



Seaford Town Council

To Members of Seaford Town Council

A meeting of **Seaford Town Council** will be held at **the Council Chamber, 37 Church Street Seaford**, on **Thursday, 19 June 2014**, at **7.00 pm**, which you are summoned to attend.


James Corrigan
Interim Town Clerk
13 June 2014

AGENDA

1. Apologies for Absence.

To consider apologies for absence.

2. Minutes

To approve the minutes of the Annual Meeting held on 8 May 2014 to be signed by the Mayor.

3. 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.

4. Public Participation

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

5. Mayor's Appointments and Communications

a) To receive any communications, as the Mayor may desire, to put before the Council and to note the Mayor's past and future engagements, report 53/14 (pages 3 to 4).

b) To receive the Young Mayor's report 54/14 (pages 5 to 6).

6. Clerk's Report

To consider report 60/14 presenting the Clerk's report (pages 7 to 10).

7. Police Report

To receive a report from Police Sergeant Stuart Mullins on policing in Seaford (pages 11 to 12).

8. Nomination for Replacement Representative on Outside Bodies

To consider report 49/14 regarding appointing a replacement representative of the Council for The Mercread Youth Centre and Seaford Youth Task Group (page 13).

9. Nomination for Representative to support Seaford Library

To consider report 50/14 regarding appointing a representative of the Council to support Seaford Library in the selection of outside seating style and location (page 15).

10. Buildings Insurance at Martello Tower

To consider report 51/14 regarding a request from Seaford Museum for Seaford Town Council to cover the buildings insurance costs for Martello Tower (pages 17 to 20).

11. Coastal Futures Group's Vision Plan

To consider report 52/14 regarding the Coastal Futures Group's long-term vision and action plan (pages 21 to 22).

12. Freeman Board

To consider report 55/14 regarding the inclusion of historical Freemen of the town on the Freeman Board (pages 23 to 24).

13. South East Local Partnership's Growth Deal and Strategic Plan

To consider report 56/14 regarding a request to endorse South East Local Partnership's Growth Deal and Strategic Plan (pages 25 to 27)

14. Review of Standing Orders

To consider report 57/14 regarding the review of the Council's Standing Orders (pages 29 to 52).

15. Annual Return and Final Accounts for the Year Ended 31 March 2014

To consider report 58/14 presenting the Final Accounts and Annual Return for the year ended 31 March 2014 (pages 53 to 79).

16. End of Year Transfers to Ear-Marked Reserves

To consider report 59/14 regarding the requests submitted for end of year surplus funds to be transferred to ear-marked reserves (pages 81 to 86).

For further information about items appearing on this agenda, please contact James Corrigan, Interim Town Clerk, 37 Church Street, Seaford, East Sussex, BN25 1HG. Telephone 01323 894870, fax 01323 872976.



Seaford Town Council

Report 53/14

Agenda Item No: 5a
Date: 19 June 2014
Committee: Council
Title: Mayor's Engagements
By: Lucy Clark, Support Services Manager
Purpose of Report: To report the Mayor's engagements.

Recommendations

You are recommended:

- 1. To approve the report.**
-

1. Information

The Mayor will have attended 4 functions as a representative of this Council during the 2014-15 municipal year to date. A schedule of engagements not previously reported is attached at Appendix A.

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

Interim Town Clerk

Mayor's Engagements 2014-2015

Mayor Elect M Brown 2014-2015

Day	Date	Time	Organisation	Event	Invite Only/Open	Venue
Monday	02.06.14	6.30pm	Seaford Martello Rotary	Ceremony for Claire Ivory	Open to All Councillors	Seaford Seafront & Seaford Head Golf Club
Tuesday	03.06.14	12noon	Seaford U3A	Birthday celebrations	Invite only	Village Hall East dean
Saturday	07.06.14	11.00am	Sussex Community Rail Partnership	150th Anniversary	Open to All Councillors	Seaford Train Station
Wednesday	11.06.14	6.30pm	ESCC	Chairman of ESCC summer reception	Invite only	Hendall Manor Barn herons Ghyll TN22 4BU
Saturday	21.06.14	7.30pm	Eastbourne Choir	Consensus Chorale	Invite only	St Leonards Church
Sunday	13.07.14	10.15am	Missions to Seafarers	Sea Sunday	Invite only	St Andrews Church Bishopstone



Seaford Town Council

Report 54/14

Agenda Item No: 5b
Date: 19 June 2014
Committee: Council
Title: Young Mayor's Report
By: Lucy Clark, Support Services Manager
Purpose of Report: To receive a report from the Young Mayor.

Recommendations

You are recommended:

1. To approve the report of the Young Mayor as attached at Appendix A
-

1. Information

The Young Mayor, Millie Hemsley, has submitted a report attached as Appendix A to this report.

2. Financial Appraisal

There are no financial implications in this report.

3. Contact Officer

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

Support Services Manager

Interim Town Clerk

I haven't been to many events yet, as my role of Young mayor has only just started. However, recently I went to a great celebration of the 150th anniversary of Southern railway.

The weather that morning wasn't brilliant but it brightened up by the time the event 'opened'. There were a variety of stalls that people could have a look round, there were also charities that the public could find out more about. The VIP train arrived with; Norman baker, the Mayor of Lewes and many others. Most of the members from Seaford town council (dressed in Victorian outfits) were there to greet everyone getting off.

The event had an amazing atmosphere; so many people came to watch the steam train; everyone was really excited as it had been a while since a steam train had been to Seaford. On the front of the train 'Seaford 150' was written this made it very special to everyone watching.

After this a few people gave speeches, mostly about the railway. I was privileged to announce the winners of the 'shop window competition' – after doing this I went and had a look at all the windows and they were all great- especially the winners.

My day ended with a trip to Brighton on the party train.

A few weeks ago assemblies were given to the students in year 7, 8 and 9 about electing a deputy young mayor. Votes will be happening soon and I will hopefully have a deputy by August.

Millie Hemsley - Young Mayor



Seaford Town Council

Report 60/14

Agenda Item No:	6
Committee:	Town Council
Date:	19 June 2014
Title:	Clerks update report
By:	James Corrigan, Interim Town Clerk
Purpose of Report:	To inform Councillors of key developments and priorities.

Recommendations

That the contents of the report are noted

1. Information

- 1.1 Second report.** Although this is the first Clerks report to appear on an agenda because of the timing of the Council meetings and my start date it is my second report to Councillors. Accordingly I have not repeated in this report what was in my original.
- 1.2 Golf Club Development.** The Golf Committee recently agreed to the appointment of a Business Manager for the clubhouse. This position will be advertised imminently. Works are progressing well on site. There are a number of matters that I need to deal with over the next seven days however. A special Golf committee meeting will be necessary to deal with some issues.
- 1.3 Martello Tower lease.** This appears elsewhere on the agenda. Work has been put into this to ensure the lease is finalised as soon as is possible.
- 1.4 Property records review.** Following comments passed in the Sheila Douglas report I undertook a summary review of the Councils records covering ownership lease, licenses and management agreements. I was concerned at a number of issues I unearthed. It was apparent that to undertake a full review in a timely manner was impossible without outside assistance. I therefore engaged Chris Rolley Associates, after consulting with the Mayor and Deputy Leader, to undertake this audit. I have supported this review for the past week and have a copy of the draft report. There are a number of issues to resolve which will be reported to the next Council meeting
- 1.5 Outstanding Freedom of Information Act requests and complaints,** there have been no new issues. However I have been dealing with a complaint regarding access to documentation for a partially sighted resident.

- 1.6 Staff development.** Weekly staff meetings continue and prove to be of benefit to all. I am supporting staff to improve efficiency and looking at ways to reduce unnecessary workloads. Lucy and Lis benefitted from a days in house training from RBS systems on the accounts package used by the Council. I will be providing some support to Ben to undertake an estate review and develop a capital wish list.
- 1.7 Press releases.** Part of the standard agenda for the staff meetings is press releases. Several press releases have been issued in the past month including the donation to the 150th anniversary of the rail link to Brighton. Press releases will be prepared for the recent grants given out by the Council.
- 1.8 Splashpoint.** The tenders have been prepared and sent to five potential contractors supplied by LDC. One has indicated he will not be tendering the tenders that are received will be opened on the 23rd June.
- 1.9 HLS Grant Seaford Head Estate.** The grant application is progressing however there is some work outstanding to register some parcels of land that are not at present registered.
- 1.10 Devolution of Grounds Maintenance from Lewes DC.** Following the meeting I attended with fellow Clerks and service heads at LDC on the 22nd May 2014. I have undertaken some research into comparable contracts to that at Seaford. The current levels of charge do seem high in comparison for example with a contract I was involved in at Fleet for a similar amount of land. There are a number of reasons for this. One is that all the fine turf management is undertaken by the contractors in Seaford, elsewhere this is increasingly taken on by the cricket and bowls clubs themselves. The remaining reasons all seem to be to do with the rates of charge. In my view the Council, whilst not stepping out of the LDC contract wholly yet, should explore different options which on the face of it could save tens of thousands of pounds per annum.
- 1.11 Leases / Licences,** the securing of the lease at Hurdis House has moved forward recently. The tenant's solicitor has asked that we undertake mediation to come to an amicable solution, this is being pursued.
- 1.12** The Surveyor instructed by the Council to provide a valuation for lease at South Hill Farm has recently submitted his detailed report. This will be evaluated and negotiations will commence for a new lease imminently.
- 1.13** The Licence for the placement of the Hurdis House Clock on to Cameron's building has recently been concluded. However the Council may wish to wait before progressing this relocation in view of the new policy with regards Hurdis House.
- 1.14 Request to purchase parcel of Town Council amenity land.** There have now been two unsolicited approaches for Council land. However neither has progressed to a stage where I would bring the requests to the attention of the Council to decide upon what action to take.
- 1.15 Analysing budgets and accounts to highlight cost saving opportunities.** As indicated previously work is ongoing in this area, there are a number of significant potential savings including the grounds maintenance mentioned above as well as a utility review and changing arrangements to save £6000 per annum in rates bills. There is also the opportunity to secure grants for some planned capital works such

as The Base. Reports will be submitted in due course recommending actions to save funds. In total the potential savings could be as high as £50,000 per annum.

- 1.16 Introduction of office information file**, this is progressing now that Jasmine the new modern apprentice is in post.
- 1.17 Completing new website**, it is anticipated that the development of this will move at a greater pace following the recent decision to increase the Town Clerk PA's hours slightly. Also the reduction in activity anticipated in HR will further increase this pace of development.
- 1.18 Reviewing staffing workloads**, all staff have completed an evaluation of hours worked and some have completed lists of all outstanding work. Details of the results of this and proposals to address it will be submitted in due course.
- 1.19 Undertaking staff Appraisals**, this is a priority for the next month.
- 1.20 Collating and reviewing policies**, this has begun and will require several days of intensive work to complete.
- 1.21 Developing a Councillors information pack**, this will follow the completion of office information pack and some of the other tasks such as the collating of all land ownership data.
- 1.22 Developing capital wish list**, following the decision of F & GP on the 12th June this task will be undertaken in the next couple of weeks by Ben and me.
- 1.23 Resolving issues at the Base**, The Base committee has met and progress is being made.
- 1.24 CCTV for chamber**, I have been supplied and secured several quotes for this technology. This will enable a report to be presented to the full Council to determine the way forward. Unfortunately time demands meant this could not be completed in time for this month's meeting.

2. Priorities going forward.

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

- (i)** Completion of the museum Lease
- (ii)** Resolving issues with Hurdis House
- (iii)** Analysing budgets and accounts to highlight cost saving opportunities
- (iv)** Creating an office information file to improve efficiency
- (v)** Completing new website, (this may require additional paid hours for the appropriate staff)
- (vi)** Reviewing staffing workloads and looking for efficiencies to save time

- (vii) Completing review of Seaford Head Farm lease
- (viii) Undertaking staff appraisals
- (ix) Reviewing procedures to streamline where possible
- (x) Collating policies and undertaking a policy review to improve understanding and efficiency
- (xi) Developing a Councillors information pack to improve understanding and efficiency
- (xii) Developing a capital wish list
- (xiii) Resolving issues at The Base, working with the committee
- (xiv) Completing CCTV report to Council


3. Financial Appraisal

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

4. Contact Officer

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

Interim Town Clerk

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

Seaford Town Council Police report 19th June 2014

Overall crime figures over the last three months have stabilised when compared to the same period for last year. The final figures for March show a very small increase from 86 to 88 recorded offences and those from April show an increase from 70 to 90 offences, which is not as alarming as it seems. A breakdown of the key offences of burglary, theft and damage, shows no significant increase and the figures for April are driven by increased reporting of harassment and domestic violence related offences. I think that this has more to do with changes in the crime recording rules for this financial year than any surge in violent crime. The final figures for May are not yet available but I am not anticipating any nasty surprises.

Offences of burglary for the last 3 month period show a slight increase over the last year from 9 to 11. Yet there have been arrests and of the two house burglaries reported in April, one in Eastbourne Road, resulted in a man known to the occupier being charged. More encouraging are the figures for May which show a decline on last year from 6 to 4, and of these most recent offences, in only one case was anything actually stolen at a premises from a Flat in Church Lane. This and the random nature of some of these offences, suggests that they are opportunistic, with insecure or unoccupied premises largely being targeted.

Other offences of theft are down over the period March, April and May from 27 offences last year to 19 offences this year. The month of May showed a slight increase on last year but this seems to be the result of yet more opportunistic thefts of items left overnight in front gardens and things such as purses and phones left in public places by their owners and not being there when they have returned.

Shoplifting offences have continued to fall by over a half when compared to the same period for last year, with April in particular showing a significant drop. Of those offences that have occurred this month, we have identified suspects and hope that these enquiries will result in arrests.

Offences of damage are not a significant problem for the town at present and offences are down on last year. The majority of reported instances continue to involve minor damage to unattended vehicles. There continues to be no discernable pattern and the only linked offences relate to two vehicles being damaged in Avondale Road on 12th May.

I am pleased to say that there are no crime trends that are of concern to us in the town at present.

The last few months have seen significant change to the Seaford Neighbourhood Policing Team. Two longstanding members of the team, PCSO's Noel Daniels and Steve Carter have both left. Noel to become a police officer and Steve to pursue a career in sales. I hope that you will join me in wishing them all the best for the future. Two new PCSO's join us on Monday 16th June, Daniel Turk and Mark Gilbert who I trust will soon become as well known in Seaford as those they are replacing.

I am also pleased to say that PC Stuart Hyde is back at work following an extended period off of work due to knee surgery. PC Ali Batchelor has also been in the wars and after being in hospital a few weeks ago he has now managed to break his arm. However he's back and work and is expected to be fully fit in a few weeks time.



Seaford Town Council

Report 49/14

Agenda Item No: 8
Committee: Town Council
Date: 19 June 2014
Title: Replacement of Town Council representative on Mercread Youth Centre and Seaford Youth Task Group
By: James Corrigan, Interim Town Clerk
Purpose of Report: To replace Councillor McStravick on both bodies.

Recommendations

You are recommended:

1. To approve appointment of a replacement Councillor on The Mercread Youth Centre and the Seaford Youth Task Group.
-

1. Information

Unfortunately due to work conflicts Councillor McStravick is unable to represent the Council on the Mercread Youth Centre Committee or the Seaford Youth Task Group. It is therefore necessary to nominate suitable replacements. Councillor McStravick is willing to swap positions with any other Councillors if this is the best way forward.

2. Financial Appraisal

There is no financial implication as a result of this report.

3. Contact Officer

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

Interim Town Clerk

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Seaford Town Council

Report 50/14

Agenda Item No: 9

Committee: Town Council

Date: 19 June 2014

Title: Nomination of representative to support library in selection of outside seating style and location.

By: James Corrigan, Interim Town Clerk

Purpose of Report: To supply a Council representative to support the accommodation of outside seating the new Seaford Library.

Recommendations

You are recommended:

1. To approve appointment of a representative to assist in the selection of new outdoor seating at Seaford Library.
-

1. Information

An invitation has been received to nominate a representative to help select the new outdoor seating at the library. Seaford Town Council made a donation of £100 towards this project. The officer dealing with this at ESCC is Sally Staples, Cultural Strategy Manager.

2. Financial Appraisal

There is no financial implication as a result of this report.

3. Contact Officer

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

Interim Town Clerk

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Seaford Town Council

Report 51/14

Agenda Item No: 10

Committee: Town Council

Date: 19 June 2014

Title: Request for exemption from paying Building insurance by Martello Museum.

By: James Corrigan, Interim Town Clerk

Purpose of Report: To decide if the Museum should contribute towards the cost of the building insurance at the Martello Tower.

Recommendations

You are recommended:

- 1. To decide on what course of action the Council wishes to take with regard to passing on the costs for building insurance to the museum.**

1. Information

A request has been received from the secretary of the Martello Museum asking for exemption from the Town Councils requirement that all of its tenants of Council buildings pay for the building insurance, copy attached Appendix A.

Seaford Town Council has previously taken a decision to pass on the cost for building insurance to the tenants relating to their properties. Prior to this the building insurance has been paid by the relevant local council ever since the Museum was invited to become the tenant of the Martello Tower in 1978/79. However legally whether or not this has been charged in previous lease is irrelevant, a new lease is a new lease with different terms in if necessary.

The reason for doing this was financial and to gain some equality so that all tenants are required to do the same under their leases.

The lease for the Martello is a peppercorn lease. However the Museum is responsible for the interior maintenance and for its own contents insurance. The Museum does not lease the deck area where the public have a right of access and is arguably the part of the building most at risk of damage.

The attached letter, Appendix 1, details a number of reasons to justify the Museum being treated differently. The main one being that the museum is providing a public service. Clearly without the volunteers the provision of the Museum service, which is open for approximately 86 days or 352 hours per annum. The volunteer hours to facilitate this and to create the exhibitions are considerable, approximately 8000 per annum. This service would not be affordable through paid staff and would be far greater in terms of cost, over £70,000, than the insurance premium.

It is also worth noting that if the museum were not occupied by a community group the Council would be liable for Business Rates on the premises as well as the other overheads.

Conversely if the museum were to vacate the Council could look at using the facility as a commercial venture such as café, holiday accommodation or retail. This could however be controversial and time consuming and would result in the loss of a very good public amenity. The Council would also have to undertake any development with the full approval of English Heritage.

The final issue would be setting a precedent for other tenants of Council buildings. The Council would have to be careful how it distinguished this lease from others if it is minded to agree to the request either fully or partially. This is particularly relevant at this time as a number of leases are about to be renegotiated following the current review of leases. However the Insurance recharge for other properties is significantly lower because of the value of the Martello Tower. The Martello Tower insurance is approximately £2100 whereas last year The Crouch Football club is £598 and the bowls club is £106, similarly the Old Town Hall is £179 and Hurdis House is £706.

It should also be noted that the lease for the Martello Tower between Seaford Town Council and the Museum has recently been amended to reflect the negotiations undertaken between the Councils solicitor and the Museums legal advisor. The amended version has recently been forwarded to the Museum for approval. However before the lease can be entered into the issue of insurance will have to be resolved as this is a clause in the lease. There is another issue regarding the Museum registering as a trust which is to be resolved also prior to completing the new lease.

2. Financial Appraisal

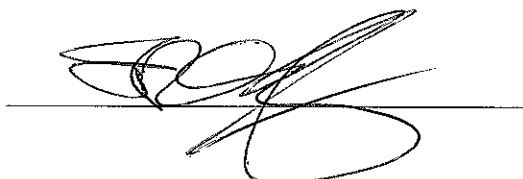
The cost to agree to this request would be approximately £2140 per annum which would equate to £21,400 for the period of the new lease of ten years.

Conversely however it must be considered what would be the financial overheads to the Council if the Museum were to vacate the Tower?

3. Contact Officer

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

Interim Town Clerk



SEAFORD MUSEUM and HERITAGE SOCIETY

MARTELLO TOWER - ESPLANADE - SEAFORD

Tel:- 01323-898222

e-mail:-

info@seafordmuseum.co.uk

Web site:-

www.seafordmuseum.co.uk



Postal Address

P.O.Box 2132

Seaford

East Sussex

BN25 9BH

Mr. James Corrigan,
Locum Town Clerk,
37 Church Street,
Seaford,
East Sussex,
BN25 1HG.

10th June, 2014.

Dear James,

Building Insurance on the Martello Tower

Further to your email of 4th June concerning a report to the Council meeting on 19th June, I am setting out below the Society's reasons why it would not be reasonable for it to pay for the building insurance.

Seaford Museum & Heritage Society was first invited in 1978/79 to become the tenant of the Tower by Lewes District Council, which having restored the building with the aid of public funding was anxious to identify an appropriate local tenant.

From the very outset it was agreed, and we would argue that it became a fundamental condition of the tenancy, that the District Council would be responsible for the building insurance (including public liability of the exterior areas) and that the Society would cover the insurance of the interior. That agreement was confirmed every time the lease was renewed, and was not challenged, and therefore fully accepted, by Seaford Town Council when it acquired the freehold ownership, and renewed the lease.

At no point did the Officers or Members of the Town Council formally raise the issue of the responsibility for cost of the building insurance being transferred from the Town Council to the Society. The first time it seems to have emerged was in a report to the Community Services Committee which dealt with that Committee's overall budget. There was no specific mention in that report of the implications for the viability of the Museum of the transfer, and no prior discussion whatsoever with the Society Trustees, nor were the Trustees given the opportunity of discussing the proposal with Councillors or Officers before the Committee Report was prepared or presented to the Committee.

The Society provides a service for the town which is frequently provided by local government, thereby safeguarding the town's history and providing a tourist venue. This service involves 8,000 volunteer hours per annum and includes dealing with enquiries about the history of Seaford from all over the world and provides a valuable education resource.



REGISTERED MUSEUM N° 1497 and REGISTERED CHARITY N° 272864
President: Laurie Holland Vice-Presidents Miss B. Williams, BA; Michael Hughes
Mphil;FSA;FRHist.S

The Society differs from other societies who are Council tenants as we provide a service to the public and members do not personally benefit from partaking in leisure activities for which the organisation was set up. The Society exists for the benefit of the town and the general public.

The premium that has been quoted represents between 15 and 20% of our annual income which the Society can little afford. The time used for additional fund raising uses volunteer time which could be better used opening for more hours and conserving and recording history. We already provide security and internal maintenance for the building at no cost to the Town Council as well as public liability insurance for our visitors and members when visiting or working in the Museum. If we did not provide this internal maintenance the building would rapidly deteriorate, especially due to water ingress, which would involve the Council in expensive repairs.

The Tower is a listed ancient monument and the Council, as its owner, has a duty of care for it and to make it available to the public. The Society has demonstrated its willingness to expand the scope of the Museum and is about to greatly enhance and increase the usefulness of the building by providing full access to everyone at no cost to the Council. This is on a building that we do not own and is, therefore, of great benefit to the Council.

The Council has proposals to increase the use of the deck area, which the Society is in favour of, but it is not reasonable for it to provide insurance cover for something over which it has no control.

On the basis of comments we have already received from our active members, the Society would lose members if it had to pay this insurance as it may be seen as a way of increasing the rent by 2,000%.

We believe that this lack of consultation is a further symptom of the unhelpful relationship that developed between the Society and the Council which was described in the recent independent report. It could be seen to be a situation where the Council is using its "dominant influence" to force the Society Trustees to accept a condition in the proposed lease agreement which the Trustees believe to be significantly against the best interests of the charity, which they are lawfully unable to do.

Yours sincerely

Mike Wright
Hon. Secretary



Seaford Town Council

Report 52/14

Agenda Item No: 11
Committee: Council
Date: 19 June 2014
Title: Coastal Futures Group Vision Plan
By: James Corrigan
Purpose of Report: To receive an update on the Coastal Futures Group Vision Plan and approve the endorsement of said plan.

Recommendations

You are recommended:

1. To discuss the endorsement of 'Waking Up To Tomorrow', the Coastal Futures Group long-term vision and action plan.
-

1. Information

- 1.1 The Council received an invite from Paul Costello, the Coastal Communities 2150 Engagement Officer, to attend the launch event for 'Waking Up To Tomorrow', the Coastal Futures Group's long-term vision and action plan, as attached at Appendix A.
- 1.2 As Cllr Paul Franklin was unable to attend, Cllr Mark Brown agreed to attend on behalf of the Council.
- 1.3 Cllr Brown will be providing a verbal update of the event at the Council meeting following which a discussion will need to be held on whether to endorse the document.

2. Financial Appraisal

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

3. Contact Officer

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

Interim Town Clerk

From: Costelloe, Paul [<mailto:paul.costelloe@environment-agency.gov.uk>]
Sent: 29 April 2014 14:16
To: paul_franklin@btinternet.com
Cc: Admin; Georgia Raeburn
Subject: Invitation to Launch Event - 19 June 2014

Dear Councillor Franklin

Please can I invite you to be a guest at the launch of 'Waking up to tomorrow', the Coastal Futures Group's long-term vision and action plan for adapting to coastal climate change. The Group think that it is very important that their elected representatives are aware of this work and I know that you are also the link between the Chamber of Commerce and the Council. The event takes place on Thursday 19 June at the Youth Hostel at Beddingham (12.30 – 4.30 with lunch provided).

Purpose of the day

'Waking up to tomorrow' is the Coastal Futures Group's long-term vision and action plan for adapting to coastal climate change. Learn more about Coastal Communities 2150 innovative approach to community engagement and how the project supported the group in writing the document. The Coastal Futures Group will share its 2 year meeting programme, supported by Brighton University, to continue the work begun under CC2150 and make progress against the important community-centred aims of 'Waking up to tomorrow'.

The Environment Agency will host the day and welcomes this opportunity to update you on its work in Newhaven and elsewhere in the lower Ouse valley and coastal areas. The Environment Agency plays a vital role in communicating climate change impacts and planning for adaptation and mitigation nationally.

Climate Trail launch

The CC2150 Climate Trail makes climate change adaptation a visible and important subject for the community. By installing interpretation panels in Seaford, Tidemills, Newhaven, Southease and Lewes that explain aspects of coastal and environmental change we allow people to see how long-term climate change could impact where they live and work. We shall formally open the Climate Trail at the event on 19 June by unveiling the panel at the Youth Hostel.

RSVP

Please will you RSVP by email to me directly by **Monday 12 May**.

I look forward to seeing you in June.

Paul Costelloe
Coastal Communities 2150 Engagement Officer

Tel: 01903 703 806

Mob: 07879662772

Email: paul.costelloe@environment-agency.gov.uk



Seaford Town Council

Report 55/14

Agenda Item No:	12
Committee:	Council
Date:	19 June 2014
Title:	Freeman Board
By:	James Corrigan
Purpose of Report:	To consider the inclusion of historical Freemen of the Town on the Freeman board being purchased for the Council Offices.

Recommendations

You are recommended:

- 1. To discuss whether or not the Council wish to include the historical Freemen of the Town on the Freeman board being purchased for the Council Offices.**
-

1. Information

- 1.1** At the Council meeting on 27th January 2014, it was resolved to 'approve a board detailing the Freeman of Seaford be erected'. Minute ref C66.3.
- 1.2** Further to the publication of those minutes, it has come to light that other than Mr Don Mabey MBE and Mr Laurie Holland, Seaford has awarded Freedom of the Town three times previously;
 - (a)** Rt Hon William Pitt (The Younger) – 1789
 - (b)** The Duke of Richmond – 1789
 - (c)** 210 (Sussex) Field Squadron Royal Engineers (TA) – 1959
- 1.3** Kevin Gordon, Local Historian, informed the Council of these three other occurrences of Freedom of the Town being awarded and questioned whether the Council would consider including these on the aforementioned board.
- 1.4** The Council will need to discuss whether to approve including these on the Freeman Board alongside Mr Don Mabey MBE and Mr Laurie Holland.

2. Financial Appraisal

The Board is yet to be purchased but the spend was approved at the Council meeting on 27th January, subject to funding from the civic budget.

The financial implication of including further names will be at a cost per character for the gold leafing on the board. The exact figure is not yet known but will be minimal.

3. Contact Officer

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

Interim Town Clerk





Seaford Town Council

Report 56/14

Agenda Item No:	13
Committee:	Council
Date:	19 June 2014
Title:	South East Local Enterprise Partnership – Growth Deal and Strategic Economic Plan
By:	James Corrigan
Purpose of Report:	To consider the endorsement of South East Local Enterprise Partnership's Growth Deal and Strategic Plan

Recommendations

You are recommended:

- 1. To consider the endorsement of South East Local Enterprise Partnership's Growth Deal and Strategic Plan.**
-

1. Information

- 1.1** A letter has been received from South East Local Enterprise Partnership (SELEP) requesting emails in support of their Growth Deal and Strategic Plan, as per Appendix A.
- 1.2** The Council need to consider the request and discuss whether they wish to endorse SELEP's plans by submitting an email of support.

2. Financial Appraisal

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

3. Contact Officer

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

Interim Town Clerk



14 April 2014

Dear All

SELEP Growth Deal & Strategic Economic Plan

As you're no doubt aware, in 2013 the Government asked every Local Enterprise Partnership in England to develop a Strategic Economic Plan (SEP) for growth. These SEPs will be used to negotiate a local 'Growth Deal' with Government, which should yield funding from the national Local Growth Fund (LGF).

The South East LEP (SELEP) submitted its Strategic Economic Plan and Growth Deal to Government on 31 March 2014.

SELEP is a business-led partnership of private and public sector organisations, including East Sussex, Essex, Kent, Medway, Southend and Thurrock. In all of these areas businesses and local authorities have enthusiastically collaborated to develop a plan that's hugely ambitious yet absolutely achievable. The proposals in our SEP outline our objective to spearhead a massive *£10 billion investment programme* in the South East over the next six years, generating 200,000 private sector jobs and 100,000 new homes. Crucially, the vast number of projects and developments that the Growth Deal proposes to deliver are pledged with an extremely moderate ask of Government, as the Deal proposes to 'leverage' around £8 billion of investment with an 'ask' of only £1.2 billion (£200m per year).

In East Sussex the Partnership has identified a comprehensive range of projects to help us fulfil our economic potential; our LGF bid for £21m per annum will be 'matched' by more than three times that amount, and has the potential to generate more than 27,000 jobs and 32,000 homes.

East Sussex projects include a variety of commercial infrastructure schemes, skills and housing programmes, the provision of finance to growing local businesses, and the development of a 'South East Fund' (SEFUND) to facilitate site development for commercial and housing initiatives. Understandably, transport infrastructure forms the major theme, and includes our request for investment by Highways Agency and Network Rail in upgrading the strategic road and rail networks serving the county, in particular the A27 and A21 corridors and the Hastings/Ashford and Uckfield rail lines. Such investment would improve the county's connectivity between our business hubs as well as access to the A23/M23 corridor, and therefore to Gatwick Airport, London and beyond, allowing us to unlock further employment and housing development opportunities in the future.

All of the proposed projects demonstrate real value with measurable benefits in terms of jobs and housing, making a huge positive contribution to the economic growth of both East Sussex and the whole South East region. We want to build upon the great work already achieved in the county, and the ambition demonstrated in the SEP will no doubt help to deliver the economic regeneration benefits we require.

Predictably our SEP / Growth Deal is a comprehensive document running to 233 pages; the East Sussex chapter is detailed between pages 88 and 108 but there are many other references and common themes that are highly relevant to East Sussex throughout the document. The SEP can be accessed online at:

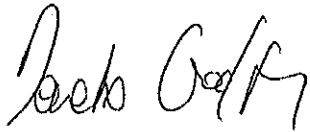
www.southeastlep.com/about-us/activities/our-growth-deal-and-strategic-economic-plan

SELEP is about to start negotiating with Government for its share of LGF resources. *It's a competitive process, meaning we'll be contending with every other LEP in the country for a portion of the limited fund.* It is therefore vital that our SEP / Growth Deal is given as much support as possible in the coming months to enable us to secure the funds we need to unlock the potential of the East Sussex economy.

To this end it will be so important to demonstrate support from the business community, Local Government and MPs alike; therefore your backing for the SEP really could make a difference.

SELEP Business Engagement & Communications Manager Zoe Gordon is collating all messages of support and endorsement. Please email Zoe at zoe.gordon@essex.gov.uk. With your support we can confidently drive forward with our objectives over the next six years, fulfilling our ambitions for the county and realising the full potential of East Sussex.

Yours sincerely



Derek Godfrey
SELEP Vice Chair (East Sussex)

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Seaford Town Council

Report 57/14

Agenda Item No: 14
Committee: Council
Date: 19 June 2014
Title: Review of Standing Orders
By: James Corrigan
Purpose of Report: To conduct a review of the Council's Standing Orders

Recommendations

You are recommended:

1. To consider the suggested amendments to the Standing Orders as a result of the review of the document done by the Review Working Group.
-

1. Information

- 1.1 At the Annual Meeting on 9 May 2014, it was noted that the review of the Standing Orders has been referred to the Review Working Group, to conduct a review of the document in line with the independent investigation recommendations and present back to Full Council by the August Council meeting at the latest. Minute ref C9.10.
- 1.2 The Review Working Group has finalised the review of the document in line with the above and also sourcing information from the Local Government Act 1972 and other relevant legislation.
- 1.3 Attached at Appendix A are the Standing Orders with the tracked changes as recommended by the Review Working Group.

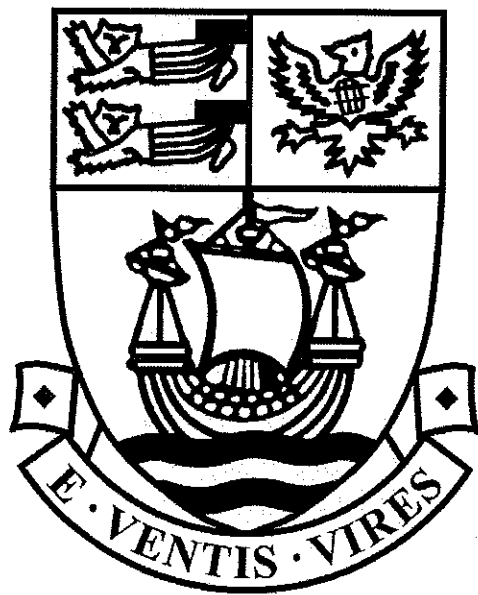
2. Financial Appraisal

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

3. Contact Officer

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

Interim Town Clerk



Seaford Town Council

Standing Orders

June 2013

How to use model standing orders

Standing orders for Seaford Town Council and the transaction of Council's business are decided by full Council.

The standing orders in **bold type** should not be ignored or substantively amended unless the legislation out of which they are born changes. If the Council wants to slightly alter the wording of the standing orders in bold type, any such amendments must not have the effect of undermining, overriding or conflicting with statutory requirements.

Standing orders, not highlighted in bold type, do not incorporate statutory requirements. They are aimed at

- (i) highlighting matters that merit regulation by standing orders; and
- (ii) encouraging use of standing orders to regulate routine administrative arrangements.

This document does not include financial regulations; any reference in the model standing orders to financial regulations is a reference to a Council's standing orders for the regulation of its financial affairs, which are contained in a separate document.

Index of model standing orders

Standing order		Page	Standing order		Page
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Deleted: Ordinary

Deleted: Leader of the Council

Deleted: Leader of the Minority Group

1 Meetings

- Mandatory for full council meetings ★
- Mandatory for committee meetings ▼
- Mandatory for sub-committee meetings ↔

- ★ a Meetings shall not take place in premises, which at the time of the meeting, are used for the supply of alcohol unless no other premises are available free of charge or at a reasonable cost.
- ★ b Three clear working days' notice shall be given to the councillors and the public. When calculating the 3 clear days, the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning shall not count.
- ★ c Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution made under the Press and Public (Admission to Meetings) Act 1960 which shall give reasons for the public's exclusion.
- d Subject to standing order 1(c) above, members of the public are permitted to make brief representations, ask or answer questions in respect of any item of business included in the agenda or other items relevant to the council or the committee, as appropriate, in accordance with the Seaford Town Council Public Participation at Meetings Policy. Similarly members of the public may present petitions, and speak thereto, provided that the petition has been signed by persons from at least 10 households. Petitions may only be about a matter for which the Council has responsibility or which effects the parish. Petitions will not be received by the Council which are in furtherance of a person's individual circumstances or which are about a matter where there is a right of appeal to the courts, a tribunal or government minister. A petition will not be received by the Council where the issue it concerns has been the subject of a petition in the last 6 months or the decision of the Council in the last 6 months. One signatory to the petition may speak on the petition for no more than 5 minutes. No discussion shall take place on the petition. A member may move that the petition be referred to the next meeting or to a committee or to another body. Once seconded, the motion will be voted on without discussion.
- e Public participation will take place at an early stage in the meeting as dictated by the agenda. The time allowed for public participation will normally be 15 minutes in total. This may be varied at the discretion of the Mayor or Chairman with the consent of the meeting.
- f
- g In respect of planning applications, members of the public will be entitled to speak

Deleted: Each member of the public will be allowed a maximum of 3 minutes to speak. Any individual can only speak once in any meeting except to ask for clarification of a reply.

immediately before each application is considered by the relevant committee.

- h In accordance with standing order 1(d) above, a question asked by a member of the public during a public participation session at a meeting shall not require a response or debate.
- i In accordance with standing order 1(h) above, the Chairman will usually direct that a response to a question posed by a member of the public be referred to an officer for an oral or written response normally within 5 working days or to a councillor for an oral response.

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j A brief record of a public participation session at a meeting shall be included in the minutes of that meeting.

k At all meetings of the Council, the Chairman may with the consent of the meeting, adjourn the meeting for a specified time to allow members of the public to address the meeting in relation to the business to be transacted at the meeting and to allow a more informal discussion to take place, for no more than 30 minutes.

l A person shall raise his hand when requesting to speak and remain seated when speaking except when at Council where he should stand except when a person has a disability or is likely to suffer discomfort. The Mayor may at any time permit an individual to be seated when speaking.

m Any person speaking at a meeting shall address his comments to the Mayor/Chairman.

n Only one person is permitted to speak at a time. If more than one person wishes to speak, the Mayor/Chairman shall direct the order of speaking.

★
▼ o **Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is not permitted without the council's prior consent. All mobile phones must be switched to silent mode or must be switched off.**

★
▼ p In accordance with standing order 1(c) above, the press shall be provided reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.

q Subject to Standing Orders which indicate otherwise, anything authorised or required to be done by, to or before the Mayor/Chairman may in his absence be done by, to or before the Deputy Mayor/Vice-Chairman.

★ r The Mayor/Chairman, if present, shall preside at a meeting. If the Mayor/Chairman is absent from a meeting, the Deputy Mayor/Vice-Chairman, if present, shall preside. If both the Mayor/Chairman and the Deputy Mayor/Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.

★
▼ s All questions at a meeting shall be decided by a majority of the councillors present

↔ and voting thereon, unless there is a statutory requirement otherwise.

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↔ t The Mayor/Chairman may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote, whether or not he gave an original vote.

★ u Voting on any question shall be by a show of hands, or if requested by at least two councillors, prior to the vote being taken, by signed ballot.
At the request of a councillor, the voting on any question shall be recorded to show whether each councillor present and voting gave his vote for, against, or abstained that question. Such a request shall be made before the vote is taken.

Deleted: or against

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↔ v The minutes of a meeting shall record the names of councillors present and those who have submitted apologies for absence.

w If prior to a meeting, a councillor has submitted reasons for his absence at the meeting as being on council business such a reason shall be recorded in the minutes of the meeting.

★
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↔ x The code of conduct adopted by the council shall apply to councillors and any co-opted members in respect of the entire meeting.

★
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↔ y An interest arising from the code of conduct adopted by the council, the existence and nature of which is required to be disclosed by a councillor and any co-opted member at a meeting shall be recorded in the minutes.

★ z No business may be transacted at a meeting unless at least one third of the whole number of members of the council or committee are present and in no case shall the quorum of a meeting be less than 3.

Deleted: (Ex officio members would not be counted towards a quorum).

★
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↔ aa If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be adjourned. Any outstanding business of a meeting so adjourned shall be transacted at a following meeting.

bb Meetings shall not exceed a period of 3 hours, unless a resolution to the contrary is put to the meeting and carried. Such an extension may not be more than 30 minutes. After this time the meeting shall be adjourned and any business not completed shall be completed at a resumed meeting to be notified by the Proper Officer; such resumed meeting shall be held before the next scheduled meeting. At the resumption, only the business not completed at the previous meeting shall be considered.

cc Meeting of the Council and its committees shall be held at Seaford Town Council's premises normally from 7pm on such dates as the Council may direct.

2 Annual Statutory meeting

Deleted: Ordinary Council

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a In an election year, the annual meeting of the council shall be held on or within 14

days following the fourth ordinary day after an election (the day on which the new councillors elected take office.)

- b In a year which is not an election year, the annual meeting of the council shall be held on such day in May as the council may direct.
- c The Annual Meeting of the council shall take place at 7pm.
- d In addition to the annual meeting of the council, at least five other ordinary meetings shall be held in each year on such dates and times as the council directs.
- e The election of the Mayor (and signing of his declaration of acceptance of office as Mayor) and Deputy Mayor of the council shall be the first business completed at the annual meeting of the council.
- f The Mayor, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected.
- g The Deputy Mayor unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Mayor at the next annual meeting of the council.
- h In an election year, if the current Mayor has not been re-elected as a member of the council, he shall preside at the meeting until a successor Mayor has been elected. The current Mayor shall not have an original vote in respect of the election of the new Mayor but must give a casting vote in the case of an equality of votes.
- i In an election year, if the current Mayor has been re-elected as a member of the council, he shall preside at the meeting until a new Mayor has been elected. He may exercise an original vote in respect of the election of the new Mayor and must give a casting vote in the case of an equality of votes.
- j Following the election of the Mayor and Deputy Mayor at the annual meeting of the council, the order of business shall be as follows: -
 - i. In an election year, signing by councillors of their declarations of acceptance of office, without which no councillor may take part in the business of the council.
 - ii. Consideration of apologies for absence.
 - iii. Confirmation of the accuracy of the minutes of the last meeting of the council.
 - iv. Deal with any disclosure of interests.
 - v. Deal with Public Participation.
 - vi. Review of delegation arrangements to committees, sub-committees, officers and other local authorities.
 - vii. Review of the terms of references for committees.

- viii. Receipt of nominations to existing committees.
- ix. Appointment of any new committees, confirmation of the terms of reference, the number of members and receipt of nominations to them.
- x. Review and adoption of appropriate standing orders and financial regulations.
- xi. Review of arrangements, including any charters, with other local authorities and review of contributions made to expenditure incurred by other local authorities.
- xii. Appoint representatives on outside bodies and arrangements for reporting back.
- xiii. In a year of elections, to review and make arrangements to reaffirm eligibility to utilise the General Power of Competence, if appropriate.
- xiv. Review of inventory of land and assets including buildings and equipment.
- xv. Review and confirmation of arrangements for insurance cover in respect of all insured risks.
- xvi. Review of the council's and officers memberships of other bodies.
- xvii. Establishing or reviewing the council's complaints procedure.
- xviii. Establishing or reviewing the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998.
- xix. Establishing or reviewing the council's policy for dealing with the press/media
- xx. Setting the dates, times and place of ordinary meetings of the full council for the year ahead.

Deleted: including ex-officio and substitute members.

Deleted: (including, if appropriate, substitute councillors)

- xxi.
- xxii.
- xxiii.

Deleted: Receive notification of the Leader and Deputy Leader of the Council.

Deleted: Receive notification of the Leader and Deputy Leader of the Minority Group.

Deleted: To deal with such other business as is required to be transacted by the Council.

3 Proper Officer

- a The council's Proper Officer shall be either (i) the Town Clerk (ii) such other employee appointed by the council to undertake the role of the Proper Officer during the Proper Officer's absence. The Proper Officer and the employee appointed to act as such during the Proper Officer's absence shall fulfil the duties assigned to the Proper Officer in standing orders.
- b The council's Proper Officer shall do the following:
 - i. Electronically serve on councillors a summons confirming the time, date, venue and the agenda of a meeting of the council and/or a meeting of a committee and/or a sub-committee at least 3 clear days before the meeting provided any such email contains the electronic signature and title of the Proper Officer.
 - ii. Give public notice of the time, date, venue and agenda at least 3 clear working days before a meeting of the council or a meeting of a committee or a sub-committee (provided that the public notice with agenda of an extraordinary meeting of the council convened by councillors is signed by them).

- iii. Subject to standing orders 4(a)–(e) below, include in the agenda all motions in the order received unless a councillor has given written notice at least 4 clear working days before the meeting confirming his withdrawal of it.
- iv. **Convene a meeting of full council for the election of a new Mayor of the council, occasioned by a casual vacancy in his office, in accordance with standing order [3(b)] above.**
- v. Make available for inspection the minutes of meetings.
- vi. **Receive and retain copies of byelaws made by other local authorities.**
- vii. **Receive and retain declarations of acceptance of office from councillors.**
- viii. Retain a copy of every councillor's register of interests and any changes to it and keep copies of the same available for inspection.
- ix. Keep proper records required before and after meetings; including working groups.
- x. Process all requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the council's procedures relating to the same.
- xi. Receive and send general correspondence and notices on behalf of the council except where there is a resolution to the contrary.
- xii. Manage the organisation, storage of and access to information held by the council in paper and electronic format.
- xiii. A document shall not be sealed on behalf of the council unless its sealing has been authorised by a resolution. The council's common seal shall be used for sealing documents. It shall be applied by the proper officer in the presence of two members who shall sign the seal register and/or the document.
- xiv. Retain custody of the seal of the council which shall not be used without a resolution to that effect.
- xv. Arrange for the prompt authorisation, approval, and instruction regarding any payments to be made by the council in accordance with the council's financial regulations.
- xvi. Record every planning application notified to the council and the council's response to the local planning authority;
- xvii. Refer a planning application received by the council to the relevant committee.
- xviii. Action or undertake activity or responsibilities instructed by resolution or contained in standing orders.

4 Motions requiring written notice

- a In accordance with standing order 3(b) (iii) above, no motion may be moved at a meeting unless it is included in the agenda and the mover has given written notice of its wording to the council's Proper Officer at least 4 clear working days before the next meeting.
- b The Proper Officer may, before including a motion in the agenda received in accordance with standing order 4(a) above, correct obvious grammatical or typographical errors in the wording of the motion following consultation with the proposer.

- c If the Proper Officer considers the wording of a motion received in accordance with standing order 4(a) above is not clear in meaning, the motion shall be returned to the proposer with an explanation for its return. The proposer may then resubmit it in writing to the Proper Officer in clear and certain language at least 4 clear working days before the meeting.
- d If the wording or nature of a proposed motion is considered unlawful or improper, the Proper Officer shall consult with the Mayor or Chairman of the forthcoming meeting or, as the case may be, the Councillors who have convened the meeting, to consider whether the motion shall be included or rejected in the agenda.
- e Having consulted the Mayor or Chairman or councillors pursuant to standing order 4(d) above, the decision of the Proper Officer as to whether or not to include the motion in the agenda shall be final. Upon rejection, the Proper Officer shall provide an explanation to the proposer.
- f Notice of every motion received in accordance with the council's standing orders shall be recorded in the order received; the record shall be open to inspection by all councillors.
- g Every motion rejected in accordance with the council's standing orders shall be duly recorded with a record by the Proper Officer giving reasons for its rejection; the record shall be open to inspection by all councillors.
- h Every motion and resolution shall relate to the council's statutory functions, powers and lawful obligations or shall relate to an issue which specifically affects the council's area or its residents.

5 Motions not requiring written notice

- a Motions in respect of the following matters may be moved without written notice.
 - i. To appoint a person to preside at a meeting.
 - ii. To approve the absences of councillors.
 - iii. To approve the accuracy of the minutes of the previous meeting.
 - iv. To correct an inaccuracy in the minutes of the previous meeting.
 - v. To alter the order of business on the agenda for reasons of urgency or expedience.
 - vi. To proceed to the next business on the agenda.
 - vii. To close or adjourn debate.
 - viii. To refer by formal delegation a matter to a committee, a sub-committee or an officer.
 - ix. To appoint a committee, sub-committee or working group or any councillors ~~thereto.~~
 - x. To receive nominations to a committee, sub-committee or working group.
 - xi. To dissolve a committee, sub-committee or working group.

Deleted: (including substitutes)

- xii. To consider a verbal report and/or recommendations made by an officer, professional advisor, expert or consultant.
- xiii. To authorise legal deeds to be sealed by the Council's common seal
- xiv. To amend a motion relevant to the original or substantive motion under consideration which shall not have the effect of nullifying it.
- xv. To extend the time limit for speeches.
- xvi. To exclude the press and public for all or part of a meeting in accordance with the relevant legislation.
- xvii. To silence or exclude from the meeting a Councillor or a member of the public for disorderly conduct.
- xviii. To give the consent of the Council if such consent is required by standing orders.
- xix. To suspend any standing order except those which are mandatory by law.**
- xx. To adjourn the meeting.
- xxi. To appoint representatives to outside bodies and to make arrangements for those representatives to report back the activities of outside bodies.
- xxii. To answer questions from councillors.
- xxiii. To consider otherwise than in a committee a question effecting an employee of the Council (see Standing Orders 26)

- b If a motion falls within the terms of reference of a committee or sub-committee or working group within the delegated powers conferred on an officer, a referral of the same may be made to such committee or sub-committee or officer provided that the Mayor or Chairman may direct for it to be dealt with at the present meeting for reasons of urgency or expedience.

6 Rules of debate

- a Motions included in an agenda shall be considered in the order that they appear on the agenda unless the order is changed at the Mayor's or Chairman's direction with agreement of the meeting for reasons of expedience.
- b Subject to standing orders 4(a)-(e) above, the Mayor or Chairman shall invite a motion prior to debate.
- c Subject to standing orders 4(a)-(e) above, a motion shall not be considered unless it has been proposed and seconded.
- d A motion to amend an original or substantive motion shall not be considered unless proper notice has been given after the original or substantive motion has been seconded and notice of such amendment, shall, if required by the Mayor/Chairman or proper officer be reduced to writing and handed to the Mayor/Chairman who shall determine the order in which they are considered.

- e A Councillor may move amendments to his own motion. If a motion has already been seconded, an amendment to it shall be with the consent of the seconder.
- f Any amendment to a motion shall be either:
 - i. to leave out words;
 - ii. to add words;
 - iii. to leave out words and add other words.
- g A proposed or carried amendment to a motion shall not have the effect of rescinding or negating the original or substantive motion under consideration.
- h Only one amendment shall be moved and debated at a time. No further amendment to a motion shall be moved until the previous amendment has been disposed of.
- i If an amendment is carried, the original motion, as amended, shall take the place of the original motion and shall become the substantive motion upon which any further amendment may be moved.
- j The mover of a motion or the mover of an amendment shall have a right of reply, not exceeding 5 minutes, which may be extended with the agreement of the meeting.
- k Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply in respect of the substantive motion at the very end of debate and immediately before it is put to the vote.
- l Subject to standing orders 6(j) and (k) above, a councillor may ~~not speak further, in respect of any one motion except to speak once on any individual amendment moved by another councillor or to make a point of order or to give a personal explanation or in exercise of a right of reply.~~
- m During the debate of a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A Councillor raising a point of order shall identify the standing order which he considers has been breached or specify the irregularity in the meeting he is concerned by.
- n A point of order shall be decided by the Mayor/Chairman and his decision shall be final.
- o Subject to standing order 6(m) above, when a councillor's motion is under debate no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;

Deleted: only

Deleted: once

Deleted: No speech shall exceed 5 minutes except by consent of the meeting.

- iv. to put the motion to a vote;
- v. to ask a person to be silent or for him to leave the meeting;
- vi. to refer a motion to a committee, sub-committee or working group for consideration;
- vii. to exclude the public and press;
- viii. to adjourn the meeting;
- ix. to suspend any standing order, except those which are in bold.

- p In respect of standing order 6(o)(iv) above, the Chairman shall first be satisfied that the motion has been sufficiently debated before it is put to the vote. The Chairman shall call upon the mover of the motion under debate to exercise or waive his right of reply and shall put the motion to the vote after that right has been exercised or waived. The adjournment of a debate or of the meeting shall not prejudice the mover's right of reply at the resumption.

7 Code of conduct (England)

- a All councillors shall observe the code of conduct adopted by the Council.
- b All councillors shall undertake training in the code of conduct within 12 months of the delivery of their declaration of acceptance of office.
- c If paragraph 12(2) of the Code of Conduct contained in the Local Authority (Model Code of Conduct Order 2007 (SI No.1159) has been adopted by the Council or pursuant to relevant provisions in a statutory code of conduct in force at the time, councillors may exercise the rights contained in standing order 7 (e) below only if members of the public are permitted to (i) make representations, (ii) answer questions and (iii) give evidence relating to the business being transacted.
- d Councillors with a disclosable pecuniary interest in relation to any item of business being transacted at a meeting must not participate, or participate further, in any discussion of the matter at any meeting, or participate in any vote, or further vote, taken on the matter at the meeting and must withdraw from the room or chamber where the meeting considering the matter is being held unless they have obtained a dispensation from the Council .
- e Councillors with a prejudicial interest in any business in relation to any item of business being transacted at a meeting which is not a disclosable pecuniary interest as described in paragraph 8(5) of Seaford Town Council's Code of Conduct, may attend a meeting but only for the purpose of making representations, answering questions or giving evidence relating to the business, provided that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise.
- f Councillors with a prejudicial interest in any business in relation to any item of business

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being transacted at a meeting which is not a disclosable pecuniary interest as described in paragraph 8(5) of Seaford Town Council's Code of Conduct, arising solely from membership of any body described 8(3)(a)(i) or 8(3)(a)(ii)(a) of Seaford Town Council's Code of Conduct do not have to withdraw from the room or chamber and may make representations to the committee but may not participate in the vote.

Deleted: any body

8 Questions

- a Any member may put a question to the meeting about a matter for which the Council has a responsibility or which effects the parish. A member seeking a response to a question at the meeting must give the Proper Officer notice of the question at least 5 clear days before the meeting. In putting a question a member may speak for no more than 3 minutes. A maximum of 15 minutes will be allowed for members questions. No discussion will take place on any question. Where practical, the Chairman may respond to the question or indicate that a written response be made. Where notice of a question has been given, a reply may be given orally at the meeting by the Chairman or person nominated by the Chairman, or a written reply given to the member.
- b Questions from the Public not related to items of business on the agenda for a meeting shall only be asked during the part of the meeting set aside for such questions in accordance with the Council's Public Participation Policy.
- c Every question shall be put and answered without discussion.

Deleted: A councillor may seek an answer to a question concerning any business of the Council provided 5 clear working days notice of the question has been given to the Proper Officer.

9 Minutes

- a No discussion of the draft minutes of a preceding meeting shall take place except in relation to their accuracy. A motion to correct an inaccuracy in the minutes shall be raised in accordance with standing order 5(a)(iv) above.
- b Minutes, including any amendment to correct their accuracy, shall be confirmed by resolution and shall be signed by the Chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.

10 Disorderly conduct

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly.
- b If there has been a breach of standing order 10(a) above, any councillor (including the Chairman) may move that the person be silenced or excluded from the meeting, and the motion, if seconded, shall be put forthwith and without discussion.

- c If a resolution made in accordance with standing order 10(b) above, is disobeyed, the Chairman may take such further steps as may reasonably be necessary to enforce it and/or he may adjourn the meeting.

11 Rescission of previous resolutions

- a A resolution (whether affirmative or negative) of the Council shall not be reversed within 6 months except either by a special motion, the written notice whereof bears the names of at least 7 councillors of the Council, or by a motion moved in pursuance of the report or recommendation of a committee.
- b When a special motion or any other motion moved pursuant to standing order 11(a) above has been disposed of, no similar motion may be moved within a further 6 months.

12 Voting on appointments

Where more than 2 persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. Any tie may be settled by the Chairman's casting vote.

13 Expenditure

- a Any expenditure incurred by the Council shall be in accordance with the Council's financial regulations.
- b The Council's financial regulations shall be reviewed once a year.
- c The Council's financial regulations may make provision for the authorisation of the payment of money in exercise of any of the Council's functions to be delegated to a committee, sub-committee or to an officer.

14 Execution and sealing of legal deeds

- a A legal deed shall not be executed on behalf of the Council unless the same has been authorised by a resolution.
- b In accordance with a resolution made under standing order 14(a) above, the Council's common seal shall be used for sealing a deed required by law. It shall be applied by the Proper Officer who shall sign the seal register and/or the document in the

presence of two members of the Council.

15 Committees

See also standing order 1 above

Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.

The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the council.

Unless the council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.

- a The Council may, at its annual meeting, appoint standing committees and may at any other time appoint such other committees as may be necessary, and:
- i. shall determine their terms of reference;
 - ii. may permit committees to determine the dates of their meetings;
 - iii. shall appoint and determine the term of office of councillor or non-councillor members of such a committee (unless the appointment of non-councillors is prohibited by law) so as to hold office no later than the next annual meeting;
 - iv. a committee shall have delegated powers, which may be to conclude the matter referred to it or may be to progress matters to a specified point where a report to the Council is required.
 - v. Unless Council has named the Chairman, every Committee shall at its first meeting before proceeding to any other business, elect a Chairman, and may elect a Vice Chairman.
 - vi. May appoint substitute councillors whose role is to replace ordinary councillors at a meeting of a committee. Notification of substitution must be confirmed to the Proper Officer or Administration Assistant at least 1 day before the meeting.
 - vii. may in accordance with standing orders, dissolve a committee at any time.

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Deleted: as closely as possible, reflect the same proportion of political and other members as the Council as a whole.

Deleted: may appoint substitute councillors from the same political or other group to a committee whose role is to replace ordinary councillors from the same political or other group at a meeting of a committee. Notification of substitution must be confirmed to the Town Clerk or Administration Assistant at least 1 hour prior to the meeting.

Deleted: an ordinary member of a committee who has been replaced at a meeting by a substitute member at the commencement of the meeting, (in accordance with standing order 15(a)(iv) above) shall not be permitted to participate in debate or vote on business at that meeting and may only speak during any public participation session during the meeting;

16 Presence of Non-Members of Committees at Committee Meetings

- a A member who has proposed a resolution, which has been referred to any committee of which he is not a member, may explain his resolution to the committee but shall not vote.
- b A member of the Council who is not a member of that committee may attend any meeting of that committee, may speak at a meeting of that committee, participate in the debate but not vote.

Deleted: only as a member of the public and must sit in and speak from the public gallery.

17 Sub-Committees & Working Groups

See also standing order 1 above

Unless there is a Council resolution to the contrary, every committee may appoint a sub-committee or working group whose terms of reference and members shall be determined by resolution of the committee.

A Working Group may co-opt others to help it progress business to a point where a report is brought to Council for decision. A Working Group cannot make decisions that are binding on the Council.

18 Special meetings

See also standing order 1 above

- a The Mayor may convene a special meeting of the Council at any time.
- b If the Mayor does not or refuses to call a special meeting of the Council within 7 days of having been requested to do so by two councillors, those two councillors may convene a special meeting of the Council. The statutory public notice giving the time, venue and agenda for such a meeting must be signed by the two councillors.
- c The Chairman of a committee (or a sub-committee) may convene a special meeting of the committee or sub-committee at any time.
- d If the Chairman of a committee (or a sub-committee) does not or refuses to call a special meeting within 7 days of having been requested to do so by 2 councillors, those 2 councillors may convene a special meeting of a committee (or a sub-committee). The statutory public notice giving the time, venue and agenda for such a meeting must be signed by 2 councillors.

19 Advisory committees

See also standing order 1 above

- a The Council may appoint advisory committees comprised of a number of councillors and non-councillors.
- b Advisory committees and any sub-committees may consist wholly of persons who are non-councillors.

20 Appointment of Representatives to Serve

on Outside Bodies and Liaison Committees

- a. The Proper officer shall send a list of outside bodies and liaison committees to the leaders of the political groups, to allow them to indicate which bodies they would like to serve on. The Proper Officer will summarise the replies received and submit them to the Council.

Deleted: a - Appointment shall be allocated, as closely as possible, to reflect the same proportion of political and other members as the whole council.

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Deleted: c - If a vacancy arises, the Town Clerk shall be authorised to appoint a member, in line with the proportional representation, pending confirmation at the next meeting of the Council.

21 Accounts and Financial Statement

Accounts & Financial Statements shall be prepared in line with the Council's Financial Regulations, which shall be reviewed at least annually.

22 Estimates/precepts

The Council shall approve written estimates for the coming financial year at its meeting before the end of January. Budgets shall be prepared in accordance with the Council's Financial Regulations

23 Canvassing of and recommendations by councillors

- a. Canvassing councillors or the members of a committee or sub-committee, directly or indirectly, for appointment to or by the Council shall disqualify the candidate from such an appointment. The Proper Officer shall disclose the requirements of this standing order to every candidate.
- b. A councillor or a member of a committee or sub-committee shall not solicit a person for appointment to or by the Council or recommend a person for such appointment or for promotion; but, nevertheless, any such person may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.
- c. This standing order shall apply to tenders as if the person making the tender were a candidate for an appointment.

24 Inspection of documents

Subject to legal requirements or standing orders to the contrary or in respect of matters which are confidential, a councillor may, for the purpose of his official duties (but not otherwise), inspect any

document in the possession of the Council, a committee, a sub-committee or a working group, and request a copy for the same purpose. The minutes of meetings of the Council, its committees or sub-committees shall be available for inspection by councillors.

i The minutes of meetings of the Council, its committees or sub-committees shall be available for inspection by councillors.

ii Except for those items considered in closed session under Standing Order 1c all minutes of council or committee meetings shall be available to interested members of the public.

25 Unauthorised activities

Unless authorised by a resolution, no individual councillor shall in the name or on behalf of the Council, a committee or a sub-committee:

- i. inspect any land and/or premises which the Council has a right or duty to inspect; or
- ii. issue orders, instructions or directions.

26 Confidential Business

- a Councillors shall not disclose information given in confidence or which they believe, or should be aware is of a confidential nature.
- b A councillor in breach of the provisions of standing order 24(a) above may be removed from a committee or a sub-committee by a resolution of the Council.

27 General Power of Competence

- a Before exercising the general power of competence, a meeting of the full Council shall have passed a resolution to confirm it has satisfied the prescribed statutory criteria required to qualify as an eligible town council.
- b The Council's period of eligibility begins on the date that the resolution under standing order 27 (a) above was made and expires on the day of the annual meeting of the Council that takes place in a year of ordinary elections.

28 Matters affecting council employees

- a If a meeting considers any matter personal to a Council employee, it shall not be considered until the Council, committee or sub-committee has decided whether or not the press and public shall be excluded pursuant to standing order 1(c) above.
- b Other matters affecting Council employees shall be covered by contracts of employment and personnel policies.

29 Freedom of Information Act 2000

a All requests for information held by the Council shall be processed in accordance with the Council's policy in respect of handling requests under the Freedom of Information Act 2000 and the Data Protection Act 1998,

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b Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer, to the chairman of the relevant committee or Full Council, The said committee or Council, shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000,

Deleted: Town Clerk

Deleted: Leader of the Council

Deleted: Council

Deleted: including exercising the powers of the Proper Officer in respect of Freedom of Information requests set out under standing order 3(b) (x) above.

30 Relations with the press/media

a All requests from the press or other media for an oral or written statement or comment from the Council shall be processed in accordance with the Council's policy in respect of dealing with the press and/or other media.

b

Deleted: In accordance with the Council's policy in respect to dealing with the press and/or other media, councillors shall not, in their official capacity, provide oral or written statements or written articles to the press or other media.

31 Liaison with District and County Councillors

An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the councillors of the District and County Council representing electoral wards within the parish of Seaford,

Deleted: Agendas of meetings of the Council shall be sent to the councillors of the District and County upon request.

32 Financial matters

The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:

i the accounting records and systems of internal control;

Deleted: .

ii the assessment and management of financial risk faced by the Council;

iii the work of the Internal Auditor and the receipt of regular reports from the Internal Auditor, which shall be required at least annually;

iv the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments;

v procurement policies (subject to standing order 32(b) below) including the setting of

values for different procedures where the contract has an estimated value of less than £25,000.

b Any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £25,000 shall be procured on the basis of a formal tender as summarised in the Council's Financial Regulations.

c Where the value of a contract is likely to exceed £138,893 (or other threshold specified by the Office of Government Commerce from time to time) the Council must consider whether the Public Contracts Regulations 2006 (SI No.5, as amended) and the Utilities Contracts Regulations 2006 (SI No 6, as amended) apply to the contract and, if either of those regulations apply, the Council must comply with EU procurement rules.

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33 Allegations of breaches of the code of conduct

a On receipt of a notification that there has been an alleged breach of the code of conduct the Proper Officer, shall refer it to the Monitoring Officer of Lewes District Council.

Deleted: Town Clerk

b Where the notification relates to a complaint made by the Town Clerk, the Town Clerk shall notify the Mayor and Chair of the Personal Committee of that fact, who, upon receipt of such notification, shall nominate a person to assume the duties of the Proper Officer, set out in the remainder of this standing order, who shall continue to act in respect of that matter as such until the complaint is resolved.

Deleted: Town Clerk

c Where a notification relates to a complaint made by an employee (not being the Proper Officer) the Proper Officer shall ensure that the employee in question does not deal with any aspect of the complaint.

34 Variation, revocation and suspension of standing orders

a Any or every part of the standing orders, except those which are mandatory by law (as indicated in bold), may be suspended by resolution in relation to any specific item of business.

b A resolution to permanently add, vary or revoke a Standing Order shall when proposed and seconded, stand adjourned without discussion to the next meeting of the Council.

35 Standing orders to be given to councillors

- a The Proper Officer shall provide a copy of the Council's standing orders to a councillor upon delivery of his declaration of acceptance of office.
- b The Mayor/Chairman's decision as to the application of standing orders at meetings shall be final.
- c A councillor's failure to observe standing orders twice in one meeting may result in him being excluded from the meeting.

Deleted: Town Clerk

36 Co-option

In the event of a vacancy which results in a co-option, the Council will place public notices requesting that interested parties make a written application advising of why the person wishes to become a Councillor and what skill/experience they can bring to the Council. If there is more than one application received, candidates are then asked to make a short (5 minute) presentation to a Council meeting. After which, a vote, possibly by signed ballot, will be taken to choose the most suitable candidate.

37 Political Groups

- a Political groups may request the Proper Officer to prepare written reports on matters relating to the authority for consideration by the group.
- b The Proper Officer's reports to political groups will be limited to a statement of material facts and identification of options and the merits and demerits of such options for the authority. Reports will not deal with any political implications of the matter or any option, and the clerk will not make any recommendation to a political group.
- c Where a report is prepared for a political group, the Proper Officer will advise all other groups that the report has been prepared.

Deleted: Leader of the Council

Deleted: The members of the largest political group (or combination of political groups or others choosing to group together) forming the administration of the Council shall appoint or elect a person who shall be known as the Leader of the Council and that member's name shall be notified to the Town Clerk and notified to the Council.

Deleted: A Deputy Leader of the Council may be appointed or elected as in 37a and notified to the Town Clerk who shall notify the Council.

Deleted: The Leader of the Council may be appointed as a member of any committee otherwise he shall be an ex-officio member of all committees.

Deleted: Leader of the Minority Group

Deleted: The members of the next largest political group on the council (or combination of political groups or others choosing to group together) not forming part of the administration, shall appoint or elect a person who shall be known as the Leader of the Minority Group. That member's name shall be notified to the Town Clerk and reported to the Council. In the event of two or more such groups having equal numbers, each such group shall be entitled to appoint a Leader or may appoint a Leader jointly

Deleted: b - A Deputy Leader of the Minority Group may be appointed or elected as in 38a and notified to the Town Clerk who shall notify the Council.

Deleted: c - Any other minority group consisting of two or more members may, if it so wishes, appoint a Leader and that member's name shall be notified to the Town Clerk and reported to the Council.

38 Chairs and Vice Chairs

- a Chairs and Vice Chairs of committees have additional responsibilities. Because of those responsibilities, their relationship with employees may differ from, and be more complex than those of Councillors without those responsibilities. Such Councillors must still respect the impartiality of officers, must not ask them to undertake work of a party political nature or to do anything that would put them in difficulty in the event of a change in the composition of the authority.

Deleted: d The Leader of the Minority Group may be appointed as a member of any committee otherwise he shall be an ex-officio member of all committees.

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Prepared by:
Samantha J Shippen, FCIS, Fellow ILCM, CMC
Town Clerk

Adopted by: Seaford Town Council on 13 June 2013

Review date: May 2014



Seaford Town Council

Report 58/14

Agenda Item No:	15
Committee:	Council
Date:	19 June 2014
Title:	Annual Return and Final Accounts for the Year Ended 31 March 2014.
By:	Lucy Clark, Support Services Manager.
Purpose of Report:	To present Final Accounts and Annual Return for the year ended 31 March 2014 for approval and adoption.

Recommendations

You are recommended:

- 1. To approve the accounting statements for the year ended 31 March 2014, as at Appendix A of this report.**
 - 2. To complete the Annual Governance Statement for the Year Ended 31 March 2014, as at Appendix C of this report.**
 - 3. To approve the Annual Return for the Year Ended 31 March 2014 and authorise the Mayor, and Interim Town Clerk to sign on behalf of the Council as required.**
-

1. Information

- 1.1** The Annual Return is required by law to be approved by a meeting of the full Council.
- 1.2** Section 1 (page 2) of the Return - The Statement of Accounts requires approval by Council and signature by the Mayor and RFO (in our case Interim Town Clerk). The accounts are "subject to audit" as they have not yet been audited by Littlejohn LLP, who are the Council's appointed external auditors. A copy is attached as Appendix A with supporting documentation being provided as Appendix B.

Significant variances from 2013/14 can be explained as follows:

- a)** Box 2 Annual Precept: The figure of £473,572 does not include the Council Tax Support Grant amount of £50,148 which has to be shown separately.
- b)** Box 3 Total Other Receipts: The amount of £925,044 includes income from PWLB for the New Club House and Council Tax Support Grant.
- c)** Box 6 All Other Payments: This largely relates to the purchase of the New Club House.

d) Box 7 Balances Carried Forward: The variance can largely be explained as being underspends of £22K within the Community Services Committee and £79K within the Finance & General Purposes Committee. Significant variances relate to underspend for Physical Activity projects, Projects Pool, Professional Fees, Software Costs and Election Costs. The variance also relates to the reversal of historic accruals where the amounts were not spent.

1.3 Section 2 (page 3) of the Return – The Annual Governance Statement requires completion and approval by the Council. A copy is attached as Appendix C.

- a) Statement 1 can be answered yes as the accounting statements have been prepared in the way prescribed by law and best practice as contained in Governance and Accountability for Local Councils a Practitioners' Guide. They have been reviewed by the Internal Auditor.
- b) Statement 2 can be answered yes as Internal Controls have been in place and applied throughout the year. Internal Controls were reviewed by the Finance and General Purposed Committee at its meeting held on 27 February 2014.
- c) Statement 3 can be answered yes as transactions have been reviewed by the Finance and General Purposes Committee and the Internal Auditor.
- d) Statement 4 can be answered yes as a "Notice of appointment of date for the exercise of electors' rights" was posted on 25 April 2014 and appropriate access to documents has been given in accordance with the relevant legislation. Electors' rights were complied with in respect of the 2013-14 Annual Return.
- e) Statement 5 can be answered yes as a Financial Risk Assessment and Risk Management Plan were reviewed by the Finance and General Purposes Committee at its meeting held on 27 February 2014. Insurance cover has been reviewed and is in place.
- f) Statement 6 can be answered yes as Internal Audit reports are reviewed by the Finance and General Purposes Committee throughout the year and an Action Plan agreed in response to the report. An Audit Plan is agreed annually. The effectiveness of Internal Audit was reviewed as noted in (b) above.
- g) Statement 7 can be answered yes as the Finance and General Purposes Committee has responded to comments and suggestions made by Auditors throughout the year, by formulating Action Plans.
- h) Statement 8 can be answered yes as Officers are not aware of any transactions or activities which require disclosure and have not been disclosed.
- i) Statement 9 can be answered as not applicable.

1.4 Section 4 (page 5) of the Return has been completed by the Internal Auditor and a copy is attached as Appendix D. A copy of his report supporting the Return is attached as Appendix E.

1.5 The notice of appointment of date for the exercise of elector's rights was posted on 25 April 2014, the Annual Return and supporting documentation has been available for public inspection between 09 May and 06 June 2014 and the date set for the exercise of electors' rights is 09 June 2014.

1.6 The Annual Return must be submitted to Littlejohn LLP by 30 June 2014.

2. Financial Appraisal

The deadline for Councils to approve the Annual Return is 30 June 2014. If the Auditors do not receive the Annual Return by 30 June any follow up action will be charged by Littlejohn LLP.


3. Contact Officer

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

Support Services Manager



Interim Town Clerk



Section 1 – Accounting statements 2013/14 for

Enter name of reporting body here: **SEAFORD TOWN COUNCIL**

Council/Meeting

Readers should note that throughout this annual return references to a 'local council' or 'council' also relate to a parish meeting.

	Year ending		Notes and guidance
	31 March 2013 £	31 March 2014 £	
1 Balances brought forward	330,217	362,948	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2 (+) Annual precept	509,629	473,572	Total amount of precept received or receivable in the year.
3 (+) Total other receipts	462,406	925,044	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here.
4 (-) Staff costs	284,675	262,687	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5 (-) Loan Interest/capital repayments	33,091	33,091	Total expenditure or payments of capital and interest made during the year on the council's borrowings (if any).
6 (-) All other payments	621,538	965,650	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7 (=) Balances carried forward	362,948	500,136	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8 Total cash and short term investments	538,243	692,030	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – to agree with bank reconciliation.
9 Total fixed assets plus other long term investments and assets	8,937,751	8,938,401	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the council as at 31 March
10 Total borrowings	214,137	637,094	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11 Disclosure note Trust funds (including charitable)	yes no	yes no	The council acts as sole trustee for and is responsible for managing trust funds or assets. The figures in the accounting statements above do not include any trust transactions.

I certify that for the year ended 31 March 2014 the accounting statements in this annual return present fairly the financial position of the council and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

Date

I confirm that these accounting statements were approved by the council on this date:

and recorded as minute reference:

Signed by Chair of the meeting approving these accounting statements.

Date

LOCAL COUNCILS IN ENGLAND AND WALES

ANNUAL RETURN

FOR THE YEAR ENDED 31 March 2014

Seaford Town Council YEAR END 2013/14

SECTION 1 - THE STATEMENT OF ACCOUNTS

I certify that the accounts contained in this return present fairly the financial position of the council, are consistent with the underlying financial records and have been prepared on the basis of Income and Expenditure.

Responsible Financial Officer

Date

I confirm that these accounts are approved by the Council and recorded as council minute reference

Dated

Signed on behalf of the above Council (Chair)

Date

Last Year £

This Year £

General Notes for Guidance

1	Balances brought forward	330,217	362,948	Total balances & reserves at the beginning of the year as recorded in the Council Financial Records
2	Annual Precept	509,629	473,572	Total amount of Precept income received in the year
3	Total other receipts	462,406	925,044	Total income or receipts as recorded in the cashbook minus the Precept
4	Staff costs	284,675	262,687	Total expenditure or payments made to and on behalf of all council employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and expenses
5	Loan interest/Capital repayments	33,091	33,091	Total expenditure or payments of capital and interest made during the year on the Council borrowings
6	Total other payments	621,538	965,650	Total expenditure or payments as recorded in the cashbook minus employment costs (Line 4) and loan / interest expenditure / payments (Line 5)
7	Balances carried forward	362,948	500,136	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]
8	Total Cash & Investments	538,243	692,030	The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March
9	Total Fixed Assets	8,937,751	8,938,401	The recorded current book value at 31 March of all tangible fixed assets owned by the Council as recorded in the asset register
10	Total Borrowings	214,137	637,094	The outstanding capital balances as at 31 March of all loans from third parties (usually PWLB)

The following documents should accompany the accounts when submitted to the auditor:

- * A brief explanation of significant variations from last year to this year in Section 1;
- * Bank Reconciliation as at 31 March

Working details for ANNUAL RETURN - Year ended 31 March 2014

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and</u>	<u>Centre</u>	<u>Code Description</u>
1	217,660	221,650	310	0	General Fund
1	0	6,000	320	0	Reserve Elections
1	10,757	10,757	321	0	Reserve Building Improvements
1	13,269	13,269	322	0	Crypt - Ancient monument
1	8,465	8,465	323	0	Crypt - Professional Fees
1	2,264	0	324	0	Crypt - General Fund - Capital
1	1,153	0	325	0	Crypt - General Fund - Revenue
1	10,318	9,276	326	0	Reserve Open Spaces
1	13,850	10,430	327	0	Reserve S106
1	6,000	6,000	328	0	Signage Reserve
1	12,280	12,203	334	0	Seaford Head Nature Reserve
1	10,000	10,000	337	0	Reserve Church St Utilities
1	10,000	10,000	339	0	Reserve Golf Course Project
1	8,890	10,919	340	0	Reserve Equipment
1	561	51	341	0	Seaford Residents Assn
1	2,000	2,000	342	0	Tree Planting
1	2,750	2,750	343	0	Grit Bin Reserve
1	0	29,178	344	0	Projects Reserve
1	Balances brought forward	330,217	362,948	Total balances & reserves at the beginning of the year as recorded in the Council Financial Records	
2	509,629	473,572	1176	801	Precept
2	Annual Precept	509,629	473,572	Total amount of Precept income received in the year	
3	151,788	147,973	1000	101	Golf Course Season Ticket
3	46,130	47,217	1001	101	Golf Course Green Fees M-F
3	46,879	40,360	1002	101	Golf Course Green Fees w/web/h
3	39,110	33,342	1003	101	Golf Course Specials
3	2,059	0	1004	101	Golf Course Locker
3	241	100	1005	101	Golf Course Credit Card Charge
3	5,000	5,000	1007	101	Golf Course Air Traffic
3	0	28	1049	201	Income Postage Recharge
3	4,688	0	1050	101	Income Rent
3	1,703	1,140	1050	105	Income Rent
3	2,635	2,571	1050	106	Income Rent
3	4,165	4,268	1050	107	Income Rent
3	4,966	6,471	1050	113	Income Rent
3	3,750	3,750	1050	116	Income Rent
3	0	-266	1050	117	Income Rent
3	1,275	1,275	1050	119	Income Rent
3	833	833	1050	125	Income Rent
3	664	7,236	1050	205	Income Rent
3	8,000	8,000	1050	206	Income Rent
3	393	0	1051	101	Income Insurance Recharge
3	1,178	1,213	1051	105	Income Insurance Recharge
3	687	705	1051	106	Income Insurance Recharge

Working details for ANNUAL RETURN - Year ended 31 March 2014

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and</u>	<u>Centre</u>	<u>Code Description</u>
3	174	179	1051	119	Income Insurance Recharge
3	517	707	1051	206	Income Insurance Recharge
3	6,534	6,534	1053	116	Income Grants
3	4,375	2,029	1053	121	Income Grants
3	256	0	1053	135	Income Grants
3	1,377	267	1054	101	Income Other
3	940	0	1054	114	Income Other
3	83	0	1054	116	Income Other
3	238	0	1054	117	Income Other
3	50	54	1054	118	Income Other
3	3,492	0	1054	121	Income Other
3	4,689	896	1054	125	Income Other
3	400	0	1054	135	Income Other
3	298	191	1054	201	Income Other
3	5,600	4,267	1054	205	Income Other
3	98	0	1054	301	Income Other
3	763	0	1055	105	Income Seating
3	801	0	1055	116	Income Seating
3	130	368	1055	117	Income Seating
3	590	740	1056	210	Income Fun Day & Tourney
3	1,139	441	1057	101	Income Electricity Recharge
3	130	138	1057	106	Income Electricity Recharge
3	2,144	3,634	1057	117	Income Electricity Recharge
3	1,974	1,144	1058	105	Income Water Recharge
3	51	0	1058	117	Income Water Recharge
3	153	96	1059	201	Income Photocopying
3	14,000	14,400	1060	118	Beach Huts Site Licence
3	10,320	10,239	1061	118	Beach Hut Annual Rent
3	848	938	1062	201	Income Telephone Recharge
3	1,373	373	1063	101	Income Gas Recharged
3	1,937	0	1064	135	Income Young Mayor/Personality
3	909	1,385	1065	135	Income Xmas Lights
3	13,800	14,800	1066	105	Income Concession
3	2,875	0	1066	108	Income Concession
3	3,650	3,970	1066	116	Income Concession
3	36,400	40,215	1066	117	Income Concession
3	22	6	1068	201	Income Stationery Re-Charge
3	16	596	1070	135	Income Community Serv Events
3	0	197	1071	105	Income Base Rent
3	0	1,003	1072	135	Income Tree Wardens
3	1,567	1,335	1075	135	Income Christmas Event
3	1,092	0	1080	210	Income Jubilee Event
3	1,569	0	1090	135	Income Physical Activity Proj
3	0	431	1100	101	Income Advertising
3	0	50,148	1177	801	Council Tax Support Grant

Working details for ANNUAL RETURN - Year ended 31 March 2014

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and Centre</u>		<u>Code Description</u>
3	4,988	3,533	1190	201	Interest Received
3	0	3,700	1200	116	Income Nature Reserve
3	3,900	0	1200	120	Income Nature Reserve
3	0	7	1301	135	CS Events Bin Hire
3	0	23	1303	113	Income Crypt Building Repair
3	0	444,844	1304	102	PWLB - New Club House
3	Total other receipts	462,406	925,044	Total income or receipts as recorded in the cashbook minus the Precept	
4	75,969	69,438	4000	101	Salaries & Wages
4	157,991	145,727	4000	201	Salaries & Wages
4	4,451	4,145	4001	101	Employers NI
4	13,218	11,803	4001	201	Employers NI
4	12,597	12,663	4002	101	Employers Superannuation
4	20,449	18,912	4002	201	Employers Superannuation
4	Staff costs	284,675	262,687	Total expenditure or payments made to and on behalf of all council employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and expenses	
5	18,089	18,089	4301	205	Public Works Loan Payment
5	15,002	15,002	4301	206	Public Works Loan Payment
5	Loan interest/Capital repayments	33,091	33,091	Total expenditure or payments of capital and interest made during the year on the Council borrowings	
6	1,557	714	4009	201	Recruitment Costs
6	0	441	4010	101	Staff Training
6	1,617	3,875	4010	201	Staff Training
6	678	689	4011	101	Staff Protective Clothing
6	250	26	4012	201	Staff Expenses
6	0	52	4013	201	Members Expenses
6	5	0	4013	210	Members Expenses
6	441	0	4014	201	Member Training
6	0	444	4014	210	Member Training
6	35,000	39,837	4041	101	Golf Professional Retainer
6	813	2,509	4045	101	Golf Course Player Costs
6	15,000	15,000	4050	205	Rent payable
6	1,790	886	4051	101	Rates
6	563	578	4051	105	Rates
6	585	601	4051	108	Rates
6	5,220	5,359	4051	113	Rates
6	1,797	2,122	4051	118	Rates
6	9,815	10,092	4051	205	Rates
6	0	55	4051	206	Rates
6	22,884	13,304	4052	101	Water & Sewerage
6	2,941	2,627	4052	105	Water & Sewerage
6	2,098	1,374	4052	106	Water & Sewerage
6	24	158	4052	108	Water & Sewerage

Working details for ANNUAL RETURN - Year ended 31 March 2014

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and</u>	<u>Centre</u>	<u>Code Description</u>
6	132	198	4052	113	Water & Sewerage
6	124	103	4052	117	Water & Sewerage
6	0	-530	4052	205	Water & Sewerage
6	5,695	2,204	4055	101	Electricity
6	271	336	4055	105	Electricity
6	260	306	4055	106	Electricity
6	846	783	4055	113	Electricity
6	2,145	3,969	4055	117	Electricity
6	1,507	1,534	4055	134	Electricity
6	0	-3,670	4055	205	Electricity
6	2,747	994	4056	101	Gas
6	1,486	1,861	4056	113	Gas
6	71	0	4056	206	Gas
6	0	-6,756	4059	205	Church Street Service Charges
6	301	367	4060	101	Refuse
6	96	-160	4060	205	Refuse
6	302	285	4100	101	Telecommunications
6	306	77	4100	113	Telecommunications
6	3,502	4,146	4100	201	Telecommunications
6	0	223	4100	205	Telecommunications
6	0	-225	4100	210	Telecommunications
6	192	263	4105	101	Postage
6	3	0	4105	113	Postage
6	1,581	1,481	4105	201	Postage
6	0	87	4106	101	Stationery
6	111	0	4106	113	Stationery
6	2,263	1,913	4106	201	Stationery
6	53	0	4106	210	Stationery
6	2,188	2,706	4107	201	Photocopier
6	2,701	795	4110	101	Advertising & Publicity
6	107	244	4110	113	Advertising & Publicity
6	213	20	4110	201	Advertising & Publicity
6	547	1,595	4111	201	Office Equipment New
6	4,308	3,598	4112	201	Subscriptions
6	265	150	4113	101	Software Support
6	3,246	-1,441	4113	201	Software Support
6	75	75	4114	101	Licence Fee
6	35	35	4114	201	Licence Fee
6	10,009	9,618	4115	101	Insurance
6	2,724	2,823	4115	105	Insurance
6	1,557	1,621	4115	106	Insurance
6	1,145	-147	4115	113	Insurance
6	2,020	2,081	4115	115	Insurance
6	1,131	1,165	4115	116	Insurance
6	493	498	4115	117	Insurance

Working details for ANNUAL RETURN - Year ended 31 March 2014

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and</u>	<u>Centre</u>	<u>Code Description</u>
6	983	1,041	4115	118	Insurance
6	174	179	4115	119	Insurance
6	839	889	4115	134	Insurance
6	129	137	4115	135	Insurance
6	3,336	3,319	4115	201	Insurance
6	722	741	4115	206	Insurance
6	980	180	4116	201	Web Site
6	2,929	276	4155	101	Professional Fees
6	0	220	4155	125	Professional Fees
6	2,267	5,100	4155	201	Professional Fees
6	1,988	1,590	4156	101	Bank Charges
6	83	262	4156	201	Bank Charges
6	2,229	2,700	4157	201	Audit Fees
6	0	142	4181	206	Civic - Mayors Allowance
6	1,500	600	4181	210	Civic - Mayors Allowance
6	27	0	4182	201	Catering & Hospitality
6	750	0	4182	210	Catering & Hospitality
6	2,750	-454	4183	210	Civic - Awards
6	0	8	4184	201	Civic - other
6	155	296	4184	210	Civic - other
6	690	1,190	4185	210	Fun Day & Tourney
6	1,987	-515	4187	135	Young Mayors Awards
6	30	75	4188	210	Town Crier Expenses
6	500	0	4189	210	Young Mayor
6	4,778	3,883	4190	201	Election Costs
6	232	929	4195	135	Community Services Events Exp
6	124	0	4199	101	Other Expenditure
6	0	2	4199	118	Other Expenditure
6	4,689	938	4199	125	Other Expenditure
6	0	-201	4199	130	Other Expenditure
6	1,054	649	4199	201	Other Expenditure
6	131	0	4199	301	Other Expenditure
6	4,316	5,010	4201	101	Cleaning
6	1,412	-318	4201	105	Cleaning
6	274	339	4201	113	Cleaning
6	0	48	4201	201	Cleaning
6	0	-2,150	4201	205	Cleaning
6	640	0	4250	105	Public Seating
6	678	0	4250	116	Public Seating
6	120	263	4250	117	Public Seating
6	890	1,653	4251	101	Dog Bin Emptying
6	1,643	1,526	4251	105	Dog Bin Emptying
6	1,081	1,271	4251	106	Dog Bin Emptying
6	1,017	1,144	4251	107	Dog Bin Emptying
6	1,780	2,034	4251	108	Dog Bin Emptying

Working details for ANNUAL RETURN - Year ended 31 March 2014

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and</u>	<u>Centre</u>	<u>Code Description</u>
6	1,017	763	4251	116	Dog Bin Emptying
6	2,817	694	4251	117	Dog Bin Emptying
6	91	85	4252	105	Litter & Dog Bin Pch & Maint
6	0	227	4252	106	Litter & Dog Bin Pch & Maint
6	757	71	4252	108	Litter & Dog Bin Pch & Maint
6	122	0	4252	116	Litter & Dog Bin Pch & Maint
6	114	0	4252	117	Litter & Dog Bin Pch & Maint
6	1,909	1,672	4253	117	Shelters
6	87,509	89,548	4260	105	Grounds Maintenance Contract
6	47,172	48,271	4260	106	Grounds Maintenance Contract
6	5,664	5,796	4260	107	Grounds Maintenance Contract
6	20,303	20,776	4260	108	Grounds Maintenance Contract
6	1,370	1,402	4260	125	Grounds Maintenance Contract
6	26,353	21,974	4261	101	Grounds Maint non contract
6	4,420	3,463	4261	105	Grounds Maint non contract
6	2,633	3,427	4261	106	Grounds Maint non contract
6	1,689	2,000	4261	107	Grounds Maint non contract
6	1,792	4,911	4261	108	Grounds Maint non contract
6	220	270	4261	116	Grounds Maint non contract
6	2,065	3,046	4261	117	Grounds Maint non contract
6	1,656	1,633	4262	135	Tree Warden Expenses
6	258	216	4263	301	Bus Shelter Maintenance/Clean
6	12,569	12,915	4270	101	Vehicles & Equipment Maint
6	525	441	4270	205	Vehicles & Equipment Maint
6	0	300	4270	206	Vehicles & Equipment Maint
6	20,996	20,996	4271	101	Vehicle & Equipment Lease
6	0	6,327	4272	101	Equipment Purchase
6	2,376	0	4272	105	Equipment Purchase
6	2,500	0	4272	125	Equipment Purchase
6	9,437	9,667	4273	135	Christmas Lights
6	0	4,750	4274	101	Projects Expenditure
6	12,793	0	4274	105	Projects Expenditure
6	4,670	0	4274	106	Projects Expenditure
6	1,328	0	4274	107	Projects Expenditure
6	2,642	-389	4274	113	Projects Expenditure
6	1,168	0	4274	116	Projects Expenditure
6	8,245	0	4274	117	Projects Expenditure
6	80	0	4274	135	Projects Expenditure
6	0	29,603	4274	225	Projects Expenditure
6	413	0	4275	101	Building Maintenance
6	1,037	0	4275	105	Building Maintenance
6	101	0	4275	106	Building Maintenance
6	456	0	4275	113	Building Maintenance
6	2,050	0	4275	114	Building Maintenance
6	90	0	4275	117	Building Maintenance

Working details for ANNUAL RETURN - Year ended 31 March 2014

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and</u>	<u>Centre</u>	<u>Code Description</u>
6	240	0	4275	118	Building Maintenance
6	0	-10,000	4275	205	Building Maintenance
6	950	0	4275	206	Building Maintenance
6	0	8,293	4275	220	Building Maintenance
6	8,947	9,015	4276	134	CCTV
6	58,875	-3,050	4277	101	New Golf Club House
6	0	444,329	4277	102	New Golf Club House
6	10,860	0	4280	210	Jubilee Event Expenditure
6	690	0	4281	135	Christmas Event Expenses
6	0	2,444	4290	135	Physical Activity Proj Expenses
6	455	0	4400	215	S137
6	23,045	26,403	4401	215	Grants
6	7,867	2,873	4402	121	Seaford in Bloom
6	2,096	1,706	4405	215	Grants in Kind
6	390	3,562	4410	130	Swimming Pool
6	0	14,254	4500	116	Nature Reserve Expenses
6	3,977	0	4500	120	Nature Reserve Expenses
6	Total other payments	621,538	965,650	Total expenditure or payments as recorded in the cashbook minus employment costs(Line 4) and loan / interest expenditure / payments(Line 5)	
7	Balances carried forwrd	362,948	500,136	Total balances and reserves at the end of the year.[Must equal (1+2+3)-(4+5+6)]	
8	410,314	561,653	201	0	Current/Deposit Account
8	127,805	129,995	210	0	Treasury Deposit
8	55	123	220	0	Petty Cash
8	0	188	222	0	Materials petty cash
8	70	70	225	0	Golf Proshop Float
8	Total Cash & Investments	538,243	692,030	The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March	
9	8,937,751	8,938,401	9	0	Total Fixed Assets
9	Total Fixed Assets	8,937,751	8,938,401	The recorded current book value at 31 March of all tangible fixed assets owned by the Council as recorded in the asset register	
10	214,137	637,094	10	0	Total Borrowings
10	Total Borrowings	214,137	637,094	The outstanding capital balances as at 31 March of all loans from third parties(usually PWLB)	

Section 2 – Annual governance statement 2013/14

We acknowledge as the members of:

SEAFORD TOWN COUNCIL

Council/Meeting

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2014, that:

	Agreed		Yes means that the council
	Yes	No	
1 We approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.			prepared its accounting statements in the way prescribed by law.
2 We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3 We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of the council to conduct its business or on its finances.			has only done what it has the legal power to do and has complied with proper practices in doing so.
4 We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			during the year has given all persons interested the opportunity to inspect and ask questions about the council's accounts.
5 We carried out an assessment of the risks facing the council and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			considered the financial and other risks it faces and has dealt with them properly.
6 We maintained throughout the year an adequate and effective system of internal audit of the council accounting records and control systems.			arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of the council.
7 We took appropriate action on all matters raised in reports from internal and external audit.			responded to matters brought to its attention by internal and external audit.
8 We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the council and, where appropriate have included them in the accounting statements.			disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9 Trust funds (including charitable) – in our capacity as the sole managing trustee we discharged our responsibility in relation to the accountability for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.		NA	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by the council and recorded as minute reference

dated

Signed by:

Chair

dated

Signed by:

Clerk

dated

*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the council will address the weaknesses identified.

Section 4 – Annual internal audit report 2013/14 to

SEAFORD TOWN COUNCIL

Council/Meeting

The council's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2014.

Internal audit has been carried out in accordance with the council's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the council.

Internal control objective	Agreed? Please choose only one of the following		
	Yes	No	Not covered*
A Appropriate accounting records have been kept properly throughout the year.	<input checked="" type="checkbox"/>		
B The council's financial regulations have been met, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>		
C The council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input checked="" type="checkbox"/>		
D The annual precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	<input checked="" type="checkbox"/>		
E Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>		
F Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	<input checked="" type="checkbox"/>		
G Salaries to employees and allowances to members were paid in accordance with council approvals, and PAYE and NI requirements were properly applied.	<input checked="" type="checkbox"/>		
H Asset and investments registers were complete and accurate and properly maintained.	<input checked="" type="checkbox"/>		
I Periodic and year-end bank account reconciliations were properly carried out.	<input checked="" type="checkbox"/>		
J Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, were supported by an adequate audit trail from underlying records, and where appropriate debtors and creditors were properly recorded.	<input checked="" type="checkbox"/>		
K Trust funds (including charitable) The council met its responsibilities as a trustee.			<input checked="" type="checkbox"/>

For any other risk areas identified by the council (list any other risk areas below or on separate sheets if needed) adequate controls existed:

[Empty box for additional risk areas]

Name of person who carried out the internal audit *S. Pollard for Auditing Solutions Ltd*

Signature of person who carried out the internal audit *[Signature]* Date *5/6/2014*

*Note: If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).

Seaford Town Council

Internal Audit Report 2013-14 (Final update)

Stuart J Pollard

*Director
Auditing Solutions Ltd*

Background and Scope

The Accounts and Audit Arrangements introduced from 1st April 2001 require all Town and Parish Councils to implement an independent internal audit examination of their Accounts and accounting processes annually. The Council complied with the requirements in terms of independence from the Council decision making process from the outset appointing a local contractor to undertake the work; he has subsequently resigned and we, at Auditing Solutions Ltd, were appointed with effect from 2012-13. This report sets out those areas examined during the course of our three visits to the Council for 2013-14, which took place on 17th December 2013, 13th March & 5th June 2014.

Internal Audit Approach

In conducting our review programme for the year, we have focused attention on gaining a further understanding of the Council's modus operandi noting the significant changes in staffing in the past year, together with examining the overall governance framework and procedures in place. Our aim is to ensure that the Council has robust control systems in place and that transactions are, as far as we are able to ascertain, undertaken in accordance with national and locally approved legislation and procedures.

To achieve this, we have continued our examination of available governance and other relevant documentation and extended our examination of several specific financial processes, as detailed in the body of the appended report to the current date, also undertaking testing thereon to ensure compliance with the approved procedures. Our reviews have again been based on the materiality of transactions and their susceptibility to potential misrecording or misrepresentation in the year-end Statement of Accounts, as summarised in the Council's Annual Return that now forms the statutory Accounts subject to external audit certification.

Any issues identified in the course of our reviews are set out in the body of the report with a summary of any recommendations arising in the appended Action Plan.

Overall Conclusions

We are pleased to conclude that, in the areas examined this year, the Council's financial systems continue to operate generally effectively with no significant issues identified. We have, however, identified a few areas where action is required to either further strengthen existing controls or correct a few identified errors.

On the basis of our completed programme of work for the year we have duly signed off the Internal Audit Certificate at Section 4 assigning positive assurances in each relevant area.

Detailed Report

Review of Accounting Arrangements & Bank Reconciliations

Our objective here is to ensure that the Council's accounting records are being maintained accurately and currently and that no anomalous entries appear in cashbooks or financial ledgers: we also aim to ensure the integrity of the data and that appropriate arrangements are in place for its security. We note that the Council uses the Omega accounting software with a single bank account in operation with the Co-op bank, together with the periodic placement of surplus funds in Treasury Term Deposits. To meet these objectives, we have, to date: -

- Agreed the opening balances brought forward in the financial ledger to the detail in the prior year ledger closing Trial Balance, which formed the basis of data reported in the 2012-13 Annual Return;
- Verified that the ledger remained "in balance" at the financial year-end;
- Ensured that a comprehensive, meaningful and appropriate nominal coding schedule, together with cost centres, remains in place;
- Checked and agreed transactions in the current account cashbook to the relevant bank statements for April & November 2013, plus February and March 2014;
- Checked and agreed transactions on the Treasury Deposit account cashbook for the full financial year to supporting bank statement detail;
- Verified the content and accuracy of all account bank reconciliations as at 30th April and November 2013, plus 28th February & 31st March 2014 to ensure that no long-standing uncleared cheques or other anomalous entries are apparent on the latest reconciliation;
- Ensured the accurate disclosure of year-end balances in the Accounts and Annual Return for the financial year; and
- Again considered the effectiveness of the procedures in place for the regular back-up and off-site storage of financial and other computerised data, noting that this is undertaken through the East Sussex County Council's IT system.

Conclusions

We are pleased to record that no significant issues have been identified in this review area, the accounting records being balanced at the end of each month with formal bank reconciliations prepared.

We acknowledged last year that effective back-up procedures were in place and are pleased to note that the restore capability has been tested and verified as operational.

We noted at our first visit for the year, in reviewing the Omega accounting records that the Council was still working on a relatively old version of the software: we suggested that officers should ensure that they update the software routinely as and when updates are issued by the supplier and are pleased to note that this is now being done.

Review of Corporate Governance

Our objective here is to ensure that the Council has a robust regulatory framework in place; that Council and Committee meetings are conducted in accordance with the adopted Standing Orders and that we are reasonably able to ensure that, as far as we are able to ascertain, no actions of a potentially unlawful nature have been or are being considered for implementation. To meet that objective, we have:

- Again examined the Council's Standing Orders and Financial Regulations, noting their further review, update and re-adoption in the current financial year;
- Continued our review of the Council and its standing committees' minutes for the financial year and to date in 2014-15 to ensure that no issues affecting the Council's financial stability either in the short, medium or long term exist, also that no legal issues are apparent whereby the Council may either be considering or have taken decisions that might result in ultra vires expenditure being incurred. We note the current and ongoing staffing issues, but do not consider it appropriate for us to comment on these at present: we will, however, monitor the outcome and any possible financial implications for the Council at future visits;
- Noted that the Council adopted last year a revised members Code of Conduct in line with the requirements of the Localism Act 2011;
- Noted that an updated version of the "Internal Controls Review" document has been prepared for 2013-14 and been submitted to Committee and Council for formal adoption; and
- Note that the Budget and precept for 2014-15 were appropriately discussed and adopted with the latter set at £557,502 including any Council Tax Support Grant receivable from Lewes District Council.

We would also draw members' attention to the recent repeal of Section 150(5) of the LG Act 1972 that previously required all payable orders to be signed by two members: also to approval of the use of electronic banking facilities. We would draw attention to the recent JPAG (Joint Practitioners Accounting Committee) release of an update to the "Governance and Accountability for Local Councils – A Practitioner's Guide" (copy attached) which provides further guidance on the safeguards that need to be implemented should councils change their approach to banking arrangements. NALC has also recently re-issued updated Financial Regulations that take account of these changes in legislation.

Conclusions

We note the current staffing issues, but do not feel it appropriate at this juncture, for us to make any comment in that respect. We note the progress of work on the Golf Clubhouse rebuild and intend to review the financial position of the contract as the project progresses at next year's first interim visit. We shall continue to review minutes and monitor the Council's approach to governance issues at future visits, also any changes that may be implemented in relation to the recent legislative changes affecting banking arrangements.

Review of Expenditure, Contracting Procedures and VAT

Our aim here is to ensure that: -

- Council resources are released in accordance with the Council's approved procedures and budgets;
- Payments are supported by suitable documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- All discounts due on goods and services supplied are identified and appropriate action taken to secure the discount;
- An official order has been raised on each occasion that one would be anticipated;
- The correct expense codes have been applied to invoices when processed; and
- VAT has been appropriately identified and coded to the control account for periodic recovery.

We examined the financial procedure documentation in place last year discussing the detailed procedures with the then Corporate Services Manager (CSM): we considered the documentation and procedures in place appropriate for the Council's requirements at that time and have seen no indication of any change warranting comment at this stage, also noting clear evidence of member involvement in the authorisation process.

In order to check compliance with the anticipated controls, we have selected an extended sample of 93 payments including those individually in excess of £2,000 plus a more random selection of every 20th payment in the year. Our test sample totals £875,400 by value and equates to 78% of all non-pay related payments made in the year.

We have also examined the content of the quarterly VAT returns submitted to HMRC electronically as now required agreeing detail to that on the nominal account code: we noted an under-claim of £10.00 on the first quarter's reclaim which had been duly corrected in the second quarter's reclaim. We have also agreed the accurate reflection of the final quarter's reclaim as a debtor in the Annual Return data.

We have examined the tendering and quotation procedures in place at the Council and consider them to be generally sound with effective documentation in place. We have, however, suggested that a more formalised approach be taken and that the following detail and actions should be built into all future tender and quotation exercises. We are pleased to acknowledge that sealed tenders are received and opened by councillors and officers on a pre-determined date and time and that late submissions are rejected. Ideally, in line with best practice, a formal tender register, rather than individual summary sheets, should be maintained covering all projects and significant equipment acquisitions; the register should identify the following detail:

- ❖ Detail of companies invited to tender / quote;
- ❖ Detail of tenders received;
- ❖ Total contract amount quoted;
- ❖ Identification of the names of councillors and officers opening the tenders: they should also sign and date the register accordingly; and

- ❖ In order to prevent any possible substitution of pages or amendment to detail, the councillors and officers opening the tenders should initial and date each page.

Conclusions and recommendation

We are pleased to report that no significant issues have been identified in this area of our review warranting formal comment or recommendation: we shall, time permitting, extend our coverage to include March transactions and the final VAT reclaim at our final visit. We did, however, note one instance among our test sample where VAT of £740.00 on cheque no. 202277 had not been identified when posting detail to the purchase ledger: we have drawn this to the attention of the relevant officers for appropriate correction and do not consider that it warrants a formal recommendation, being an isolated incident.

- R1. *A more formalised form of tender / quotation register should, ideally, be maintained, identifying the minimum detail as set out in the body of the report. Also, as indicated, the councillors and officers opening tenders and quotations should initial and date each page of the document to help prevent any subsequent amendment or substitution of pages.*

Assessment and Management of Risk

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage those risks in order to minimise the opportunity for their coming to fruition.

- We noted last year that the Council had prepared and adopted a formal Risk Management Plan, supplemented by a more detailed financial risk assessment document: both of these have been reviewed and re-adopted by the F&GP Committee in February 2014 with subsequent formal approval by full Council at its next meeting; and
- The Council's insurance cover is again provided by Zurich Municipal. We have examined the current year's insurance schedule and consider that, with both Public and Employer's Liability cover in place at £10 million, Fidelity Guarantee cover at £1 million, Hirer's Liability at £2 million and Business Interruption cover of almost £337,000 in place, the Council is adequately insured in these key areas. We also note the extent of cover in relation to premises and property and will undertake a more detailed review of that detail as part of our 2014-15 review, also ensuring compatibility with the asset register detail.

Conclusions and recommendation

No significant matters arise in this area of our review process, although, as detailed in our first interim report last year, we considered that the existing financial risk documentation should be expanded to give an indication of the potential financial impact on the Council should any listed risks materialise. We consider that the Council would benefit from the acquisition and implementation of appropriate software, specifically developed for the town and parish council market by a company now based in Scotland (DMH Solutions).

The software costs approximately £100 plus VAT and includes some 500 potential areas of risk. Councils identify those that are relevant to them and then score each on a scale of "0" to "3" ("not applicable" to "high risk") for both likelihood and financial impact. Whilst we accept that this is very much a number crunching approach, not only does it help identify potentially medium to high risk areas, but also generates detailed reports of the assessed risks, Action Plans for those assessed as medium or high, based on the product of the two scores for each aspect. The software also includes a very comprehensive reference document to all relevant legislation associated with each risk area and generates work schedules, insurance and health / safety checklists.

R2. *We again commend the LCRS software to the Council as a useful management tool and suggest that consideration be given to its acquisition and application to further enhance the existing risk assessment documentation in place: as a minimum, the existing documentation should be expanded to provide an indication of both the likelihood of risks coming to fruition and the likely financial impact on the Council.*

Budgetary Control & Reserves

In considering the Council's approach to budget determination and precept setting, we aim to ensure that decisions are made on the basis of sound information and that an appropriate level of precept is determined to meet the Council's future planned expenditure. We note that the Council has satisfactorily completed consideration of its budgetary and precept requirements for 2014-15, formally adopting a precept of £557,502 including any Support Grant to be received from Lewes District Council.

We are again pleased to note that regular reports of financial performance are prepared, based on the Omega software, and presented to members during the course of the year. We have, at this final visit, reviewed the year-end budget outturn seeking and obtaining appropriate explanations for the few significant variances that exist: we have also considered the level of year-end reserves which have increased to £500,100 (£363,000 as at 1st April 2013): included in these are earmarked funds totalling £217,100 leaving a General Reserve balance of £283,000, which equates to approximately 3 month' net revenue spending and is considered appropriate for the Council's ongoing revenue spending plans.

Conclusions

No issues arise in this area of our review process warranting formal comment or recommendation this year: we shall undertake further work in this area at future visits, specifically focusing on the golf clubhouse development and associated income and expenditure.

Review of Income

In examining the Council's sources of income, we aim to establish that robust procedures are in place to ensure that all income due to the Council is identified and invoiced accordingly, that arrangements for the secure handling of any cash income are in place and that income due to the Council is recovered within a reasonable time span.

At our interim update visit, we focused more attention on examining the Council's income streams, undertaking specific work in the following specific areas: -

- In order to check the effectiveness of controls in place at the Golf Club, we examined the daily cash up till slips for December 2013 checking detail to the various spreadsheet records prepared by the Golf Pro and ensuring that cash and cheques were banked within a reasonable time span (generally once weekly) and that detail of all income was accurately reflected in the cashbook and bank account statements. We were pleased to record that no issues arose in this area and indicated our intention to revisit the club once the new accommodation is functional;
- We examined the controls in place over the hire of the Council's facilities for specific events and were pleased to record that no issues of concern were identified with appropriate procedures and documentation in place: we considered the documentation held in respect of each event to be very comprehensive and made one suggested improvement in relation to the potential for improved cross-referencing of booking diary detail to include invoice reference numbers: we discussed this with the relevant staff member, who has also agreed to include a copy of the invoice in with the papers relating to each booking;
- We examined the detailed records relating to beech hut tenancies and considered them to be sound and afford an appropriate level of control: we shall examine this documentation further at future visits, including examining the respective tenancy agreements;
- We discussed the controls in place over the identification of regular rental income due to the Council and are pleased to acknowledge the development of appropriate registers identifying all such recurring income;
- We examined the Sales Ledger "Unpaid debtor schedule" discussing detail in relation to the Council's actions to ensure recovery of the few long-standing debts in existence. At our first visit for the year, we noted the existence of a few unmatched receipts / credit notes (e.g. invoice nos. 2031 & 2032 and 2155 and 2156), where detail should be offset appropriately to clear the debts from the ledger. We were subsequently pleased to acknowledge the actions taken to address these and clear them from the ledger: we shall continue to monitor the position with regard to recovery of the older debts at future visits; and
- We have again, at this final visit, re-examined the detailed income nominal transaction reports to ensure that, as far as we are able to ascertain, no mispostings have arisen and that income due to the Council for the year has been identified and recovered accordingly.

Conclusions and recommendation

We note the long-standing debt position with a few former tenants of Council premises and the actions being taken by the Clerk to resolve these issues. As indicated above, we indicated, in our first report for the year, that further action was required by officers to ensure that where debts had either been settled or corresponding credit notes been raised, detail in the Sales ledger was matched appropriately and the debts cleared – we are pleased to acknowledge the action taken to address this issue.

R3. Officers should ensure that where funds are received against invoices or compensating credit notes are raised, detail in the Omega Sales Ledger should be offset clearing the debt appropriately. This has been actioned accordingly.

Petty Cash Account and Other Cash Floats

We are required, as part of the Annual Return Internal Audit Certification process, to assess the effectiveness of controls over any petty cash accounts and cash floats operated by the Council. We note that, in addition to the £70 cash float held at the golf pro shop, a petty cash account is operated at the Council's offices. Monthly expenditure through the account averages between £40 and £45 with periodic, generally round sum, "top-ups" during the year. In reviewing the account, we aim to ensure that a trade invoice or relevant till receipt supports petty cash payments and that, where applicable, VAT has been identified for recovery. We have consequently: -

- Ensured that reimbursement cheques are correctly recorded in both the main cashbook and the petty cash account;
- Examined a sample of petty cash account payments for three months (November 2013 to January 2014) to ensure that an appropriate till receipt or trade invoice supported them;
- Ensured that, where applicable, VAT on the various expenses has been identified and coded to the VAT control account for recovery.

We also note that a separate cashbook account has been established in the accounting software and issued to the Council's external maintenance contractor with a nominal cash float of £250 to cover his expenditure on the purchase of materials for use at Council premises: we have examined transactions for the three months from November 2013 to January 2014 ensuring that an appropriate till receipt trade invoice is provided in support of the purchases and that all recoverable VAT is identified and coded accordingly.

Conclusions and recommendation

No significant issues have arisen from our review of the operation of the Council's petty cash account and physical cash held at the time of our interim update visit, apart from noting that VAT had not been identified for recovery on a few till receipts for vatable purchases despite a valid VAT registration number being evident on the receipts. We have drawn these to the attention of the relevant officer and do not therefore consider, in view of their low materiality, that a formal recommendation is warranted: we shall continue to monitor the position in this respect at future visits and make a formal recommendation if further instances of non-identification arise.

In order to protect the Council and ensure that the £250 float issued to the external contractor to defray his expenses on Council property maintenance is not lost sight of, we have suggested that he be required a formal certificate at each financial year-end confirming that he has been issued with and retains the funds.

R4. The external contractor should be required to provide an annual certificate confirming his continued holding of the £250 float. An appropriate certificate has been obtained at the financial year-end.

Salaries and Wages

In examining the Council's payroll function, we aim to confirm that extant legislation is being appropriately observed as regards adherence to the Employee Rights Act 1998 and the requirements of HM Revenues and Customs (HMRC) legislation as regards the deduction and payment over of income tax and NI contributions, together with meeting the requirements of the local government pension scheme, as further amended, as regards contribution percentage bandings, with effect from 1st April 2013. To meet that objective, we have examined and verified that: -

- Noted Council's approval for payment of the 1% national pay award backdated to 1st April 2013;
- Noted Council's consideration of staff salaries and formal minuted approval of same following significant staff changes in the early months of the current financial year;
- Salary payments have been accurately processed in November 2013 for each employee agreeing gross pay to the Council approved NJC pay scale spinal point;
- Income tax and NI deductions from employees' and employer's NI contributions for the same month are accurate by reference to the current year's HMRC Basic PAYE Tools software; and
- Superannuation deductions and employer's contributions for November 2013 have been calculated appropriately, ensuring compliance with the revised scale of deductions / contributions;
- Verified the accurate and appropriate payment of net salaries to employees via the BACSTEL process, together with payments to HMRC and the County Pension Fund for November 2013;
- Ensured that monthly returns under the new RTI system are being made successfully to HMRC, which should help avoid previous problems with delayed submission of annual returns resulting in HMRC surcharging the Council.

Conclusions and recommendations

We are pleased to record that no major issues have been identified in this area of our review process: however, in checking the NI and pension deductions / contributions, we noted the application of the incorrect NI Table to employee No. 40 (as a contributor to the pension scheme, Table D, not A, should be applied). We also noted application of the incorrect percentage banding for pension contributions in respect of employee No 31. Details of these two issues have been provided to the Support Services Manager for appropriate corrective action to be taken.

- R5. *Appropriate action should be taken with the next payroll run to ensure application of the correct NI Table and pension contribution banding percentage to the two employees where errors have been noted. This has been actioned accordingly.*

Asset Registers

The Accounts and Audit Regulations (as amended periodically) require all Councils to maintain an inventory/Register of Assets. We are pleased to note that a suitable register is

in place; however, in discussion with officers, we identified that the register required update to reflect the costs to date of the construction work on the new golf clubhouse, whilst deleting the former value as reported at 31st March 2013 in the register and Annual Return. The appropriate amendment was made during the course of our visit and has been appropriately reflected in the year's Annual Return at Section 1, Box 9.

Conclusions

No issues arise in this area warranting formal comment or recommendation following the appropriate adjustment of the register to reflect the "asset under construction" cost of work completed to date on the new clubhouse.

Investments and Loans

Our objectives here are to ensure that the Council is "investing" surplus funds, be they held temporarily or on a longer term basis in appropriate banking and investment institutions; that an appropriate investment policy is in place and that the Council is obtaining the best rate of return on any such investments made and that interest earned is brought to account correctly and appropriately in the accounting records. We also aim to ensure that loans are repaid in accordance with the terms of the original loan and that the year-end balance is accurately reported in the Annual Return.

The Council places surplus funds in Treasury term deposits for varying periods. We reviewed the documentation relating to deposits held, noting that the sole deposit held during 2013-14 was due to mature on 13th December 2013: we understand that the Council received no notification from the Co-op regarding maturity of this "investment" and the bank has subsequently opened a new 12-month investment without further reference to the Council.

Whilst there is unlikely to be any significant financial loss to the Council as a result of this re-investment, the Council should ensure that an appropriate and reasonable interest rate will be applied to the re-investment by the Co-op bank. We also noted that, at the time of our interim update visit, the interest earned on the previous deposit, which matured in December 2013, had not been paid over to the Council: we are pleased to acknowledge that this has now been received and brought to account appropriately.

We have also checked and agreed detail of the two half-yearly loan repayments on two separate loans for the year to the PWLB repayment demand notices, although the final repayment demand notice could not be found at the time of our visit, detail being obtained independently from PWLB during the day. We have also, at this final visit verified the accurate disclosure of the residual loan liability in the Annual Return at Section, Box 10.

Conclusions

We consider that the Council needs to take appropriate action to ensure that it is continuing to receive an appropriate interest rate on the Co-op "investment" in 2013-14 and 2014-15.

R6. Officers should ensure that interest earned to December 2013 on the Co-op bank deposit is identified and accounted for appropriately in the 2013-14 Accounts and

Annual Return. Officers should also establish whether or not that interest has been re-invested as part of the bank's action in re-investing the capital sum maturing in December 2013. This has been accounted for appropriately.

Statement of Accounts and Annual Return

The Annual Return now forms the Council's statutory Statement of Accounts, subject to external audit examination and certification. Our objective here is to ensure the accuracy of disclosure of information in the Return at Section 1 and that detail is consistent with that contained within the Council's financial and other supporting records.

The Council used the services of the software supplier to assist with the year-end Omega accounts "close down" and are pleased to record that no significant issues were identified in this process.

We have checked and agreed the Annual Return working detail report produced from the software to the underlying Trial Balance and have also verified the summary totals and the comparators to be transferred to the Annual Return at Section 1 to the various supporting records.

Conclusions

There are no issues arising from our work in this area and we have duly "signed off" the Internal Audit Certificate at Section 4 of the Annual Return, assigning positive assurances in all relevant areas.

Rec. Recommendation No.	Response
Review of Expenditure, Contracting Procedures and VAT	
R1	A more formalised form of tender / quotation register should, ideally, be maintained, identifying the minimum detail as set out in the body of the report. Also, as indicated, the councillors and officers opening tenders and quotations should initial and date each page of the document to help prevent any subsequent amendment or substitution of pages.
Assessment and Management of Risk	
R2	We again commend the LCRS software to the Council as a useful management tool and suggest that consideration be given to its acquisition and application to further enhance the existing risk assessment documentation in place: as a minimum, the existing documentation should be expanded to provide an indication of both the likelihood of risks coming to fruition and the likely financial impact on the Council.
Review of Income	
R3	Officers should ensure that where funds are received against invoices or compensating credit notes are raised, detail in the Omega Sales Ledger should be offset clearing the debt appropriately. <i>This has been actioned accordingly.</i>
Petty Cash Account and Other Cash Floats	
R4	The external contractor should be required to provide an annual certificate confirming his continued holding of the £250 float. <i>An appropriate certificate has been obtained at the financial year-end.</i>
Review of Payroll	
R5	Appropriate action should be taken with the next payroll run to ensure application of the correct NI Table and pension contribution banding percentage to the two employees where errors have been noted. <i>This has been actioned accordingly.</i>
Investments and Loans	
R6	Officers should ensure that interest earned to December 2013 on the Co-op bank deposit is identified and accounted for appropriately in the 2013-14 Accounts and Annual Return. Officers should also establish whether or not that interest has been re-invested as part of the bank's action in re-investing the capital sum maturing in December 2013. <i>This has been accounted for appropriately.</i>

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Seaford Town Council

Report 59/14

Agenda Item No:	16
Committee:	Town Council
Date:	19 June 2014
Title:	Allocation of ear marked reserves and review of existing earmarked reserves.
By:	James Corrigan, Interim Town Clerk
Purpose of Report:	To allocate £111,176 from the surplus funds of £137,188 from 2013/14 financial year to certain earmarked reserve funds for projects. Also to review the existing earmarked reserves for their suitability.

Recommendations

You are recommended:

1. To approve the allocation of £111,176 from the 2013/14 financial year surplus to various new earmarked reserves as set out in the report below.
 2. To allocate £26,012 of the 2013/14 financial year surplus to General reserves.
 3. To consider closing some of the existing earmarked reserves where no longer necessary and transferring funds to the earmarked reserves.
 4. To close the projects reserve and instead create seafront bins reserve, £10,000. £13,000 into the Martello toilets reserve and £6094 into Community projects reserve.
 5. To close the Grit bin reserve £6250 and transfer funds to General reserve.
 6. To close the Seaford Residents Association reserve, £51 and transfer to Seaford in Bloom reserve.
 7. To require officers to review all earmarked reserves over the financial year and advise on continuing need for each reserve that remains.
 8. To require officers to progress projects utilising earmarked reserves where possible and appropriate during the current financial year.
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1. Information

Councillors will note from the earlier Annual return report that there is a surplus of £137,188 from the last financial year's performance. The explanation for this appears elsewhere on the agenda. This will automatically fall into the Councils general reserves fund if no alternative arrangements are made. It is good practice to allocate funds to earmarked reserves when it is known the funds will be needed but are not catered for within the existing revenue budget.

A large amount of the underspend in 2013/14 was within the salaries and associated budgets after mid-term virement increased the staffing budget. The total underspend was £43,000. There is a significant backlog of tasks to be undertaken by the Council. This is resulting in excessive working hours for staff. The availability of this fund would enable officers to bring in additional short term support with the necessary skills to complete individual projects. An example of this recently was employing Chris Rolley to undertake a full review of the Councils asset records.

The Base **£10,000**

Information received indicates the Council has previously agreed to an allocation of £10,000 to The Base for new toilets but it is not on the RBS system. However it is highly likely that if arrangements are made to lease the Base to a voluntary group to run that a grant can be secured to undertake this project enabling the £10,000 be moved to another project.

The Seaford App. **£3000**

Information received indicates that £3000 was previously allocated to an EMR but again this is not shown on the RBS system.

Tree Wardens grant from BTP **£1003**

A grant was received for this project of £1003 in the financial year but has not been spent.

Total proposed EMR to be allocated from £137,188 surplus **£111,176.**

EXISTING EAR MARKED RESERVES

It is apparent that the existing earmarked reserves are as set out below.

Elections	6,722
Building improvements	10,757
Crypt - Ancient monument	13,269
Crypt - Professional Fees	8,465
Open Spaces reserves	9,276
S.106 Reserves	7,010
Signage reserve	6,000
Seaford Head Nature	2,531
Church St utilities	17,502
Golf Course project reserves	66,351
Equipment reserve	11,759
Seaford Residents Association	51
Tree planting	3,071
Grit bin reserve	6,250
Projects reserve	29,084
Memorial Bench maintenance	120
Xmas light reserve	2,857
Vision plan reserve	16,059

TOTAL EMR	£217,135
GENERAL RESERVE	£283,001
TOTAL RESERVES	£500,136

The explanation for each of these existing reserves is detailed below.

Elections	£6,722
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To go towards the cost of the elections which are due this financial year. There is also a revenue amount of £9000 available within this financial year's budget.

Building improvements	£10,757
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Available for STC buildings in general.

Crypt - Ancient monument	£13,269
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For Humidity / Ventilation equipment and other works that were listed in a funding schedule from LDC. Anything remaining after this is agreed, for retention for the Ancient Monument due to the potential cost of conservators work under English Heritage approval.

Crypt - Professional Fees	£8,465
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Professional fees related to 'the works' in the funding agreement, a portion of this should be used for the above project.

Open Spaces reserves	£9,276
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To cover a number of orders placed in 2013/14 financial year that were not included within that years accounts.

S.106 Reserves	£7,010
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Unsure on what this is for could be related to S.106 that came with Transfer of assets?

Signage reserve	£6,000
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£3,000 for the highways signage project that needs to be completed with ESCC, the project will far exceed £3,000 so would need significant support funding added to ensure the whole project can be delivered.

£3,000 for Open Spaces signage. There are proposals but these require a review before spend. This was proposed to be implemented with the above project but when the highways signage project stalled this did also.

Seaford Head Nature **£2,531**

For implementation of management plan and new leaflets if needed.

Church St utilities **£17,502**

Uncertain what this is for.

Golf Course project reserves **£66,351**

To support the development of the golf course, exact details uncertain.

Equipment reserve **£11,759**

Uncertain what this is for

Seaford Residents Association **£51**

Funds remaining from the wind up of the group, they gifted their closing accounts to STC for use on Memorial Benches/Seating. STC purchased two benches from this in 2011ish. Suggested remainder be transferred to Seaford in Bloom reserve.

Tree planting **£3,071**

Believed to be from donations for tree planting

Grit bin reserve **£6,250**

STC has spent very little on Grit Bins, if anything. The first one STC attempted was actually found to be an LDC site so LDC paid. If need for bins does arise in a financial year could come from revenue account as does not appear to be much demand. Consider revoking this reserve and adding funds to general reserve.

Projects reserve **£29,084**

This is made up of **£10,000** Seafront Bins, small amount spent rest is in dispute with supplier. **£13,000** Martello toilets, and Community Projects which it is believed remains unspent. This is too general a name for an EMR which should always be specific. Should agree to allocate as above into three separate EMR.

Memorial Bench maintenance **£120**

This is intended to build up for future use on Bench Maintenance. STC recognised the maintenance commitment that it was taking on with Memorial Benches so started charging a maintenance fee of the applicant.

Xmas light reserve **£2,857**

For replacement braids and other capital, Blachere to recommend as and when.

Vision plan reserve **£16,059**

Unsure what specifically for.

2. Financial Appraisal

There are no bottom line costs as a result of this report. The surplus funds from the £2013/14 were budgeted to be spent but have not. The use of £111,176 of the £137,188 available means that a resulting £26,012 will be added to the general reserve.

If the Council is minded to close some of the existing EMR's this figure will increase.

3. Contact Officer

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

Interim Town Clerk

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