



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 28 February, 2013, at 7.00 pm, which you are summoned to attend.

S. Shippen
Town Clerk
22 February 2013

Agenda

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

To approve the minutes of the meeting held on 20 December 2012.
3. **Disclosure by members of any discloseable pecuniary interests and interests other than pecuniary interests, as defined under the Seaford Town Council Code of Conduct and the Localism Act 2011, in relation to matters on the agenda.**
4. **Public Participation**

To deal with any questions, or brief representations, from members of the public in accordance with Standing Order 1 and Seaford Town Council Policy.
5. **Finance Report**
 - a) To note report 161/12 regarding receipts, payments and bank reconciliation for November, December 2012 and January 2013 (pages 3 to 26).
 - b) To consider report 162/12 regarding the Council budget position for the period 1 April 2012 to 31 January 2013 (pages 27 to 41).
6. **Review Internal Controls 2012/13**

To consider report 163/12 regarding the review of internal controls (pages 43 to 47).
7. **Financial Risk Assessment**

To consider report 164/12 concerning the updated financial risk assessment (pages 49 to 55).
8. **Risk Management Plan**

To consider report 160/12 concerning the risk management plan (pages 57 to 65).

9. Funding Allocations

To consider report 169/12 concerning funding allocations for 2013-14 (pages 67 to 68).

10. Grant Applications 2013-14

To consider report 167/12 regarding the Grant Application Process for 201-14 (pages 69 to 77).

11. NALC Conference - Putting Communities First

To consider report 166/12 concerning Council delegates attending the Conference (pages 79 to 80).

12. SALC Chairmanship Training Course

To consider report 168/12 concerning attending a Chairmanship Training course (pages 81).

13. Staff Matters

- (a) To consider report 165/12 concerning the successful completion of probationary period by Administration Assistant (Facilities) (page 83).
- (b) To consider report 170/12 advising the Committee of the Town Clerk to Fellow level within the Institute of Local Council Management. (pages 85 to 86).
- (c) To consider report 173/12 seeking approval of the minutes of the Personnel Sub-Committee (pages 87 to 88).
- (d) To consider report 174/12 seeking approval of the minutes of the Disciplinary Sub-Committee (pages 89 to 90).
- (e) To consider report 171/12 concerning the resignation and recruitment of an Administration Assistant (pages 91 to 92).
- (f) To consider report 172/12 concerning the resignation and recruitment of the Head Green Keeper (pages 93 to 94).

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

**Circulation:
Committee**

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

For information:

Councillors S Dunn, B Groves, A Hayder, S E McStravick, R Scarfe, B Warren and A White.



Seaford Town Council

Report 161/12

| | |
|---------------------------|---|
| Agenda Item No: | 5(a) |
| Committee: | Finance & General Purposes |
| Date: | 28 February 2013 |
| Title: | Receipts, Payments and Bank Reconciliation Reports for November, December 2012 & January 2013 |
| By: | Simon Cooper, Corporate Services Manager |
| Wards Affected: | All Seaford wards |
| Purpose of Report: | To advise the Committee of receipts, payments and bank reconciliation for November, December 2012 & January 2013 |

Recommendations

You are recommended:

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

1. Information

- 1.1** Attached as Appendix A is a copy of the cashbook listing receipts and payments for November, December 2012 and January 2013 and the bank reconciliation for those months.
- 1.2** In accordance with Town Council procedures names relating to individuals have been blanked from the list of receipts and payments, as this document is public information.
- 1.3** The transactions listed in appendix A have been reconciled to the relevant bank statements.
- 1.4** The bank reconciliation shows a difference of £1 resulting from a cheque which has been recorded on the bank statement for £1 more than the cheque was written. This is being followed up with the bank and this will be amended in the February or March reconciliation.

2. Financial Appraisal

The appendix comprises the bank account transactions for November 2012 to January 2013.

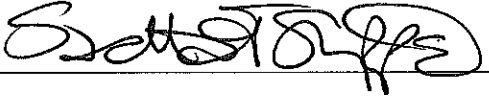
3. Contact Officer

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

Corporate Services Manager



Town Clerk



Bank Reconciliation Statement as at: 31/01/2013 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 | 31/01/2013 | 211 | 429,035.67 |
| | | | <u>429,035.67</u> |

| <u>Unpresented Cheques (Minus)</u> | <u>Amount</u> |
|--|---------------|
| 23/01/2013 201765 East Sussex Pension Fund | 3,848.50 |
| 25/01/2013 201767 | 40.00 |
| 28/01/2013 201766 East Sussex Pension Fund | 3,952.89 |
| 31/01/2013 201768 Acacia Groundcare Equipment F | 412.80 |
| 31/01/2013 201769 Avoncrop Amenity Products | 74.76 |
| 31/01/2013 201770 C Brewer & Sons Ltd | 14.40 |
| 31/01/2013 201771 Collier Turf Care Ltd | 1,249.92 |
| 31/01/2013 201772 CPL Petroleum | 755.79 |
| 31/01/2013 201773 Ernest Doe & Sons Ltd | 107.82 |
| 31/01/2013 201774 Glasdon U.K. Limited | 145.99 |
| 31/01/2013 201775 Hire-a-Loo | 95.60 |
| 31/01/2013 201776 Mr R Hoggins | 295.00 |
| 31/01/2013 201777 Hunter Mechanical Services | 108.00 |
| 31/01/2013 201778 In Touch CRM | 959.40 |
| 31/01/2013 201779 John Shaw (Machinery) Ltd | 165.02 |
| 31/01/2013 201780 Johnston Publishing Ltd | 288.00 |
| 31/01/2013 201781 Mr P S Kennard | 138.00 |
| 31/01/2013 201782 Lewes District Council | 16,249.83 |
| 31/01/2013 201783 Newsquest (Sussex) Ltd | 726.00 |
| 31/01/2013 201784 Office Depot UK Ltd | 316.82 |
| 31/01/2013 201785 Police & Crime Commissioner fc | 526.81 |
| 31/01/2013 201786 Southern Electric | 53.13 |
| 31/01/2013 201787 Timber Requirements (Seaford) | 293.23 |
| 31/01/2013 201788 Travis Perkins Trading Co Ltd | 367.52 |
| 31/01/2013 201789 Wynne's/Seaford Fencing | 4.89 |

31,190.12

397,845.55

Receipts not Banked/Cleared (Plus)

| | |
|------------|-------|
| 31/01/2013 | 32.00 |
|------------|-------|

32.00

397,877.55

Balance per Cash Book is :-

397,878.55

Difference Excluding Adjustments is :-

-1.00

Adjustments to Reconciliation

The difference relates to Chq 201768. Our records show £2,356.36 the Bank Statement shows £2,357.36. The bank have been contacted and the issue will be resolved on the next reconciliation.

Date: 21/02/2013

Seaford Town Council 2012/13

Page No: 2

Time: 14:38

User: SJC

Bank Reconciliation Statement as at: 31/01/2013 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> |
|--|-----------------------|----------------|-----------------|
| | | | 0.00 |
| | | | _____ |
| | | | _____ |
| | | | |

Unreconciled Difference is :-

Date: 21/02/2013

Seaford Town Council 2012/13

Page No: 244

Time: 14:50

Cash Book 1

User : SJC

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 : | | 458,772.28 | | | | | 458,772.28 | |
| | Banked on : 01/01/2013 | 72.00 | | | | | | |
| pdq | golf pdq | 72.00 | | 12.00 | 120 | | 60.00 | green fees pdq |
| | Banked on : 03/01/2013 | 154.91 | | | | | | |
| edf DDR | EDF Energy | 154.91 | | | 501 | | 154.91 | EDF Refund |
| | Banked on : 03/01/2013 | 12.00 | | | | | | |
| pdq | pdq golf | 12.00 | | 2.00 | 120 | | 10.00 | green fee 29/12 |
| | Banked on : 04/01/2013 | 162.50 | | | | | | |
| 2582 | | 102.50 | | 17.08 | 1050 | 113 | 85.42 | 2582 Deposit April |
| 2583 | | 60.00 | | 10.00 | 1050 | 113 | 50.00 | 2583 Shared Exhibition |
| | Banked on : 04/01/2013 | 112.17 | | | | | | |
| interest | Co Op Bank | 112.17 | | | 1190 | 201 | 112.17 | Interest |
| | Banked on : 05/01/2013 | 269.00 | | | | | | |
| pdq | golf pdq | 269.00 | | 44.83 | 120 | | 224.17 | green fees pdq |
| | Banked on : 06/01/2013 | 150.00 | | | | | | |
| pdq | golf pdq | 150.00 | | 25.00 | 120 | | 125.00 | green fees pdq |
| | Banked on : 06/01/2013 | 536.00 | | | | | | |
| golf | golf banking | 536.00 | | 89.33 | 120 | | 446.67 | green fees banked |
| | Banked on : 08/01/2013 | 1,391.00 | | | | | | |
| pdq | golf pdq | 1,391.00 | | 231.83 | 120 | | 1,159.17 | green fees pdq |
| | Banked on : 09/01/2013 | 120.00 | | | | | | |
| pdq | golf pdq | 120.00 | | 20.00 | 120 | | 100.00 | green fees pdq |
| | Banked on : 10/01/2013 | 380.00 | | | | | | |
| pdq | golf pdq | 380.00 | | 63.33 | 120 | | 316.67 | green fees pdq |
| | Banked on : 11/01/2013 | 80.00 | | | | | | |
| pdq | golf pdq | 80.00 | | 13.33 | 120 | | 66.67 | green fees pdq |
| | Banked on : 12/01/2013 | 25.00 | | | | | | |
| pdq | golf pdq | 25.00 | | 4.17 | 120 | | 20.83 | green fees pdq |
| | Banked on : 13/01/2013 | 520.00 | | | | | | |
| pdq | golf pdq | 520.00 | | 86.67 | 120 | | 433.33 | green fees pdq |
| | Banked on : 13/01/2013 | 975.00 | | | | | | |
| golf bank | golf banking | 975.00 | | 162.50 | 120 | | 812.50 | green fees golf banked |
| | Banked on : 16/01/2013 | 72.00 | | | | | | |
| pdq | golf pdq | 72.00 | | 12.00 | 120 | | 60.00 | green fees pdq |
| | Banked on : 17/01/2013 | 20.00 | | | | | | |
| pdq | golf pdq | 20.00 | | 3.33 | 120 | | 16.67 | green fees pdq |
| | Banked on : 23/01/2013 | 385.50 | | | | | | |

Continued on Page 245

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Receipts for Month 10

Nominal Ledger Analysis

| Receipt Ref | Name of Payer | £ Amnt Received | £ Debtors | £ VAT | A/c Centre | £ Amount | Transaction Detail |
|---------------------------------|----------------|-------------------|---------------|-----------------|------------|-------------------|------------------------------|
| 2584 | | 12.50 | | 2.08 | 1050 113 | 10.42 | 2584 i n Deposit Jan Shared |
| 2585 | | 60.00 | | 10.00 | 1050 113 | 50.00 | 2585 r e Deposit Aug |
| 2586 | | 60.00 | | 10.00 | 1050 113 | 50.00 | 2586 , Shared Jan |
| 2588 | | 60.00 | | 10.00 | 1050 113 | 50.00 | 2588 r n Shared Jan |
| 2590 | | 44.00 | | 7.33 | 1050 105 | 36.67 | 2590 r is Base Hire |
| 2591 | Dave | 16.50 | | 2.75 | 1050 105 | 13.75 | 2591 Dave Base Hire |
| 2592 | The Firm | 11.00 | | 1.83 | 1050 105 | 9.17 | 2592 The Firm Base Hire |
| 2593 | Siglo 21 | 16.50 | | 2.75 | 1050 113 | 13.75 | 2593 Siglo 21 Base Hire |
| 2595 | Carole Electra | 20.00 | | | 1065 135 | 20.00 | 2595 Donation Carole Electra |
| 2596 | | 10.00 | | 1.67 | 1050 113 | 8.33 | 2596 Deposit Shared Mar |
| 2597 | | 60.00 | | 10.00 | 1050 113 | 50.00 | 2597 , Shared Jan |
| 2598 | | 15.00 | | 2.50 | 1050 113 | 12.50 | 2598 Deposit i Shared Mar |
| Banked on : 23/01/2013 | | 777.50 | | | | | |
| Sales Recpts Page 466 | | 777.50 | 777.50 | | 101 | | Sales Recpts Page 466 |
| Banked on : 25/01/2013 | | 120.00 | | | | | |
| pdq | golf pdq | 120.00 | | 20.00 | 120 | 100.00 | green fees pdq |
| Banked on : 25/01/2013 | | 30.00 | | | | | |
| Sales Recpts Page 467 | | 30.00 | 30.00 | | 101 | | Sales Recpts Page 467 |
| Banked on : 25/01/2013 | | 50.00 | | | | | |
| Sales Recpts Page 468 | | 50.00 | 50.00 | | 101 | | Sales Recpts Page 468 |
| Banked on : 26/01/2013 | | 214.00 | | | | | |
| pdq | golf pdq | 214.00 | | 35.67 | 120 | 178.33 | green fees pdq |
| Banked on : 27/01/2013 | | 60.00 | | | | | |
| pdq | golf pdq | 60.00 | | 10.00 | 120 | 50.00 | green fees pdq |
| Banked on : 27/01/2013 | | 1,320.00 | | | | | |
| golf bank | golf banking | 1,320.00 | | 220.00 | 120 | 1,100.00 | green fees banked |
| Banked on : 28/01/2013 | | 380.00 | | | | | |
| pdq | golf pdq | 380.00 | | 63.33 | 120 | 316.67 | green fees pdq |
| Banked on : 31/01/2013 | | 32.00 | | | | | |
| golf | golf banking | 32.00 | | 5.33 | 120 | 26.67 | green fees banked |
| Total Receipts for Month | | 8,420.58 | 857.50 | 1,212.64 | | 6,350.44 | |
| Cash Book Totals | | 467,192.86 | 857.50 | 1,212.64 | | 465,122.72 | |

Date: 21/02/2013

Seaford Town Council 2012/13

Page No: 246

Time: 14:50

Cash Book 1

User : SJC

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> |
|-------------|-------------------------|---------------|---------------------|--------------------|----------------|-------------------|-----------------|-----------------------------------|
| 13/04/2012 | Seaford Musical Theatre | 201368A | 50.00 | | | 4187 135 | 50.00 | Sford Mus Thatre old chq clear |
| 02/01/2013 | Lewes District Council | 0946 | 54.00 | 54.00 | | 501 | | 3079 TIC Rates |
| 02/01/2013 | Lewes District Council | 1677 | 179.00 | 179.00 | | 501 | | 3078 Golf Shop Rates |
| 02/01/2013 | Lewes District Council | 4369 | 302.00 | 302.00 | | 501 | | 3064 Crypt Rates |
| 02/01/2013 | Lewes District Council | 4372 | 221.00 | 221.00 | | 501 | | 3063 23 Church Street rates |
| 02/01/2013 | Lewes District Council | 5758 | 59.00 | 59.00 | | 501 | | 3062 High & Over Rates |
| 02/01/2013 | Lewes District Council | 6099 | 56.00 | 56.00 | | 501 | | 3077 The Base Rates |
| 02/01/2013 | Lewes District Council | 9381 | 15.00 | 15.00 | | 501 | | 3065 Beach Hut 27 Rates |
| 02/01/2013 | Lewes District Council | 9394 | 15.00 | 15.00 | | 501 | | 3066 Beach Hut 28 Rates |
| 02/01/2013 | Lewes District Council | 9404 | 15.00 | 15.00 | | 501 | | 3067 Beach Hut 29 Rates |
| 02/01/2013 | Lewes District Council | 9481 | 927.00 | 927.00 | | 501 | | 3080 Church St Rates |
| 02/01/2013 | Lewes District Council | 9666 | 15.00 | 15.00 | | 501 | | 3068 Beach Hut 52 rates |
| 02/01/2013 | Lewes District Council | 9679 | 15.00 | 15.00 | | 501 | | 3069 Beach Hut 53 Rates |
| 02/01/2013 | Lewes District Council | 9682 | 15.00 | 15.00 | | 501 | | 3070 Beach Hut 54 Rates |
| 02/01/2013 | Lewes District Council | 9695 | 15.00 | 15.00 | | 501 | | 3071 Beach Hut 55 Rates |
| 02/01/2013 | Lewes District Council | 9705 | 15.00 | 15.00 | | 501 | | 3072 Beach Hut 56 Rates |
| 02/01/2013 | Lewes District Council | 9718 | 15.00 | 15.00 | | 501 | | 3073 Beach Hut 57 Rates |
| 02/01/2013 | Lewes District Council | 9721 | 15.00 | 15.00 | | 501 | | 3074 Beach Hut 58 Rates |
| 02/01/2013 | Lewes District Council | 9734 | 15.00 | 15.00 | | 501 | | 3075 Beach Hut 59 Rates |
| 02/01/2013 | Lewes District Council | 9750 | 15.00 | 15.00 | | 501 | | 3076 Beach Hut 60 Rates |
| 02/01/2013 | South East Water | 200561 | 987.84 | 987.84 | | 501 | | 3573 May to Nov 12 water used |
| 02/01/2013 | South East Water | 200841 | 213.28 | 213.28 | | 501 | | 3520 Water Used Nov |
| 02/01/2013 | South East Water | 400343 | 36.68 | 36.68 | | 501 | | 3574 Esplanade Kiosk |
| 02/01/2013 | South East Water | 400541 | 909.66 | 909.66 | | 501 | | 3580 Playing Fields |
| 02/01/2013 | South East Water | 400551 | 13.58 | 13.58 | | 501 | | 3579 Gardens to Dec |
| 02/01/2013 | South East Water | 401401 | 10.50 | 10.50 | | 501 | | 3581 Ornamental Gdn |
| 02/01/2013 | South East Water | 827142 | 18.20 | 18.20 | | 501 | | 3650 June to Dec 12 |
| 07/01/2013 | Talk Talk Business | 1384470/88 | 84.38 | 84.38 | | 501 | | 3616 December Bill |
| 07/01/2013 | UK Triathlon | 201757 | 440.00 | | | 505 | 440.00 | Return balance of deposit |
| 09/01/2013 | UK Fuels | 46242 | 97.77 | 97.77 | | 501 | | 3598 Fuel December |

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Date: 21/02/2013

Seaford Town Council 2012/13

Page No: 247

Time: 14:50

Cash Book 1

User: SJC

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 |
|------------|--------------------------------|------------|--------------|-------------|---------|------------|-----------|----------------------------------|
| 10/01/2013 | Barclaycard | 39578590 | 63.59 | 63.59 | | 501 | | 3595 PDQ December |
| 11/01/2013 | CHARTAC | 201758 | 320.00 | | | 4112 201 | 320.00 | Chartac 2013 fees |
| 14/01/2013 | Co-Operative Bank | 4656 | 4.32 | 4.32 | | 501 | | 3584 Bacs Fees December |
| 15/01/2013 | Southern Water | 403728067 | 34.65 | 34.65 | | 501 | | 3608 waste jun to dec |
| 15/01/2013 | Southern Water | 45004869 | 1,210.17 | 1,210.17 | | 501 | | 3281 Waste water back dated |
| 15/01/2013 | Lewes & Seaford CAB | 201759 | 1,500.00 | | | 4401 215 | 1,500.00 | CAB Additional Grant |
| 15/01/2013 | Society of Local Council Clerk | 201760 | 462.00 | | | 4112 201 | 462.00 | 2013 SLCC membership |
| 16/01/2013 | 02 (UK) Ltd | 725001 | 9.52 | 9.52 | | 501 | | 3590 Mobile December |
| 21/01/2013 | Talk Talk Business | 1383098/88 | 202.40 | 202.40 | | 501 | | 3660 December 12 |
| 21/01/2013 | Southern Water | 3900018 | 35.85 | 35.85 | | 501 | | 3607 Waste Fields |
| 21/01/2013 | Southern Water | 42700014 | 24.88 | 24.88 | | 501 | | Purchase Ledger |
| 21/01/2013 | Southern Water | 43300012 | 23.37 | 23.37 | | 501 | | 3586 waste Bowling Club |
| 21/01/2013 | Southern Water | 4600017 | 104.83 | 104.83 | | 501 | | 3519 Waste Nov 12 |
| 21/01/2013 | Southern Water | 72000010 | 168.61 | 168.61 | | 501 | | 3609 Waste May to Nov |
| 23/01/2013 | EDF Energy | 31092948 | 371.55 | 371.55 | | 501 | | 3627 Cancell Cr Note in error |
| 23/01/2013 | HMRC | 201762 | 5,307.62 | | | 515 | 5,307.62 | December PAYE |
| 23/01/2013 | HMRC | 201764 | 5,125.46 | | | 515 | 5,125.46 | January 2013 |
| 23/01/2013 | East Sussex Pension Fund | 201765 | 3,848.50 | | | 517 | 3,848.50 | January 2013 |
| 25/01/2013 | Fraser Morley | bacs113 | 3,500.00 | 3,500.00 | | 501 | | 3643 January 2013 |
| 25/01/2013 | | 201767 | 40.00 | | 6.67 | 4500 120 | 33.33 | Copy & Bind Mgt Plan |
| 25/01/2013 | Payroll via BACS January | PAY JAN | 14,815.47 | | | 516 | 14,815.47 | January Net Pay |
| 28/01/2013 | East Sussex Pension Fund | 201766 | 3,952.89 | | | 517 | 3,952.89 | December 2012 |
| 31/01/2013 | Acacia Groundcare Equipment | 201768 | 412.80 | 412.80 | | 501 | | 3614 Trenncher Hire |
| 31/01/2013 | Avoncrop Amenity Products | 201769 | 74.76 | 74.76 | | 501 | | 3594 Land Drainage Pipe |
| 31/01/2013 | C Brewer & Sons Ltd | 201770 | 14.40 | 14.40 | | 501 | | 3592 Materials Changing Room |
| 31/01/2013 | Collier Turf Care Ltd | 201771 | 1,249.92 | 1,249.92 | | 501 | | 3623 Fungicide & Fertiliser |
| 31/01/2013 | CPL Petroleum | 201772 | 755.79 | 755.79 | | 501 | | 3610 Gas Oil |
| 31/01/2013 | Ernest Doe & Sons Ltd | 201773 | 107.82 | 107.82 | | 501 | | 3585 Trousers |
| 31/01/2013 | Glasdon U.K. Limited | 201774 | 145.99 | 145.99 | | 501 | | 3615 Post & Fixing Kit |
| 31/01/2013 | Hire-a-Loo | 201775 | 95.60 | 95.60 | | 501 | | 3600 December loo Hire |
| 31/01/2013 | Mr R Hoggins | 201776 | 295.00 | 295.00 | | 501 | | 3583 Stalls & Generator Hire |
| 31/01/2013 | Hunter Mechanical Services | 201777 | 108.00 | 108.00 | | 501 | | 3611 Gator Repair |
| 31/01/2013 | In Touch CRM | 201778 | 959.40 | 959.40 | | 501 | | 3575 Balance of Web Site |
| 31/01/2013 | John Shaw (Machinery) Ltd | 201779 | 165.02 | 165.02 | | 501 | | 3639 Toro Titan |

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Date: 21/02/2013

Seaford Town Council 2012/13

Page No: 248

Time: 14:50

Cash Book 1

User : SJC

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> |
|---------------------------------|--------------------------------|---------------|---------------------|--------------------|----------------|-------------------|-------------------|--|
| 31/01/2013 | Johnston Publishing Ltd | 201780 | 288.00 | 288.00 | | 501 | | Solid Tines 3587 Admin Asst Finance Ad 1 |
| 31/01/2013 | Mr P S Kennard | 201781 | 138.00 | 138.00 | | 501 | | 3606 Dec Cleaning |
| 31/01/2013 | Lewes District Council | 201782 | 16,249.83 | 16,249.83 | | 501 | | 3576 Jan to march 13 |
| 31/01/2013 | Newsquest (Sussex) Ltd | 201783 | 726.00 | 726.00 | | 501 | | 3589 Brighton Magazine Interne |
| 31/01/2013 | Office Depot UK Ltd | 201784 | 316.82 | 316.82 | | 501 | | 3593 General Stationery |
| 31/01/2013 | Police & Crime Commissioner fo | 201785 | 526.81 | 526.81 | | 501 | | 3577 Maint Nov - Jan 13 |
| 31/01/2013 | Southern Electric | 201786 | 53.13 | 53.13 | | 501 | | 3605 Changing Rooms |
| 31/01/2013 | Timber Requirements (Seaford) | 201787 | 293.23 | 293.23 | | 501 | | 3604 Changing Rooms |
| 31/01/2013 | Travis Perkins Trading Co Ltd | 201788 | 367.52 | 367.52 | | 501 | | 3597 Gravel/Shingle |
| 31/01/2013 | Wynne's/Seaford Fencing | 201789 | 4.89 | 4.89 | | 501 | | 3582 Tools re Changing Rooms |
| Total Payments for Month | | | 69,314.30 | 33,452.36 | 6.67 | | 35,855.27 | |
| Balance Carried Fwd | | | 397,878.56 | | | | | |
| Cash Book Totals | | | 467,192.86 | 33,452.36 | 6.67 | | 433,733.82 | |

Bank Reconciliation Statement as at: 31/12/2012 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 | 31/12/2012 | 207 | 484,401.85 |
| | | | <u>484,401.85</u> |
| <u>Unpresented Cheques (Minus)</u> | | | <u>Amount</u> |
| 12/12/2012 201727 | Iris Business Software | | 36.00 |
| 20/12/2012 201733 | Allen & Joy | | 6,000.00 |
| 20/12/2012 201734 | J Cheesmur & Sons (Lewes) Ltd | | 12,718.50 |
| 20/12/2012 201735 | C Brewer & Sons Ltd | | 77.31 |
| 20/12/2012 201736 | Decorators Warehouse Ltd | | 985.93 |
| 20/12/2012 201737 | English Woodlands Timber Ltd | | 624.00 |
| 20/12/2012 201738 | English Woodlands | | 955.56 |
| 20/12/2012 201739 | Hire-a-Loo | | 188.35 |
| 20/12/2012 201740 | John Shaw (Machinery) Ltd | | 228.63 |
| 20/12/2012 201746 | Stannah Lift Services Ltd | | 387.41 |
| 20/12/2012 201748 | Timber Requirements (Seaford) | | 2,356.36 |
| 20/12/2012 201749 | Wow Copy Print Design | | 235.00 |
| 20/12/2012 201750 | Andrew Phillips | | 1,750.00 |
| 20/12/2012 201752 | The Office Shop | | 19.00 |
| 20/12/2012 201753 | Sussex Events Ltd | | 180.00 |
| 20/12/2012 201730 | | | 170.02 |
| 20/12/2012 201731 | | | 78.51 |
| 20/12/2012 201732 | Parochial Church Council Seafo | | 55.00 |
| 20/12/2012 201756 | Parochial Church Council Seafo | | 50.00 |
| | | | <u>27,095.58</u> |
| | | | 457,306.27 |
| <u>Receipts not Banked/Cleared (Plus)</u> | | | |
| 27/12/2012 | | | 90.00 |
| 30/12/2012 | | | 412.00 |
| 31/12/2012 | | | 964.00 |
| | | | <u>1,466.00</u> |
| | | | 458,772.27 |
| | Balance per Cash Book is :- | | 458,772.28 |
| | Difference is :- | | 0.00 |

Date: 21/02/2013

Seaford Town Council 2012/13

Page No: 1

Time: 14:51

Cash Book 1

User : SJC

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 |
|------------------------|-------------------------|-----------------|-----------|--------|------------|------------|------------------------------|
| Balance Brought Fwd : | | 555,336.40 | | | | 555,336.40 | |
| Banked on : 01/12/2012 | | 116.00 | | | | | |
| pdq | golf pdq | 116.00 | | 19.33 | 120 | 96.67 | golf pdq |
| Banked on : 02/12/2012 | | 195.00 | | | | | |
| pdq | golf pdq | 195.00 | | 32.50 | 120 | 162.50 | golf pdq |
| Banked on : 03/12/2012 | | 142.00 | | | | | |
| 2556 | Seaford Bonfire Society | 30.00 | | | 1065 135 | 30.00 | Stall Bonfire Soc |
| 2559 | | 40.00 | | | 1065 135 | 40.00 | Stall |
| 2561 | | 72.00 | | | 551 | 72.00 | Sponsorship |
| Banked on : 04/12/2012 | | 32.00 | | | | | |
| pdq | golf pdq | 32.00 | | 5.33 | 120 | 26.67 | golf pdq |
| Banked on : 04/12/2012 | | 6,534.00 | | | | | |
| bacs412 | Masters Farms | 6,534.00 | | | 1053 116 | 6,534.00 | Masters Grant Payment |
| Banked on : 05/12/2012 | | 60.00 | | | | | |
| | Sales Recpts Page 461 | 60.00 | 60.00 | | 101 | | Sales Recpts Page 461 |
| Banked on : 05/12/2012 | | 134.04 | | | | | |
| interest | CoOp Interest | 134.04 | | | 1190 201 | 134.04 | CoOp December |
| Banked on : 06/12/2012 | | 20.00 | | | | | |
| pdq | golf pdq | 20.00 | | 3.33 | 120 | 16.67 | golf pdq |
| Banked on : 08/12/2012 | | 53.00 | | | | | |
| pdq | golf pdq | 53.00 | | 8.83 | 120 | 44.17 | golf pdq |
| Banked on : 09/12/2012 | | 150.00 | | | | | |
| pdq | golf pdq | 150.00 | | 25.00 | 120 | 125.00 | golf pdq |
| Banked on : 09/12/2012 | | 1,225.00 | | | | | |
| golf banki | golf banking | 1,225.00 | | 204.17 | 120 | 1,020.83 | golf banking |
| Banked on : 10/12/2012 | | 78.00 | | | | | |
| pdq | golf pdq | 78.00 | | 13.00 | 120 | 65.00 | golf pdq |
| Banked on : 10/12/2012 | | 1,164.00 | | | | | |
| 2567 | Siglo | 16.50 | | 2.75 | 1050 105 | 13.75 | Siglo Base Hire |
| 2568 | Siglo | 16.50 | | 2.75 | 1050 105 | 13.75 | Siglo Base Hire |
| 2569 | The Riffz | 11.00 | | 1.83 | 1050 105 | 9.17 | Riffz base Hire |
| 2570 | Boden | 400.00 | | | 1200 120 | 400.00 | Boden Photo Shoot |
| 2571 | Casebourne | 60.00 | | 10.00 | 1050 113 | 50.00 | Shared Exhibition Casebourne |
| 2572 | | 60.00 | | 10.00 | 1050 113 | 50.00 | Shared Exhibition |
| 2573 | Brad Mitchell | 600.00 | | | 1065 135 | 600.00 | Mitchell Fun fare |
| Banked on : 11/12/2012 | | 76.00 | | | | | |
| pdq | golf pdq | 76.00 | | 12.67 | 120 | 63.33 | golf pdq |
| Banked on : 11/12/2012 | | 1,250.00 | | | | | |
| | Sales Recpts Page 462 | 1,250.00 | 1,250.00 | | 101 | | Sales Recpts Page 462 |

Continued on Page 2

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Seaford Town Council 2012/13

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Cash Book 1

User : SJC

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 : 12/12/2012 | 583.00 | | | | | |
| pdq | golf pdq | 583.00 | | 97.17 | 120 | 485.83 | golf pdq |
| | Banked on : 13/12/2012 | 60.00 | | | | | |
| | Sales Recpts Page 463 | 60.00 | 60.00 | | 101 | | Sales Recpts Page 463 |
| | Banked on : 16/12/2012 | 176.00 | | | | | |
| pdq | golf pdq | 176.00 | | 29.33 | 120 | 146.67 | golf pdq |
| | Banked on : 16/12/2012 | 704.00 | | | | | |
| golf | golf banking | 704.00 | | 117.33 | 120 | 586.67 | golf banking |
| | Banked on : 17/12/2012 | 164.00 | | | | | |
| pdq | golf pdq | 164.00 | | 27.33 | 120 | 136.67 | golf pdq |
| | Banked on : 18/12/2012 | 36.00 | | | | | |
| pdq | golf pdq | 36.00 | | 6.00 | 120 | 30.00 | golf pdq |
| | Banked on : 19/12/2012 | 132.00 | | | | | |
| 2574 | L wallraven | 132.00 | | | 551 | 132.00 | Coffee Morning Proceeds |
| | Banked on : 19/12/2012 | 83.31 | | | | | |
| | Sales Recpts Page 460 | 83.31 | 83.31 | | 101 | | Sales Recpts Page 460 |
| | Banked on : 21/12/2012 | 32.00 | | | | | |
| pdq | golf pdq | 32.00 | | 5.33 | 120 | 26.67 | golf pdq |
| | Banked on : 21/12/2012 | 99.00 | | | | | |
| 2577 | Siglo | 16.50 | | 2.75 | 1050 105 | 13.75 | Siglo Base Hire |
| 2578 | Riffz | 22.00 | | 3.67 | 1050 105 | 18.33 | Riffz Base Hire |
| 2579 | Juno | 11.00 | | 1.83 | 1050 105 | 9.17 | Juno Base Hire |
| 2580 | Ryan & Lewes | 27.50 | | 4.58 | 1050 105 | 22.92 | Ryan & Lewes Base Hire |
| 2581 | Firm | 22.00 | | 3.67 | 1050 105 | 18.33 | Firm Use of Base |
| | Banked on : 21/12/2012 | 60.00 | | | | | |
| | Sales Recpts Page 464 | 60.00 | 60.00 | | 101 | | Sales Recpts Page 464 |
| | Banked on : 24/12/2012 | 30.00 | | | | | |
| golf | golf pdq | 30.00 | | 5.00 | 120 | 25.00 | golf pdq |
| | Banked on : 26/12/2012 | 142.00 | | | | | |
| golf | golf pdq | 142.00 | | 23.67 | 120 | 118.33 | golf pdq |
| | Banked on : 27/12/2012 | 90.00 | | | | | |
| golf | golf pdq | 90.00 | | 15.00 | 120 | 75.00 | golf pdq |
| | Banked on : 27/12/2012 | 50.00 | | | | | |
| | Sales Recpts Page 465 | 50.00 | 50.00 | | 101 | | Sales Recpts Page 465 |
| | Banked on : 30/12/2012 | 412.00 | | | | | |
| golf | golf pdq | 412.00 | | 68.67 | 120 | 343.33 | golf pdq |
| | Banked on : 31/12/2012 | 964.00 | | | | | |

Continued on Page 3

Date: 21/02/2013

Seaford Town Council 2012/13

Page No: 3

Time: 14:51

Cash Book 1

User : SJC

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> |
|---------------------------------|-------------------------|--------------------------|------------------------|----------------------|-------------------|--------------------------|----------------------------|
| golf | golf banking | 964.00 | | 160.67 | 120 | 803.33 | golf banking |
| | Banked on : 31/12/2012 | 50.00 | | | | | |
| 201368 | Seaford Musical Theatre | 50.00 | | | 4187 135 | 50.00 | Cancel unleared Chq 201368 |
| Total Receipts for Month | | 15,096.35 | 1,563.31 | 923.49 | | 12,609.55 | |
| Cash Book Totals | | <u>570,432.74</u> | <u>1,563.31</u> | <u>923.49</u> | | <u>567,945.94</u> | |

Continued on Page 4

Date: 21/02/2013

Seaford Town Council 2012/13

Page No: 4

Time: 14:51

Cash Book 1

User : SJC

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 |
|------------|------------------------|-----------|--------------|-------------|---------|------------|----------|----------------------------------|
| 26/11/2012 | | 201721 | 52.04 | | | 4274 135 | 45.64 | Materials & Travel |
| | | | | | | 4012 201 | 6.40 | Materials & Travel |
| 27/11/2012 | | 201723 | 791.10 | | 3.33 | 4010 201 | 199.10 | Training Travel (Rech £99.55) |
| | | | | | | 4010 201 | 178.00 | Training Travel |
| | | | | | | 4012 201 | 312.07 | Travel |
| | | | | | | 4014 201 | 49.30 | Travel to Conference |
| | | | | | | 4010 201 | 49.30 | Travel to Conference |
| 03/12/2012 | South East Water | 212008200 | 660.49 | 660.49 | | 501 | | 3509 Water Sept/Oct |
| 03/12/2012 | Lewes District Council | 235758 | 59.00 | 59.00 | | 501 | | 3062 High & Over Rates |
| 03/12/2012 | Lewes District Council | 251677 | 179.00 | 179.00 | | 501 | | 3078 Golf Shop Rates |
| 03/12/2012 | Lewes District Council | 259381 | 15.00 | 15.00 | | 501 | | 3065 Beach Hut 27 Rates |
| 03/12/2012 | Lewes District Council | 259394 | 15.00 | 15.00 | | 501 | | 3066 Beach Hut 28 Rates |
| 03/12/2012 | Lewes District Council | 259404 | 15.00 | 15.00 | | 501 | | 3067 Beach Hut 29 Rates |
| 03/12/2012 | Lewes District Council | 259666 | 15.00 | 15.00 | | 501 | | 3068 Beach Hut 52 rates |
| 03/12/2012 | Lewes District Council | 259679 | 15.00 | 15.00 | | 501 | | 3069 Beach Hut 53 Rates |
| 03/12/2012 | Lewes District Council | 259682 | 15.00 | 15.00 | | 501 | | 3070 Beach Hut 54 Rates |
| 03/12/2012 | Lewes District Council | 259695 | 15.00 | 15.00 | | 501 | | 3071 Beach Hut 55 Rates |
| 03/12/2012 | Lewes District Council | 259705 | 15.00 | 15.00 | | 501 | | 3072 Beach Hut 56 Rates |
| 03/12/2012 | Lewes District Council | 259718 | 15.00 | 15.00 | | 501 | | 3073 Beach Hut 57 Rates |
| 03/12/2012 | Lewes District Council | 259721 | 15.00 | 15.00 | | 501 | | 3074 Beach Hut 58 Rates |
| 03/12/2012 | Lewes District Council | 259734 | 15.00 | 15.00 | | 501 | | 3075 Beach Hut 59 Rates |
| 03/12/2012 | Lewes District Council | 259750 | 15.00 | 15.00 | | 501 | | 3076 Beach Hut 60 Rates |
| 03/12/2012 | Lewes District Council | 266099 | 56.00 | 56.00 | | 501 | | 3077 The Base Rates |
| 03/12/2012 | Lewes District Council | 269481 | 927.00 | 927.00 | | 501 | | 3080 Church St Rates |
| 03/12/2012 | Lewes District Council | 270946 | 54.00 | 54.00 | | 501 | | 3079 TIC Rates |
| 03/12/2012 | Lewes District Council | 284369 | 302.00 | 302.00 | | 501 | | 3064 Crypt Rates |
| 03/12/2012 | Lewes District Council | 284372 | 221.00 | 221.00 | | 501 | | 3063 23 Church Street rates |
| 03/12/2012 | British Telecom | 449q029 | 57.56 | 57.56 | | 501 | | 3529 Broadband Line |
| 03/12/2012 | British Telecom | 953q010 | 100.02 | 100.02 | | 501 | | 3528 Nov |
| 05/12/2012 | UK Fuels | 00046242 | 41.66 | 41.66 | | 501 | | 3522 Fuel |

Continued on Page 5

Payments for Month 9

Nominal Ledger

| Date | Payee Name | Cheque | £ Total Amnt | £ Creditors | £ V A T | A/c Centre | £ Amount | Transaction Detail |
|------------|-------------------------------|------------|--------------|-------------|---------|------------|----------|--------------------------------|
| 05/12/2012 | Talk Talk Business | 013844708 | 86.09 | 86.09 | | 501 | | 3526 TIC Oct |
| 10/12/2012 | Barclaycard | 39578590 | 66.84 | 66.84 | | 501 | | 3557 Barclaycard Nov |
| 10/12/2012 | British Gas Business | 62237551 | 115.34 | 115.34 | | 501 | | 3517 Nov 12 Gas |
| 10/12/2012 | Barclaycard | 39578590/2 | 2.00 | 2.00 | | 501 | | 3557 Barclaycard Nov |
| 12/12/2012 | Petty Cash | 201724 | 100.00 | | | 201 | 100.00 | Petty Cash |
| 12/12/2012 | east Sussex Pension Fund | 201726 | 3,968.24 | | | 517 | 3,968.24 | November Pension |
| 12/12/2012 | Iris Business Software | 201727 | 36.00 | | 6.00 | 4106 201 | 30.00 | Payslips |
| 12/12/2012 | Seaford Allotment Society | 201728 | 2,500.00 | | | 4272 125 | 2,500.00 | Agreed Contribution Water Supy |
| 12/12/2012 | HMRC | 201729 | 5,324.13 | | | 515 | 5,324.13 | November 2012 PAYE & NIC |
| 14/12/2012 | 02 (UK) Ltd | 386072500 | 8.80 | 8.80 | | 501 | | 3527 Mobile |
| 14/12/2012 | Co-Operative Bank | 4656 | 5.14 | 5.14 | | 501 | | 3572 BACS fees |
| 14/12/2012 | Co-Operative Bank | 9213 | 8.00 | 8.00 | | 501 | | 3543 BPS fee |
| 17/12/2012 | Southern Water | 45004869 | 1,210.17 | 1,210.17 | | 501 | | 3281 Waste water back dated |
| 18/12/2012 | CoOp | CHQFEE | 12.00 | | | 4156 201 | 12.00 | Stop Chq Fee |
| 19/12/2012 | Talk Talk Business | 138309888 | 244.54 | 244.54 | | 501 | | Purchase Ledger |
| 20/12/2012 | Southern Water | 304600017 | 273.72 | 273.72 | | 501 | | 3521 Waste October |
| 20/12/2012 | Allen & Joy | 201733 | 6,000.00 | 6,000.00 | | 501 | | 3567 Changing Rooms Renovation |
| 20/12/2012 | J Cheesmur & Sons (Lewes) Ltd | 201734 | 12,718.50 | 12,718.50 | | 501 | | 3568 Interim valn 3 Planning |
| 20/12/2012 | C Brewer & Sons Ltd | 201735 | 77.31 | 77.31 | | 501 | | 3555 Payback re Changing Rms |
| 20/12/2012 | Decorators Warehouse Ltd | 201736 | 985.93 | 985.93 | | 501 | | 3554 Materials Changing Rooms |
| 20/12/2012 | English Woodlands Timber Ltd | 201737 | 624.00 | 624.00 | | 501 | | 3547 Christmas Tree |
| 20/12/2012 | English Woodlands | 201738 | 955.56 | 955.56 | | 501 | | 3548 rees for Planting |
| 20/12/2012 | Hire-a-Loo | 201739 | 188.35 | 188.35 | | 501 | | 3553 Toilet Hire |
| 20/12/2012 | John Shaw (Machinery) Ltd | 201740 | 228.63 | 228.63 | | 501 | | 3550 Toro Bed Knives |
| 20/12/2012 | JPP Ltd | 201741 | 969.60 | 969.60 | | 501 | | 3541 Freedom Photography |
| 20/12/2012 | Mr P S Kennard | 201742 | 147.00 | 147.00 | | 501 | | 3417 Cleaning August |
| 20/12/2012 | Lewes District Council | 201743 | 33,514.39 | 33,514.39 | | 501 | | 3535 Cont to Groyne repair SP |
| 20/12/2012 | Seaford Head Golf Club | 201744 | 1,490.50 | 1,490.50 | | 501 | | 3496 Cleaning to Sept |
| 20/12/2012 | Southern Electric | 201745 | 468.54 | 468.54 | | 501 | | 3518 October 12 |
| 20/12/2012 | Stannah Lift Services Ltd | 201746 | 387.41 | 387.41 | | 501 | | 3558 Lift Service to Nov 13 |
| 20/12/2012 | Blachere IlluminationUK Ltd | 201747 | 9,374.24 | 9,374.24 | | 501 | | 3560 Hire & Install |
| 20/12/2012 | Timber Requirements (Seaford) | 201748 | 2,356.36 | 2,356.36 | | 501 | | 3540 Materials Changing Rm |
| 20/12/2012 | Wow Copy Print Design | 201749 | 235.00 | 235.00 | | 501 | | 3546 Xmas Flyer |

Date: 21/02/2013

Seaford Town Council 2012/13

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Cash Book 1

User : SJC

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 |
|---------------------------------|--------------------------------|----------|-------------------|------------------|--------------|------------|-------------------|--------------------------------|
| 20/12/2012 | Andrew Phillips | 201750 | 1,750.00 | 1,750.00 | | 501 | | 3561 Management Plan Phillips |
| 20/12/2012 | John Spicer | 201751 | 550.00 | 550.00 | | 501 | | 3562 Blatchington Pond Post |
| 20/12/2012 | The Office Shop | 201752 | 19.00 | 19.00 | | 501 | | 3570 Stamp |
| 20/12/2012 | Sussex Events Ltd | 201753 | 180.00 | 180.00 | | 501 | | 3237 Jubilee Day Technical |
| 20/12/2012 | Telecom Services | 201754 | 870.00 | 870.00 | | 501 | | 3566 Annual Maintenance |
| 20/12/2012 | Club Systems International Ltd | 201755 | 138.00 | 138.00 | | 501 | | 3565 Reservation System Suppor |
| 20/12/2012 | | 201730 | 170.02 | | 28.34 | 4274 105 | 141.68 | Materials Changing rms |
| 20/12/2012 | | 201731 | 78.51 | | | 4181 210 | 78.51 | Fuel travel Appointments |
| 20/12/2012 | Parochial Church Council Seafo | 201732 | 55.00 | | | 4181 210 | 55.00 | Hall Hire Carol Service |
| 20/12/2012 | Parochial Church Council Seafo | 201756 | 50.00 | | | 4181 210 | 50.00 | Contribution re Carol Service |
| 21/12/2012 | Kent County Council (KCS) | 41479 | 247.63 | 247.63 | | 501 | | 3530 Copies Jul to Sept |
| 21/12/2012 | Fraser Morley | bacs2112 | 3,500.00 | 3,500.00 | | 501 | | 3599 December |
| 21/12/2012 | Payroll Dec | BACS2112 | 15,298.42 | | | 516 | 15,298.42 | Payroll December |
| 24/12/2012 | Postage by Phone - Pitney Bowe | 23530559 | 257.20 | 257.20 | | 501 | | 3602 December Post Top Up |
| 31/12/2012 | British Gas Business | 32231781 | 133.49 | 133.49 | | 501 | | 3601 Nov/Dec |
| Total Payments for Month | | | 111,660.47 | 83,225.01 | 37.67 | | 28,397.79 | |
| Balance Carried Fwd | | | 458,772.28 | | | | | |
| Cash Book Totals | | | 570,432.74 | 83,225.01 | 37.67 | | 487,170.06 | |

Bank Reconciliation Statement as at: 30/11/2012 for Cash Book 1 Current/Deposit Account

| <u>Bank Statement Account Name (s)</u> | <u>Statement Date</u> | <u>Page No</u> | <u>Balances</u> |
|--|-----------------------|----------------|-------------------|
| Coop Community Direct Plus | 30/11/2012 | 202 | 593,357.50 |
| | | | <u>593,357.50</u> |

| <u>Unpresented Cheques (Minus)</u> | <u>Amount</u> |
|------------------------------------|---------------|
|------------------------------------|---------------|

| | | |
|-------------------|--------------------------------|-----------|
| 12/04/2012 201368 | Seaford Musical Theatre | 50.00 |
| 22/11/2012 201692 | Action in Rural Sussex | 454.99 |
| 22/11/2012 201693 | Andy Anderson Locksmith | 65.00 |
| 22/11/2012 201694 | Beacon Fencing Ltd | 280.32 |
| 22/11/2012 201695 | P J Chaffin | 36.00 |
| 22/11/2012 201696 | Collier Turf Care Ltd | 504.74 |
| 22/11/2012 201697 | Cosmo Construction Services Lt | 1,170.00 |
| 22/11/2012 201698 | Drivewise (Autos) Ltd | 70.38 |
| 22/11/2012 201700 | Ernest Doe & Sons Ltd | 96.87 |
| 22/11/2012 201701 | Europlants Ltd | 516.60 |
| 22/11/2012 201703 | Godfreys (Sevenoaks) Ltd | 84.71 |
| 22/11/2012 201704 | G T Lyons | 1,554.00 |
| 22/11/2012 201705 | Chris Hatcher & Son | 54.00 |
| 22/11/2012 201706 | Hire-a-Loo | 92.66 |
| 22/11/2012 201707 | Johnston Publishing Ltd | 255.29 |
| 22/11/2012 201708 | John Spicer | 710.00 |
| 22/11/2012 201709 | Lewes District Council | 16,286.99 |
| 22/11/2012 201710 | Liston Products Limited | 21.50 |
| 22/11/2012 201711 | Matt Bode | 75.00 |
| 22/11/2012 201712 | M J Herriot | 40.00 |
| 22/11/2012 201714 | Society of Local Council Clerk | 39.94 |
| 22/11/2012 201715 | Sussex Police Authority | 14,316.64 |
| 22/11/2012 201716 | Tanleys Printers Ltd | 172.80 |
| 22/11/2012 201717 | Tates of Sussex | 374.02 |
| 22/11/2012 201718 | C B Winter & Sons Ltd | 270.00 |
| 22/11/2012 201719 | Mr P S Kennard | 138.00 |
| 22/11/2012 201691 | Nick Allen Building Service Lt | 1,389.60 |
| 26/11/2012 201722 | Wave Leisure Trust | 468.00 |

 39,588.05

 553,769.45

Receipts not Banked/Cleared (Plus)

| | |
|------------|--------|
| 28/11/2012 | 70.00 |
| 29/11/2012 | 16.00 |
| 30/11/2012 | 30.00 |
| 30/11/2012 | 456.00 |
| 30/11/2012 | 993.94 |

Bank Reconciliation Statement as at: 30/11/2012 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> |
|--|-----------------------|--|-----------------------------|
| | | | 1,565.94 |
| | | | <u>555,335.39</u> |
| | | Balance per Cash Book is :- | 555,336.40 |
| | | Difference Excluding Adjustments is :- | -1.00 |
| <u>Adjustments to Reconciliation</u> | | | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | Unreconciled Difference is :- | <u> </u> |

Date: 21/02/2013

Seaford Town Council 2012/13

Page No: 1

Time: 14:52

Cash Book 1

User : SJC

Current/Deposit Account

For Month No : 8

Receipts for Month 8

Nominal Ledger Analysis

| Receipt Ref | Name of Payer | £ Amnt Received | £ Debtors | £ VAT | A/c Centre | £ Amount | Transaction Detail |
|-----------------------|------------------------|-----------------|-----------|--------|------------|------------|---------------------------|
| Balance Brought Fwd : | | 630,331.72 | | | | 630,331.72 | |
| | Banked on : 01/11/2012 | 71.00 | | | | | |
| pdq | pdq | 71.00 | | 11.83 | 120 | 59.17 | Golf Course pdq |
| | Banked on : 01/11/2012 | 199.56 | | | | | |
| | Sales Recpts Page 454 | 199.56 | 199.56 | | 101 | | Sales Recpts Page 454 |
| | Banked on : 02/11/2012 | 212.00 | | | | | |
| pdq | pdq | 212.00 | | 35.33 | 120 | 176.67 | Golf Course pdq |
| | Banked on : 03/11/2012 | 187.00 | | | | | |
| pdq | pdq | 187.00 | | 31.17 | 120 | 155.83 | Golf Course pdq |
| | Banked on : 04/11/2012 | 42.00 | | | | | |
| pdq | pdq | 42.00 | | 7.00 | 120 | 35.00 | Golf Course pdq |
| | Banked on : 05/11/2012 | 24.00 | | | | | |
| pdq | pdq | 24.00 | | 4.00 | 120 | 20.00 | Golf Course pdq |
| | Banked on : 05/11/2012 | 1,030.00 | | | | | |
| Golf | Golf | 1,030.00 | | 171.67 | 120 | 858.33 | Golf Course Banking |
| | Banked on : 05/11/2012 | 130.72 | | | | | |
| Int | CoOp Bank | 130.72 | | | 1190 201 | 130.72 | Interest Rec'd |
| | Banked on : 06/11/2012 | 40.00 | | | | | |
| pdq | pdq | 40.00 | | 6.67 | 120 | 33.33 | Golf Course pdq |
| | Banked on : 07/11/2012 | 20.00 | | | | | |
| pdq | pdq | 20.00 | | 3.33 | 120 | 16.67 | Golf Course pdq |
| | Banked on : 08/11/2012 | 16.00 | | | | | |
| pdq | pdq | 16.00 | | 2.67 | 120 | 13.33 | Golf Course pdq |
| | Banked on : 09/11/2012 | 343.00 | | | | | |
| pdq | pdq | 343.00 | | 57.17 | 120 | 285.83 | Golf Course pdq |
| | Banked on : 10/11/2012 | 75.00 | | | | | |
| pdq | pdq | 75.00 | | 12.50 | 120 | 62.50 | Golf Course pdq |
| | Banked on : 11/11/2012 | 312.00 | | | | | |
| pdq | pdq | 312.00 | | 52.00 | 120 | 260.00 | Golf Course pdq |
| | Banked on : 12/11/2012 | 40.00 | | | | | |
| pdq | pdq | 40.00 | | 6.67 | 120 | 33.33 | Golf Course pdq |
| | Banked on : 12/11/2012 | 1,366.00 | | | | | |
| Golf | Golf | 1,366.00 | | 227.67 | 120 | 1,138.33 | Golf Course Banking |
| | Banked on : 13/11/2012 | 132.00 | | | | | |
| 2534 | Krissy of Sussex | 40.00 | | | 1065 135 | 40.00 | Stall Late Night Shopping |
| 2539 | | 40.00 | | | 1065 135 | 40.00 | Stall Late Night Shopping |
| 2540 | Primecare | 30.00 | | | 1065 135 | 30.00 | Stall Late Night Shopping |
| 2542 | Sigmo | 11.00 | | | 1050 105 | 11.00 | Sigmo Base Hire |

Continued on Page 2

Date: 21/02/2013

Seaford Town Council 2012/13

Page No: 2

Time: 14:52

Cash Book 1

User : SJC

Current/Deposit Account

For Month No : 8

Receipts for Month 8

Nominal Ledger Analysis

| Receipt Ref | Name of Payer | £ Amnt Received | £ Debtors | £ VAT | A/c Centre | £ Amount | Transaction Detail |
|-------------|------------------------|-----------------|-----------|--------|------------|----------|--------------------------------|
| 2543 | The Riffz | 11.00 | | | 1050 105 | 11.00 | The Riffz Base Hire |
| | Banked on : 14/11/2012 | 76.00 | | | | | |
| pdq | pdq | 76.00 | | 12.67 | 120 | 63.33 | Golf Course pdq |
| | Banked on : 14/11/2012 | 94.00 | | | | | |
| 2538 | Moon of India | 50.00 | | 8.33 | 1065 135 | 41.67 | Moon of India Ad in Brochure |
| 2537 | Juno | 16.50 | | | 1050 105 | 16.50 | Juno Hire of Base |
| 2536 | Sigmo 21 | 16.50 | | | 1050 105 | 16.50 | Sigmo 21 Hire of Base |
| 2535 | The Riffz | 11.00 | | | 1050 105 | 11.00 | The Riffz Base Hire |
| | Banked on : 15/11/2012 | 20.00 | | | | | |
| pdq | pdq | 20.00 | | 3.33 | 120 | 16.67 | Golf Course pdq |
| | Banked on : 16/11/2012 | 256.00 | | | | | |
| pdq | pdq | 256.00 | | 42.67 | 120 | 213.33 | Golf Course pdq |
| | Banked on : 17/11/2012 | 122.00 | | | | | |
| pdq | pdq | 122.00 | | 20.33 | 120 | 101.67 | Golf Course pdq |
| | Banked on : 18/11/2012 | 67.00 | | | | | |
| pdq | pdq | 67.00 | | 11.17 | 120 | 55.83 | Golf Course pdq |
| | Banked on : 19/11/2012 | 32.00 | | | | | |
| pdq | pdq | 32.00 | | 5.33 | 120 | 26.67 | Golf Course pdq |
| | Banked on : 19/11/2012 | 1,890.00 | | | | | |
| Golf | Golf | 1,890.00 | | 315.00 | 120 | 1,575.00 | Golf Course Banking |
| | Banked on : 20/11/2012 | 16.00 | | | | | |
| pdq | pdq | 16.00 | | 2.67 | 120 | 13.33 | Golf Course pdq |
| | Banked on : 23/11/2012 | 96.00 | | | | | |
| pdq | pdq | 96.00 | | 16.00 | 120 | 80.00 | Golf Course pdq |
| | Banked on : 23/11/2012 | 263.50 | | | | | |
| 2544 | Wellness Centre | 10.00 | | | 1065 135 | 10.00 | Wellness Centre Stall Late Nig |
| 2545 | | 30.00 | | | 1065 135 | 30.00 | Stall Hire |
| 2546 | Copying Income | 10.00 | | 1.67 | 1059 201 | 8.33 | 2546 Copying Income |
| 2547 | Juno | 11.00 | | | 1050 105 | 11.00 | 2547 Juno Base Hire |
| 2548 | Signio | 16.50 | | | 1050 105 | 16.50 | 2548 Signio Base Hire |
| 2549 | Riffz | 11.00 | | | 1050 105 | 11.00 | 2549 Riffz Base Hire |
| 2551 | Base Mgt C'tee | 60.00 | | | 1065 135 | 60.00 | 2551 Base Mgt C'tee Stall Hire |
| 2552 | Seaford News | 25.00 | | | 1065 135 | 25.00 | 2552 Seaford News Donation |
| 2553 | Seaford Comm Church | 30.00 | | | 1065 135 | 30.00 | 2553 S'ford Comm Ch Stall |
| 2554 | Kings Church | 30.00 | | | 1065 135 | 30.00 | 2554 Kings Church Stall |
| 2555 | | 30.00 | | | 1065 135 | 30.00 | 2555 Stall |
| | Banked on : 25/11/2012 | 67.00 | | | | | |
| pdq | pdq | 67.00 | | 11.17 | 120 | 55.83 | Golf Course pdq |
| | Banked on : 26/11/2012 | 1,278.00 | | | | | |

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Date: 21/02/2013

Seaford Town Council 2012/13

Page No: 3

Time: 14:52

Cash Book 1

User : SJC

Current/Deposit Account

For Month No : 8

Receipts for Month 8

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> |
|---------------------------------|------------------------|------------------------|------------------|-----------------|-------------------|-------------------|---------------------------|
| Golf | Golf | 1,278.00 | | 213.00 | 120 | 1,065.00 | Golf Course Banking |
| | Banked on : 26/11/2012 | 50.00 | | | | | |
| | Sales Recpts Page 455 | 50.00 | 50.00 | | 101 | | Sales Recpts Page 455 |
| | Banked on : 27/11/2012 | 20.00 | | | | | |
| pdq | pdq | 20.00 | | 3.33 | 120 | 16.67 | Golf Course pdq |
| | Banked on : 28/11/2012 | 70.00 | | | | | |
| pdq | pdq | 70.00 | | 11.67 | 120 | 58.33 | Golf Course pdq |
| | Banked on : 29/11/2012 | 16.00 | | | | | |
| pdq | pdq | 16.00 | | 2.67 | 120 | 13.33 | Golf Course pdq |
| | Banked on : 30/11/2012 | 30.00 | | | | | |
| pdq | pdq | 30.00 | | 5.00 | 120 | 25.00 | Golf Course pdq |
| | Banked on : 30/11/2012 | 456.00 | | | | | |
| Golf | Golf | 456.00 | | 76.00 | 120 | 380.00 | Golf Course Banking |
| | Banked on : 30/11/2012 | 993.94 | | | | | |
| | Sales Recpts Page 453 | 993.94 | 993.94 | | 101 | | Sales Recpts Page 453 |
| | Banked on : 30/11/2012 | 60.00 | | | | | |
| | Sales Recpts Page 456 | 60.00 | 60.00 | | 101 | | Sales Recpts Page 456 |
| Total Receipts for Month | | 10,213.72 | 1,303.50 | 1,391.69 | | 7,518.53 | |
| Cash Book Totals | | 640,545.44 | 1,303.50 | 1,391.69 | | 637,850.24 | |

Continued on Page 4

Date: 21/02/2013

Seaford Town Council 2012/13

Page No: 4

Time: 14:52

Cash Book 1

User : SJC

Current/Deposit Account

For Month No : 8

Payments for Month 8

Nominal Ledger

| Date | Payee Name | Cheque | £ Total Amnt | £ Creditors | £ V A T | A/c Centre | £ Amount | Transaction Detail |
|------------|-------------------------------|------------|--------------|-------------|---------|------------|----------|------------------------------|
| 01/11/2012 | EDF Energy | 13204107 | 1,543.35 | 1,543.35 | | 501 | | 3446 july-sept |
| 01/11/2012 | South East Water | 8200841x | 1,211.20 | 1,211.20 | | 501 | | 3468 Aug-Sept |
| 01/11/2012 | Lewes District Council | 094608 | 54.00 | 54.00 | | 501 | | 3079 TIC Rates |
| 01/11/2012 | Lewes District Council | 167708 | 179.00 | 179.00 | | 501 | | 3078 Golf Shop Rates |
| 01/11/2012 | Lewes District Council | 436908 | 302.00 | 302.00 | | 501 | | 3064 Crypt Rates |
| 01/11/2012 | Lewes District Council | 437208 | 221.00 | 221.00 | | 501 | | 3063 23 Church Street rates |
| 01/11/2012 | Lewes District Council | 575808 | 59.00 | 59.00 | | 501 | | 3062 High & Over Rates |
| 01/11/2012 | Lewes District Council | 609908 | 56.00 | 56.00 | | 501 | | 3077 The Base Rates |
| 01/11/2012 | Lewes District Council | 938108 | 15.00 | 15.00 | | 501 | | 3065 Beach Hut 27 Rates |
| 01/11/2012 | Lewes District Council | 939408 | 15.00 | 15.00 | | 501 | | 3066 Beach Hut 28 Rates |
| 01/11/2012 | Lewes District Council | 940408 | 15.00 | 15.00 | | 501 | | 3067 Beach Hut 29 Rates |
| 01/11/2012 | Lewes District Council | 948108 | 927.00 | 927.00 | | 501 | | 3080 Church St Rates |
| 01/11/2012 | Lewes District Council | 966608 | 15.00 | 15.00 | | 501 | | 3068 Beach Hut 52 rates |
| 01/11/2012 | Lewes District Council | 968208 | 15.00 | 15.00 | | 501 | | 3070 Beach Hut 54 Rates |
| 01/11/2012 | Lewes District Council | 969508 | 15.00 | 15.00 | | 501 | | 3071 Beach Hut 55 Rates |
| 01/11/2012 | Lewes District Council | 969708 | 15.00 | 15.00 | | 501 | | 3069 Beach Hut 53 Rates |
| 01/11/2012 | Lewes District Council | 970508 | 15.00 | 15.00 | | 501 | | 3072 Beach Hut 56 Rates |
| 01/11/2012 | Lewes District Council | 971808 | 15.00 | 15.00 | | 501 | | 3073 Beach Hut 57 Rates |
| 01/11/2012 | Lewes District Council | 972108 | 15.00 | 15.00 | | 501 | | 3074 Beach Hut 58 Rates |
| 01/11/2012 | Lewes District Council | 9734 | 15.00 | 15.00 | | 501 | | 3075 Beach Hut 59 Rates |
| 01/11/2012 | Lewes District Council | 975008 | 15.00 | 15.00 | | 501 | | 3076 Beach Hut 60 Rates |
| 06/11/2012 | EDF Energy | 17878209 | 1,013.84 | 1,013.84 | | 501 | | 3484 Martello Kiosk Recharge |
| 07/11/2012 | Talk Talk Business | 138447/882 | 84.04 | 84.04 | | 501 | | 3464 TIC Sept |
| 07/11/2012 | UK Fuels | 46242 | 122.87 | 122.87 | | 501 | | 3523 Fuel |
| 08/11/2012 | EDF Energy | 13362117 | 12.27 | 12.27 | | 501 | | 3450 changing rm Apr-July |
| 09/11/2012 | Kent County Council (KCS) | 40850 | 369.41 | 369.41 | | 501 | | 3475 Sept-Nov |
| 12/11/2012 | EDF Energy | 13263258 | 22.63 | 22.63 | | 501 | | 3451 Bowling Pav July-Sept |
| 12/11/2012 | EDF Energy | 13589039 | 32.67 | 32.67 | | 501 | | Purchase Ledger |
| 12/11/2012 | Barclaycard | 39578590 | 124.43 | 124.43 | | 501 | | 3494 PDQ October |
| 12/11/2012 | British Gas Business | 50133498 | 50.59 | 50.59 | | 501 | | 3352 Cancel estimate 3215 |
| 12/11/2012 | J Cheesmur & Sons (Lewes) Ltd | 201685 | 16,123.50 | 16,123.50 | | 501 | | 3503 Planning Valn 2 |

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Date: 21/02/2013

Seaford Town Council 2012/13

Page No: 5

Time: 14:52

Cash Book 1

User : SJC

Current/Deposit Account

For Month No : 8

Payments for Month 8

Nominal Ledger

| Date | Payee Name | Cheque | £ Total Amnt | £ Creditors | £ V A T | A/c Centre | £ Amount | Transaction Detail |
|------------|--------------------------------|------------|--------------|-------------|---------|------------|----------|--------------------------------|
| 13/11/2012 | Petty Cash | 201686 | 94.00 | | | 201 | 94.00 | Replenish Petty Cash |
| 14/11/2012 | Co-Operative Bank | 4656 | 3.96 | 3.96 | | 501 | | 3414 Payflow Aug |
| 14/11/2012 | Co-Operative Bank | 9213 | 11.00 | 11.00 | | 501 | | 3507 Direct Debit Fees |
| 14/11/2012 | 02 (UK) Ltd | 3860725/00 | 9.04 | 9.04 | | 501 | | 3497 October Mobile |
| 15/11/2012 | Southern Water | 45004869 | 1,210.17 | 1,210.17 | | 501 | | 3281 Waste water back dated |
| 16/11/2012 | Newhaven ATC Squadren | 201688 | 20.00 | | | 4186 209 | 20.00 | Annual presentation & Dinner |
| 19/11/2012 | Information Commisioners Offic | 2414018 | 35.00 | 35.00 | | 501 | | 3460 Data Protection 2012/13 |
| 19/11/2012 | IGF Invoice Finance Ltd | 201690 | 1,017.60 | 1,017.60 | | 501 | | 3513 Golf News Sept |
| 20/11/2012 | Southern Water | 4600017 | 473.61 | 473.61 | | 501 | | 3467 WASTE Aug-Sept |
| 20/11/2012 | Land Registry | 81534 | 12.00 | | | 4155 201 | 12.00 | Land Registry Fees |
| 21/11/2012 | Total Gas & Power | 1026869 | 901.05 | 901.05 | | 501 | | 3516 Oct/Nov Gas |
| 21/11/2012 | Talk Talk Business | 383098/882 | 222.90 | 222.90 | | 501 | | 3524 Oct/Nov STC |
| 22/11/2012 | Action in Rural Sussex | 201692 | 454.99 | 454.99 | | 501 | | 3498 Employers Handbook to Mar |
| 22/11/2012 | Andy Anderson Locksmith | 201693 | 65.00 | 65.00 | | 501 | | 3511 Lock Repair |
| 22/11/2012 | Beacon Fencing Ltd | 201694 | 280.32 | 280.32 | | 501 | | 3505 Fence Rails |
| 22/11/2012 | P J Chaffin | 201695 | 36.00 | 36.00 | | 501 | | 3473 remove Branch |
| 22/11/2012 | Collier Turf Care Ltd | 201696 | 504.74 | 504.74 | | 501 | | 3493 Fertiliser |
| 22/11/2012 | Cosmo Construction Services Lt | 201697 | 1,170.00 | 1,170.00 | | 501 | | 3462 Remove roundabout space |
| 22/11/2012 | Drivewise (Autos) Ltd | 201698 | 70.38 | 70.38 | | 501 | | 3471 Mower Tyre |
| 22/11/2012 | Ernest Doe & Sons Ltd | 201700 | 96.87 | 96.87 | | 501 | | 3489 Filter returned |
| 22/11/2012 | Europlants Ltd | 201701 | 516.60 | 516.60 | | 501 | | 3476 Wintwer Bedding |
| 22/11/2012 | Godfreys (Sevenoaks) Ltd | 201703 | 84.71 | 84.71 | | 501 | | 3470 Battery |
| 22/11/2012 | G T Lyons | 201704 | 1,554.00 | 1,554.00 | | 501 | | 3515 Classification Project |
| 22/11/2012 | Chris Hatcher & Son | 201705 | 54.00 | 54.00 | | 501 | | 3501 Boiler Repair |
| 22/11/2012 | Hire-a-Loo | 201706 | 92.66 | 92.66 | | 501 | | 3482 Toilet hire Sept |
| 22/11/2012 | Johnston Publishing Ltd | 201707 | 255.29 | 255.29 | | 501 | | 3469 Concession Ads |
| 22/11/2012 | John Spicer | 201708 | 710.00 | 710.00 | | 501 | | 3504 Fix Railing by Martello |
| 22/11/2012 | Lewes District Council | 201709 | 16,286.99 | 16,286.99 | | 501 | | 3486 Aug 12 |
| 22/11/2012 | Liston Products Limited | 201710 | 21.50 | 21.50 | | 501 | | 3512 Replace Nozzle Jet |
| 22/11/2012 | Matt Bode | 201711 | 75.00 | 75.00 | | 501 | | 3485 Mayor Photo |
| 22/11/2012 | M J Herriot | 201712 | 40.00 | 40.00 | | 501 | | 3474 Lambert Engraving |
| 22/11/2012 | Society of Local Council Clerk | 201714 | 39.94 | 39.94 | | 501 | | 3483 Books |
| 22/11/2012 | Sussex Police Authority | 201715 | 14,316.64 | 14,316.64 | | 501 | | 3481 July - Sept 12 |
| 22/11/2012 | Tanleys Printers Ltd | 201716 | 172.80 | 172.80 | | 501 | | 3499 Receipt Books |
| 22/11/2012 | Tates of Sussex | 201717 | 374.02 | 374.02 | | 501 | | 3500 Payback |

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Date: 21/02/2013

Seaford Town Council 2012/13

Page No: 6

Time: 14:52

Cash Book 1

User : SJC

Current/Deposit Account

For Month No : 8

Payments for Month 8

Nominal Ledger

| <u>Date</u> | <u>Payee Name</u> | <u>Cheque</u> | <u>£ Total Amnt</u> | <u>£ Creditors</u> | <u>£ V A T</u> | <u>A/c Centre</u> | <u>£ Amount</u> | <u>Transaction Detail</u> |
|---------------------------------|--------------------------------|---------------|---------------------|--------------------|----------------|-------------------|-------------------|---------------------------|
| 22/11/2012 | C B Winter & Sons Ltd | 201718 | 270.00 | 270.00 | | 501 | | Materials 3490 Turf |
| 22/11/2012 | Mr P S Kennard | 201719 | 138.00 | 138.00 | | 501 | | 3495 Cleaning October |
| 22/11/2012 | Nick Allen Building Service Lt | 201691 | 1,389.60 | 1,389.60 | | 501 | | 3563 Render Work |
| 23/11/2012 | Fraser Morley | 4656 | 3,500.00 | 3,500.00 | | 501 | | 3564 november |
| 23/11/2012 | Salaries | BPS NOV | 15,465.86 | | | 516 | 15,465.86 | November Salaries |
| 26/11/2012 | Wave Leisure Trust | 201722 | 468.00 | 468.00 | | 501 | | 3465 Pool contribution |
| 27/11/2012 | Land Registry | 81534-2 | 6.00 | | | 4155 201 | 6.00 | Land Regustry Fees |
| Total Payments for Month | | | 85,209.04 | 69,611.18 | 0.00 | | 15,597.86 | |
| Balance Carried Fwd | | | 555,336.40 | | | | | |
| Cash Book Totals | | | 640,545.44 | 69,611.18 | 0.00 | | 570,934.26 | |



Seaford Town Council

Report 162/12

| | |
|---------------------------|--|
| Agenda Item No: | 5 (b) |
| Committee: | Finance & General Purposes |
| Date: | 28 February 2013 |
| Title: | Finance Report |
| By: | Simon Cooper, Corporate Services Manager |
| Wards Affected: | All Seaford Wards |
| Purpose of Report: | To inform members of Committee of Council Income & Expenditure for the period 1 April 2012 to 31 January 2013 |

Recommendations

You are recommended:

- 1. To approve a virement of £2,376 from the Grants budget in F&GP to the Salts equipment purchase in Community Services**
 - 2. To note the contents of this report.**
-

1. Information

- 1.1** Attached at Appendix A are the statements detailing income and expenditure for period 1 April 2012 to 31 January 2013 compared to the projected outturn for the year approved by Council on 17 January 2013. The original budget for the year is also included for reference.
- 1.2** Overall, except as noted below, net expenditure for the period is broadly in line with the projected outturn.
- 1.3** Finance & General Purposes variances may be explained as:
 - (a)** Software support (a/c 4113) is £2,470 less than projected as we have yet to be invoiced by ESCC for their system support service.
 - (b)** Audit fees (a/c 4157) -£171 is a result of an over-accrual at year end actual invoices relating to the prior year being less than anticipated.
 - (c)** Election costs relate to the cost of the earlier by-election now invoiced by LDC. The balance of the budget will be taken to the election reserve at the year end.

- (d) Church Street equipment maintenance relates to the lift service, this was omitted in error from the projected outturn, but can be covered from within the administration outturn.
- (e) Church Street Service charges (a/c 4059) have not yet been invoiced by Sussex Police.
- (f) Grants expenditure does not reflect the amount committed to Dial-a-Ride £4,320 which will be invoiced by ESCC towards the year end. The Base music equipment purchase £2,376 agreed to be funded from this budget is included in the Salts cost centre.
- (g) Seaford in Bloom the additional expenditure relates to winter planting, and will be covered by a donation which has been requested.

1.4 Community Services major variances are explained as:

- (a) LDC has not submitted an invoice for the January Grounds Maintenance Contract.
- (b) Salts equipment purchase relates to Music Equipment for the Base, this was reflected in Grants in the outturn.
- (c) Salts projects expenditure relates to renovation work to the changing rooms. Building maintenance £365 relates to decorating material for the outside of the Café. Labour is provided by the licensee.
- (d) Crouch grounds Maintenance Contract: the issue concerning changes to the planting at the Crouch have still to be resolved
- (e) Crypt income includes some deposits for the next financial year and will be carried into that year as part of the year end process. Income is expected to meet the projected outturn.
- (f) Physical Activity Project Income relates to a Grant from the Hastings & Rother PCT towards the cost of the project
- (g) Projects and Building Maintenance Budgets are expected to be utilised in the year.

1.5 Golf Course

- (a) Player Costs (a/c 4045) is £1,600 less than projected as we have not yet needed to print more score cards.
- (b) Green Fee income is unlikely to achieve the projected outturn due to the extremely bad weather which has continued since the projected outturn was agreed.
- (c) Advertising a request for a board has been received and is being processed. Also when the new score cards are required income will be generated.

2. Financial Appraisal

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


3. Contact Officer

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

Corporate Services Manager



Town Clerk



| | | 2012-13 Original Budget | 2012-13 Actual to 31/01/2013 | 2012-13 Projected Outturn | 2012-13 Remaining Balance |
|--------------------------------------|-------------|-------------------------------|------------------------------------|---------------------------------|---------------------------------|
| Finance & General Purposes Committee | Expenditure | 361,462 | 278,293 | 361,497 | 83,204 |
| | Income | 31,578 | 37,834 | 41,191 | 3,357 |
| | Net | <u>329,884</u> | <u>240,459</u> | <u>320,306</u> | <u>79,847</u> |
| Community Services Committee | Expenditure | 301,642 | 228,991 | 316,816 | 87,825 |
| | Income | 109,760 | 123,404 | 124,102 | 698 |
| | Net | <u>191,882</u> | <u>105,587</u> | <u>192,714</u> | <u>87,127</u> |
| Golf Course Committee | Expenditure | 299,740 | 271,153 | 330,617 | 59,464 |
| | Income | 337,844 | 287,820 | 320,125 | 32,305 |
| | Net | <u>-38,104</u> | <u>-16,667</u> | <u>10,492</u> | <u>27,159</u> |
| Planning & Highways | Expenditure | 4,650 | 377 | 7,400 | 7,023 |
| | Income | 0 | 98 | 140 | 42 |
| | Net | <u>4,650</u> | <u>279</u> | <u>7,260</u> | <u>6,981</u> |
| Total Committees | Expenditure | 967,494 | 778,814 | 1,016,330 | 237,516 |
| | Income | 479,181 | 449,156 | 485,558 | 36,402 |
| | Net | <u>488,313</u> | <u>329,658</u> | <u>530,772</u> | <u>201,114</u> |

| Account Number | 2012-13 Original Budget | 2012-13 Actual to 31/01/2013 | 2012-13 Projected Outturn | 2012-13 Remaining Balance |
|--------------------------------------|-------------------------|------------------------------|---------------------------|---------------------------|
| SUMMARY | | | | |
| Administration | 244,561 | 183,201 | 234,615 | 51,414 |
| Premises Church Street | 43,971 | 34,418 | 43,405 | 8,987 |
| Premises Hurdis House | -4,958 | -11,538 | -4,242 | 7,296 |
| Civic Expenses | 16,850 | 13,154 | 16,318 | 3,164 |
| Grants | 29,460 | 20,743 | 30,210 | 9,467 |
| Seaford In Bloom | 0 | 481 | 0 | -481 |
| Total Net Expenditure | 329,884 | 240,459 | 320,306 | 79,847 |
| Transfer to/(from) Earmarked Reserve | | | | |
| Net Committee Requirement | 329,884 | 240,459 | 320,306 | 79,847 |
| | | | | |
| Total Committee Expenditure | 361,462 | 278,293 | 361,497 | 83,204 |
| Total Committee Income | 31,578 | 37,834 | 41,191 | 3,357 |
| Net Committee Requirement | 329,884 | 240,459 | 320,306 | 79,847 |

| Account Number | | 2012-13 Original Budget | 2012-13 Actual to 31/01/2013 | 2012-13 Projected Outturn | 2012-13 Remaining Balance |
|---|---------------------------------|-------------------------------|------------------------------------|---------------------------------|---------------------------------|
| Administration | | | | | |
| Cost Centre 201 | | | | | |
| 4000 | Salaries & Wages | 161,592 | 132,319 | 160,090 | 27,771 |
| 4001 | Employers NI | 15,413 | 11,017 | 14,774 | 3,757 |
| 4002 | Employers Superannuation | 25,091 | 16,959 | 20,615 | 3,656 |
| 4009 | Recruitment Costs | 2,000 | 982 | 2,000 | 1,018 |
| 4010 | Staff Training | 2,000 | 1,367 | 2,000 | 633 |
| 4012 | Staff Expenses | 150 | 318 | 250 | -68 |
| 4014 | Members Training | 1,500 | 291 | 1,500 | 1,209 |
| 4100 | Telecommunications | 5,250 | 2,921 | 3,995 | 1,074 |
| 4105 | Postage | 2,750 | 1,146 | 2,000 | 854 |
| 4106 | Stationery | 3,150 | 1,706 | 3,150 | 1,444 |
| 4107 | Photocopier | 2,500 | 2,042 | 2,500 | 458 |
| 4110 | Advertising & Publicity | 200 | 213 | 200 | -13 |
| 4111 | Office Equipment | 1,500 | 120 | 1,500 | 1,380 |
| 4112 | Subscriptions | 4,350 | 4,308 | 4,350 | 42 |
| 4113 | Computer Support | 3,350 | 880 | 3,350 | 2,470 |
| 4114 | Licence Fee | 35 | 35 | 35 | 0 |
| 4115 | Insurance | 3,250 | 3,336 | 3,336 | 0 |
| 4116 | Web Site | 240 | 800 | 240 | -560 |
| 4155 | Professional Fees | 3,500 | 524 | 3,500 | 2,976 |
| 4156 | Bank Charges | 100 | 70 | 100 | 30 |
| 4157 | Audit Fees | 4,690 | -171 | 3,000 | 3,171 |
| 4182 | Catering & Hospitality | 100 | 11 | 100 | 89 |
| 4190 | Election Costs | 5,500 | 4,778 | 5,500 | 722 |
| 4199 | Other Expenditure | 100 | 320 | 350 | 30 |
| Administration Expenditure | | 248,311 | 186,292 | 238,435 | 52,143 |
| 1049 | Income Postage recharge | 0 | 0 | 0 | 0 |
| 1054 | Income Other | 250 | 298 | 298 | 0 |
| 1059 | Photocopying Income | 100 | 59 | 100 | 41 |
| 1062 | Income Telephone Recharge | 900 | 706 | 900 | 194 |
| 1068 | Income Stationery recharge | 0 | 22 | 22 | 0 |
| 1190 | Interest Received | 2,500 | 2,006 | 2,500 | 494 |
| Administration Income | | 3,750 | 3,091 | 3,820 | 729 |
| Net Expenditure over Income | | 244,561 | 183,201 | 234,615 | 51,414 |
| Premises - Church Street | | | | | |
| Cost Centre 205 | | | | | |
| 4050 | Rent Payable | 15,000 | 11,250 | 15,000 | 3,750 |
| 4051 | Rates | 9,810 | 9,815 | 9,815 | 0 |
| 4059 | Service Charge | 7,502 | 0 | 7,502 | 7,502 |
| 4060 | Refuse | 170 | 96 | 96 | 0 |
| 4100 | Telecommunications | 0 | 0 | 0 | 0 |
| 4115 | Insurance | 0 | 0 | 0 | 0 |
| 4270 | Vehicle & Equipment Maintenance | 500 | 326 | 0 | -326 |
| 4275 | Building Maintenance | 0 | 0 | 3 | 3 |
| 4276 | CCTV | 0 | 0 | 0 | 0 |
| 4301 | Public Works Loan Board | 18,089 | 18,089 | 18,089 | 0 |
| Premises - Church Street Expenditure | | 51,071 | 39,576 | 50,505 | 10,929 |
| 1050 | Income Rent | 1,500 | 958 | 1,500 | 542 |
| 1054 | Income Other | 5,600 | 4,200 | 5,600 | 1,400 |
| 1062 | Income Telephone Recharge | 0 | 0 | 0 | 0 |
| Premises - Church Street Income | | 7,100 | 5,158 | 7,100 | 1,942 |
| Net Expenditure over Income | | 43,971 | 34,418 | 43,405 | 8,987 |

| Account Number | 2012-13 Original Budget | 2012-13 Actual to 31/01/2013 | 2012-13 Projected Outturn | 2012-13 Remaining Balance |
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| Premises - Hurdis House | | | | |
| Cost Centre 206 | | | | |
| 4052 | Water & Sewerage | 0 | 0 | 0 |
| 4055 | Electricity | 40 | 0 | 40 |
| 4056 | Gas | 0 | 71 | 0 |
| 4115 | Insurance | 728 | 722 | 0 |
| 4275 | Building Maintenance | 0 | 685 | -40 |
| 4301 | Public Works Loan Board | 15,002 | 7,501 | 7,501 |
| Premises - Hurdis House Expenditure | | 15,770 | 8,979 | 7,501 |
| 1050 | Income Rent | 20,000 | 20,000 | 0 |
| 1051 | Income Insurance Recharge | 728 | 517 | 205 |
| 1054 | Income Other | | 0 | 0 |
| Premises - Hurdis House Income | | 20,728 | 20,517 | 205 |
| Net Expenditure over Income | | -4,958 | -11,538 | 7,296 |
| Civic Expenses | | | | |
| Cost Centre 210 | | | | |
| 4013 | Members Expenses | 300 | 5 | 145 |
| 4106 | Stationery | 250 | 53 | 47 |
| 4181 | Civic - Mayor's Expenses | 1,500 | 639 | 861 |
| 4182 | Catering & Hospitality | 750 | 570 | 180 |
| 4183 | Civic - Awards | 2,750 | 1,798 | 952 |
| 4184 | Civic - Other | 250 | 145 | 105 |
| 4185 | Fun Day | 450 | 690 | 350 |
| 4188 | Town Crier Expenses | 100 | 30 | 70 |
| 4189 | Young Mayor | 500 | 46 | 454 |
| 4199 | Other Expenditure | 0 | 0 | 0 |
| 4274 | Projects Expenditure | 0 | 0 | 0 |
| 4280 | Diamond Jubilee | 10,000 | 10,860 | 0 |
| Civic Expenses Expenditure | | 16,850 | 14,836 | 3,164 |
| 1054 | Income Other | 0 | 0 | 0 |
| 1056 | Fun Day & Tourney | 0 | 590 | 0 |
| 1080 | Jubilee Event Income | 0 | 1,092 | 0 |
| Civic Expenses Income | | 0 | 1,682 | 0 |
| Net Expenditure over Income | | 16,850 | 13,154 | 3,164 |
| Grants Pool | | | | |
| Cost Centre 215 | | | | |
| 4400 | S137 Grants | 0 | 0 | 0 |
| 4401 | Grants Pool | 28,460 | 19,125 | 9,335 |
| | | 28,460 | 19,125 | 9,335 |
| 4405 | Grants in Kind | 1,000 | 1,618 | 132 |
| Grants Expenditure | | 29,460 | 20,743 | 9,467 |
| Grants Income | | 0 | 0 | 0 |
| Net Expenditure over Income | | 29,460 | 20,743 | 9,467 |

| Account Number | | 2012-13 Original Budget | 2012-13 Actual to 31/01/2013 | 2012-13 Projected Outturn | 2012-13 Remaining Balance |
|----------------|----------------------------------|-------------------------|------------------------------|---------------------------|---------------------------|
| | Seaford In Bloom Cost Centre 121 | | | | |
| 4402 | Seaford In Bloom | 0 | 7,867 | 7,887 | 0 |
| | Seaford In Bloom Expenditure | <u>0</u> | <u>7,867</u> | <u>7,867</u> | <u>0</u> |
| 1053 | Income Grants | 0 | 4,375 | 4,375 | 0 |
| | Other Income | 0 | 3,011 | 3,492 | 481 |
| | Seaford In Bloom Income | <u>0</u> | <u>7,386</u> | <u>7,867</u> | <u>481</u> |
| | Net Expenditure over Income | <u>0</u> | <u>481</u> | <u>0</u> | <u>-481</u> |

| Account Number | 2012-13 Original Budget | 2012-13 Actual to 31/01/2013 | 2012-13 Projected Outturn | 2012-13 Remaining Balance |
|--|-------------------------|------------------------------|---------------------------|---------------------------|
| SUMMARY | | | | |
| Net Expenditure | | | | |
| Salts Recreation Ground | 85,782 | 71,096 | 83,710 | 12,614 |
| The Crouch Recreation Ground | 49,944 | 37,853 | 48,753 | 10,900 |
| Martello Fields | 5,785 | 4,710 | 6,441 | 1,731 |
| Other Open Spaces | 23,835 | 16,081 | 23,619 | 7,538 |
| Crypt | 8,942 | 5,624 | 8,901 | 3,277 |
| South Street | 0 | 1,110 | 1,110 | 0 |
| Martello Tower | 2,040 | 2,020 | 2,020 | 0 |
| Seaford Head Estate | -12,343 | -10,772 | -11,355 | -583 |
| Seafront | -25,605 | -21,380 | -21,223 | 157 |
| Beach Huts | -21,545 | -21,475 | -21,546 | -71 |
| Old Town Hall | -1,099 | -1,275 | -1,275 | 0 |
| Allotments | 3,160 | 3,528 | 3,140 | -388 |
| Other Recreation | 10,000 | 390 | 10,000 | 9,610 |
| CCTV | 14,857 | 10,393 | 14,939 | 4,546 |
| Community Service Other | 14,129 | 7,684 | 13,491 | 5,807 |
| Community Services Major Project Pool | 29,000 | 0 | 28,467 | 28,467 |
| Community Services Building Maint Pool | 5,000 | 0 | 3,522 | 3,522 |
| Total Net Expenditure | 191,882 | 105,587 | 192,714 | 87,127 |
| Total Committee Expenditure | 301,642 | 228,991 | 316,816 | 87,825 |
| Total Committee Income | 109,760 | 123,404 | 124,102 | 698 |
| Total Net Expenditure | 191,882 | 105,587 | 192,714 | 87,127 |

| Account Number | | 2012-13 Original Budget | 2012-13 Actual to 31/01/2013 | 2012-13 Projected Outturn | 2012-13 Remaining Balance |
|---|------------------------------------|-------------------------------|------------------------------------|---------------------------------|---------------------------------|
| Salts Recreation Ground | | | | | |
| Cost Centre 105 | | | | | |
| 4051 | Rates | 572 | 563 | 563 | 0 |
| 4052 | Water & Sewerage | 3,154 | 2,281 | 2,908 | 627 |
| 4055 | Electricity | 306 | 176 | 250 | 74 |
| 4115 | Insurance | 2,415 | 2,724 | 2,724 | 0 |
| 4199 | Other Expenditure | 0 | 0 | 0 | 0 |
| 4201 | Cleaning | 1,800 | 0 | 1,800 | 1,800 |
| 4250 | Public Seating | 0 | 640 | 713 | 73 |
| 4251 | Dog Bin Emptying | 1,835 | 1,643 | 1,643 | 0 |
| 4252 | Litter & Dog Bin Pch & Maintenance | 250 | 125 | 250 | 125 |
| 4260 | Grounds Maintenance Contract | 88,284 | 65,632 | 87,510 | 21,878 |
| 4261 | Grounds Maintenance Non Contract | 4,000 | 3,755 | 4,000 | 245 |
| 4272 | Equipment Purchase | 0 | 2,376 | 0 | -2,376 |
| 4274 | Projects Expenditure | 0 | 8,787 | 219 | -8,568 |
| 4275 | Building Maintenance | 0 | 557 | 192 | -365 |
| Salts Recreation Ground Expenditure | | 102,616 | 89,259 | 102,772 | 13,513 |
| 1050 | Income Rent | 972 | 1,488 | 1,227 | -261 |
| 1051 | Income Insurance Recharge | 0 | 1,178 | 1,178 | 0 |
| 1055 | Income Seating | 0 | 763 | 763 | 0 |
| 1058 | Income Water Recharge | 2,062 | 934 | 2,094 | 1,160 |
| 1066 | Concession Income | 13,800 | 13,800 | 13,800 | 0 |
| Salts Recreation Ground Income | | 16,834 | 18,163 | 19,062 | 899 |
| Net Expenditure over Income | | 85,782 | 71,096 | 83,710 | 12,614 |
| Crouch Recreation Ground | | | | | |
| Cost Centre 106 | | | | | |
| 4052 | Water & Sewerage | 2,445 | 1,648 | 1,976 | 328 |
| 4055 | Electricity | 310 | 180 | 310 | 130 |
| 4115 | Insurance | 1,840 | 1,557 | 1,557 | 0 |
| 4199 | Other Expenditure | 0 | 0 | 0 | 0 |
| 4250 | Public Seating | 0 | 0 | 0 | 0 |
| 4251 | Dog Bin Emptying | 1,310 | 1,081 | 1,081 | 0 |
| 4252 | Litter & Dog Bin Pch & Maintenance | 250 | 0 | 250 | 250 |
| 4260 | Grounds Maintenance Contract | 43,500 | 35,379 | 43,500 | 8,121 |
| 4261 | Grounds Maintenance Non Contract | 3,500 | 1,366 | 3,500 | 2,134 |
| 4270 | Vehicles & Equipment Maint. | 0 | 0 | 0 | 0 |
| 4274 | Projects Expenditure | 0 | -150 | -149 | 1 |
| 4275 | Building Maintenance | 0 | 66 | 66 | 0 |
| Crouch Recreation Ground Expenditure | | 53,155 | 41,127 | 52,091 | 10,964 |
| 1050 | Income Rent | 2,225 | 2,497 | 2,497 | 0 |
| 1051 | Income Insurance Recharge | 832 | 687 | 687 | 0 |
| 1057 | Income Electricity Recharge | 154 | 90 | 154 | 64 |
| Crouch Recreation Ground Income | | 3,211 | 3,274 | 3,338 | 64 |
| Net Expenditure over Income | | 49,944 | 37,853 | 48,753 | 10,900 |
| Martello Fields | | | | | |
| Cost Centre 107 | | | | | |
| 4251 | Dog Bin Emptying | 1,050 | 1,017 | 1,020 | 3 |
| 4260 | Grounds Maintenance Contract | 5,735 | 4,248 | 5,665 | 1,417 |
| 4261 | Grounds Maintenance Non Contract | 2,000 | 1,689 | 2,000 | 311 |
| 4274 | Projects Expenditure | 0 | 1,328 | 1,328 | 0 |
| Martello Fields Expenditure | | 8,785 | 8,282 | 10,013 | 1,731 |
| 1050 | Income Rent | 3,000 | 3,572 | 3,572 | 0 |
| 1054 | Other Income | 0 | 0 | 0 | 0 |
| Martello Fields Income | | 3,000 | 3,572 | 3,572 | 0 |
| Net Expenditure over Income | | 5,785 | 4,710 | 6,441 | 1,731 |

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|--------------------------------------|------------------------------------|-------------------------------|------------------------------------|---------------------------------|---------------------------------|
| Other Open Spaces | | | | | |
| Cost Centre 108 | | | | | |
| 4051 | Rates | 595 | 585 | 585 | 0 |
| 4052 | Water & Sewerage | 130 | 24 | 70 | 46 |
| 4199 | Other Expenditure | 0 | 5 | 5 | 0 |
| 4250 | Public Sealing | 0 | 0 | 0 | 0 |
| 4251 | Dog Bin Emptying | 1,835 | 1,780 | 1,780 | 0 |
| 4252 | Litter & Dog Bin Pch & Maintenance | 250 | 50 | 250 | 200 |
| 4260 | Grounds Maintenance Contract | 20,400 | 15,228 | 20,304 | 5,076 |
| 4261 | Grounds Maintenance Non Contract | 3,500 | 1,284 | 3,500 | 2,216 |
| Other Open Spaces Expenditure | | 26,710 | 18,956 | 26,494 | 7,538 |
| 1055 | Income Sealing | 0 | 0 | 0 | 0 |
| 1066 | Concession Income | 2,875 | 2,875 | 2,875 | 0 |
| Other Open Spaces Income | | 2,875 | 2,875 | 2,875 | 0 |
| Net Expenditure over Income | | 23,835 | 16,081 | 23,619 | 7,538 |
| Crypt | | | | | |
| Cost Centre 113 | | | | | |
| 4051 | Rates | 5,305 | 5,220 | 5,220 | 0 |
| 4052 | Water & Sewerage | 528 | 102 | 150 | 48 |
| 4055 | Electricity | 635 | 576 | 1,170 | 594 |
| 4056 | Gas | 2,130 | 994 | 2,050 | 1,056 |
| 4100 | Telecommunications | 350 | 220 | 290 | 70 |
| 4105 | Postage | 100 | 3 | 50 | 47 |
| 4106 | Stationery | 250 | 118 | 200 | 82 |
| 4110 | Advertising & Publicity | 1,000 | 81 | 300 | 219 |
| 4115 | Insurance | 1,144 | 702 | 1,144 | 442 |
| 4155 | Professional Fees | 500 | 0 | 0 | 0 |
| 4199 | Other Expenditure | 50 | 0 | 50 | 50 |
| 4201 | Cleaning | 450 | 191 | 450 | 259 |
| 4270 | Vehicle & Equipment Maintenance | 0 | 0 | 0 | 0 |
| 4274 | Projects Expenditure | 0 | 1,832 | 1,832 | 0 |
| 4275 | Building Maintenance | 1,000 | 350 | 500 | 150 |
| Crypt Expenditure | | 13,442 | 10,389 | 13,406 | 3,017 |
| 1050 | Income Rent | 4,500 | 4,760 | 4,500 | -260 |
| 1054 | Income Other | 0 | 5 | 5 | 0 |
| Crypt Income | | 4,500 | 4,765 | 4,505 | -260 |
| Net Expenditure over Income | | 8,942 | 5,624 | 8,901 | 3,277 |
| South Street Toilets | | | | | |
| Cost Centre 114 | | | | | |
| 4275 | Building Maintenance | 0 | 2,050 | 2,050 | 0 |
| South Street Expenditure | | 0 | 2,050 | 2,050 | 0 |
| 1054 | Income Other | 0 | 940 | 940 | 0 |
| South Street Income | | 0 | 940 | 940 | 0 |
| Net Expenditure over Income | | 0 | 1,110 | 1,110 | 0 |
| Martello Tower | | | | | |
| Cost Centre 115 | | | | | |
| 4115 | Insurance | 2,040 | 2,020 | 2,020 | 0 |
| Martello Tower Expenditure | | 2,040 | 2,020 | 2,020 | 0 |
| 1050 | Income Rent | 0 | 0 | 0 | 0 |
| Martello Tower Income | | 0 | 0 | 0 | 0 |
| Net Expenditure over Income | | 2,040 | 2,020 | 2,020 | 0 |

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| Seaford Head Estate | | | | | |
| Cost Centre 116 | | | | | |
| 4115 | Insurance | 1,145 | 1,131 | 1,131 | 0 |
| 4199 | Other Expenditure | 0 | 0 | 0 | 0 |
| 4250 | Public Sealing | 0 | 498 | 713 | 215 |
| 4251 | Dog Bin Emptying | 1,050 | 1,017 | 1,017 | 0 |
| 4252 | Litter & Dog Bin Pch & Maintenance | 250 | 122 | 250 | 128 |
| 4261 | Grounds Maintenance Non Contract | 250 | 110 | 250 | 140 |
| 4274 | Projects Expenditure | 0 | 1,168 | 1,168 | 0 |
| 4275 | Buildings Maintenance | 0 | 0 | 0 | 0 |
| Seaford Head Estate Expenditure | | 2,695 | 4,046 | 4,529 | 483 |
| 1050 | Income Rent | 3,750 | 3,750 | 3,750 | 0 |
| 1053 | Income Grants | 7,638 | 6,534 | 7,638 | 1,104 |
| 1054 | Income Other | 0 | 83 | 83 | 0 |
| 1055 | Income Sealing | 0 | 801 | 763 | -38 |
| 1066 | Income Concession | 3,650 | 3,650 | 3,650 | 0 |
| Seaford Head Estate Income | | 15,038 | 14,818 | 15,884 | 1,066 |
| Net Expenditure over Income | | -12,343 | -10,772 | -11,355 | -583 |
| Seaford | | | | | |
| Cost Centre 117 | | | | | |
| 4052 | Water & Sewerage | 165 | 124 | 165 | 41 |
| 4055 | Electricity | 1,500 | 2,145 | 2,614 | 469 |
| 4115 | Insurance | 510 | 493 | 493 | 0 |
| 4201 | Cleaning | 150 | 0 | 50 | 50 |
| 4250 | Public Sealing | 0 | 120 | 80 | -40 |
| 4251 | Dog Bin Emptying | 3,930 | 2,817 | 2,117 | -700 |
| 4252 | Litter & Dog Bin Pch & Maintenance | 250 | 199 | 250 | 51 |
| 4253 | Shelters | 1,800 | 1,669 | 1,912 | 243 |
| 4261 | Grounds Maintenance Non Contract | 2,500 | 1,681 | 2,500 | 819 |
| 4274 | Projects Expenditure | 0 | 8,245 | 7,933 | -312 |
| 4275 | Building Maintenance | 0 | 90 | 90 | 0 |
| Seaford Expenditure | | 10,805 | 17,583 | 18,204 | 621 |
| 1054 | Income Other | 0 | 238 | 238 | 0 |
| 1055 | Income Sealing | 0 | 130 | 130 | 0 |
| 1057 | Income Electricity Recharge | 1,500 | 2,144 | 2,614 | 470 |
| 1058 | Income Water Recharge | 510 | 51 | 45 | -6 |
| 1066 | Concession Income | 34,400 | 36,400 | 36,400 | 0 |
| Seaford Income | | 36,410 | 38,963 | 39,427 | 464 |
| Net Expenditure over Income | | -25,605 | -21,380 | -21,223 | 157 |
| Beach Huts | | | | | |
| Cost Centre 118 | | | | | |
| 4051 | Rates | 1,850 | 1,797 | 1,796 | -1 |
| 4115 | Insurance | 925 | 983 | 983 | 0 |
| 4199 | Other Expenditure | 0 | 0 | 0 | 0 |
| 4275 | Building Maintenance | 0 | 115 | 20 | -95 |
| Beach Huts Expenditure | | 2,775 | 2,895 | 2,799 | -96 |
| 1054 | Income Other | 0 | 50 | 25 | -25 |
| 1060 | Beach Hut Site Licence | 14,000 | 14,000 | 14,000 | 0 |
| 1061 | Beach Hut Annual Rental | 10,320 | 10,320 | 10,320 | 0 |
| Beach Huts Income | | 24,320 | 24,370 | 24,345 | -25 |
| Net Expenditure over Income | | -21,545 | -21,475 | -21,546 | -71 |
| Old Town Hall | | | | | |
| Cost Centre 119 | | | | | |
| 4115 | Insurance | 176 | 174 | 174 | 0 |
| 4275 | Building Maintenance | 0 | 0 | 0 | 0 |
| Old Town Hall Expenditure | | 176 | 174 | 174 | 0 |
| 1050 | Income Rent | 1,275 | 1,275 | 1,275 | 0 |
| 1051 | Income Insurance Recharge | 0 | 174 | 174 | 0 |
| Old Town Hall Income | | 1,275 | 1,449 | 1,449 | 0 |
| Net Expenditure over Income | | -1,099 | -1,275 | -1,275 | 0 |

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| Allotments | | | | | |
| Cost Centre 125 | | | | | |
| 4199 | Other Expenditure | 967 | 4,537 | 4,622 | 85 |
| 4260 | Grounds Maintenance Contract | 1,390 | 1,028 | 1,370 | 342 |
| 4261 | Grounds Maintenance Non Contract | 0 | 0 | 0 | 0 |
| 4272 | Equipment Purchase | 2,500 | 2,500 | 2,500 | 0 |
| 4274 | Projects | 0 | 0 | 0 | 0 |
| Allotments Expenditure | | 4,857 | 8,065 | 8,492 | 427 |
| 1050 | Income Rent | 730 | 0 | 730 | 730 |
| 1054 | Income Other | 967 | 4,537 | 4,622 | 85 |
| Allotments Income | | 1,697 | 4,537 | 5,352 | 815 |
| Net Expenditure over Income | | 3,160 | 3,528 | 3,140 | -388 |
| Other Recreation | | | | | |
| Cost Centre 130 | | | | | |
| 4410 | Swimming Pool | 10,000 | 390 | 10,000 | 9,610 |
| Other Recreation Expenditure | | 10,000 | 390 | 10,000 | 9,610 |
| Other Recreation Income | | 0 | 0 | 0 | 0 |
| Net Expenditure over Income | | 10,000 | 390 | 10,000 | 9,610 |
| CCTV | | | | | |
| Cost Centre 134 | | | | | |
| 4055 | Electricity | 2,070 | 1,157 | 2,070 | 913 |
| 4115 | Insurance | 757 | 839 | 839 | 0 |
| 4270 | Vehicle & Equipment Maintenance | 2,932 | 0 | 2,932 | 2,932 |
| 4276 | CCTV | 9,098 | 8,397 | 9,098 | 701 |
| CCTV Expenditure | | 14,857 | 10,393 | 14,939 | 4,546 |
| CCTV Income | | 0 | 0 | 0 | 0 |
| Net Expenditure over Income | | 14,857 | 10,393 | 14,939 | 4,546 |
| Community Service Other | | | | | |
| Cost Centre 135 | | | | | |
| 4115 | Insurance | 117 | 129 | 129 | 0 |
| 4187 | Young Mayors Awards Expenditure | 0 | 1,650 | 1,837 | 187 |
| 4195 | Community Service Events Expenditure | 0 | 232 | 232 | 0 |
| 4262 | Tree Warden Expenses | 2,327 | 1,154 | 2,327 | 1,173 |
| 4273 | Christmas Lights | 12,285 | 10,117 | 12,285 | 2,168 |
| 4274 | Projects Expenditure | 0 | 80 | 34 | -46 |
| | Physical Activity Project | 0 | | | 0 |
| Community Service Other Expenditure | | 14,729 | 13,362 | 16,844 | 3,482 |
| 1052 | Income Projects | 0 | 0 | 0 | 0 |
| 1064 | Income Young Mayors Awards | 0 | 1,837 | 1,837 | 0 |
| 1065 | Income Xmas Lights | 600 | 2,256 | 900 | -1,356 |
| 1070 | Income Community Service Events | 0 | 16 | 16 | 0 |
| 1075 | Christmas Event Income | 0 | 0 | 600 | 600 |
| | Physical Activity Project Income | 0 | 1,569 | 0 | -1,569 |
| Community Service Other Income | | 600 | 5,678 | 3,353 | -2,325 |
| Net Expenditure over Income | | 14,129 | 7,684 | 13,491 | 5,807 |
| Community Services Major Project Pool | | | | | |
| Cost Centre 140 | | | | | |
| 4274 | Project Expenditure | 29,000 | 0 | 28,467 | 28,467 |
| Projects Pool Expenditure | | 29,000 | 0 | 28,467 | 28,467 |
| Community Services Building Maint Pool | | | | | |
| Cost Centre 145 | | | | | |
| 4275 | Building Maintenance | 5,000 | 0 | 3,522 | 3,522 |
| Building Maintenance Pool Expenditure | | 5,000 | 0 | 3,522 | 3,522 |

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| Cost Centre 101 | | | | | |
| 4000 | Salaries & Wages | 78,004 | 63,406 | 77,569 | 14,163 |
| 4001 | Employers NI | 5,661 | 3,876 | 5,142 | 1,266 |
| 4002 | Employers Superannuation | 12,964 | 10,803 | 12,964 | 2,161 |
| 4010 | Staff Training | 800 | 0 | 0 | 0 |
| 4011 | Staff Protective Clothing | 700 | 630 | 700 | 70 |
| 4040 | Golf Professional Commission | 0 | 0 | 0 | 0 |
| 4041 | Golf Professional Retainer | 35,000 | 29,167 | 35,000 | 5,833 |
| 4045 | Golf Course Player Costs | 2,290 | 690 | 2,290 | 1,600 |
| 4051 | Rates | 1,825 | 1,790 | 1,790 | 0 |
| 4052 | Water & Sewerage | 8,976 | 22,033 | 22,992 | 959 |
| 4055 | Electricity | 6,250 | 3,005 | 5,695 | 2,690 |
| 4056 | Gas | 4,088 | 1,997 | 3,531 | 1,534 |
| 4060 | Refuse | 320 | 301 | 301 | 0 |
| 4100 | Telecommunications | 320 | 231 | 320 | 89 |
| 4015 | Postage | 320 | 121 | 320 | 199 |
| 4106 | Stationery | 50 | 0 | 50 | 50 |
| 4110 | Advertising & Publicity | 3,000 | 2,701 | 3,000 | 299 |
| 4113 | Computer Support | 285 | 115 | 285 | 170 |
| 4114 | Licence Fee | 75 | 75 | 75 | 0 |
| 4115 | Insurance | 9,850 | 10,009 | 10,009 | 0 |
| 4155 | Professional Fees | 0 | 0 | 2,500 | 2,500 |
| 4156 | Bank Charges | 1,975 | 1,641 | 2,103 | 462 |
| 4199 | Other Expenditure | 250 | 124 | 250 | 126 |
| 4201 | Cleaning | 6,250 | 2,827 | 6,250 | 3,423 |
| 4250 | Public Seating | 0 | 0 | 0 | 0 |
| 4251 | Dog Bin Emptying | 1,050 | 890 | 890 | 0 |
| 4252 | Litter & Dog Bin Pch & Maintenance | 0 | 0 | 0 | 0 |
| 4261 | Grounds Maintenance Non Contract | 26,890 | 26,046 | 26,890 | 844 |
| 4270 | Vehicle & Equipment Maintenance | 13,700 | 11,809 | 13,700 | 1,891 |
| 4271 | Vehicle & Equipment Lease | 20,996 | 20,996 | 20,996 | 0 |
| 4272 | Equipment Purchase | 15,000 | 0 | 15,000 | 15,000 |
| 4274 | Projects Expenditure | 0 | 0 | 0 | 0 |
| 4275 | Building Maintenance | 1,500 | 45 | 250 | 205 |
| 4301 | Public Works Loan Payment | 41,351 | 0 | 0 | 0 |
| 4277 | New Clubhouse | 0 | 55,825 | 59,755 | 3,930 |
| Golf Course Expenditure | | 299,740 | 271,153 | 330,617 | 59,464 |
| 1000 | Golf Course Season Ticket | 155,120 | 151,788 | 152,887 | 1,099 |
| 1001 | Golf Course Green Fees Mid week | 62,510 | 42,664 | 58,541 | 15,877 |
| 1002 | Golf Course Green Fees w/end b/holiday | 63,700 | 42,113 | 56,251 | 14,138 |
| 1003 | Golf Course Specials | 37,300 | 36,068 | 34,261 | -1,807 |
| 1004 | Golf Course Locker | 2,125 | 2,039 | 2,039 | 0 |
| 1005 | Golf Course Credit Card Charge | 160 | 162 | 146 | -16 |
| 1007 | Golf Course Air Traffic Control | 5,000 | 5,000 | 5,000 | 0 |
| 1008 | Golf Course LDC Contribution | 0 | 0 | 0 | 0 |
| 1009 | Golf Course Other Income | 0 | 0 | 0 | 0 |
| 1010 | Asset Sale/Part Exchange Value | 0 | 0 | 0 | 0 |
| 1050 | Income Rent | 6,250 | 4,688 | 4,688 | 0 |
| 1051 | Income Insurance Recharge | 735 | 393 | 551 | 158 |
| 1054 | Income Other | 100 | 1,307 | 1,307 | 0 |
| 1055 | Income Seating | 0 | 0 | 0 | 0 |
| 1057 | Income Electricity Recharge | 1,250 | 600 | 1,139 | 539 |
| 1063 | Income Gas Recharge | 2,044 | 998 | 1,765 | 767 |
| 1100 | Income Advertising | 1,550 | 0 | 1,550 | 1,550 |
| Golf Course Income | | 337,844 | 287,820 | 320,125 | 32,305 |
| Net Income | | -38,104 | -16,667 | 10,492 | 27,159 |

| Account Number | | 2012-13 Original Budget | 2012-13 Actual to 31/01/2013 | 2012-13 Projected Outturn | 2012-13 Remaining Balance |
|----------------|--|-------------------------------|------------------------------------|---------------------------------|---------------------------------|
| | Planning & Highways Cost Centre 301 | | | | |
| 4199 | Other Expenses | 400 | 155 | 400 | 245 |
| 4263 | Bus Shelter Maintenance/Cleaning | 750 | 222 | 750 | 528 |
| 4274 | Projects Expenditure | 3,500 | 0 | 6,250 | 6,250 |
| | Planning & Highways Expenditure | <u>4,650</u> | <u>377</u> | <u>7,400</u> | <u>7,023</u> |
| 1053 | Income Grants | 0 | 98 | 140 | 42 |
| | Planning & Highways Income | <u>0</u> | <u>98</u> | <u>140</u> | <u>42</u> |
| | Net Expenditure over Income | <u>4,650</u> | <u>279</u> | <u>7,260</u> | <u>6,981</u> |

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Seaford Town Council

Report 163/12

Agenda Item No: 6
Committee: Finance & General Purposes Committee
Date: 16 February 2012
Title: Internal Control Review
By: Simon Cooper, Corporate Services Manager
Wards Affected: All Seaford wards
Purpose of Report: To advise members of the review of Internal Controls.

Recommendations

You are recommended:

1. To approve the review of Internal Controls for 2012-13 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 2012-13 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 Simon Cooper, Corporate Services Manager.

Corporate Services Manager

Town Clerk

**Seaford Town Council
Review of Internal Controls 2012-13**

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.

| | |
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| 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 third year of the programme included in the budget for 2013-14. |
| 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. 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 2013. |
| Regular reporting on performance by suppliers, providers and contractors | There are some formal procedures covering the performance of contractors. The RFO checks with the relevant budget manager that the services of suppliers, providers & other contractors being invoiced for have been satisfactorily delivered |

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| | 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 throughout the year 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 the RFO prior to processing. Relevant budget managers are also consulted as necessary. Cheques are signed by two Councillors, checked to the invoice and the invoice initialled by them. 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 RFO). 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 RFO or Town Clerk. |
| Regular bank reconciliation, independently reviewed. | Bank reconciliations are completed on a monthly basis by the RFO and checked by the Chairman of F&GP Committee 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 reporting of council business in the minutes. | Minutes are taken at all meetings and are 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. |

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| 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 in 2013 |
| Proper document control. | All mail is seen and distributed by the Town Clerk unless absent. All mail is date stamped and logged 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 Corporate Services Manager and where necessary by the relevant budget manager. All cheques are signed by 2 Councillors. Bank Reconciliations are reviewed by the Chairman of F&GP and submitted to that Committee and the Chairman also reviews the Payroll. |
| 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/contracts reviewed by Council annually. The Town Clerk and/or the RFO receive 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 who receive financial statements every three months. Reports are provided to Budget Managers as required. |
| 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. |

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| 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
Simon Cooper, Corporate Services Manager

22 February 2013.

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Seaford Town Council

Report 164/12

Agenda Item No: 7
Committee: Finance & General Purposes Committee
Date: 28 February 2013
Title: Financial Risk Assessment
By: Simon Cooper, Corporate Services Manager
Wards Affected: All Seaford wards
Purpose of Report: To advise members of Financial Risk Assessment prepared by the Corporate Services Manager.

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 16 February 2012.
- 1.2 The document has been reviewed by the Corporate 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 Simon Cooper, Corporate Services Manager

Corporate 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 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 leaks 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 2013 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 Corporate Services Manager.
- Cheques are signed by two Councillors who also initial the cheque stub and the invoice authorisation sheet.
- A receipt is issued for all cash and cheques received.
- Monthly Bank Reconciliations are prepared by the Corporate Services Manager, reviewed by the Chairman of the F&GP Committee 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 and to F&GP Committee.
- VAT returns are prepared by the Administration Assistant (Finance and Administration) and checked by the Corporate Services Manager.
- Payroll is prepared by the Administration Assistant (Finance and Administration) using a recognised software package and is checked by the Corporate 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, Corporate 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 2013-14 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 operating operation will 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.
- The Golf Course income represents approximately 35% of the gross expenditure of the Council for 2011-12.
- 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.. This target is anticipated to be reached when the planning costs incurred for the new Golf Clubhouse are reimbursed once construction begins.

- 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 2013 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.

Major Project Risk

Risk Identification

- The project cost may exceed the budget and require additional funding to complete.
- Significant funds have been expended to bring the project to Planning which will not be reimbursed should the project ultimately not be considered viable or funding not be available.
- The contractor may not be able to complete the project.
- That sufficient revenue will not be generated to service the PWLB loan.

Risk Management

- Once plans are agreed it is expected that a fixed price contract will be agreed.
- Obtaining a completion bond from the contractor will be considered.
- The Secretary of State for Communities and Local Government has approved the funding for the project
- A business plan has been approved indicating that the Golf Course (including Club House) will generate sufficient income to service the loan.

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 RFO 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.

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Seaford Town Council

Report 160/12

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| Agenda Item No: | 8. |
| Committee: | Finance & General Purposes Committee. |
| Date: | 28 February 2013 |
| Title: | Risk Management Plan - Annual Review |
| By: | Projects & Facilities Manager |
| Wards Affected: | All Seaford wards |
| Purpose of Report: | To advise members of the review of the Seaford Town Council Risk Management Plan. |

Recommendations

You are recommended:

- 1. To approve the Risk Management Plan 2013.**
-

1. Information

- 1.1** Seaford Town Council's Risk Management Plan, originally approved in February 2011, and revised in February 2012 has been reviewed. The plan has now been redrafted, adjusting a number of developments in the town council's operations over the past 12 months. The new draft is attached at Appendix A.
- 1.2** Among a number of changes, significant alterations have been made in the areas of reporting and recording of incidents, as well as assessments and the review of their frequency, method and procedural arrangements.
- 1.3** Special attention is also being given to the management methods in connection with the grounds maintenance contract. This contract will play a crucial role in the future efficiency of risk management in Seaford Town Council's open spaces.
- 1.4** Town Council owned buildings are now better controlled, with good communications between landlord and tenant, much greater clarity on where responsibilities lie, with a healthy system of reporting of maintenance requirements and similar issues. Schedules of agreements are now more comprehensive and the review and renewal stages are well documented as well as recharges for utilities and similar costs; security and access arrangements have also been improved.
- 1.5** Recording of information for land and boundaries is managed on a case by case basis, however a clearer understanding of ownership boundaries has been

established and the process is more efficient when individual cases come up. The next steps will now be for the introduction of GIS software and services to enable a single point of reference for all of the town councils assets and their operation.

- 1.6 This review identified the need to alter the presentation of the plan. Where it originally detailed standards and general methods within a number of its categories, this review highlighted the fact that the information needed to be more generic with detail held elsewhere in procedural documents. Therefore the plan now focuses on the importance of policy and procedural systems to manage risk.
- 1.7 Many of the systems are already in place and a number of them are standard practice, others develop with the daily operation of the Town Council and they respond to varying factors, including staff changes, contracts, capital investment, also resulting from training and sharing of information.
- 1.8 Most notable of the new procedural systems is the Risk Assessment Procedures document which was put together as part of the 2012 review. This now lists in a schedule the required assessment categories, their method and frequency and then provides guidance on how the assessments should be conducted.
- 1.9 The plan still recognises the requirement for financial and personnel related policies and procedures. These are reviewed and/or developed by the Corporate Services Manager and reported independently of the Risk Management Plan.
- 1.10 Following this review it is now important to continue the standardisation of the systems that have been developed, such as maintaining regular and accurate assessment of open spaces. Also focussing on staff training; and how this, among other benefits might improve efficiency as well as possibly enabling the delegation of certain tasks. Consideration will also be given as to how the procedural systems are communicated with more detail in this risk management plan.

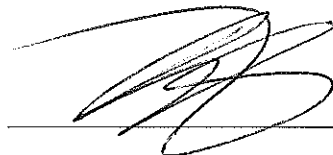
2. Financial Appraisal

There are no financial implications to this report.

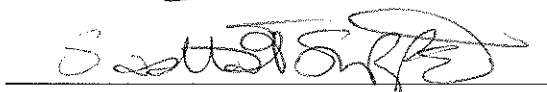
3. Contact Officer

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

Projects & Facilities Manager



Town Clerk





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 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 Council's 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 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.

Asset Register

The register will identify assets above £1,000 in value and will be reviewed annually – annual review will 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 will be recorded on an inventory and where connected to a particular asset the inventory document will be referenced in the relevant location within the Asset Register.

Capital assets below £100 will 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 will be included.

Scanned or Digital copies of Land Registry will be kept on the server. Originals to be stored in the Document Safe.

Site Registers & Plans

These contain 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 and should be reviewed. This process will, over time, eliminate unpredictable expenditure and mitigate unpredictable risk. This will also include boundaries or party wall concerns, Rights of Way, public footpaths, adopted highways etc.

Site and/or building registers will contain 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 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 software or services; this is currently being researched by the Projects & Facilities Manager and will govern our asset management methods in future.

Agreements Schedules *(Corporate Services Manager)*

The Corporate Services Manager will 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 will be kept in the document safe, with duplicate copies held in central filing for agreements. Scanned and/or digital copies will be held on the server.

Policies & Procedures

Policies and procedures will ensure that the stated aims held by Seaford Town Council can be translated into steps that result in an outcome compatible with that aim.

Policies set 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 Council's 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 Council's 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

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.

Quality Council

Governed by the Quality Council status guidelines, and where possible should be summarised in a reference document.

Public participation

Seaford Town Council Public participation policy.

Quality Council status identifies, to what level, the Town Council's 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 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

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

Assessments & Inspections

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

In areas where Seaford Town Council are indemnified against liability for example in contracted works or services, the relevant contracts management process will identify these requirements; however it is still the Town Council's 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.

The frequency, method and duty holders for the 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 loss of resources could be a greater.

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 usage or weather conditions bimonthly.

Open Spaces - Low use areas

Full written assessment: ANNUAL
 Visual reviews: HALF YEARLY or depending on usage 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 (Leased) Every 2-3 years
 Internal (Licensed or Town Council) ANNUAL
 External ANNUAL
Specialist and structural As required/ Minimum Every 5 years

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
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

Incident / Accident Reports (other than staff)

Reporting of incidents resulting in injury and not involving town council staff currently goes through a standard enquiry system with officers following up on initial reports and obtaining further information where possible. Reports of other incidents, near misses, damage or vandalism are recorded in the same manner.

A system in which more detailed information is gathered by the first recipient of a report is crucial in making the process more efficient. Subsequent stages in the process will not be executed accurately without all pertinent information at the first stage of recording.

A standard document has been developed that officers will use to record such reports and a procedure will be developed that can be followed by all town council staff.

Any incident that could give rise to a claim should be recorded accurately; in all cases where possible names and addresses should be taken for all parties involved as well as details for those present at the time of the incident. Accurate locations and times of the incident should be recorded as well as any other factors; an officer will then decide the importance and priority level of any reports, as well as organising any required actions such as inspection and assessment including photographic records where possible.

Security or access related incidents should be recorded accurately using the same system, this also applies to 37 Church Street especially being a shared facility and Seaford Head Golf Course being outside of built up areas.

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 will be applied accordingly.

Visioning Planning

Will identify and prioritise the planned future actions. Reviewed periodically and will govern the activities of officers and staff for each financial year.

A schedule of delegated authority to officers will contribute to a sustainable Business Plan.

This policy along with the Quality Policy will 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 Council's objectives are set.

Specialist areas

Environment, Protected Land & Habitats

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

Utilisation of voluntary groups is often key to regularly monitoring such areas and liaison with specialist consultants.

Cliff Safety & Erosion

Consultation with Environment Agency, regarding statistics and data for Seaford Head.

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 will include areas such as Hope Gap steps, will be drawn up over the next 12 – 24 months that considers the longer term aspects.

Town Council owned land surrounding the Splashpoint area will 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 within the designation.

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 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.

Will 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 Council's funding news will be undertaken in the future to ensure that all opportunities are explored.

Further efforts will 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 councils.

Action Plan

Each year upon completion of this review, action points should be identified and a plan developed to complete those actions. It is important that this Risk Management Plan guides process proactively, instead of simply fulfilling an obligation.

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Seaford Town Council

Report 169/12

| | |
|---------------------------|--|
| Agenda Item No: | 9 |
| Committee: | Finance & General Purposes Committee |
| Date: | 28 February 2013 |
| Title: | Grant Funding allocations |
| By: | Simon Cooper, Corporate Services Manager |
| Wards Affected: | All Seaford wards |
| Purpose of Report: | To advise members of funding allocations which need to be considered at this Committee meeting. |

Recommendations

You are recommended:

- 1. To agree funding allocations to Seaford in Bloom, Dial-a-Ride and Seaford Youth Forum to commence in April 2013.**
-

1. Information

- 1.1** The Council has previously agreed that funding for Seaford in Bloom, Dial-a-Ride and Seaford Youth Forum would be dealt with separately as the funding has to be in place for April. The service provision is dependent upon receiving financial support from this Council.
- 1.2** This Committee is requested to make a funding allocation from the Grant Pool approved in the F&GP budget to: Seaford in Bloom in the sum of £4,786, Dial-a-Ride in the sum of £4,428 and Seaford Youth Forum in the sum of £2,000.
- 1.3** This Committee approved that £5,036 for the CAB be included in the Grants Budget for 2013-14 at the meeting held on 20 December 2012.

2. Financial Appraisal

The financial implications of this report are that £16,250 will be utilised from the total grants pool budget of £29,750 leaving £13,500 to be allocated separately.

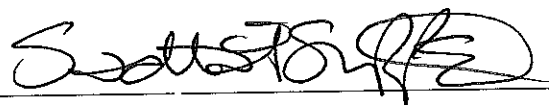
3. Contact Officer

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

Corporate Services Manager



Town Clerk





Seaford Town Council

Report 167/12

| | |
|---------------------------|---|
| Agenda Item No: | 10 |
| Committee: | Finance & General Purposes Committee |
| Date: | 28 February 2013 |
| Title: | Grant Applications for 2013-14 |
| By: | Simon Cooper, Corporate Services Manager |
| Wards Affected: | All Seaford wards |
| Purpose of Report: | To inform the Members of this Committee of the Grant Application Process for 2013-14 |

Recommendations

You are recommended:

- 1. Approve the Grant Application Process.**
 - 2. To approve the proposed Grant Application form for grants up to £500 as attached at Appendix A, subject to any amendments proposed by this Committee.**
 - 3. To approve the proposed Grant Application form for grants in excess of £500 as attached at Appendix B, subject to any amendments proposed by this Committee.**
 - 4. To approve the allocation of £8,000 for grants in excess of £500.**
-

1. Information

- 1.1** The F&GP budget for 2013-14 has allocated £29,750 for Grants, of which subject to the Committee approving the resolution in report 169/12 agenda item 9 ; £16,250 has been allocated, leaving a balance of £13,500. I recommend that £8,000 be allocated for grants in excess of £500
- 1.2** A draft application form for grants up to £500 is attached as 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 form is attached as Appendix C.
- 1.3** Following a request by a Member the application form requires organisations that receive a grant of up to £500 to submit a formal statement to the Council by 31 March 2014 detailing how the funds have been spent.
- 1.4** Members may wish to consider making grants repayable if they are not utilised for the purpose given within the timeframe specified.


- 1.5 Subject to the approval of this Committee the letters and grant application forms 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.
- 1.6 Forms must be returned to the Council by 12.00 noon on 8 April 2013 and grant requests up to £500 will be considered by this Committee at its meeting on 18 April 2013. The Committee will also consider large grants applications for submission to the public vote.
- 1.7 In respect of Grant Applications in excess of £500 an electronic vote using Survey Monkey will be launched to the public on 22 April 2013 whereby registered electors will be invited to advise how the £8,000 fund be allocated. A paper vote will also be available in order that registered electors without computer access are not disadvantaged. LDC have agreed that we can borrow ballot boxes, discussions will take place to have these located possibly in Morrisons, the Post Offices, Library and 37 Church Street.
- 1.8 The vote will remain open for one month closing on 24 May 2013 this timescale will allow officers to make a report on the outcome to F&GP at its June. F&GP Committee can then make a decision awarding grants in excess of £500 at that meeting.

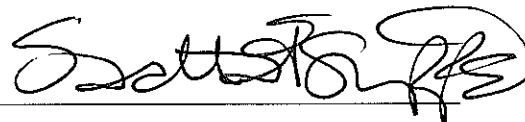
2. Financial Appraisal

There are no financial implications resulting from this report in excess of the amounts budgeted for grants, unless more than one hundred people vote using Survey Monkey, in which case there will be a £24 fee payable to retrieve the votes, which can be met from within the Administration budget.

3. Contact Officer

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

Corporate Services Manager 

Town Clerk 



APPENDIX A

Seaford Town Council

REVENUE GRANTS TO VOLUNTARY ORGANISATIONS UP TO £500

APPLICATION FORM 2013/14

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.

- a. We are a voluntary/community group providing a service or activity for the benefit of the residents of Seaford.
b. 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. A bank account is held in the name of the group requiring at least two signatures for cheque transactions or cash withdrawals
d. 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

Form with fields: 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?

Three horizontal lines for text input

3

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

Four boxes for: Full time Employees, Full time Volunteers, Part time Employees, Part time Volunteers

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

Please indicate how many are from Seaford.

Two horizontal lines for text input

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

One horizontal line for text input

(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 the 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 2012/13 – 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 2014. 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 2014.

Date

Signature

Please return this form to: Seaford Town Council, 37 Church Street, Seaford, East Sussex BN25 1HG by 12 noon on 8 April 2013. If you would like advice on the application process please contact Mr Simon Cooper, Corporate Services Manager on 01323 894870.



Seaford Town Council
REVENUE GRANTS OVER £500 TO
VOLUNTARY/COMMUNITY ORGANISATIONS
APPLICATION FORM 2013/14

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.
a. yes no We are a voluntary/community group providing a service or activity for the benefit of the residents of Seaford.
b. 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. A bank account is held in the name of the group requiring at least two signatures for cheque transactions or cash withdrawals
d. 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. We have an Equality and/or Equal Opportunities policy (this policy may be contained within your constitution or other governing document)
f. We have public liability insurance to the value of at least £1 million (If you do not, please explain why).
g. We have a policy to ensure the safeguarding of children or vulnerable adults (where appropriate).

1 Name of Main Contact

Table with fields: 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?

Three horizontal lines for text input.

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

Two horizontal lines for text input.

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

Table with 2 columns: Description, Amount (£). Rows: Year ending, Total Income, Total Expenditure, Surplus / Deficit for year.

Table with 2 columns: Category, Amount (£). Rows: 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 | |
|--|---|
| | £ |
| | £ |
| | £ |
| | £ |
| | £ |
| | £ |
| Total Cost of Activity or Project | £ |
| 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) | £ |
| Amount of Grant Requested | £ |

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 2014. 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 2014.

We agree to make a formal presentation to the Town Forum 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 8 April 2013.

If you would like advice on the application process please contact Mr Simon Cooper, Corporate Services Manager on 01323 894870.

APPENDIX C

Direct dial 01323 894870

E-mail simon.cooper@seafordtowncouncil.gov.uk

My ref STC/Grants2013/14

Date

Dear

REVENUE GRANTS 2013/14 up to £500

I have pleasure in enclosing an application form for consideration in the 2013/14 round of grants to local organisations administered by this Council. Members of the Finance and General Purposes Committee will be considering the applications at the meeting scheduled for 18 April 2013.

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 8 April 2013** 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 2012 please state 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 form is not fully completed, if the additional information is not included as requested, or the completed form and requested information is received after the deadline.

An amount has been set aside within this Council's budget for 2013/2014 for locally based Groups who satisfy the Eligibility Criteria. Grants are generally awarded to locally based organisations which make a direct contribution to the welfare of the community at large.

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 2014.

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

Yours sincerely

Mr Simon Cooper
Corporate Services Manager

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Seaford Town Council

Report 166/12

| | |
|---------------------------|--|
| Agenda Item No: | 11 |
| Committee: | Finance & General Purposes |
| Date: | 28 February 2013 |
| Title: | NALC Putting Communities First Conference. |
| By: | Simon Cooper, Corporate Services Manager |
| Wards Affected: | All Seaford Wards |
| Purpose of Report: | To seek approval for a Member and the Town Clerk to attend the NALC Putting Communities First Conference. |

Recommendations

You are recommended:

- 1. To agree that a Member and the Town Clerk attend the NALC Putting Communities First Conference.**
-

1. Information


- 1.1** NALC are holding a one day Conference on 6 June 2013 at The CBI Conference Centre, Centre Point, London, with the aim of showing how local (parish and town) councils can help the lives and well-being of communities through leadership and service delivery.
- 1.2** This report seeks approval for a Member and the Town Clerk to attend this Conference.
- 1.3** The Council's Training & Development Policy states that the Council will consider nominating up to two people to attend the NALC conference, normally one Member and the Clerk.


2. Financial Appraisal

The cost of the conference for two people will be £220 plus VAT and travel costing approximately £90 and will be covered by the Staff Training and Member Training budgets.

3. Contact Officer

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

Corporate Services Manager  _____

Town Clerk  _____



Seaford Town Council

Report 168/12

Agenda Item No: 12
Committee: Finance & General Purposes
Date: 28 February 2013
Title: SALC Chairmanship Training Course
By: Simon Cooper, Corporate Services Manager
Wards Affected: All Seaford Wards
Purpose of Report: To seek approval for Members attending the Chairmanship training.

Recommendations

You are recommended:

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

1. Information

1.1 SALC are holding a Chairmanship training course on Wednesday 6 March 2013 in the Council Chamber at 37 Church Street, starting at 13.45 and finishes at 17.00.

1.2 This report seeks approval for Members who are currently or may become Mayor or Committee Chairmen attend the course.

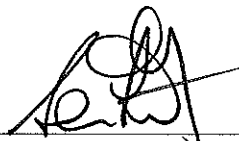
2. Financial Appraisal

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

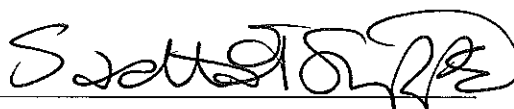
3. Contact Officer

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

Corporate Services Manager



Town Clerk



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Seaford Town Council

Report 165/12

Agenda Item No: 13 (a)
Committee: Finance & General Purposes
Date: 28 February 2013
Title: Successful Completion of Probationary Period –
Administration Assistant (Facilities)
By: Simon Cooper, Corporate Services Manager
Wards Affected: All Seaford Wards
Purpose of Report: To inform the Committee that Mrs G Hamilton has
satisfactorily completed her probationary period

Recommendations

You are recommended:

1. To note the contents of this report
-

1. Information

On 6 February Mrs Gemma Hamilton successfully completed her 6 month probationary period as Administration Assistant (Facilities) and is now confirmed in the post.

2. Financial Appraisal

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

3. Contact Officer

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

Corporate Services Manager

Town Clerk

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Seaford Town Council

Report 170/12

| | |
|---------------------------|---|
| Agenda Item No: | 13 (b) |
| Committee: | Finance & General Purposes |
| Date: | 28 February 2013 |
| Title: | Institute of Local Council Management - Fellow |
| By: | Sam Shippen, Town Clerk |
| Wards Affected: | none |
| Purpose of Report: | To advise of upgrade of the Town Clerk to Fellow level within the Institute of Local Council Management. |

Recommendations

You are recommended:

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

1. Information

- 1.1** The Institute of Local Council Management (ILCM) is a professional institute formed within the Society of Local Council Clerks to encourage and recognise professional development within a formal structure.
- 1.2** The Town Clerk has been a member of the ILCM since its creation in 2007.
- 1.3** In January 2013, the Town Clerk applied and was successful in achieving an upgrade to Fellow level of membership within the ILCM, this is the highest level of membership. In order to achieve accreditation at this level she had to demonstrate that she met the following entry criteria CiLCA + other degree or equivalent level 5 qualification + 15 years qualifying experience + significant contribution to the sector.
- 1.4** She will also have to complete an annual Continuing Professional Development record attaining a minimum of 24 points.

2. Financial Appraisal

The costs of membership are met from the Subscriptions budget.

3. Contact Officer

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

Town Clerk

Scott Gillette



Seaford Town Council

Report 173/12

Agenda Item No: 13 (c)
Committee: Finance & General Purposes
Date: 28 February 2013
Title: Approval of Personnel Sub-Committee Minutes
By: Simon Cooper, Corporate Services Manager
Wards Affected: All Seaford Wards
Purpose of Report: To submit the minutes of the Personnel Sub-Committee meeting held on 17 December 2012 for approval.

Recommendations

You are recommended:

1. To approve the minutes of the Personnel Sub-Committee meeting held on 17 December 2012.
-

1. Information

1.1 The Personnel Sub-Committee met on 17 December 2012.

1.2 The minutes of that meeting are attached at Appendix A for the approval of this Committee

2. Financial Appraisal

There are no immediate financial implications arising from this report.

3. Contact Officer

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

Corporate Services Manager

Town Clerk



Seaford Town Council

Personnel Sub-Committee

Minutes of the **Personnel Sub-Committee** held at the **Council Chamber, 37 Church Street, Seaford** on **Monday 17 December 2012** at **2pm**.

Present:

Councillor L Wallraven (Chairman)
Councillors RE Allen, M Brown, I White
Mrs S Shippen

PS 5 Proposal for paid leave for Administration staff on 24 December 2012

Members considered a proposal from Councillor I White to give the Administration staff who assisted with the arrangements of Christmas Lights Switch On paid leave of absence on 24 December 2012, in recognition of their service.

It was **AGREED** that the proposal be **APPROVED**.

The meeting closed at 2:04pm

Councillor L Wallraven
Chairman



Seaford Town Council

Report 174/12

Agenda Item No: 13 (d)
Committee: Finance & General Purposes
Date: 28 February 2013
Title: Approval of Disciplinary Sub-Committee Minutes
By: Simon Cooper, Corporate Services Manager
Wards Affected: All Seaford Wards
Purpose of Report: To submit the minutes of the Disciplinary Sub-Committee meeting held on 8 January 2013 for approval.

Recommendations

You are recommended:

1. To approve the minutes of the Disciplinary Sub-Committee meeting held on 8 January 2013.
-

1. Information

1.1 The Disciplinary Sub-Committee met on 8 January 2013.

1.2 The minutes of that meeting are attached at Appendix A for the approval of this Committee

2. Financial Appraisal

There are no immediate financial implications arising from this report.

3. Contact Officer

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

Corporate Services Manager

Town Clerk



Seaford Town Council

Minutes of the meeting of the **Disciplinary Sub-Committee** held at the **Council Chamber, 37 Church Street, Seaford**, on **Tuesday 8 January 2013**, at **2.00 pm**.

Present:

Councillor M F Brown (Chairman)
Councillors R E Allen, A Campbell.
Mrs S J Shippen, Mr Z Suleyman.

D 001 Apologies for Absence

Apologies were received from Councillors S Adeniji and M Buck.

D 002 Exclusion of Press and Public

It was moved in accordance with the Press and Public (Admission to Meetings) Act 1960 that the press and public be removed as the matter to be discussed concerns an employee.

D 003 Disciplinary Action

Members considered confidential report 139/12 concerning disciplinary action against Mr Z Suleyman, Trainee Greenkeeper. Mr Suleyman was requested to state his case and was questioned by the Sub-Committee members. Mr J Linscer, Head Greenkeeper, was called by the Sub-Committee and questioned regarding the circumstances of the matter.

It was **AGREED** that Mr Z Suleyman be given a Final Written Warning which would remain in place for 12 months. The details of further remedial action are to be recorded confidentially on Mr Suleyman's personnel record with actions being overseen by the Town Clerk. Mr Suleyman was advised that the outcome would be conveyed in writing to him and that he had a right of appeal during the following seven days.

The meeting closed at 2:35pm

Councillor M F Brown
Chairman



Seaford Town Council

Report 171/12

| | |
|---------------------------|---|
| Agenda Item No: | 13 (e) |
| Committee: | Finance & General Purposes |
| Date: | 28 February 2013 |
| Title: | Administration Assistants |
| By: | Simon Cooper, Corporate Services Manager |
| Wards Affected: | All Seaford Wards |
| Purpose of Report: | To advise the Committee of the resignation of the Administration Assistant (Corporate) and the actions taken to fill the position. |

Recommendations

You are recommended:

1. To note the resignation of Mrs P Woolven.
 2. To endorse the actions of the Town Clerk to fill the position
 3. To note the movement of Mrs D Parkes from Administration Assistant (Finance and Administration) to Administration Assistant (Corporate)
 4. To note the appointment of Mrs L Clark as Administration Assistant (Finance and Administration)
-

1. Information

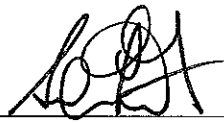
- 1.1 The Administration Assistant (Corporate) Mrs P Woolven tendered her resignation on 18 December 2012, leaving her employment with the Town Council on 18 January 2013.
- 1.2 Mrs D Parkes the Administration Assistant (Finance and Administration) expressed an interest in moving to that position. This was agreed by the Town Clerk and the Corporate Services Manager.
- 1.3 The Corporate Services Manager consulted with the Town Clerk and advertised the post of Administration Assistant (Finance and Administration) in line with the current agreed scale and job description. The post was advertised in the Seaford Gazette, Job Centre Plus and on the Council web site.
- 1.4 Interviews were held on 25 January 2013 and the position offered to Mrs L Clark, who has accepted the position and will start work on 4 March 2013.

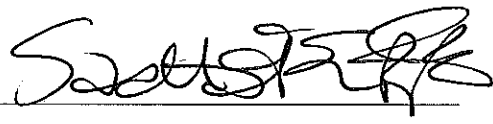
2. Financial Appraisal

The cost of advertising was £320 plus VAT and is met from the recruitment budget.

3. Contact Officer

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

Corporate Services Manager 

Town Clerk 



Seaford Town Council

Report 172/12

| | |
|---------------------------|---|
| Agenda Item No: | 13 (f) |
| Committee: | Finance & General Purposes |
| Date: | 28 February 2013 |
| Title: | Head Green Keeper |
| By: | Simon Cooper, Corporate Services Manager |
| Wards Affected: | All Seaford Wards |
| Purpose of Report: | To advise the Committee of the resignation of the Head Greenkeeper and the actions taken to fill the position. |

Recommendations

You are recommended:

- 1. To note the resignation of Mr J Linscer**
 - 2. To endorse the actions of the Town Clerk to fill the position**
 - 3. To note the appointment of Mr N Stephens as Head Greenkeeper**
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1. Information

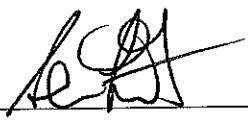
- 1.1** The Head Green Keeper Mr J Linscer tendered his resignation on 2 January 2013, leaving his employment with the Town Council on 15 February 2013
- 1.2** The Town Clerk in consultation with the Chairman of the Golf Course Committee advertised the post in line with the current agreed scale and job description. The post was advertised on the BIGGA web site and was circulated at the BIGGA exhibition, and on the Council web site.
- 1.3** Interviews were held on 15 February 2013 and the position offered to Mr N Stephens, who has accepted the position and will start work on 18 March 2013.

2. Financial Appraisal

The cost of advertising was £575 plus VAT and can be met from within the administration budget as the recruitment budget has been utilised.

3. Contact Officer

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

Corporate Services Manager 

Town Clerk 