



Seaford Town Council

To the Members of the Golf & The View Committee

A meeting of the **Golf & The View Committee** will be held at **The View, Southdown Road, Seaford, BN25 4JS** on **Tuesday 29th November 2016** at **7.00pm** which you are summoned to attend.


James Corrigan
Town Clerk
23rd November 2016

Agenda

1. Apologies for Absence

2. Disclosure of Interests

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

3. Public Participation

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

4. Golf Professional's Report

To consider report 93/16 presenting the Golf Professional's Report (pages 2 to 8).

5. Head Greenkeeper's Report

To consider report 92/16 presenting the Head Greenkeeper's Report (pages 9 to 11).

6. Restaurant & Bar Manager's Report

To consider report 94/16 providing an update report from the Restaurant & Bar Manager at The View at Seaford Head (pages 12 to 15).

7. Golf & The View Committee Draft Budget 2017-18

To consider report 95/16 presenting the draft projected outturn for the current financial year and the Committee budget for the 2017/2018 financial year (pages 16 to 20).

For further information about items appearing on this Agenda please contact:

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Circulation: Committee members (as below) and all registered email recipients of agendas.

Committee: Councillor S Adeniji (Chair), A Latham (Vice-Chair), M Brown, D Burchett, L Freeman, N Freeman, O Honeyman, P Lower, A McLean and L Worcester.

For information: Councillors D Argent, B Burfield, P Boorman, T Goodman, R Hayder, R Honeyman, L Wallraven, M Wearmouth, B Webb and C White.



Seaford Town Council

Report 93/16

Agenda Item No: 4
Committee: Golf Course
Date: 29th November 2016
Title: Golf Professional's Report
By: Fraser Morley, Golf Professional
Purpose of Report: To provide an update on Golf Course related matters.

Recommendations

You are recommended:

1. To note the contents of the report.
2. To approve the revised membership structure and associated fees as set out at 1.2 of the report.
3. To approve continuing for 2017/18 with the offer to new members of 15 months' membership for the price of 12.
4. To approve offering an incentive to members of £100 on their membership cards to be spent at The View bar for every new Adult/Intermediate 2 member they introduce and £50 for every new Intermediate 1/Youth or Junior (12-17) member they introduce.
5. To approve the green fee prices for 2017/18 as set out at 1.7 of the report.
6. To note the Income and Expenditure figures to 31st October 2016.

1. Income and Information

1.1 As we approach winter the weather has been pretty kind to us with prolonged spells of dry weather and good temperatures. We have seen a steady flow of golfers through this period and the feedback has been positive about the course and the catering. Projections look good for the end of the financial year and hopefully they will improve if the winter weather is kind to us for once. The course is growing in reputation and Simon and his team have done a fantastic job on the course with a limited budget and small team. Visitors from far more prestigious and expensive courses have commented on how good the condition is compared to their own courses.

1.2 Membership structure for the coming year will be to recommend the following.

7 Day

Adult	£750.00
Intermediate 2 (Age 30-39)	£500.00 (first year) £600.00 thereafter
Intermediate 1 (Age 22-29)	£356.00
Youth (Age 18-21)	£203.00
Junior (Age 12-17)	£69.00
Junior (Age 11 and under)	Free (must have their own suitable clubs and be accompanied by an adult on the course)

5 Day

Adult	£585.00
Concessions	£520.00

- 1.3 New members will be able to take advantage of the 15 months for the price of 12 offer. Current members are incentivized to introduce new members by receiving £100 on their membership card to spend in the bar for every member £500 and over, and £50 for any member under £500 (not including free junior membership). These offers will hopefully see an increase in membership this year and we will continually work on gaining back the numbers we naturally lose each year.
- 1.4 The new age structure is to encourage some younger golfers into the club. The ageing population of the club and town has seen a significant decrease in membership over the last few years (see graph at Appendix A). We need to increase the younger element into the course and club to keep the membership buoyant in the future. This type of pricing structure had been successful at other courses. It is important we market this correctly and we have put together a marketing plan (attached at Appendix B) to show where and how we will be marketing every aspect of the golf section.
- 1.5 Societies have done really well. We are nearly £3.5k up on the same period last year. Prices have been very competitive and we will be changing them slightly to incorporate the new green fee pricing for this year. Feedback has been brilliant and we are seeing a large rebooking of groups for next year already. The marketing plan (Appendix A) shows how we will continue to hit the right areas to increase this side of the business even more. We have more capacity in this area. Buggies have helped bring in some other groups who would not otherwise have been able to visit.
- 1.6 Income from buggies has beaten our target already by £500 and hopefully with a dry winter we will be able to increase this further. Simon Lambert, Head Greenkeeper, has been looking at the traffic and trying to divert them in to areas of less wear to enable them to be out on the course longer. It's something we need to look at in the coming years to improve the pathways around the course to limit the damage.
- 1.7 Green fee prices for the 2017/18 are recommended as follows.

	<u>Midweek/Weekend</u>
18 holes	£22/£27.50
All Day	£35/£45
18 holes Concession (over 60/Guest)	£18/£21
All Day Concession (over 60/Guest)	£30/£35
18 holes Junior (under 18)	£10/£12
Twilight (after 3pm)	£14/£17

- 1.8 We have held our green fee prices for several years now and a 10% increase is justifiable. We are still very competitive in the market and this structure should see us returning increased revenue figures for following year. We have moved to one twilight price to avoid confusion and maximize income for this part of the day. We can see from the graphs that the green fee golfers have steadily risen over the last few years proportionally to the membership declining. We are showing the national trend here as golfers tend to play more nomadically than commit to a yearly membership.
- 1.9 Social Media is ever increasing and feedback has been very positive on our Facebook page. All have seen increases with Facebook at 614 likes, Twitter at 978 followers and Instagram at 180 followers. Continued coverage on all sides of this Social Media is key and great free coverage. Please share and like the pages as much as possible to spread the net further.

2. Other items

- 2.1 The budget figures for next year show a steady gross profit before costs. We have carefully looked through each of our sections to try and save as much as possible and also not overly increase the income to allow for weather conditions.

Hopefully these conservative estimates will be beaten across the board and show an even better profit by the end of the following year.

2.2 Figures shown show less profit than last year due to the redistribution of the loan and bills for the new build. This has no extra cost to the Council though. This figure may reduce when all the outgoings are added up at the end of the year and is worked out on 35% of the overall cost.

2.3 Sadly we have given a full refund to one of our members who is terminally ill. All our thoughts are with him and his family at this extremely difficult time.

3. Financial Appraisal

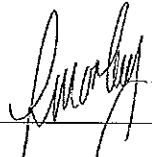
The financial implications are set out at 1.2 and 1.7 above, with the setting of the membership and green fee prices for the coming 2017/18 period.

At Appendix C are the Income and Expenditure figures to 31st October 2016 for members information.


4. Contact Officer

The Contact Officer for this report is Fraser Morley, Golf Professional/Manager

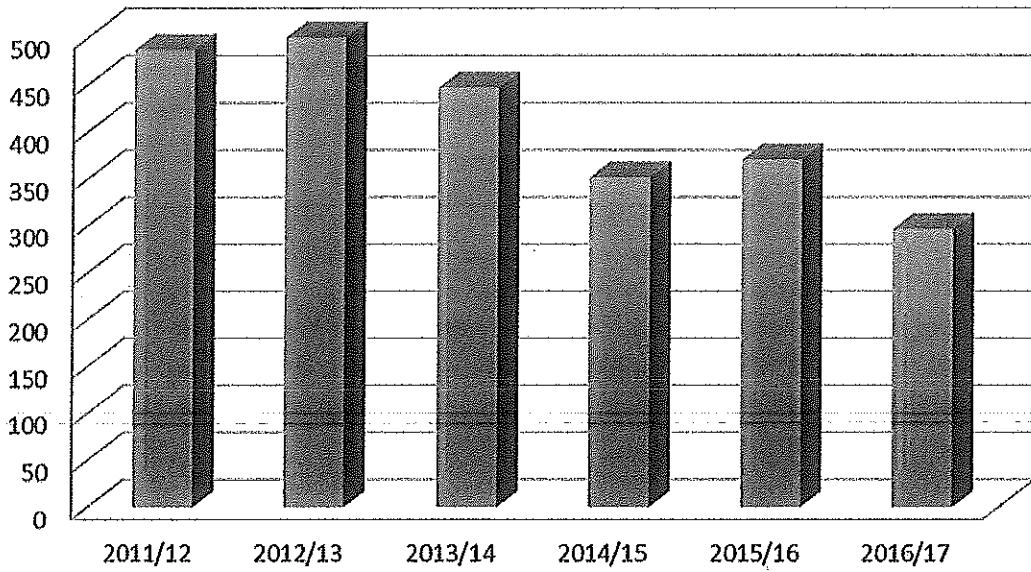
Golf Professional/Manager



Town Clerk



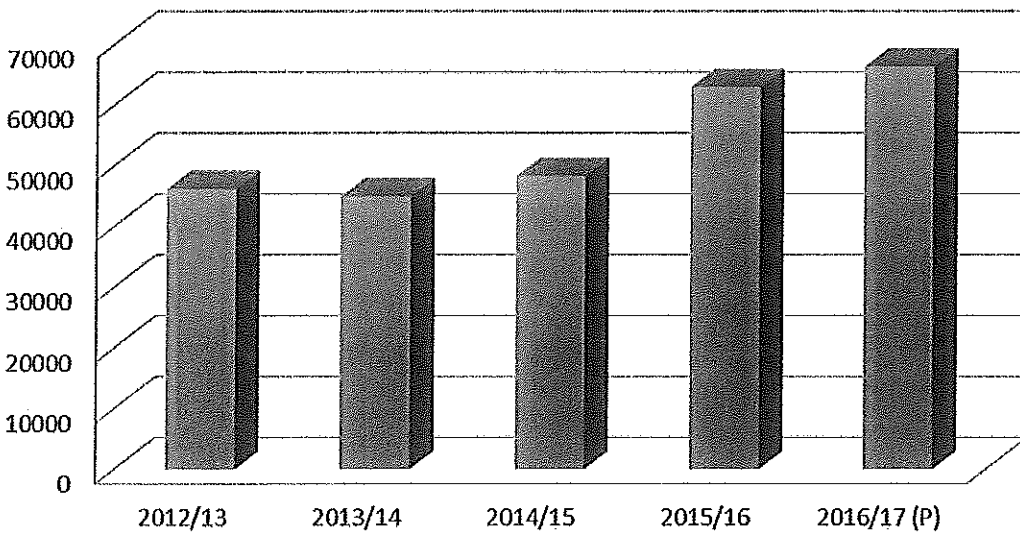
Membership Numbers



2011/12	486
2012/13	499
2013/14	446
2014/15	351
2015/16	370
2016/17	296

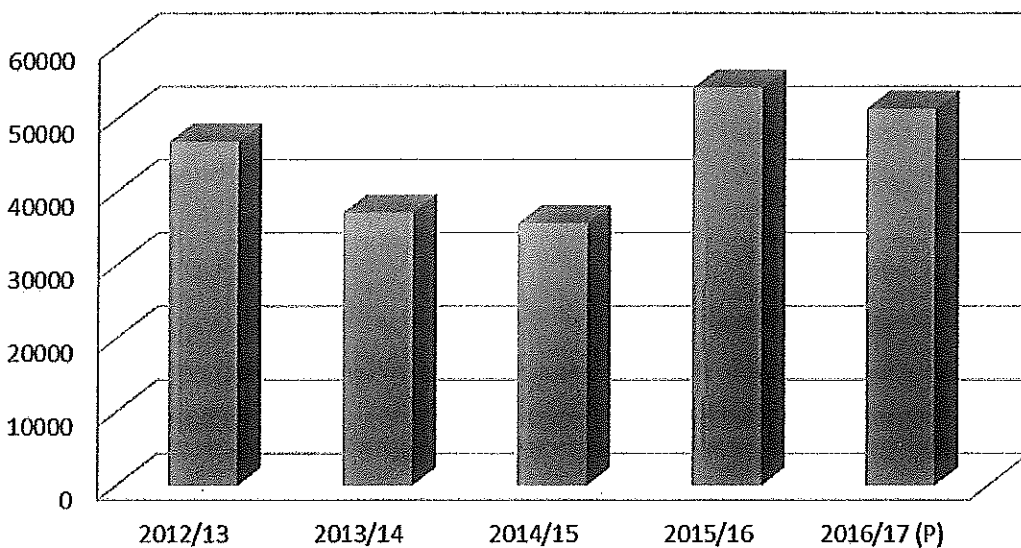
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Green Fees Mid Week



2012/13	46129
2013/14	44866
2014/15	48219
2015/16	62840
2016/17 (P)	66235

Green Fee Weekend



2012/13	46879
2013/14	37173
2014/15	35725
2015/16	54257
2016/17 (P)	51357

Marketing Plan for 2017

1. Memberships

- Advert in Seaford Town Guide – Already in progress
- Advert in Club Golfer membership special edition – Already in progress
- Golf News Advert – monthly advert, make membership at right time
- Social Media across the board – Facebook – Twitter – Instagram
- Website update with all the information
- Email to full database
- Include into shop newsletter, weekly
- A-board in front of the clubhouse/Pro Shop
- A5 leaflet price lists – reverse of the green fee price lists
- £100 bar incentive to introduce a new full member / £50 for categories under £500.
- Notice boards and other internal areas
- Possible Billboard by Newhaven Roundabout

2. Casual Users/Green Fees

- Golf News Advert before the new prices take effect.
- Social Media – Facebook, Twitter and Instagram
- Email full database in March for new prices
- A5 price list leaflets on reverse of memberships
- A-board outside Pro Shop
- Notice Boards and Internal leaflet holders
- Website kept up to date
- Updating all online searches with new info
- Go to one twilight rate at 3pm in the summer

3. Societies

- Golf News continuing, hitting the right market
- Social Media – check to see if there are society golf pages or groups
- Email full business database
- Improve society packs to hand out in shop

4. Gary's role

- To assist in the local advertising and also the design of the leaflets etc
- Brainstorm other ideas on the golfing side to aid both departments

Month No : 8

Cost Centre Report

(to 31-Oct-16)

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
101	<u>Golf Course</u>							
4000	Salaries & Wages	0	42,299	77,116	34,817		34,817	54.9 %
4001	Employers NI	0	3,135	4,378	1,243		1,243	71.6 %
4002	Employers Superannuation	0	5,690	13,951	8,261		8,261	40.8 %
4010	Staff Training	80	762	1,500	739		739	50.8 %
4011	Staff Protective Clothing	141	623	1,000	377		377	62.3 %
4015	Office Refreshments	0	306	0	-306		-306	0.0 %
4041	Golf Professional Retainer	0	24,446	41,908	17,462		17,462	58.3 %
4045	Golf Course Player Costs	0	39	2,500	2,461		2,461	1.6 %
4046	Golf Club Membership Fees	0	7,089	24,585	17,496		17,496	28.8 %
4051	Rates	1,968	15,741	19,995	4,254		4,254	78.7 %
4052	Water & Sewerage	0	4,274	2,500	-1,774		-1,774	171.0 %
4055	Electricity	220	1,168	3,100	1,932		1,932	37.7 %
4056	Gas	0	345	0	-345		-345	0.0 %
4060	Refuse	0	282	400	118		118	70.4 %
4100	Telecommunications	9	128	300	172		172	42.7 %
4105	Postage	0	10	300	290		290	3.5 %
4106	Stationery	0	244	300	56		56	81.5 %
4110	Advertising & Publicity	0	2,335	3,000	665		665	77.8 %
4112	Subscriptions	0	388	0	-388		-388	0.0 %
4113	Software Support	0	464	380	-84		-84	122.2 %
4114	Licence Fee	0	75	80	5		5	93.8 %
4115	Insurance	0	6,686	5,200	-1,486		-1,486	128.6 %
4156	Bank Charges	0	1,021	1,800	779		779	56.7 %
4251	Dog Bin Emptying	85	678	1,750	1,072		1,072	38.7 %
4261	Grounds Maint non contract	151	17,167	26,100	8,933		8,933	65.8 %
4270	Vehicles & Equipment Maint	581	8,082	14,790	6,708		6,708	54.6 %
4271	Vehicle & Equipment Lease	0	798	20,996	20,198		20,198	3.8 %
4272	Equipment Purchase	0	16,766	12,000	-4,766		-4,766	139.7 %
4275	Building Maintenance	4,000	21,741	2,000	-19,741		-19,741	1087.1
4308	Rent - Shop, Locker & Chng Rms	0	29,168	19,000	-10,168		-10,168	153.5 %
4309	Buggy Lease	440	3,517	5,277	1,760		1,760	66.7 %
	Golf Course :- Expenditure	7,674	215,467	306,206	90,739	0	90,739	70.4 %
1000	Golf Course Season Ticket	0	148,327	172,000	-23,673			86.2 %
1001	Golf Course Green Fees M-F	0	52,985	65,000	-12,015			81.5 %
1002	Golf Course Green Fees w/eb/h	0	41,367	48,000	-6,633			86.2 %
1003	Golf Course Specials	0	37,753	46,042	-8,289			82.0 %
1004	Golf Course Locker	0	444	3,000	-2,556			14.8 %
1005	Golf Course Credit Card Charge	0	28	190	-162			14.7 %
1007	Golf Course Air Traffic	0	7,500	7,500	0			100.0 %

Month No : 8

Cost Centre Report

(to 31-Oct-16)

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1012 Corporate Membership	0	0	11,667	-11,667			0.0 %
1050 Income Rent	0	0	1,100	-1,100			0.0 %
1053 Income Grants	0	1,500	0	1,500			0.0 %
1054 Income Other	0	717	0	717			0.0 %
1100 Income Advertising	0	0	1,500	-1,500			0.0 %
1311 Buggy Hire	0	15,008	15,000	8			100.1 %
Golf Course :- Income	0	305,630	370,999	-65,369			82.4 %
Net Expenditure over Income	7,674	-90,163	-64,793	25,370			



Agenda Item No: 5
Committee: Golf
Date: 29th November 2016
Title: Head Greenkeeper Report
By: Simon Lambert, Head Greenkeeper
Purpose of Report: To inform of Golf Course maintenance.

Recommendations

You are recommended:

1. To note contents of this report.
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1. Information

Through September we continued to see some lovely warm dry weather with light winds which is unusual for the Head but welcome. During September we began the renovations of the greens. This involved triple scarifying the surface to a depth of 10mm. This process removes thatch build up created from growth throughout the season. The greens were then top dressed with a heavy application of sand which is tined into the surface before a mat is dragged over to move and brush any remaining sand into the surface filling any tine holes or openings replacing the thatch that was removed. This process is vital to help firm the surface, provide air space and help water move through the profile. Timing is key to help with recovery and prevent disruption to play. After the renovations a feed containing nitrogen, potassium and amino acids was applied to help with recovery. Another application of wetting agent with Porthcal (feed containing beneficial bacteria) was also applied to help water movement and recovery.

During September we hosted the Sussex section of the British and International Golf Greenkeepers Association Autumn meeting. This included a breakfast and 18 hole golf competition. The day was a great success with over 40 fellow greenkeepers from around Sussex attending. They all passed the course, the View and the lovely food. They reported having a fantastic day in their monthly magazine and thanked the Council and the greens staff for hosting the event.

As October came we entered another dry month. We continued to use the irrigation when required but this reduced along with the daylight and growth. Usually we would see a recovery of areas that dried and thinned during the summer months but due to the dry conditions this didn't happen. We began the works preparing for the winter months. The Temporary greens were tended to with the shapes cut out, a solid tine and a feed of a balanced granular fertiliser. This was slow to be taken up due to the lack of rain and dry conditions. They are now recovering well and should provide a good temporary surface during prolonged wet or frosty conditions. The greens were verti- drained to a depth of 10 inches with a little heave. This helps to relieve compaction, aerate the root zone and provide better drainage for the winter. This is performed by a contractor as we do not have the equipment to do the job ourselves. He is employed for two days which allows the time for the

greens to be completed. As the conditions and growth allowed we took the opportunity to scarify the greens again followed by another application of sand, this was lighter than in Septembers as recovery can be slower in October. At the end of the month a low nitrogen granular autumn fertiliser was applied to the greens and temps. This is high in iron, magnesium and has added seaweed. This helps to strengthen the plant, aids chlorophyll production to help with lower light conditions and improves the soil. All this together helps protect the plant going into winter. The main machinery shed was cleared out and on the arrival of the containers machinery was moved into their new temporary home while the machinery store is replaced.

Moving into November we saw the rains begin to come along with a dip in temperatures. We took the opportunity with the rain to apply light granular fertilisers to the tees and any weak areas. Hopefully this will enable us to keep the tee use longer into the year before moving onto winter mats. The winter mats are being cleared during the time of writing this report preparing them for use. All the greens, temps and surrounds have been solid tined with the pro core to a depth of 150mm. The tees were tined with the tractor sprung spikier to the same depth. We are in the process of replacing the winter green holes with larger 'bucket' holes. This is only possible now as the ground had previously been too dry and hard. They offer a fairer option when the smaller temp greens are in use. Feedback on the ones we have installed has been positive. Turfing work has started; repairs and renovations will also be taking place over the next few weeks. We will also be installing new tee mats to holes 5 and 9.

The storm of 19th-20th of November caused a little damage to the course. A tree was blown down on the 6th hole, we had a few flags blow away on the cliff top along with damage to bin lids and a broken sign at the clubhouse entrance. Repair works have begun.

The course has been put to the test this year with the lack of rain through the summer months and a busy year of golf. The greens and tees have the benefit of irrigation and this has been utilised during this period. We have ensured that it operates efficiently to prevent any excessive water loss. Using mains water is expensive, another option is to use ground water collected from a bore hole. This would provide water for irrigation and also possibly for the club house. This option will be investigated over the next few months.

Staff

The team is working very well together and continues to improve. The appraisal process has now been completed for the greenkeeping team. All the greenkeepers found this a very positive experience, two of which had never had an appraisal in previous employment but now understand the importance and benefit of them. We identified areas where improvements could be made but also highlighted the positives. Training ideas were brought up by team members and they have been asked to collect information with regards to this and report back to me as to the costs, timeframes and benefits to the team and the council. I will report on these once this information is available. Adam has begun his Level 3 training one day a month at Plumpton College. He is enjoying the course and is always considering this and asking questions about jobs to help support his underpinning knowledge for the course. Nathan continues to do well with his Apprenticeship training. I would like to report that Nathan and his partner Amy brought a lovely baby girl into the world in September named Harriet. They are all doing well.

As previously mentioned in reports moving forward we need to consider increasing the team size back to four qualified staff and in an ideal world an apprentice, five in total. This will help us to unlock the potential the site has in condition and presentation, bringing in more income. As the golf increases and with the use of buggies on the course more demands are put on the surfaces. This produces the need for more renovation works to be carried out to keep the turf healthy and able to survive. It also produces the need for more works to be

carried out on pathways and areas around trees to prevent excessive wear. This all adds to the work load and takes time away from other important tasks.

Machinery

The machinery has all performed well through the year but the age and hard use has taken its toll on some machinery. A safety and condition report was carried out by an independent mechanic on all our machinery. This identified certain repairs that are required, either to make the machines safe for use or in some cases bring them up to the required standard. All machines were identified as needing a good service which is performed in house by the greenkeeping team. This will take place through-out the winter once the shed replacement is completed preparing the machinery for next season.

A replacement program for the machinery is currently being written up. Retail costs and trade in values of our current machinery have been collected. The next stage is to collect figures of prices we would have to pay with discounts and trade-ins taken into account. From these I can put together the information to find the best value options moving forward to replace the machinery, either to purchase, lease or extend the life of existing machinery by performing renovations and repairs. All options will be looked into.

The condition of our modern machinery is an investment that enables our relatively small greenkeeping team to work efficiently and effectively to produce a quality and competitive product. This must be kept up to date and in good condition to ensure it is safe, efficient and trustworthy.

Machinery Store Replacement

The replacement project began at the end of October with the removal of the Alarm, CCTV and electrics followed by the quick demolition of the existing dilapidated Store. The building contractors began the re-build at the beginning of November making quick work of the frame and cladding. At the time of writing this report we are waiting for the installation of the doors and shutters to make the shed water tight. Certain hold ups occurred during the build with mistakes in the plans but these were rectified and quickly addressed. The time frame for the build allowed for possible problems so we are still currently on track to be back into the store in early December.

2. Financial Appraisal

The costs of the machinery replacement program and a borehole are currently being explored.

3. Contact Officer

The Contact Officer for this report is Simon Lambert, Head Greenkeeper.

Head Greenkeeper



Town Clerk





Agenda Item No:	6
Committee:	Golf & The View
Date:	29th November 2016
Title:	Restaurant & Bar Manager's Report
By:	Robert Macdonald, Restaurant & Bar Manager – The View
Purpose of Report:	To provide the Committee with an update on the restaurant and bar aspect of business at The View.

Recommendations

You are recommended:

- 1. To note the information in the report.**
- 2. To note the Income and Expenditure figures to 31st October 2016.**

1. Information

Costings:

We are maintaining reduced expenditure in the kitchen and the bar, we have currently spent 16% less than this time last year with an increase of 13.5% in revenue. The figures are somewhat lower than I might have expected, however, we are currently holding approximately £4,000 worth of stock with a selling price in the region of £19,000.

Staff:

We have experienced some disruption with staffing over the last month or so but the current staff have worked very hard to ensure that the business has not been affected. Since the last meeting we have appointed Gary Weston as our Marketing Manager. Gary has been working very hard and managed to place adverts in the Sussex Leader, which you may have seen, an advert in the Post Office in Seaford and an advert in the Seaford Scene, as well as a huge amount of work on developing The View brand.

Menus:

We have updated our menus for winter, enabling us to be more seasonal. Amongst the new items on offer we have a choice of pies and also paninis and although its early days, the pies do appear to be very popular. We are also providing small, homemade biscuits with our machine coffees and a selection of homemade cakes and scones, which are also proving popular. We have also ordered vintage, patterned tea sets to enhance our service.

Functions and Marketing:

As I mentioned earlier, we have appointed Gary Weston as our new Marketing Manager. Gary has a wealth of experience in marketing and has come up with some very innovative ideas to help us get The View on the map. We are offering limited discounts to members of the public via a series of adverts in December, we will be able to monitor the promotions to see what is working and what isn't. The promotions are being run in conjunction with an internal marketing survey (via our customers) which allows us to react to what we are doing well i.e. service, menu options, prices etc. and to correct our offering, as necessary.

General:

The gross profit margins for the bar (65.23%) and the kitchen (68.95%) remain good. Average daily sales during October for food were £803.55 and the bar £418.87. November, as previously mentioned, has been disappointing with very few golf societies and functions booked. I am hoping that we pick up significantly in December, we already have a number of large bookings in place, however, we have lost two large bookings, one due to the party being cancelled and another due to the Sailing Club deciding to hold their event in house, as this would be a cheaper option for them. As a direct result of this we have acknowledged the need to be more flexible and take smaller bookings, we have put a revised booking system in place and I hope to see an increase in booking enquires. I am aware that Gary is working hard to generate more business and I hope to see things pick up.

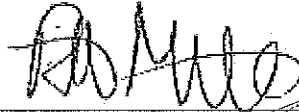
2. – Financial Appraisal

Income and expenditure figures to 31st October 2016 are shown in Appendix A.

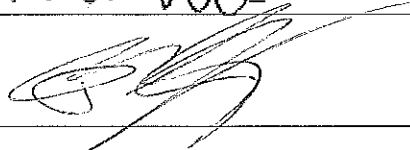
3. Contact Officer

The Contact Officer for this report is Robert Macdonald, Restaurant & Bar Manager.

Restaurant & Bar Manager



Town Clerk



Month No : 8

Cost Centre Report

(to 31-Oct-16)

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
103 Golf Club House							
4000 Salaries & Wages	0	98,606	170,000	71,394		71,394	58.0 %
4001 Employers NI	0	5,504	4,500	-1,004		-1,004	122.3 %
4002 Employers Superannuation	0	6,508	12,000	5,492		5,492	54.2 %
4003 Sub-contracted Staff	0	19,474	0	-19,474		-19,474	0.0 %
4009 Recruitment Costs	0	50	1,000	950		950	5.0 %
4010 Staff Training	0	460	2,000	1,540		1,540	23.0 %
4016 Staff Uniform	0	531	500	-31		-31	106.2 %
4017 Timesheet & Rota Software	0	0	170	170		170	0.0 %
4051 Rates	691	5,531	5,700	169		169	97.0 %
4052 Water & Sewerage	746	800	3,600	2,800		2,800	22.2 %
4055 Electricity	1,001	8,713	14,000	5,287		5,287	62.2 %
4056 Gas	0	2,910	11,000	8,090		8,090	26.5 %
4060 Refuse	160	1,325	5,000	3,675		3,675	26.5 %
4100 Telecommunications	69	696	2,200	1,504		1,504	31.6 %
4105 Postage	0	0	300	300		300	0.0 %
4106 Stationery	148	592	700	108		108	84.6 %
4110 Advertising & Publicity	160	2,642	2,500	-142		-142	105.7 %
4113 Software Support	0	1,143	450	-693		-693	253.9 %
4114 Licence Fee	0	360	1,000	640		640	36.0 %
4115 Insurance	0	1,995	6,500	4,505		4,505	30.7 %
4116 Web Site	0	767	0	-767		-767	0.0 %
4156 Bank Charges	0	1,293	1,900	607		607	68.1 %
4196 Club House Events Expenditure	0	1,827	4,500	2,673		2,673	40.6 %
4201 Cleaning & Hygiene	27	16,121	12,000	-4,121		-4,121	134.3 %
4202 Linen Cleaning	0	1,516	3,000	1,484		1,484	50.5 %
4250 Public Seating	322	322	0	-322		-322	0.0 %
4270 Vehicles & Equipment Maint	0	168	0	-168		-168	0.0 %
4272 Equipment Purchase	0	5,390	5,000	-390		-390	107.8 %
4275 Building Maintenance	1,695	3,033	1,000	-2,033		-2,033	303.3 %
4276 CCTV	0	1,003	2,000	997		997	50.1 %
4301 Public Works Loan Payment	0	51,389	110,000	58,611		58,611	46.7 %
4303 Food Expenditure	4,988	51,938	68,000	16,062		16,062	76.4 %
4304 Bar Expenditure	167	35,928	80,000	44,072		44,072	44.9 %
4305 Fire Extinguishers	0	0	620	620		620	0.0 %
4306 Catering Utensils & Equip	120	635	500	-135		-135	127.0 %
4307 Bar Utensils & Equip	0	748	500	-248		-248	149.6 %
4311 Pest Control	0	352	400	48		48	87.9 %
4313 Stock Take	175	1,225	3,240	2,015		2,015	37.8 %
Golf Club House :- Expenditure	10,469	331,494	535,780	204,286	0	204,286	61.9 %

Month No : 8

Cost Centre Report

(to 31-Oct-16)

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1050 Income Rent	0	750	1,300	-550			57.7 %
1055 Income Memorial Bench	0	500	0	500			0.0 %
1100 Income Advertising	0	0	3,000	-3,000			0.0 %
1305 Income Hire Pro-Shop & Chg Rms	0	29,168	19,000	10,168			153.5 %
1306 Income Golf Club Room Hires	0	5,982	45,000	-39,018			13.3 %
1307 Income Bar Sales	0	107,252	200,000	-92,748			53.6 %
1308 Income Food Sales	0	93,439	170,000	-76,561			55.0 %
1310 Income - Society Food	0	24,397	35,000	-10,603			69.7 %
1312 Function Food Sales	0	27,165	0	27,165			0.0 %
1313 Function Bar Sales	0	2,019	0	2,019			0.0 %
1314 Income - Society Drink	0	1,683	0	1,683			0.0 %
1315 Income Linen Charge	0	25	0	25			0.0 %
Golf Club House :- Income	0	292,378	473,300	-180,922			61.8 %
Net Expenditure over Income	10,469	39,116	62,480	23,364			



Agenda Item No: 7
Committee: Golf & The View
Date: 29th November 2016
Title: Golf & The View Committee Draft Budget 2017-18
By: Robert Macdonald, Restaurant & Bar Manager – The View

Fraser Morley, Golf Professional

Purpose of Report: To present the draft projected outturn for the current financial year and the Committee Budget for the year 2017-18

Recommendations

You are recommended:

1. To approve or amend the projected outturn for 2016-17 and the draft budget for 2017-18 for this Committee.
2. To approve that the draft budget subject to any amendments be recommended to Full Council for adoption.

1. Information

Attached at Appendix A is the projected outturn for this Committee for the current financial year and the draft budget for the 2017-18 Financial Year.

Robert Macdonald, Restaurant & Bar Manager, and Fraser Morley, Golf Professional, will be present at the meeting to answer any questions members may have.

2. Financial Appraisal

The draft budget for 2017/18 for this Committee as attached at Appendix A has been fully evaluated considering the current projections for this financial year and planned spend for next financial year.

3. Contact Officer

The Contact Officer for this report is Robert Macdonald, Restaurant & Bar Manager.

Restaurant & Bar Manager

Golf Professional/Manager

Town Clerk

Seadord Town Council

2016/17 Budget
The View Golf

Report 95/16 Appendix A

Account number	Golf Course Cost Centre 101	2015-16		2015-16		2016-17		2016-17		2016-17		2017-18		2018-19		2019-20	
		Actual to 30/09/2015	Actual to 31/03/16	Variance	Final Budget	Actual to 31/10/16	Projection to 31/03/17	Variance (Compared to Budget)	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget			
4000	Salaries & Wages	38,413	74,081	35,668	77,116	42,299	72,513	4,603	74,688	0							
4001	Employers NI	2,141	4,071	1,930	4,378	3,135	5,374	-996	5,535	0							
4002	Employers Superannuation	6,978	13,489	6,511	13,951	5,690	9,754	4,197	10,046	0							
4003	Sub Contracted Staff	0	2,200	2,200	0	0	0	0	0	0							
4009	Recruitment Costs	21	1,871	1,850	0	0	0	0	0	0							
4010	Staff Training	1,825	2,675	850	1,500	682	1,169	331	1,500	0							
4011	Staff Protective Clothing	415	843	428	1,000	482	826	174	1,000	0							
4041	Golf Professional Retainer	20,178	40,356	20,178	41,908	24,446	41,907	1	42,326	0							
4045	Golf Course Player Costs	289	741	452	2,500	39	2,500	0	2,500	0							
4046	Golf Club Membership Fees	19,349	28,149	8,800	24,585	7,089	15,950	8,635	17,902	0							
4051	Rates	11,755	19,592	7,837	19,995	13,773	19,676	319	20,400	0							
4052	Water & Sewerage	1,356	773	-583	2,500	4,274	6,106	-3,606	4,000	0							
4055	Electricity	1,270	3,327	2,057	3,100	948	3,100	0	3,200	0							
4056	Gas	0	7	7	0	345	591	-591	600	0							
4060	Refuse	167	282	115	400	282	483	-83	500	0							
4100	Telecommunications	622	1,224	602	300	119	204	96	220	0							
4105	Postage	116	273	157	300	10	17	283	20	0							
4106	Stationery	137	317	180	300	244	418	-118	450	0							
4110	Advertising & Publicity	1,650	3,025	1,375	3,000	2,335	3,500	-500	4,000	0							
4112	Subscriptions	0	0	0	0	388	388	-388	0	0							
4113	Software Support	366	234	-132	380	464	464	-84	464	0							
4114	Licence Fee	0	0	0	80	75	75	5	75	0							
4115	Insurance	5,017	5,017	0	5,200	6,686	6,686	-1,486	7,000	0							
4155	Professional Fees	0	967	967	0	0	0	0	0	0							
4156	Bank Charges	790	1,549	759	1,800	1,021	1,750	50	1,900	0							
4201	Cleaning & Hygiene	210	210	0	0	0	0	0	0	0							
4250	Public Seating	3,514	3,569	55	0	0	0	0	0	0							
4251	Dog Bin Emptying	424	932	508	1,750	593	1,017	733	1,200	0							
4261	Grounds Maintenance Non Contract	19,738	27,015	7,277	26,100	17,015	26,100	0	27,405	0							
4270	Vehicle & Equipment Maintenance	7,148	14,119	6,971	14,790	7,501	14,790	0	16,269	0							
4271	Vehicle & Equipment Lease	9,082	11,008	1,926	20,996	798	2,000	18,996	1,100	0							
4272	Equipment Purchase	0	75	75	12,000	16,766	17,000	-5,000	37,500	0							
4275	Building Maintenance	924	1,106	182	2,000	17,741	17,741	-15,741	2,000	0							
4308	Rent of shop, locker and changing rooms	0	152	152	19,000	29,168	50,000	-31,000	50,000	0							
4309	Buggy lease	1,369	4,007	2,638	5,277	3,078	5,277	0	5,277	0							
4310	Buggy fuel	0	0	0	0	0	0	0	0	0							
4312	Season Ticket Refund	545	545	0	0	0	0	0	0	0							
Golf Course Expenditure		155,809	267,801	111,992	306,206	207,486	327,376	-21,170	339,077	0							

2016/17 Budget
The View Golf

2015-16 Actual to 30/09/2015 2015-16 Actual to 31/03/16 2015-16 Variance 2016-17 Final Budget 2016-17 Actual to 31/10/16 2016-17 Projection to 31/03/17 2016-17 Variance (Compared to Budget) 2017-18 Proposed Budget 2018-19 Proposed Budget 2019-20 Proposed Budget

1000	Golf Course Season Ticket	160,521	164,638	4,117	172,000	148,327	150,000	22,000	160,000	0
1001	Golf Course Green Fees Mid week	43,542	62,840	19,298	65,000	52,985	66,235	-1,235	72,600	0
1002	Golf Course Green Fees w/end b/holiday	37,601	52,951	15,350	48,000	41,367	51,317	-3,317	56,100	0
1003	Golf Course Specials	30,111	44,430	14,319	46,042	37,733	49,023	-2,981	50,000	0
1004	Golf Course Lockers	2,460	3,811	1,351	3,000	444	2,000	1,000	2,000	0
1005	Golf Course Credit Card Charge	174	230	56	190	28	190	0	200	0
1007	Golf Course Air Traffic Control	8,000	9,050	1,050	7,500	7,500	7,500	0	7,500	0
1012	Corporate	0	0	0	11,667	0	0	11,667	3,000	0
1111	Income Filming	2,500	2,500	0	0	0	0	0	0	0
1050	Income Rent	0	0	0	1,100	0	1,000	100	0	0
1054	Income Other	1,233	1,881	648	0	717	1,568	-1,568	0	0
1055	Income Seating	3,324	3,324	0	0	0	0	0	0	0
1100	Income Advertising	0	0	0	1,500	0	2,050	-550	2,000	0
1311	Buggy Hire	6,288	9,404	3,116	15,000	15,008	16,546	-1,546	17,000	0
	Golf Course Income	295,754	355,059	59,305	370,999	304,129	347,429	23,570	370,400	0
	Net Course Expenditure over Income	-139,945	-87,258	52,687	-64,793	-96,643	-20,053	-44,740	-31,323	0

Account The View Construction
number Cost Centre 102

4277	New Golf Club House	7,582	7,582	0	0	126,857	126,857	-126,857	0	0
4278	Golf Club Fittings & Equipment	1,247	1,247	0	0	0	0	0	0	0
	The View Construction Expenditure	8,829	8,829	0	0	126,857	126,857	-126,857	0	0
1304	PWLB - New Club House	0	0	0	0	0	0	10	0	0
	The View Construction Income	0	0	0	0	0	0	10	0	0
	Net Construction Expenditure over Income	8,829	8,829	0	0	126,857	126,857	-126,857	0	0

2016/17 Budget
The View Golf

2015-16 Actual to 30/09/2015 2015-16 Actual to 31/03/16 2015-16 Variance 2016-17 Final Budget 2016-17 Actual to 31/10/16 2016-17 Projection to 31/03/17 2016-17 Variance (Compared to Budget) 2017-18 Proposed Budget 2018-19 Proposed Budget 2019-20 Proposed Budget

Account Number	The View Cost Centre 103	2015-16 Actual to 30/09/2015	2015-16 Actual to 31/03/16	2015-16 Variance	2016-17 Final Budget	2016-17 Actual to 31/10/16	2016-17 Projection to 31/03/17	2016-17 Variance (Compared to Budget)	2017-18 Proposed Budget	2018-19 Proposed Budget	2019-20 Proposed Budget
4000	Salaries & Wages	116,652	152,051	35,399	170,000	84,133	160,000	10,000	170,000		
4001	Employers NI	3,850	5,668	1,818	4,500	3,464	6,800	-2,300	7,500		
4002	Employers Superannuation	7,664	11,107	3,443	12,000	5,445	11,300	700	12,000		
4003	Sub-contracted Staff	0	40,770	40,770	0	16,774	32,000	-32,000	34,000		
4009	Recruitment Costs	375	6,750	6,375	1,000	25	100	900	1,000		
4010	Staff Training	1,615	1,635	20	2,000	0	1,400	600	2,000		
4016	Staff Uniform	287	1,295	1,008	500	531	650	-150	500		
4017	Time Sheet & Rota Software	160	160	0	170	0	170	0	180		
4051	Rates	4,068	6,783	2,715	5,700	4,148	5,700	0	5,900		
4052	Water & Sewerage	2,611	5,812	3,201	3,600	53	3,600	0	3,800		
4055	Electricity	8,307	21,448	13,141	14,000	6,476	14,000	0	12,000		
4056	Gas	4,681	10,234	5,553	11,000	1,365	11,000	0	10,000		
4060	Refuse	680	1,451	771	5,000	1,004	2,200	2,800	2,600		
4100	Telecommunications	1,057	1,862	805	2,200	536	2,000	200	2,200		
4105	Postage	0	0	0	300	0	300	0	300		
4106	Stationery	307	686	379	700	149	500	200	700		
4110	Advertising & Publicity	760	1,863	1,103	2,500	2,258	3,200	-700	3,500		
4113	Software Support	234	594	360	450	1,005	1,500	-1,050	1,000		
4114	Licence Fee & Sky	2,815	4,372	1,557	1,000	290	500	500	500		
4115	Insurance	6,390	6,390	0	6,500	1,995	6,500	0	1,995		
4116	Web Site	0	44	44	0	750	1,650	-1,650	300		
4155	Professional Fees	964	964	0	0	0	0	0	0		
4156	Bank Charges	761	1,646	885	1,900	1,115	2,100	-200	2,100		
4196	Club House Events Expenditure	2,719	5,384	2,665	4,500	1,697	2,000	2,500	3,000		
4199	Other Expenditure	429	439	10	0	0	0	0	0		
4201	Cleaning	7,480	12,452	4,972	12,000	15,634	32,000	-20,000	32,000		
4202	Linex Cleaning	1,420	2,887	1,267	3,000	1,193	2,300	700	2,500		
4270	Vehicles & Equipment Maintenance	200	420	220	0	168	2,400	-2,400	2,400		
4272	Equipment Purchase	5,088	6,387	1,299	5,000	5,242	5,800	-800	5,000		
4275	Building Maintenance	3,831	6,574	2,743	1,000	875	1,300	-300	1,500		
4276	CCTV	2,000	2,000	0	2,000	1,003	2,000	0	2,000		
4301	Public Works Loan Payment	51,131	0	-51,131	110,000	51,389	110,000	0	102,778		
4303	Food Expenditure	52,351	85,150	32,799	68,000	41,927	70,000	-2,000	80,000		
4304	Bar Expenditure	35,212	56,356	21,144	80,000	29,408	58,000	22,000	72,000		
4305	Fire extinguishers	0	154	154	620	0	620	0	620		
4306	Catering & Utensils & Equipment	5,658	7,985	2,327	500	515	550	-50	500		
4307	Bar Utensils & Equipment	1,640	2,761	1,121	500	539	580	-80	500		
4311	Pest Control	316	601	285	400	352	700	-300	700		
4313	Stock Take	0	1,255	1,255	3,240	875	1,750	1,490	2,520		

2016/17 Budget
The View Golf

	2015-16 Actual to 30/09/2015	2015-16 Actual to 31/03/16	2015-16 Variance	2016-17 Final Budget	2016-17 Actual to 31/10/16	2016-17 Projection to 31/03/17	2016-17 Variance (Compared to Budget)	2017-18 Proposed Budget	2018-19 Proposed Budget	2019-20 Proposed Budget
4412 Machine Games Tax	207	255	48	0	0	0	0	0	0	0
4450 Written off Costs	0	260	260	0	0	0	0	0	0	0
4900 Suspense A/c	0	0	0	0	0	0	0	0	0	0
The View Expenditure	333,920	474,705	140,785	535,780	282,333	557,170	-21,590	582,093	0	0
1050 Income Rent	750	1,111	361	1,300	750	1,000	300	1,000		
1054 Income Other	320	320	0	0	500	500	-500	0		
1100 Advertising	0	0	0	3,000	0	0	3,000	2,000		
1305 Income hire pro shop & changing rooms	0	0	0	19,000	25,001	50,000	-31,000	50,000		
1306 Income Golf Club Room hires	7,137	15,891	8,754	45,000	4,618	8,000	37,000	13,000		
1307 Income Bar Sales	95,470	154,235	58,765	200,000	94,192	180,000	20,000	207,000		
1308 Income Food Sales	82,963	151,067	68,104	170,000	81,089	155,000	15,000	193,750		
1309 Income Fruit Machine	485	508	23	0	0	0	0	0		
1310 Society Club House Income	21,614	27,444	5,830	35,000	22,454	35,000	0	38,500		
1312 Function Food Sales	0	0	0	0	22,937	40,000	-40,000	52,000		
1313 Function Bar Sales	0	0	0	0	1,902	2,600	-2,600	3,250		
1314 Income - Society Drink	0	0	0	0	1,683	1,700	-1,700	0		
The View Income	208,739	350,576	141,837	473,300	255,126	473,800	-800	560,500	0	0
Net The View Expenditure over Income	125,181	124,129	-1,052	62,480	27,207	83,370	-20,890	21,593	0	0
101 Golf Course	-139,945	-87,258	52,687	-64,793	-96,643	-20,053	-44,740	-31,323		
102 The View Construction	8,829	8,829	0	0	126,857	126,857	-126,857	0		
103 The View	125,181	124,129	-1,052	62,480	27,207	83,370	-20,890	21,593		
Total Net Committee Requirement	-5,935	45,700	51,635	-2,313	57,421	190,174	-192,487	-9,730	0	0
Total Overall Golf & The View Expenditure	498,558	751,335	252,777	841,986	616,676	1,011,403	-169,417	921,170	0	0
Total Overall Golf & The View Income	504,493	705,635	201,142	844,299	559,255	821,229	23,070	930,900	0	0
Total Net Committee Requirement	-5,935	45,700	51,635	-2,313	57,421	190,174	-192,487	-9,730	0	0