



Seaford Town Council

To the Members of the Full Council

A meeting of the of the **Full Council** will be held at **37 Church Street, Seaford** on **Thursday 15th January 2015** at **7.00pm** which you are summoned to attend.

James Corrigan
Town Clerk
9th January 2015

Agenda

1. Apologies for Absence

2. Disclosure of Interests

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

3. Public Participation

To deal with any questions, or brief representations, from members of the public in accordance with Standing Order 1 and Seaford Town Council Policy.

4. Minutes

To note the following minutes, approving or not approving recommendations as required:

- 4.1 Finance & General Purposes Committee – 16th October 2014 (pages 3 to 5)
- 4.2 Planning & Highways Committee – 30th October 2014 (pages 6 to 8)
- 4.3 Full Council – 6th November 2014 (pages 9 to 18)
- 4.4 Planning & Highways Committee – 20th November 2014 (pages 19 to 21)
- 4.5 Community Services Committee – 27th November 2014 (pages 22 to 24)
- 4.6 Golf Committee – 2nd December 2014 (pages 25 to 28)
- 4.7 Planning & Highways Committee – 11th December 2014 (pages 29 to 32)
- 4.8 Finance & General Purposes Committee – 18th December 2014 (pages 33 to 34)

5. Mayor's Report

To receive any communications as the Mayor may desire to put before the Council as in report 182/14 (pages 35 to 38).

6. Young Mayor's Report

To consider report 183/14 presenting the Young Mayor's Report (page 39).

7. Clerk's Report

To consider report 156/14 presenting the Clerk's Report (pages 40 to 45).

8. District & County Council Update

To give opportunity for an update from Councillors at a District or County level on business and activities that effect Seaford and the local area.

9. Police Report

To receive a report from Police Sergeant Stuart Mullins on policing in Seaford.

10. Final Budget Report for 2015/16 and Setting of Precept

To consider report 192/14 presenting the draft Budget for 2015/16 (pages 46 to 75).

11. Freedom of the Town Update

To receive report 184/14 giving an update on the Freedom of the Town process (page 76).

12. Local Council Award Scheme

To receive report 185/14 providing an introduction to the Local Council Award Scheme (pages 77 to 94).

13. Neighbourhood Plan Working Group

To consider report 186/14 regarding setting up a working group to look into the option of adopting a Neighbourhood Plan for the town (pages 95 to 96).

14. Cuthbert Bromley VC Commemorative Paving Stone

To consider report 188/14 regarding a commemorative paving stone being installed for Cuthbert Bromley VC (pages 97 to 101).

15. LGPS Employer's Discretions Policy

To consider report 189/14 regarding a Local Government Pension Scheme Employer's Discretion Policy (pages 102 to 105).

16. South Hill Barn

To considered report 190/14 regarding urgent repairs to the roof of South Hill Barn (pages 106 to 107).

17. Exclusion of the Press and Public

The Chairman will move that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting during the discussion on item 18 on the agenda as the item concerns confidential Council matters.

18. Hurdis House

To considered exempt report 191/14 regarding Hurdis House (pages 108 to 144).

For further information about items appearing on this Agenda please contact James Corrigan, Town Clerk, 37 Church Street, Seaford, BN25 1HG. Telephone 01323 894 870.

Circulation:

Committee: All Councillors, Young Mayor, Deputy Young Mayor and Police Sergeant Mullins.



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 16th October 2014** at **7.00pm**

Present:

Councillor M Brown (Vice Chairman)

Councillors S Adeniji, S Dunn, P Franklin, S Gauntlett, L Lord and R Needham.

Councillors R Allen (ex-officio).

Mr J Corrigan, Interim Town Clerk, Seaford Town Council.

Mrs Lucy Clark, Supports Services Manager, Seaford Town Council.

Ms Elizabeth Harvey, Finance Administration Assistant, Seaford Town Council (Minutes).

3 Members of the public.

F20/10/14 Apologies

Apologies for absence were received from Councillors B Burfield, A Hayder and Councillor A Latham.

F21/10/14 Disclosure of Interests

No declarations were made of discloseable pecuniary interests or 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.

F22/10/14 Public Participation

No questions from public participation.

F23/10/14 Finance Report

F23.1 Receipts, Payments and Bank Reconciliation for August & September 2014

Members considered report 131//14

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

**F23.2 Finance Report – Income & Expenditure
01/04/2014 – 31/09/2014**

Members considered report 132/14

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

F24/10/14 2015-16 Budget Framework and Timetable

F24.1 Members considered report 133/14

It was **AGREED** to **APPROVE** the report.

F25/10/14 To Seek approval to write off a historical debt

F25.1 Members considered report 130/14

It was **PROPOSED** and **AGREED** to take appropriate steps to pursue and recover the outstanding debt owed. Costs of up to £250.00 were set to undertake this task.

It was **NOTED** that a payment arrangement or instalment plan could be offered to the debtor if required to reclaim the debt.

F26/10/14 To note the estimated costs for the 2015 Town and Parish Council Elections

F26.1 Members **NOTED** report 127/14

It was **NOTED** the maximum costs would be £24,200.

F27/10/14 Exclusion of the Press and public

It was **RESOLVED** that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting during the discussion on items 9 and 10 of the agenda as the items concern confidential Council matters.

F28/10/14 Recovery of Outstanding Debt

F28.1 Members considered report 130/14

It was **NOTED** that an overpayment of £1,153.64 is outstanding.

It was **PROPOSED** and **AGREED** that the recovery of this overpayment is **DEFERRED** until a decision is known from any potential employment tribunal case that may be undertaken against Seaford Town Council.

F29/11/14 Surplus Time off in Lieu and consideration of increasing contract hours of Town Clerk PA

F29.1 Members considered report 128/14

It was **APPROVED** to pay in lieu the surplus TOIL.

F29.2

It was **NOTED** that the Council has a shortage of staff resources and that the Town Clerks PA's wishes to increase her hours of work.

It was **PROPOSED** and **AGREED** that an increase of 2 hours extra per day be allowed on the Town Clerks PA current contracted daily hours; showing an average day worked would be 9 hours. This has been awarded for three days per week that the current post holder works.

This amendment is on a trial basis for 6 months and the committee will review at the end of this time, unless Town Clerks PA wishes to bring it back to this committee beforehand. This trial period is to start on Monday 3rd November 2014 and finish on Friday 3rd April 2015.

The meeting closed at 8.15 pm

Cllr Mark Brown
Vice Chairman



Seaford Town Council

MINUTES of the meeting of the **Planning & Highways Committee** held at the **Council Chambers, 37 Church Street, Seaford** on **Thursday 30th October 2014** at **7.00pm**.

Present:

Councillor R E Allen (Chairman)

Councillors B Burfield, T Goodman, B Groves and A Latham.

Lucy Clark, Support Services Manager – Seaford Town Council

Georgia Raeburn, PA to the Town Clerk – Seaford Town Council (Minutes)

Three members of the public.

P59/10/14 Apologies for Absence and Declaration of Substitute Members

Apologies for absence were received from Councillors G Cork, P Franklin, S McStravick and L Wallraven (Councillor B Burfield substituted for).

P60/10/14 Disclosure of Interests

No declarations were made of discloseable pecuniary interests or 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.

P61/10/14 Public Participation

Stan Turner Wished to make a comment on planning application LW/14/0756 19 Cornfield Road – to be made immediately before the application is discussed.

Bob Brown (letter read out by the Chairman)
Wanted to make the Committee aware of a suspected broken water main on Clinton Lane and the water flowing from this down to Blatchington Road. Requested that resurfacing works be carried out on Clinton Lane due to the poor condition of the road surface.

Chairman Requested that Council Officers forward Mr Brown's letter on to East Sussex Highways as this would need to be addressed by them and to inform Mr Brown that this has been done.

P62/10/14 Planning Applications

Planning Applications week ending 4th October 2014

Seaford

LW/14/0748

Flat 1 47 High Street

Planning Application - Change of use and conversion of two-bedroom maisonette into two x one-bedroom flats, rear store to be removed and

erection of a rear extension for Mr N Moffett.

It was **RESOLVED** to make no objection.

Seaford
LW/14/0756

19 Cornfield Road
Planning Application - Erection of single storey extensions to both sides and part rear and a two storey extension to the front and new front entrance porch for Mr C Pellat.

Mr Turner

In addition to the letter that had been circulated to all members in advance of the meeting, wished to voice their concerns regarding the width of the proposed extension and this being within 300mm of the fence line, not including the drainpipe, and that the proposal goes beyond 4½ft of the building line.

It was **RESOLVED** to **OBJECT** on the grounds of it being over-developed, un-neighbourly to number 17, out of character and going beyond the building line.

(two members of public left the meeting)

Planning Applications week ending 11th October 2014

Seaford
LW/14/0772

9 Links Road
Planning Application - Erection of a single storey rear extension for Mr P Dobson.

It was **RESOLVED** to make no objection.

Seaford
LW/14/0763

19 Dukes Close
Planning Application - Single storey side extension for Mr G Page.

It was **RESOLVED** to make no objection.

Planning Applications week ending 18th October 2014

Seaford
LW/14/0778

3 Fitzgerald Avenue
Planning Application - Insertion of window to front elevation at lower ground floor level, including creation of lightwell, and conversion of lower ground floor into habitable accommodation for Mr C Blay.

It was **RESOLVED** to make no objection.

Seaford
LW/14/0795

Sutton Parade Alfriston Road
Planning Application - Creation of a flat at third floor level to include access lift and creation of two additional car parking spaces for Mr T Funnell.

It was **RESOLVED** to make no objection.

Tree Works Applications

Seaford **32 Barn Close**
TW/14/0091/ 1 x Holm Oak (G1 of Order, T1 on plan) – Prune by 20%.
TPO

It was **RESOLVED** to make no objection.

Seaford **Crouch Gardens, East Street**
TW/14/0094/ 1 x Eucalyptus – Sectionally fell to ground level
TCA 1 x Horse Chestnut – Reduce overall by 2m focusing on weighted side.

It was **RESOLVED** to make no objection.

Seaford **Rear of 3 Sovereign Close,**
TW/14/0095/ 1 x Holm Oak (W1 of Order) – Reduce tree overall by 3m.
TPO

It was **RESOLVED** to make no objection.

Seaford **1 Monksdown Barn, Silver Lane, Bishopstone Village**
SDNP/14/ 2 x Sycamore – Remove newly sprouted branches.
05421/TCA

It was **RESOLVED** to make no objection.

P63/10/14 Update Report

Members **NOTED** report 134/14 informing the committee of Lewes District Council's decisions.

The meeting closed at 7.24pm.

Councillor R E Allen
Chairman



Seaford Town Council

MINUTES of the meeting of the **Full Council** held at the Council Chambers, 37 Church Street, Seaford on **Thursday 6th November 2014** at 7.00pm.

Present:

Councillor M Brown (Mayor), Councillor T Goodman (Deputy Mayor)
Councillors S Adeniji, R E Allen, B Burfield, G Cork, S Dunn, P Franklin, S Gauntlett, A Hayder, A Latham, L Lord, S McStravick, R Needham, A White and I White.
James Corrigan, Interim Town Clerk – Seaford Town Council
Ben King, Projects & Facilities Manager – Seaford Town Council
Georgia Raeburn, PA to the Town Clerk – Seaford Town Council (minutes)
Police Sergeant Stuart Mullins

17 members of the public.

C88/11/14 Apologies

Apologies for absence were received from Councillors B Groves, P Heseltine, L Wallraven and B Warren, and the Young Mayor, Millie Hemsley.

C89/11/14 Disclosure of Interests

No declarations were made of discloseable pecuniary interests or 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.

C90/11/14 Presentation by Seaford Town Football Club

A verbal presentation was made for Seaford Town Football Club by Jason Hall, Rob Bull, Maria Caulsfield and Bob Thompsett, requesting that the Council set up a working group to look at the regeneration of football facilities for the club and the town.

Further to the presentation, the members discussed the request and it was **RESOLVED** that the request to set up a working group be **NOT CARRIED** due to the development plan for the Salts Recreation Ground being discussed later in this agenda and the football facilities likelihood to be assessed and included in the creation of a development plan for Crouch Gardens.

C91/11/14 Public Participation

Bob Brown Voiced his concern for the request from the football club regarding the sale of the Crouch and his support for agenda items 14, 18 and 25, noting that East Sussex County Council had not replaced all of the flood barriers in the storm wall along the promenade.

Roger Foxwell Urged the Council to consider creating a Neighbourhood Plan. Regarding agenda item 14, questioned how much is paid for the Ranger services on the Nature Reserve; whether the land management needed to be looked at; and how the Council planned to utilise South Hill Barn with no utilities available at the site.

Interim Town Clerk The Council pays £10k per annum for the Ranger service from Sussex Wildlife Trust. There is a Management Plan in place for the Nature Reserve incorporating work from 2014 to 2017. There is £3,250.00 HLS funding available for the Nature Reserve this year.

*Debbie Ward
(Seaford
Residents'
Voice)* *Questioned whether the Council, if selling property in Seaford, could put a covenant on the land so it stays as housing for the residents of Seaford not further homes for the elderly?*

Questioned what had happened with the S106 monies from McCarthy & Stone?

Cllr S Adeniji Lewes District Council are yet to receive any S106 monies from McCarthy & Stone. The Inspector agreed that S106 money would be paid if the 10 affordable houses were built. McCarthy & Stone have said in principle that they are committed to build the properties yet have said they do not know who owns the land so are unable to build on it. Any attempts to get a further update from McCarthy & Stone have so far gone unanswered.

C92/11/14 Minutes

It was **RESOLVED** to **NOTE** and **ADOPT** the following minutes:

- C92.1** Disciplinary Sub-Committee – 14th August 2014
- C92.2** Finance & General Purposes – 14th August 2014
- C92.3** Full Council – 21st August 2014
- C92.4** Disciplinary Sub-Committee – 27th August 2014
- C92.5** Planning & Highways – 28th August 2014
- C92.6** Golf – 2nd September 2014
- C92.7** Planning & Highways – 18th September 2014
- C92.8** Community Services – 25th September 2014
- C92.9** Personnel Sub-Committee – 8th October 2014
- C92.10** Planning & Highways – 9th October 2014

- C92.11** The Interim Town Clerk was requested to chase up the action from minute reference C66.1 (Full Council – 21st August 2014).

C93/11/14 Police Report

Police Sergeant Stuart Mullins gave a verbal presentation of his Police Report that had been circulated to all members ahead of the meeting.

Sergeant Mullins commended Seaford Bonfire Society and all those involved with Seaford Bonfire Night for such a great event.

(Police Sergeant Mullins and three members of the public exited the meeting)

C94/11/14 Mayor's Report

Members considered report 149/14.

It was **RESOLVED** that the proposal to set up a working group to look at the structure of the Council be **NOT CARRIED**.

C95/11/14 Deputy Mayor's Chain

Members considered report 150/14.

It was **RESOLVED** to **AGREE** to the Deputy Mayor wearing the Deputy Mayor's chain at the same time as the Mayor wearing the Mayor's chain, when at functions within the town of Seaford.

C96/11/14 Young Mayor's Report

Members **NOTED** the content of report 148/14 and thanked the Young Mayor for submitting the report.

C97/11/14 Clerk's Report

The Interim Town Clerk provided a verbal update on the written Clerk's report (report 155/14) and took questions from members.

C97.1 The Interim Clerk confirmed that the Section 38 agreement for the road access to the new clubhouse is being processed however there are some delays in getting the necessary residents signatures; two of six have been obtained.

There are some delays with the delivery of the interior furniture and it may therefore be necessary to hire furniture for the first few weeks of operating. The utility company delayed putting in the necessary meters meaning there is no gas to heat the building and dry it out.

C97.2 The Interim Clerk confirmed that the hire of additional support for the Council on a casual basis (as mentioned in section 1.26 of the Clerk's report) has been done by utilisation of the Professional Support budget and is within the spending power of the Clerk according to the Council's Scheme of Delegation.

C97.3 It was suggested that three additional priorities be added to the Clerk's priorities going forwards;

- i. Assessing if the Council have enough staff to cover future plans;
- ii. Creating a plan/mission statement for the Council going forwards;
- iii. Looking at ways in which to raise the Council's revenue other than precept.

C97.4 The contents of the report were **NOTED** and it was **RESOLVED** that the priorities going forwards, including the aforementioned additions at C97.3, be **AGREED**.

C98/11/14 District & County Council Update

- C98.1** Cllr S Adeniji (Lewes District & Seaford Town Councillor) -
Confirmed that Lewes District Council has said it will look at providing green waste collections for the District.
- C98.2** Cllr C Lambert (East Sussex County Councillor) –
Gave a verbal update on work done at County level regarding safe crossings in Seaford, Cycle Seahaven's 'Accessible Seaford' master plan, the cycling on the promenade scheme, the reduction of days at Seaford's Household Waste & Recycling Site, green waste collections, Seaford Library and the planning application for the former Caffyns site.
- Cllr Lambert confirmed that she had opposed the proposals to changes to the Meals in the Community service; she would check whether or not Cabinet had voted on this.
- Cllr Lambert confirmed that the Adult Social Care department would consider a transfer of Homefield Place but would require a business proposal to be put forward in order to do so.

C99/11/14 Closure of Entrances to The Crouch on Match Days

Members considered report 139/14.

It was **RESOLVED** to **AGREE** to Seaford Town Football Club closing some entrances to The Crouch for half an hour prior to kick off on match days. Seaford Town FC are to ensure notices are placed on entrances to The Crouch informing members of the public of the club's fixtures for the coming month.

(a short break was held from 8.25 to 8.40pm – 10 members of public exited the meeting)

C100/11/14 Partnership Working with Sussex Wildlife Trust

Members considered report 141/14.

- C100.1** Cllr Gauntlett declared a non-pecuniary interest as he is an appointed member of the Seaford Head Local Nature Reserve Management Committee.
- C100.2** It was **RESOLVED** to **AUTHORISE** Council Officers to progress the South Hill Barn project working in partnership with Sussex Wildlife Trust, with a view to presenting a final proposal; and to **APPROVE** circulation of a draft proposal to Councillors prior to the Council meeting at which it will be considered.

C101/11/14 Salts Development Plan

Members considered report 145/14.

- C101.1** The Interim Clerk confirmed that the Council is working with Lewes District Council to get some of the other open spaces S106 monies reallocated to The Salts.
- C101.2** The Interim Clerk confirmed the working group set up to look The Salts has concluded at the moment as this Development Plan, if adopted, becomes Council policy for Council Officers to work from.

- C101.3** The Interim Clerk confirmed that the plan has little impact on the Capital Wishlist; The Salts has always been high priority in the wishlist.
- C101.4** The Interim Clerk confirmed that external funding possibilities will be looked in to, as will working with local clubs for external grants they can get for their specific areas. The development plan would be implemented in stages, with spend coming from external sources not precept.
- C101.5** Council Officers will create a Gantt/project chart for the development, initially regarding the consultation stages, that can be distributed to Councillors to keep them aware of the progress/timescales.
- C101.6** It was **RESOLVED** to **APPROVE** that the Salts Development Plan be adopted as a Council policy document.
- C101.7** It was **RESOLVED** to **APPROVE** that Council Officers pursue the implementation of priority projects starting with children's play space; commencing projects at appropriate stages when funding is identified.
- C101.8** It was **RESOLVED** to **APPROVE** the Capital Wishlist be amended to properly reflect the contents of the Development Plan.
- C101.9** It was **RESOLVED** to **NOT APPROVE** that the format of the Development Plan be used as a general template to work from with future development plans for Seaford Town Council assets, and to reserve judgement until the Council has more experience of the proposal.

C102/11/14 Standing Orders

Members considered report 152/14 and discussed the Standing Orders proposed for adoption.

- C102.1** It was **PROPOSED** to **ADOPT** the Standing Orders with the following amendment;

7.a. 'A resolution shall not be reversed within six months except either by a special motion which requires written notice by at least seven Councillors for Council, Committee and Sub-Committee resolutions, to be given to the Proper Officer in accordance within Standing Order 9 below, or by a motion moved in pursuance of the recommendation of a Committee or a Sub-Committee.'

A **RECORDED VOTE** was requested:

Cllr S Adeniji	For
Cllr R E Allen	Abstained
Cllr M Brown	For
Cllr B Burfield	Against
Cllr G Cork	For
Cllr S Dunn	For
Cllr P Franklin	Against
Cllr S Gauntlett	For
Cllr T Goodman	For
Cllr A Hayder	For
Cllr A Latham	For
Cllr L Lord	For
Cllr S McStravick	For

Cllr R Needham	For
Cllr A White	For
Cllr I White	Against

The **MOTION** was **CARRIED** (12 for, 3 against, 1 abstention).

C102.2 It was **PROPOSED** to **AGREE** to remove the positions of Leader and Deputy Leader of the Council with immediate effect but that they (the Councillors holding those positions) may continue in their role at meetings, as councillors, for the remainder of the Municipal Year if they wish to do so.

A **RECORDED VOTE** was requested:

Cllr S Adeniji	For
Cllr R E Allen	For
Cllr M Brown	For
Cllr B Burfield	Abstained
Cllr G Cork	For
Cllr S Dunn	For
Cllr P Franklin	Abstained
Cllr S Gauntlett	For
Cllr T Goodman	Abstained
Cllr A Hayder	For
Cllr A Latham	For
Cllr L Lord	For
Cllr S McStravick	For
Cllr R Needham	For
Cllr A White	For
Cllr I White	Against

The **MOTION** was **CARRIED** (12 for, 1 against, 3 abstentions).

C103/11/14 Travellers Policy

Members considered report 136/14.

It was **RESOLVED** to **ADOPT** the Travellers Policy and Procedure and to **APPROVE** a review date either after the next occurrence of an unauthorised encampment or September 2017, whichever is sooner.

C104/11/14 Remuneration for Town Councillors

Members considered report 144/14.

It was **RESOLVED** to **DEFER** a decision on this item until the next Council have taken office in May 2015.

C105/11/14 Tree Policy

Members considered report 142/14.

It was **RESOLVED** to **ADOPT** the Tree Policy and to **APPROVE** a review date of November 2017.

C106/11/14 Memorial Policy

Members considered report 143/14.

It was **RESOLVED** to **ADOPT** the Memorial Policy as presented with an additional section incorporating;

‘The Council will welcome memorial/sponsorship donations, of any size, towards general projects, with an entry going in a memorial book to be set up by the Council.’ and to **APPROVE** a review date of November 2017.

C107/11/14 Internal Auditor Correspondence

Members considered report 146/14.

C107.1 Members **NOTED** receipt of the letter from Auditing Solutions Ltd dated 6th October 2014.

C107.2 It was **RESOLVED** to **INSTRUCT** the Responsible Finance Officer to investigate options for actions to be taken with regards to the Council’s internal audits and report back to Full Council at their next meeting.

C108/11/14 Freedom of the Town

Members considered report 138/14.

C108.1 It was **RESOLVED** to **APPROVE** the Council’s Honorary Freedom of the Town Policy, with the removal of the parentheses and use of a slash for ‘freeman/freewoman’, and to set a review date of November 2017.

C108.2 It was **RESOLVED** to **INSTRUCT** Council Officers to implement and oversee the process to appoint a Freeman/Freewoman of the Town as per the policy, formally reporting back to Full Council on 15th January 2015.

C109/11/14 VAT Notice of Assessment

Members **NOTED** the content of report 140/14.

It was **RESOLVED** to **SUPPORT** the Interim Town Clerk in appealing against the Ambulatory Concessions.

C110/11/14 Direct Debit Cards for the Council

Members considered report 153/14 and discussed the proposed procedure for the use of Debit Cards and safeguards in place.

C110.1 It was **RESOLVED** to **AGREE** to the Council obtaining three Direct Debit Cards.

C110.2 The Responsible Finance Officer took an action to review the Purchase Order procedure.

C111/11/14 Seaford’s Flood Plan

Members considered report 154/14.

C111.1 It was **AGREED** to **ESTABLISH** a working group consisting of Councillors S Adeniji, G Cork, S Dunn, S McStravick and A White, to look

in to the flood plan in place for Seaford and develop a strategy for the Council going forwards, reporting back to Full Council at a later date.

C111.2 It was **AGREED** to permit the working group to co-opt external members as it deems necessary.

C112/11/14 Newsletter Distribution

Members considered report 147/14.

It was **RESOLVED** to **AGREE** to the proposal to continue printing 1,000 copies of the newsletter for distribution at commercial properties in town, as has been done for the last two editions, and to try to be more proactive via the internet and through social media.

C113/11/14 Exclusion of the Press and Public

It was **RESOLVED** that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting during the discussion on item 28 on the agenda as the items concern confidential Personnel matters.

(All remaining members of the public and the Interim Town Clerk exited the meeting)

C114/11/14 Approval of Chosen Town Clerk Candidate

Members considered exempt report 151/14.

(Cllr I White exited the meeting)

Members discussed the recent recruitment process for the position of Town Clerk, the candidates interviewed, the chosen candidates suitability and employment references, and the remuneration package and terms and conditions of employment being offered.

It was **PROPOSED** to **APPROVE** appointing the chosen candidate, Mr J R Corrigan, to the permanent position of Town Clerk on the following terms:

Salary:

Spinal points 56-61, starting on SCP 60 £56,330.00 per annum.

Rising to SCP 61 upon completion of CiLCA qualification (currently £58,053.00 per annum).

This post will be subject to the annual salary increase each April.

Commencement:

Start date: 1st January 2015.

Continuous service will be reinstated (23 years).

A probationary period will not be in force but a review will be held in June 2015 (after six months).

Hours of Work:

37 hour per week (7½ hours on Mondays to Thursdays and 7 hours on Fridays).

Hours to fit around core office hours of 9.00am to 5.00pm where possible.

The Clerk is responsible for managing his TOIL accrual and usage (as per the Council's TOIL Policy) and his monthly timesheet will be signed off by any two councillors.

Notice Period:

3 months' notice would need to be given by both parties to terminate the employment contract.

Holiday:

In accordance with the Green Book taking in to account the reinstated continuous service. To be calculated pro-rata for the current leave year (leave year runs 1st April to 31st March).

Reporting Structure:

The Clerk is responsible to the Council, reporting through the Mayor of Seaford where it is not possible to consult the Council as a whole.

Training:

The Clerk is to complete the CiLCA qualification within one year (by 31st December 2015).

MsC in Human Resource Management: The Council will cover the cost of the Clerk undertaking an MsC in Human Resource Management at the University of Brighton. The cost is approximately £3,300.00 per annum.

This is a three year course, requiring a half day release once a week. The Clerk will use accrued TOIL to cover this absence as per the Council's TOIL Policy.

The Council will put in place a repayment scheme whereby if the Clerk leaves during the three years of study he will be required to refund the entire cost of the course. Thereafter, if the Clerk leaves within two years of completing the course he will be required to pay back the cost of the course minus 1/24th for each month beyond the completion date of the course. This means the repayment clause runs until August 2019.

Relocation:

The Council will agree to cover relocation costs up to £1,500.00, when required.

SLCC:

The Council will pay the Clerk's membership for the Society of Local Council Clerks, this is approximately £260.00 per annum and is renewed each January.

The Clerk is continuing in his role of Advisor for the SLCC. As before, the Clerk has asked the Council to accept that he may be required to act in this role on an ad hoc basis. This would mean taking a maximum of one or two phone calls a day, of a short duration, that he would consider being taken out of his own time i.e. he would offset the time spent on SLCC advisory duties by staying longer at the end of the work day.

Primary Function:

It has been agreed that his role at the Council is his primary function and if such a situation arises, that Council duties supersede his university course, SLCC advisory duties and any work he undertakes in his personal consultancy capacity.

Other Terms and Conditions:

All other terms and conditions of employment will be as per the Terms and Conditions of Employment agreed at the Personnel Sub-Committee meeting on 26th August 2014.

A **RECORDED VOTE** was requested:

Cllr S Adeniji	For
Cllr R E Allen	For
Cllr M Brown	For

Cllr B Burfield	Abstained
Cllr G Cork	For
Cllr S Dunn	For
Cllr P Franklin	Abstained
Cllr S Gauntlett	For
Cllr T Goodman	For
Cllr A Hayder	For
Cllr A Latham	For
Cllr L Lord	For
Cllr S McStravick	For
Cllr R Needham	For
Cllr A White	For

The **MOTION** was **CARRIED** (13 for, 2 abstentions).

The meeting closed at 11.47pm.

Councillor Mark Brown
Mayor of Seaford



Seaford Town Council

MINUTES of the meeting of the **Planning & Highways Committee** held at the **Council Chambers, 37 Church Street, Seaford** on **Thursday 20th November 2014** at **7.00pm**.

Present:

Councillor L Wallraven (Chairman) and R E Allen (Vice-Chairman).
Councillors G Cork, T Goodman and A Latham.
Elizabeth Harvey, Administration Assistant – Seaford Town Council
Georgia Raeburn, PA to the Town Clerk – Seaford Town Council (Minutes)

Absent:

Councillor S Adeniji.

2 members of the public.

P64/11/14 Apologies for Absence and Declaration of Substitute Members

Apologies for absence were received from Councillors B Groves and S McStravick.

P65/11/14 Disclosure of Interests

No declarations were made of discloseable pecuniary interests or 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.

P66/11/14 Public Participation

There was no public participation.

P67/11/14 Planning Applications

Planning Applications week ending 25th October 2014

Seaford LW/14/0810	Brambles Eastbourne Road Planning Application - Single storey extension and roof dormer to front elevation for Dr P Baker.
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It was **RESOLVED** to make no objection.

Seaford LW/14/0745	8 Links Road Seaford Planning Application - Section 73A retrospective application for the retention of a shed for Mrs C Cockburn.
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It was **RESOLVED** to make no objection.

Seaford LW/14/0754	23 Fitzgerald Avenue Planning Application - Section 73A retrospective application for the
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retention of a garden wall and trellis for Mr A Booth.

It was **RESOLVED** to make no objection.

Planning Applications week ending 1st November 2014

Seaford **Sussex Cottage Upper Belgrave Road**
LW/14/0727 Planning Application - Demolition of existing boundary wall and
erection of brick front boundary wall including entrance gates for Mr B
Wells.

It was **RESOLVED** to make no objection with the erection of a
boundary wall but there are concerns regarding the felling of trees in a
conservation area.

Seaford **22 Chyngton Road**
LW/14/0809 Planning Application - Erection of a first floor extension for Mr S
Wilson.

It was **RESOLVED** to **OBJECT** on the grounds of being over-
development, un-neighbourly and over-looking number 23.

Seaford **53 Sutton Drove**
LW/14/0820 Planning Application - Demolition of redundant nursery buildings and
erection of four dwellings for Havenscroft Ltd.

It was **RESOLVED** to **OBJECT** on the grounds of it conflicting with
Seaford Town Council policy.

Planning Applications week ending 8th November 2014

Seaford **26 Grove Road**
LW/14/0838 Planning Application - Two storey side extension and single storey rear
extension for Mr R Smith.

It was **RESOLVED** to make no objection.

Tree Works Applications

Seaford **9 Manor Road North**
TW/14/0098/
TPO 1 x Hawthorne (T1 of Order)- Crown by 2.5m
1 x Hawthorne (T2 of Order)-Crown by 2.5m
1 x Sycamore (T3 of Order) – Remove deadwood and Crown by 5.5m
1 x Beech (T4 of Order) – Remove deadwood and Crown by 4m
1 x Beech (T5 of Order) – Remove deadwood and Crown by 4m
1 x Beech (T6 of Order) – Remove deadwood and Crown by 4m
1 x Beech (T7 of Order) – Remove deadwood
1 x Beech (T8 of Order) – Remove deadwood and Crown away from
Street Lamp

It was **RESOLVED** to make no objection.

Seaford **3 Manor Road North**
TW/14/0099/ 1 x Beech (T1 of Order) – Remove deadwood
TPO 1 x Beech (T2 of Order) – Remove deadwood
 1 x Beech (T3 of Order) – Crown lift to 5.5m and prune back
 1 x Sycamore (T4 of Order) – Remove deadwood
 1 x Beech (T5 of Order) – Remove deadwood
 1 x Beech (T6 of Order) – Remove deadwood and prune low branches
 1 x Beech (T7 of Order) – Remove deadwood and prune low branches
 1 x Beech (T8 of Order) – Remove deadwood and crown lift by 5.5m
 1 x Beech (T9 of Order) – Remove deadwood

It was **RESOLVED** to make no objection.

Seaford **18 Barn Close**
TW/14/0101/ 6 x Sycamore – deadwood
TPO

It was **RESOLVED** to make no objection.

Seaford **54 Beacon Drive**
TW/14/0102/ 1 x Monterey Cypress (T1 of Order) – Remove and Replant
TPO 1 x Monterey Cypress (T2 of Order) – Remove and Replant
 1 x Monterey Cypress (T3 of Order) – Remove and Replant

It was **RESOLVED** to make no objection.

Seaford **14 Manor Road North**
TW/14/0103/ 1 x Sycamore (T7 of the Order) – 25% Crown reduction
TPO

It was **RESOLVED** to make no objection.

P68/11/14 Local Plan Part 2 (Site Allocations & Development Management DPD)

Members considered report 157/14 concerning LDC's progression with the Local Plan Part 2.

It was **RESOLVED** to **INSTRUCT** Council Officers to open the invite to all members of the Council to appoint two representatives to attend on behalf of the Council.

P69/11/14 Update Report

Members **NOTED** report 158/14 informing the committee of Lewes District Council's decisions.

The meeting closed at 7.17pm.

Councillor L Wallraven
Chairman



Seaford Town Council

Community Services Committee

Minutes of the meeting of the **Community Services Committee** held at **37 Church Street, Seaford** on **Thursday 27 November 2014** at **7.00 pm**.

Present:

Councillor B Warren (Chairman)

Councillor S Dunn (Vice Chairman)

Councillors L Wallraven, S McStravick, C Cork, A Hayder, A Latham, M Brown.

Mr J Corrigan, Mr B King and Miss R Beard – Seaford Town Council.

5 members of the public.

CS 31/11/14 Apologies for Absence and Declaration of Substitute Members

Apologies were received from Councillors T Goodman who was substituted by Councillor A Latham, P Heseltine who was substituted by Councillor M Brown, and L Lord.

CS 32/11/14 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.

There was no Disclosure of Interests as defined under the Seaford Town Council Code of Conduct and the Localism act 2011 in relation to the agenda.

CS 33/11/14 Public Participation

Mr Robert Gower *Raised the point of Item 8 the Southern Water Proposition, with regards to the water fountain being moved back to its original site, and he trusts that when work goes ahead it will be retained in situ.*

Chair *Suggested to Projects and Facilities Manager to take this comment on board during negotiations with Southern Water.*

Mr Robert Brown *Raised the point of Item 8 as he is a resident of the area he wanted to highlight the issue of drainage problems and welcomes any solutions Southern Water may have to resolve this issue.*

Mr Foxwell *Raised the point of grants and funding to the Interim Town Clerk and why he thought Seaford Town Council may not get this.*

Mr. Foxwell also raised a point about the new Seaford Town Council website and how it was lacking information on The Seaford Head Management Plan

Interim Town Clerk. Advised that the HLS agreement had recently been approved for £3250 per annum for the next 10 years.

A point was also raised regarding any plans to have a Neighbourhood plan.

Chair Suggested that this issue was put forward to Planning and Highways Committee.

CS 34/11/14 Finance Report

Members considered report 166/14.

It was **AGREED** to **APPROVE** the report.

CS 35/11/14 Scale of Hire Charges Open Spaces

Members considered report 161/14.

It was **AGREED** to **APPROVE** the report.

CS 36/11/14 Projects Forecast

Members considered report 160/14.

It was **AGREED** to **APPROVE** that the Projects Pool be set at £45,000 for the 2015/16 financial year, as detailed in the Community Services budget report 162/14.

It was **AGREED** to **APPROVE** that a recommendation be made to Full Council that any underspend from the projects budget, for projects not commenced in this financial year be allocated to the Projects earmarked reserve.

CS 37/11/14 Community Services Committee Draft Budget 2015/16

Members considered report 162/14.

It was **AGREED** to **APPROVE** the projected outturn for 2014/15 and the draft budget for 2015/16 for this Committee.

It was **AGREED** to **APPROVE** the final draft be recommended to Full Council for adoption.

It was **AGREED** to **APPROVE** that a recommendation be made to Full Council, to authorise funding to facilitate the employment of a Projects Officer, from savings made in this Committees budget.

CS 38/09/14 Southern Water- Steyne Road Gardens Proposal

Members considered report 163/14.

It was **AGREED** to **APPROVE** that officers negotiate terms with Southern Water, relating to the installation of a storm tank at Steyne Road Gardens; subject to all costs including legal and staff costs, being met by Southern Water; a suitable agreement or easement being proposed; and the long term condition of the site being protected.

CS 39/09/14 Arts@theCrypt- Management Committee Report

Members considered report 164/14.

The report was **NOTED**.

It was also **AGREED** that a letter of thanks be sent to the Committee to congratulate them for their growth over the 8years of them assisting the needs of the Crypt.

CS 40/11/14 Projects and Facilities Manager – Update Report

Members considered report 165/14.

It was **AGREED** to **NOTE** this report.

It was requested by the Vice Chair to **NOTE** thanks to the Projects and Facilities Manager for the report, but also to mention that Martello Disabled toilet facilities have also been upgraded following a request. .

The Meeting Closed at 7.50pm

Councillor B Warren (Chairman)



Seaford Town Council

MINUTES of the meeting of the **Golf Committee** held at the **Council Chambers, 37 Church Street, Seaford** on **Tuesday 2nd December 2014** at **7.00pm**.

Present:

Councillor I White (Chairman).

Councillors S Adeniji, R E Allen, M Brown, S Dunn, T Goodman, R Needham and A White.

James Corrigan, Interim Town Clerk – Seaford Town Council

Oliver Stanyard, Business Manager – Seaford Town Council

Simon Lambert, Deputy Head Greenkeeper – Seaford Town Council

Fraser Morley – Golf Professional

Richard Andrews and Alan Miller – Seaford Head Golf Club

Georgia Raeburn, PA to the Town Clerk – Seaford Town Council (Minutes)

4 members of the public.

Absent:

Councillor B Groves.

G20/12/14 Apologies for Absence and Declaration of Substitute Members

Apologies for absence were received from Councillors P Franklin (Councillor S Dunn substituted for), S Gauntlett and A Latham (Councillor S Adeniji substituted for).

G21/12/14 Declaration of Interests

Under the Seaford Town Council Code of Conduct and the Localism Act 2011, Councillor I White declared a non-prejudicial interest in the agenda as he is a member of Seaford Head Golf Club.

G22/12/14 Public Participation

Councillor A White Asked that Councillor I White consider standing down as Chair of the Golf Committee, expressing concerns regarding the Councillor I White's ability to Chair the Golf Committee, his performance as Chair over the past three years and his underperformance in ensuring that the Committee are fully aware of the necessary facts. When questioned, Councillor A White identified individual issues regarding the access road, VAT errors and business plan, as examples.

Councillor I White In response said that he would not stand down from being Chairman and provided an update on the background and current situation with the access road and VAT errors. Councillor I White also confirmed that the business plan had been kept confidential as this had been decided on by the Committee.

Interim Town Clerk The Clerk in advised that a letter had been received from the VAT office this week and that they have partly accepted the Council's option to tax with effect from 25th September 2014, meaning that the Council can claim back VAT on constructions costs from this date but not prior to it. The implications of this are about £700,000 construction costs equating to £140,000 in VAT that cannot be reclaimed. The Clerk will however appeal this and look at ways to mitigate the cost such as costs spent for disability access to the site.

Councillor A White Councillor A White proposed that a vote of no confidence in Councillor I White as Chair of the Golf Committee be held; this proposal found no seconder.

(Councillor A White left the meeting at 7.15pm)

G23/12/14 Finance Report

It was **RESOLVED** that the contents of report 167/14 presenting the financial position to 31st October 2014 be **APPROVED**.

G24/12/14 Golf Course Income Report

Members considered report 168/14 presenting the ticket sales and income for the period 1st April 2014 to 31st October 2014.

G24.1 An error was **NOTED** on Appendix A (page 10) the Total YTD column for the Green Fees Mid Week 1001-101. The gross and net figures are in the wrong columns and should be the other way round i.e. gross is the higher figure.

G24.2 It was **RESOLVED** that the contents of report 168/14 be **APPROVED**.

G25/12/14 Golf Professional's Report

Members considered report 172/14 providing an update on Golf Course related matters.

G25.1 The Golf Professional provided members with some clarification on the membership offers being publicised;
New Members are being offered an introductory rate of 15 months for the price of 12, providing they sign up in January 2015 (signing up in February would be result in 14 month for the price of 12 and in March, 13 months).
Existing Members are seeing a 5% discount on membership fees for next year (effectively holding the price at this year's level).

G25.2 The Golf Professional confirmed that they are attempting to target ladies with advertising for the club in the hope of increasing the 6.5% female membership. Ladies coaching is now also being offered by Chris Kelley at the Salts.

G25.3 The information in report 172/14 was **NOTED**.

G26/12/14 Business Managers Report

Members considered report 171/14 providing an update on Golf Clubhouse matters.

- G26.1** The Business Manager confirmed that once the clubhouse is fully furnished they will be able to arrange for professional photographs to be taken of mock-up weddings and conferences at the venue, which will then be used for publicity and marketing materials.
- G26.2** It was confirmed that the furniture will be on site the week commencing 15th December. There was a contingency plan to hire furniture if it was needed in the interim, however this is not now needed.
- G26.3** The bar/restaurant will be given a venue name however this has not yet been decided on. The Committee Room will be named in memory of the late Don Mabey MBE.
- G26.4** The Business Manager was congratulated and thanked for his first report.
- G26.5** The information in report 171/14 was **NOTED**.

G27/12/14 Interim Town Clerk's Update Report

Members considered report 169/14 providing an update on the construction works to date.

- G27.1** Councillor I White stated that the former Clerk had had a project plan for the clubhouse project and that the former Clerk had deemed this to be her property and taken this with her upon leaving.

The Interim Clerk confirmed that Officers had looked through the electronic and paper files, and emails, and found no plan of the sorts. If created, this plan would have been Council property, as it would have been the intellectual property of the Council and bore a cost to the Council, so could be classed as unlawful removal of Council property.

The Interim Clerk was asked to investigate this matter further and if necessary report the matter to the Police.

- G27.2** The Interim Clerk clarified the situation regarding the pathway leading around the front of the Pro Shop and the implications of the work being undertaken. There is a temporary electric supply to the clubhouse which is enough to begin drying out the building and also arrange for all the electrics to be tested. The gas meter is in and we hope that the permanent electric meter will go in next week.

The Interim Clerk confirmed that the Council and contractors have been responding immediately to all issues that are being raised and taking action as soon as possible.

The Interim Clerk confirmed that the hope is that there will be a soft launch of the clubhouse before Christmas, with a formal opening in the New Year.

This will need to be confirmed.

G27.3 The contents of report 169/14 were **NOTED**.

G28/12/14 Committee Projected Financial Performance for the Financial Year and Recommending a Budget for 2015/2016

Members considered report 170/14 presenting the projected financial performance of the Committee this financial year and recommending the Committee budget for 2015/2016.

G28.1 Members discussed the projections and in particular the shortfall of £47,250 for 2015/16. This will need to be considered by Full Council at its meeting on 15th January 2015 as to whether this shortfall is taken from General Reserves, balanced by another Committee or impacts on Precept. The Interim Clerk did highlight that this shortfall could be fairly quickly replenished in future financial years looking at the projections for 2016/17 and 2017/18.

G28.2 It was **PROPOSED** that the Interim Clerk be **INSTRUCTED** to meet with Seaford Head Golf Club to review the current terms between the Council and Club including the membership figures, reporting back to the Golf Committee and providing clarification as to how the system works.

G28.3 The projected financial performance of the Golf Committee for this financial year was **NOTED**.

G28.4 It was **RESOLVED** to **RECOMMEND** the draft budget for the Golf Committee to the Full Council as presented.

G29/12/14 Head Greenkeeper's Report

Members considered report 159/14 providing an update on Golf Course maintenance.

G29.1 The Interim Clerk confirmed that he is to meet with the Head Greenkeeper to finalise an equipment and machinery plan that has been drawn up. The machinery budget is working on a rolling program so they will be looking at extending the leases on some equipment at a lower rate with a potential view to purchase these items over time. The plan will come to the Golf Committee once finalised.

G29.2 The Interim Clerk updated that temporary repairs are currently being made to the greenkeepers shed as the cheapest tender for replacement sheds came in around £45,000. Later next year the Council will look again at replacement options.

G29.3 The contents of report 159/14 were **NOTED**.

The meeting closed at 8.15pm.

Councillor Ian White
Chairman



Seaford Town Council

MINUTES of the meeting of the **Planning & Highways Committee** held at the **Council Chambers, 37 Church Street, Seaford** on **Thursday 11th December 2014** at **7.00pm**.

Present:

Councillor R E Allen (Vice-Chairman).

Councillors S Adeniji, T Goodman and B Groves.

Lucy Clark, Support Services Manager – Seaford Town Council

Jasmine Pollard, Administration Assistant – Seaford Town Council (Minutes)

7 members of the public.

P70/12/14 Apologies for Absence and Declaration of Substitute Members

Apologies for absence were received from Councillors G Cork, A Latham, S McStravick and L Wallraven.

P71/12/14 Disclosure of Interests

No declarations were made of discloseable pecuniary interests or 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.

P72/12/14 Public Participation

There was no public participation.

P73/12/14 Planning Applications

Planning Applications week ending 15th November 2014

Seaford

LW/14/0762

8 Clinton Place

Planning Application - Demolition of a single storey storage building and the erection of a two storey building containing two self-contained flats for Ms S Slade & Mr M Nicholas

It was **RESOLVED** to make no objection.

Seaford

LW/14/0844

6 Beacon Drive

Planning Application - Section 73A retrospective application for retention of two balcony style rooflights on south west roof slope for Mrs A McCormick

It was **RESOLVED** to make no objection.

Seaford **55 Grove Road**
LW/14/0852 Planning Application - Erection of a single storey rear extension and rear extension at first floor level for Mrs S Elford

It was **RESOLVED** to make no objection.

Seaford **37 Broad Street**
LW/14/0858 Advertisement Consent Application - Installation of a banner sign for Lewes District Council

It was **RESOLVED** to make no objection.

Planning Applications week ending 22nd November 2014

No planning applications for Seaford.

Planning Applications week ending 29th November 2014

Seaford **15 Highlands Road**
LW/14/0875 Planning Application - Erection of a two storey side extension and installation of four detached pods of supported housing in the rear garden for Mr S Rajput

Joanne Swift Objects to the application on the grounds of it being overdeveloped, the pods would be up to her fence, it will cause light pollution and further add to the traffic and parking issues. It is also noted that there has been removal of mature trees assumingly without proper permission.

Anne Wyatt States that the applicant is currently operating the house as a C3 property which can house up to 6 people, so currently does not have permission to house more people. The increase of residents will cause further problems to the on-going parking issues.

Malcolm Piver Agrees with all the previous comments adding concerns that the pods are aimed for residents that may be troubled individuals and who may become problematic and be out of place in this family orientated area. The building will have a visual impact and be out of character with the area and it will cause further traffic issues.

It was **RESOLVED** to **STRONGLY OBJECT** on the grounds of total overdevelopment, out of character, unsightly, parking issues and increased traffic adding to the existing traffic problems.

Seaford **1 Millfield Close**
LW/14/0876 Planning Application - Erection of a conservatory to the rear of the annexe for Mr & Mrs Newell

It was **RESOLVED** to make no objection.

Seaford **Annecy Catholic Primary School Sutton Avenue**
LW/14/0883 Planning Application - Variation of Condition 8 relating to planning approval LW/13/0039 to amend the size of the nursery building for

Places for Children Ltd.

It was **RESOLVED** to make no objection.

Tree Works Applications

TW/14/0107/ **5 Roedean Close**
TPO

1 x Sycamore (A on Plan) – Removal
1 x Sycamore (B on Plan) – Removal
1 x Sycamore (C on Plan) – Attention / Dead Parts Removal
1 x Sycamore (D on Plan) – Attention / Dead Parts Removal of effected
branches
1 x Sycamore (E on Plan) – Prune back branches
It was **RESOLVED** to make no objection.

SDNP/14/0594/ **Middle House, Bishopstone**
TCA

1 x Beech – Fell and Remove

It was **RESOLVED** to **OBJECT** on the grounds that no reason given as to why
this tree is to be felled and removed.

P74/12/14 Written Permission Request

Members considered report 173/14 requesting permission for a line to be marked
outside a resident's property to stop cars blocking access to their garage.

It was **RESOLVED** to **AGREE** to give permission to ESCC for a line to be marked
outside a resident's property to stop cars blocking access to their garage.

**P75/12/14 Update on Proposed Changes to Parking & Waiting Restrictions in Station
Road, Hawth Hill and Hawth Park Road, Bishopstone.**

Members **NOTED** report 174/14 informing the Committee of ESCC's decision to the
proposed changes to parking & waiting restrictions.

P76/12/14 Lewes District Council Joint Core Strategy – Independent Examination

Members considered report 175/14 advising the Committee of the Independent
Examination of the LDC Joint Core Strategy, January 2015.

It was **RESOLVED** that Cllr Sam Adeniji will look into attending one of the
upcoming meetings.

*Standing Orders were suspended at 7:30pm to allow for public discussion on the background of
Tudor Manor Gardens and were then resumed at 7:40pm*

P77/12/14 Proposed Stopping-up Order – 1 Tudor Manor Gardens

Members considered report 177/14 informing the Committee of an application for a Stopping-up Order

It was **RESOLVED** to **AGREE** to the proposed Stopping Up Order.

P78/12/14 Update Report

Members **NOTED** report 176/14 updating the Committee of previous planning applications

The meeting closed at 7.40pm.

Councillor R Allen
Vice Chairman



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 18th December 2014 at 7.00pm.

Present:

Councillors B Burfield (Chairman) and M Brown (Vice Chairman)
Councillors S Adeniji, S Gauntlett, A Hayder, A Latham, R Needham, B Warren and A White.
Mr James Corrigan, Interim 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).
3 Members of the public.

F30/12/14 Apologies

Apologies for absence were received from Councillors S Dunn, P Franklin (Cllr A White substituted for) and L Lord (Cllr A Latham substituted for).

F31/10/14 Disclosure of Interests

No declarations were made of discloseable pecuniary interests or 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.

F32/10/14 Public Participation

Bob Gower With regards to item 5, wanted to ensure that there would be a full debate on decisions made going forwards in the agenda. Regarding item 6, questioned the savings that have been made since the former Town Clerk left the Council's employment?

Chairman Confirmed that this Committee would be making recommendations to Full Council and that these recommendations would be heard by members today.

Interim Town Clerk Confirmed that the report under item 6 only included the professional costs not the additional costs or savings.

F33/10/14 Finance Report

F33.1 Receipts, Payments and Bank Reconciliation for October and November 2014

Members considered report 178/14 regarding receipts, payments and bank reconciliation for October and November 2014.

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

F33.2 Finance Report – Income & Expenditure 01/04/2014 – 30/11/2014

Members considered report 179/14 regarding the Council budget position for the period 1st April 2014 to 30th November 2014

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

F34/10/14 2015-16 Proposed Finance Budget

Members considered report 180/14 presenting the draft budget for 2015/16.

F34.1 It was **PROPOSED** that the Finance & General Purposes Committee **RECOMMEND** that Full Council consider the draft budget as presented, with an increase of 3.4% on the Precept for the 2015/16 financial year; this was **CARRIED**.

F34.2 It was **PROPOSED** that the Finance & General Purposes Committee **RECOMMEND** that Full Council authorise facilitating the employment of a Projects Officer; this was **NOT CARRIED**.

F34.3 It was **PROPOSED** that the Finance & General Purposes Committee **RECOMMEND** to Full Council that the consideration of an additional post for a Projects Officer be deferred pending a review of there being financial resources available to support the post; this was **CARRIED**.

F35/10/14 Investigation & Disciplinary Professional Support Financial Update

Members **NOTED** report 181/14 updating the Committee of the total cost of the professional support required by the Council between April and November 2014 as a result of the investigation and disciplinary matters.

The meeting closed at 8.01pm.

Cllr Barry Burfield
Chairman



Seaford Town Council

Report 182/14

Agenda Item No: 7
Committee: Council
Date: 15 January 2015
Title: Mayor's Report and Engagements
By: Jasmine Pollard, Mayor's Secretary
Purpose of Report: To receive the Mayor's Report and details of Engagements.

Recommendations

You are recommended:

1. To note the content of the Mayor's Report and details of the Mayoral Engagements.
-

1. Information

1.1 Appendix A - Mayor's Report:

Attached at Appendix A is the Mayor's Report.

1.2 Appendix B – Mayor's Engagements:

The Mayor will have attended 52 functions as a representative of this Council during the 2014-15 municipal year to date, and the Deputy Mayor 11 functions in his official capacity.

2. Financial Appraisal

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

3. Contact Officer

The Contact Officer for this report is Jasmine Pollard, Mayor's Secretary.

Mayor's Secretary

Town Clerk

Mayors Report January 2015

Vera and I wish you all a very happy and successful New Year!

The last two months of 2014 were very busy with lots of civic events, church services and concerts right up to Christmas.

One event which I particularly enjoyed was the Mayor's carol concert which attracted a full house at Seaford Baptist Church. The theme was "Hope for Seaford" which was based on Seaford charities and organisations working together. The Seaford Musical Juniors and the Seaford Baptist Church Choir sang typical Christmas carols and songs and made a huge contribution to the success of the concert. Candles were lit by the congregation towards the end of the service which symbolised the theme of "Hope for Seaford"

There were many other very enjoyable events but I think the most notable was the restructured Christmas Magic held on Saturday 6th December. This event was organised by the town council staff and the Seaford Chamber of Commerce. Many local charities, shops and organisations took part and the town was full of Christmas spirit, sounds and smells. The new lights were particularly spectacular. It was a typical example of Seaford organisations working together and was the first time that this event was held during the daytime.

Judging by the press coverage and comments on our website it was a great success and thoroughly enjoyed by all who took part. I offer my congratulations to the organising committee and council staff for arranging a great day.

The Residents Events Committee has got off to a healthy start and is already planning a Motorfest (Motor bikes and classic cars) on the 23rd August and concert in the coming year.

I am in the process of planning a Mayor's Bow Tie Charity Ball for 18th April at our new Golf Club.

I offer a hearty welcome to James Corrigan who officially takes up his role as our Town Clerk on 1st January and look forward to a period of stability in the Town Council.

We still have four months before the next elections and I will continue in my efforts to reunite the Town Council with the residents of Seaford and provide a few months of stability and progress.

Mark Brown
Mayor of Seaford

Mayor's Engagements 2014-2015

Mayor Elect M Brown 2014-2015						
Day	Date	Time	Organisation	Event	Invite Only/Open	Venue
Sat	15.11.14	8:00am	High Sheriff of East Sussex	East Sussex Prayer Breakfast	Open to All Councillors	East Sussex National Golf Resort, Uckfield
Fri	21.11.14	7:30pm	Seaford Music Society	Piano Recital	Open to Councillors (if they wish to purchase tickets)	Cross Way, Steyne Road, Seaford
Thur	27.11.14	2:00pm	Seaford Rotary Club	Senior Citizen's Pre-Christmas Tea Party	Invite only	St James' Trust Hall
Sat	29.11.14	7:30pm	Seaford Choral Society	Autumn Concert	Invite Only	St Leonards Church, Seaford
Fri	12.12.14	10:25am	St Peters Church	Festival of Christmas Cribbs	Open to All Councillors	St Peters Church
Sat	13.12.14	7:30pm	Concentus Chorale	Echoes of Christmas Concert	Invite Only	St Leonards Church, Seaford
Mon	15.12.14	7:00pm	St Wilfred's Hospice	Lights of Love Service	Open to All Councillors	St Leonards Church, Seaford
Wed	17.12.14	7:30pm	Lewes Town Council	Civic Parish Carol Service	Open to All Councillors	St Anne's Church, High St, Lewes
Sun	04.01.15	11:00am	Seaford Lifeguards	New Year's Dip	Open to All Councillors	Seaford Lifeguards HQ

Deputy Mayor's Engagements 2014-2015

Deputy Mayor Elect T Goodman 2014-2015

Day	Date	Time	Organisation	Event	Invite Only/Open	Venue
Thur	27.11.14	7:30pm	Seaford Street Pastors	Annual General Meeting	Invite Only	Seaford Baptist Church
Wed	10.12.14	6:00pm	Peacehaven Town Council	Annual Community Carol Concert	Open to All Councillors	Main Hall, Meridian Centre, Peacehaven
Fri	12.12.14	10:25am	St Peters Church	Festival of Christmas Cribbs	Open to All Councillors	St Peters Church



Seaford Town Council

Report 183/14

Agenda Item No: 6
Committee: Council
Date: 15 January 2015
Title: Young Mayor's Report
By: Jasmine Pollard, Mayor's Secretary
Purpose of Report: To receive the Young Mayor's Report.

Recommendations

You are recommended:

- 1. To note the content of the Young Mayor's report.**
-

1. Information

The Young Mayor, Millie Hemsley, has submitted the report as set out below:

'Since my last report I have had a busy schedule with my mayoral duties during the festive period. My favourite occasion has definitely been the fashion show, walking down the 'catwalk' wearing the M&Co clothes I picked was fun and made money for a good cause!

I also had the honour of turning on Seaford's Christmas lights with Santa. This event was well supported by the community, who watched people singing and the choir that performed throughout the afternoon and evening, along with the lantern parade. I think turning on the lights has been one of the many highlights of my position of Young Mayor as very few people have this opportunity and there was such a great atmosphere. I also really enjoyed the Mayors Christmas Carol concert, it was an enjoyable night where everyone could sing along and feel festive, the performances were great and I thoroughly enjoyed myself!

I am looking forward to the next chapter of being Young Mayor and the exciting projects I will be involved in.'


2. Financial Appraisal

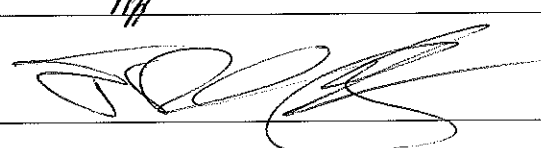
There are no financial implications as a result of this report.

3. Contact Officer

The Contact Officer for this report is Jasmine Pollard, Mayor's Secretary.

Mayor's Secretary





Town Clerk



Seaford Town Council

Report 156/14

Agenda Item No:	7
Committee:	Council
Date:	15 January 2015
Title:	Clerk's Update Report
By:	James Corrigan, Town Clerk
Purpose of Report:	To inform Councillors of key developments and priorities.

Recommendations

You are recommended:

- 1. To note the contents of the report and agree to the priorities.**
 - 2. To comment, as a Council, on the potential sites for Devolution.**
 - 3. To authorise the Town Clerk to spend up to £750 from Council reserves to repair the existing crack at Splash Point.**
-

1. Information

1.1 Devolution

Lewes District Council is progressing with a programme of devolving outside spaces to Parish and Town Councils. In theory when a space is devolved the amount in special expenses charged by the District Council will reduce by the same amount as the increase in precept for the Town Council.

District Council will be devolving certain open spaces ahead of the 2015/16 budget (in the 2014/15 financial year) however, as Seaford Town Council has not requested any new areas be transferred, as of yet, none of these are in Seaford.

Going forward, the land potentially available for transfer and the annual costs associated (within the existing Grounds Maintenance contract) are set out in the table below.

It is proposed to report back to Council later in the year on the full implications of devolving the below open spaces but in the meantime, the Council is invited to make any comments on the information presented herein.

Site:	Direct Cost of Contract	Wardens/Contingency	Total Burley Contract Cost	Bedding Total £	Specific Costs/income	Play Equipment allocation	Misc Direct cost allocation	District Services Employees	Parks & Cems Employees	Support Services	TOTAL
Alfriston Road OS	663	71	734	-	-	-	206	22	127	27	1,115
Anthony's Close	122	13	135	-	-	-	38	4	23	5	206
Aquila Park Play Area	1,354	145	1,499	-	-	263	420	44	259	55	2,541
Bowden Rise	496	53	549	-	-	-	154	16	95	20	834
Brickfields, Seaford	1,742	166	1,929	-	-	-	540	57	334	71	2,931
Chalvington Close Verge	210	22	233	-	-	-	65	7	40	9	354
Chalvington Field	5,138	550	5,688	-	-	-	1,593	169	985	210	8,646
Chalvington Field Play Area	-	-	-	-	-	-	-	-	-	-	-
Foster Close OS	614	66	680	-	-	-	190	20	118	25	1,033
Hurdis Road	380	41	421	-	-	-	118	12	73	16	640
Katherine Way Open Space	610	65	676	-	-	-	189	20	117	25	1,027
Micklesfield OS	2,218	237	2,455	-	-	-	688	73	425	91	3,731
Normansa Park OS	593	-	593	-	-	-	184	19	114	24	935
Rookery Way	250	27	277	-	-	-	78	8	48	10	421
Seaford Close	287	31	318	-	-	-	69	9	55	12	484
St. Crispian's	2,489	266	2,755	1,584	-	-	772	82	477	102	5,772
Valley Dip Play Area	2,900	310	3,211	-	-	564	899	95	556	119	5,444
Downs Rec	9,751	1,044	10,794	-	5,300	-	3,024	320	1,868	399	11,106
Downs Rec Play Area	1,098	118	1,215	-	-	213	340	36	210	45	2,060
Seaford Total	30,916	3,246	34,162	1,584	5,300	1,040	9,587	1,014	5,924	1,266	49,278

1.2 Martello Tower lease, the Lease for the Museum was completed and signed on 9th December 2014. This followed the completion of the Museums registration as a Charity Limited by Guarantee. The Museum is now free to secure grant funding to enable the planned accessibility improvements to take place.

1.3 Outstanding Freedom of Information Act requests and complaints, since the last Council meeting there have been three FOI requests, all in connection with the Golf club. These have all been responded to in full. No official complaints have been received. There are therefore no FOI or complaints outstanding.

1.4 Staff development;

An update training session has been booked for relevant staff on the use of the RBS accounts system, as well as an SLCC Finance training session. Other staff will be booked onto appropriate training courses imminently.

A VAT training session for all staff is planned with the SLCC VAT advisor.

Jasmine has recently successfully completed the first Module of her NVQ level 2 as well as her Maths and English units.

Rachel has completed all five of her modules and only has a couple of units left to complete the qualification.

Similarly Rob at the golf course has completed all of his modules and only has a couple of units to complete his NVQ level 2 in March.

Well done to them all.

1.5 Clerk's PA working hours, the Council recently agreed to increase the hours of work to 27 per week over three days, which has worked reasonably well. However it has now been agreed to spread these hours over four days, Tuesday to Friday, which is better for all parties.

1.6 Press releases, since the last Council meeting on 6th November 2014 there have been 16 press releases issued on various items from Christmas Magic to Sheep grazing on Seaford Head Nature Reserve. A Town Council newsletter is due to be issued at the end of January, Jasmine is working hard to put this together now.

- 1.7 Town guide**, this year for the first time the Town Council has supported the publication of the Annual Town Guide which gives the Council a far greater input into the editorial. The Guide is currently being distributed to every household in the Town as well as there being 1,500 spare copies for use by the Town Council. The guide was produced and distributed at zero cost to the Council. Thanks go to Kevin Gordon for his help and to Georgia and Ben for an excellent effort.
- 1.8 The Office move** took place on 9th December when all the staff rolled up their sleeves and helped move the files and furniture around the building. The end result is that the teams of people are now located in the same offices instead of being mixed with colleagues who are responsible for different areas of work. Staff have commented that they are now more knowledgeable and more able to undertake their roles as the teams become more integrated, which was the intention behind the move. Another consequence is that there will be a spare office for use as a quiet room by any member of staff when doing a task that requires 100% concentration and no disturbances. Thanks to all of the staff for their help and support in the move.
- 1.9 VAT**, the issues arising from the VAT inspection earlier in the year are still being dealt with. The penalty and back payment of £31,381.34, mostly relating to the concessions, has been appealed against utilising evidence from research undertaken. Hopefully this will be successful. In addition significant work has been dedicated to the VAT issue in connection with the golf club construction. Communications with the Inland Revenue are ongoing. Well done to Lucy for all her diligent work on this matter.
- 1.10 Other leases**, progress has been made to complete the signing of the many outstanding lease issues, some going back over five years. The final agreed lease for Seaford Head Farm is with the tenant for signature, the draft lease for The Base is currently under negotiation; the details of the lease that was never entered into for The Exchange Community Garden have now been located. Negotiations for the NATS control tower have commenced but with no movement from NATS on the rental value; a surveyor will have to be employed to secure the evidence required to increase the rent. The leases for the Martello Tower and Seaford Allotments have been completed. There are also several other leases which require action over the coming months.
- 1.11 Seahaven FM loan agreement**, the new agreement has been agreed and signed and a Direct Debit put in place to repay the loan over the next 24 months.
- 1.12 Additional support**, Len Fisher has been a great help in researching and presenting the report on Hurdis House at no cost to the Council. There are a number of additional projects which will be undertaken in a similar way utilising the professional fees ear marked reserve.
- 1.13 Opening of the new Golf clubhouse**, the facility will be completed within the next 25 days following the installation of the electric supply eventually on 2nd January, some three months after it was ordered. This has had a knock on effect for the completion of the building. The main remaining areas of work to be completed are the installation of the Bar, kitchen equipment and the carpets. The commissioning of the heating system also needs to be completed; this takes at least 20 days and could not be started until the electricity supply was in situ.

1.14 Contract amendments, inevitably as a contract progresses a number of issues arise which result in the need to change some details. There have been several small changes previously but most recently these have included redesigning the external landscaping works, removing telegraph poles and the inclusion of additional pump locations to the Bar.

1.15 Highway agreements, Shortly after the last Council meeting it emerged planning conditions within the Section 106 agreement with East Sussex County Council and The South Downs National Park Authority had not been complied with. It is a requirement of this agreement that prior to any works commencing on site a Section 38 agreement is entered into with East Sussex County Council. The contractors Cheesmur were advised that this had been done but this was not the case and the Council still does not have one in place.

The Section 38 agreement is to enable works to take place on the section of Southdown Road near Florence House. One resident asked for changes to the agreement details and this is still in the hands of ESCC. If the changes are agreed to the agreement will then have to be agreed by the other six affected property owners. Providing all agree to the new agreement it can then be signed by all parties. However three parties live out of town, one in the USA who has not yet been traced. It is therefore highly unlikely that any agreement will be completed within the next six months.

An alternative solution to allow STC to complete the works is by way of a Section 228 agreement, which would not require the adjoining property owners to sign, has been rejected by ESCC.

The Section 278 agreement for the section of the road which has been adopted nearer the golf club gates has been signed so work is due to commence there on the 9th February.

It therefore appears likely that the section of Southdown Road nearest the golf club and the club car park will be completed up to the final finish by the end of March whilst the section of Southdown Road nearest to the Town will remain in its current dilapidated form until at least June. It may emerge that it is not possible at all to undertake the work on this section and that it has to be left as it is for the foreseeable future. However STC is trying every way possible to ensure this is not the case.

1.16 Hirings, on a more positive note there has been reasonable interest in the hiring of the new clubhouse without the full promotional activity commencing. Two weddings have been booked as is every Saturday in March. One weekend in September is already fully booked. The Business Manager Oliver Stanyard, who is doing a superb job, will report in more detail to the Golf Committee on 3rd March.

1.17 Meeting with Seaford Head Golf Club Limited, as required by the Golf Committee, a meeting was held with the Secretary of the above organisation to discuss the financial arrangements between the Council and the Club. A report will be taken back to the Golf Committee in detail on this meeting, which clarified all the questions that were raised by the Committee. It is difficult to see any practical way to alter the existing financial arrangements in the coming financial year, however the Committee and the Club may wish to look at alternatives or the status quo going forward into new financial years.

- 1.18 Development of income generators for the Golf cost centres**, to try and ensure that the golf facility generates as much income as possible various additional ideas have been developed including golf buggies, locker fees and sponsorship.
- 1.19 Budgets**, there has been a significant amount of time dedicated to developing the budgets for the three committees, which have all considered their budgets. This has been made more complicated than would normally be the case due to the number of uncertainties for a number of cost centres and potential financial liabilities. Agenda item 10 covers this in more detail.
- 1.20 CCTV for the Chamber**, the Council has authorised the expenditure of up to £2000 for a visual recording system in the Chamber. Members of the public are able to attend meetings and video and or audio record if they wish. To date this has not occurred. The Council has three different quotes to install professional recording equipment in the chamber. As there are other financial demands on the Council at present this project has not been progressed any further at this point in time. Some Town Councils have actually introduced cheaper systems utilising a standard video camera on a tripod or a ceiling shelf, so this may be something to be considered also.
- 1.21 Hurdis House dispute**, it is not possible to give a full update on the ongoing dispute. However attempts have been made to bring this matter to a close but have so far been unsuccessful. This was attempted to try and avoid incurring additional legal and professional fees but it now seems inevitable that additional costs will have to be incurred.
- 1.22 Former Town Clerk**, a notice has been received from the Employment Tribunal Service to advise that the former Town Clerk has commenced a claim against Seaford Town Council. This has been placed in the hands of the Town Councils solicitors who advised during the dismissal process. As this is now Sub Judice therefore it is not prudent to discuss it any further at this stage.
- 1.23 Splash Point**, Councillors may be aware that a new crack has very recently appeared at Splash Point. It is currently relatively small but will inevitably increase in size. Council Officers have been liaising with the ever helpful Tim Bartlett of Lewes District Council to look at how to resolve this problem. Tim is organising a price to repair this defect from a reputable contractor. He is also organising a meeting of the main interested parties to discuss a plan going forward for Splash Point, taking into account that it is not the legal responsibility of either Seaford Town Council or Lewes District Council.
- 1.24 Internal Audit**, following the concerns expressed by the Council previously a new potential external auditor has been contacted who will be meeting with Officers to discuss the Council's requirements. A report on the outcome of this will be submitted to the Council in due course.

2. Progress on previous meetings priorities;

- | | | |
|------|---|-----------------|
| (i) | Support opening of new golf clubhouse | Almost complete |
| (ii) | Progress Base lease and Grant Application | Draft complete |

(iii)	Advertise the availability of Hurdis House to let	Report submitted concerning this under agenda item 18.
(iv)	Present schedule of policies & review timetable to Council	Deferred
(v)	Complete review of Financial Regulations	Deferred
(vi)	New website live	Complete
(vii)	Complete relocation of staff in Council offices	Complete
(viii)	Action CCTV for chamber	To review
(ix)	Assessing if the Council have enough staff to cover future plans.	Completed
(x)	Creating a plan/mission statement for the Council going forwards.	Ongoing
(xi)	Looking at ways in which to raise the Council's revenue other than precept.	Ongoing

3. Priorities going forward.

3.1 There are a number of priorities to deal with over the coming weeks these include;

- (i) Support opening of new golf clubhouse
- (ii) Complete Base lease and Grant Application
- (iii) Progress Hurdis House in accordance with the Council decision
- (iv) Present schedule of policies and review timetable to Council
- (v) Complete review of Financial Regulations
- (vi) Progress leases for South Hill Farm and NATS Tower
- (vii) Progress negotiations relating to VAT

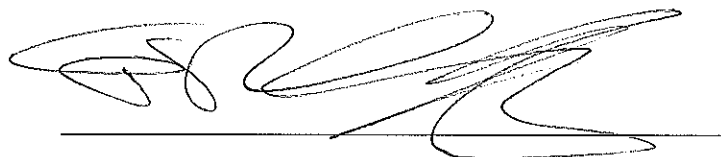
4. Financial Appraisal

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

5. Contact Officer

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

Town Clerk





Seaford Town Council

Report 192/14

Agenda Item No:	10
Committee:	Council
Date:	15 January 2015
Title:	Final Budget Report and Setting of Precept
By:	James Corrigan, Town Clerk
Purpose of Report:	To present the budget for 2015/16 and to agree the Precept and Council Tax rate.

Recommendations

You are recommended:

1. To adopt the budget as presented.
 2. To authorise Officers to place the correct grounds maintenance figures in the budget when they are supplied and transfer any surplus funds to a contingencies budget.
 3. To set a precept of £541,645 which equates to a Council tax increase of 3.9%
 4. That the Council creates a ear marked debt for any net cost for the Golf cost centre, projected to be £124,609.
 5. That the Town Clerk utilises the Professional earmarked reserves to secure additional casual support for the facilities and projects of the Council.
-

1. Information

1.1 The Golf and Community Services Committees have considered draft budgets and have subsequently recommended their budgets to Full Council.

1.2 The Golf Committee resolution was "to recommend the draft budget for the Golf Committee to the Full Council as presented."

This has been done save for some minor changes that have been included which more accurately reflect the current position of projections.

1.3 The Community Services Committee resolutions were that "the final draft budget be recommended to Full Council for adoption. Also a recommendation be made to Full Council, to authorise funding to facilitate the employment of a Projects Officer, from savings made in this Committee's budget."

Again the same budget has been presented to Full Council save for some minor changes to make the figures more accurate.

- 1.4** The Finance and General Purposes Committee considered its own budget as well as those of the other Committees, its resolutions were to “recommend that Full Council consider the draft budget as presented, with an increase of 3.4% on the Precept for the 2015/16 financial year... recommend to Full Council that the consideration of an additional post for a Projects Officer be deferred pending a review of there being financial resources available to support the post”.
- 1.5** At the time of considering the draft budgets the biggest uncertainty within the Revenue Account was the costs for the grounds maintenance contract which is the Councils second biggest expenditure after salaries. A request was made to have this information available by at the latest Wednesday 9th January 2015, however it has not yet materialised. It is expected that the costs will be less than they currently are but the extent of the reduction is not known. Whilst the lack of this information does make it impossible to present a totally accurate budget it does not prevent adoption of the budget as it stands and the setting of the precept, as the uncertainty relates to saving and not an increase.
- 1.6** It is recommended that if the Council is minded to adopt the budget as it stands that when the accurate grounds maintenance figures are known these replace the existing ones and any surplus is placed in the contingencies fund.
- 1.7** Attached at Appendix A is the summary of the actual financial performance of the Town Council from 2011/12 to 2013/14. Also included is the budget for 2014/15 overrun to 30/09/14, projected overrun for the 2014/15 financial year and a draft budget for 2015/16.
- 1.8** It is noted that the projection for this financial year is an overspend of £41,176 which is £60,434 more than the budget as it was budgeted that £19,258 would be paid into reserves, which cannot now take place.

There are two main reasons for this; the poor performance of the Golf Course budget which is projected to be a cost of £66,459 as opposed to a budgeted profit of £25,709. Also the VAT penalty and interest payment of £31,381.34 in respect of VAT failures (not connected with the golf). However it must be noted that the Community Services Committee has performed very well at £55,727 under budget.

- 1.9** It is recommended that the Council addresses the Golf Course budget issue by setting up a earmarked debt for the Golf cost centre to be repaid once it is back into profit, which with current projections it will be in 2016/2017. The initial debt on current projections would be £58,150 next financial year and £66,459 this financial year which would be borrowed from the General Reserves, this currently stands at £301,398 (see Appendix B).
- 1.10** The Council has previously requested that the staffing requirements of the Council going forward be reviewed. It is clear that if the Council is to achieve its aspirations of delivering more projects such as regeneration of The Salts, the Seafront, The Crouch and South Hill Barn it needs a dedicated Projects Officer. The problems that have emerged with the Clubhouse confirm this. The Community Team in the office would therefore be made up ideally of three staff members, the Manager & Projects Officer, the Facilities Officer and the Events and Administrative Support Assistant. The additional cost of this member of staff would be in the region of £28,000 per annum including employer’s costs. This figure has not been included in the budget as presented for 2015/16.

The benefits of this post will be that the Council's properties will be better managed and maintained and that the Council can start to deliver on projects. Also it would enable grant applications to be made to provide additional funds to enable capital projects to go ahead at no cost to the local taxpayer. It is difficult to see how the Salts Development plan can be properly implemented whilst managing all of the Council's other facilities within the current structure; at present the expectations are far beyond the capacity of the Council.

- 1.11** Whilst the Community Services Committee wanted to commence the employment of an additional member of staff immediately from savings that committee has made the Finance and General Purposes Committee voted to defer this appointment until the Council's finances were more certain. It is planned that as an interim measure the Town Clerk makes greater use of casual, but expert support, to deliver improved services. The funds within the ear marked reserve for professional services would be more than enough to enable this to happen for the coming months.
- 1.12** The Council will at some point in the near future have more certainty over the current unknown financial implications for the Council which include Hurdis House, the Golf cost centre performance, the VAT appeal regarding the concessions, the VAT reclaim for the construction of the golf club, the final figure to fit out the golf club compared to the ear marked reserve and the outcome of the pending employment tribunal.
- 1.13** Taking into account the views of the Committees and the uncertainties above it is recommended that the Council agrees to the earmarked debt to the golf cost centre from reserves and sets the precept at £541,645 which represent a 3.9% increase in Council tax to £58.85 per band D property. This will enable a contingency fund to be set aside within the revenue account of £30,515 to support any negative outcomes regarding the above. This fund will be added to once the accurate figures for the grounds maintenance contract are known.
- 1.14** The budget for 2015/16 shows a projected net figure of £604,393 which after taking into account the Revenue Support Grant of £35,112 (£6196 less than last year) and the tax base of 9,204 Band D equivalent properties (90 more than last year) results in a Band D Council Tax payment to Seaford Town Council of £61.85 which is a 9.2% increase.
- 1.15** However if the recommended action to set up a earmarked loan for the Golf Cost Centre for the budgeted loss of £58,150 would be covered with a transfer from the General Reserve leaving a Band D Council Tax of £58.85 which is a 3.9% increase in Council Tax.
- 1.16** The implications of this proposal and the demands placed on the General Reserve this financial year are that the Council's General Reserve will be temporarily reduced from £283,001 to £152,947 at a maximum. The repayment of the ear marked debt will return it to £277,556. This may take several years however. In addition to the General Reserve there is a total in Earmarked Reserve of £320,700, see Appendix B. It is projected that this will reduce by approximately £187,756 over the next 15 months to £132,944. This will still leave a potential £285,891 in total in reserves, which represents 2.5 months revenue spend of the Council, slightly below the ideal level of 3 months.

- 1.17** This could potentially expose the Council financially if a significant incident that is not insurable were to occur that has severe financial implications. However as the year progresses the period of exposure reduces and as the various Earmarked Reserves will not all be spent at the very beginning of the year the maximum reduction in reserves will be for a very short period of time.
- 1.18** It should be noted that the operation of the Golf cost centre at a loss for the coming year is fairly consistent with the establishing of most businesses, it is a predictable situation whilst a new business establishes. A lot of the functions at the new clubhouse are new business and this will take time to establish. However there has been significant interest to date including wedding bookings as far ahead as June 2016. The total value of bookings to date is in excess of £40,000.
- 1.19** The budget as presented otherwise includes only one growth item beyond inflationary and contractual increases and this is an addition of £10,000 to the projects budget to £45,000.
- 1.20** The draft budgets of the three Committees are attached for information and comment. Appendix C Finance and General Purposes, Appendix D Community services and Appendix E Golf Committee. Included within these are some explanatory notes for various points.
- 1.21** Please note the Golf Course Committee does not include the details of previous years only the totals. This is because the cost centre has now been divided into two sub centres one covering the course activity and the other the Clubhouse activity. This makes the management of these two facilities more realistic and effective.

2. Financial Appraisal

The financial implications of this report are detailed in Section 1 of the report.

3. Contact Officer

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

Town Clerk

A handwritten signature in black ink, appearing to be 'James Corrigan', written over a horizontal line.

APPENDIX A

Summary

	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Final Budget	2014-15 Actual to 30/09/14	2014-15 Projected Outturn	2014-15 Variance	2015-2016 Budget
Finance & General Purposes Committee								
Expenditure	353,457	339,186	281,038	370,655	251,217	444,590	-73,935	377,002
Income	29,450	30,639	27,771	19,449	40,054	27,990	-7,477	11,504
Net	324,007	308,547	253,267	351,206	211,163	416,600	-66,458	365,498
Community Services Committee								
Expenditure	318,665	290,223	304,869	333,712	130,816	301,390	32,322	332,756
Income	127,417	126,121	126,777	120,965	126,850	144,370	-23,405	152,011
Net	191,248	164,102	178,092	212,747	3,966	157,020	55,727	180,745
Golf Course Committee								
Expenditure	244,099	247,047	234,241	454,444	203,873	363,199	91,245	653,030
Income	333,121	300,177	275,504	480,153	245,386	296,740	183,413	594,880
Net	-89,022	-53,130	-41,263	-25,709	-41,513	66,459	-92,168	58,150
Total Committees								
Expenditure	916,221	876,456	820,148	1,158,811	585,906	1,109,179	49,632	1,362,788
Income	489,988	456,937	430,052	620,567	412,290	469,100	152,531	758,395
Net	426,233	419,519	390,096	538,244	173,616	640,079	-102,899	604,393
Agreed transfers from General reserves								
Splash Point						8,670		
Centenary Clock						2,800		
Budgetted transfer						19,258		58,150
Loan to Golf Club EMR								
Ear marked reserves								
EMR 9022 External Officer support						2,000		
EMR Golf Course Machinery						8,673		
Total transfers	0	0	0	0	0	41,401		58,150

APPENDIX A
Summary

Transfer into reserves Amount required to balance from General reserves Contingencies fund	19,258	41,176							30,514
Net post Reserve transfers	426,233	419,519	390,096	557,502	173,616	557,502	516,326	576,757	
Revenue Support Grant			41,308						35,112
Precept demand			516,194						541,645
Tax Base			9,114						9,204
Band D Council Tax			56.64						58.85
Council Tax Percentage increase									3.90%

Printed on : 09/01/2015

Seaford Town Council 2014/2015

At : 13:46

Balance Sheet as at - 31st March 2014

31st March 2013

31st March 2014

31st March 2013		31st March 2014	
Current Assets			
119,053	Debtors	40,056	
29,885	VAT	75,019	
4,255	Seahaven FM Radio Stn	4,255	
25,000	Fraser Morely Loan	25,000	
25,317	Prepayments	0	
0	Golf Course Income Control	-7,556	
561,653	Current/Deposit Account	259,827	
129,995	Treasury Deposit	129,995	
123	Petty Cash	106	
188	Materials petty cash	134	
70	Golf Proshop Float	70	
895,540		526,908	
895,540	Total Assets	526,908	
Current Liabilities			
144,576	Creditors	48,618	
1,000	Security Deposits Received	1,000	
1,000	Tidemills Crossing	1,000	
58,427	Accruals	0	
29,208	Purchase Order Accruals	0	
0	PAYE/NI Control	4,118	
0	Wages Control	-639	
0	Superannuation Control	2,886	
601	Crypt Deposits	305	
160,532	Receipts in Advance	0	
60	Deposits Received	31	
0	Mayor Charity 1	4,007	
395,404		61,326	
500,136	Total Assets Less Current Liabilities	465,582	
Represented By			
283,001	General Fund	153,554	
6,722	EMR - Elections	6,722	
10,757	EMR - Building Improvements	10,757	
13,269	EMR - Crypt Ancient Monument	13,269	

31st March 2013		31st March 2014
8,465	EMR - Crypt Professional Fees	8,465
9,276	EMR - Open Spaces	9,276
7,010	EMR - S106	7,010
6,000	EMR - Signage	6,000
2,531	EMR - Seaford H Nature Reserve	2,531
17,502	EMR - Church St Utilities	17,502
66,351	EMR - Golf Course Project	66,351
11,759	EMR - Equipment	11,759
51	EMR - Seaford Residents Assn	0
3,071	EMR - Tree Planting	4,074
6,250	EMR - Grit Bin	0
29,084	EMR - Projects Reserve	0
120	EMR - Memorial Bench Maint	120
2,857	EMR - Xmas Lights	2,857
16,059	EMR - Vision Plan/Regen	16,059
0	EMR - Seaford In Bloom	12,191
0	EMR - Greenkeepers Shed	35,000
0	EMR - Martello Toilets	23,000
0	EMR - External Officer Support	30,000
0	EMR - The Base	10,000
0	EMR - The Seaford App.	3,000
0	EMR - Seafront Bins	10,000
0	EMR - Community Projects	6,084
500,136		465,582

The above statement represents fairly the financial position of the authority as at 31st March 2014 and reflects its Income and Expenditure during the year.

Signed : _____ Date : _____
Chairman

Signed : _____ Date : _____
Responsible
Financial
Officer

Account Number	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Final Budget	2014-15 Actual to 30/09/14	2014-15 Projected Outturn	2014-15 Variance	2015-2016 Budget
Administration								
Cost Centre 201								
4000 Salaries & Wages	156,006	157,991	145,727	162,149	88,499	157,612	4,537	173,318
4001 Employers NI	13,676	13,218	11,803	15,060	7,597	12,815	2,245	14,904
4002 Employers Superannuation	17,152	20,449	18,912	23,559	9,453	17,343	6,216	23,014
4009 Recruitment Costs	0	1,557	714	2,000	625	2,425	-425	1,000
4010 Staff Training	991	1,617	3,875	5,000	3,318	6,546	-1,546	7,000
4012 Staff Expenses	206	250	26	500	253	300	200	500
4013 Members Expenses	0	0	52	0	0	0	0	0
4015 Office Refreshments	0	0	0	0	108	200	-200	150
4100 Telecommunications	3,978	3,502	4,146	4,250	1,555	2,500	1,750	2,500
4105 Postage	1,396	1,581	1,481	2,375	1,069	1,600	775	1,000
4106 Stationery	2,437	2,263	1,913	2,500	1,071	1,800	700	2,000
4107 Photocopier	2,160	2,188	2,706	2,300	1,483	3,000	-700	2,300
4110 Advertising & Publicity	333	213	20	200	684	1,918	-1,718	2,500
4111 Office Equipment	159	547	1,595	1,500	468	1,000	500	1,500
4112 Subscriptions	3,942	4,308	3,598	4,442	3,741	3,741	701	3,400
4113 Computer Support	2,895	3,246	-1,441	3,520	961	1,000	2,520	3,520
4114 Licence Fee	0	35	35	35	21	56	-21	35
4115 Insurance	3,125	3,336	3,319	3,413	3,393	3,481	-88	3,414
4116 Web Site	799	980	180	1,800	108	283	1,517	420
4155 Professional Fees	3,580	2,267	5,100	12,000	61,410	80,500	-68,500	0
4156 Bank Charges	110	83	262	100	203	350	-250	500
4157 Audit Fees	8,750	2,229	2,700	3,900	-1,600	3,900	0	4,000
4180 Room Hire	0	0	0	0	82	0	0	100
4182 Catering & Hospitality	24	27	0	100	0	0	100	100
4184 Civic - other	0	0	8	0	0	0	0	0
4190 Election Costs	20,307	3,883	3,883	9,000	0	10,042	-1,042	14,000
4199 Other Expenditure	120	1,054	649	250	68	0	250	0
4201 Cleaning	7	0	48	0	0	0	0	0
4270 Vehicle & Equipment Maintenance	0	0	0	0	45	0	0	0
VAT penalty and interest	0	0	0	0	0	31,381	-31,381	0
Administration Expenditure	242,153	227,719	211,311	259,953	184,615	343,791	-83,838	261,175

Started to pay more invoices electronically so reducing postage significantly

Newsletter

Estimated 3% increase

£35 per month hire

Dropped to zero for one year as have £30,000 EMR

Will increase when pay more invoices by bacs

£6722 in EMR some transfers not taken place as expected. Estimated worse case scenario for elections is £26,000 but if similar to last elections will be £20,000 approximately.

Account Number	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Final Budget	2014-15 Actual to 30/09/14	2014-15 Projected Outturn	2014-15 Variance	2015-2016 Budget
1049 Income Postage recharge	35	0	28	0	0	0	0	0
1054 Income Other	35	298	191	200	112	0	200	0
1059 Photocopying Income	234	153	96	25	8	0	25	0
1062 Income Telephone Recharge	779	848	938	858	362	840	18	850
1068 Income Stationery recharge	153	22	6	0	0	0	0	0
1190 Interest Received	2,008	4,988	3,533	2,500	743	1,300	1,200	1,400
Administration Income	3,244	6,309	4,792	3,583	1,225	2,140	1,443	2,250
Net Expenditure over Income	238,909	221,410	206,519	256,370	183,390	341,651	-85,281	258,925
Premises - Church Street Cost Centre 205								
4050 Rent Payable	15,000	15,000	15,000	17,500	7,500	17,500	0	17,500
4051 Rates	9,288	9,815	10,092	10,355	6,544	10,355	0	10,355
4052 Water & Sewerage	0	0	-530	0	0	0	0	0
4055 Electricity	0	0	-3,670	0	0	0	0	0
4059 Service Charge	6,756	0	-6,756	8,500	0	8,500	0	8,500
4060 Refuse	191	96	-160	0	0	0	0	0
4100 Telecommunications	0	0	223	0	0	0	0	0
4115 Insurance	0	0	0	0	0	0	0	0
4201 Cleaning	0	0	-2,150	0	0	0	0	0
4270 Vehicle & Equipment Maintenance	470	525	441	525	0	0	525	500
4275 Building Maintenance	30	0	-10,000	500	123	500	0	500
4301 Public Works Loan Board	18,089	18,089	18,089	18,089	9,044	0	18,089	18,089
Premises - Church Street Expenditure	49,824	43,525	20,579	55,469	23,211	36,855	18,614	55,444
1050 Income Rent	1,321	664	7,236	600	560	800	-200	600
1054 Income Other	5,600	5,600	4,267	6,525	129	6,654	-129	6,525
Premises - Church Street Income	6,921	6,264	11,503	7,125	689	7,454	-329	7,125
Net Expenditure over Income	42,903	37,261	9,076	48,344	22,522	29,401	18,943	48,319

Challenge RV. Charitable relief CAB

Balance £49,492, final payment October 2017

To invoice in January

Account Number	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Final Budget	2014-15 Actual to 30/09/14	2014-15 Projected Outturn	2014-15 Variance	2015-2016 Budget
Premises - Hurdis House								
Cost Centre 206								
4051	0	0	55	0	3,096	3,096	-3,096	0
4055	66	0	0	0	221	300	-300	100
4056	0	71	0	0	0	0	0	0
4115	700	722	741	756	758	758	-2	756
4155	0	0	0	0	1,559	2,000	-2,000	5,000
4181	0	0	142	0	0	0	0	0
4270	0	0	300	0	0	0	0	0
4275	15,195	950	0	0	0	0	0	0
4301	15,002	15,002	15,002	15,002	7,501	15,002	0	15,002
								Depends on Council decision
								Balance £127,451, final payment August 2025
	30,963	16,745	16,240	15,758	13,135	21,156	-5,398	20,858
Premises - Hurdis House Expenditure								
1050	14,844	8,000	8,000	8,000	25,156	0	8,000	0
1051	721	517	707	741	0	0	741	0
1054	60	0	0	0	0	0	0	0
	15,625	8,517	8,707	8,741	25,156	0	8,741	0
Premises - Hurdis House Income								
	15,338	8,228	7,533	7,017	-12,021	21,156	-14,139	20,858
								Income for 2014/15 has been invoiced but not received.
Net Expenditure over Income								
Civic Expenses								
Cost Centre 210								
4013	59	5	0	150	13	150	0	150
4014	609	441	444	1,500	402	402	1,098	1,500
4110	0	0	-225	0	0	0	0	0
4106	379	53	0	100	0	0	100	100
4181	1,000	1,500	600	1,500	301	1,500	0	1,500
4182	215	750	0	750	50	100	650	750
4183	964	2,750	-454	2,000	605	1,500	500	2,000
4184	268	155	296	450	111	200	250	450
4185	1,270	690	1,190	450	880	880	-430	500
4188	69	30	75	125	35	125	0	125
4189	0	500	0	500	2	100	400	500
4199	0	0	0	0	0	0	0	0
4274	0	0	0	0	0	0	0	0
4280	0	10,860	0	0	0	0	0	0
	4,833	17,734	1,926	7,525	2,399	4,957	2,568	7,575
Civic Expenses Expenditure								

Account Number	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Final Budget	2014-15 Actual to 30/09/14	2014-15 Projected Outturn	2014-15 Variance	2015-2016 Budget
1054 Income Other	0	0	0	0	0	0	0	0
1056 Fun Day & Tourney	925	590	740	0	430	430	-430	0
1080 Jubilee Event Income	0	1,092	0	0	0	0	0	0
Civic Expenses Income	925	1,682	740	0	430	430	-430	0
Net Expenditure over Income	3,908	16,052	1,186	7,525	1,969	4,527	2,998	7,575
Grants Pool								
Cost Centre 215								
4400 S137 Grants	850	455	0	0	0	0	0	0
4401 Grants Pool	19,587	23,045	26,403	29,750	18,303	28,269	1,481	29,750
	20,437	23,500	26,403	29,750	18,303	28,269	1,481	29,750
4405 Grants in Kind	2,492	2,096	1,706	2,200	2,192	2,200	0	2,200
Grants Expenditure	22,929	25,596	28,109	31,950	20,495	30,469	1,481	31,950
Repayment of Loan						532	532	2,129
Grants Income	0	0	0	0	0	532	532	2,129
Net Expenditure over Income	22,929	25,596	28,109	31,950	20,495	29,937	949	29,821

Account Number	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Final Budget	2014-15 Actual to 30/09/14	2014-15 Projected Outturn	2014-15 Variance	2015-2016 Budget	
<u>Seaford In Bloom</u>									
Cost Centre 121									
4402 Seaford In Bloom	2,755	7,867	2,873	0	7,362	7,362	-7,362	0	
Seaford In Bloom Expenditure	2,755	7,867	2,873	0	7,362	7,362	-7,362	0	
1053 Income Grants	2,735	4,375	2,029	0	12,554	12,554	-12,554	0	
1054 Other Income	0	3,492	0	0	0	4,880	-4,880	0	
Seaford In Bloom Income	2,735	7,867	2,029	0	12,554	17,434	-17,434	0	
Net Expenditure over Income	20	0	844	0	-5,192	-10,072	10,072	0	
SUMMARY									
Administration	238,909	221,410	206,519	256,370	183,390	341,651	-85,281	258,925	
Premises Church Street	42,903	37,261	9,076	48,344	22,522	29,401	18,943	48,319	
Premises Hurdis House	15,338	8,228	7,533	7,017	-12,021	21,156	-14,139	20,858	
Civic Expenses	3,908	16,052	1,186	7,525	1,969	4,527	2,998	7,575	
Grants	22,929	25,596	28,109	31,950	20,495	29,937	949	29,821	
Seaford In Bloom	20	0	844	0	-5,192	-10,072	10,072	0	
Total Net Expenditure	324,007	308,547	253,267	351,206	211,163	416,600	-66,458	365,498	
Net Committee Requirement	324,007	308,547	253,267	351,206	211,163	416,600	-66,458	365,498	
Total Committee Expenditure	353,457	339,186	281,038	370,655	251,217	444,590	-73,935	377,002	
Total Committee Income	29,450	30,639	27,771	19,449	40,054	27,990	-7,477	11,504	
Transfer to/(from) Earmarked Reserve									
Net Committee Requirement	324,007	308,547	253,267	351,206	211,163	416,600	-66,458	365,498	

Account Number	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Final Budget	2014-15 Actual to 30/09/14	2014-15 Projected Outturn	2014-15 Variance	2015-16 Budget
Salts Recreation Ground								
4051 Cost Centre 105								
4052 Rates	541	563	578	593	353	589	4	601 increase of 2%
4055 Water & Sewerage	2,982	2,941	2,627	2,937	510	2,937	0	3,025 increase of 3%
Electricity	485	271	336	350	592	767	-417	361 increase of 3% - projected outturn is related to an adjustment due to consumption at The Base.
4115 Insurance	2,322	2,724	2,823	2,879	2,913	2,913	-34	3,000 increase of 3% on projected outturn
4199 Other Expenditure	0	0	0	0	0	0	0	0
4201 Toilet Cleaning	1,750	1,412	-318	1,476	0	0	1,476	0 winter cleaning now included in the LDC service contract
4250 Public Seating	687	640	0	0	0	0	0	0
4251 Dog Bin Emptying	657	1,643	1,526	1,572	1,038	1,572	0	1,619 increase of 3%
4252 Litter & Dog Bin Pch & Maintenance	1,083	91	85	0	0	0	0	0
4260 Grounds Maintenance Contract	85,600	87,509	89,548	94,026	20,216	83,034	10,992	83,034 awaiting GIM contract details, initial indications suggest that this will be reduced, projected outturn reflects the alternate rates as a result of the new Burleys contract.
4261 Grounds Maintenance Non Contract	2,808	4,420	3,463	5,000	5,074	6,500	-1,500	5,000 Includes an amount of £1,500 for Cricket Club carpet which is coming out of EMR
4272 Equipment Purchase	0	2,376	0	0	0	0	0	0
4274 Projects Expenditure	12,868	12,793	0	0	0	0	0	0
4275 Building Maintenance	1,611	1,037	0	0	0	0	0	0
Salts Recreation Ground Expenditure	113,394	118,420	100,668	108,833	30,696	98,312	10,521	96,640
1050 Income Rent	937	1,703	1,140	1,043	1,439	2,328	-1,285	2,928 increase of 3% + Football Income
1051 Income Insurance Recharge	1,193	1,178	1,213	1,237	1,249	1,248	-11	1,285 increase of 3%
1052 Income Projects	8,364	0	0	0	0	0	0	0
1053 Income Grants	0	0	0	0	0	0	0	0
1054 Income Other	678	0	0	0	160	0	0	0
1055 Income Seating	659	763	0	0	0	0	0	0
1057 Income Electricity recharge	127	0	0	0	0	0	0	0
1058 Income Water Recharge	1,850	1,974	1,144	1,971	819	1,971	0	1,755 average % of expenses of previous 3 years
1066 Concession Income	11,858	13,800	14,800	15,800	15,800	15,800	0	16,800 as per lease agreement
1071 Income Base Rent	0	0	197	300	801	1,100	-800	1,100 currently meets expenditure, may be leased to TBMC
1073 Income Sports Pitch Hire	0	0	0	0	0	0	0	9,000 Relates to pitch bookings for Rugby, Cricket and Football
Salts Recreation Ground Income	25,666	19,418	18,494	20,351	20,268	22,447	-2,096	32,868
Net Expenditure over Income	87,728	99,002	82,174	88,482	10,428	75,865	12,617	63,772

Account Number	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Final Budget	2014-15 Actual to Budget 30/09/14	2014-15 Projected Outturn	2014-15 Variance	2015-16 Budget
<u>Crouch Recreation Ground</u>								
Cost Centre 106								
4052 Water & Sewerage	2,297	2,098	1,374	2,119	28	2,119	0	2,183 increase of 3%
4055 Electricity	342	260	306	289	126	289	0	298 increase of 3%
4115 Insurance	1,768	1,557	1,621	1,654	1,735	1,735	-81	1,787 increase of 3% on projected outturn
4199 Other Expenditure	900	0	0	0	0	0	0	0
4250 Public Seating	577	0	0	0	0	0	0	0
4251 Dog Bin Emptying	569	1,081	1,271	1,310	742	1,310	0	1,349 increase of 3%
4252 Litter & Dog Bin Pch & Maintenance	429	0	227	0	0	0	0	0
4260 Grounds Maintenance Contract	46,181	47,172	48,271	50,684	12,147	44,203	6,481	44,203 awaiting GM contract details, initial indications suggest that this will be reduced, projected outturn reflects the alternate rates as a result of the new Burleys contract.
4261 Grounds Maintenance Non Contract	1,413	2,633	3,427	3,500	1,100	3,500	0	3,500 project outturn takes into account postponed tree works and winter season repairs
4270 Vehicles & Equipment Maint.	0	0	0	0	0	0	0	0
4274 Projects Expenditure	4,557	4,670	0	0	0	0	0	0
4275 Building Maintenance	235	101	0	0	0	0	0	0
Crouch Recreation Ground Expenditure	59,268	59,572	56,497	59,556	15,878	53,156	6,400	53,320
1050 Income Rent	2,288	2,635	2,571	2,425	1,194	1,825	600	2,475 Grounds store income unlikely - but needs review
1051 Income Insurance Recharge	792	687	705	719	723	723	-4	745
1052 Income Projects	0	0	0	0	0	0	0	0
1054 Income Other	1,081	0	0	0	40	40	-40	0
1055 Income Seating	569	0	0	0	0	0	0	0
1057 Income Electricity Recharge	171	130	138	145	98	145	0	149 50% of expenditure cost
1073 Income Sports Pitch Hire	0	0	0	0	0	0	0	9,000 Relates to pitch bookings for Lawn Bowls and Football
Crouch Recreation Ground Income	4,901	3,452	3,414	3,289	2,055	2,733	556	12,369
Net Expenditure over Income	54,367	56,120	53,083	56,267	13,823	50,423	5,844	40,951

Account Number	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Final Budget	2014-15 Actual to 30/09/14	2014-15 Projected Outturn	2014-15 Variance	2015-16 Budget	
<u>Martello Fields</u>									
Cost Centre 107									
4251 Dog Bin Emptying	456	1,017	1,144	1,047	593	1,047	0	0	1,079 increase of 3% on outturn
4260 Grounds Maintenance Contract	5,541	5,664	5,796	6,087	2,493	9,928	-3,841	9,928	awaiting GM contract details, initial indications suggest that this will be reduced, projected outturn reflects the alternate rates as a result of the new Burleys contract.
4261 Grounds Maintenance Non Contract	1,317	1,689	2,000	2,000	1,520	2,000	0	2,000	Projected outturn takes into account potential winter repairs
4274 Projects Expenditure	0	1,328	0	0	0	0	0	0	
	7,314	9,698	8,940	9,134	4,606	12,975	-3,841	13,007	
Martello Fields Expenditure									
1050 Income Rent	4,725	4,165	4,002	3,400	4,364	4,364	-362	3,750	estimated increase
1054 Other Income	0	0	0	0	168	0	0	0	
	4,725	4,165	4,002	3,400	4,532	4,364	-362	3,750	
Martello Fields Income									
	2,589	5,533	4,938	5,734	74	8,611	-3,479	9,257	
<u>Net Expenditure over Income</u>									
<u>Other Open Spaces</u>									
Cost Centre 108									
4051 Rates	563	585	601	617	368	612	5	5	624 increase of 2%
4052 Water & Sewerage	119	24	158	71	7	71	0	0	73 increase of 3%
4115 Insurance	0	0	0	0	0	0	0	0	Remove this line?
4250 Public Seating	510	0	0	0	0	0	0	0	
4251 Dog Bin Emptying	-185	1,780	2,034	1,572	1,187	1,572	0	1,620	increase of 3%
4252 Litter & Dog Bin Pch & Maintenance	242	757	71	0	0	0	0	0	
4260 Grounds Maintenance Contract	19,870	20,303	20,776	21,815	6,210	23,824	-2,009	23,824	awaiting GM contract details, initial indications suggest that this will be reduced, projected outturn reflects the alternate rates as a result of the new Burleys contract.
4261 Grounds Maintenance Non Contract	1,377	1,792	4,911	3,500	1,779	3,500	0	3,500	Projected outturn takes into account tree works, including DED and fencing repairs
4274 Projects Expenditure	0	0	0	0	245	0	0	0	
	22,496	25,241	28,551	27,575	9,796	29,579	-2,004	29,641	
Other Open Spaces Expenditure									

Account Number	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Final Budget	2014-15 Actual to 30/09/14	2014-15 Projected Outturn	2014-15 Variance	2015-16 Budget
1052 Income Projects	0	0	0	0	0	0	0	0
1055 Income Seating	0	0	0	0	0	0	0	0
1066 Concession Income	2,875	2,875	0	0	0	0	0	0
Other Open Spaces Income	2,875	2,875	0	0	0	0	0	0
Net Expenditure over Income	19,621	22,366	28,551	27,575	9,796	29,579	-2,004	29,641
Crypt								
Cost Centre 113								
4051 Rates	5,023	5,220	5,359	5,498	3,276	5,464	34	5,573
4052 Water & Sewerage	78	132	198	200	5	200	0	206
4055 Electricity	1,118	846	783	876	204	876	0	902
4056 Gas	2,144	1,486	1,861	2,214	767	2,214	0	2,280
4100 Telecommunications	310	306	77	0	0	0	0	0
4105 Postage	12	3	0	10	0	10	0	10
4106 Stationery	211	111	0	100	0	100	0	100
4110 Advertising & Publicity	563	107	244	300	43	300	0	1,000
4115 Insurance	1,100	1,145	-147	1,204	746	1,189	15	1,225
4155 Professional Fees	0	0	0	0	0	0	0	0
4199 Other Expenditure	0	0	0	50	9	9	41	50
4201 Cleaning	9	274	339	500	30	500	0	650
4270 Vehicle & Equipment Maintenance	0	0	0	0	0	0	0	0
4274 Projects Expenditure	35,052	2,642	-389	0	0	0	0	0
4275 Building Maintenance	414	456	0	0	0	0	0	0
Crypt Expenditure	46,034	12,728	8,325	10,952	5,080	10,862	90	11,997
1050 Income Rent	2,792	4,966	6,471	5,250	4,108	5,780	-530	6,250
1054 Income Other	0	0	0	0	0	0	0	0
1067 LDC Contribution	0	0	0	0	0	0	0	0
1303 Income Crypt Building Repair	0	0	23	0	0	0	0	0
Crypt Income	2,792	4,966	6,494	5,250	4,108	5,780	-530	6,250
Net Expenditure over Income	43,242	7,762	1,831	5,702	972	5,082	620	5,747

Proposed increase in income equates to 3 x additional 'whole venue' bookings

Account Number	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Final Budget	2014-15 Actual to Budget 30/09/14	2014-15 Projected Outturn	2014-15 Variance	2015-16 Budget
South Street Toilets								
Cost Centre 114								
4275 Building Maintenance	0	2,050	0	0	0	0	0	0
	<u>0</u>	<u>2,050</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
1054 Income Other	0	940	0	0	0	0	0	0
	<u>0</u>	<u>940</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
South Street Income	0	1,110	0	0	0	0	0	0
Net Expenditure over Income	0	1,110	0	0	0	0	0	0
Martello Tower								
Cost Centre 115								
4115 Insurance	1,961	2,020	2,081	2,123	2,143	2,143	-20	2,207
4274 Projects Expenditure	0	0	0	0	0	0	0	0
	<u>1,961</u>	<u>2,020</u>	<u>2,081</u>	<u>2,123</u>	<u>2,143</u>	<u>2,143</u>	<u>-20</u>	<u>2,207</u>
Martello Tower Expenditure	0	0	0	0	0	0	0	0
1050 Income Rent	0	0	0	0	0	0	0	0
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Martello Tower Income	0	0	0	0	0	0	0	0
Net Expenditure over Income	1,961	2,020	2,081	2,123	2,143	2,143	-20	2,207

increase of 3% on projected outturn

Account Number	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Final Budget	2014-15 Actual to 30/09/14	2014-15 Projected Outturn	2014-15 Variance	2015-16 Budget
Seaford Head Estate								
Cost Centre 116								
4115 Insurance	1,098	1,131	1,165	1,188	1,200	1,200	-12	1,236 increase of 3% on projected outturn
4199 Other Expenditure	0	0	0	0	0	0	0	0
4250 Public Seating	0	678	0	0	0	0	0	0
4251 Dog Bin Emptying	456	1,017	763	1,048	593	1,048	0	1,080 increase of 3%
4252 Litter & Dog Bin Pch & Maintenance	0	122	0	0	0	0	0	0
4260 Grounds Maintenance Contract	0	0	0	0	649	2,299	-2,299	2,299 Projected outturn reflects the new bill of quantities as a result of the new Burleys contract, awaiting GM contract details, initial indications suggest that this will be reduced
4261 Grounds Maintenance Non Contract	844	220	270	2,250	152	1,000	1,250	2,000 Reduced slightly taking into account projected outturn
4274 Projects Expenditure	0	1,168	0	0	0	0	0	0
4275 Buildings Maintenance	349	0	0	0	0	0	0	0
4500 Nature Reserve Expenses	0	0	14,254	10,500	8,371	10,500	-2,129	10,500 Relates to the Sussex Wildlife Trust Management contract
Seaford Head Estate Expenditure	2,747	4,336	16,452	14,986	10,965	16,047	-3,190	17,115
1050 Income Rent	3,750	3,750	3,750	3,750	3,750	3,750	0	10,000 Tenant farmer's lease reviewed
1053 Income Grants	7,638	6,534	6,534	6,534	0	6,534	0	3,350 HLS - a grant from Defra may be included in this code following review
1054 Income Other	650	83	0	0	10	10	-10	0
1055 Income Seating	0	801	0	0	0	0	0	0
1066 Income Concession	3,300	3,650	3,970	4,070	4,070	4,070	0	4,170 Relates to South Hill Barn concession
1200 Income Nature Reserve	0	0	3,700	2,000	3,833	4,000	-2,000	2,500 Relates to filming income
Seaford Head Estate Income	15,338	14,818	17,954	16,354	11,663	18,364	-2,010	20,020
Net Expenditure over Income	-12,591	-10,482	-1,502	-1,368	-698	-2,317	-1,180	-2,905

Account Number	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Final Budget	2014-15 Actual to 30/09/14	2014-15 Projected Outturn	2014-15 Variance	2015-16 Budget
Seafront								
Cost Centre 117								
4052 Water & Sewerage	113	124	103	170	68	170	0	175 increase of 3% on projected outturn
4055 Electricity	2,625	2,145	3,969	2,200	1,318	2,200	0	2,266 increase of 3% on projected outturn
4115 Insurance	488	493	498	508	503	503	5	518 increase of 3% on projected outturn
4201 Cleaning	23	0	0	50	0	0	50	0
4250 Public Seating	300	120	263	0	0	0	0	0
4251 Dog Bin Emptying	1,152	2,817	694	0	0	0	0	0
4252 Litter & Dog Bin Pch & Maintenance	1,028	114	0	0	0	0	0	0
4253 Shelters	1,440	1,909	1,672	1,848	600	1,440	408	1,690
4261 Grounds Maintenance Non Contract	2,374	2,065	3,046	2,500	20,639	21,139	-18,639	2,500 £20,639 actual includes £17,340 for splashpoint repair works which will met by reserves and recharge as in 1092
4274 Projects Expenditure	7,408	8,245	0	0	0	0	0	0
4275 Building Maintenance	3,340	90	0	0	0	0	0	0
Seafront Expenditure	20,291	18,122	10,245	7,276	23,128	25,452	-18,176	7,149
1054 Income Other	2,715	238	0	0	0	0	0	0
1055 Income Seating	83	130	368	0	0	0	0	0
1057 Income Electricity Recharge	2,562	2,144	3,634	2,200	1,071	2,200	0	2,266 100% of expense should be recharged
1058 Income Water Recharge	17	51	0	70	133	133	-63	80 Actual for this year was £78,00 so 2% based on this. The remaining income related to last year.
1066 Income Concession	33,950	36,400	40,215	39,555	41,555	41,555	-2,000	42,825 as per lease agreement
1092 Income Grnds Maint Non Contract	0	0	0	0	8,670	8,670	-8,670	0 8,670 relates to LDC contribution to Splashpoint works
Seafront Income	39,327	38,963	44,217	41,825	51,429	52,558	-10,733	45,171
Net Expenditure over Income	-19,036	-20,841	-33,972	-34,549	-28,301	-27,106	-7,443	-38,022

Account Number	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Final Budget	2014-15 Actual to 30/09/14	2014-15 Projected Outturn	2014-15 Variance	2015-16 Budget
Beach Huts								
Cost Centre 118								
4051 Rates	1,593	1,797	2,122	2,417	1,479	2,417	0	3,171
4115 Insurance	887	983	1,041	1,062	1,053	1,053	9	1,085
4199 Other Expenditure	0	0	2	0	18	0	0	0
4275 Building Maintenance	730	240	0	0	0	0	0	0
	3,210	3,020	3,165	3,479	2,550	3,470	9	4,256
Beach Huts Expenditure								
1054 Income Other	221	50	54	0	30	30	-30	0
1060 Beach Hut Site Licence	13,238	14,000	14,400	14,880	14,905	14,905	-25	15,326
1061 Beach Hut Annual Rental	9,607	10,320	10,239	11,430	11,430	11,430	0	12,042
	23,066	24,370	24,693	26,310	26,365	26,365	-55	27,368
Beach Huts Income								
	-19,856	-21,350	-21,528	-22,831	-23,815	-22,895	64	-23,112
Net Expenditure over Income								

Transitional relief ends + 2% increase
increase of 3% on projected outturn
The increase accounts for the end of transitional relief, an inflation increase has not been added due to the more considerable increase in rates.

Account Number	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Final Budget	2014-15 Actual to 30/09/14	2014-15 Projected Outturn	2014-15 Variance	2015-16 Budget
Old Town Hall								
Cost Centre 119								
4115 Insurance	169	174	179	183	184	184	-1	190
4275 Building Maintenance	120	0	0	0	0	0	0	0
	289	174	179	183	184	184	-1	190
Old Town Hall Expenditure								
1050 Income Rent	1,275	1,275	1,275	1,275	903	1,275	0	1,275
1051 Income Insurance Recharge	194	174	179	183	184	184	1	190
	1,469	1,449	1,454	1,458	1,087	1,459	1	1,465
Net Expenditure over Income								
	-1,180	-1,275	-1,275	-1,275	-903	-1,275	-2	-1,275
Allotments								
Cost Centre 125								
4155 Professional Fees	0	0	220	0	0	0	0	0
4199 Other Expenditure	941	4,689	938	967	393	967	0	996
4260 Grounds Maintenance Contract	1,340	1,370	1,402	0	0	0	0	0
4261 Grounds Maintenance Non Contract	0	2,500	0	0	0	0	0	0
4272 Equipment Purchase	438	0	0	0	0	0	0	0
4274 Projects	1,580	0	0	0	0	0	0	0
	4,299	8,559	2,560	967	393	967	0	996
Allotments Expenditure								
1050 Income Rent	807	833	833	861	855	855	6	855
1054 Income Other	2,959	4,689	896	967	545	967	0	996
	3,766	5,522	1,729	1,828	1,400	1,822	6	1,851
Allotments Income								
Net Expenditure over Income								
	533	3,037	831	-861	-1,007	-855	-6	-855

Account Number	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Final Budget	2014-15 Actual to 30/09/14	2014-15 Projected Outturn	2014-15 Variance	2015-16 Budget
Other Recreation								
Cost Centre 130								
4199 Other Expenditure	0	0	-201	0	0	0	0	0
4410 Swimming Pool	10,000	390	3,562	10,000	0	4,328	5,672	10,000
	10,000	390	3,361	10,000	0	4,328	5,672	10,000
Other Recreation Expenditure								
	0	0	0	0	0	0	0	0
Other Recreation Income								
	0	0	0	0	0	0	0	0
Net Expenditure over Income								
	10,000	390	3,361	10,000	0	4,328	5,672	10,000
CCTV								
Cost Centre 134								
4055 Electricity	1,799	1,507	1,534	1,656	686	1,656	0	1,706 3% increase
4115 Insurance	757	839	889	907	899	899	8	926 3% increase
4270 Vehicle & Equipment Maintenance	0	0	0	1,000	0	0	1,000	0
4276 CCTV	8,856	8,947	9,015	9,285	8,285	7,916	1,369	8,153 3% increase
	11,412	11,293	11,438	12,848	9,870	10,471	2,377	10,785
CCTV Expenditure								
	0	0	0	0	0	0	0	0
CCTV Income								
	0	0	0	0	0	0	0	0
Net Expenditure over Income								
	11,412	11,293	11,438	12,848	9,870	10,471	2,377	10,785

Allocated to provide 1/3 contributions to the Wave Swimming Pool Capital Investment plan

Account Number	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Final Budget	2014-15 Actual to 30/09/14	2014-15 Projected Outturn	2014-15 Variance	2015-16 Budget
Community Service Other								
Cost Centre 135								
4115 Insurance	117	129	137	140	188	188	-48	194 3% increase
4187 Young Mayors Awards Expenditure	1,100	1,987	-515	0	0	0	0	0
4195 Community Service Events Expenditure	552	232	929	200	1,172	1,172	-972	200
4262 Tree Warden Expenses	0	1,656	1,633	2,310	41	72	2,238	2,310 Proposed projects tree planting for the Salts
4273 Christmas Lights	8,496	9,437	9,667	13,000	1,624	13,000	0	13,000 New scheme to be selected and contract to be re-let for winter 2015/16
4274 Projects Expenditure	2,157	80	0	0	0	0	0	0
4281 Christmas Event Expenditure	0	690	0	0	130	3,500	-3,500	0
4290 Physical Activity Project	0	0	2,444	8,000	2,520	5,000	3,000	8,000 Allocated for Physical Activity projects and partnership projects.
Community Service Other Expenditure	12,422	14,211	14,295	23,650	5,675	22,932	718	23,704
1053 Income Grants	0	256	0	0	0	0	0	0
1054 Income Other	0	400	0	0	0	0	0	0
1064 Income Young Mayors Awards	1,100	1,937	0	0	0	0	0	0
1065 Income Xmas Lights	450	909	1,385	500	0	500	0	500
1070 Income Community Service Events	707	16	596	0	1,095	1,095	-1,095	0
1072 Income Tree Wardens	0	0	1,003	0	315	350	-350	400 Surplus income to be transferred to EMR
1075 Christmas Event Income	890	1,567	1,335	400	0	4,000	-3,600	0 Surplus income after event expenditure to be transferred to EMR.
1090 Income Physical Activity Project	0	0	0	0	700	700	-700	0
1301 CS Events Bin Hire	0	0	7	0	0	0	0	0
Community Service Other Income	3,147	5,085	4,326	900	2,110	6,645	-5,745	900
Net Expenditure over Income	9,275	9,126	9,969	22,750	3,565	16,287	6,463	22,804

Account Number	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Final Budget	2014-15 Actual to 30/09/14	2014-15 Projected Outturn	2014-15 Variance	2015-16 Budget
<u>Building Maintenance Pool</u>								
Cost Centre 220								
4275 Building Maintenance	0	0	8,293	6,000	9,762	9,762	-3,762	6,000
Building Maintenance Pool Expenditure	0	0	8,293	6,000	9,762	9,762	-3,762	6,000
1091 Income Building Maintenance	0	0	0	0	1,833	1,833	-1,833	0
Building Maintenance Pool Income	0	0	0	0	1,833	1,833	-1,833	0
<u>Net Expenditure over Income</u>	0	0	8,293	6,000	7,929	7,929	-1,929	6,000
<u>Projects Pool</u>								
Cost Centre 225								
4274 Project Expenditure	240	0	29,603	35,000	1	1	34,999	45,000
Projects Pool Expenditure	240	0	29,603	35,000	1	1	34,999	45,000
Projects Pool Income	0	0	0	0	0	0	0	0
<u>Net Expenditure over Income</u>	240	0	29,603	35,000	1	1	34,999	45,000

45,000 Underspend for EMR, referred to in report items

Account Number	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Final Budget	2014-15 Actual to 30/09/14	2014-15 Projected Outturn	2014-15 Variance	2015-16 Budget
Planning & Highways								
Cost Centre 301								
4199 Other Expenditure	125	131	0	400	-1	-1	401	0
4262 Tree Warden Expenses	2,345	0	0	0	0	0	0	0
4263 Bus Shelter Maintenance/Cleaning	818	258	216	750	90	750	0	750
	3,288	389	216	1,150	89	749	401	750
1053 Income Grants	345	98	0	0	0	0	0	0
	345	98	0	0	0	0	0	0
Net Expenditure over Income	2,943	291	216	1,150	89	749	401	750

Account Number	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Final Budget	2014-15 Actual to 30/09/14	2014-15 Projected Outturn	2014-15 Variance	2015-16 Budget
SUMMARY								
Net Expenditure								
105 Salts Recreation Ground	87,728	99,002	82,174	88,482	10,428	75,865	12,617	63,772
106 The Crouch Recreation Ground	54,367	56,120	53,083	56,267	13,823	50,423	5,844	40,951
107 Mantello Fields	2,589	5,533	4,938	5,734	74	8,611	-2,877	9,257
108 Other Open Spaces	19,621	22,366	28,551	27,575	9,796	29,579	-2,004	29,641
113 Crypt	43,242	7,762	1,831	5,702	972	5,082	620	5,747
114 South Street	0	1,110	0	0	0	0	0	0
115 Martello Tower	1,961	2,020	2,081	2,123	2,143	2,143	-20	2,207
116 Seaford Head Estate	-12,591	-10,482	-1,502	-1,368	-698	-2,317	949	-2,905
117 Seaford	-19,036	-20,841	-33,972	-34,549	-28,301	-27,106	-7,443	-38,022
118 Beach Huts	-19,856	-21,550	-21,528	-22,831	-23,815	-22,895	64	-23,112
119 Old Town Hall	-1,180	-1,275	-1,275	-1,275	-903	-1,275	0	-1,275
125 Allotments	533	3,037	831	-861	-1,007	-855	-6	-855
130 Other Recreation	10,000	390	3,361	10,000	0	4,328	5,672	10,000
134 CCTV	11,412	11,293	11,438	12,848	9,870	10,471	2,377	10,785
135 Community Service Other	9,275	9,126	9,969	22,750	3,565	16,287	6,463	22,804
220 Building Maintenance Pool	0	0	8,293	6,000	7,929	7,929	-1,929	6,000
225 Projects Pool	240	0	29,603	35,000	1	1	34,999	45,000
301 Planning & Highways	2,943	291	216	1,150	89	749	401	750
Total Net Expenditure	191,248	164,102	178,092	212,747	3,966	157,020	55,727	180,745
Total Committee Expenditure	318,665	290,223	304,869	333,712	130,816	301,390	32,322	332,756
Total Committee Income	127,417	126,121	126,777	120,965	126,850	144,370	-23,405	152,011
Total Net Expenditure	191,248	164,102	178,092	212,747	3,966	157,020	55,727	180,745

Golf Course
Cost Centre 101

Account number	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Final Budget	2014-15 Actual to 30/09/14	2014-15 Projected Outturn	2015-16 Final Budget	2016-17 Final Budget	2017-2018 Final Budget
4000 Salaries & Wages				75954			77829	79541	
4001 Employers NI				4882			4883	5067	
4002 Employers Superannuation				13948			14644	14987	
4009 Recruitment Costs									
4010 Staff Training				1500			1500	1500	
4011 Staff Protective Clothing				1000			1000	1000	
4041 Golf Professional Retainer				41006			41908	42830	
4045 Golf Course Player Costs				2350			2500	2750	
4046 Golf Club Membership Fees				23540			24585	25410	all members pay £55
4051 Rates				0			0	0	
4052 Water & Sewerage				8000			8500	9000	
4055 Electricity				1000			1200	1400	
4056 Gas				0			0	0	
4060 Refuse				300			300	300	
4100 Telecommunications				300			300	300	
4105 Postage				300			300	300	
4106 Stationery				200			200	200	
4110 Advertising & Publicity				3000			3000	3000	
4111 Office Equipment New									
4113 Software Support				300			300	300	
4114 Licence Fee				75			80	85	Ofcom licence radios
4115 Insurance				7950			8188	8434	
4155 Professional Fees				0			0	0	
4156 Bank Charges				2200			2300	2400	
4199 Other Expenditure				0			0	0	
4201 Cleaning				0			0	0	
4250 Public Seating				0			0	0	
4251 Dog Bin Emptying				1700			1750	1800	
4252 Litter & Dog Bin Pch & Maintenance				0			0	0	
4261 Grounds Maintenance Non Contract				25589			26100	26622	
4270 Vehicle & Equipment Maintenance				14500			14790	15000	
4271 Vehicle & Equipment Lease				20996			20996	20996	
4272 Equipment Purchase				0			12000	33000	Suspend for one year to enable club to establish
4274 Projects Expenditure				0			0	0	
4275 Building Maintenance				2000			2000	2000	
4301 Public Works Loan Payment				0			0	0	
Rent of shop, locker and changing rooms				18000			19000	20000	Internal transfer payable to Clubhouse 203. Covers rates, water, Buggy lease
Buggy lease				690			700	710	cleaning, gas, electric and phone.
Buggy fuel				300			340	360	
Golf Course Expenditure	244,099	247,047	234,241	454,444	203,873	363,199	271380	291193	319272

<u>Golf Course</u>		2011-12	2012-13	2013-14	2014-15	2014-15	2014-15	2015-16	2016-17	2017-2018
Cost Centre 101										
Account number										
1000	Golf Course Season Ticket	333121	300177	275504	480153	245386	296740	341630	380324	408949
1001	Golf Course Green Fees Mid week	-89022	-53130	-41263	-25709	-41513	66459	-70250	-89131	-89677
1002	Golf Course Green Fees w/and b/holiday									
1003	Golf Course Specials									
	Corporate									
1004	Golf Course Lockers									
1005	Golf Course Credit Card Charge									
1007	Golf Course Air Traffic Control									
1010	Asset Sale/Part Exchange Value									
1111	Income Filming									
1050	Income Rent									
1051	Income Insurance Recharge									
1054	Income Other									
1055	Income Seating									
1057	Income Electricity Recharge									
1063	Income Gas Recharge									
1100	Income Advertising									
	Clubhouse income									
	Buggy Hire									
	Golf Course Income	333121	300177	275504	480153	245386	296740	341630	380324	408949
	Net Course Expenditure	-89022	-53130	-41263	-25709	-41513	66459	-70250	-89131	-89677

On the basis of 50 lockers at £80 and 12 at £40 and £1 for daily

Golf Course
Cost Centre 101

Account number

	2011-12	2012-13	2013-14	2014-15	2014-15	2015-16	2016-17	2017-2018
						Final Budget	Final Budget	Final Budget
<u>Golf Clubhouse</u> Cost Centre 103								
4000 Salaries & Wages						108600	121872	135270
4001 Employers NI						5959	6183	6412
4002 Employers Superannuation						13596	14232	14375
4009 Recruitment Costs						500	1000	1000
4010 Staff Training						1000	1000	1000
4051 Staff Uniform						500	500	1000
4052 Rates						23000	24000	25000
4052 Water & Sewerage						1200	1300	1500
4055 Electricity						6000	6300	6680
4056 Gas						4500	4800	5100
4060 Refuse						300	500	800
4100 Telecommunications						1000	1100	1200
4105 Postage						200	300	400
4106 Stationery						300	300	400
4110 Advertising & Publicity						2000	2500	3000
4113 Software Support						300	300	300
4114 Licence Fee & Sky						1000	1100	1200
4115 Insurance						3779	3692	4009
4156 Bank Charges						1500	1800	2000
4201 Cleaning						11000	12000	13000
4272 Equipment Purchase						2000	2000	2000
4275 Building Maintenance						1000	1000	1500
4301 Public Works Loan Payment						110000	110000	110000
Food Expenditure						41400	59700	75000
Bar Expenditure						40417	59687	100000
Fire extinguishers						600	620	640
Clubhouse Expenditure						381651	437966	512766
1050 Income Rent						1200	1300	1400
Income hire pro shop & changing rooms						18000	19000	20000
Room hires						25000	45000	60000
Bar sales						121250	179000	230000
Food sales						82800	119400	148500
Advertising						2000	3000	4000
Fruit Machine						3000	4000	5000
Clubhouse Income						253250	370700	468900
Clubhouse Net expenditure						128401	67266	43866
Total Golf Expenditure	-89022	-53130	-41263	-41513	66459	58150	-21865	-45311

Based on cost drinks 33% sale value
Based on cost food 50% sale value



Seaford Town Council

Report 184/14

Agenda Item No: 11
Committee: Council
Date: 15 January 2015
Title: Freedom of the Town Update
By: James Corrigan, Town Clerk
Purpose of Report: To provide an update on the Freedom of the Town process.

Recommendations

You are recommended:

1. To note the content of the report providing an update on the Freedom of the Town process.
-

1. Information

- 1.1 As a result of the Council resolution on 6th November 2014 (minute ref C106/11/14), Council Officers have begun to implement the Honorary Freedom of the Town Policy with a view to appointing a Freeman/Freewoman of the town.
- 1.2 A press release was made on 20th November inviting members of the public to submit nominations for individuals that they feel are eligible for the title, along with supporting evidence and the backing of a Town Councillor. A deadline of 11th December was set for nominations with five nominations being received in this time.
- 1.3 Council Officers are currently working on collating the nominations and evidence provided for sending to the Councillors to consider in line with the Policy. Once Councillors have responded on who they wish to receive the title, Council Officers will offer the title to the individual/s and then formally report back at the next Council meeting on 9th April where a vote will be taken.
- 1.4 Should you wish to refresh your memory the Honorary Freedom of the Town Policy can be found on the Council's website under 'The Council – Policies & Procedures'.

2. Financial Appraisal

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

3. Contact Officer

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

Town Clerk



Seaford Town Council

Report 185/14

Agenda Item No:	12
Committee:	Council
Date:	15 January 2015
Title:	Local Council Award Scheme
By:	James Corrigan, Town Clerk
Purpose of Report:	To provide an introduction to the Local Council Award Scheme

Recommendations

You are recommended:

- 1. To note the content of the report providing an introduction to the Local Council Award Scheme.**
 - 2. For Councillors to familiarise themselves with the scheme.**
-

1. Information

- 1.1** In 2013 the Quality Council Scheme was frozen with no further new accreditations or re-accreditations taking place until the scheme had undergone an extensive review by creators, NALC (National Association of Local Councils).
- 1.2** In 2014 NALC announced details of the Local Council Award Scheme (LCAS), replacing the Quality Council Scheme. The LCAS underwent a short piloting process in October and November, launching formally on 6th January 2015.
- 1.3** Seaford Town Council's Quality status was due to expire in March 2013 but whilst the scheme was frozen, the status remained in effect. As part of the launch of LCAS, NALC made an offer to existing quality councils whereby they could register to receive the foundation status of the LCAS without going through the accreditation process and at no cost.
- 1.4** In December 2014 Council Officers registered STC for this and can confirm that STC has been awarded the foundation award level for one year, expiring in January 2016. Council Officers will be sent a resource pack and new Award logo soon after the launch of the scheme.
- 1.5** For further details on the scheme please see Appendix A presenting details of the criteria, accreditation process and evaluation/improvement process. The new scheme is a significant improvement on the old scheme and is far more challenging to reach the Gold award.

- 1.6** Seaford Town Council has a few gaps in its current practices and procedures to achieve the various levels. However all of the criteria that have to be achieved will be of benefit to the organisation and many are planned to be undertaken in the near future.
- 1.7** The Council has until January 2016 to consider if it wishes to remain part of the scheme and if so, at which of the three levels it wishes to strive to become accredited under considering the associated workload and cost implications.
- 1.8** The Town Clerk will review the details of LCAS scheme in more detail and the criteria for each of the three award levels, reporting back to Full Council in due course. This will be after the new Council is formed to secure a decision on how the Council wishes to proceed with the scheme.
- 1.9** At this point in time no action is needed however it may be beneficial for Councillors to familiarise themselves with the document attached at Appendix A as this is a useful tool to help with forward planning for the Council and its longer term aims.

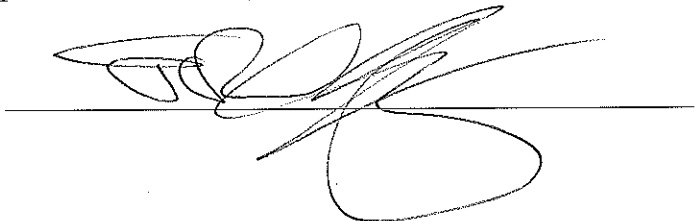
2. Financial Appraisal

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

3. Contact Officer

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

Town Clerk

A handwritten signature in black ink, appearing to read 'James Corrigan', is written over a horizontal line. The signature is stylized and cursive.

THE LOCAL COUNCIL AWARD SCHEME

The Local Council Award Scheme exists to celebrate the successes of the very best local councils, and to provide a framework to support all local councils to improve and develop to meet their full potential. All local councils want to serve their local communities and make a real difference to the lives of the people that live there. The scheme offers councils the opportunity to show that they meet the standards set by the sector, assessed by their peers, and to put in place the conditions for continued improvement.

The Award Scheme has been designed to both provide the tools and encouragement to those councils at the beginning of their improvement journeys, as well as promoting and recognising councils that are at the cutting edge of the sector. It is only through the sector working together, to share best practice, drive up standards and supporting those who are committed to improving their offer to their communities that individual councils and the sector as a whole will reach its full potential.

The scheme was created in 2014 and is managed on behalf of local councils by the Improvement and Development Board (IDB).

Councils can apply for an award at one of three levels.

- The **Foundation Award** demonstrates that a council meets the minimum requirements for operating lawfully and according to standard practice.
- The **Quality Award** demonstrates that a council achieves good practice in governance, community engagement and council improvement.
- The **Quality Gold Award** demonstrates that a council is at the forefront of best practice and achieves excellence in governance, community leadership and council development.

The scheme sets out criteria to meet at each level covering selected aspects of the council's work. Councils can seek to progress through the tiers over time thereby raising standards. Councils of any size can aspire to an award appropriate for their budget and level of activity.

To support transparency, councils achieving an award at any level must use an online facility for publishing documents and information. In all instances the council confirms that the required documents, information and conditions are in place (whether published or not) by resolution in public at a full council meeting. For **Quality Gold**, councils also provide statements for submission to the panel demonstrating excellence in their activities. The panel may ask for additional information to check the accuracy of claims.

Contents:

Award criteria

This section sets out in brief what is required for each award and then explains in more detail the evidence that an accreditation panel is looking for. Councils should find this additional guidance helpful in identifying what is required. The final section describes the accreditation process from registration to re-accreditation.

The criteria in blue have been chosen to demonstrate **good governance** in managing the business and finances of a council.

The criteria in green have been chosen to represent a council's role in the community. This includes community engagement, activities that serve the community, **community leadership** and promotion of the democratic process.

The criteria in red have been chosen to represent **council improvement** through the management and development of staff and councillors.

Accreditation process

The Quality Parish Scheme is a form of peer review. Councils are reviewed by experienced peers through the work of an accreditation panel.

The aim of this accreditation process is to be as simple, efficient and flexible as possible. It also seeks to ensure that every council that wishes to take part in the scheme is able to, and is assessed in a reasonably consistent way.

This guide describes the ideal standardised process for accreditation. These are not strict rules, and County Associations can tailor this to local need in consultation with NALC.

Fees

There are two fees:

- A registration fee paid to the National Association of Local Councils
- An accreditation fee paid to the organisation responsible for administering the local or regional accreditation process.

The fees stated in this guide are estimates; the final fees will be set in December after a short pilot programme.

Evaluation and improvement

The aim of the evaluation and improvement process is to allow the sector to feel ownership of the scheme, and to see the scheme changing to meet the feedback and needs expressed by the sector. It should also allow the scheme to be dynamic and able to respond over time to changes in the sector, national policy and other relevant issues.

The Foundation Award

To achieve a Foundation Award a council demonstrates that it has the minimum documentation and information in place for operating lawfully and according to standard practice. The council also has policies for training for its councillors and officers and so has the foundations for improvement and development in place.

The council confirms by resolution at a full council meeting that it publishes online:

- blue criteria*
- 1 Its standing orders and financial regulations
 - 2 Its Code of Conduct and a link to councillors' registers of interests
 - 3 Its publication scheme
 - 4 Its last annual return
 - 5 Transparent information about council payments
 - 6 A calendar of all meetings including the annual meeting of electors
 - 7 Minutes for at least one year of full council meetings and (if relevant) all committee and sub-committee meetings
 - 8 Current agendas
 - 9 The budget and precept information for the current or next financial year
 - 10 Its complaints procedure

- green criteria*
- 11 Council contact details and councillor information in line with the transparency code
 - 12 Its action plan for the current year
 - 13 Evidence of consulting the community
 - 14 Publicity advertising council activities
 - 15 Evidence of participating in town and country planning

The council also confirms by resolution at a full council meeting that it has:

- blue criteria*
- 16 A risk management scheme
 - 17 A register of assets
 - 18 Contracts for all members of staff

- red criteria*
- 19 Disciplinary and grievance procedures
 - 20 A policy for training new staff and councillors
 - 21 A record of all training undertaken by staff and councillors in the last year
 - 22 A clerk who has achieved 12 CPD points in the last year

The council notifies the accreditation panel co-ordinator when the resolution has been agreed and provides a link to its website.

What is the accreditation panel looking for?

The panel seeks assurance that a council acts lawfully and according to standard practice. Unless it is a matter of law, the panel is not making a judgement on the quality of the evidence at this level; it simply carries out spot-checks to confirm that the documentation and information is in place, up-to-date and complies with the guidance below. For those documents that are not posted up online, the panel will ask to see the evidence if it is considered necessary.

- All policies should comply with current legislation and guidance and note the date of the next review.
- **Standing orders, financial regulations, the Code of Conduct, publication scheme and complaints procedure** are public documents tailored to the specific council. Standing orders or financial regulations explain procedures for contracts and internal controls. All policies and procedures should demonstrate compliance with The Openness of Local Government Bodies Regulations 2014 including an open media policy which does not restrict engagement with the press. For councils with an annual turnover of less than £25,000 they also demonstrate compliance with the transparency code for smaller authorities.
- The council does not need to publish the councillors' **registers of interests** on their own online site provided that there is a link to the registers on the principal authority's website.
- The council's online site should include the name of the clerk and **contact details** (address, phone, e-mail) for the council as a corporate body. It should also publish the names of councillors and councillors' responsibilities in compliance with the transparency code.
- The council posts up a scanned copy of the last **annual return**. The panel checks that the council has a limited assurance (unqualified) opinion from the external auditor; the opinion may contain recommendations for consideration as long as a qualified opinion is not given. The panel checks the arrangements for internal audit and internal controls. From 2017, councils with an annual turnover of less than £25,000 will not be required to complete an annual return. Panels check that these councils comply with the transparency code for smaller authorities.
- **Information on all payments** must be transparent and in accordance with financial regulations and statutory proper practices. The panel will check the minutes of meetings, financial regulations, the annual return (if relevant) and compliance with the transparency code.
- The **calendar** (in any format) includes the Annual Meeting of the Council and the Annual Parish/Town Meeting and both meetings must be held during the correct statutory period. The calendar also shows that the council has at least four full council meetings a year.
- Similarly the **minutes** for full council meetings over the last year include the Annual Meeting of the Council. If relevant, the council also posts up the minutes of its Finance Committee to demonstrate transparency according to statutory regulations and of its Planning Committee showing that procedures for reviewing planning applications are correct. The panel checks that minutes and **agendas** demonstrate the lawful convening of meetings and decision making and that all meetings allow the public to make representations to the council.
- The council can post up the current or next year's **budget** (or both). Budget documents would normally show columns comparing the year in question with the two previous years; they include information on income and expenditure (or receipts and payments) and show how the precept was calculated.

- The council must publish an **action plan**; as a minimum this is a one-page document listing the council's objectives for the current year. It is not a parish plan which is a plan for the future of the community; the council can extract objectives for action from the parish plan depending on its areas of responsibility.
- The panel seeks at least one piece evidence from council publicity that it consults and actively serves its community. Publicity might include an annual report, web material or news bulletins. The information gives a flavour of any council **activity** such as lobbying principal authorities, giving grants to community groups, the provision of a service or helping with community events. Similarly any form of **consultation** is suitable including surveys, online polls, focus groups or public meetings.
- Council documents demonstrate that the council participates in the **planning system** by, for example, commenting on planning applications or working on a neighbourhood plan. Decisions on planning matters must be made in properly convened meetings and, if required, by delegation to a committee. Some decisions may be delegated to an officer.
- **Contracts, disciplinary/grievance procedures, a risk management policy and register of assets** can be based on a model but tailored to the specific council. They are not published.
- A **training policy** for new staff and councillors can be a short statement of intent while a **training record** gives dates, titles and providers of development activities undertaken by named individuals in the last year, including, for example, updating events, online courses, CPD activity and qualifications. Councillors should note that they should undertake training on financial management for which they are all responsible. In particular, the **clerk's** training record includes evidence of CPD (Continuing Professional Development) such as training, conference attendance, mentoring and studying for qualifications. CPD points are allocated according to a system published by the IDB.

The Quality Award

To achieve the Quality Award a council demonstrates that it meets all requirements of the Foundation Award and has additional documentation and information in place for good governance, effective community engagement and council improvement. A council with a Quality Award is eligible to use the general power of competence.¹

The council confirms by resolution at a full council meeting that it meets all requirements for the Foundation Award and that it also publishes on its website:

blue
criteria

- 1 Draft minutes of all council and committee meetings within four weeks of the last meeting
- 2 A Health and Safety policy
- 3 Its policy on equality

green
criteria

- 4 Councillor profiles
- 5 A community engagement policy involving two-way communication between council and community
- 6 A grant awarding policy
- 7 Evidence showing how electors contribute to the Annual Parish or Town Meeting
- 8 An action plan and related budget responding to community engagement and setting out a timetable for action and review
- 9 Evidence of community engagement, council activities and the promotion of democratic processes in an annual report, online material and at least four news bulletins a year
- 10 Evidence of helping the community plan for its future

The council also confirms by resolution at a full council meeting that it has

blue
criteria

- 11 a scheme of delegation (where relevant)
- 12 up-to-date insurance policies that mitigate risks to public money
- 13 addressed complaints received in the last year

green
criteria

- 14 at least two-thirds of its councillors who stood for election
- 15 a printed annual report that is distributed at locations across the community

red
criteria

- 16 a qualified clerk
- 17 a clerk (and deputy) employed according to nationally or locally agreed terms and conditions
- 18 a formal appraisal process for all staff
- 19 a training policy and record for all staff and councillors

The council notifies the accreditation panel's co-ordinator when the resolution has been agreed and provides a link to its website.

¹ Localism Act 2011 ss1-8

What is the accreditation panel looking for?

The accreditation panel checks that the criteria for the Foundation Award are in place if the award was granted more than a year ago. It then considers the additional criteria for the Quality Award.

The panel assesses the quality of documents and information with a light touch, seeking reassurance that the council is acting lawfully and according to good (rather than best) practice. The panel carries out spot-checks to confirm that the documentation and information is in place and up-to-date and complies with the guidance below. For those documents that are not posted on the website, the panel will ask to see the evidence if it is considered necessary.

- All council policies should comply with current legislation and guidance and note the date of the next review.
- **Draft minutes** (marked *Draft*) of all council and committee meetings keep people up-to-date with decisions and action should be posted up as soon as possible after the meeting and within at least four weeks. The minutes will show that the council monitors its actions, internal controls and performance against the budget at least every three months.
- A **community engagement policy** demonstrates the council's commitment to hearing what people in the community think and communicating its own actions and decisions. The council also gives grants to community organisations and publishes a **grant awarding policy**.
- **Councillor profiles** normally contain a photo and reference to the ward represented (if relevant) but personal contact details are not required.
- The council is required to publish its **Health and Safety** policy which includes its duty of care to staff and its **equality** policy which shows compliance with legislation.
- Evidence that electors can contribute to the **Annual Parish or Town Meeting** can come in any form; for example, it could be an invitation to attend and participate in discussions or a record of how community groups spoke about their use of grant funding over the last year.
- The **action plan** (or similar forward plan) summarises findings from community engagement and sets out aims and objectives that respond to community views. The action plan includes a timetable for actions to be completed with dates for reviewing the plan. The council's **budget** shows how the action plan is put into practice and manages risks to public money.
- The council is expected to produce an **annual report, online material** and at least four **news bulletins** a year. The annual report and news bulletins must be online even if they were also distributed in hard copy such as in printed newsletters or village magazines. If the council uses social media such as Facebook or Twitter, this will be evident from the council's online site. The accreditation panel will read the materials looking for evidence of community engagement, council activities and promoting democratic processes. The panel expects to see that the council consults the community in at least three different ways (such as surveys, focus groups, online or street polls and community workshops) and engages with other organisations including community groups and the principal authority(ies). It will look for at least three positive actions for the community in the last year.
- The **annual report** should be distributed widely. It is accepted that it cannot always be distributed to all households, but copies can be left at prime locations in a community including a library, doctors' surgeries, schools, pubs, shops or residential homes.
- The panel seeks evidence from council documents and online information that it supports the **community in planning** for its future. This can include at least one contribution to creating, implementing or reviewing a parish or town plan, a design statement or a

neighbourhood plan, holding community planning events, facilitating debate in the community about planning applications or registering community assets.

- The panel also seeks evidence of **promoting elections** and the value of the democratic process; this might include explaining how the system works, advising people of election dates and promoting the value of being a councillor.
- At the time of making the resolution, at least two-thirds of the seats on the council must be filled by **councillors who stood for election** at either the last ordinary elections or a by-election. This shows that the council represents the community through the democratic process. Councillors who stood for election, even if elected unopposed, do count, while councillors who were co-opted or appointed cannot count. If two thirds is not a whole number, then it must be rounded up to the next whole number using the table below.

Total council seats	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Two thirds	4	4	5	6	6	7	8	8	9	10	10	11	12	12	13	14

- The panel may wish to check that a council properly operates the delegation of decision-making to committees, sub-committees and officers (where relevant). Arrangements for delegation may be set out in standing orders or in a separate **scheme of delegation**.
- The panel may wish to check that **insurance policies** have been reviewed and are up-to-date and that the council recognises insurance as a way of mitigating risks to public money.
- The panel may also seek evidence that any formal complaints received by the council during the last year have been properly addressed.
- A **qualified clerk** is defined in Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012. The clerk (and deputy clerk) should be properly remunerated with a contract in accordance with terms and conditions set out in the national agreement or in a local government scheme.
- The panel can ask to see the document setting out the formal **appraisal process** that must be in place for all staff. It checks that the council has a training budget and may ask to see a general **training policy** for staff and councillors with a detailed **record of all training** undertaken by staff and councillors in the last year. The panel seeks assurance that a training culture is embedded in the council. The clerk is expected to achieve at least 12 CPD points every year.

The Quality Gold Award

To achieve a Quality Gold Award a council demonstrates that it meets all requirements of the Foundation and Quality Awards, and is at the forefront of best practice by achieving an excellent standard in community governance, community leadership and performance management.

The council confirms by resolution at a full council meeting that it meets all requirements for the Foundation and Quality Awards and also publishes on its website:

blue
criteria

[1 A business plan covering a financial forecast for at least three years linked to revenue and capital plans for the council and its community

green
criteria

[2 An annual report, online material and at least four news bulletins a year with evidence of
a engaging with diverse groups in the community using a variety of methods
b community engagement leading to positive outcomes for the community
c a broad range of council activities including innovative projects
d co-operating constructively with other organisations

The council also confirms by resolution at a full council meeting, that it has prepared statements (of no more than one page each) to be presented to the accreditation panel showing how it

blue
criteria

[3 Ensures that the council delivers value for money
[4 Meets its duties in relation to bio-diversity and crime & disorder

green
criteria

[5 Provides leadership in planning for the future of the community

red
criteria

[6 Manages the performance of the council as a corporate body and of each individual staff member and councillor to achieve its business plan.

The council notifies the accreditation panel when the resolution has been agreed and provides a link to the online site.

What is the accreditation panel looking for?

The accreditation panel checks that criteria for the Foundation and Quality Awards are in place if an award was assessed more than a year ago. It then considers the additional criteria for Quality Gold.

The panel assesses the quality of documents and information in some depth. It seeks reassurance that the council is acting lawfully and aspires to excellence. Complying with the guidance below, the panel carries out spot-checks to confirm that up-to-date documentation and information for Quality Gold is in place. The panel may ask for further information, talk to councillors and staff or visit the parish. The panel will be interested to note whether the council already has a reputation for being at the forefront of best practice. Councils seeking the Quality Gold Award should be aware that the panel is a peer group applying their own standards of excellence to the criteria explained below.

- In confirming excellence, the panel ensures that the council operates within the law as explained in standard works of reference, demonstrates transparent, efficient and effective decision-making and governance and exercises sound financial management.
- The panel also seeks reassurance that the council is not experiencing destructive internal conflict or that nothing has occurred to bring the council into disrepute.
- The council works to a forward plan (or **business plan**) created for at least three years even if this takes the council beyond the next election. This plan explicitly responds to community engagement. It sets out the council's aims and objectives for both the council and the community and shows how they will be achieved including financial forecasts for both revenue and capital for the duration of the plan.
- The **annual report, web material and news bulletins** publicise the work and achievements of the council and contain substantial evidence that the council, takes the lead in actively representing and serving all parts of its local community. The council therefore addresses the **diversity** of its community including, for example, different age groups, service users, physical locations, housing types, language, employment status and skills.
- These sources of information also show that the council seeks out and responds to views and ideas expressed by its community. The council uses a variety of ways (at least four) of consulting and involving local people to understand their views. There should be evidence that the council identifies local needs and views through **community engagement** that are then addressed in constructive **council action**. These sources also show that the council promotes local democracy.
- The panel seeks at least four **positive outcomes** achieved for the community in the last six months and a broad range of council activities. The council is innovative; this is the case if the council undertakes actions that are still relatively unusual for a local council of its size in that county. The panel also checks that the council is co-operating with **other organisations** including community groups, its principal authority(ies) and other agencies to provide an effective service to the community. Co-operation includes but is not limited to partnerships.
- The statement on ensuring **value for money** explains how the council reviews the quality and costs of its activities to confirm that the costs are appropriate. This could include, for example, the cost of the clerk's role in serving the council, the purchase of computer equipment or a grass cutting contract.
- The statement on duties related to **biodiversity and crime & disorder** demonstrates knowledge of the law and includes ways of reminding councillors of these duties and examples of how they are implemented.

- The statement on leadership in **planning for the future** shows how the council engages with a range of activities that influence the planning system and facilitate community-led planning. Activities may include, for example, identifying and representing community views on planning applications and local plans, working on parish or town plans, or holding community-led planning activities such as Planning for Real[®] or community conferences. The statement should include the council's approach to neighbourhood planning.
- Finally, the statement on **performance management** explains the process by which the performance of the council as a corporate body is constantly improved and shows how the performance, skills and knowledge of each individual in the council is managed to help the council achieve its objectives on behalf of the community. This includes confirming that each member of staff has their own professional development plan and that the majority of councillors participate in a member development programme. It is important to show evidence that the council is a good employer.

A guide to the accreditation process

The Local Council Award Scheme is a form of peer review. Councils are reviewed by experienced peers through the work of an accreditation panel.

The aim of this accreditation process is to be as simple, efficient and flexible as possible. It also seeks to ensure that every council that wishes to take part in the scheme is able to, and is assessed in a reasonably consistent way.

This guide describes the ideal standardised process for accreditation. These are not strict rules, if you would like to adapt to process to fit local need then do get in touch with Charlotte at the National Association of Local Councils (NALC), and we can discuss the best way to do this.

Registration

The council registers its intention to apply for a specified award with Charlotte Eisenhart, the dedicated co-ordinator at NALC, by emailing charlotte.eisenhart@nalc.gov.uk or calling 020 7290 0319.

The council pays a registration fee to NALC to cover the costs of managing the national scheme, including: administration, national online resources, quality assurance and review processes.

NALC provides the applicant with the contact details of the co-ordinator of the appropriate accreditation panel.

NALC provides the co-ordinator with a link to the appropriate online documentation and guidance for the level of award the council is applying for.

When a council is ready to make its application to the accreditation panel, its clerk notifies the co-ordinator that the council has passed a resolution confirming that all the documentation and information is in place for a specified award and provides a link to its online facility. The council also pays the accreditation fee which covers the costs administering the local service.

The co-ordinator keeps a record of all applications and monitors their progress.

Online connectivity

The Award Scheme requires councils to publish certain information and documents online. In exceptional circumstances a council may not be able to put documents online because of poor digital connectivity in the local area. In this case, the council applies to the panel co-ordinator for permission to submit evidence for an award in an alternative format. The co-ordinator must be confident that poor digital connectivity is the problem rather than an unwillingness to use an online service for publicising council documents.

The accreditation panel

The accreditation panel is set up by a regional group of CALCs. The aim of this is to facilitate training, promote consistency and help manage the workload. It also ensures that where an individual CALC is unable to support the scheme, a council will be able to submit their application to an appropriate regional panel. If in a region the CALCs would prefer an alternative approach this can be discussed with NALC's Improvement and Development Manager.

One of the local CALC's lead officers is the co-ordinator and administrator for the panel. The co-ordinator advises NALC of the required contact details. The co-ordinator manages a pool of up to ten potential panel members, in the expectation that between three and five members are required to review each application. The panel includes experienced councillors and clerks as well as someone independent of the sector with an understanding of local government. Panel membership should be reviewed by the regional coordinator every two years.

At the beginning of the accreditation process a panel is drawn together from the pool of potential members. The panel could choose a lead panellist or chair if needed to facilitate decision making.

All panel members are expected to use an online service to read a council's documents and also act in the spirit of a Code of Conduct; for example, they do not assess an award for their own or a neighbouring council.

Some CALCs may have a local support offer for councils considering applying to the scheme; this may require an additional fee from the council. The decision to offer support and its nature will be determined by each CALC.

The regional accreditation panel determines how often an accreditation process takes place, or an appropriate trigger for this to take place. For example, a panel may decide to convene every two months or may wait until the receipt of 10 applications (as long as this is no later than two months after an application has been received). Panels should note that all costs of administering the panels must be met from application fees. So, to minimise costs, usually the panel will convene and conduct its business remotely rather than face-to-face. The online resource provided by NALC will support this way of working.

The regional panels have discretion over the detail of how they organise the accreditation process. In consultation with the panel coordinators, NALC will provide regularly updated guidance and support for accreditation panels.

Accreditation

The emphasis of the scheme is on encouraging and supporting the improvement of councils. The aim of the panel is therefore to help councils to achieve awards and panels are urged to be constructive.

The panel checks that the criteria for the relevant award have been met in published and/or requested information. Most documents and information will be posted on a website. Where it is not appropriate for a document or information to be on a website, the panel is permitted to ask to see electronic versions.

As all information and documents are available online or in electronic format, the panel's work can be done without meeting. Each member of the panel completes a template form showing their responses provided by NALC to the co-ordinator. This form will indicate where the panel member thinks that follow-up questions should be asked or further information sought; this is most likely for the award of Quality Gold. Panels may wish to consider sharing out the criteria giving members an opportunity to specialise and controlling the workload. The co-ordinator reviews the completed forms from the panel who decide whether additional information or documents are required.

Panel members do not need to examine every document in detail but are advised to carry out spot checks enabling them to make recommendations.

For Quality Gold, the panel may wish to discuss the council's activities with councillors, or staff or visit the parish but the cost of doing so must be covered by the fee.

The outcome

When the panel is satisfied that it has seen sufficient information, the findings are presented in a report agreed by the panel. The panel makes one of three recommendations to the council:

- The Award is achieved.
- The Award is achieved but the council is advised to make some small changes.
- The Award is not achieved until specified improvements have been made and submitted to the panel for checking.

If a council has applied for a higher award but has not achieved all the criteria, the panel can award a lower award if appropriate.

The aim of the scheme is to be supportive and help councils achieve the status they have applied for and so it is expected that achieving a lower (or no) award would be an exceptional circumstance. The panel should let the council know as soon as possible if it appears that they have omitted necessary evidence or it appears likely that they will not achieve the award, and the council should be given some time to respond to that feedback.

The co-ordinator informs the council of the outcome within two months of being notified of the application. They also inform NALC of the outcome and successful councils are included in the published list. NALC also issues a certificate and provides resources to help the council celebrate and promote their achievement which is sent to the co-ordinator

Councils and accreditation panels will be contacted by NALC for feedback on the process and the benefits of receiving the awards.

A council may appeal to the IDB (with an additional fee) if it feels that the panel's decision is unjustified. The IDB will appoint two representatives to review the appeal and the IDB's decision is final.

Upgrading accreditation, re-accreditation and removal of accreditation

Accreditation lasts for four years.

If a council wishes to apply for a higher award, it makes a fresh registration and application.

A council can make a fresh application for a higher award at any time. If this is within one year of the previously successful accreditation, the panel does not need to revisit evidence that was previously approved.

The council may seek re-accreditation at the same level after four years. If it does not achieve a new accreditation or re-accreditation within three months of the four-year end-date, it loses its award.

The council is expected to maintain its reputation by meeting the criteria throughout the four years. Although some circumstances may change, the council will not lose its award unless a significant

event such as an audit, employment tribunal, court case or police investigation demonstrates the council's poor performance. In this case, a panel co-ordinator asks the IDB to appoint two representatives to review the situation. The IDB assesses the severity of the case before deciding whether to impose a sanction which may include the removal of all awards or returning the council to a lower award. The council can appeal to the IDB if the decision to remove an award is taken in which case two different IDB representatives review the case and their decision is final.

Fees

There are two fees:

- A registration fee paid to the National Association of Local Councils
- An accreditation fee paid to the organisation responsible for administering the local or regional accreditation process.

The fees stated here are estimates; the final fees will be set in December after a short pilot programme.

The registration fee paid to NALC is £50 paid by all councils for each level regardless of size.²

The accreditation fee for all councils for the Foundation Award is the same but the fee for the Quality Award and Quality Gold Award varies according to

- the award applied for
- the income of the council³
- the council's accreditation history

The IDB will review fee levels annually.

	Small	Medium	Large
Foundation Standard:	£50	£50	£50
Quality Standard:	£60	£80	£100
Quality Gold:	£100	£150	£200

The fee is reduced by 20% if the council sought accreditation at a lower level within the previous twenty four months as the checking process covering criteria for the previous standard requires less work.

² All figures quoted are excluding VAT.

³ Small councils have an annual income of <£25,000. Medium councils have an income of £25,000 to £250,000. Large councils have an income of >£250,000.

Evaluation and Improvement

The aim of the evaluation and improvement process is to allow councils to feel ownership of the scheme, and to see the scheme changing to meet the feedback and needs expressed by the sector. It should also allow the scheme to be dynamic and able to respond over time to changes in the sector, national policy and other relevant issues.

Quality assurance

Twice a year, representatives of the IDB will check at random a small sample of awards by carrying out spot checks of documents and information posted on a council's website. The findings will not affect a council's award but will be used to improve the training for accreditation panels and to inform regular reviews of the scheme.

Evaluation

At the end of each accreditation process the council and the panel will be sent a short evaluation questionnaire. This will aim to gather feedback on the process, the criteria, the resources provided by NALC and how they could be improved.

One year after accreditation the council will be contacted again. The council will be encouraged to apply for the next level of award, to make use of the fee discount. The council will also be asked to describe the benefits they have felt from being accredited by the scheme and their feedback on the scheme as a whole.

Improvement

The feedback collected will be used to inform improvements to the scheme. The whole scheme, including the content and accreditation process, will be reviewed every 6 months. These reviews will alternate between.

- A light touch approach only making urgent required changes where these are considered critical to the scheme.
- A wider ranging review aiming to best address collected feedback from all parties.

The Improvement and Development Board will oversee all changes to the scheme



Seaford Town Council

Report 186/14

Agenda Item No:	13
Committee:	Council
Date:	15 January 2015
Title:	Neighbourhood Plan
By:	James Corrigan, Town Clerk
Purpose of Report:	To establish whether members wish to create a working group to look in to a neighbourhood plan for Seaford, reporting back to Council at a later date with a detailed plan of what is entailed, financial implications and timescales.

Recommendations

You are recommended:

- 1. To consider establishing a working group to look in to a neighbourhood plan for Seaford, reporting back to Council at a later date with a detailed plan of what is entailed, methodology, financial and resource implications as well as timescales.**
 - 2. To delegate power to the working group to co-opt external members as it deems necessary.**
-

1. Information

- 1.1** Over the past few months there have been various discussions about the possibility and the potential benefits of Seaford having a Neighbourhood Plan in place. There are currently two towns in the Lewes District area that have submitted Neighbourhood Plans for examination, Ringmer and Barcombe, but others have submitted neighbourhood area applications designating the specific area that they will be producing a plan for, including Newhaven, Peacehaven and Telscombe Cliffs.
- 1.2** Due to the workload currently being asked of Council Officers it is not possible for them to take on such a large project at this moment in time within current resources. There has however been a request to ask that Full Council looks to establishing a working group to look in to a Neighbourhood Plan for Seaford.
- 1.3** This working group, if it is decided to establish one, would conduct research into the process of creating a neighbourhood plan with a view to presenting a report to Full Council at a later date giving detailed information on what is entailed, potential financial implications, the methodology and resources needed as well as

a timescale. The Council can then make an informed decision on whether to develop a Neighbourhood plan and if so how.

- 1.4 As has been stressed at previous meetings, it would be vital for the working group to consider ways in which the Council would be able to encourage the support of the community, residents, businesses and other local organisations, as their buy in would be a key factor to the success of any plan. This is especially the case as for the Plan to be adopted there has to be a properly conducted public ballot.

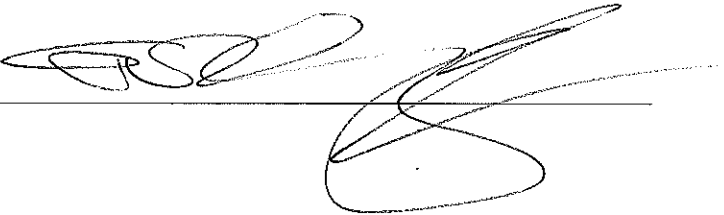
2. Financial Appraisal

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

3. Contact Officer

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

Town Clerk

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Seaford Town Council

Report 188/14

Agenda Item No:	14
Committee:	Council
Date:	15 January 2015
Title:	Cuthbert Bromley VC Commemorative Paving Stone
By:	James Corrigan, Town Clerk
Purpose of Report:	To inform the Council about a Commemorative Victoria Cross paving stone for Seaford and obtain recommendations on its location and the ceremony.

Recommendations

You are recommended:

1. That the Council recommends where the stone should be located.
 2. That the Council makes any observations it may deem appropriate for the unveiling ceremony
-

1. Information

The Department for Communities and Local Government is running a programme to install commemorative Victoria Cross paving stones for every recipient of a VC during the First World War (see Appendix A). The paving stones are to be placed in the home Town of the VC recipient. It has emerged that there was one such recipient in Seaford, Cuthbert Bromley (see Appendix B).

The schemes are run through the Highways Authority for the area, in this case East Sussex County Council. ESCC have very kindly invited both Seaford Town Council and Lewes District Council to support them in this project. Kevin Gordon has also been very helpful to ESCC in researching Cuthbert Bromley and providing general advice.

At an initial meeting attended in January of the three Councils it was agreed that the Clerk should seek the views of STC on the location of the paving stone and the ceremony to unveil it.

There are so far three potential locations for the paving stone namely;

The War Memorial at Sutton Park Road;

The War memorial within the Cemetery;

Bromley Road itself.

The War Memorial at Sutton Park Road would be a good location but would present more of a challenge for the unveiling ceremony as roads would have to be closed. If the location were to be in the Cemetery there would be no requirement for a road closure.

It is not confirmed yet that Bromley Road is named after Cuthbert Bromley, but this is probably the case. At the initial meeting however it was felt this may not be a central location for the paving stone. Also as it would be on the public highway it could potentially be in a location which is subsequently excavated to access utilities.

The Ceremony it is envisaged would be something similar to those held on Remembrance Day. Civic Dignitaries and Military representatives would be invited and it is planned to work with the British Legion also. There has recently been a ceremony in Brighton to unveil one of the three paving stones to be placed at the Old Steine. A video of this can be viewed on YouTube to give some idea of the arrangements there.

2. Financial Appraisal

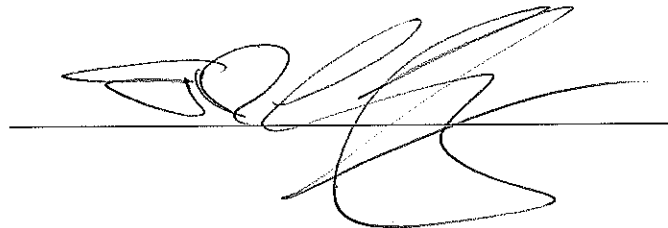
There are no financial implications as a result of this report however, it may prudent to utilise external support for this project due to the current workloads of Officers.

The cost would be less than £500 and would be from the ear marked reserve set aside for professional support.

3. Contact Officer

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

Town Clerk

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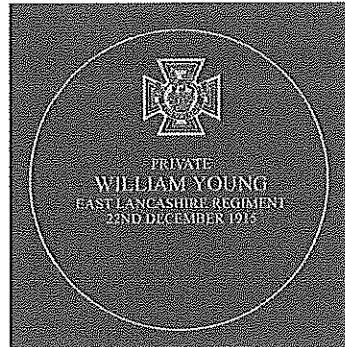


Department for
Communities and
Local Government

**Victoria Cross Commemorative Paving Stones
Guidelines for Councils**

Specifications of the stones

Weight: 46 kg
Material: York Stone Scoutmoor
Exact measurements: 600 mm x 600 mm by 50 mm deep
Mounting fixtures: None



Each stone will include the name of the individual, the rank and regiment of the individual (at the time the VC was awarded) and the date of the action for which the VC was awarded.

Choosing a site for the stones

The decision about the location of the stones is taken by the relevant local authorities. Councils should, where relevant, consult with communities and relatives to decide an appropriate location. It is hoped that the stones will be sited somewhere that would have had resonance with the VC recipient, such as outside a house that they lived in or near an old school, although this may not always be possible. Most importantly, the stones should be part of the community and sited in a position where they will be visible to members of the public.

Timing and events

The intention is that each stone is laid on the 100th anniversary of the action for which the VC was awarded. In this way, each event will be specific to the individual being commemorated and the events around the country will be spread across the four year period of the centenary. Each stone will be delivered at least one month before the anniversary.

Councils have discretion about any event that they choose to organise for the unveiling of the stone. Nevertheless, it is hoped that any event will be respectful and reflective but also inclusive, in order to bring this aspect of our shared history to a wider audience. Councils may wish to include local community groups, relatives of the individual, current and former members of the armed forces, young people and local dignitaries.

Added Impact

Cuthbert Bromley VC

b. 19 September 1878

d. 13 August 1915

36 years old

Temporary Major

1st Battalion, the Lancashire Fusiliers, British Army

Awarded the Victoria Cross for actions on 25 April 1915



"On the 25th April 1915, headquarters and three companies of the 1st Battalion, Lancashire Fusiliers in effecting a landing on the Gallipoli Peninsula to the West of Cape Helles, were met by very deadly fire from hidden machine guns, which caused a great number of casualties. The survivors, however, rushed up to and cut the wire entanglements, notwithstanding the terrific fire from the enemy, and after overcoming supreme difficulties, the cliffs were gained and the position maintained. Amongst the many very gallant officers and men engaged in this most hazardous undertaking, Captain Bromley, Sergeant Stubbs and Corporal Grimshaw have been selected by their comrades as having performed the most signal acts of bravery and devotion to duty." – The London Gazette, No.29985, 15 March 1917

Major Bromley was wounded during the W Beach landing, and sustained a bullet injury to the knee on 28 April. He was wounded again during the Battle of Gully Ravine on 28 June, and was evacuated to Egypt to recover. On 13 August 1915, returning to the Gallipoli Peninsula aboard the troopship Royal Edward, he was killed when the ship was torpedoed in the Mediterranean between Alexandria and Gallipoli, by the UB-14.



Major Bromley was one of the six members of the regiment elected for the award, one of the famous 'six VC's before breakfast'.

Major Bromley is listed on the Seaford War Memorial and on a brass memorial in St. Leonards Church, Seaford.

Medal entitlement:

Victoria Cross

African General Service Medal (2 Clasps; Aro 1901-02, S Nigeria 1902)

1914 – 15 Star

British War Medal (1914 – 20)

Victory Medal (1914 – 19)



THIRD SUPPLEMENT
TO
The London Gazette

OF TUESDAY, the 13th of MARCH, 1917.

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THURSDAY, 15 MARCH, 1917.

War Office,
15th March, 1917.

His Majesty the KING has been graciously pleased to approve of the award of the Victoria Cross to the undermentioned Officer and Non-Commissioned Officers of the 1st Battalion, Lancashire Fusiliers, in recognition of most conspicuous bravery displayed:—

Capt. (Temp. Maj.) Cuthbert Bromley (since drowned).

No. 1506 Sgt. Frank Edward Stubbs (since died of wounds)

No. 2609 Cpl. (now Sgt.) John Grimshaw.

On the 26th April, 1915, headquarters and three companies of the 1st Battalion, Lancashire Fusiliers, in effecting a landing on the Gallipoli Peninsula to the West of Cape Helles, were met by very deadly fire from hidden machine guns, which caused a great number of casualties. The survivors, however, rushed up to and cut the wire entanglements, notwithstanding the terrific fire from the enemy, and after overcoming supreme difficulties, the cliffs were gained and the position maintained.

Amongst the many very gallant officers and men engaged in this most hazardous undertaking, Captain Bromley, Sergeant Stubbs, and Corporal Grimshaw have been selected by their comrades as having performed the most signal acts of bravery and devotion to duty.

The above awards of the Victoria Cross are to be read in conjunction with those conferred on the undermentioned for most conspicuous bravery on the same occasion:—

Capt. Richard Raymond Willis, 1st Bn.,
Lein. Fus.

No. 1293 Sgt. Alfred Richards, 1st Bn.,
Lein. Fus.

No. 1809 Pte. William Kennedy, 1st Bn.,
Lein. Fus.
See London Gazette, dated 26th August, 1915.

NOTE.—Consequent on the award of the Victoria Cross the award of the Distinguished Conduct Medal to No. 2609 Sgt. John Grimshaw, 1st Bn., Lein. Fus., which was published in the London Gazette dated 15th November, 1915, is hereby cancelled.



Seaford Town Council

Report 189/14

Agenda Item No:	15
Committee:	Council
Date:	15 January 2015
Title:	LGPS Employer's Discretions Policy
By:	Lucy Clark, Support Services Manager
Purpose of Report:	To advise the Council that under the Local Government Pension Scheme Regulations 2013, each Scheme Employer is required to prepare a written statement of its policy in relation to the exercise of its discretionary functions.

Recommendations

You are recommended:

- 1. That the Council approves the written statement.**
-

1. Information

Under The Local Government Pension Scheme Regulations 2013, each Scheme Member is required to prepare a written statement of its policy in relation to the exercise of its discretionary functions under regulations:

- R16(2)(e) and 16(4)(d) Additional Pension Contributions
- R30(6) & TP11(2) Flexible Retirement
- R30(8) Waiving of Actuarial Reduction
- R31 Award of Additional Pension

In addition and in accordance with Paragraphs 2(2) of Schedule 2 to the Local Government Pension Scheme (Transitional Provisions, Savings and Amendments) Regulations 2014, a Scheme Employer must also prepare a written statement on whether in respect of benefits relating to pre 1 April 2014 membership, to 'switch on' the 85 year rule for a member who voluntarily retires (leaves employment) and elects to draw their benefits on or after the age of 55 and before the age of 60 thereby agreeing to waive in full or part any actuarial reduction applied to the member's benefits.

The Council should send a copy of its statement to the Pension administering authority (East Sussex Pension Fund) and must publish its statement.

It is recommended to follow in line with East Sussex County Council's policy as it may cause financial consequences for Seaford Town Council if we were to differ.

Each Regulation is set out in detail together with Seaford Town Council's proposed statement of Policy which is attached in appendix A. This policy is based 100% on the East Sussex County Council's Employer Discretions Policy.

It is recommended that the Council consider and approve these statements.

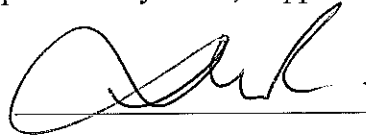
2. Financial Appraisal

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

3. Contact Officer

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

Support Services Manager



Town Clerk




**East Sussex
Pension Fund**

Employer	Seaford Town Council
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Date of Policy Statement	15/01/2015
Date for Review	15/01/2016

Discretions under the Local Government Pension Scheme 2014

These discretions are Employer discretions under The Local Government Pension Scheme Regulations 2013 (prefix **R**) and The Local Government Pension Scheme (Transitional Provisions, Savings and Amendment) Regulations 2014 (prefix **TP**) on which Employers are required to formulate and publish a policy on.

Regulation	Discretion	Proposed Employer's Policy on the exercise of this discretion
The Local Government Pension Scheme Regulations 2013		
R16(2)(e)	Where APCs are to be paid by regular contributions, whether to fund in whole or in part a members additional pension contribution. The maximum additional pension which can be purchased from 1 st April 2014 is £6,500.	<i>Not to adopt this discretion See paras 1.1 – 1.3 below</i>
R16(4)(d)	Where APCs are to be paid by a lump sum contribution, whether to fund in whole or in part a members additional pension contribution. The maximum additional pension which can be purchased from 1 st April 2014 is £6,500.	<i>Not to adopt this discretion See paras 1.1 – 1.3 below</i>
R30(6) & TP11(2)	Whether to allow an active member who has attained the age of 55 or over who reduces their working hours or grade to receive immediate payment of all or part of their retirement pension to which the member is entitled to in respect of that employment subject to an actuarial reduction.	<i>Not to adopt this discretion</i>
R30(8)	Whether to waive in whole or in part any reduction in a members pension benefits as a result of a member who has not attained normal pension age but who has attained the age of 55 or over and has elected to receive immediate payment of a retirement pension.	<i>Agree to adopt these discretions based on compassionate grounds ie compelling domestic reasons which will affect the ability of the individual to continue with his/her present working arrangements, and/or ill health which does not meet the criteria for ill-health requirement.</i>

R31	Whether to award additional pension up to a maximum of £6,500 to an active member or a member who was an active member who was dismissed by reason of redundancy, or business efficiency, or whose employment was terminated by mutual consent on grounds of business efficiency within 6 months of the date the members employment ended.	<i>Not to adopt this discretion.</i>
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The Local Government Pension Scheme (Transitional Provisions, Savings and Amendment) Regulations 2014		
TPSch 2, 2(2)	Whether to “switch on” the 85 Year Rule for a member voluntarily drawing benefits on or after age 55 and before age 60.	<i>Agree to adopt this discretion. Agreement to be determined through the Council’s usual business case approval process.</i>
TPSch 2, 2(3)	Whether to waive, on compassionate grounds, the actuarial reduction applied to benefits from pre 1/4/14 membership where the employer has “switched-on” the 85 Year Rule for a member voluntarily drawing benefits on or after age 55 and before age 60.	<i>Agree to adopt these discretions based on compassionate grounds ie compelling domestic reasons which will affect the ability of the individual to continue with his/her present working arrangements, and/or ill health which does not meet the criteria for ill-health requirement.</i>

- 1.1 The 2013 regulations introduce two new discretions in relation to ‘Additional Pension Contributions’ (APCs). Essentially, APCs provide for additional pension to be purchased which will then enhance the final pension benefits payable. The discretions provide the opportunity for the employer to fund, either in whole or in part, the cost of this additional pension contribution.
- 1.2 In determining our policy on this, careful consideration needs to be given to both the circumstances in which such contributions would be made and the costs of doing this. In practice, there will be very few, if any, occasions when this would be appropriate as this is likely to be used as either a recruitment incentive or as part of a severance arrangement for the most senior staff. The costs associated with this are considerable, for example, the maximum additional pension which can be purchased is £6,500. As a guide, the costs of purchasing this for a male aged 40 years is £55,926 and for a female aged 40 years is £59,826. These costs increase the older the individual, for example, rising to £78,208 for a female aged 50 years.
- 1.3 This level of cost is disproportionate to the potential benefit(s) that would be gained by the organisation in applying this discretion and as such, there is no business case for operating it. It is therefore recommended that our policy in relation to APCs is to not operate this as a discretion.



Seaford Town Council

Report 190/14

Agenda Item No:	16
Committee:	Council
Date:	15 January 2015
Title:	South Hill Barn – Roof Repair works
By:	Ben King, Projects & Facilities Manager
Purpose of Report:	To seek approval for spend from General Reserve for urgent works to the roof of South Hill Barn.

Recommendations

You are recommended:

- 1. To approve that a total of £8,500 be taken from General Reserve to meet the cost of roof repairs and associated works to South Hill Barn.**
-

1. Information

- 1.1** An inspection of South Hill Barn was undertaken towards the end of 2014. The inspection conducted by Brian Dunn found that there were a number of urgent repairs required to the roof and an internal support timber.
- 1.2** In addition upgrades were recommended in order to minimise the buildings exposure to weather, reducing the rate of deterioration and faults in the future. Due to the nature of the defects identified, the work has been set as a high priority otherwise prolonged exposure to the elements will result in more rapid deterioration and elevating costs.
- 1.3** Although the building does not provide a specific function, if the works are not undertaken the building may become unsafe, resulting in more unpredictable repair costs and could eventually reach an unmanageable state. In addition the building is a recognised local landmark; located within the South Downs National Park and situated at the entrance of the Seaford Head Local Nature Reserve, therefore if the building was left to deteriorate this would have a negative impact on the visual amenity of the location.
- 1.4** Competitive tenders have been received and a contractor will be appointed very soon subject to approval for the use of General Reserve. The work is hoped to be commenced within the next 4-5 weeks and due to the harsh weather conditions experienced at this time of year, it is recommended that the works are completed without delay.

2. Financial Appraisal

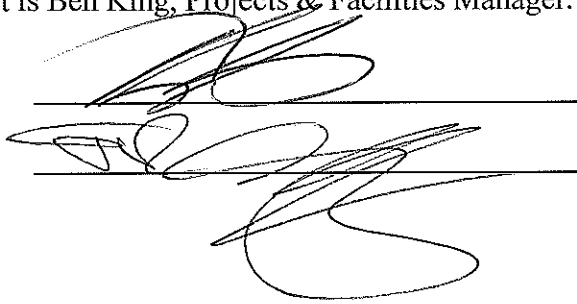
- 2.1 The cost to undertake the required repair works totals £8,000. In addition to this and subject to Risk Assessment there may be some additional costs experienced due to the presence of bird guano; options are being discussed and quotations sought but it is recommended that a contingency amount of £500 is allocated.
- 2.2 There is no available budget for the required works; therefore it is recommended that the total of £8,500 be taken from General Reserve to meet the cost.

3. Contact Officer

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

Projects & Facilities Manager

Town Clerk

The image shows two handwritten signatures in black ink. The first signature is positioned above a horizontal line and is associated with the title 'Projects & Facilities Manager'. The second signature is positioned below a horizontal line and is associated with the title 'Town Clerk'. The signatures are stylized and somewhat cursive.