



## Seaford Town Council

### To the Members of the Community Services Committee

A meeting of the of the **Community Services Committee** will be held at **37 Church Street, Seaford** on **Thursday 31 May 2012** at **7.00 pm** which you are summoned to attend.

S.J. Cooper  
Corporate Services Manager  
24 May 2012.

### Agenda

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

**2. Minutes.**

To approve the minutes of the meeting held on 22 March 2012.

**3. Disclosure by Members of personal Interests in matters on the agenda, the nature of any interest and whether the Members regards the interest as prejudicial under the terms of the Code of Conduct.**

**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.**

To consider report 18/12 detailing Committee income and expenditure for the period 1 April 2011 to 31 March 2012 (pages 3 to 14).

**6. Projects Update**

To consider report 19/12 concerning the status of Community Services Committee projects (pages 15 to 16).

**For further information about items appearing on this Agenda please contact Mr S J Cooper, Corporate Services Manager, 37 Church Street, Seaford, BN25 1HG. Telephone 01323 894870.**

**Circulation:**

**Committee:** Councillor B M Warren (Chairman), Councillor A White (Vice-Chairman), Councillors R E Allen (ex-officio), A Campbell, S Dunn, A Hayder, P Heseltine, A Latham, R Scarfe, L Wallraven (ex-officio), I J White (ex-officio).

**For information:** Councillors S Adeniji, M F Brown, M Buck, B Burfield, P L Franklin, S J Gauntlett, T Goodman, B Groves, S E McStravick.

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## Seaford Town Council

### Report 18/12

<b>Agenda Item No:</b>	<b>5</b>
<b>Committee:</b>	<b>Community Services Committee</b>
<b>Date:</b>	<b>31 May 2012</b>
<b>Title:</b>	<b>Finance Report</b>
<b>By:</b>	<b>Simon Cooper, Corporate Services Manager</b>
<b>Wards Affected:</b>	<b>All Seaford Wards</b>
<b>Purpose of Report:</b>	<b>To inform members of the Community Services Committee of Income &amp; Expenditure for the period 1 April 2011 to 31 March 2012.</b>

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#### Recommendations

**You are recommended:**

- 1. To request that Finance & General Purposes Committee approve the carry forward of Project and non-contracted Grounds maintenance expenditure of £29,178 as detailed in appendix B into the next financial year.**
  - 2. To request that the net underspend on Christmas Lights of £2,029 be carried forward into the next financial year.**
  - 3. To note the rest of this report.**
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#### 1. Information

- 1.1** The statements detailing income and expenditure for the year ended 31 March 2012 compared to the Projected Outturn for that year, approved by Council on 19 January 2012 is attached as Appendix A. The original budget for the year is included for information.
- 1.2** Overall except as noted below net Committee expenditure for the period is broadly in line with the Projected Outturn.
- 1.3** Some approved Project Expenditure has been delayed as detailed in Appendix B. It is recommended that the Finance & General Purposes Committee be requested to approve that £29,178 be carried forward as an earmarked reserve to be spent in the next financial year.
- 1.4** Some planned non-contracted grounds maintenance work has not been commenced as detailed in Appendix C. It is recommended that the Finance & General Purposes Committee be requested to approve that £4,271 be carried forward and included in Projects expenditure carried into the next year.

- 1.5 Christmas Lights – Including Christmas event income of £890 there is a net underspend on Christmas lights in the year of £2,029. It is recommended that the Finance & General Purposes Committee be requested to approve these amounts be carried forward as an earmarked reserve (Equipment) to be spent in the next financial year.
- 1.6 Dog bin maintenance and purchase expenditure in excess of the projected outturn for the Salts and Crouch is offset by a reduction in expenditure in Other Open Spaces.
- 1.7 Building Maintenance – due to an error made when preparing the reforecast (concerning the treatment of the building maintenance pool in F&GP) there is an over-spend compared to the reforecast, (although well within the original £9,000 budget). The details can be seen at appendix D. The Community Services element of this £1,992) may be covered by an under-spend compared to reforecast (£2,096) in contracted grounds maintenance in other open spaces.
- 1.8 There are a few small variances which are explained as:
- (a) Salts electricity (a/c 4055) £219 higher than the projected outturn. £127 (a/c 1057) has been recharged to First Come First Served Ltd.
  - (b) Salts Public Seating £617 (a/c 4250) is covered by income (a/c 1055).
  - (c) Salts projects expenditure (a/c 4274) includes £8,364 for the outdoor gym which is being recovered by a donation from The Seaford Community Partnership and from s106 Developer Contributions held by LDC.
  - (d) Salts building maintenance overspend of £1,041 (a/c 4275) includes roof repairs to the café £490, covered by an insurance claim of £678 (a/c 1054) received in January, (the claim includes the cost of emergency repairs) and electrical safety work at the Salts Café £506.
  - (e) Crouch other expenditure £900 (a/c 4199) relates to cladding for the football stand and is offset by a contribution from the Football Club included in Income Other (a/c 1054)
  - (f) Crouch Public seating £577 (a/c 4250) is covered by income £569 (a/c 4250).
  - (g) Martello Fields Rental income variance relates mainly to a grant in kind to the Bonfire Society.
  - (h) Crypt electricity variance of £568 (a/c 4055) is due to an error made when preparing the projected outturn. Gas expenditure is £294 (a/c 4056) higher than expected. Both are offset by other items of expenditure being less than projected in the outturn.
  - (i) Seaford Head Estate grounds Maintenance Non Contracted (a/c 4261) includes £650 to be reimbursed by LDC from monies held by them (a/c 1054).
  - (j) Seaford Head Estate building maintenance (a/c 4275) relates to roofing work at South Hill Barn.

- (k) Seafront electricity overspend £1,325 (a/c 4055) has been recharged to the Kiosk licensee (a/c 1057) £1,262 the small difference is being investigated.
- (l) Beach Huts building maintenance (a/c 4275) relates mainly to replacing door locks.
- (m) The Old Town Hall building maintenance cost £120 (a/c 4275) relates to emergency roof repairs to the adjoining toilets, this will be subject to an insurance claim.
- (n) Allotments projects expenditure (a/c 4274) £1,580 relates to tree work. A contribution has been received from the allotment society (included in a/c 1054).
- (o) Young Personality (Young Mayors Awards) a grant of £1,100 was received from the Keith Baker Trust to cover organisation costs for the Young Mayors Awards project.

## 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. As it is not intended that I attend the meeting please contact me should you have any questions concerning this report.

Corporate Services Manager



Town Clerk



Account Number	2011/12 Original Budget	2011/12 Actual to 31/03/2012	2011/12 Projected Outturn	2011/12 Remaining Balance
<b>SUMMARY</b>				
<b>Net Expenditure</b>				
Salts Recreation Ground	82,456	87,728	94,354	6,626
The Crouch Recreation Ground	57,016	54,367	55,553	1,186
Martello Fields	8,059	2,589	5,200	2,611
Other Open Spaces	26,865	19,861	23,851	3,990
Crypt	10,478	43,242	46,511	3,269
Martello Tower	2,105	1,961	1,961	0
Seaford Head Estate	-13,191	-12,591	-12,780	-189
Seafront	-24,013	-19,036	-2,598	16,438
Beach Huts	-20,637	-19,856	-20,335	-479
Old Town Hall	-1,246	-1,180	-1,300	-120
Allotments	0	533	610	77
Other Recreation	10,000	10,000	10,000	0
CCTV	11,283	11,412	11,653	241
Community Service Other	8,285	9,275	11,223	1,948
Community Services Major Project Pool	0	0	0	0
Community Services Building Maint Pool	0	0	0	0
<b>Total Net Expenditure</b>	<b>157,460</b>	<b>188,305</b>	<b>223,903</b>	<b>35,598</b>
<b>Total Committee Expenditure</b>	<b>261,240</b>	<b>315,377</b>	<b>334,776</b>	<b>19,399</b>
<b>Total Committee Income</b>	<b>103,780</b>	<b>127,072</b>	<b>110,873</b>	<b>-16,199</b>
<b>Total Net Expenditure</b>	<b>157,460</b>	<b>188,305</b>	<b>223,903</b>	<b>35,598</b>

Account Number		2011/12 Original Budget	2011/12 Actual to 31/03/2012	2011/12 Projected Outturn	2011/12 Remaining Balance
<b>Salts Recreation Ground</b>					
Cost Centre 105					
4051	Rates	534	541	541	0
4052	Water & Sewerage	2,987	2,982	2,987	5
4055	Electricity	175	485	266	-219
4115	Insurance	1,285	2,322	2,322	0
4199	Other Expenditure	0	0	0	0
4201	Cleaning	0	1,750	1,750	0
4250	Public Seating	0	687	70	-617
4251	Dog Bin Emptying	1,826	657	657	0
4252	Litter & Dog Bin Pch & Maintenance	750	1,083	750	-333
4260	Grounds Maintenance Contract	85,053	85,600	85,600	0
4261	Grounds Maintenance Non Contract	4,000	2,808	4,000	1,192
4274	Projects Expenditure	0	12,868	11,476	-1,392
4275	Building Maintenance	0	1,611	570	-1,041
<b>Salts Recreation Ground Expenditure</b>		<b>96,610</b>	<b>113,394</b>	<b>110,989</b>	<b>-2,405</b>
1050	Income Rent	972	937	972	35
1051	Income Insurance Recharge	229	1,193	1,193	0
1052	Income Projects	0	8,364	0	-8,364
1053	Income Grants	0	0	0	0
1054	Income Other	0	678	0	-678
1055	Income Seating	0	659	659	0
1057	Income Electricity recharge	0	127	0	-127
1058	Income Water Recharge	1,953	1,850	1,953	103
1066	Concession Income	11,000	11,858	11,858	0
<b>Salts Recreation Ground Income</b>		<b>14,154</b>	<b>25,666</b>	<b>16,635</b>	<b>-9,031</b>
<b>Net Expenditure over Income</b>		<b>82,456</b>	<b>87,728</b>	<b>94,354</b>	<b>6,626</b>
<b>Crouch Recreation Ground</b>					
Cost Centre 106					
4052	Water & Sewerage	1,200	2,297	2,316	19
4055	Electricity	268	342	270	-72
4115	Insurance	541	1,768	1,768	0
4199	Other Expenditure	0	900	0	-900
4250	Public Seating	0	577	0	-577
4251	Dog Bin Emptying	1,142	569	569	0
4252	Litter & Dog Bin Pch & Maintenance	250	429	250	-179
4260	Grounds Maintenance Contract	54,456	46,181	46,182	1
4261	Grounds Maintenance Non Contract	2,000	1,413	2,000	587
4270	Vehicles & Equipment Maint.	0	0	0	0
4274	Projects Expenditure	0	4,557	5,274	717
4275	Building Maintenance	0	235	175	-60
<b>Crouch Recreation Ground Expenditure</b>		<b>59,857</b>	<b>59,268</b>	<b>58,804</b>	<b>-464</b>
1050	Income Rent	2,225	2,288	2,225	-63
1051	Income Insurance Recharge	482	792	792	0
1052	Income Projects	0	0	0	0
1054	Income Other	0	1,081	100	-981
1055	Income Seating	0	569	0	-569
1057	Income Electricity Recharge	134	171	134	-37
<b>Crouch Recreation Ground Income</b>		<b>2,841</b>	<b>4,901</b>	<b>3,251</b>	<b>-1,650</b>
<b>Net Expenditure over Income</b>		<b>57,016</b>	<b>54,367</b>	<b>55,553</b>	<b>1,186</b>

Account Number		2011/12 Original Budget	2011/12 Actual to 31/03/2012	2011/12 Projected Outturn	2011/12 Remaining Balance
<b><u>Martello Fields</u></b>					
Cost Centre 107					
4251	Dog Bin Emptying	912	456	456	0
4260	Grounds Maintenance Contract	5,497	5,541	5,541	0
4261	Grounds Maintenance Non Contract	3,650	1,317	3,650	2,333
4274	Projects Expenditure	0	0	0	0
<b>Martello Fields Expenditure</b>		<b>10,059</b>	<b>7,314</b>	<b>9,647</b>	<b>2,333</b>
1050	Income Rent	2,000	4,725	4,447	-278
1054	Other Income	0	0	0	0
<b>Martello Fields Income</b>		<b>2,000</b>	<b>4,725</b>	<b>4,447</b>	<b>-278</b>
<b>Net Expenditure over Income</b>		<b>8,059</b>	<b>2,589</b>	<b>5,200</b>	<b>2,611</b>
<b><u>Other Open Spaces</u></b>					
Cost Centre 108					
4051	Rates	554	563	563	0
4052	Water & Sewerage	103	119	122	3
4115	Insurance	109	0	0	0
4199	Other Expenditure	0	0	0	0
4250	Public Seating	0	510	510	0
4251	Dog Bin Emptying	3,194	-185	-185	0
4252	Litter & Dog Bin Pch & Maintenance	1,000	242	1,000	758
4260	Grounds Maintenance Contract	23,280	19,870	21,966	2,096
4261	Grounds Maintenance Non Contract	1,500	1,377	1,500	123
4273	Bus Shelters Maint & Cleaning	0	0	0	0
4274	Projects	0	240	1,250	1,010
4275	Building Maintenance	0	0	0	0
<b>Other Open Spaces Expenditure</b>		<b>29,740</b>	<b>22,736</b>	<b>26,726</b>	<b>3,990</b>
1050	Income Rent	0	0	0	0
1052	Income Projects	0	0	0	0
1054	Income Other	0	0	0	0
1055	Income Seating	0	0	0	0
1066	Concession Income	2,875	2,875	2,875	0
<b>Other Open Spaces Income</b>		<b>2,875</b>	<b>2,875</b>	<b>2,875</b>	<b>0</b>
<b>Net Expenditure over Income</b>		<b>26,865</b>	<b>19,861</b>	<b>23,851</b>	<b>3,990</b>
<b><u>Crypt</u></b>					
Cost Centre 113					
4051	Rates	4,773	5,023	5,023	0
4052	Water & Sewerage	1,000	78	500	422
4055	Electricity	1,900	1,118	550	-568
4056	Gas	750	2,144	1,850	-294
4100	Telecommunications		310	350	40
4105	Postage	80	12	80	68
4106	Stationery	400	211	400	189
4110	Advertising & Publicity	1,000	563	1,000	437
4115	Insurance	1,100	1,100	1,100	0
4155	Professional Fees	2,300	0	300	300
4199	Other Expenditure		0	0	0
4201	Cleaning		9	50	41
4270	Vehicle & Equipment Maintenance		0	0	0
4274	Projects Expenditure		35,052	38,071	3,019
4275	Building Maintenance	1,000	414	250	-164
<b>Crypt Expenditure</b>		<b>14,303</b>	<b>46,034</b>	<b>49,524</b>	<b>3,490</b>
1050	Income Rent	3,825	2,792	3,013	221
1054	Income Other	0	0	0	0
1067	LDC Contribution	0	0	0	0
<b>Crypt Income</b>		<b>3,825</b>	<b>2,792</b>	<b>3,013</b>	<b>221</b>
<b>Net Expenditure over Income</b>		<b>10,478</b>	<b>43,242</b>	<b>46,511</b>	<b>3,269</b>



Account Number		2011/12 Original Budget	2011/12 Actual to 31/03/2012	2011/12 Projected Outturn	2011/12 Remaining Balance
<b><u>Martello Tower</u></b>					
Cost Centre 115					
4115	Insurance	2,105	1,961	1,961	0
<b>Martello Tower Expenditure</b>		<b>2,105</b>	<b>1,961</b>	<b>1,961</b>	<b>0</b>
1050	Income Rent	0	0	0	0
<b>Martello Tower Income</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Net Expenditure over Income</b>		<b>2,105</b>	<b>1,961</b>	<b>1,961</b>	<b>0</b>
<b><u>Seaford Head Estate</u></b>					
Cost Centre 116					
4115	Insurance	335	1,098	1,098	0
4199	Other Expenditure	0	0	0	0
4251	Dog Bin Emptying	912	456	456	0
4252	Litter & Dog Bin Pch & Maintenance	250	0	250	250
4261	Grounds Maintenance Non Contract	0	844	104	-740
4274	Projects Expenditure	0	0	0	0
4275	Buildings Maintenance	0	349	0	-349
<b>Seaford Head Estate Expenditure</b>		<b>1,497</b>	<b>2,747</b>	<b>1,908</b>	<b>-839</b>
1050	Income Rent	3,750	3,750	3,750	0
1053	Income Grants	7,638	7,638	7,638	0
1054	Income Other	0	650	0	-650
1066	Income Concession	3,300	3,300	3,300	0
<b>Seaford Head Estate Income</b>		<b>14,688</b>	<b>15,338</b>	<b>14,688</b>	<b>-650</b>
<b>Net Expenditure over Income</b>		<b>-13,191</b>	<b>-12,591</b>	<b>-12,780</b>	<b>-189</b>
<b><u>Seafront</u></b>					
Cost Centre 117					
4052	Water & Sewerage	155	113	155	42
4055	Electricity	1,890	2,625	1,300	-1,325
4115	Insurance	57	488	488	0
4201	Cleaning	150	23	150	127
4250	Public Seating	0	300	125	-175
4251	Dog Bin Emptying	4,335	1,152	1,152	0
4252	Litter & Dog Bin Pch & Maintenance	1,000	1,028	1,000	-28
4253	Shelters	1,800	1,440	1,800	360
4261	Grounds Maintenance Non Contract	2,500	2,374	2,500	126
4274	Projects Expenditure	0	7,408	24,000	16,592
4275	Building Maintenance	0	3,340	2,840	-500
<b>Seafront Expenditure</b>		<b>11,887</b>	<b>20,291</b>	<b>35,510</b>	<b>15,219</b>
1054	Income Other	0	2,715	2,715	0
1055	Income Seating	0	83	83	0
1057	Income Electricity Recharge	1,890	2,562	1,300	-1,262
1058	Income Water Recharge	60	17	60	43
1066	Concession Income	33,950	33,950	33,950	0
<b>Seafront Income</b>		<b>35,900</b>	<b>39,327</b>	<b>38,108</b>	<b>-1,219</b>
<b>Net Expenditure over Income</b>		<b>-24,013</b>	<b>-19,036</b>	<b>-2,598</b>	<b>16,438</b>

Account Number		2011/12 Original Budget	2011/12 Actual to 31/03/2012	2011/12 Projected Outturn	2011/12 Remaining Balance
<b><u>Beach Huts</u></b>					
Cost Centre 118					
4051	Rates	1,740	1,593	1,593	0
4115	Insurance	443	887	887	0
4199	Other Expenditure	0	0	0	0
4275	Building Maintenance	0	730	130	-600
<b>Beach Huts Expenditure</b>		<b>2,183</b>	<b>3,210</b>	<b>2,610</b>	<b>-600</b>
1054	Income Other	0	221	125	-96
1060	Beach Hut Site Licence	13,238	13,238	13,238	0
1061	Beach Hut Annual Rental	9,582	9,607	9,582	-25
<b>Beach Huts Income</b>		<b>22,820</b>	<b>23,066</b>	<b>22,945</b>	<b>-121</b>
<b><u>Net Expenditure over Income</u></b>		<b>-20,637</b>	<b>-19,856</b>	<b>-20,335</b>	<b>-479</b>
<b><u>Old Town Hall</u></b>					
Cost Centre 119					
4115	Insurance	234	169	169	0
4275	Building Maintenance	0	120	0	-120
<b>Old Town Hall Expenditure</b>		<b>234</b>	<b>289</b>	<b>169</b>	<b>-120</b>
1050	Income Rent	1,275	1,275	1,275	0
1051	Income Insurance Recharge	205	194	194	0
<b>Old Town Hall Income</b>		<b>1,480</b>	<b>1,469</b>	<b>1,469</b>	<b>0</b>
<b><u>Net Expenditure over Income</u></b>		<b>-1,246</b>	<b>-1,180</b>	<b>-1,300</b>	<b>-120</b>
<b><u>Allotments</u></b>					
Cost Centre 125					
4199	Other Expenditure	967	941	967	26
4260	Grounds Maintenance Contract	0	1,340	1,340	0
4261	Grounds Maintenance Non Contract	730	0	0	0
4272	Equipment Purchase	0	438	438	0
4274	Projects	0	1,580	0	-1,580
<b>Allotments Expenditure</b>		<b>1,697</b>	<b>4,299</b>	<b>2,745</b>	<b>-1,554</b>
1050	Income Rent	730	807	730	-77
1054	Income Other	967	2,959	1,405	-1,554
<b>Allotments Income</b>		<b>1,697</b>	<b>3,766</b>	<b>2,135</b>	<b>-1,631</b>
<b><u>Net Expenditure over Income</u></b>		<b>0</b>	<b>533</b>	<b>610</b>	<b>77</b>

Account Number		2011/12 Original Budget	2011/12 Actual to 31/03/2012	2011/12 Projected Outturn	2011/12 Remaining Balance
<b><u>Other Recreation</u></b>					
Cost Centre 130					
4410	Swimming Pool	10,000	10,000	10,000	0
<b>Other Recreation Expenditure</b>		<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>0</b>
<b>Other Recreation Income</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Net Expenditure over income</b>		<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>0</b>
<b><u>CCTV</u></b>					
Cost Centre 134					
4055	Electricity	1,320	1,799	1,798	-1
4115	Insurance	865	757	757	0
4276	CCTV	9,098	8,856	9,098	242
4270	Vehicle & Equipment Maintenance				
<b>CCTV Expenditure</b>		<b>11,283</b>	<b>11,412</b>	<b>11,653</b>	<b>241</b>
<b>CCTV Income</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Net Expenditure over income</b>		<b>11,283</b>	<b>11,412</b>	<b>11,653</b>	<b>241</b>
<b><u>Community Service Other</u></b>					
Cost Centre 135					
4115	Insurance	0	117	117	0
4187	Young Personality	0	1,100	121	-979
4195	Community Service Events Expenditure	0	552	707	155
4262	Tree Warden Expenses				0
4273	Christmas Lights	9,785	8,496	9,785	1,289
4274	Projects Expenditure	0	2,157	1,800	-357
<b>Community Service Other Expenditure</b>		<b>9,785</b>	<b>12,422</b>	<b>12,530</b>	<b>108</b>
1052	Income Projects	0	0	0	0
1064	Income Young Personality	0	1,100	0	-1,100
1065	Income Xmas Lights	1,500	450	600	150
1070	Income Community Service Events	0	707	707	0
1075	Christmas Event	0	890	0	-890
1100	Income Advertising	0	0	0	0
<b>Community Service Other Income</b>		<b>1,500</b>	<b>3,147</b>	<b>1,307</b>	<b>-1,840</b>
<b>Net Expenditure over income</b>		<b>8,285</b>	<b>9,275</b>	<b>11,223</b>	<b>1,948</b>
<b><u>Community Services Major Project Pool</u></b>					
Cost Centre 140					
4274	Project Expenditure				
Projects Pool Expenditure		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><u>Community Services Building Maint Pool</u></b>					
Cost Centre 145					
4275	Building Maintenance				
Building Maintenance Pool Expenditure		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

	Actual Spend	Project Income	Net Project Spend	Net Project Spend Outturn	Balance to Carry Forward
Salts	12,868	8,364	4,504	11,476	6,972
Crouch	4,557	0	4,557	5,247	690
Other Open Spaces	240	0	240	1,250	1,010
Seafront	7,408	0	7,408	24,000	16,592
Allotments	1,580	1,580	0	0	0
Community Services (Payback Costs)	2,157	0	2,157	1,800	-357
	<u>28,810</u>	<u>9,944</u>	<u>18,866</u>	<u>43,773</u>	<u>24,907</u>
Non Contract Grounds maintenance carry forward					4,271
Total requested Carry Forward					<u>29,178</u>

Excludes the Crypt which is funded by the LDC Contribution

**Salts** - carry forward relates to work proposed for the Changing Rooms. By combining this expenditure with the budgeted work for 2012-13 will help make the work more cost effective. Work includes recladding, replacing windows, external decoration plumbing work and replacement of sanitary ware if possible.

**Crouch & Other Open Spaces** - carry forward relates to tree work and will be used to contribute towards a tree condition survey.

**Seafront** - carry forward relates to the Seafront bin project currently awaiting LDC approval, also additional planned work on the Martello toilets to combine with planned work in 2012-13 again making it more cost effective.

**Community Payback costs** - includes the cost of materials which will be used by payback or contractor on the Salts project.

**Non Contract Grounds Maintenance** - carry forward will be used to upgrade the Martello Field entrance and drainage work to tie in with planned work in 2012-13 budget for the parking area by the Martello Fields.

	Actual Spend	Outturn	Balance to Carry Forward
Salts	2,808	4,000	1,192
Crouch	1,413	2,000	587
Martello Fields	1,317	3,650	2,333
Other Open Spaces	1,377	1,500	123
Seaford Head Estate (net of £650 Income)	194	104	-90
Seafront	2,374	2,500	126
	<u>9,483</u>	<u>13,754</u>	<u>4,271</u>

To be included in the proposed Project expenditure carry forward.

	Actual Spend	Income	Net Spend	Bdg Maint Spend Outturn	Variance To Outturn
Salts	1,611	678	933	570	-363
Crouch	235	0	235	175	-60
Seaford Head Estate	349	0	349	0	-349
Seafront	3,340	2,590	750	250	-500
Old Town Hall (South St Toilets)	120	0	120	0	-120
Beach Huts	730	0	730	130	-600
Total Community Services	<u>6,385</u>	<u>3,268</u>	<u>3,117</u>	<u>1,125</u>	<u>-1,992</u>
Hurdis House (Excluding Dampwork)	250		250	951	701
Golf Clubhouse	1,017		1,017	1,500	483
37 Church Street	30		30		-30
	<u>7,682</u>	<u>3,268</u>	<u>4,414</u>	<u>3,576</u>	<u>-838</u>

Excludes Crypt Expenditure as it is funded from the LDC contribution



## Seaford Town Council

**Report 19/12**

<b>Agenda Item No:</b>	<b>6.</b>
<b>Committee:</b>	<b>Community Services Committee</b>
<b>Date:</b>	<b>31 May 2012.</b>
<b>Title:</b>	<b>Projects Update</b>
<b>By:</b>	<b>Ben King – Projects &amp; Facilities Manager</b>
<b>Wards Affected:</b>	<b>All Seaford Wards</b>
<b>Purpose of Report:</b>	<b>To update members on the progress made on capital improvement projects and a forecast of the approaching stages of planned works.</b>

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### Recommendations

**You are recommended:**

- 1. To consider comment on the progress of capital and related projects, as detailed in this report.**
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### 1. Information

- 1.1** A series of capital projects were budgeted and commenced in 2011/12 and have now resulted in an improvement in the visual quality of the Town Councils assets and also in relation to Health and Safety. Some projects have been put back and will commence in 2012-13.
- 1.2** Martello Parking; the area opposite the Martello Tower has now been replenished with stone and new surfacing and kerbs have been installed implementing the first stage of a longer term plan to make the area more usable by visitors and to improve pedestrian access to and from parked cars but also for visitors accessing the fields. Also related to these works, other parking areas and footpaths surrounding Martello and Splash Point are being reviewed regularly and further repairs and improvements are being considered.
- 1.3** Seafront Bins; unfortunately has been delayed whilst agreement is reached with Lewes District Council who empty the bins. However progress is being made and it is hoped that the proposal can be concluded soon; at which point a sample bin will be obtained before placing the full order.
- 1.4** Martello Toilets; improvements started in 2011 with further improvements planned to be carried out in the autumn of this year. Unfortunately due to the nature of the

work the facilities will need to be closed for significant period and cannot be carried out until after the summer.

- 1.5 Martello Tower; the outer wall facing onto the Esplanade, is planned to be repaired and redecorated very soon, with a large amount of re-rendering and crack repairs being needed.
- 1.6 Salts Changing Rooms; the next phase of this project will start soon, and the work will need to be scheduled around the use of the building to minimise disturbance. The work is mainly recladding to most parts and replacement windows to one side of the building, with internal improvements focussing on showers and sanitary ware.
- 1.7 Trees; this project includes a survey of all trees within a particular species and size range to ascertain the work necessary to protect the trees themselves and to ensure the safety of people using our open spaces. Where trees require removal, the Projects & Facilities Manager will be looking to accommodate new planting projects funded by other sources and in majority of cases undertaken by Voluntary Community Groups.
- 1.8 Investment in repairs and improvements to Footpaths is planned to continue into this financial year. These works are currently focussed on the high use areas owned by the Town Council, but in future will incorporate similar improvements in other open spaces.
- 1.9 The Base; although not included in projects budgets, The Base Management Committee has been very active and is considering a range of options for the future use of the building. The Projects & Facilities Manager will continue to support the Committee in this process.
- 1.10 Crouch Reinstatement; although not a Council project the Projects and Facilities Manager will continue to monitor the progress of reinstatement to the Mercread site temporary road; and liaise where necessary with ESCC to ensure that the work is completed to the satisfaction of the Council in accordance with the agreement.

## **2. Financial Appraisal**

The project pool budget for 2012-13 is £29,000 and a further £29,178 representing monies not spent in 2011-12 has been carried into 2012-13 subject to approval by the F&GP Committee at its next meeting.

## **3. Contact Officer**

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

Projects & Facilities Manager

