



*Seaford Town Council*

*Annual Report  
2014/2015*

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*Working Together for our Town!*

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# INTRODUCTION

## ANNUAL REPORT

Seaford Town Council has undertaken a review and reconsidered the purpose of their Annual Report. Breaking away from previous years' reports, this Annual Report provides the Council with an opportunity to set out a more detailed statement of the performance and achievements of the Council during the 2014/15 financial year. It also sets out an overview of what the Council is hoping to achieve over the coming twelve months and the performance targets and objectives that the Council will be working towards.

## SEAFORD

Once described as a 'gem on the bosom of England', Seaford has a relaxing three mile expanse of unspoiled beach as well as a vibrant town centre. Surrounded by the South Downs National Park and areas of Outstanding Natural Beauty, Seaford has a feeling of a country town with the benefit of a coastline.

With just over 11,500 properties and a population of over 27,000, Seaford is the largest town in the Lewes District.

Seaford boasts a large portfolio of open spaces and recreation/play spaces as well as a good variety of commercial properties and local traders. Amongst the seemingly endless list of groups and organisations that can be joined covering a wealth of different interests and categories, Seaford even houses two theatres, a community cinema, a swimming pool and a whole variety of sporting clubs. There really is something for everyone!

## TOWN COUNCIL

Seaford Town Council was established in May 1999 and manages many local services which are set out in more detail in this report.

There are twenty unpaid councillors representing the five wards across the town, elected to serve a four-year term. The current term ends in May 2015, with the new Councillors taking office at the Annual Meeting on Monday 18th May.

Each year, at its Annual Meeting in May, the Council elects from amongst its members a Town Mayor and Deputy Town Mayor. Some Town Councillors are also Councillors for Lewes District Council.

The council offices are in the centre of the town in a building shared with the local Police, Tourist Information Centre and Citizens Advice Bureau. The staff are always happy to assist both residents and visitors.

## LOCAL AUTHORITIES

Municipal services within Seaford are provided by three tiers of Local Government - the County Council (East Sussex), the District Council (Lewes) and the Town Council. While working closely together for the town, each authority has its own areas of responsibility and service delivery. Set out below is an overview of which authority provides each service.



Seaford Town Council

∅ The Salts	∅ Allotments
∅ The Crouch	∅ Town Furniture
∅ Martello Fields	∅ Memorial Benches
∅ Seaford Head Golf Course/Clubhouse	∅ Seaford Head Nature Reserve
∅ Arts@the Crypt	∅ CCTV
∅ Beach Huts	
∅ Ice Cream Vans	More details on STC are laid out in this report or available on our website:
∅ Seafront Kiosks	<a href="http://www.seafordtowncouncil.gov.uk">www.seafordtowncouncil.gov.uk</a>
∅ Martello Tower	
∅ Play Areas (some)	
∅ Seafront	



∅ Refuse Collections	∅ Tourist Information
∅ Waste & Recycling	∅ Planning Services
∅ Litter	∅ Economic Redevelopment
∅ Dog Fouling	∅ Car Parks
∅ Housing	
∅ Environmental Health	For more details on LDC visit their website:
∅ Business Rates	<a href="http://www.lewes.gov.uk">www.lewes.gov.uk</a>
∅ Council Tax	
∅ Opens Spaces (some)	



∅ Seaford Library	∅ Trees
∅ Highways	∅ Seafront Cycle Scheme
∅ Footpaths	∅ Trading Standards
∅ Road Conditions	
∅ Street Lighting	For more details on ESCC visit their website:
∅ Education	<a href="http://www.eastsussex.gov.uk">www.eastsussex.gov.uk</a>
∅ Children's Services	
∅ Social Services	

## TOWN COUNCIL SERVICES

It has been highlighted to the Council just how large a portfolio of open spaces and land assets it has under its ownership. A large proportion of Council staff's time is allocated to managing this asset portfolio and ensuring that these services continue to be delivered to the community.

In recent times, the Council has reviewed its position with regards to its assets and the services expected from it and is committed to looking at the most efficient way to meet these expectations and uphold its responsibilities.

### OPEN SPACES

#### The Salts Recreation Ground

The Salts Recreation Ground on the seafront is the focus of many of Seaford's sporting events. There's plenty of opportunities for exercise and fun for the family with tennis courts, football and basketball; a skate park and children's play space and it is also home of the local rugby and cricket teams.

A café is open throughout the year to provide drinks and light refreshments. The Salts is also home to the Scout Association's Hut, Seaford Lifeguards and the Base youth facility.



#### Achievements in 2014/15:

- ✓ The creation of the Salts Development Plan, which was subsequently adopted by the Council in November 2014, incorporating cumulative years of conception and aspiration for change.

The Development Plan can be downloaded from the

Council's website at: [www.seafordtowncouncil.gov.uk/The-Salts-Recreation-Ground.aspx](http://www.seafordtowncouncil.gov.uk/The-Salts-Recreation-Ground.aspx)

- ✓ Renegotiating the lease for The Base facility with The Base Management Committee; ensuring the facility will be utilised to its full potential and for the benefit of the local community.
- ✓ Negotiating to allow a local youth soccer team to use the facility enabling them to continue to operate.

#### Targets for 2015/16:

- ⊕ Implementation of a large proportion of the Development Plan; starting with further consultations with the public before addressing the children's play space. Works will then progress according to the plan and as funding allows.
- ⊕ Look at the promotion and marketing of the site to increase use of the facilities and tourism.

# TOWN COUNCIL SERVICES

## OPEN SPACES

### Martello Fields

Martello Fields are two fields just off the seafront at the far eastern end of the town by Seaford Head. These are Council owned fields and are used for a variety of outdoor events throughout the course of the year. When not being used for events, the fields are very popular with families in the summer months.

#### Achievements in 2014/15:

- ✓ Maintained and regularly inspected the fields to allow use of the facility by members of the public;
- ✓ Hosting a large number of community events such as the circus, boot fairs, Armed Forces Day and the spectacular Bonfire Night celebrations. See page 14 for details on upcoming events.



#### Targets for 2015/16:

- ⊕ Begin work on creating a development plan for the Martello Fields, incorporating the seafront.
- ⊕ Finalise additional security for the Martello and Pump House Fields to deter the entry of unauthorised encampments.

### Crouch Gardens

Crouch Gardens, known locally as The Crouch, is a peaceful, open space located in the heart of town with the shops and beach just five minutes walk away.

The Crouch houses the Crouch Bowling Club, Seaford Football Club, Mercread Youth Centre, a well-equipped children's play area, a Peace Garden and a volunteer-run community garden that grows and sells plants and organic fruits and vegetables.

#### Achievements in 2014/15:

- ✓ Maintained and regularly inspected the gardens to ensure the site can still be used by the local groups and visitors.

#### Targets for 2015/16:

- ⊕ Begin work on creating a development plan for the Crouch Gardens, working with those groups already in situ to make the best of what's on offer.



# TOWN COUNCIL SERVICES

## OPEN SPACES

### Seaford

Seaford is blessed with a beautiful seafront that sweeps around the bay. The seafront is jointly owned and maintained by Seaford Town Council, Lewes District Council and East Sussex County Council.

Seaford seafront is not commercialised and some may say this is its beauty. With the town centre less than a five minute walk away you will not feel a lack of services.

The seafront is home to an RSPB viewing point for the Kittiwakes at Splashpoint, two miles of undisturbed shingle beach, a promenade for relaxing walks or bike rides, Martello Tower which houses Seaford Museum and stretching round to Tide Mills at the far western end of the town, which are the ruins of an old milling village.

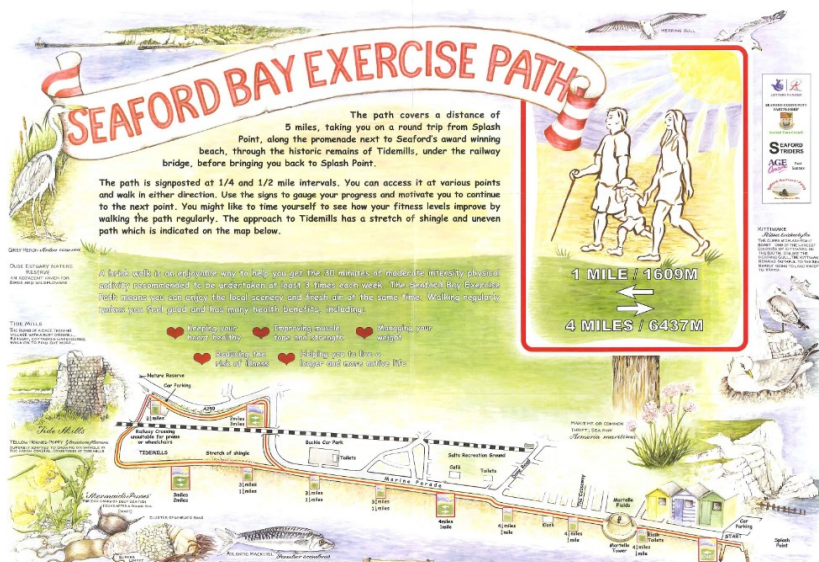
### Achievements in 2014/15:

- ✓ Installation of new refuse bins.
- ✓ Refurbishment of seafront shelters.
- ✓ Joint funding the necessary repair works to the iconic Splash Point.

### Targets for 2015/16:

- ⊕ Create development plan in conjunction with the Martello

Pictures courtesy of Kevin Gordon



For hot and cold refreshments and a variety of food, Seaford's seafront boasts:

- The Salts Café** (within The Salts)
- Frankie's Café** (top of West View)
- Martello Kiosk** (by Martello Tower)
- The Shore Break Café** (non-STC - part of Newhaven & Seaford Sailing Club)
- Concessions** (ice cream vans at Splashpoint and at the eastern end of Bönningstedt Parade)

# TOWN COUNCIL SERVICES

## OPEN SPACES

### Seaford Head Local Nature Reserve

Seaford Head Nature Reserve is jointly owned by Seaford Town Council, the National Trust and East Sussex County Council.



Seaford Head is classed as a Nature Reserve because it encompasses so many valuable conservation habitats. It stands on one side of one of the last remaining undeveloped river mouths on the South Coast, Cuckmere Estuary. It is home to many nationally rare and significant species of plant, birds and insect, providing visitors with a great conservation experience, together with peaceful walks with stunning views of the Seven Sisters Cliffs and the Cuckmere River Valley.

Seaford Head Local Nature Reserve Management Committee coordinates the maintenance and management of the site. Since June 2013, Sussex Wildlife Trust have conducted the management of the 83 hectare site for Seaford Town Council by the means of a Ranger who oversees the Reserve. To coincide with the takeover in June 2013, the Management Committee compiled and approved a 2013-2017 Management Plan for the Nature Reserve. The Management Plan can be downloaded from the Council's website.

#### Achievements in 2014/15:

- ✓ In conjunction with the National Trust and Sussex Wildlife Trust, the new leaflet for the Nature Reserve was finalised and published.
- ✓ Carried out works in line with the Management Plan through the Ranger Service and local voluntary groups, to ensure the habitat is correctly managed.
- ✓ Secured necessary HLS funding through an agreement with Natural England for the habitat management on the site.



There are voluntary groups that help to upkeep the Reserve. For further information, please contact the Sussex Wildlife Trust Ranger, Sarah Quantrill, on 01273 492630.

#### Targets for 2015/16:

- ⊕ Look at entering in to a long-term management agreement with Sussex Wildlife Trust for the site.
- ⊕ Look at ways to increase income on the Reserve through better publicising of the filming and photography opportunities.
- ⊕ Work with the Management Committee on event ideas to mark the 50th anniversary of the Reserve in 2016.



## TOWN COUNCIL SERVICES

### FACILITIES

#### Seaford Head Golf Course and Clubhouse

Seaford Head Golf Course is one of the most spectacular golf courses in the country with mesmerising views of the sea, the South Downs, Cuckmere Valley and the famous Seven Sisters Cliffs. 300ft up on Seaford Head is the 18th tee from which is a magnificent view across Seaford Bay. A dedicated team of Greenkeepers ensure the course and greens are kept in tip top condition.

Seaford Town Council have invested heavily in its iconic golf course and brought the facilities in to the 21st century with its state of the art two storey clubhouse. The clubhouse, which is open to everyone, boasts a stunning function room with a bar and full catering services which can accommodate in excess of 100 guests. Other facilities include a separate bar, a large conference room, modern changing rooms and a high quality professional shop with indoor teaching facility and golf course simulator.



#### Achievements in 2014/15:

- ✓ Finalising the build of the new clubhouse facility and opening to the public in February; with many bookings in the diary for the remainder of the year thanks to the hard work and commitment of the new Business Manager and his Front of House staff.
- ✓ Kept the Golf Course running thanks to the expertise and skills of the golf professionals and greenkeeping staff, with minimal to no disruption to the golfers despite the construction works.

#### Targets for 2015/16:

- ⊕ Continue to build on the marketing of the clubhouse as a function venue for parties, weddings, corporate events and the like, as well as an open venue for Seaford residents to visit.
- ⊕ Look at ways in which the business of the Golf Course can be increased and making better use of the land around the course.

For information on the clubhouse or making a booking, please contact Oliver Stanyard, Business Manager, on 07714 245 839 or email [oliver.stanyard@seafordtowncouncil.gov.uk](mailto:oliver.stanyard@seafordtowncouncil.gov.uk)

## TOWN COUNCIL SERVICES

### FACILITIES

#### The Base

The Base, situated within the Salts Recreation Ground, is a facility available for hire by local residents, community groups and organisations. It is largely used by local bands that require a space for rehearsals without the risk of disturbing others.



The Base is well equipped with the basics needed for a rehearsal space and is available for one-off hires or on a regular basis.

#### Achievements in 2014/15:

- ✓ Finalising the ten-year lease for The Base meaning it is now operated and managed by the Base Management Committee on behalf of the Council.

#### Targets for 2015/16:

- ⊕ Assist the Management Committee with any projects or ideas, where possible, including looking at the option of getting utilities on site.

For information on The Base or to make a booking please contact STC directly.

### Other Facilities: Headlines...

#### South Hill Barn

Located atop Seaford Head estate, South Hill Barn currently sits as a project waiting to happen with huge potential. Feasibility studies are currently being undertaken to best make use of this asset.

#### Old Town Hall

Further to the previous tenant handing in their notice a newly formed organisation has taken over running the drop-in sessions at the Old Town Hall, much to delight of the regular users of the service.

#### Beach Huts

In between Seaford Head and the Martello Tower are 60 beach huts, 12 of which are Council-owned that are leased to the public. Due to being in high demand, all 12 leased huts are currently occupied.



## TOWN COUNCIL SERVICES

### FACILITIES

#### Arts@the Crypt

Arts@theCrypt is a unique and highly desired venue for artists to show their work. The venue offers a atmospheric setting for local and national artists to exhibit their arts and crafts, being a medieval crypt with an undercroft that is believed to be the oldest secular building in Seaford.

Arts@theCrypt is owned by Seaford Town Council but managed by the Crypt Management Committee, made up entirely of local volunteers.

#### Achievements in 2014/15:

- ✓ Ensured the building was maintained to be used by Arts@theCrypt and any issues were dealt with quickly with no disruption to the service.



#### Targets for 2015/16:

- ⊕ Work with the Management Committee to help promote the venue and build up business.
- ⊕ Increase the self-management of the facility.

For information on Arts@the Crypt or to make a booking, please contact the Management Committee on 07721 205 575 or [bookings@thecryptgallery.com](mailto:bookings@thecryptgallery.com) or visit [www.thecryptgallery.com](http://www.thecryptgallery.com)



For more on the Museum visit [www.seafordmuseum.co.uk](http://www.seafordmuseum.co.uk)

#### Martello Tower

Seaford's Martello Tower is no.74 of an original 103 small defensive forts built in the 19th century across the British Empire. Martello Tower is leased out to Seaford Museum, with a deceptive 5,000 square feet of display area.

#### Achievements in 2014/15:

- ✓ Finalising a further ten-year lease with Seaford Museum to secure the future of both the museum and the tower, and enable the museum's accessibility project to get the necessary funding.

#### Targets for 2015/16:

- ⊕ Ensure the Council upholds its responsibilities as landlord of the building and is working with the Museum to make the best of the site.

## CIVIC ROLES

At every Annual Meeting the Council must elect a Mayor as the first point of business. Seaford also opts to elect a Deputy Mayor; a role which is discretionary but is felt necessary by Seaford Town Council.

### Current Mayor of Seaford

Councillor Mark Brown was elected to continue in the role of Mayor of Seaford for the 2014/15 municipal year at the Annual Meeting of the Council on 8th May 2014, having served in the office since January 2014 when he took over from Past Mayor, Councillor Anthony White.

Cllr Terry Goodman continued in the role of Deputy Mayor for this municipal year, having begun as Deputy Mayor in January 2014 when Cllr Brown first took the Mayoral office.

### Mayor's Charities

During the Mayoral term, the Mayor dedicates two charities to support whilst in Office. Mayor Brown has chosen WAVES (Working Along Side Voluntary Enabling Services) and Seahaven Storehouse. WAVES are a charity who support families in Seaford who are encountering difficulties within their lives. Seahaven Storehouse provides basic food items to individuals and families in need within the Seahaven area. The Mayor holds these charities dear and all support is greatly appreciated.

### Young Mayor of Seaford

In 2009 Seaford became the first town in the South East of the country to elect a Young Mayor. The scheme was set up by the Council working with Seaford Head Community College and the youth of the town to get the scheme up and running.

The current Young Mayor for the 2014/15 Municipal Year is Millie Hemsley, who served as Deputy Young Mayor in the previous municipal year. In July 2014 Gabrielle Edwards was elected as Deputy Young Mayor.



(L to R) Young Mayor, Millie Hemsley; Deputy Young Mayor, Gabi Edwards; Mayor of Seaford, Councillor Mark Brown.

### Charities supported by The Mayor of Seaford



[www.waveseaford.org.uk](http://www.waveseaford.org.uk) Tel:01323 873797



Tel:07921844930

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# COMMUNICATIONS

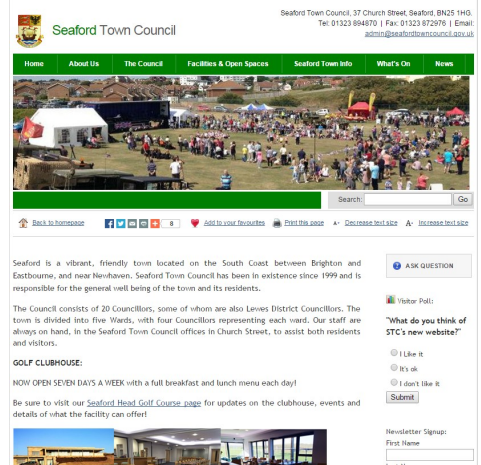
The Council is committed to building and maintaining open communication lines with the public and the residents of the town;

The **Website** contains a wealth of information and can be found at [www.seafordtowncouncil.gov.uk](http://www.seafordtowncouncil.gov.uk)

The **Facebook** page is gaining momentum, being used as a quick method for getting information, news and updates in to



the public domain at [www.facebook.com/seaford.town.council](http://www.facebook.com/seaford.town.council)



**Press Releases** are being made more frequently now and are sent to a distribution list via email, displayed on the website, Facebook page, a notice board outside the Council offices or available by email on request.

The **Twitter** page is now up and running again and linked to the Council's Facebook page to ensure our news and updates are reached as wide a spread of people as possible. Similarly, this gives the Council the opportunity to share the news of others that is relevant with a few clicks of a button.



**Newsletters** are produced quarterly and then distributed around the commercial properties in town or are available electronically from the website or by email on request.

All **Meeting Documents** i.e. agendas, reports and minutes of public meetings, are available from the Council's website or in hard copy on request to the Council.



**Direct contact with Councillors** is always invited and encouraged; see page 21 for the contact details for the Town Councillors.

## EVENTS AT A GLANCE

For more details on the events either organised by the Council or held on Council property, please visit: [www.seafordtowncouncil.gov.uk](http://www.seafordtowncouncil.gov.uk) and find the What's On page.

or for details of more events across Seaford:

[www.seafordcommunityeventscommittee.co.uk](http://www.seafordcommunityeventscommittee.co.uk)

April	May	June
<b>Sunday 12th</b> - Scouts Boot Fair MF <b>Saturday 18th</b> - Golf Clubhouse Formal Opening <b>Sunday 26th</b> - Rotary Club Boot Fair MF <b>Tuesday 28th</b> - Town Forum SHGC	<b>Saturday 2nd</b> - Mayor's May Day Charity Ball SHGC <b>Sunday 10th</b> - Scouts Boot Fair MF <b>Saturday 23rd</b> - Waifs & Strays Dog Show MF <b>Sunday 24th</b> - Rotary Club Boot Fair MF	<b>Sunday 7th</b> - Scouts Boot Fair MF <b>Sunday 14th</b> - Rotary Boot Fair MF <b>Sunday 14th</b> - Sussex Day Celebrations MT <b>Saturday 27th</b> - Seahaven Armed Forces & Veterans Day MF
July	August	September
<b>Sunday 12th</b> - Rotary Club Boot Fair MF <b>Sunday 19th</b> - Family Fun Day (STC & Wave Leisure) DLC	<b>Sunday 2nd</b> - Scouts Boot Fair MF <b>Sunday 9th</b> - Rotary Club Boot Fair MF <b>Sunday 16th</b> - Cuthbert Bromley Memorial Service (STC, LDC & ESCC) WM <b>Saturday 22nd</b> - Waifs & Strays Dog Show MF <b>Sunday 23rd</b> - Motor Fest (Seaford Community Events Committee) MF <b>Monday 31st</b> - Donkey Derby (Lions Club) MF	<b>Sunday 6th</b> - Rotary Club Boot Fair MF <b>Sunday 13th</b> - Scouts Boot Fair MF
		
		
October	November	December
<b>Sunday 4th</b> - Rotary Club Boot Fair MF <b>Sunday 11th</b> - Scouts Boot Fair MF <b>Saturday 17th</b> - Seaford Bonfire Night (Seaford Bonfire Society) MF	<b>Sunday 8th</b> - Remembrance Sunday (Royal British Legion) WM <b>Tuesday 10th</b> - Remembrance Day Service (Royal British Legion) SC	<b>Saturday 5th</b> - Seaford Christmas Magic (STC & Seaford Chamber of Commerce)

MF Martello Fields

WM Sutton Park Road War Memorial

SHGC Seaford Head Golf Clubhouse

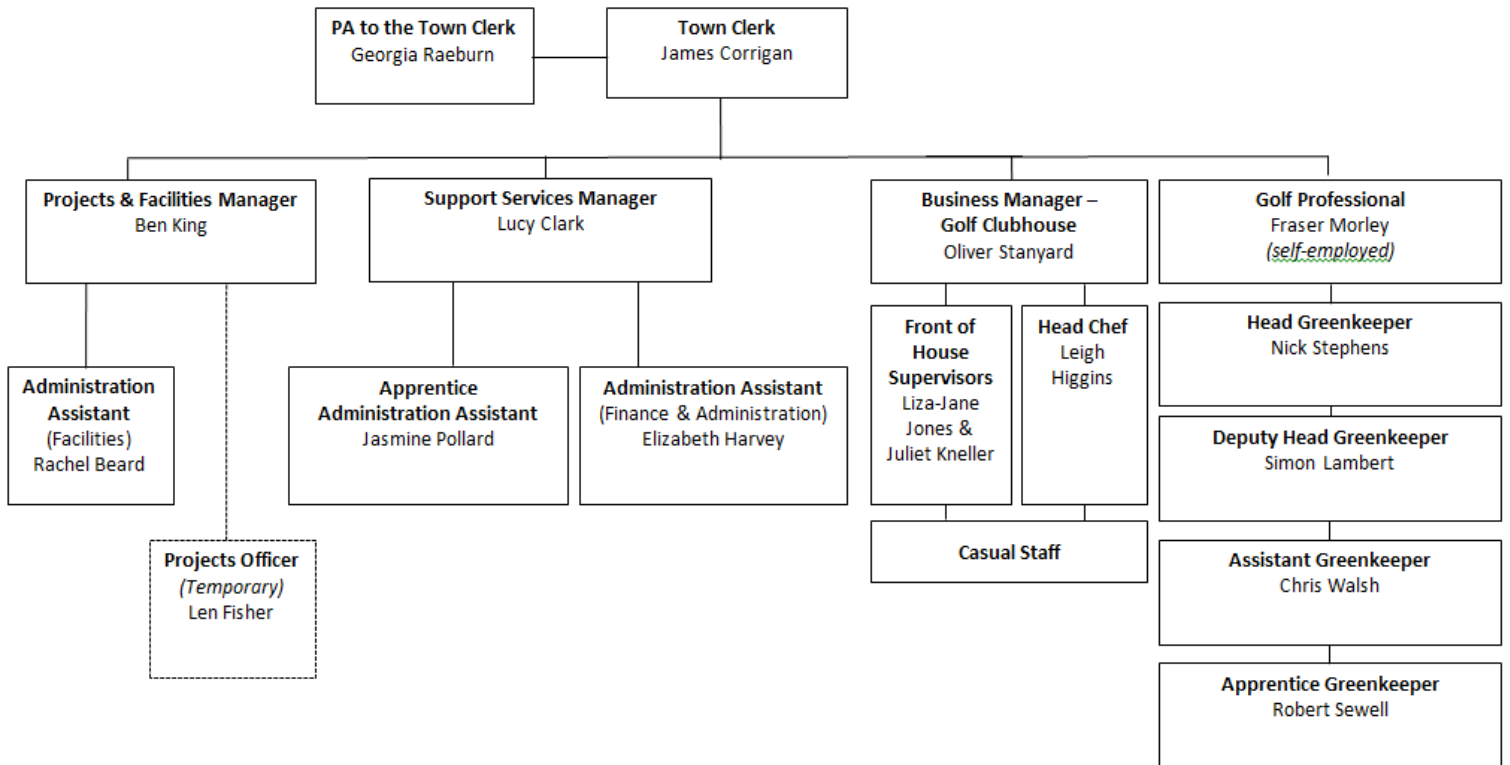
DLC Downs Leisure Centre

MT Martello Tower

SC Seaford Cemetery

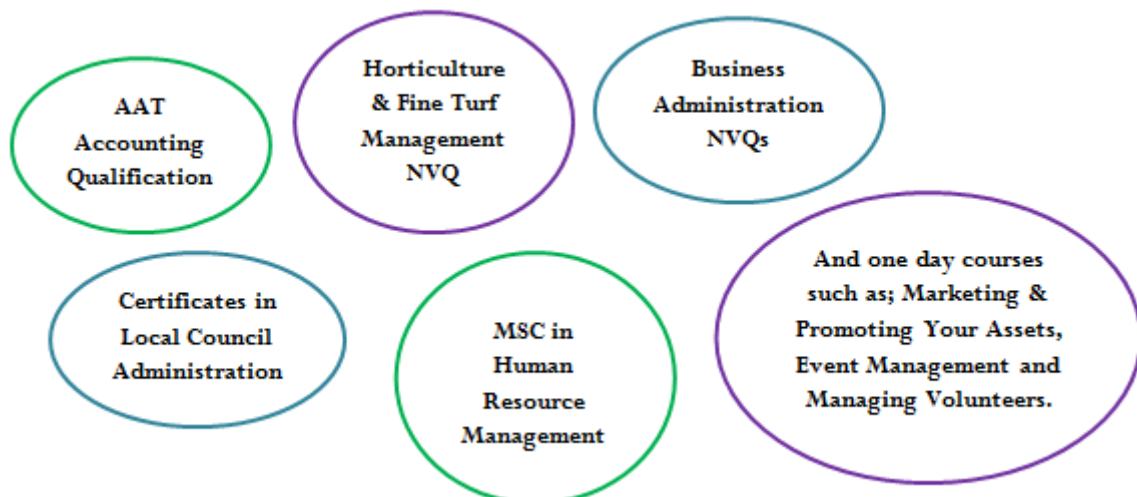
## STAFF DETAILS

Below is a generic staff structure, showing the reporting lines and basic details of the posts:



### Training:

The Council is committed to developing and nurturing its staff, which in turn improves the services to Seaford. One way of which is through providing training and opportunities for growth. At present staff are undertaking a variety of training including:



## FINANCES

### Your Council Tax Explained 2014/15

In 2014/15 Seaford Town Council's element of the Council Tax collected by Lewes District Council was **£56.64 per Band D property**; notably lower than our neighbouring towns (Newhaven, £102.29; Peacehaven, £85.28 and Telscombe, £92.40).

Seaford Town Council was pleased to be able to announce a **0% increase** on its element of Council Tax for the coming 2015/16 Financial Year.

#### How is STC's Element of Council Tax Worked Out?

Budgeted Expenditure - Income and Use of Balances - LDC Grant = Precept			
(£1,181,489)	(£623,987)	(£41,308)	(£516,194)
Precept / Seaford's Tax Base (band D properties) = Council Tax Element			
(£516,194)	(9,113 properties)		(£56.64)

The Budget for the 2014/15 Financial Year was approved and adopted by the Council at its meeting on 27th January 2014.

The Council's financial position is reviewed by the Finance & General Purposes Committee regularly throughout the year.

### Budgeted Net Expenditure 2014/15

#### What does it entail?

Each Committee is given a budget (excluding Planning & Highways) which is broken down to cover the following areas and services. The graph depicts net expenditure;

#### Finance & General Purposes:

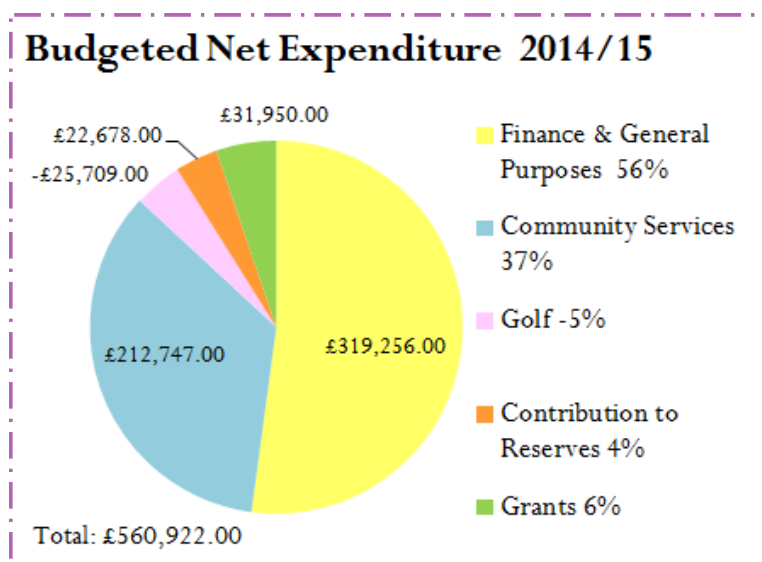
All admin costs incl. salaries ~ Civic costs ~ 37 Church Street ~ Hurdis House ~ Seaford in Bloom

#### Community Services:

The Salts ~ The Crouch ~ Martello Fields  
 Other Open Spaces ~ The Crypt  
 South Street Toilets ~ Martello Tower  
 Seaford Head Estate ~ Seaford  
 Beach Huts ~ Old Town Hall Allotments  
 Other Recreation ~ CCTV  
 Buildings Maintenance Pool ~ Project Pool  
 Planning & Highways  
 Other Community Services

#### Golf:

Golf Course ~ Golf Clubhouse





## FINANCES

### Top 10 Largest Expenditures for 2014/15 Year to Date:\*

#### 1. New Golf Clubhouse Build; £1,016,215

It was expected that this would be the highest expenditure for the Council.

#### 2. Salaries & Wages; £240,633

This figure is in line with the budget.

#### 3. Grounds Maintenance; £183,395

This figure is in line with the budget.

#### 4. Professional Fees; £92,855

This figure is unpredictably high due to unforeseen circumstances.

#### 5. Public Works Loan Board Payment; £55,222

This figure is in line with the budget.

#### 6. Clubhouse Fittings & Equipment; £42,968

There was no original budget set to allow for this expenditure; this has been rectified in the 2015/16 Budget, the spend will be less going forwards however than this initial start up cost.

#### 7. Golf Professional Retainer; £37,037

This figure is in line with the budget.

#### 8. VAT Assessment Payment; £31,381

There was no means of budgeting for this expenditure as it was impossible for foresee.

#### 9. Equipment Purchase; £30,210

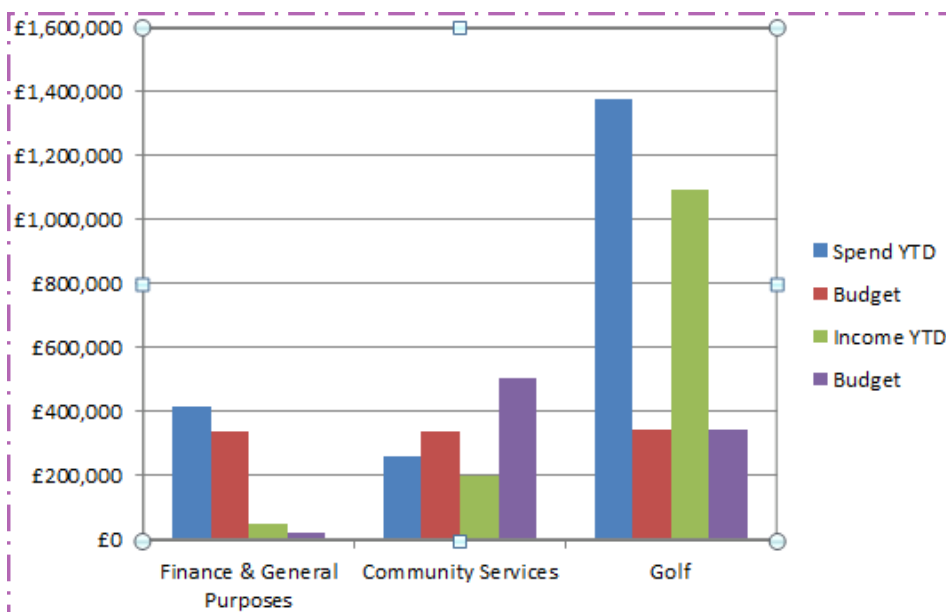
This figure is in line with the budget.

#### 10. Insurance; £24,272

This figure is in line with the budget.

\* accounts for 84% of the Council's total spend year to date.

### Performance against Budget 2014/15 Year to Date:



The Finance & General Purposes Committee closely review the Council's financial position and performance against budget at each of its meetings, on a bi-monthly basis.

Each budgetary overspend is reviewed by a manager when authorised and its necessity and reason considered.

For a full commentary on performance against budget please refer to the F&GP Committee's agendas and minutes of meetings on the Council's website.

The total 2014/15 years performance will be reviewed by F&GP at its meeting in July.

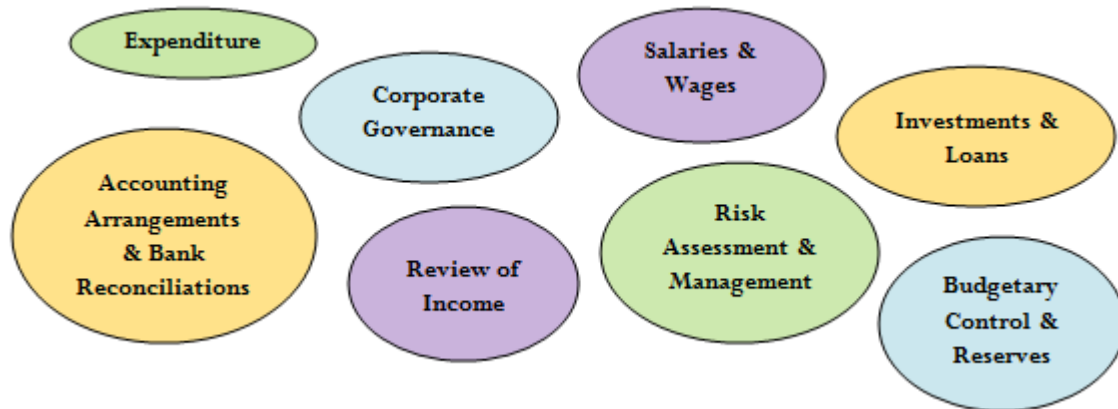
	F&GP	Comm. Services	Golf
<b>Spend YTD</b>	£415,380	£257,434	£1,374,515
<b>Budget</b>	£338,705	£335,212	£345,758
<b>%</b>	122	77	395
<b>Income YTD</b>	£46,559	£197,953	£1,093,897
<b>Budget</b>	£19,449	£504,347	£346,040
<b>%</b>	240	39	316

# FINANCES

## INTERNAL AUDIT

### What does it entail?

When conducting an internal audit, the appointed auditor will be reviewing the following areas to ensure that the Council are operating within the legal requirements of each area and acting effectively.



The auditor submits a report after each visit and a final audit report at year end; these reports will include the auditors findings, conclusions and any recommendations for improvements. Each audit report is presented to the Council's Finance & General Purposes Committee, being included with the public agenda for that meeting.

### Update on Internal Audits 2014/15...

The Council recently welcomed Mulberry & Co. to the offices to carry out the first stage of this years internal audit for the period 1 April 2014 to 31 March 2015. Mulberry & Co. has not audited the Council before and while not testing all transactions, were able to carry out sample tests to cover the entire year to date.

On the whole the financial systems and procedures described and in part demonstrated to the auditor whilst on site were reported as effective and fit for purpose. Sample testing identified no errors or misstatements.

The auditor was able to audit and take sample tests across eight areas; with two being reported as satisfactory and 11 recommendations being put forward from the other seven areas. Overall the auditor has reported that the internal controls can be relied upon and the risk in the system is low. A key action to be taken is a review of the Council Financial Regulations; a revised document will be presented to the Council for adoption on 9 April.

The auditor was happy with the clearly evident hierarchical structure however felt at times that clearer documentation and a more robust audit trail is needed. The auditor was satisfied that the Council has a good system of risk assessment and documentation in place.

The full interim audit report will be taken to the Finance & General Purposes Committee at its next meeting on 16 April. The auditor is planning his second visit later in April once Year End has been processed. After which the final audit report for 2014/15 will be submitted.

## FINANCES

### Grants 2014/15

Seaford Town Council is committed to helping maintain and develop the services and support being offered to the residents of Seaford by the local organisations and community groups.

Each year the Council invite applications to be submitted for financial grants made available to these local organisations and community groups, providing they meet certain criteria and can prove they are having a positive impact in the local area and its residents.

Some of the grants are in the form of free or reduced rental use of Town Council facilities and assets, the majority however are in the form of monetary donations.

All requests for grants are considered by the Finance & General Purposes Committee.

Listed to the right are the organisations that received monetary donations from the 2014/15 Grants Pool.

6th Seaford Scout Group	£ 500.00
ABC Fund	£ 50.00
Bishopstone Parish Hall Management Committee	£ 100.00
Cuckmere Community Bus Ltd	£ 500.00
Dial-a-Ride (CTLA)	£ 4,428.00
Down Syndrome Development Trust & Cradle Hill School	£ 200.00
East Blatchington Pond Conservation	£125.00
Homestart	£ 100.00
Inner Lights	£ 100.00
Lewes & Seaford Citizen's Advice	£ 5,086.00
Mercread Youth Centre	£ 250.00
National Coastwatch Institution (Newhaven)	£ 300.00
Seaford Bonfire Society	£ 1,000.00
Seaford Community Partnership	£ 500.00
Seaford Lifeguards	£ 1,500.00
Seaford Live	£ 100.00
Seaford Museum & Heritage Society	£ 400.00
Seaford Musical Theatre & SMTJ	£ 500.00
Seaford Music Society	£ 50.00
Seaford Netball Club	£ 100.00
Seaford Parochial Church	£ 100.00
Seaford Rugby Football Club	£ 1,500.00
Seaford Senior's Forum	£ 250.00
Seaford Silver Band	£ 350.00
Seaford Stroke & Caring Club Charity Trust	£ 100.00
Seaford Town Football Club	£ 1,000.00
Seaford Twinning Association	£ 200.00
Seaford Youth Forum	£ 2,000.00
Seahaven Scoutex	£ 50.00
Squadron Air Cadets 1218 (Newhaven)	£ 100.00
St James' Trust (Seaford)	£ 500.00
Vanguard Explorer Scout Unit	£ 150.00
Waves Seaford Ltd	£ 400.00
Willet Charitable Trust	£ 50.00
Zap Art	£ 250.00
<b>Total</b>	<b>£22,889.00</b>

# COUNCILLOR ROLES & RESPONSIBILITIES

## The Council as a Corporate Body

A Council is a body corporate, which means that the decisions it takes are the responsibility of the Council as a whole. It is composed of a Mayor and Councillors. It is an elected body and is a legal entity separate from that of its members.

A Council may approve delegation of its powers to Committees, the Clerk, employees or another council. A Council legally must approve its accounts on an annual return, arrange internal audits and decide on Precept; this cannot be delegated to a Committee or Officer.

A Council is legally required to appoint a suitably qualified officer responsible for the proper administration of its affairs (a section 151 Officer) and an officer who is responsible for its financial affairs. At Seaford Town Council these responsibilities are within the role of Town Clerk.

A Council must vote on decisions by show of hands. There is no such thing as a secret ballot. If a recorded vote is requested this will be in the minutes of the meeting. A Councillor may abstain from any vote.

## Councillors as Individuals

- ∂ Councillors as individuals have no powers and cannot act individually;
- ∂ Councillors must declare in writing to abide by the Council's Code of Conduct and must sign a Declaration of Acceptance of Office after being elected to their term of office, a usual term is four years;
- ∂ Councillors must attend meetings of the Council or of its Committees, of which they are a member;
- ∂ And above all, Councillors should interact with the public to ensure the Council is serving the residents of its town to the best of its abilities and that the residents voices are heard;
- ∂ Councillors are volunteers and are not paid.

## The Mayor

- ∂ The Mayor is elected at each Annual Meeting as the first order of business and must be a member of the Council, and must sign his declaration of office at this meeting;
- ∂ The Mayor will preside at meetings at which he is present and must be obeyed. They are responsible for conducting the meeting and ensuring decisions and actions are clear for the Clerk to act upon;
- ∂ The Mayor has no individual powers other than the authority to exercise a casting vote and the right to convene a special meeting of the Council;
- ∂ The Mayor has an allowance to help meet office expenses;
- ∂ The Mayor is the proper person to represent the town on ceremonial occasions elsewhere.

## SEAFORD TOWN COUNCIL Directory of Councillors

### SEAFORD CENTRAL



**Mark Brown (C)**  
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### SEAFORD EAST



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### SEAFORD NORTH



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### SEAFORD SOUTH

### SEAFORD SOUTH



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### SEAFORD WEST



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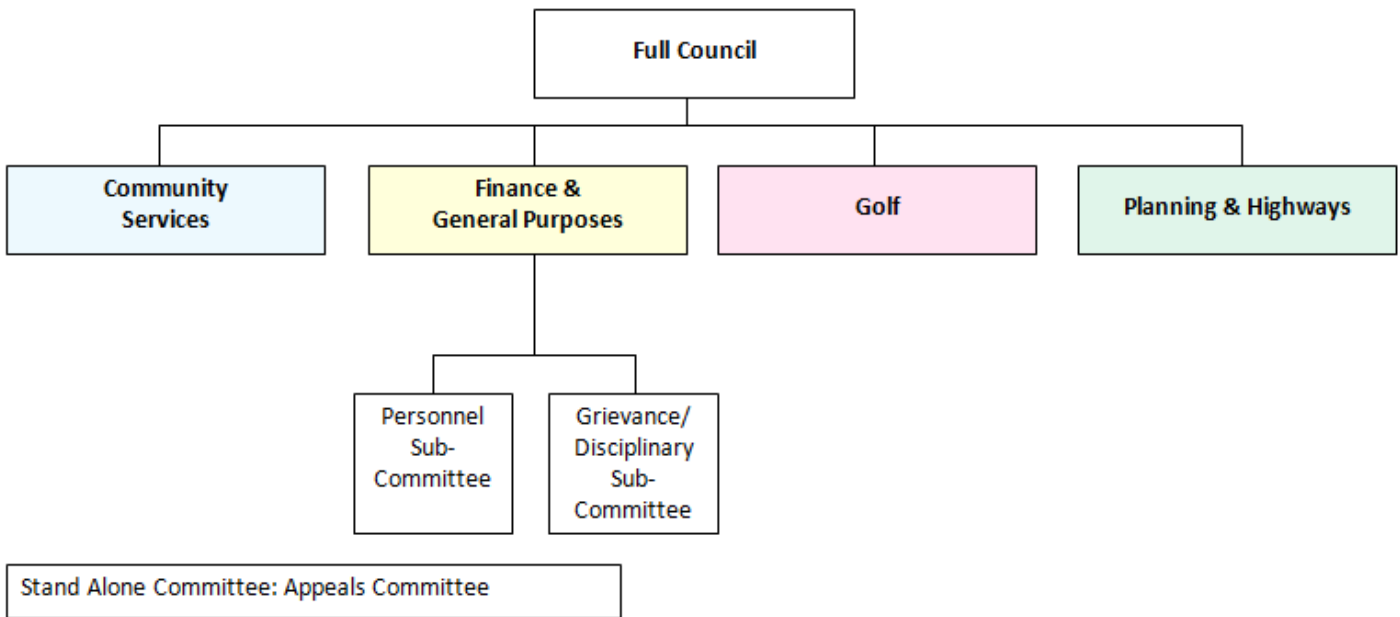
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## COMMITTEE STRUCTURE

The Council's structure is set out as follows with all Committee's and Sub-Committee's reporting back to the Council, with the exception of the Appeals Committee which is a stand alone entity:



The Council sets the terms of reference and delegated powers for each of its Committees, usually taking place at its Annual Meeting, currently as follows:

### Finance & General Purposes

All matters relating to finance, unless specifically reserved by Council.  
 Review of budget position.  
 Grants and donations.  
 All matters relating to personnel.  
 Training of Councillors & staff.  
 General day-to-day administration.  
 Civic & ceremonial activities.  
 Electoral matters.  
 37 Church Street.  
 Hurdis House.

### Planning & Highways

Planning applications.  
 Tree works applications.  
 Highways & traffic matters.  
 Bus shelters.  
 Street lighting.  
 Street naming.  
 Local and regional plans and planning policy.

### Community Services Committee

Salts Recreation Ground.  
 Crouch Gardens & Recreation Ground.  
 Martello Fields.  
 Martello Tower.  
 Allotments.  
 Seafont & Beach (including beach huts).  
 Seaford Head Estate (excluding Seaford Head Golf Course).  
 Crypt & 23 Church Street.  
 Old Town Hall.  
 Public toilets.  
 CCTV.  
 Other open spaces.  
 Seating, dog & litter bins.  
 Events.  
 Community support  
 Tree wardens

### Golf

Seaford Head Golf Course.

### Personnel Sub-Committee

Consider staffing matters.

### Grievance/Disciplinary Sub-Committee

Consider Staff grievances.  
 Deal with disciplinary matters.

### Appeals Committee

Consider disciplinary or grievance appeals and deal with them to their conclusion, whatever that may be.

## OUTSIDE BODIES REPRESENTATIVES

Seaford Town Council is committed to work with and help support local community organisations and groups. As a Council it is vital to maintain relationships with the organisations and groups within the town and work together to improve the town and enrich the experience for its residents and visitors alike.

The Council appoints representatives to each of the outside bodies and liaison committees at its Annual Meeting. Any local group or organisation may invite a Council representative to join them; requests of this nature should initially be put in writing to the Town Clerk.

Outside Bodies	Representative	Liaison Committees	Representative
Access in Seaford & Newhaven	Cllr R Needham	Arts@the Crypt Management Committee	Cllr A Latham Cllr S McStravick Cllr B Warren
<u>Bishopstone United Charities</u>	Cllr B Groves Cllr I White	Christmas Lights Committee	Cllr G Cork Cllr T Goodman Cllr A <u>Hayder</u> Cllr I White
Citizen's Advice Bureau	Cllr M Brown	Environment Agency Meetings	Cllr R E Allen Cllr S Dunn Cllr P Franklin Cllr I White
Coastal Futures Group	Cllr A Latham	Seaford Head Nature Reserve Management Committee	Cllr S Gauntlett Cllr L Lord
Community Rail Partnership	Cllr S Adeniji	Stakeholders Group of Health Issues	Cllr S Adeniji Cllr B Groves Cllr R Needham Cllr I White
Community Transport - Lewes Area (CTLA)	Cllr T Goodman	Strengthening Local Relationships (SLR)	Cllr R E Allen Cllr G Cork Cllr S Dunn Cllr P Franklin Cllr T Goodman Cllr B Groves
Cuckmere Community Bus	Cllr R E Allen	Tree Wardens Group	Cllr P Franklin
Cuckmere Estuary Partnership	Cllr R E Allen		
Fair Trade Group	Cllr L Wallraven		
Lewes District Association of Local Councils (LDALC)	Cllr B Burfield Cllr P Franklin		
Mercread Youth Centre	Cllr A White		
Planning User Group	Cllr R E Allen		
Seaford Chamber of Commerce <i>Impact Seaford (Sub-Committee of Chamber of Commerce)</i>	Cllr P Franklin Cllr P Franklin Cllr S Dunn		
Seaford Community Partnership	Cllr M Brown		
Seaford Head Swimming Pool	Cllr R Needham		
Seaford Residents Voice	Cllr S Dunn		
Seaford Seniors Forum	Cllr S Adeniji		
Seaford Twinning Association	Cllr S Gauntlett		
Smarter Seaford	Cllr L Lord		
St James' Trust	Cllr T Goodman		
The Base Management Committee	Cllr P Franklin		
Youth Task Group	Cllr G Cork Cllr A White		

For information on any of the above outside bodies, their work or the group itself, please contact the relevant local Councillor (councillor contact details page 21).

# MEETING TIMETABLE

## Committee Timetable 2014-2015 Summary of public meetings

Committee	Time	2014												2015	
		May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	
Community Services 37 Church Street	7pm	22nd Thursday	-	24th Thursday	-	25th Thursday	-	Budget 27th Thursday			22nd Thursday	-	19th Thursday	-	-
Planning & Highways 37 Church Street	7pm	16th Thursday	5th Thursday 26th Thursday	17th Thursday	7th Thursday 28th Thursday	18th Thursday	9th Thursday 30th Thursday	20th Thursday	11th Thursday	8th Thursday 29th Thursday	19th Thursday	12th Thursday	2nd Thursday 23rd Thursday	6th Wednesday	
Finance & General Purposes 37 Church Street	7pm		12th Thursday	-	14th Thurs		16th Thursday	-	Budget 18th Thursday		26th Thurs	-	16th Thurs	-	
Council 37 Church Street	7pm	Annual Mtg 8th Thursday	* 19th Thursday	-	21st Thursday	-	23rd Thursday	-	-	Precept 15th Thursday	-	-	9th Thursday Town Forum 28th Tuesday	Annual Mtg ** 18th Monday	
Golf Course 37 Church Street	7pm	-	3rd Tuesday	-	-	2nd Tuesday	-	-	Budget 2nd Tuesday	-	-	3rd Tuesday	-	-	

**Note:** Each Committee allows public questions and delivery of petitions for the first 15 minutes of that meeting  
 All meetings are subject to change of venue if larger premises are needed.  
 For security reasons it will be necessary for all visitors to be at the meetings at 37 Church Street before the start time as access may be difficult after the meeting has started.  
 7 May 2015 is the General Election Day

\* Council Meeting 19 June 2014 to include presentation of Annual Return  
 \*\* Council Meeting 18 May 2014 forms part of 2015/16 Municipal Year

## Committee Timetable 2015-2016: Summary of Public Meetings

Committee	Time	2015										2016				
		May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May		
Community Services	7pm	-	11 Thurs	-	-	17 Thurs	-	Budget Only 26 Thurs	-	-	11 Thurs	-	14 Thurs	-		
Planning & Highways	7pm	6 Thurs 28 <sup>b</sup> Thurs	18 Thurs	9 Thurs 30 <sup>b</sup> Thurs	20 <sup>b</sup> Thurs	10 Thurs	1 Thurs 22 Thurs	12 Thurs	3 Thurs 21 <sup>b</sup> Thurs	14 Thurs	4 Thurs 25 Thurs	10 Thurs 24 <sup>b</sup> Thurs	7 Thurs 21 Thurs	19 <sup>**</sup> (2016/17 MY) Thurs		
Finance & General Purposes	7pm	-	-	2 Thurs	-	-	15 Thurs	-	Budget Only 17 Thurs	-	-	3 Thurs	-	-		
Council	7pm	Annual Mtg 18 Mon	25 <sup>*</sup> Thurs	-	-	24 Thurs	-	5 Thurs	-	28 Thurs	-	-	28 Thurs	Annual Mtg 12 <sup>***</sup> (2016/17 MY) Thurs		
Golf	7pm	-	2 Tues	-	-	1 Tues	-	-	8 Tues	-	-	15 Tues	-	-		
Councillor Training Sessions (inhouse)	7pm	Procedures 14 Thurs Planning 28 Thurs (6pm)	Assets, Services & Policies 9 Tues	Training Reviews 16 Thurs										Town Forum 24 Tues		

**Note:** Each Committee allows public questions and delivery of petitions for the first 20 minutes of that meeting.  
 All meetings are held at 37 Church Street unless stated otherwise and are subject to change of venue if larger premises are needed.  
 Public should try to arrive before the start time of the meeting to ensure they can gain entry.  
 The Town Forum is a public meeting, not a Council meeting, but must be facilitated by STC.

\* Council Meeting on 25 June 2015 to include presentation of Annual Return (legally must be done by 30 June)  
 \*\* Due to a four week gap between Planning meetings, there may be planning applications on the ordinary meeting agenda on 12.05.16 if needed to meet the deadline  
 \*\*\* Council Annual Meeting on 12 May 2015 forms part of 2016/17 Municipal Year and will be followed immediately by an Ordinary Council Meeting.  
<sup>b</sup> takes place during school holidays