appropriate.

**1.6** We might also seek the support of businesses and business organisations such as Seaford Chamber of Commerce.

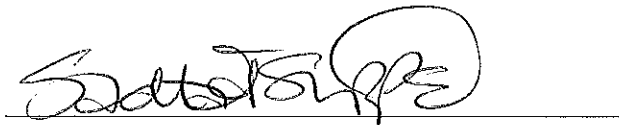
## **2. Financial Appraisal**

There are no direct financial implications as a result of this report, although clearly, if successful, there would be financial benefit from the proposal.

## **3. Contact Officer**

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

Town Clerk



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## Seaford Town Council

**Report 157/13**

<b>Agenda Item No:</b>	<b>14</b>
<b>Committee:</b>	<b>Finance &amp; General Purposes</b>
<b>Date:</b>	<b>27 February 2014</b>
<b>Title:</b>	<b>Councillor's Computer</b>
<b>By:</b>	<b>Lucy Clark, Support Services Manager</b>
<b>Purpose of Report:</b>	<b>To advise members that due to the new ESCC 'Link' Network, ESCC have proposed that a replacement computer be provided for the Members' Room</b>

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### Recommendations

**You are recommended:**

**1. To agree**

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#### **1. Information**

- 1.1** ESCC IT Services are currently in progress to connect the Town Council offices to the new ESCC 'Link' network.
- 1.2** ESCC have advised that the PC in the Members' Room currently allows direct access to the internet which would not meet their protocol for usage under the 'Link' project.
- 1.3** Before migration to the new 'Link' connection can take place, ESCC have advised that a replacement PC is required for the Members' Room. This will have a similar profile to those ESCC provide in libraries, allowing internet access but filtering the types of site that can be accessed. These profiles are known as Public Network (PN) profiles.
- 1.4** ESCC have advised that the cost for this replacement would need to be passed on to Seaford Town Council.
- 1.5** Observation by officers is that the computer is rarely used by members. Following discussion with the Chairman & Vice Chairman of this committee, on the basis of usage and the cost of provision, officers are recommending that the computer not be replaced as councillors generally access from home.

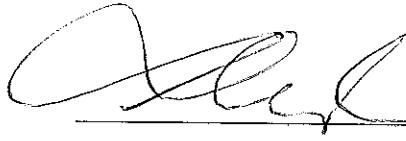
#### **2. Financial Appraisal**

The cost of the replacement would be: PC £940; monitor £93; labour £150.00; deep freeze software £50; totalling £1,233.00. There is no budget allocation.

**3. Contact Officer**

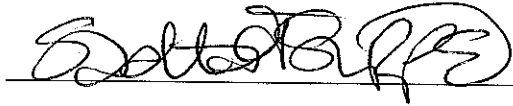
The Contact Officer for this report is Lucy Clark, Support Services Manager

Support Services Manager



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Town Clerk



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