



Seaford Town Council

To the Members of the Seaford Head Golf Course Committee

A meeting of the Seaford Head Golf Course Committee will be held in the Council Chamber, 37 Church Street, Seaford, on Tuesday, 2 December 2014, at 7.00 pm which you are summoned to attend.

J Corrigan
Interim Town Clerk
26 November 2014

Agenda

1. Apologies for absence

To consider apologies for absence.

2. Disclosure by members of any 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 1 and Seaford Town Council Policy.

4. Finance Report

To consider report 167/14 to inform on the financial position to 31 October 2014 (pages 3 to 6).

5. Golf Course Income Report

To consider report 168/14 to inform members of Golf Course income (pages 7 to 10).

6. Golf Professional's Report

To consider report 172/14 to provide update on Golf Course related matters (pages 11 to 13).

7. Business Managers Report

To consider report 171/14 to provide an update on Golf Clubhouse matters. (pages 14 to 15).

8. Interim Town Clerks Update Report

To consider report 169/14 to provide an update on the construction works to date. (pages 16 to 21).

9. Committee Projected Financial Performance for the Financial Year and Recommending a Budget for 2015/2016

To consider report 170/14. Please note the projected financial performance of the Committee this financial year and to recommend the committee budget for 2015/2016 (report to follow).

10. Head Greenkeeper's Report

To consider report 159/14 to inform of Golf Course maintenance (page 22 to 23).

**For further information about items appearing on this Agenda please contact:-
Mr J Corrigan, Interim Town Clerk, 37 Church Street, Seaford, East Sussex, BN25 1HG.
Telephone 01323 894870.**

**Circulation
Committee:**

Councillor I J White (Chairman), Councillor A Latham (Vice Chairman)
Councillors B Allen, M Brown, P Franklin, S Gauntlett, T Goodman, B Groves, R Needham
& A White.
Richard Andrews & Gary Richardson, Seaford Head Golf Club.
Fraser Morley, Golf Professional.
Nick Stephens, Head Greenkeeper.

For information:

Councillors S Adeniji, B Burfield, G Cork, S Dunn, A Hayder, P Heseltine, L Lord,
S McStravick, L Wallraven and B Warren.



Seaford Town Council

Report 167/14

Agenda Item No:	4
Committee:	Golf Course
Date:	2 December 2014
Title:	Golf Course Finance Report
By:	Lucy Clark, Support Services Manager
Purpose of Report:	To inform on the financial position to 31 October 2014

Recommendations

You are recommended:

- 1. To approve the financial position to 31 October 2014.**
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1. Information

- 1.1 Attached in Appendix A are the statements detailing income and expenditure for the period 1 April 2014 to 31 October 2014 compared to the projected annual budget.
- 1.2 Overall, except noted below, the budget % for the period is broadly in line with the projected annual budget.
- 1.3 Variances not previously reported may be explained as follows:
 - (a) 4045 Golf Course Player Costs – the amount of £373 shown as a negative figure relates to an accrual from 2013/14. Further investigation shows that this amount had actually been paid during 2013/14 making the accrual incorrect. Therefore, an underspend of £373 should show at the end of the year.
 - (b) 4052 Water & Sewerage – the invoices received from S E Water were extremely lower than predicted for the summer period. This may be partly due to a combination of helpful weather and water saving measures put in place by the Head Greenkeeper, however this is still being investigated.
 - (c) 4056 Gas – it is anticipated that there will be an underspend of £2,403 at the year-end basing this on 3 months use once the new club house is up and running.

- (d) 4115 Insurance – it is anticipated that there will be an underspend of £3,287 by the year end due to a credit from the agricultural vehicle policy and the building insurance being lower than predicted.
- (e) 4201 Cleaning – the expenditure for the first 6 months will be shown in the November figures as the invoices have only just been received. However, it is anticipated that there will be a significant overspend on the budget of £4,000. We are investigating this anomaly further.
- (f) 4272 Equipment Purchase – an overspend of £10,210 relates to the necessary purchase of a new greens mower. £8,673 has been taken from the EMR leaving an actual overspend of £1,537. A surplus amount of at least £1,537 will be left in 4270 (Vehicle and Equipment Maintenance) at the end of the year so as not to affect the bottom line.
- (g) 4301 Public Works Loan Board – the budget of £75,798 has been transferred to the cost centre 102 as this relates to the New Club House. It will show a surplus for the year of £26,131 due to the late drawdowns of the loan.
- (h) 1000 Season Ticket – the income is likely to remain at £153,249 not reaching the ambitious budget of £194,615. This will show a loss of £41,366.
- (i) 1001 & 1002 Green Fees – although there are 4 months remaining, the income is unlikely to reach the predicted budgets of £53,352 and £44,883 respectively. We may however recover some losses should we have a fine winter and early spring and by the opening of the new club house.
- (j) 1003 Golf Course Specials - the income is likely to remain close to the £21,464 income received to end of October, not reaching the predicted budget of £40,500.
- (k) 1004 Golf Course Locker – it is now not anticipated that we will receive any income for these lockers during 2014-15 due to the delay in completion of the new clubhouse.

2. Financial Appraisal

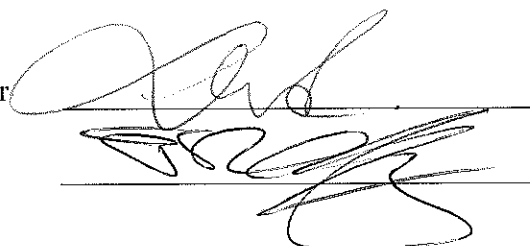
The additional expenditure for recruitment, stationery, licence fee and professional fees will be met by the underspend of £26,131 from account code 4301, Public Work Loans Board.

3. Contact Officer

The Contact Officer for this report is Lucy Clark, Support Services Manager.

Support Services Manager

Interim Town Clerk



		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>Golf Course</u>							
101	Golf Course						
4000	Salaries & Wages	43,224	75,277	32,053		32,053	57.4 %
4001	Employers NI	2,449	4,599	2,150		2,150	53.2 %
4002	Employers Superannuation	7,673	13,244	5,571		5,571	57.9 %
4010	Staff Training	425	2,000	1,575		1,575	21.3 %
4011	Staff Protective Clothing	602	1,000	399		399	60.1 %
4041	Golf Professional Retainer	23,569	41,006	17,437		17,437	57.5 %
4045	Golf Course Player Costs	-373	2,350	2,723		2,723	-15.9 %
4046	Golf Club Membership Fees	18,975	0	-18,975		-18,975	0.0 %
4051	Rates	0	1,250	1,250		1,250	0.0 %
4052	Water & Sewerage	2,219	10,962	8,743		8,743	20.2 %
4055	Electricity	5,080	9,050	3,970		3,970	56.1 %
4056	Gas	183	3,530	3,347		3,347	5.2 %
4060	Refuse	224	320	96		96	70.1 %
4100	Telecommunications	82	1,000	918		918	8.2 %
4105	Postage	139	320	181		181	43.4 %
4106	Stationery	4	50	46		46	7.2 %
4110	Advertising & Publicity	791	4,000	3,209		3,209	19.8 %
4111	Office Equipment New	760	0	-760		-760	0.0 %
4113	Software Support	0	310	310		310	0.0 %
4114	Licence Fee	75	75	0		0	100.0 %
4115	Insurance	9,713	12,346	2,633		2,633	78.7 %
4155	Professional Fees	9	0	-9		-9	0.0 %
4156	Bank Charges	730	2,157	1,427		1,427	33.9 %
4199	Other Expenditure	0	250	250		250	0.0 %
4201	Cleaning	0	3,250	3,250		3,250	0.0 %
4251	Dog Bin Emptying	593	1,048	455		455	56.6 %
4261	Grounds Maint non contract	21,210	25,589	4,379		4,379	82.9 %
4270	Vehicles & Equipment Maint	5,636	13,981	8,345		8,345	40.3 %
4271	Vehicle & Equipment Lease	20,996	20,996	0		0	100.0 %
4272	Equipment Purchase	30,210	20,000	-10,210		-10,210	151.1 %
4277	New Golf Club House	22,797	0	-22,797		-22,797	0.0 %
	Golf Course :- Expenditure	217,994	269,960	51,966	0	51,966	80.8 %
1000	Golf Course Season Ticket	153,249	194,615	-41,366			78.7 %
1001	Golf Course Green Fees M-F	35,297	53,352	-18,055			66.2 %
1002	Golf Course Green Fees w/eb/h	27,415	44,883	-17,468			61.1 %
1003	Golf Course Specials	21,464	40,500	-19,036			53.0 %
1004	Golf Course Locker	0	3,500	-3,500			0.0 %

Month No : 7

Committee Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1005	Golf Course Credit Card Charge	121	160	-39			75.6 %
1007	Golf Course Air Traffic	3,750	5,130	-1,380			73.1 %
1011	Income Filming	458	0	458			0.0 %
1050	Income Rent	1,075	600	475			179.2 %
1054	Income Other	1,333	1,300	33			102.6 %
1057	Income Electricity Recharge	1,912	0	1,912			0.0 %
1063	Income Gas Recharged	-697	0	-697			0.0 %
1100	Income Advertising	0	2,000	-2,000			0.0 %
	Golf Course :- Income	245,377	346,040	-100,663			70.9 %
	Net Expenditure over Income	-27,383	-76,080	-48,697			
<u>102</u>	<u>New Club House</u>						
4009	Recruitment Costs	1,311	0	-1,311		-1,311	0.0 %
4106	Stationery	14	0	-14		-14	0.0 %
4114	Licence Fee	100	0	-100		-100	0.0 %
4155	Professional Fees	1,950	0	-1,950		-1,950	0.0 %
4277	New Golf Club House	756,163	0	-756,163		-756,163	0.0 %
4301	Public Works Loan Payment	22,131	75,798	53,667		53,667	29.2 %
	New Club House :- Expenditure	781,669	75,798	-705,871	0	-705,871	1031.3
1304	PWLB - New Club House	410,000	0	410,000			0.0 %
	New Club House :- Income	410,000	0	410,000			
	Net Expenditure over Income	371,669	75,798	-295,871			
	Golf Course :- Expenditure	999,664	345,758	-653,906	0	-653,906	289.1 %
	Income	655,377	346,040	309,337			189.4 %
	Net Expenditure over Income	344,286	-282	-344,568			



Seaford Town Council

Report 168/14

Agenda Item No: 5
Committee: Golf Course
Date: 2 December 2014
Title: Golf Course Income Report
By: Lucy Clark, Support Services Manager
Purpose of Report: To inform members of the Golf Course income.

Recommendations

You are recommended:

1. To approve items 1.
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1. Information

The summary, attached at Appendix A, shows the number of ticket sales and income for each category for the period 1 April 2014 to 31 October 2014.

2. Financial Appraisal

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

3. Contact Officer

The Contact Officer for this report is Lucy Clark, Support Services Manager

Support Services Manager

Interim Town Clerk

Golf Income 2014 - 2015

Income Code	Green Fee Type	Charges		April - Prepayments Only				April				May			
		Gross £	Net £	Gross £	Direct Debit & Prepaid	Overall Net £	Nos.	Gross £	Direct Debit	Overall Net £	Nos.	Gross £	Direct Debit & Prepaid	Overall Net £	Nos.
Green Fees Mid Week	M/Week T/Light 2pm	14.00	11.67	0.00	0.00	0.00	0	882.00	0.00	735.00	63	959.00	0.00	799.17	68
	M/Week T/Light 4pm	10.00	8.33	0.00	0.00	0.00	0	530.00	0.00	441.67	53	430.00	0.00	358.33	43
	M/Week Con Day	25.00	20.83	0.00	0.00	0.00	0	0.00	0.00	0.00	0	0.00	0.00	0.00	0
	M/Week Adult Day	30.00	25.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0	120.00	0.00	100.00	4
	M/Week Con	16.00	13.33	0.00	0.00	0.00	0	1,376.00	0.00	1,146.67	86	1,488.00	0.00	1,240.00	93
	M/Week Adult	20.00	16.67	0.00	0.00	0.00	0	1,020.00	0.00	850.00	51	1,040.00	0.00	866.67	52
1001 - 101	M/Week Junior	10.00	8.33	0.00	0.00	0.00	0	430.00	0.00	58.33	7	10.00	0.00	8.33	1
	Reciprocal Charge	10.00	8.33	0.00	0.00	0.00	0	1,176.00	0.00	980.00	7	1,156.00	0.00	963.33	68
	Week End T/Light 2pm	17.00	14.17	0.00	0.00	0.00	0	76.00	0.00	63.33	5	224.00	0.00	186.67	16
	Week End T/Light 4pm	14.00	11.67	0.00	0.00	0.00	0	0.00	0.00	0.00	0	0.00	0.00	0.00	0
	W/End Con Day	30.00	25.00	0.00	0.00	0.00	0	70.00	0.00	58.33	2	70.00	0.00	58.33	2
	W/End Adt Day	19.00	15.83	0.00	0.00	0.00	0	494.00	0.00	411.67	26	475.00	0.00	395.83	25
1002 - 1001	Week End Adult	25.00	20.83	0.00	0.00	0.00	0	4,000.00	0.00	3,333.33	160	4,775.00	0.00	3,979.17	191
	Week End Junior	12.00	10.00	0.00	0.00	0.00	0	12.00	0.00	10.00	1	48.00	0.00	40.00	4
	Junior	60.00	50.00	0.00	0.00	150.00	3	60.00	0.00	50.00	1	0.00	0.00	0.00	0
	Youth 18 to 20	175.00	145.83	0.00	0.00	108.33	0	0.00	0.00	0.00	0	175.00	45.00	183.33	1
	Intermediate 1 (21-25)	307.00	255.83	614.00	582.00	996.67	2	921.00	32.00	794.17	3	614.00	0.00	511.67	2
	Intermediate 2 (26-29)	433.00	360.83	866.00	1,497.00	1,969.17	3	866.00	106.00	810.00	5	129.00	0.00	107.50	0
Season Tickets 1000 - 101	Senior	449.00	374.17	38,564.00	3,879.00	36,569.17	92	22,001.00	162.00	18,469.17	50	13,470.00	0.00	11,225.00	3
	5 Day Adult	505.00	420.83	5,555.00	2,969.00	7,103.33	12	3,030.00	566.00	2,996.67	7	0.00	0.00	0.00	0
	7 Day Adult	649.00	540.83	33,748.00	20,685.00	45,360.83	73	35,046.00	2,030.00	30,896.67	62	2,596.00	0.00	2,163.33	4
	Wfn	300.00	250.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0	0.00	0.00	0.00	0
	Winter Warmers M/W	12.00	10.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0	0.00	0.00	0.00	0
	Winter Warmers W/E	17.00	14.17	0.00	0.00	0.00	0	0.00	0.00	0.00	0	0.00	0.00	0.00	0
Golf Course Specials 1003 - 101	Society M/Week Act	20.00	16.67	0.00	0.00	0.00	0	0.00	0.00	0.00	0	0.00	0.00	0.00	0
	Society M/Week Con	16.00	13.33	0.00	0.00	0.00	0	0.00	0.00	0.00	0	0.00	0.00	0.00	0
	Society W/End Adt	25.00	20.83	0.00	0.00	0.00	0	75.00	0.00	62.50	3	470.00	0.00	391.67	19
	Society W/End Con	17.00	14.17	0.00	0.00	0.00	0	0.00	0.00	0.00	0	133.00	0.00	110.83	8
	Society M/Week Day	30.00	25.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0	0.00	0.00	0.00	0
	Society M/Week Con Day	25.00	20.83	0.00	0.00	0.00	0	0.00	0.00	0.00	0	0.00	0.00	0.00	0
Lockers 1004 - 101	Society Deposit	5.00	4.17	0.00	0.00	0.00	0	1,120.00	0.00	933.33	224	1,095.00	0.00	912.50	219
	Summer Sizzler M/W	16.00	13.33	0.00	0.00	0.00	0	1,182.00	0.00	985.00	73	775.00	0.00	645.83	48
	Summer Sizzler W/E	20.00	16.67	0.00	0.00	0.00	0	80.00	0.00	66.67	4	795.00	0.00	662.50	28
	Golf Course Locker 25	25.00	20.83	0.00	0.00	0.00	0	0.00	0.00	0.00	0	0.00	0.00	0.00	0
	Golf Course Locker 50	25.00	20.83	0.00	0.00	0.00	0	0.00	0.00	0.00	0	0.00	0.00	0.00	0
	Credit Card Charge @ 2.5% of fee	Variable	Variable	0.00	59.92	49.93	0	41.49	0.00	34.58	0	16.23	0.00	13.53	0
Income Other 1054 - 101	Direct Debit Admin Fee	25.00	20.83	0.00	750.00	625.00	0	0.00	650.00	541.67	0	0.00	50.00	41.67	0
	Totals			79,527.00	30,551.92	91,732.43	185	74,558.49	3,546.00	65,087.08	934	19,261.23	224.00	16,237.69	944

Golf Income 2014 - 2015

Income Code	Green Fee Type	June			July			August			September			October		
		Gross £	Net £	Nos.	Gross £	Net £	Nos.	Gross £	Net £	Nos.	Gross £	Net £	Nos.	Gross £	Net £	Nos.
Green Fees	MMWeek T/Light 2pm	1218.00	1015.00	87	1330.00	1108.33	95	1470.00	1225.00	105	1596.00	1330.00	114	392.00	326.67	28
	MMWeek T/Light 4pm	830.00	691.67	82	1310.00	1091.67	131	955.00	795.83	95	490.00	408.33	49	230.00	191.67	23
	MMWeek Con Day	0.00	0.00	0	25.00	20.83	1	0.00	0.00	0	175.00	145.83	7	0.00	0.00	0
	MMWeek Adult Day	240.00	200.00	8	450.00	375.00	15	210.00	175.00	7	150.00	125.00	5	0.00	0.00	0
	MMWeek Con	2336.00	1946.67	146	2692.00	2243.33	168	1536.00	1280.00	96	1904.00	1586.67	119	960.00	800.00	60
1001 - 101	MMWeek Adult	2320.00	1933.33	116	2490.00	2075.00	125	2910.00	2425.00	146	1480.00	1233.33	74	1120.00	933.33	56
	MMWeek Junior	20.00	16.67	2	60.00	50.00	6	102.00	85.00	10	20.00	16.67	2	10.00	8.33	1
	Reciprocal Charge	680.00	566.67	68	310.00	258.33	31	320.00	266.67	32	600.00	500.00	60	610.00	508.33	61
	Week End T/Light 2pm	252.00	210.00	18	646.00	538.33	38	969.00	807.50	57	476.00	396.67	28	407.64	339.70	24
	Week End T/Light 4pm	816.00	680.00	48	182.00	151.67	13	238.00	198.33	17	42.00	35.00	3	28.00	23.33	2
Green Fees W/End & B/Hol	W/End Con Day	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	56.00	46.67	1
	W/End Adt Day	0.00	0.00	0	140.00	116.67	4	105.00	87.50	3	0.00	0.00	0	350.00	291.67	35
	W/End Con	418.00	348.33	22	190.00	158.33	10	380.00	316.67	20	665.00	554.17	35	304.00	253.33	16
	Week End Adult	3475.00	2895.83	139	2375.00	1979.17	95	2350.00	1986.33	94	2855.00	2379.17	114	2400.00	2000.00	96
	Week End Junior	24.00	20.00	2	36.00	30.00	3	108.00	90.00	9	34.00	28.33	2	0.00	0.00	0
Season Tickets	Junior	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0
	Youth 18 to 20	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0
	Intermediate 1 (21-25)	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0
	Intermediate 2 (26-29)	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0
	Senior	449.00	374.17	1	1683.75	1403.13	4	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0
1000 - 101	5 Day Adult	0.00	0.00	0	757.50	631.25	2	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0
	7 Day Adult	426.50	355.42	1	973.50	811.25	2	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0
	Win	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	900.00	750.00	3	1200.00	1000.00	4
	Winter Warmers M/W	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	332.00	276.67	28
	Winter Warmers W/E	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	850.00	708.33	50
Golf Course	Society MMWeek Adt	760.00	633.33	38	0.00	0.00	0	485.00	404.17	24	650.00	541.67	32	200.00	166.67	10
	Society MMWeek Con	96.00	80.00	6	85.00	70.83	5	400.00	333.33	25	48.00	40.00	3	368.00	306.67	23
	Society W/End Adt	400.00	333.33	16	820.00	683.33	33	200.00	166.67	8	0.00	0.00	0	500.00	416.67	20
	Society W/End Con	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	133.00	110.83	8
	Society MMWeek Day	510.00	425.00	17	950.00	791.67	32	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0
1003 - 101	Society MMWeek Con Day	0.00	0.00	0	225.00	187.50	9	0.00	0.00	0	225.00	187.50	9	245.00	204.17	7
	Society MMWeek Deposit	655.00	545.83	133	480.00	400.00	96	80.00	66.67	16	0.00	0.00	0	370.00	308.33	7
	Summer Sizzler M/W	1144.00	983.33	72	1980.00	1650.00	124	1154.00	970.00	73	272.00	226.67	17	0.00	0.00	0
	Summer Sizzler W/E	624.00	520.00	31	2051.00	1709.17	103	1540.00	1283.33	77	1110.00	925.00	55	80.00	66.67	4
	Golf Course Locker 25	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0
Lockers	Golf Course Locker 50	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0
	Credit Card Charge @ 2.5% of fee	0.00	0.00	1	24.30	20.25	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0
Income Other	Direct Debit Admin Fee	0.00	0.00	2	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0
	Totals	17,693.50	14,744.58	1,056.00	22,266.05	18,555.04	1,143	15,522.00	12,935.00	914	13,692.00	11,410.00	731	11,145.64	9,288.03	564

Golf Income 2014 - 2015

Income Code	Green Fee Type	Total YTD		
		Gross £	Net £	Nos.
Green Fees Mid Week	M/Week T/Light 2pm	4389.00	6539.17	560
	M/Week T/Light 4pm	3100.00	3979.17	476
	M/Week Con Day	25.00	166.67	8
	M/Week Adult Day	810.00	975.00	39
	M/Week Con	7892.00	10243.33	768
1001 - 101	M/Week Adult	6870.00	10316.67	619
	M/Week Junior	160.00	243.33	28
	Reciprocal Charge	1870.00	2833.33	340
	Week End T/Light 2pm	3230.00	4235.53	240
Green Fees W/End & B/Hol	Week End T/Light 4pm	1298.00	1338.33	104
	W/End Con Day	0.00	46.67	1
	W/End Act Day	280.00	612.50	46
	W/End Con	1577.00	2438.33	154
	Week End Adult	14625.00	18525.00	889
1002 - 1001	Week End Junior	120.00	218.33	21
	Junior	240.00	200.00	1
Season Tickets	Youth 18 to 20	350.00	291.67	1
	Intermediate 1 (21-25)	2763.00	2302.50	5
1000 - 101	Intermediate 2 (26-29)	3464.00	2886.67	3
	Senior	68085.75	56738.13	58
	5 Day Adult	12877.50	10731.25	9
	7 Day Adult	95505.00	79687.50	69
	W/In	0.00	1750.00	7
Golf Course Specials	Winter Warmers M/W	0.00	276.67	28
	Winter Warmers W/E	0.00	708.33	50
	Society M/Week Act	760.00	1745.83	104
	Society M/Week Con	181.00	830.83	62
	Society W/End Act	1765.00	2054.17	99
	Society W/End Con	133.00	221.67	16
	Society M/Week Day	1460.00	1216.67	49
	Society M/Week Con Day	225.00	579.17	25
	Society Deposit	3350.00	3166.67	695
	Summer Sizzler M/W	5081.00	5430.83	407
Lockers	Summer Sizzler W/E	3550.00	5233.33	302
	Golf Course Locker 25	0.00	0.00	0
1004 - 101	Golf Course Locker 50	0.00	0.00	0
Credit Card 1005 - 101	Credit Card Charge	141.94	118.28	1
	@ 2.5% of fee			
Income Other 1054 - 101	Direct Debit Admin Fee	1450.00	1208.33	2
	Totals	247,628.19	239,989.86	6,285.73



Seaford Town Council

Report 172/14

Agenda Item No:	6
Committee:	Golf Course
Date:	2nd December 2014
Title:	Golf Professional's Report
By:	Fraser Morley, Golf Professional
Wards Affected:	All Seaford wards
Purpose of Report:	To provide update on Golf Course related matters.

Recommendations

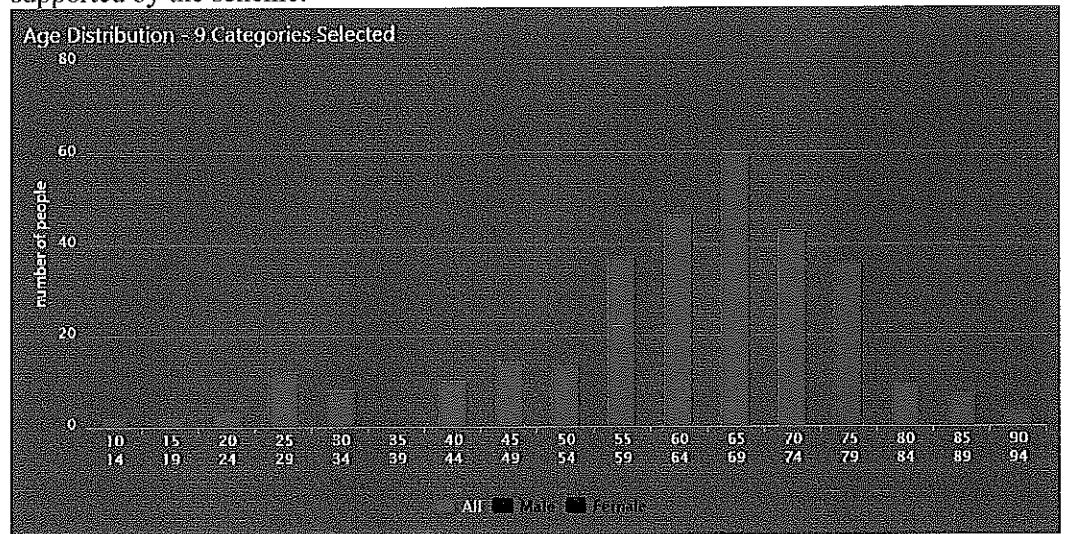
You are recommended:

1. To note the information.

1. Income and Membership

- 1.1 After a good summer weather wise we could see the income was hit only really by the lack of societies this year. The course has been excellent and really the poor temporary facilities have really been the only thing stopping us having a fairly steady year. In October we actually beat last year for the first time since the build started.
- 1.2 We had 7 people take out a winter membership with many more waiting until the January offer to take out their membership. There has been a good interest in the new years offer since we announced it and we are confident of a good uptake in new members as well as a good retention of excising members.
- 1.3 We are looking at ways of encouraging a younger membership and ladies to the course. Having liaised with a representative of getintogolf.org there are many ways we can look at improving the uptake in golf in the local area. This targets all ages to get into golf and have given us some invaluable advice looking forwards in the new era at the course. The restructure and modernising of our beginner lessons, hope to encourage an increase in people taking to the game in the area. The health benefits are used to help attract people to take up the game as part of a healthier lifestyle. They are in partnership with Golf England, Change 4 Life, PGA and the Golf Foundation. Using these organisations for information and advice is critical to keeping us up to date with the latest statistics and trends within the golfing world. By looking outside of our own environment we are able to put into play different strategies to increase our market share in this competitive market place and encourage the local people into a healthy and enjoyable sporting activity. We will be cross referencing a new plan with the get into golf organisation to make use of their website and marketing and become a course that is endorsed and

supported by the scheme.



1.4 We can see the target areas in terms of age although this graph follows an increasing aging population graph with in the town. We currently have only 6.5% of our members who are ladies, none of which are below 40. Only 6.1% of our membership is below actually below 30. Our plan will include looking at all aspects of attracting a younger population into the golf course.

1.5 I have looked at a conservative increase of 17% in numbers of members for the New Year. Bringing the total membership up to 421 for 2014-2015 and a further 11% for 2015-16. Bringing us to 471. This realistically would be a large membership and we have to be aware of the balance between that and general play, societies and corporate golf.

2. Marketing

2.1 We have started marketing the new membership offer through the Argus newspaper. We have targeted the right areas with adverts in the ladies section and the youth in action supplements to help increase these parts of our membership.

2.2 There will also be adverts into the most read issues of the Argus and supplements as well as targeted adverts through their online readership. This will make sure the adverts go to people interested in golf and leisure, this will give the optimum hit rate to our adverts.

2.3 The Golf News magazine will be running adverts over November and December with our new membership offer. This places the advert into every golf club in the southeast showing, not only the offer, but our new facility as well.

2.4 Golf News are very keen to implement an editorial as and when we have fully opened and we are able to provide up to date pictures for the publication. We will couple this with adverts for societies and corporate membership to get as much coverage about our opening as possible. Organising open days for both these markets is key to introducing people to the facility and hitting the ground running.

2.5 Leaflets have also been distributed around town council buildings to give additional coverage. I was able to obtain these free of charge due to a slight error in the printing. I have passed on some of these to the business manager for distribution.

2.6 A range of 'Par' - "Birdie" - "Eagle" and 'Albatross' packages with increasing content would give the societies as good range of products without overly complicating them for pricing and marketing alike. (see attached sheet with layout of costs and terms)

- 2.7 These will be marketed mainly through Golf News as the best publication for golf society organisers and golfers from all over the southeast catchment area.
- 2.8 Continued online social media coverage will be extremely important too. We are continually gaining “followers” and “likes” on the 2 major sites and generating excitement with the build through regular picture updates and news.
- 2.9 We are looking into making different pages for members to inform them of competitions and news as well as a junior section page once the numbers are increased. This medium is becoming ever more popular for communicating with customers and you are able to implement as much marketing through your page as you like. Target facebook advertising is also a possible and I am researching it actual effectiveness of this for the business.
- 2.10 We have been selling advertising space on the scorecards for our next order and there has been a positive initial reaction. This should be cost negative and if we sell all the space on the redesigned cards will make us around £500 in additional income.


3. Financial Appraisal

There are no financial implications as a result of this report.

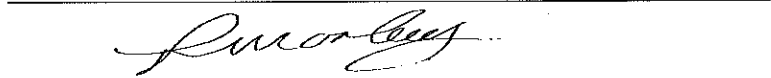
4. Contact Officer

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

Town Clerk



Golf Professional/Manager





Seaford Town Council

Report 171/14

Agenda Item No: 7
Committee: Golf Course
Date: 2 December 2014
Title: Business Managers Report
Wards Affected: All Seaford Wards

Purpose of Reports: To provide update on Golf Clubhouse related matters.

Recommendations

You are recommended:

1. To note contents of this report

1. Furniture

The internal furniture has all been ordered, due for delivery on the 15th December, this includes 91 tables, 175 Chairs and 13 stools. The tables can be easily and neatly stacked so they can be stored away in the large cupboard in the conference room.

2. Staffing

We are advertising for casual contracts for the immediate future, we are employing the current chef and front of house supervisor on a casual contract with the option to extend and review at the end of February. The Catering and front of house staffing structure will be decided and finalised towards the end of January, we will be looking to recruit at least one Apprentice.

All staff will be wearing uniforms, the golf colours are white and blue, front of house/bar staff will have black shoes, black trousers/skirt and Royal blue polo shirts with the Seaford Head Golf Club logo on them. The chefs will be wearing black chef jackets and black chef trousers.

3. Clubhouse

The premises and my own personal licence have been granted without any objections, this enables us to be able to sell alcohol, hold events, parties and functions.

A tender went out for the cleaning contract, the tender went out to Guardswell Cleaning services, Robert Ward Cleaning and Sussex Cleaning solutions, these have now been received and signed; the contract went to a local company. The cleaning will be done 7 days a week and before the clubhouse opens.

received and signed; the contract went to a local company. The cleaning will be done 7 days a week and before the clubhouse opens.

The Bar layout and structure has been decided and agreed via HT Whites and Heineken, there will be three 'T' bar pumps along the bar with a further 3 pairs of pumps for ales. The reason for 3 separate 'T' bar pumps is for the different events we hold we can section these areas off and the customers will still have access to a bar area and the drink.

4. Advertising and Bookings

I have been in contact with event and function advertising companies; we will be looking to hold wedding fayres at the clubhouse. The companies are all looking for photos and to hold a site visit before we can advertise. This will happen once the Clubhouse is completed and we can run a mock up event for these events to showcase the versatility of the function and conference rooms. Social media is a free and excellent advertising tool; I will be working with Fraser alongside his page to link the two to gain a larger audience. We are also looking into developing an 'app' for the club to automatically invite societies, businesses and members to certain events we will be holding or offers we are running.

Fraser and I met a local company regarding advertising the course on a glossy brochure, they will print 5000 copies free of charge, and we will have approximately 1500 for the opening launch to hand out. Within the brochure it has the history of the club, synopsis of the course, benefits to members, information and versatility of the clubhouse and its functions, description of the pro and the pro shop also. The magazine is professionally produced; they provide a professional local photographer, a story writer and we get to edit and proof read before it goes to print.

We have had a number of early enquires for functions at the clubhouse, until we can start advertising with the internal and external finished photos the enquiries will be less. We have a wedding due to be booked in for spring; we also have 2 black tie events, a 50th birthday party and several enquiries regarding meetings/conferences.

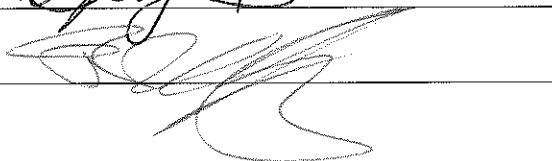
5 Contact Officer

The Contact Officer for this report is Oliver Stanyard.

Business Manager



Town Clerk





Agenda Item No:	8
Committee:	Golf Course
Date:	2 December 2014
Title:	Interim Town Clerk Update Report
By:	James Corrigan Interim Town Clerk
Purpose of Report:	To update the committee on build progress for the new clubhouse and ancillary issues

Recommendations

You are recommended:

- 1. To Note the contents of the report.**
-

1. Information

- 1.1** The construction of the new clubhouse has met with a number of delays since the last meeting, most of which would have been avoided with better planning.
- 1.2** There was a condition within the Planning Agreement, signed by STC on the 4th March 2013, that a Section 38 agreement must be in place prior to the commencement of construction of the new clubhouse. Cheesmur understood from meetings with the Town Council that this had been complied with before they commenced works. It emerged in October 2014 that this was not the case and that no agreement was in place. It is also a planning condition that the highways outside the premises are adopted prior to opening. This cannot be achieved without having a Section 38 agreement in place and undertaking a supervised highway upgrade.
- 1.3** It subsequently emerged that the road was more complicated legally than originally envisaged as part was already adopted and part was not. The adopted part required a Section 278 agreement to enable the works to take place on the highway to bring the road up to a better standard. This agreement was quickly put in place on the 13th October 2014 and agreed with ESCC legal team who have been very helpful.
- 1.4** However the completion of the Section 38 agreement requires signatures and approval from all adjoining property owners. Whilst two signatures have been secured, one resident is taking legal advice and three live away from town, one in the USA. Signatures are therefore proving elusive.
- 1.5** It was proposed to ESCC Highways that an alternative and more straightforward route to bring the road up to adoptable standard would be via a Section 228 agreement. However this request has been refused by the Highways Department. Subsequently I am looking at alternative solutions to this issue.

- 1.6 Potentially the above mistake could have prevented the clubhouse opening prior to the road outside being adopted; current projections for this to occur would be approximately 6 to 12 months. However I am pleased to advise the South Downs National Park Authority recently agreed to waive this condition of the Planning Agreement following an appeal I submitted.
- 1.7 The highways issue is therefore less immediate but was a significant drain on time for several weeks.
- 1.8 The bar design has been an issue with far more problems and time requirement than seems possible. The original plan was to only have one T Bar of drinks dispensers and one pair of hand pull pumps. This was increased to two of each but it is clear that for the rooms to be used as flexibly as possible three sets are needed. Several meetings and exchanges have taken place to ensure this is the case.
- 1.9 It is essential this is resolved prior to the stainless steel bar being installed as it cannot be cut easily when in situ. It is hoped that a recent site meeting will result in this issue finally being resolved to all parties' satisfaction.
- 1.10 The design of the building approved specification for the construction contract did not include data points for telephones, tills or computers. Following a site meeting a design was drawn up and has now been included as part of the electrical works at an additional cost above the original contract sum.
- 1.11 It also emerged that there was no provision for TV's or aerials in the contract locations were therefore selected and appropriate electrical and aerial additions made to the contract at an additional cost.
- 1.12 The location of cabling for speakers and sound equipment was all in one location, the committee room. However, it was decided that some events would require an act to be visible to the whole room so needed to be located in the corner of the building. Appropriate electrical additions have therefore been made to enable this to take place.
- 1.13 The curved footpath to the front of the building leading around the side entrance proved to be a problem for the grounds team when work commenced on site. It impinged on the putting surface of the 18th Green. An impromptu site meeting took place with all parties which resulted in this path being removed saving some of the contracted fees.
- 1.14 Further to the above a decision was made to create a path around the rear of the 18th Green for players to get to the 1st tee. Subsequently the green staff and club pro have discussed issues of the putting green and the hard standing for golf bags prior to play. A further amendment has therefore been requested to enable the putting green to go on the lower level and to increase the size of the hard standing area outside the Pro Shop. A request to change this design via the planners at SDNP is pending, copies of the new layout are attached Appendix A & B.
- 1.15 Discussions have also taken place with the onsite chef who is to continue on a casual contract until February, by which time we should be able to determine the ideal staff structure going forward.
- 1.16 During these discussions it has emerged that the downstairs food store and dummy waiter will be of no use to him. It is likely however that some of this space may be of use for the storage of furniture for differing functions.

- 1.17 Similarly the suppliers of the beer have expressed surprise that a purpose built cellar does not have an outside wall to extract the heat, this will increase costs to run the cooling systems; there are no other solutions at this stage.
- 1.18 The contract did not include the removal of the ugly telegraph pole in front of the new building. Instructions have been given therefore to remove this and to duct the telephone cabling up to the next telegraph pole. From there the Council's own grounds team will duct the remaining cabling up to the Groundsman's office and store shed as part of their winter work programme.
- 1.19 The lack of a Gantt chart or project plan for the matters in need of addressing by STC has been exposed as a fundamental failing on several occasions, such as the failure to enter into the Section 38 agreement and the lack of budgeted planning for the implements in the building.
- 1.20 Areas that there was no scheduled date for included application for liquor licence, and provision of fire extinguishers both of which are essential for the building to open legally. There are many other items not listed as being outside of the contract and therefore in need of planning in advance these have included furniture, kitchen utensils, crockery, condiments, cutlery, glasses, appointing staff and a cleaning contract.
- 1.21 This lack of proper planning has made the implementation much more difficult and time consuming and potentially could have led to more significant delays had SDNP not been so flexible.
- 1.22 Another issue that has arisen relates to the installation of the gas and electric meters by the utilities company Total Gas & Power. The meters were first booked in on the 8th October 2014 and at the time of writing still were not installed despite a usual delivery time of 15 days. It is understood that the gas will be installed on the 26th November with the electric date still unknown. This represents a significant problem regarding the opening of the club as the gas heating is needed to dry out the building by increasing temperatures gradually. A sudden increase in temperatures, using blow dryers for example would cause damage including shrinkage cracks and warping of the wood in the building.
- 1.23 Oliver Stanyard officially started as the Business Manager on the 17th November. Prior to this however. Oliver was undertaking work for the Council in his own time on an evening. This enthusiasm has continued and is evident in Oliver's report elsewhere on this agenda detailing the matters he has progressed significantly.

2. Financial Appraisal

There are no direct financial implications as a result of this report. However there have been some decisions outlined that will add cost to the contract for the construction of the new clubhouse. This currently stands at approximately £14,000. The loan for the new clubhouse did not include any contingency funds, usually 10% in a contract of this size, and did not cover the cost of utensils and furniture for the clubhouse.

There is however an earmarked reserve (EMR) of £66,351 for the Golf Course Project. This will be used for the above overspend £14,000, furniture purchase £26,000, and purchase of other utensils such as cutlery, fire extinguishers £1600, TV's, crockery, kitchen utensils and any other items that arise. It is anticipated at this stage that this will be sufficient.

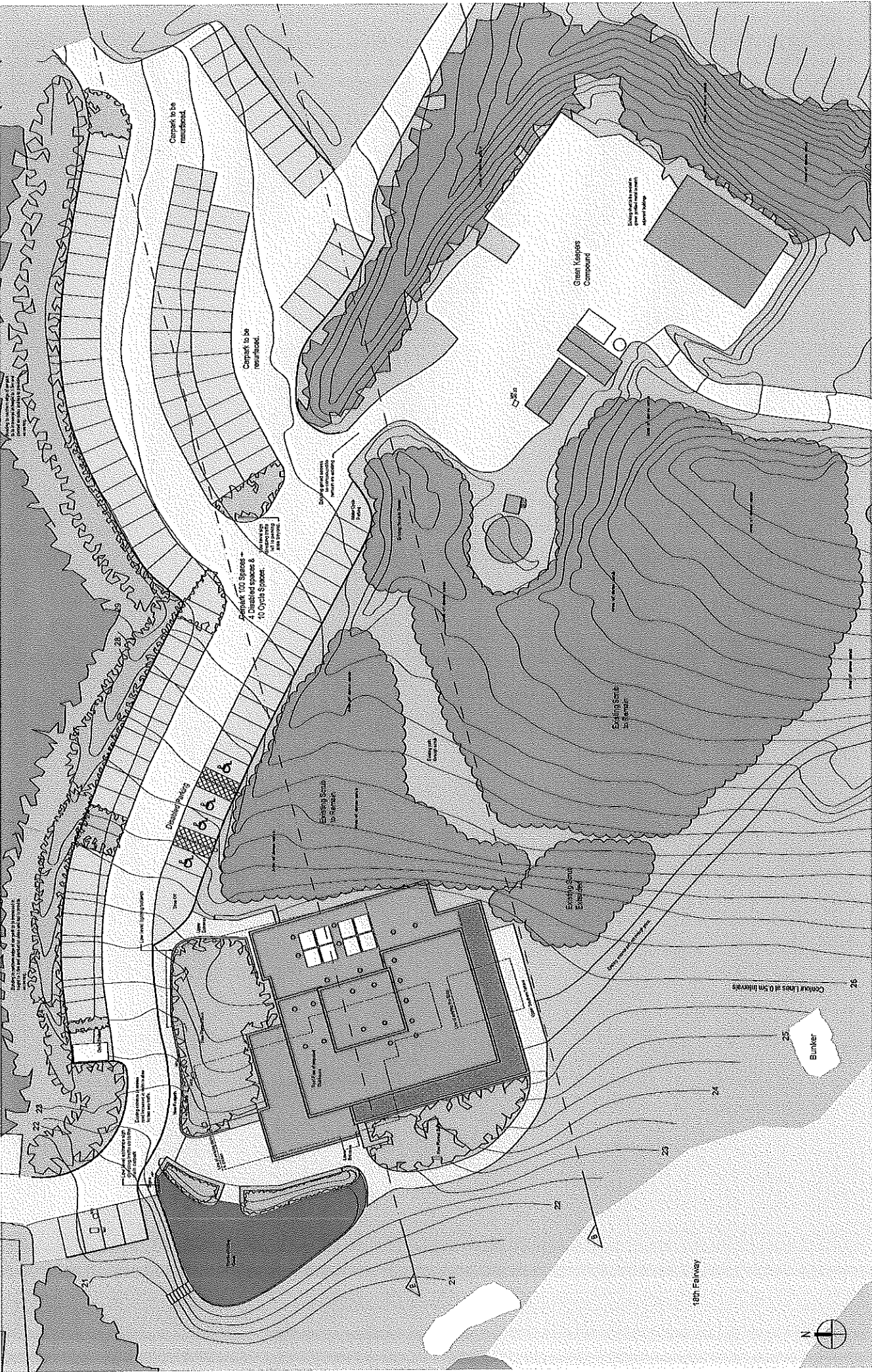
3. Contact Officer

The Contact Officer for this report is James Corrigan Interim Town Clerk.



Interim Town Clerk

ANNEX A.



MILLER BOURNE ARCHITECTS
 311 Engineer
 180 20th
 11 0271 41144
 4444@mlb-architects.com

Replacement Club House at Seaford Head Golf Course for Seaford Town Council
PROPOSED SITE PLAN
 1:200 @ A1 1:414 1:414 AD-50 A

NO.	DESCRIPTION	DATE	BY	CHECKED
1	Issue for Planning			
2	Issue for Planning			
3	Issue for Planning			
4	Issue for Planning			
5	Issue for Planning			
6	Issue for Planning			
7	Issue for Planning			
8	Issue for Planning			
9	Issue for Planning			
10	Issue for Planning			

PLANNING APP

1:200 @ A1 1:414 1:414 AD-50 A

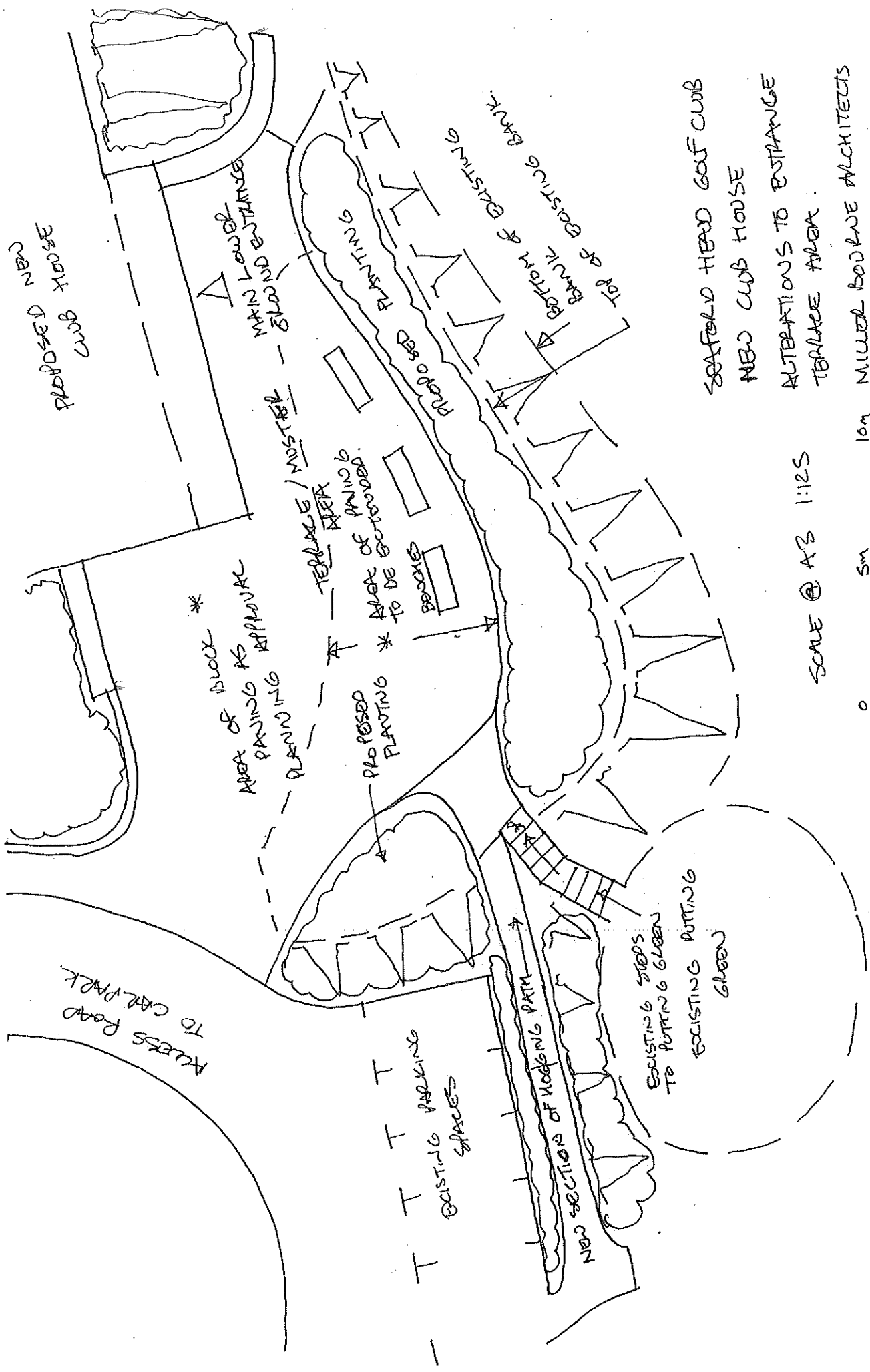
Scale: 1:200

North Arrow

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APPENDIX B



SCALE @ A3 1:125



SEAFIELD HEAD GOLF CLUB
 NEW CLUB HOUSE
 ALTERATIONS TO ENTRANCE
 TERRACE AREA
 MILLER BOUQUÉ ARCHITECTS
 19th NOVEMBER 2014.



Seaford Town Council

Report 159/14

Agenda Item No:	10
Committee:	Golf Course
Date:	2 December 2014
Title:	Head Greenkeeper report
By:	Nick Stephens
Wards Affected:	All Seaford wards
Purpose of Report:	To inform of Golf Course maintenance

Recommendations

You are recommended:

- 1. To note contents of this report**
-

Information

Listed below are works carried out over the past Three months in addition to normal mowing and maintenance regimes.

After a fantastic September weather wise with the beginning of October also being very warm and dry, welcome rain arrived and with it the opportunity to begin preparations for the winter months. As usual, when the rain begins it seems to go on forever but hopefully we avoid the unprecedented levels of last year. So far the course has held up well, with previously wet greens and other areas coming back into play much sooner after heavy downpours. Management of high traffic areas will be a priority for the forthcoming months.

September

Greens fed at the beginning and towards the end of the month with low levels of Nitrogen(6 units in total) but increasing the amounts of Potassium, trace elements and particularly iron to harden the turf and acidify the top layer to reduce chance of disease and worm activity. Total Nitrogen input for the year was 50 units (Kg/Ha). This is in the ideal range to encourage fine grasses, avoid thatch build up and minimise disease outbreaks.

Verti- drain contractor deep tined all greens to a depth of 10" with 12mm tines to relieve compaction and open pore spaces in rootzone encouraging denser rooting and improving drainage. All tees tined to a depth of 8" with 19mm tines and Fairways 6, 7, 14 and 15 also with the larger tines. Moving forward all fairways will be verti-drained on a rotational basis aiming for 4 to 5 per year as this is a very time consuming and thus relatively expensive process. The benefits are massive though.

Low level post and rope barriers have been installed on a couple of holes and will continue to do so over the coming months, as required, to protect vulnerable areas.

Greens aerated twice so far this month with 9mm pencil tines. These narrower tines keep the surface open whilst giving the minimum of disruption. We will vary the depth each time to avoid a "pan" developing in the rootzone.

Pace of growth is finally beginning to slow now so height of cut will be raised in all areas to protect turf and build up reserves in the plant for the winter period. Generally Greens will be cut at 6mm, Tees and aprons at 14mm and Fairways at 18mm. Banks/surrounds, Semi rough and cut Rough will remain the same at 38mm,38mm and 75mm respectively.

Budgets 2014/15

The current budgets for Ground maintenance non contract, Vehicle & equipment maintenance, Staff protective clothing and Staff training are workable if additions are made to account for inflation.

My main issue is with the equipment purchase budget for the foreseeable years.

Having previously purchased a large amount of machinery in two lease agreements 4 to 5 years ago, some of this equipment will be due for replacement over the next few years.

A new Greens mower was purchased this year at a cost of £30,000 and will have an efficient lifespan as our main greens mower of 6 years. The Fairway mower – which is our single most expensive piece of kit will be due for replacement at the end of next season at a cost of appx.£48,000 and our utility vehicle will be due for replacement shortly after at a cost of £12,000. Along with the Wide area rough mower, Tees and surrounds mower, Cushman sprayer/topdresser, and Tractor in the following years.

In total, to replace all of our equipment over a 7 to 8 year rolling programme will cost in the region of £230,000. This is the average for an 18 hole golf course.

A figure of around £33,000 needs to be allocated to the machinery purchase budget in the future with the ability to carry over un-used amounts to the following year/years to purchase higher value items.

Some of the equipments lifespan will have to be extended more than ideal, but this is possible in this instance to allow us to stagger future purchases.

With the standard of the course increasing and now the clubhouse, having the most efficient and up to date machinery will allow us to compete on a level playing field with other Clubs as well as ensuring safety requirements are adhered to.

Contact Officer

The Contact Officer for this report is Nick Stephens.

Head Greenkeeper



Town Clerk

