



## Seaford Town Council

### Finance & General Purposes Committee

Minutes of the meeting of the Finance & General Purposes Committee held at the Council Chamber, Church Street, Seaford on Thursday 2<sup>nd</sup> July 2015 at 7.00pm.

#### Present:

Councillor M Brown (Chairman)

Councillors P Boorman, B Burfield, R Hayder (non-voting capacity), R Honeyman, M Lambert, P Lower and L Worcester

Mr James Corrigan, Town Clerk - Seaford Town Council

Mrs Lucy Clark, Supports Services Manager - Seaford Town Council

Miss Georgia Raeburn, PA to the Town Clerk - Seaford Town Council (minutes)

6 members of the public

#### F01/07/15 Apologies

Apologies for absence were received by Councillor S Adeniji.

#### F02/07/15 Disclosure of Interests

Councillor Mark Brown declared a pecuniary interest in item 7 on the agenda as he receives free batteries from the Seaford Battery Service.

Councillor B Burfield declared an interest other than a pecuniary interest in item 7 on the agenda as he is a member of Seaford Bonfire Society.

#### F03/07/15 Public Participation

*Sylvia Dunn*

*With regards to the Internal Auditor's report at item 5 and the concern expressed regarding the loan to the Golf Professional, questioned what approach would be taken to rectify this and would the Council seek to recover the outstanding amount?*

Town Clerk

Stated that the procedure through which the loan was given could be questionable as it has not been granted under a statutory power in the minutes or within a report. The Committee could however have been advised that the loan could be granted under Section 111 of the Local Government Act 1972 as an ancillary action to a service being provided by the Council (the golf course).

The terms of the loan are very clear; repayments start three years after the new clubhouse opened and must be made within a further two years of that date.

The Golf Professionals business is doing well in the new premises so it is felt that the loan is secure.

*Debbie Ward*

*Expressed concerns regarding organisations outside of Seaford being recommended for financial grants when Seaford based organisations were being declined.*

- Town Clerk Clarified that as part of the application process, the organisation has to evidence that it provides a service to Seaford and the number of residents that benefit from this service.
- Vanessa Lawrence* *Asked how the Council could justify recruiting a Finance Assistant for the Golf Club when there is a Business Manager already in situ and whether the golf club fund this cost or the tax payers?*
- Town Clerk Clarified that this is a temporary position as the Business Manager is currently having to spend a lot of time doing administrative finance tasks, which takes away from his primary role of generating business for the clubhouse. It would not make sense to continue paying someone a manager level salary when the administrative tasks amount to a part time workload in themselves, it is therefore sensible to look to recruit a lower paid, administrative assistant. The Council are also looking in to alternative cheaper options for covering this workload.
- Bob Gower* *Asked if the Council would be reducing the Business Manager's salary if they employ an assistant?*
- Stated that at times he had visited the clubhouse and it was closed by 7pm. Seaford Scene has an advert saying that the clubhouse is open until 9pm on Thursdays and Fridays.*
- Questioned if Seaford Battery Service and St James' Trust were duplicating with grant applications, as both were submitted for the same reason.*
- Chairman Explained that Seaford Battery Service had initially applied but due to not having a bank account were not able to proceed with its application; St James' Trust has therefore applied to ensure continuation of the battery service.
- Town Clerk Clarified that the recruitment of an assistant would allow the Business Manager more time to generate more business and activities for the clubhouse, increasing income.
- Explained that the clubhouse is gradually increasing its opening hours as it needs to ensure it is cost effective to remain open in the evenings; this is more likely to be the case in the summer months.
- Noted the comment about the advert in Seaford Scene and will look in to this.

**F04/07/15**

**Finance Report**

**F04.1 Receipts, Payments and Bank Reconciliation for March 2015 and April 2015**

Members considered report 43/15 advising of receipts, payments and bank reconciliation for March 2015 and April 2015.

Members asked for clarity on certain payments regarding Hope Gap steps and the turf works at Crouch Gardens.

It was **RESOLVED** to **APPROVE** the information contained in the report.

**F04.2 Finance Report – Income & Expenditure Financial Year End 30 March 2015 and first period of New Financial Year to 30 April 2015**

Members considered report 44/15 informing member of income and expenditure for the Financial Year End March 2015 and the first period of the new Financial Year to 30 April 2015 compared to projected annual budget.

Members asked for clarity on certain aspects of the report including the general reserves, professional fees, budgeting process and the underspend within the Community Services budget for 2014/15.

It was **RESOLVED** to **APPROVE** the information detailed in the report.

**F05/07/15 Internal Audit Report Year Ended 31 March 2015**

Members considered report 41/15 presenting the final report from Mulberry & Co, Internal Auditor for year ended 31 March 2015, discussing the points raised by the Auditor regarding the general reserves and golf professional's loan.

**F05.1** It was **AGREED** to **NOTE** the Internal Auditor's report.

**F05.2** It was **AGREED** to **NOTE** the actions taken by Council Officers as set out in Appendix B of report 41/15.

**F06/07/15 Additional Debit Card for the Head Chef at Seaford Head Golf Club**

Members considered report 45/15 regarding requesting a further Debit Card for the Head Chef at Seaford Head Golf Club, discussing the internal controls regarding the use of Council's Debit Cards.

It was **RESOLVED** to **AGREE** to the Support Services Manager requesting a further Debit Card for the Head Chef at Seaford Head Golf Club when the Chef is formally employed by the Council.

**F07/07/15 Grant Applications for 2015/2016**

Members considered report 46/15 presenting the 2015-2016 grant requests.

It was confirmed that the recommended awards to be given total £28,650, against a budget of £29,750, which is an increase on the £22,889 awarded in the previous financial year.

It was confirmed that Chyngton Methodist Church's application was to be declined as it is a religious organisation so a grant therefore cannot be given.

*(Standing Orders were briefly suspended to allow two members of the public to make comment regarding the use of the Town Council logo by those organisations receiving grants)*

**F07.1** It was **RESOLVED** to **APPROVE** awarding the following small grants to a total of £6,950:

Name of Organisation	Purpose of Grant	Award Given
ABC Fund	Providing Xmas food hampers.	£ 100.00
Cuckmere Community Bus Ltd	Maintaining our service and funding Saturday services.	£ 500.00
Down Syndrome Development Trust & Cradle Hill School	Inclusion day project held at Cradle Hill School, Seaford.	£ 150.00
Downs 60 + Club	Replace kitchen / cooking equipment.	£ 200.00
East Blatchington Pond Conservation	To coppice the trees on the island & pebbles on the edge of the pond.	£ 200.00
Family Focus Group	To fund lantern-making workshops for families and payment for an artist to be present.	£ 200.00
Friends of the Old Brickfield	To fund the hire of a Wild Trek Trailer and a summer event in 2016.	£ 400.00

Inner Lights	Subsidising costs of transport to and from monthly meetings and outgoings.	£ 100.00
Kent, Surrey & Sussex Air Ambulance Fund	To buy protective flying suits for the crew.	£ 250.00
Mercread Youth Centre	Running, maintenance and improvement costs for facility.	£ 250.00
National Coastwatch Institution (Newhaven)	To help fund the running costs of equipment and the facilities.	£ 500.00
Newhaven & Lewes MENCAP	To help update wiring/plumbing in Riverside hall and redecorate hall internally.	£ 250.00
Seaford & Bishopstone Neighbourhood Watch Association	Publication of our summer & winter newsletters in Seaford Scene for the benefit of all residents.	£ 150.00
Seaford Community Partnership	Liability insurance, annual subscription to companies house & public meetings.	£ 500.00
Seaford In Harmony	Workshops, materials, professional musicians and recording of projects.	£ 250.00
Seaford Live	To help hire premises for activities, insurance, web hosting & domain name.	£ 400.00
Seaford Museum & Heritage	Essential preparatory works connected to the improved access works.	£ 500.00
Seaford Music Society	To pay artist fees for 2015-2016 season.	£ 100.00
Seaford Netball Club	Junior programme for extra Saturday morning training and money to help at tournaments.	£ 300.00
Seaford Seniors' Forum	Towards public meetings, projects & initiatives.	£ 300.00
Seaford Silver Band	Need to urgently replace our Flat Base Tuba which is beyond repair.	£ 500.00
Seaford Stroke & Caring Club Charity Trust	Find new speakers (3 or 4 a year).	£ 100.00
Squadron Air Cadets 1218 (Newhaven)	To purchase polo shirts with logo for cadets to wear when at events.	£ 100.00
St James' Trust (Seaford)	To be able to fund Hard of hearing/battery service that is held twice a month.	£ 300.00
The Base Committee	To soundproof the building to help acoustics.	£ 350.00
		<b>£ 6,950.00</b>

**F07.2** It was **RESOLVED** to **APPROVE** awarding the following large grants to a total of £11,700:

Name of Organisation	Purpose of Grant	Award Given
Seaford Allotment & Leisure Garden Society	To improve rainwater collection and purchase a composting toilet to replace the chemical hire-a-loo. Clear overgrowth adjacent to Vale Rd.	£ 2,000.00
Seaford Bonfire Society	Provision of public safety requirements.	£ 1,500.00

*WJ*

Seaford Community Events Committee	To cover costs of Sussex Events Ltd who will provide event support at Motofest.	£ 1,500.00
Seaford Musical Theatre & SMTJ	Rewiring of 38 areas and equipment replacement.	£ 2,500.00
SeeAbility	Equipment to refurbish the garden at specialist skills facility, the Bradbury Centre.	£ 750.00
St Wilfrid's Hospice	Pressure Relieving cushions for patients who are at high risk of ulcers and history of medical sores.	£ 1,950.00
Waves Seaford Ltd	To fund specialist counselling support for clients with special needs and are on reduced income.	£ 1,500.00
		<b>£ 11,700.00</b>

**F07.3** It was **RESOLVED** to **RECOMMEND** to Full Council that the following two applications for large grants above the maximum limit be awarded, as per section 3.3 of the Council's Grants Policy:

Name of Organisation	Purpose of Grant	Award Given
Citizen's Advice Bureau	Overall running costs to provide a service with particular emphasis on Seaford.	£ 5,000.00
Community Transport for Lewes Area	Funding additional 2 days a week for dial a ride.	£ 5,000.00
		<b>£ 10,000.00</b>

**F07.4** It was **RESOLVED** to **SET** the following conditions upon the grants awarded and for Council Officers to ensure these are clearly laid out when writing to all organisations that have been awarded grants:

- i. Friends of the Old Brickfield: the grant is awarded with the condition that an invoice for the 2016 summer events is to be received prior to 1<sup>st</sup> April 2016.
- ii. Seaford & Bishopstone Neighbourhood Watch Association: the grant is awarded with the condition that the Seaford Town Council Logo is printed on the newsletters.
- iii. Seaford Live: the grant is awarded with the condition that the Seaford Town Council Logo is used when advertising their event.
- iv. All Grants (small and large): the grant is awarded on the condition that where possible the organisation promotes the Town Council's support of the organisation and includes the Seaford Town Council logo on its website or promotional material.

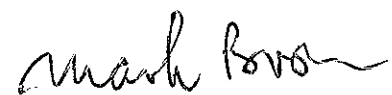
**F08/07/15 Earmarked Reserves**

Members considered report 47/15 informing of any movement to the earmarked reserves.

It was **RESOLVED** to **NOTE** the report.



The meeting closed at 8.02pm.

A handwritten signature in black ink, appearing to read "Mark Brown". The signature is written in a cursive, flowing style.

Cllr Mark Brown  
Chairman