



Seaford Town Council

To the Members of the Community Services Committee

A meeting of the of the **Community Services Committee** will be held at **37 Church Street, Seaford** on **Thursday 27 November 2014** at **7.00 pm** which you are summoned to attend.

James Corrigan
Interim Town Clerk
21 November 2014

Agenda

1. Apologies for Absence and Declaration of Substitute Members

2. Disclosure of Interests

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

3. Public Participation

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

4. Finance Report

To consider report 166/14 to inform members of the Community Services Committee of Income and Expenditure for the period of 1 April 2014 to 31 October 2014 (pages 3 to 10).

5. Scale of Hire Charges Open Spaces

To consider report 161/14 to seek approval for the proposed Charges for 2015-16 (pages 11 to 15).

6. Projects Forecast

To Consider report 160/14 to propose the project pool budget for the 2015/16 financial year as detailed in Report 162/14 (pages 16 to 17).

7. Community Services Committee Draft Budget 2015-16

To consider report 162/14 to present the draft projected outturn for the current financial year and the Committee Budget for the year 2015-16 (pages 18 to 25)

8. Southern Water -Steyne Road Gardens Proposal

To consider report 163/14 to seek approval in principle for the installation of a storm tank at Steyne Road Gardens (pages 26 to 27).

9. Arts@theCrypt Management Committee Report

To consider report 164/14 to update members on the progress made by the Arts@theCrypt Management Committee (pages 28 to 31).

10. Projects and Facilities Manager – Update Report

To consider report 165/14 to inform members on progress and actions relating to Seaford Town Council assets and services. (pages 32 to 34).

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

Circulation:

Committee: Councillor B M Warren (Chairman), Councillor S Dunn (Vice-Chairman), Councillors, G Cork, T Goodman, A Hayder, P Heseltine, L Lord, S McStravick, L Wallraven, A White.

For information: Councillors S Adeniji, B Burfield, S J Gauntlett, B Groves, R Needham and Ian White, P Franklin, M Brown, R Allen, A Latham.



Seaford Town Council

Report 166/14

Agenda Item No:	4
Committee:	Community Services Committee
Date:	27 November 2014
Title:	Finance Report
By:	Lucy Clark, Support Services Manager
Purpose of Report:	To inform members of the Community Services Committee of Income and Expenditure for the period 1 April 2014 to 31 October 2014.

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 2014 to 31st October 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** Other variances not previously reported may be explained as:
 - (a)** Salts Cleaning – this relates to the Salts toilets winter cleaning costs which are now included within the LDC cleaning contract.
 - (b)** Water & Sewerage – current expenditure is low overall due to invoices not expected until December.
 - (c)** Grounds Maintenance Contract – current expenditure is low overall due to LDC being behind with their invoicing.
 - (d)** Crypt Advertising & Publicity – this is currently showing a negative figure which relates to an accrual from 2013/14. The actual cost of the leaflets was lower leaving a credit showing. The actual amount spent for the year 2014/15 is £42.50 with further costs planned before the end of the financial year.

- (e) Seaford Head Income Grants – the budgeted amount of £6,534 may not be met due to the DEFRA grant being under review.
- (f) Seafront Grounds Main non Contract – the significant overspend relates to works for Splash Point. £8,670 is offset by the income from LDC and £8,670 has been taken from General Reserves as per Council resolution. This still leaves an overspend of £819 due to a seafront shelter refurbishment.
- (g) Seafront Income Water Recharge – this amount is showing higher than actually paid out due to backdated recharges to 2012.
- (h) Community Services Events Exp – the overspend is offset by the income code.
- (i) Building Maintenance Pool – the overspend is offset by the income code.

2. Financial Appraisal

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

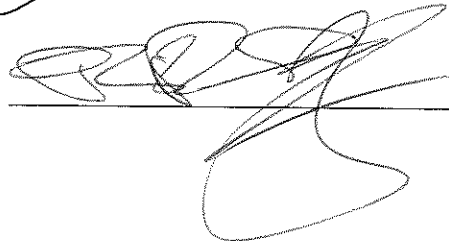
3. Contact Officer

The Contact Officer for this report is Lucy Clark, Support Services Manager. As it is not intended that I attend the meeting, please contact me prior to the meeting, if you have any questions regarding this report.

Support Services Manager



Interim Town Clerk



Month No : 7

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget	
<u>Community Services</u>							
<u>105</u>	<u>Salts Recreation Ground</u>						
4051	Rates	412	593	181	181	69.4 %	
4052	Water & Sewerage	510	2,937	2,427	2,427	17.4 %	
4055	Electricity	592	350	-242	-242	169.2 %	
4115	Insurance	2,913	2,879	-34	-34	101.2 %	
4201	Cleaning	0	1,476	1,476	1,476	0.0 %	
4251	Dog Bin Emptying	1,038	1,572	534	534	66.1 %	
4260	Grounds Maintenance Contract	20,216	94,026	73,810	73,810	21.5 %	
4261	Grounds Maint non contract	5,266	6,500	1,234	1,234	81.0 %	
	Salts Recreation Ground :- Expenditure	30,947	110,333	79,386	0	79,386	28.0 %
1050	Income Rent	1,589	1,043	546		152.4 %	
1051	Income Insurance Recharge	1,249	1,237	12		101.0 %	
1054	Income Other	160	0	160		0.0 %	
1058	Income Water Recharge	819	1,971	-1,152		41.5 %	
1066	Income Concession	15,800	15,800	0		100.0 %	
1071	Income Base Rent	1,021	300	721		340.3 %	
	Salts Recreation Ground :- Income	20,639	20,351	288		101.4 %	
	Net Expenditure over Income	10,308	89,982	79,674			
<u>106</u>	<u>Crouch Recreation Ground</u>						
4052	Water & Sewerage	28	2,119	2,091	2,091	1.3 %	
4055	Electricity	126	289	163	163	43.5 %	
4115	Insurance	1,735	1,654	-81	-81	104.9 %	
4251	Dog Bin Emptying	742	1,310	568	568	56.6 %	
4260	Grounds Maintenance Contract	12,147	50,684	38,537	38,537	24.0 %	
4261	Grounds Maint non contract	1,424	3,500	2,076	2,076	40.7 %	
	Crouch Recreation Ground :- Expenditure	16,202	59,556	43,354	0	43,354	27.2 %
1050	Income Rent	1,194	2,425	-1,231		49.2 %	
1051	Income Insurance Recharge	723	719	4		100.5 %	
1054	Income Other	40	0	40		0.0 %	
1057	Income Electricity Recharge	98	145	-47		67.5 %	
	Crouch Recreation Ground :- Income	2,055	3,289	-1,234		62.5 %	
	Net Expenditure over Income	14,147	56,267	42,120			

Month No : 7

Committee Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>107</u>	<u>Martello Fields</u>						
4251	Dog Bin Emptying	593	1,047	454		454	56.7 %
4260	Grounds Maintenance Contract	2,493	6,087	3,594		3,594	41.0 %
4261	Grounds Maint non contract	1,520	2,000	480		480	76.0 %
	Martello Fields :- Expenditure	<u>4,606</u>	<u>9,134</u>	<u>4,528</u>	<u>0</u>	<u>4,528</u>	<u>50.4 %</u>
1050	Income Rent	5,040	3,400	1,640			148.2 %
1054	Income Other	168	0	168			0.0 %
	Martello Fields :- Income	<u>5,208</u>	<u>3,400</u>	<u>1,808</u>			<u>153.2 %</u>
	Net Expenditure over Income	<u>-602</u>	<u>5,734</u>	<u>6,336</u>			
<u>108</u>	<u>Other Open Spaces</u>						
4051	Rates	429	617	188		188	69.6 %
4052	Water & Sewerage	7	71	64		64	10.3 %
4251	Dog Bin Emptying	1,187	1,572	385		385	75.5 %
4260	Grounds Maintenance Contract	6,210	20,065	13,855		13,855	30.9 %
4261	Grounds Maint non contract	2,091	3,500	1,409		1,409	59.7 %
4274	Projects Expenditure	245	0	-245		-245	0.0 %
	Other Open Spaces :- Expenditure	<u>10,169</u>	<u>25,825</u>	<u>15,656</u>	<u>0</u>	<u>15,656</u>	<u>39.4 %</u>
	Net Expenditure over Income	<u>10,169</u>	<u>25,825</u>	<u>15,656</u>			
<u>113</u>	<u>Crypt</u>						
4051	Rates	3,823	5,498	1,675		1,675	69.5 %
4052	Water & Sewerage	5	200	195		195	2.6 %
4055	Electricity	204	876	672		672	23.3 %
4056	Gas	767	2,214	1,447		1,447	34.6 %
4105	Postage	0	10	10		10	0.0 %
4106	Stationery	0	100	100		100	0.0 %
4110	Advertising & Publicity	-3	300	303		303	-0.8 %
4115	Insurance	746	1,204	458		458	62.0 %
4199	Other Expenditure	9	50	41		41	18.7 %
4201	Cleaning	36	500	464		464	7.2 %
	Crypt :- Expenditure	<u>5,588</u>	<u>10,952</u>	<u>5,364</u>	<u>0</u>	<u>5,364</u>	<u>51.0 %</u>
1050	Income Rent	4,476	5,250	-774			85.3 %
	Crypt :- Income	<u>4,476</u>	<u>5,250</u>	<u>-774</u>			<u>85.3 %</u>
	Net Expenditure over Income	<u>1,112</u>	<u>5,702</u>	<u>4,590</u>			

Month No : 7

Committee Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>115</u>	<u>Martello Tower</u>						
4115	Insurance	2,143	2,123	-20		-20	100.9 %
	Martello Tower :- Expenditure	<u>2,143</u>	<u>2,123</u>	<u>-20</u>	<u>0</u>	<u>-20</u>	<u>100.9 %</u>
	Net Expenditure over Income	<u>2,143</u>	<u>2,123</u>	<u>-20</u>			
<u>116</u>	<u>Seaford Head Estate</u>						
4115	Insurance	1,200	1,188	-12		-12	101.0 %
4251	Dog Bin Emptying	593	1,048	455		455	56.6 %
4260	Grounds Maintenance Contract	649	1,750	1,101		1,101	37.1 %
4261	Grounds Maint non contract	1,242	2,250	1,008		1,008	55.2 %
4500	Nature Reserve Expenses	8,483	10,500	2,017		2,017	80.8 %
	Seaford Head Estate :- Expenditure	<u>12,168</u>	<u>16,736</u>	<u>4,569</u>	<u>0</u>	<u>4,569</u>	<u>72.7 %</u>
1050	Income Rent	3,750	3,750	0			100.0 %
1053	Income Grants	0	6,534	-6,534			0.0 %
1054	Income Other	10	0	10			0.0 %
1066	Income Concession	4,070	4,070	0			100.0 %
1200	Income Nature Reserve	4,779	2,000	2,779			239.0 %
	Seaford Head Estate :- Income	<u>12,609</u>	<u>16,354</u>	<u>-3,745</u>			<u>77.1 %</u>
	Net Expenditure over Income	<u>-442</u>	<u>382</u>	<u>824</u>			
<u>117</u>	<u>Seafront</u>						
4052	Water & Sewerage	68	170	102		102	39.8 %
4055	Electricity	1,318	2,200	882		882	59.9 %
4115	Insurance	503	508	5		5	99.1 %
4201	Cleaning	0	50	50		50	0.0 %
4253	Shelters	720	1,848	1,128		1,128	39.0 %
4261	Grounds Maint non contract	20,659	2,500	-18,159		-18,159	826.4 %
	Seafront :- Expenditure	<u>23,268</u>	<u>7,276</u>	<u>-15,992</u>	<u>0</u>	<u>-15,992</u>	<u>319.8 %</u>
1057	Income Electricity Recharge	1,071	2,200	-1,129			48.7 %
1058	Income Water Recharge	133	70	63			189.8 %
1066	Income Concession	41,555	39,555	2,000			105.1 %
1092	Income Grnds Maint Non Contrat	8,670	0	8,670			0.0 %
	Seafront :- Income	<u>51,429</u>	<u>41,825</u>	<u>9,604</u>			<u>123.0 %</u>
	Net Expenditure over Income	<u>-28,161</u>	<u>-34,549</u>	<u>-6,388</u>			

Month No : 7

Committee Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>118</u>	<u>Beach Huts</u>						
4051	Rates	1,731	2,417	686		686	71.6 %
4115	Insurance	1,053	1,062	9		9	99.1 %
4199	Other Expenditure	18	0	-18		-18	0.0 %
	Beach Huts :- Expenditure	<u>2,801</u>	<u>3,479</u>	<u>678</u>	<u>0</u>	<u>678</u>	<u>80.5 %</u>
1054	Income Other	30	0	30			0.0 %
1060	Beach Huts Site Licence	14,905	14,880	25			100.2 %
1061	Beach Hut Annual Rent	11,430	11,430	0			100.0 %
	Beach Huts :- Income	<u>26,365</u>	<u>26,310</u>	<u>55</u>			<u>100.2 %</u>
	Net Expenditure over Income	<u>-23,564</u>	<u>-22,831</u>	<u>733</u>			
<u>119</u>	<u>Old Town Hall</u>						
4115	Insurance	184	183	-1		-1	100.8 %
	Old Town Hall :- Expenditure	<u>184</u>	<u>183</u>	<u>-1</u>	<u>0</u>	<u>-1</u>	<u>100.8 %</u>
1050	Income Rent	903	1,275	-372			70.8 %
1051	Income Insurance Recharge	184	183	1			100.8 %
	Old Town Hall :- Income	<u>1,088</u>	<u>1,458</u>	<u>-370</u>			<u>74.6 %</u>
	Net Expenditure over Income	<u>-903</u>	<u>-1,275</u>	<u>-372</u>			
<u>125</u>	<u>Allotments</u>						
4199	Other Expenditure	470	967	497		497	48.6 %
	Allotments :- Expenditure	<u>470</u>	<u>967</u>	<u>497</u>	<u>0</u>	<u>497</u>	<u>48.6 %</u>
1050	Income Rent	934	861	73			108.5 %
1054	Income Other	545	967	-422			56.3 %
	Allotments :- Income	<u>1,479</u>	<u>1,828</u>	<u>-349</u>			<u>80.9 %</u>
	Net Expenditure over Income	<u>-1,009</u>	<u>-861</u>	<u>148</u>			
<u>130</u>	<u>Other Recreation</u>						
4410	Swimming Pool	0	10,000	10,000		10,000	0.0 %
	Other Recreation :- Expenditure	<u>0</u>	<u>10,000</u>	<u>10,000</u>	<u>0</u>	<u>10,000</u>	<u>0.0 %</u>
	Net Expenditure over Income	<u>0</u>	<u>10,000</u>	<u>10,000</u>			
<u>134</u>	<u>CCTV</u>						
4055	Electricity	686	1,656	970		970	41.4 %
4115	Insurance	899	907	8		8	99.1 %

Month No : 7

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4270 Vehicles & Equipment Maint	0	1,000	1,000		1,000	0.0 %
4276 CCTV	7,916	9,285	1,369		1,369	85.3 %
CCTV :- Expenditure	9,501	12,848	3,347	0	3,347	73.9 %
Net Expenditure over Income	9,501	12,848	3,347			
<u>135 Community Service Other</u>						
4115 Insurance	188	140	-48		-48	134.2 %
4195 Community Services Events Exp	1,172	200	-972		-972	586.1 %
4262 Tree Warden Expenses	41	2,310	2,269		2,269	1.8 %
4273 Christmas Lights	1,649	13,000	11,351		11,351	12.7 %
4281 Christmas Event Expenses	130	0	-130		-130	0.0 %
4290 Physical Activity Proj Expenses	3,820	8,000	4,180		4,180	47.8 %
Community Service Other :- Expenditure	7,000	23,650	16,650	0	16,650	29.6 %
1065 Income Xmas Lights	0	500	-500			0.0 %
1070 Income Community Serv Events	1,095	0	1,095			0.0 %
1072 Income Tree Wardens	315	0	315			0.0 %
1075 Income Christmas Event	675	400	275			168.8 %
1090 Income Physical Activity Proj	1,309	0	1,309			0.0 %
Community Service Other :- Income	3,394	900	2,494			377.1 %
Net Expenditure over Income	3,607	22,750	19,143			
<u>220 Building Maintenance Pool</u>						
4275 Building Maintenance	10,495	6,000	-4,495		-4,495	174.9 %
Building Maintenance Pool :- Expenditure	10,495	6,000	-4,495	0	-4,495	174.9 %
1091 Income Building Maintenance	5,472	0	5,472			0.0 %
Building Maintenance Pool :- Income	5,472	0	5,472			
Net Expenditure over Income	5,023	6,000	977			
<u>225 Projects Pool</u>						
4274 Projects Expenditure	1	35,000	34,999		34,999	0.0 %
Projects Pool :- Expenditure	1	35,000	34,999	0	34,999	0.0 %
Net Expenditure over Income	1	35,000	34,999			
<u>301 Planning & Highways</u>						
4199 Other Expenditure	-1	400	401		401	-0.1 %
4263 Bus Shelter Maintenance/Clean	108	750	642		642	14.4 %
Planning & Highways :- Expenditure	107	1,150	1,043	0	1,043	9.3 %
Net Expenditure over Income	107	1,150	1,043			

Month No : 7

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
Community Services :- Expenditure	135,651	335,212	199,561	0	199,561	40.5 %
Income	134,213	120,965	13,248			111.0 %
Net Expenditure over Income	1,439	214,247	212,808			



Seaford Town Council

Report 161/14

Agenda Item No: 5

Committee: Community Services

Date: 27 November 2014

Title: Scale of Charges for Open spaces and Beach Huts - 2015-16

By: Ben King, Projects & Facilities Manager

Purpose of Report: To seek approval for the proposed Charges for 2015-16.

Recommendations

You are recommended:

- 1. To approve the charges for 2015-16 as set out in Appendix B and C of this report.**
-

1. Information

- 1.1** The hire charges for this Committee's controlled assets, as adopted for the 2014/15 financial year are detailed in Appendix A.
- 1.2** The table at Appendix B details the proposed charges for open spaces for the 2015-16 financial year; the charges are based on the prior year's charge plus an increase of 3%. The charges now also take into account the fact that the open spaces are not subject to VAT.
- 1.3** Hourly rates remain as 'By application' in most cases, this takes into consideration the fact that some applications vary in their duration but especially their purpose. An addition has been included that refers to 'written requests' being required when applying for free use or reduced rates.
- 1.4** Although not referred to at this stage, a grants policy will be completed before the 2015/16 financial year. The policy will then be referred to in the 'hire charge' sheet, detailing that decisions will be made in line with a grants policy.
- 1.5** The Beach Hut rental charges are no longer included in the same set of charges as they are subject to VAT so the 'premises' rates are set out on a separate sheet which includes 37 Church Street. To enable this Committee to approve the charges for Beach Huts, the rates for premises have been presented at Appendix C, this committee is only required to approve the charges for Beach Huts.
- 1.6** The Beach Hut rental charges include an additional £51 (plus VAT) reflecting the reduction in the transitional relief from business rates paid by the Council. Due to

the considerable increase in this case, an inflation increase has not been added for the 2015/16 rent charges.

2. Financial Appraisal

If approved, the scale of charges will increase the income from charges for Community Services facilities for 2015-16.

3. Contact Officer

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

Projects & Facilities Manager

Town Clerk

The image shows two handwritten signatures in black ink. The first signature is positioned above a horizontal line and is associated with the title 'Projects & Facilities Manager'. The second signature is positioned below another horizontal line and is associated with the title 'Town Clerk'. The signatures are stylized and cursive.

Venue Hire Charges - Effective from 1st April 2014
All rates are inclusive of VAT @ 20%

Appendix A.

VENUE/FACILITY	Non Commercial/Voluntary Groups				Commercial/Outside Bodies				
	Seaford based groups may be permitted use free of charge.								
	Day	Setting up	per Hour	Day	Setting up	per Hour	Day	Setting up	per Hour
Salts Recreation Grounds									
The Salts Cricket squares out of bounds as per plan	£123	£80	By application	£412	£165	By application			By application
The Base	£30	N/A	£5.80	£30	N/A	£5.80			£5.80
Martello Fields Special arrangements are required, for use of the Pumping Station field	£148	£82.50	By application	£485	£309	By application			By application
Crouch Gardens									
Crouch (Pitch – as per plan)	£35	£0	By application	£140	£94	By application			By application
Crouch (Ornamental – as per plan)	£23	£0	By application	£119	£76	By application			By application
Special requests are required, for both spaces to be hired at one time Peace Garden is not to be used in connection with organised events – without prior consent									
	<ul style="list-style-type: none"> • Applications for special rates or use free of charge should be addressed to the Projects & Facilities Manager, not less than 7 days prior to the event. • Applications for organised physical activities, training or classes are considered individually upon application, booking fees may apply. 								
Beach Huts									
Ground Rent/Site Licence (net £310)		£372 Inc VAT							
Beach Hut Season Hire (net £952.50)		£1,143 Inc VAT							

Venue Hire Charges - Effective from 1st April 2015
All prices are exempt from VAT

Appendix B.

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

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

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



Seaford Town Council

Report 160/14

Agenda Item No:	6
Committee:	Community Services
Date:	27 November 2014
Title:	Projects Forecast – 2015/16
By:	Ben King – Projects & Facilities Manager
Wards Affected:	All Seaford Wards
Purpose of Report:	To propose the project pool budget for the 2015/16 financial year as detailed in Report 162/14.

Recommendations

You are recommended:

- 1. To approve that the Projects Pool be set at £45,000 for the 2015/16 financial year, as detailed in the Community Services budget report 162/14.**
 - 2. To approve that a recommendation be made to Full Council that any underspend from projects budget, for projects not commenced in this financial year be allocated to the Projects earmarked reserve.**
-

1. Information

- 1.1** Seaford Town Council is now approaching the fifth year of forecasted improvement projects. With changes in policy and the new approach to proposing capital projects, the budgeting process will now be led by the 'Capital Wish list' adopted by Council in August of this year. The Capital Wish list took into account the projects that originally featured in the forecasting process.
- 1.2** In this financial year it is likely that the projects budget will not be fully utilised due to much of the pool being allocated to The Salts Development Plan projects which are still under development; as well as the phased improvements to the Martello Toilets. Crouch Water Main works are proposed to be completed before year end.
- 1.3** Priority is being given to The Salts project, with the development of the consultation and design selection for play space. The Martello Toilets will follow and is likely to start in the next financial year with the first phase of renovations; this project has been delayed in recent years with a number of interruptions including the renewal of the public toilet cleaning contract.

- 1.4 It is recommended that any under spend relating to these projects, should be added to the 'Projects' earmarked reserve to enable the budget to be utilised for The Salts Development Plan projects and the Martello Toilets when they are ready to implement.
- 1.5 If the proposed budget for 2015/16 is approved, the Projects Pool will then be utilised for priority projects as detailed in the Capital Wish list, and where the estimated project cost exceeds available budget, a proportion may be used as match funding, provided that this does not affect other committed project spends.
- 1.6 With many projects in the Capital Wish list known to exceed available budgets this will require more attention in future. The development of funding strategies may be suitable through the 'development plan' process; whereby outside funding applications are prioritised to enable higher cost projects to be delivered.

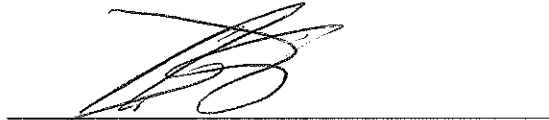
2. Financial Appraisal

The Projects Pool budget of £45,000 for 2015/16 is proposed in report 162/14, and will be utilised to deliver priority projects from the Capital Wish list as previously adopted.

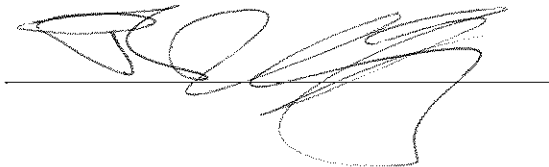
3. Contact Officer

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

Projects & Facilities Manager



Town Clerk





Seaford Town Council

Report 162/14

Agenda Item No:	7
Committee:	Community Services
Date:	27 November 2014
Title:	Community Services Committee Draft Budget 2015-16
By:	Ben King, Projects & Facilities Manager
Purpose of Report:	To present the draft projected outturn for the current financial year and the Committee Budget for the year 2015-16

Recommendations

You are recommended:

1. To approve or amend the projected outturn for 2014/15 and the draft budget for 2015/16 for this Committee.
 2. To approve that the draft budget subject to any amendments be recommended to full Council for adoption.
 3. To approve that a recommendation be made to full Council, to authorise funding to facilitate the employment of a Projects officer; from savings made in this Committee's budget.
-

1. Information

- 1.1 The draft projected outturn for the current financial year and the Community Services Committee budget for 2015-16 is attached to this report as Appendix A.
- 1.2 The following comments should be considered when reviewing this report. There are also some notes specific to the particular line item.
 - (a) *Rates* – Have been increased at 2%. The Beach Huts owned by this Council are subject to transitional relief in rates, the reduction in this relief is reflected in the increased rental charge; due to the more considerable increase experienced in comparison to previous years, an inflation increase has not been included in the rent calculation for 2015/16.
 - (b) *Utilities* – Electricity, Water and Gas is based on projected outturn plus 3% (the anticipated increase in cost). One exception is The Base where an unusual level of consumption was identified over an unknown period of time which has resulted in an isolated increase in billing.

- (c) *Toilets* – The Salts winter cleaning costs are now included within the LDC cleaning contract with Wettons, this is reflected in the zero projected outturn and the same for proposed budget.
- (d) *Dog Bin Emptying* – The budget for 2015-16 reflects an estimated 3% increase which has yet to be confirmed.
- (e) *Insurance* – We are not anticipating any increase in the premium rate but we have assumed a 3% indexation increase in the building sums insured to cover increased cost of construction.
- (f) *Grounds Maintenance Contract Cost*
 - i. The budget provides an indicative figure for 2015/16, as the contract is due to be renewed and the contract costs are yet to be confirmed. Initial indications suggest that a reduction will be seen for 2015/16, in comparison to the existing contract costs.
 - ii. The projected outturn shows overspend in some cost centres and underspend in others, this reflects the more detailed breakdown in the contract rates for the 2014/15 Burleys contract; the total results in an underspend for the cost code, 4260 for the 2014/15 financial year.
- (g) *Seafront* – projected outturn in Grounds Maintenance non contract takes into account the Splash Point repair works. This will be met 50/50 with half from General Reserve and half from Lewes District Council as approved. The projected over spend also takes into account the refurbishment of the seafront shelter at Martello.
- (h) *Grounds Maintenance non contract* – as 2014-15. Projected outturn is shown as utilising the available budget. In comparison to the actual spend, this takes into account approaching works in Crouch Gardens and Open spaces and winter season maintenance demands across all areas. The Salts and Seafront show a projected over spend; where possible this will be offset by under spend in other areas.
- (i) *Projects* – In the current year Projects budget is not anticipated to be fully utilised; primarily this relates to The Salts Project where the allocation is expected to be used as match funding in 2015/16 financial year for the children's play area project, but also the Martello Toilets which is likely to be commenced in the next financial year; the under spend is therefore recommended to be placed in an earmarked reserve. The budgeted amount for 2015-16 of £45,000 is discussed in more detail in a separate report on this agenda.
- (j) *Crypt* – The projected outturn for the current financial year reflects a small additional income from rent; the revenue shortfall will be funded by precept. An increase in budgeted income is proposed for 2015/16 as well as an increase in advertising budget to enable higher level advertisement of the venue.
- (k) *Seaford Head Estate* – includes costs associated with the Nature Reserve including the ranger service and other expenditure associated with the

maintenance of Seaford Head Estate Management Plan. Income shows a notable projected increase due to the successful review of lease rents.

- (l) *Concession Income* – Reflects the amounts tendered. No income is currently budgeted for High & Over in other open spaces, however a tender will be proposed for approval prior to the 2015/16 financial year to enable a concession to be let.
- (m) *Pitch Income* – Is a new line in the budget taking into account the fact that pitch income will no longer be taken by the grounds maintenance contractor, but instead will be a Seaford Town Council income. Some staff time may be required to administer the pitch hire service but the resulting income will exceed any related costs.
- (n) *Tree Wardens* – Tree wardens projected under spend is proposed to be added to the earmarked reserve for Tree Planting, where this will be utilised for projects that are being developed for 2015/16.

2. Financial Appraisal

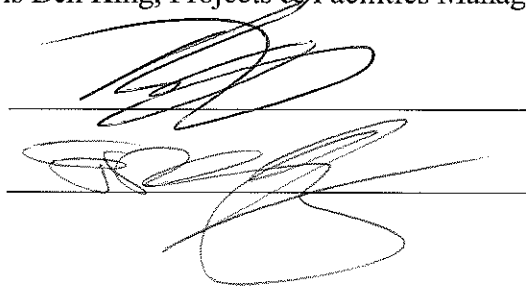
- 2.1 The draft budget for 2015/16 for this committee is attached at Appendix A. This has been fully evaluated taking into account the current projections for this financial year and planned spend for next financial year.
- 2.2 Due to income gained from sports pitch hire and additional rents; and reduced expenditure from grounds maintenance contract savings, this has resulted in an overall reduction of nearly £32,000 in the Community Services Budget.

3. Contact Officer

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

Projects & Facilities Manager

Town Clerk



The image shows two handwritten signatures, one above the other, each positioned above a horizontal line. The top signature is more complex and scribbled, while the bottom signature is more fluid and cursive.

Account Number	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Final Budget	2014-15 Actual to 30/09/14	2014-15 Projected Outturn	2014-15 Variance	2015-16 Budget	
Salts Recreation Ground									
Cost Centre 105									
4051 Rates	541	563	578	593	353	589	4	601	Increase of 2%
4052 Water & Sewerage	2,982	2,941	2,627	2,937	510	2,937	0	3,025	Increase of 3%
4055 Electricity	485	271	336	350	592	767	-417	361	Increase of 3% - projected outturn is related to an adjustment due to consumption at The Base.
4115 Insurance	2,322	2,724	2,823	2,879	2,913	2,913	-34	3,000	Increase of 3% on projected outturn
4199 Other Expenditure	0	0	0	0	0	0	0	0	
4201 Toilet Cleaning	1,750	1,412	-318	1,476	0	0	1,476	0	winter cleaning now included in the LDC service contract
4250 Public Seating	687	640	0	0	0	0	0	0	
4251 Dog Bin Emptying	657	1,643	1,526	1,572	1,038	1,572	0	1,619	Increase of 3%
4252 Litter & Dog Bin Pch & Maintenance	1,083	91	85	0	0	0	0	0	
4260 Grounds Maintenance Contract	85,600	87,509	89,548	94,026	20,216	83,034	10,992	83,034	awaiting GM contract details, initial indications suggest that this will be reduced, projected outturn reflects the alternate rates as a result of the new Burleys contract.
4261 Grounds Maintenance Non Contract	2,808	4,420	3,463	5,000	5,074	6,500	-1,500	5,000	Includes an amount of £1,500 for Cricket Club carpet which is coming out of EMR
4272 Equipment Purchase	0	2,376	0	0	0	0	0	0	
4274 Projects Expenditure	12,868	12,793	0	0	0	0	0	0	
4275 Building Maintenance	1,611	1,037	0	0	0	0	0	0	
Salts Recreation Ground Expenditure	113,394	118,420	100,668	108,833	30,696	98,312	10,521	96,640	
1050 Income Rent	937	1,703	1,140	1,043	1,439	2,328	-1,285	2,928	Increase of 3% + Football Income
1051 Income Insurance Recharge	1,193	1,178	1,213	1,237	1,249	1,248	-11	1,285	Increase of 3%
1052 Income Projects	8,364	0	0	0	0	0	0	0	
1053 Income Grants	0	0	0	0	0	0	0	0	
1054 Income Other	878	0	0	0	160	0	0	0	
1055 Income Seating	659	763	0	0	0	0	0	0	
1057 Income Electricity recharge	127	0	0	0	0	0	0	0	
1058 Income Water Recharge	1,850	1,974	1,144	1,971	819	1,971	0	1,755	average % of expenses of previous 3 years
1066 Concession Income	11,858	13,800	14,800	15,800	15,800	15,800	0	16,800	as per lease agreement
1071 Income Base Rent	0	0	197	300	801	1,000	-700	1,000	currently meets expenditure, may be leased to TBMC
1073 Income Sports Pitch Hire	0	0	0	0	0	0	0	9,000	Relates to pitch bookings for Rugby, Cricket and Football
Salts Recreation Ground Income	25,666	19,418	18,494	20,351	20,268	22,347	-1,996	32,768	
Net Expenditure over Income	87,728	99,002	82,174	88,482	10,428	75,965	12,517	63,872	
Crouch Recreation Ground									
Cost Centre 106									
4052 Water & Sewerage	2,297	2,098	1,374	2,119	28	2,119	0	2,183	Increase of 3%
4055 Electricity	342	260	306	289	126	289	0	298	Increase of 3%
4115 Insurance	1,768	1,557	1,621	1,654	1,735	1,735	-81	1,787	Increase of 3% on projected outturn
4199 Other Expenditure	900	0	0	0	0	0	0	0	
4250 Public Seating	577	0	0	0	0	0	0	0	
4251 Dog Bin Emptying	569	1,081	1,271	1,310	742	1,310	0	1,349	Increase of 3%
4252 Litter & Dog Bin Pch & Maintenance	429	0	227	0	0	0	0	0	
4260 Grounds Maintenance Contract	46,181	47,172	48,271	50,684	12,147	44,203	6,481	44,203	awaiting GM contract details, initial indications suggest that this will be reduced, projected outturn reflects the alternate rates as a result of the new Burleys contract.
4261 Grounds Maintenance Non Contract	1,413	2,633	3,427	3,500	1,100	3,500	0	3,500	project outturn takes into account postponed tree works and winter season repairs
4270 Vehicles & Equipment Maint.	0	0	0	0	0	0	0	0	
4274 Projects Expenditure	4,557	4,670	0	0	0	0	0	0	
4275 Building Maintenance	235	101	0	0	0	0	0	0	
Crouch Recreation Ground Expenditure	59,268	59,572	66,497	69,556	15,878	53,156	6,400	53,320	
1050 Income Rent	2,288	2,635	2,571	2,425	1,194	1,825	600	2,475	Grounds store income unlikely - but needs review
1051 Income Insurance Recharge	792	687	705	719	723	723	-4	745	
1052 Income Projects	0	0	0	0	0	0	0	0	
1054 Income Other	1,081	0	0	0	40	40	-40	0	
1055 Income Seating	569	0	0	0	0	0	0	0	
1057 Income Electricity Recharge	171	130	138	145	98	145	0	149	50% of expenditure cost
1073 Income Sports Pitch Hire	0	0	0	0	0	0	0	9,000	Relates to pitch bookings for Lawn Bowls and Football
Crouch Recreation Ground Income	4,901	3,452	3,414	3,289	2,055	2,733	556	12,369	
Net Expenditure over Income	54,367	56,120	63,083	66,267	13,823	50,423	5,844	40,951	
Martello Fields									
Cost Centre 107									
4251 Dog Bin Emptying	456	1,017	1,144	1,047	593	1,047	0	1,079	Increase of 3% on outturn
4260 Grounds Maintenance Contract	5,541	5,664	5,796	6,087	2,493	9,928	-3,841	9,928	awaiting GM contract details, initial indications suggest that this will be reduced, projected outturn reflects the alternate rates as a result of the new Burleys contract.
4261 Grounds Maintenance Non Contract	1,317	1,689	2,000	2,000	1,520	2,000	0	2,000	Projected outturn takes into account potential winter repairs
4274 Projects Expenditure	0	1,328	0	0	0	0	0	0	
Martello Fields Expenditure	7,314	9,698	8,940	9,134	4,606	12,975	-3,841	13,007	

Account Number	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Final Budget	2014-15 Actual to 30/09/14	2014-16 Projected Outturn	2014-15 Variance	2015-16 Budget	
1050 Income Rent	4,725	4,165	4,002	3,400	4,364	4,364	-362	3,750	estimated increase
1054 Other Income	0	0	0	0	168	0	0	0	
Martello Fields Income	4,725	4,165	4,002	3,400	4,532	4,364	-362	3,750	
Net Expenditure over Income	2,589	5,533	4,938	5,734	74	8,611	-3,479	9,267	
Other Open Spaces									
Cost Centre 108									
4051 Rates	563	585	601	617	368	612	5	624	increase of 2%
4052 Water & Sewerage	119	24	158	71	7	71	0	73	increase of 3%
4115 Insurance	0	0	0	0	0	0	0	0	Remove this line?
4250 Public Seating	510	0	0	0	0	0	0	0	
4251 Dog Bin Emptying	-185	1,780	2,034	1,572	1,187	1,572	0	1,620	increase of 3%
4252 Litter & Dog Bin Pch & Maintenance	242	757	71	0	0	0	0	0	
4260 Grounds Maintenance Contract	19,870	20,303	20,776	21,815	6,210	23,824	-2,009	23,824	awaiting GM contract details, initial indications suggest that this will be reduced, projected outturn reflects the alternate rates as a result of the new Burleys contract.
4261 Grounds Maintenance Non Contract	1,377	1,792	4,911	3,500	1,779	3,500	0	3,500	Projected outturn takes into account tree works, including DED and fencing repairs
4274 Projects Expenditure	0	0	0	0	245	0	0	0	
Other Open Spaces Expenditure	22,496	25,241	28,551	27,575	9,796	29,579	-2,004	29,641	
1052 Income Projects	0	0	0	0	0	0	0	0	
1055 Income Seating	0	0	0	0	0	0	0	0	
1066 Concession Income	2,875	2,875	0	0	0	0	0	0	
Other Open Spaces Income	2,875	2,875	0	0	0	0	0	0	
Net Expenditure over Income	19,621	22,366	28,551	27,575	9,796	29,579	-2,004	29,641	
Crypt									
Cost Centre 113									
4051 Rates	5,023	5,220	5,359	5,498	3,276	5,464	34	5,573	increase of 2% on projected outturn
4052 Water & Sewerage	78	132	198	200	5	200	0	206	increase of 3% on projected outturn
4055 Electricity	1,118	846	783	876	204	876	0	902	increase of 3% on projected outturn
4056 Gas	2,144	1,486	1,861	2,214	767	2,214	0	2,280	increase of 3% on projected outturn
4100 Telecommunications	310	306	77	0	0	0	0	0	
4105 Postage	12	3	0	10	0	10	0	10	
4106 Stationery	211	111	0	100	0	100	0	100	
4110 Advertising & Publicity	563	107	244	300	43	300	0	1,000	increased to finance wider marketing efforts in 2015/16
4115 Insurance	1,100	1,145	-147	1,204	746	1,189	15	1,225	increase of 3% on actual to date
4155 Professional Fees	0	0	0	0	0	0	0	0	
4199 Other Expenditure	0	0	0	50	9	9	41	50	
4201 Cleaning	9	274	339	500	30	500	0	650	proposed to cover additional cleaning
4270 Vehicle & Equipment Maintenance	0	0	0	0	0	0	0	0	
4274 Projects Expenditure	35,052	2,642	-389	0	0	0	0	0	
4275 Building Maintenance	414	456	0	0	0	0	0	0	
Crypt Expenditure	46,034	12,728	8,325	10,952	5,080	10,862	90	11,997	
1050 Income Rent	2,792	4,966	6,471	5,250	4,108	5,780	-530	6,250	Proposed increase in income equates to 3 x additional 'wholesale venue' bookings
1054 Income Other	0	0	0	0	0	0	0	0	
1067 LDC Contribution	0	0	0	0	0	0	0	0	
1303 Income Crypt Building Repair	0	0	23	0	0	0	0	0	
Crypt Income	2,792	4,966	6,494	5,250	4,108	5,780	-530	6,250	
Net Expenditure over Income	43,242	7,762	1,831	5,702	972	5,082	620	5,747	
South Street Toilets									
Cost Centre 114									
4275 Building Maintenance	0	2,050	0	0	0	0	0	0	
South Street Expenditure	0	2,050	0	0	0	0	0	0	
1054 Income Other	0	940	0	0	0	0	0	0	
South Street Income	0	940	0	0	0	0	0	0	
Net Expenditure over Income	0	1,110	0	0	0	0	0	0	
Martello Tower									
Cost Centre 115									
4115 Insurance	1,961	2,020	2,081	2,123	2,143	2,143	-20	2,207	increase of 3% on projected outturn
4274 Projects Expenditure	0	0	0	0	0	0	0	0	
Martello Tower Expenditure	1,961	2,020	2,081	2,123	2,143	2,143	-20	2,207	
1050 Income Rent	0	0	0	0	0	0	0	0	

Account Number	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Final Budget	2014-15 Actual to 30/09/14	2014-15 Projected Outturn	2014-15 Variance	2015-16 Budget	
Martello Tower Income	0	0	0	0	0	0	0	0	
Net Expenditure over Income	1,961	2,020	2,081	2,123	2,143	2,143	-20	2,207	
Seaford Head Estate									
Cost Centre 116									
4115 Insurance	1,098	1,131	1,165	1,188	1,200	1,200	-12	1,236	increase of 3% on projected outturn
4199 Other Expenditure	0	0	0	0	0	0	0	0	
4250 Public Sealing	0	678	0	0	0	0	0	0	
4251 Dog Bin Emptying	456	1,017	763	1,048	593	1,048	0	1,080	increase of 3%
4252 Litter & Dog Bin Pch & Maintenance	0	122	0	0	0	0	0	0	
4260 Grounds Maintenance Contract	0	0	0	0	649	2,299	-2,299	2,299	Projected outturn reflects the new bill of quantities as a result of the new Burleys contract, awaiting GM contract details, initial indications suggest that this will be reduced
4261 Grounds Maintenance Non Contract	844	220	270	2,250	152	1,000	1,250	2,000	Reduced slightly taking into account projected outturn
4274 Projects Expenditure	0	1,168	0	0	0	0	0	0	
4275 Buildings Maintenance	349	0	0	0	0	0	0	0	
4500 Nature Reserve Expenses	0	0	14,254	10,500	8,371	10,500	-2,129	10,500	Relates to the Sussex Wildlife Trust Management contract
Seaford Head Estate Expenditure	2,747	4,336	16,452	14,986	10,965	16,047	-3,190	17,115	
1050 Income Rent	3,750	3,750	3,750	3,750	3,750	3,750	0	10,000	Tenant farmer's lease reviewed
1053 Income Grants	7,638	6,534	6,534	6,534	0	6,534	0	3,350	HLS - a grant from Defra may be included in this code following review
1054 Income Other	650	83	0	0	10	10	-10	0	
1055 Income Sealing	0	801	0	0	0	0	0	0	
1066 Income Concession	3,300	3,650	3,970	4,070	4,070	4,070	0	4,170	Relates to South Hill Barn concession
1200 Income Nature Reserve	0	0	3,700	2,000	3,633	4,000	-2,000	2,500	Relates to filming income
Seaford Head Estate Income	16,338	14,818	17,954	16,354	11,663	18,364	-2,010	20,020	
Net Expenditure over Income	-12,591	-10,482	-1,502	-1,368	-698	-2,317	-1,180	-2,905	
Seafont									
Cost Centre 117									
4052 Water & Sewerage	113	124	103	170	68	170	0	175	increase of 3% on projected outturn
4055 Electricity	2,625	2,145	3,969	2,200	1,318	2,200	0	2,266	increase of 3% on projected outturn
4115 Insurance	488	493	498	508	503	503	5	518	increase of 3% on projected outturn
4201 Cleaning	23	0	0	50	0	0	50	0	
4250 Public Sealing	300	120	263	0	0	0	0	0	
4251 Dog Bin Emptying	1,152	2,817	694	0	0	0	0	0	
4252 Litter & Dog Bin Pch & Maintenance	1,028	114	0	0	0	0	0	0	
4253 Shelters	1,440	1,909	1,672	1,848	600	1,440	408	1,690	
4261 Grounds Maintenance Non Contract	2,374	2,065	3,046	2,500	20,639	21,139	-18,639	2,500	£20,639 actual includes £17,340 for splashpoint repair works which will met by reserves and recharge as in 1092
4274 Projects Expenditure	7,408	8,245	0	0	0	0	0	0	
4275 Building Maintenance	3,340	90	0	0	0	0	0	0	
Seafont Expenditure	20,291	18,122	10,245	7,276	23,128	25,452	-18,176	7,149	
1054 Income Other	2,715	238	0	0	0	0	0	0	
1055 Income Sealing	83	130	368	0	0	0	0	0	
1057 Income Electricity Recharge	2,562	2,144	3,634	2,200	1,071	2,200	0	2,266	100% of expense should be recharged
1058 Income Water Recharge	17	51	0	70	133	133	-63	80	Actual for this year was £78.00 so 2% based on this. The remaining income related to last year.
1066 Income Concession	33,950	36,400	40,215	39,555	41,555	41,555	-2,000	42,825	as per lease agreement
1092 Income Grnds Maint Non Contract	0	0	0	0	8,670	8,670	-8,670	0	8,670 relates to LDC contribution to Splashpoint works
Seafont Income	39,327	38,963	44,217	41,825	51,429	52,558	-10,733	45,171	
Net Expenditure over Income	-19,036	-20,841	-33,972	-34,549	-28,301	-27,106	-7,443	-38,022	
Beach Huts									
Cost Centre 118									
4051 Rates	1,593	1,797	2,122	2,417	1,479	2,417	0	3,171	Transitional relief ends + 2% increase
4115 Insurance	887	983	1,041	1,062	1,053	1,053	9	1,085	increase of 3% on projected outturn
4199 Other Expenditure	0	0	2	0	18	0	0	0	
4275 Building Maintenance	730	240	0	0	0	0	0	0	
Beach Huts Expenditure	3,210	3,020	3,165	3,479	2,550	3,470	9	4,256	
1054 Income Other	221	50	54	0	30	30	-30	0	
1060 Beach Hut Site Licence	13,238	14,000	14,400	14,880	14,905	14,905	-25	15,326	increase of 3%
1061 Beach Hut Annual Rental	9,607	10,320	10,239	11,430	11,430	11,430	0	12,042	The increase accounts for the end of transitional relief, an inflation increase has not been added due to the more considerable increase in rates.
Beach Huts Income	23,066	24,370	24,693	26,310	26,365	26,365	-55	27,368	
Net Expenditure over Income	-19,856	-21,350	-21,628	-22,831	-23,815	-22,895	64	-23,112	
Old Town Hall									
Cost Centre 119									

Account Number		2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Final Budget	2014-15 Actual to 30/09/14	2014-15 Projected Outturn	2014-15 Variance	2015-16 Budget
4115	Insurance	169	174	179	183	184	184	-1	190
4275	Building Maintenance	120	0	0	0	0	0	0	0
	Old Town Hall Expenditure	289	174	179	183	184	184	-1	190
1050	Income Rent	1,275	1,275	1,275	1,275	903	1,275	0	1,275
1051	Income Insurance Recharge	194	174	179	183	184	184	1	190
	Old Town Hall Income	1,469	1,449	1,454	1,458	1,087	1,459	1	1,465
	Net Expenditure over Income	-1,180	-1,275	-1,275	-1,275	-903	-1,275	-2	-1,275
	Allotments								
	Cost Centre 125								
4155	Professional Fees	0	0	220	0	0	0	0	0
4199	Other Expenditure	941	4,689	938	967	393	967	0	996
4260	Grounds Maintenance Contract	1,340	1,370	1,402	0	0	0	0	0
4261	Grounds Maintenance Non Contract	0	2,500	0	0	0	0	0	0
4272	Equipment Purchase	438	0	0	0	0	0	0	0
4274	Projects	1,580	0	0	0	0	0	0	0
	Allotments Expenditure	4,299	8,559	2,560	967	393	967	0	996
1050	Income Rent	807	833	833	861	855	855	6	855
1054	Income Other	2,959	4,689	896	967	545	967	0	996
	Allotments Income	3,766	5,522	1,729	1,828	1,400	1,822	6	1,851
	Net Expenditure over Income	533	3,037	831	-861	-1,007	-855	-6	-855
	Other Recreation								
	Cost Centre 130								
4199	Other Expenditure	0	0	-201	0	0	0	0	0
4410	Swimming Pool	10,000	390	3,562	10,000	0	4,328	5,672	10,000
									Allocated to provide 1/3 contributions to the Wave Swimming Pool Capital Investment plan
	Other Recreation Expenditure	10,000	390	3,361	10,000	0	4,328	5,672	10,000
	Other Recreation Income	0	0	0	0	0	0	0	0
	Net Expenditure over Income	10,000	390	3,361	10,000	0	4,328	5,672	10,000
	CCTV								
	Cost Centre 134								
4055	Electricity	1,799	1,507	1,534	1,656	686	1,656	0	1,706
4115	Insurance	757	839	889	907	899	899	8	926
4270	Vehicle & Equipment Maintenance	0	0	0	1,000	0	0	1,000	0
4276	CCTV	8,856	8,947	9,015	9,285	8,285	7,916	1,369	8,153
	CCTV Expenditure	11,412	11,293	11,438	12,848	9,870	10,471	2,377	10,785
	CCTV Income	0	0	0	0	0	0	0	0
	Net Expenditure over Income	11,412	11,293	11,438	12,848	9,870	10,471	2,377	10,785
	Community Service Other								
	Cost Centre 135								
4115	Insurance	117	129	137	140	188	188	-48	194
4187	Young Mayors Awards Expenditure	1,100	1,987	-515	0	0	0	0	0
4195	Community Service Events Expenditure	552	232	929	200	1,172	1,172	-972	200
4262	Tree Warden Expenses	0	1,656	1,633	2,310	41	72	2,238	2,310
4273	Christmas Lights	8,496	9,437	9,667	13,000	1,624	13,000	0	13,000
									New scheme to be selected and contract to be re-let for winter 2015/16
4274	Projects Expenditure	2,157	80	0	0	0	0	0	0
4281	Christmas Event Expenditure	0	690	0	0	130	3,500	-3,500	0
4290	Physical Activity Project	0	0	2,444	8,000	2,520	5,000	3,000	8,000
									Allocated for Physical Activity projects and partnership projects.
	Community Service Other Expenditure	12,422	14,211	14,295	23,650	6,675	22,932	718	23,704
1053	Income Grants	0	256	0	0	0	0	0	0
1054	Income Other	0	400	0	0	0	0	0	0
1084	Income Young Mayors Awards	1,100	1,937	0	0	0	0	0	0
1085	Income Xmas Lights	450	909	1,385	500	0	500	0	500
1070	Income Community Service Events	707	16	596	0	1,095	1,095	-1,095	0
1072	Income Tree Wardens	0	0	1,003	400	315	350	50	400
1075	Christmas Event Income	890	1,567	1,335	400	0	4,000	-3,600	0
									Surplus income to be transferred to EMR
									Surplus income after event expenditure to be transferred to EMR.
1090	Income Physical Activity Project	0	0	0	0	700	700	-700	0
1301	CS Events Bin Hire	0	0	7	0	0	0	0	0
	Community Service Other Income	3,147	5,085	4,326	1,300	2,110	6,645	-5,345	900

Account Number	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Final Budget	2014-15 Actual to 30/09/14	2014-15 Projected Outturn	2014-15 Variance	2015-16 Budget	
Net Expenditure over Income	9,275	9,126	9,969	22,350	3,565	16,287	6,063	22,804	
Building Maintenance Pool Cost Centre 220									
4275 Building Maintenance	0	0	8,293	6,000	9,762	9,762	-3,762	6,000	
Building Maintenance Pool Expenditure	0	0	8,293	6,000	9,762	9,762	-3,762	6,000	
1091 Income Building Maintenance	0	0	0	0	1,833	1,833	-1,833	0	
Building Maintenance Pool Income	0	0	0	0	1,833	1,833	-1,833	0	
Net Expenditure over Income	0	0	8,293	6,000	7,929	7,929	-1,929	6,000	
Projects Pool Cost Centre 225									
4274 Project Expenditure	240	0	29,603	35,000	1	35,000	0	45,000	Underspend for EMR, referred to in report items
Projects Pool Expenditure	240	0	29,603	35,000	1	35,000	0	45,000	
Projects Pool Income	0	0	0	0	0	0	0	0	
Net Expenditure over Income	240	0	29,603	35,000	1	35,000	0	45,000	
Planning & Highways Cost Centre 301									
4199 Other Expenditure	125	131	0	400	-1	-1	401	0	
4262 Tree Warden Expenses	2,345	0	0	0	0	0	0	0	
4263 Bus Shelter Maintenance/Cleaning	818	258	216	750	90	750	0	750	
Planning & Highways Expenditure	3,288	389	216	1,150	89	749	401	750	
1053 Income Grants	345	98	0	0	0	0	0	0	
Planning & Highways Income	345	98	0	0	0	0	0	0	
Net Expenditure over income	2,943	291	216	1,150	89	749	401	750	
SUMMARY									
Net Expenditure	87,728	99,002	82,174	88,482	10,428	75,965	12,517	63,872	
105 Salts Recreation Ground	54,367	56,120	53,083	56,267	13,823	50,423	5,844	40,951	
106 The Crouch Recreation Ground	2,589	5,533	4,938	5,734	74	8,611	-2,877	9,257	
107 Martello Fields	19,621	22,366	26,551	27,575	9,796	29,579	-2,004	29,641	
108 Other Open Spaces	43,242	7,762	1,831	5,702	972	5,082	620	5,747	
113 Crypt	0	1,110	0	0	0	0	0	0	
114 South Street	1,961	2,020	2,081	2,123	2,143	2,143	-20	2,207	
115 Martello Tower	-12,591	-10,482	-1,502	-1,368	-698	-2,317	949	-2,905	
116 Seaford Head Estate	-19,038	-20,841	-33,972	-34,549	-28,301	-27,106	-7,443	-38,022	
117 Seaford	-19,856	-21,350	-21,528	-22,831	-23,815	-22,895	64	-23,112	
118 Beach Huts	-1,180	-1,275	-1,275	-1,275	-903	-1,275	0	-1,275	
119 Old Town Hall	533	3,037	831	861	-1,007	-855	-6	-855	
125 Allotments	10,000	390	3,361	10,000	0	4,328	5,672	10,000	
130 Other Recreation	11,412	11,293	11,438	12,848	9,870	10,471	2,377	10,785	
134 CCTV	9,275	9,126	9,969	22,350	3,565	16,287	6,063	22,804	
135 Community Service Other	0	0	8,293	6,000	7,929	7,929	-1,929	6,000	
220 Building Maintenance Pool	240	0	29,603	35,000	1	35,000	0	45,000	
225 Projects Pool	240	0	29,603	35,000	1	35,000	0	45,000	
301 Planning & Highways	2,943	291	216	1,150	89	749	401	750	
Total Net Expenditure	191,248	164,102	178,092	212,347	3,966	192,119	20,228	180,845	
Total Committee Expenditure	318,665	290,223	304,869	333,712	130,816	336,389	-2,677	332,758	
Total Committee Income	127,417	126,121	126,777	121,365	126,850	144,270	-22,905	151,911	
Total Net Expenditure	191,248	164,102	178,092	212,347	3,966	192,119	20,228	180,845	
From General Reserve						-8,670	-8,670		Splash Point
From Earmarked Reserve						-1,500	-1,500		Cricket Carpet
From General Reserve						-2,800	-2,800		Centenary Clock
Net Committee Outturn						179,149	7,258		



Seaford Town Council

Report 163/14

Agenda Item No:	8
Committee:	Community Services
Date:	27 November 2014
Title:	Southern Water – Steyne Road Gardens proposal
By:	Ben King – Projects & Facilities Manager
Purpose of Report:	To seek approval in principle for the installation of a storm tank at Steyne Road Gardens.

Recommendations

You are recommended:

- 1. To approve that officers negotiate terms with Southern Water, relating to the installation of a storm tank at Steyne Road Gardens; subject to all costs including legal and staff costs, being met by Southern Water; a suitable agreement or easement being proposed; and the long term condition of the site being protected.**
-

1. Information

- 1.1** A request has been received from Southern Water proposing to install a 'storm tank' under the Steyne Road Gardens, the small open space on the junction of South Street and Steyne Road.
- 1.2** The tank is proposed to alleviate a number of sewers that convene and are at a high risk of surcharging. Information provided so far suggests that the tank would be positioned at the widest point on the site, at the opposite end to the water fountain.
- 1.3** Initial discussions suggest that the risk of subsequent overflow is considered slight. In such a case any restoration of the site will be negotiated as being a Southern Water duty and would be completed to the satisfaction of the Council.
- 1.4** Due to the potential scale of the disturbance to the site, if the proposal is to be considered, it is recommended that it should only be agreed subject to the full reinstatement of the affected area and a suitable agreement being produced; one that will protect the long term condition of the site.
- 1.5** It is confirmed that the area would be restored to near its original state following works, however it is felt that an agreement should also be negotiated whereby other parts of the gardens are included that are in need of renovation.

1.6 Additional works such as re-turfing and potentially replacement of shrub planting and/or low level fencing may be relevant to the proposed works; where some of these existing features are likely to be disturbed in the process, it is logical to include works of a similar nature on other parts of the site; any such work would also be completed to a level agreed with Southern Water.

2. Financial Appraisal

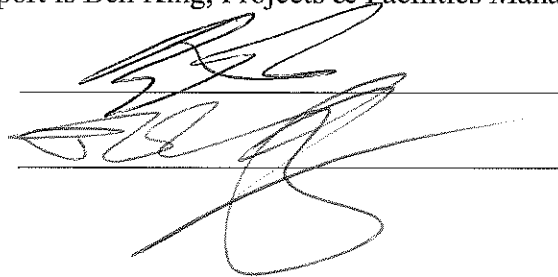
There are no financial implications as a result of this report. Any legal fees or restoration costs associated with the project will be met by Southern Water.

3. Contact Officer

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

Projects & Facilities Manager

Town Clerk

The image shows two horizontal lines representing signature lines. The top line has a handwritten signature in black ink, which appears to be 'Ben King'. The bottom line has another handwritten signature in black ink, which is less legible but appears to be the signature of the Town Clerk.



Seaford Town Council

Report 164/14

Agenda Item No: 9
Committee: Community Services
Date: 27 November 2014
Title: Arts@theCrypt – Management Committee Report
By: Ben King – Projects & Facilities Manager
Purpose of Report: To update members on the progress made by the Arts@theCrypt Management Committee.

Recommendations

You are recommended:

There are no officer recommendations for this report.

1. Information

- 1.1 Attached at Appendix A is the Arts@theCrypt Management Committee report, which details their work throughout the year.
- 1.2 Members should note, at the Arts@theCrypt AGM held on Wednesday 22nd October 2014, a new Management Committee member was elected and one resignation was given.
- 1.3 Chairman was reelected as Phil Duncan and one new member was elected onto the Committee, in Andrew Parkinson. A resignation was given by Pauline Harris.
- 1.4 Members may wish to make comment on the report provided by the Chair of Arts@theCrypt Management Committee.

2. Financial Appraisal

There are no financial implications to this report.

3. Contact Officer

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

Projects & Facilities Manager

Town Clerk

Arts@theCrypt Management Committee

Chair's report for the year November 2013 to November 2014.

This has been my first year as Chair of the Arts@theCrypt Management Committee. As I have experience as a curator and practicing craftsperson I wanted to bring to the committee a greater appreciation from the hirers' perspective and develop a clearer business approach to the running of the galleries affairs.

OVERVIEW OF THE YEAR

This has been a landmark year in the medieval Undercroft's history in which we celebrated its first twenty years as a gallery. Throughout the year with the support of the flourishing Friends of the Crypt we continue to make steady progress in achieving our aims in providing a space for cultural events for the benefit of the community and local artists.

We have our stalwart hirers to thank for our continued success: Seaford Photographic Society, Seaford Head School, The Christmas Craft Fair, Seaford and Newhaven Art Clubs and not to forget the Last Minute Artists who have done a great deal in keeping the gallery open on a more regular basis at weekends. However, there is a need to widen our catchment so as to develop a greater variety of exhibitions for our visitors to enjoy. This continues to be one of my major goals if we are to flourish and remain a sustainable entity. We are currently working on promoting the gallery to art communities in the surrounding areas with the intention of having a full programme of events published 12 months in advance. This may require the gallery to increase its advertising and publicity budget. Hirers have noted increases in visitor numbers and illustrate the appetite our local and wider community have for the arts. Publicity locally has been much improved by regular articles in the Seaford Scene and Cllr Sarah McStravick whose use of social networking has helped raise our profile further.

The Friends have organised some extremely well attended events: talks on Eric Ravilious, Eric Slater and Charleston Farmhouse; The Big Draw, Museums at Night, artists' invitation evenings and of course their festive get together in December. Through the Friends valiant efforts they have raised valuable funds to improve our facilities for hirers and visitors alike.

In response to feedback received from hirers we have made some significant improvements to the galleries facilities include:

- A booking system that hirers can now use to talk to one of the committee members directly to make bookings or get answers to queries more efficiently. We can now be contacted by on email **bookings@thecryptgallery.com** or **info@thecryptgallery.com** or by telephone **07721 205 575**; there is no need to contact Seaford Town Council.
- A new sets of lights have been bought for the Undercroft

- The area where the two notice boards were has now been changed to increase the hanging space and a notice board has been installed at the entrance on Church Street.
- Much improved heating system and additional insulation in the roof space.

Tasks that we hope to implement next and in the near future include:

- A more suitable flooring in the Studio/Workshop gallery,
- Improved lighting in the main gallery,
- In an aim to encourage the next generation to participate in the future of the gallery an invitation has been made to Seaford Head School to find 2 students to serve or assist the committee. The committee has been keen this year to look a great deal more into the future of the gallery.

GOALS

Recently we undertook an exercise to create a list of short and long term goals.

SHORT TERM

- Produce a new design for the Arts@theCrypt leaflet
- Find sponsors
- Increase advertising budget and use additional funds to advertise through the Magnet Magazine and South East Coast Art map
- Create a feedback form for visitors and hirers
- Make better use of East Sussex County Council and Lewes District Council publications
- Increase the number of workshops in the Studio Gallery particularly for children
- Introduce topical and thematic exhibitions
- Improve the decorative appearance of the exterior (planters with box plants)
- Make Artist Invitation Evenings a regular event
- Replace windows between Undercroft and Main Crypt Gallery
- Regular articles published in the Seaford Scene magazine
- Plan events 12 to 18 months in advance

LONG TERM

- Paid Gallery Manager
- Host a regular ArtsFest event for the town
- A permanent shop to buy artists' work
- More regular opening times; 2-3 weeks a month
- Cooperate with Seaford Library and Martello Tower Museum
- A major arts project: End of World War I in four years time
- Touch screen electronic device to be housed in Main Crypt Gallery
- Video screen showing a continuous presentation of events and the history of the Undercroft
- Form a separate management body independent from Seaford Town Council
- Develop Arts@theCrypt as a hub for arts in Seaford
- Improve access to Undercroft

Overriding is the committee's ambition to achieve greater fiscal and managerial autonomy from Seaford Town Council. This is indeed a comprehensive and ambitious list, yet perfectly achievable. However, it will remain a list of hopes if we do not obtain the support of our users through their active participation in the running gallery. We are in need of members of the community who can simply donate time: a few hours a month as well as those who have specialisms in such things as marketing, advertising, fund raising and experience in setting up. Many of our hirers assume there are full or part-time staff only to discover that the everyday running of the gallery is done by the volunteers of committee.

BUDGET

In response to our ambitious targets we have agreed to increase our estimated income by £1000 to £6250. This equates to three additional whole gallery bookings. We are looking at ways of encouraging additional bookings. Amongst them we could offer a discount to a group if they book a second booking at the time of booking the first; and changing the hire period from seven to ten days to include two weekends.

It is essential we widen our customer base and as alluded to previously we intend to advertise the gallery further afield. To achieve this we ask for an increase in the galleries funds for advertising by reinstating the £1000 budget we received 2 years ago. This would enable us to carefully place regular and singular adverts in magazines such as Magnet, Viva Lewes, Absolute and Sussex Life.

In addition, as the gallery has become busier the need for more regular cleaning and maintenance will be required and an increase in the cleaning budget will be required from £500 to £650.

In conclusion I would like to thank the other members of the current committee for their sterling work: The town councillors Sarah Macstravick, Ben Warren and Alan Latham but in particular those who are not on the Town Council and give vast amounts of free time to make the Arts@theCrypt function: Pauline Harris who is sadly standing down but continuing to lend her support via the Friends, Nicky Auster who works tirelessly to innovate and Bill for his practical skills in helping to improve the appearance of the gallery. We are very pleased to welcome Andrew Parkinson onto committee following the AGM in October.



Seaford Town Council

Report 165/14

Agenda Item No:	10
Committee:	Community Services
Date:	27 November 2014
Title:	Projects & Facilities Manager - update report
By:	Ben King – Projects & Facilities Manager
Purpose of Report:	To inform members on progress and actions relating to Seaford Town Council assets and services.

Recommendations

You are recommended:

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

1. Information

1.1 The Salts

The Salts Development Plan was adopted by full Council on 6th November. Work will now start to develop the children's play area consultation. This is proposed to be held in February 2015. This will enable manufacturers to present a design proposal to the public, including 3 dimensional images of the proposed schemes; this will be presented in an open consultation to the public so that a preferred design can be selected.

The Town Clerk is negotiating S106 funding in further detail with Lewes District Council, this will form the basis of applications for outside grants as well as STC project reserves being utilised where required.

Taking into account the scale of the projects within the plan, a project programme and funding strategy will be developed to provide a guideline for the project development to follow, as well as provide a more accurate view of project targets for The Salts.

1.2 Crouch Gardens

There has been little reported activity at Crouch Gardens in recent weeks. The grounds maintenance contract has performed well so far this year with good feedback from clubs associated with the park.

A new gate has been installed at the rear of the bowling club following suspected vandalism earlier in the year. Vandalism and reports of anti social behaviour seem

to have reduced in the last 8-12 weeks, this may be as a result of weather but may have been aided by the presence of CCTV around the Football Club house.

Replacement water main works are planned to start in the New Year with specifications being finalised before the end of 2014.

A range of tree works are anticipated to start soon, works that have been on hold through summer months are now more suitable to take place.

1.3 Other open spaces

Tree works will soon be taking place at Normansal Park after a number of enquiries in September and October. The work is proposed to significantly weight reduce a number of limbs to one tree due to heavy lean.

1.4 Seaford Head Estate

Initial work has started to repair the steps and install a new metal handrail at Hope Gap. Further stages of the project to reroute the main fence line will be phased in as weather permits, although the works have been delayed, the steps and metal handrail have been prioritised as early as possible considering the winter weather is setting in.

New marker posts have been installed along the vanguard way with other replacements planned going forward; also additional signage is being included in any areas that show signs of unsuitable access becoming a trend.

1.5 Martello Field

With the Traveller's Policy now in place, adopted by Council on 6th November, work will continue to implement security measures that minimise the risk to the Martello site in future.

1.6 Events

Seaford Bonfire Night seemed to be another resounding success this year, with the weather holding out to make the event comfortable for its visitors. The organisation of the event is improving year on year and although two complaints were received, which are being responded to by Seaford Bonfire Society, the event overall continues to receive very positive praise.

Seaford Christmas Magic, is approaching, with the all-day event being something entirely new, there will be many areas to review following completion of the event. Councillors are invited to assist the staff in stewarding the event areas, road closure points as well as manning the main tent and public information point. The stewarding times will vary in duration but assistance is required between 7am and 7pm on Saturday 6th December. A programme of entertainment is being distributed to a number of outlets including TIC. Councillors will also receive a copy; and digital copies will be sent out to schools parent mails and released on Social media.

2. Priorities going forward

The Salts Development Plan

Set a deadline for consultation on children's play space. Release a brief to selected manufacturers inviting proposals to be submitted for presentation at the consultation.

Pursue funding options further, primarily S106.

Crouch Gardens Water Main

Produce specification for new water main and water meters at Crouch Gardens. Invite tenders and appoint a contractor.

Signage Project

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

Martello and Splash Point

Review incidents of access by travellers and increase security against unauthorised encampments; include review of complaints and enquiries relating to parking contraventions and overnight sleeping from holiday makers.

High and Over and Concessions

Produce a concession licence compatible with High and Over site and prepare for tender, in readiness for a licence to start in April 2015.

Office Move

Complete office relocation to establish a main Projects & Facilities office.

Training

Attend training courses relevant to the existing Council targets.

Filming Procedure / Code of Practice

Produce a clear procedure for filming activities on the Seaford Head Estate, taking into consideration all of the restrictions and guidelines from 'special' site designations.

Beach Huts

Release guidance document to Beach Hut owners to clarify responsibilities, site licence conditions and maintenance requirements. Review/inspect Beach Hut condition and undertake servicing where required. Produce a cost analysis of the production of Moulds for replacement panels and parts for Beach Huts.

Seaford Head Estate

Complete the review of fencing, rights of way and cliff safety for the Seaford Head Estate.

3. Financial Appraisal

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

4. Contact Officer

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

Projects & Facilities Manager

Town Clerk

