




Seaford Town Council

To the Members of the Full Council

A Meeting of the Full Council will be held at 37 Church Street, Seaford on Thursday 20th July 2017 at 7.00pm, which you are summoned to attend.


James Corrigan
Town Clerk
10th July 2017

AGENDA

1. **Apologies for Absence**
To consider apologies for absence.
2. **Disclosure of Interests**
To deal with any disclosure by Members of any disclosable pecuniary interests and interests other than pecuniary interests, as defined under the Seaford Town Council Code of Conduct and the Localism Act 2011, in relation to matters on the agenda.
3. **Public Participation**
To deal with any questions, or brief representations, from members of the public in accordance with Standing Order 3 and Seaford Town Council Policy.
4. **Minutes**
To note the following minutes, approving or not approving recommendations as required:

4.1	Planning & Highways	1 st June 2017	pages 3 to 5
		22 nd June 2017	pages 6 to 9
4.2	Golf & The View	6 th June 2017	page 10
4.3	Full Council	22 nd June 2017	pages 11 to 12
4.4	Finance & General Purposes	29 th June 2017	pages 13 to 16
5. **Mayor's Report**
To note report 38/17 presenting the Mayor's Report and engagements (pages 17 to 19).
6. **Young Mayor's Report**
To allow the Young Mayor of Seaford the opportunity to provide a verbal update.
7. **Clerk's Report**
To consider report 40/17 presenting the Clerk's update report (pages 20 to 24)
8. **District/County Councillor Update Report**
To give opportunity for an update from Councillors at a District or County level on business and activities that effect Seaford and the local area.
9. **Refurbishment of Martello Toilets**
To consider report 44/17 seeking approval for small refurbishment works to the Martello Toilets (pages 25 to 26).
10. **Safety, Health & Environment Policy**
To consider report 27/17 presenting the draft Safety, Health & Environment Policy for adoption (pages 27 to 53).

- 11. Remembrance Day Parade; Memorandum of Understanding**
To note report 29/17 presenting a Memorandum of Understanding confirming the responsibilities with Seaford's Remembrance Day parade (pages 54 to 55).
- 12. Councillor Appointments**
To consider report 30/17 regarding appointments to Outside Bodies and Committee membership (pages 56 to 58).
- 13. Internal Audit Report Year Ended 31st March 2017**
To consider report 36/17 presenting the final report for the 2016-2017 financial year from the Council's Internal Auditors and seeking approval for the appointment of the Internal Auditor for the 2017-2018 financial year (pages 59 to 92).
- 14. Additional Council Meeting Date – 31st August 2017**
To consider report 31/17 regarding an additional Council meeting date being set for 31st August 2017 (page 93).
- 15. Christmas Shutdown Period**
To consider report 41/17 regarding the Christmas shutdown period for the Council offices (page 94).
- 16. Seaford Markets**
To consider report 42/17 regarding the trial of Seaford street markets (pages 95 to 96).
- 17. Martello Tower Entertainment Area Motion**
To consider report 39/17 presenting a written motion regarding the Martello Tower Entertainment Area (pages 97 to 99).
- 18. Salts Cottage**
To consider report 45/17 regarding the Salts Cottage (pages to 100 to 105).
- 19. Exclusion of the Press & Public**
The Chairman will move that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting during the discussion on the next two items on the agenda as the items concern business sensitive data and potentially confidential details.
- 20. Golf & The View Working Party Report**
To consider exempt report 28/17 presenting a report of the findings and recommendations from the Golf & The View Working Party (confidential pages 106 to 115).
- 21. Church Street Lease Liabilities**
To consider exempt report 32/17 regarding ongoing discussions with Sussex Police Authority on lease liabilities for 37 Church Street (confidential pages 116 to 119).

For further information about items appearing on this Agenda please contact:
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Circulation: All Councillors, Young Mayor, Deputy Young Mayor and email recipients.



Seaford Town Council
Planning & Highways Committee

Minutes of the meeting of the Planning & Highways Committee held at the Council Chamber, 37 Church Street, Seaford on Thursday 1st June 2017 at 7pm.

Present:

Councillor L Wallraven (Chairman) and R Honeyman (Vice-Chair).
Councillors P Boorman, L Freeman, N Freeman, T Goodman, A Latham and P Lower.
Geoff Johnson – Planning Officer, Seaford Town Council
9 members of the public present.

P 01/06/17 Apologies for Absence and Declaration of Substitute Members
Apologies for absence were received from Councillor D Argent.

P 02/06/17 Disclosure of Interests
Councillor P Boorman declared a personal interest in application LW/17/0369 as he knew the applicant. He declared that he would not speak or vote on the application.

Councillor A Latham declared a personal interest in LW/17/0239 as a neighbour of the applicant. He declared that he would not speak or vote on the application.

P 03/06/17 Public Participation
There was no public participation.

P 04/06/17 Planning Application LW/17/0240- 1 Little Place Lane
Members considered report 16/17 on this application for Change of Use from C3 - Residential to D1- Place of Worship.

*Mohamed Ali Hayder, Chair of Seahaven Islamic Community -
He has been a resident of Seaford for 30 years and has seen the local Muslim Community grow in that time. They had hired a room at the St James Trust for the last 15 years and were now seeking consent for their own permanent place of worship. The premises at Little Place Lane would mostly be used for weekly prayers but would also be used for Eid parties as well as coffee morning and charity events to promote community cohesion. The Community did a lot of charitable work and believed that the use of the premises would benefit Seaford.*

It was **RESOLVED** to **SUPPORT** the application.

P 05/06/17 Other Planning Applications

Planning Applications week ending 5th May 2017

Seaford 29 Chyngton Way
LW/17/0239 Planning Application - Reconstruction of existing dormer to front elevation.
It was **RESOLVED** to **SUPPORT** the application.

Seaford Land adjacent to 4-6 The Risings, Sutton Drove
LW/17/0309 Planning Application - Erection of three two-bedroom flats with parking.
It was **RESOLVED** to **SUPPORT** the application subject to the imposition of the contaminated land provisions recommended by Environmental Health.

Seaford **Rosecroft, 42 Firle Road**
LW/17/0321 Planning Application - Two storey rear extension, rooms in the roof with dormers and internal alterations.
It was **RESOLVED** to **SUPPORT** the application

Planning Applications week ending 12th May 2017

Seaford **Morrisons Supermarket and Filling Station Dane Road**
LW/17/0343 Advertisement Consent application - Rebranding external sign work.
It was **RESOLVED** to **SUPPORT** the application although it was also noted that the new signs had already been erected.

Planning Applications week ending 19th May 2017

Seaford **57 Blatchington Road**
LW/17/0369 Planning Application - Conversion of club at ground floor to 10 flats and reconfiguration and extension of first floor to form one flat.
It was **RESOLVED** to **SUPPORT** the application subject to the imposition of contaminated land conditions recommended by Environmental Health.

Seaford **69 Blue Haze Avenue**
LW/17/0377 Planning Application - Single storey ground floor extension and extension of existing flat roof dormer.
It was **RESOLVED** to **SUPPORT** the application.

Seaford **23 Upper Chyngton Gardens**
LW/17/0388 Planning Application - Double storey rear extension and new dormer to side of existing and proposed roof.
It was **RESOLVED** to **SUPPORT** the application.

Seaford **8 Friston Close**
LW/17/0389 Planning Application-Enlargement of bedrooms on first floor at rear.
It was **RESOLVED** to **SUPPORT** the application.

Tree Works Applications

Seaford **15 Barn Close**
TW/17/0034/TPO T1 and T2-Sycamores-Reduce to previous pruning point.
It was **RESOLVED** to **SUPPORT** the application.

Seaford **8 Chapel Close**
TW/17/0038/TPO Remove two stems of 1 x Sycamore to ground level.
It was **RESOLVED** to **SUPPORT** the application.

P 06/06/17 Proposed New National Park Boundary Signage
Members considered report 18/17 on proposals from the SDNPA for the erection of a park boundary sign on the A259 at Seaford.

It was **RESOLVED** to **SUPPORT** the proposals.

P 07/06/17 Update Report

Members considered report 17/17 setting out the decisions made by Lewes District Council on planning applications since the last meeting.

It was **RESOLVED** that the report be **NOTED**.

The meeting closed at 7.45pm.

Councillor L Wallraven
Chairman

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Seaford Town Council

Planning and Highways Committee

Minutes of the meeting of the **Planning and Highways Committee** held at the **Council Chambers, 37 Church Street, Seaford** on **Thursday 22nd June 2017** commencing at **7.30 p.m.**

Present:

Councillors L Wallraven (Chairman), R Honeyman (Vice-Chair), D Argent, P Boorman, L Freeman, N Freeman, T Goodman, A Latham, and P Lower
Geoff Johnson- Planning Officer
3 members of the public present

P 08/06/17 Apologies for Absence and Declaration of Substitute Members

There were no apologies received

P 09/06/17 Disclosure of Interests

Councillor L Wallraven (Chairman) declared a non-pecuniary interest as a member of Lewes District Council sitting on that Council's Planning Applications Committee and did not vote on any item

Councillors L Freeman and N Freeman both declared pecuniary interests as applicants in LW/17/0435 and left the room for the duration of the debate on the application.

Councillors D Argent, P Boorman, T Goodman, A Latham and L Wallraven declared non-pecuniary interests in LW/17/0404 and did not speak or vote on the application.

Councillor P Boorman declared non-pecuniary interests in LW/17/0435 and LW/17/0463 and did not speak or vote on these applications

Councillors D Argent, T Goodman, R Honeyman, A Latham and P Lower declared non-pecuniary interests in LW/17/0435 in view of the fact that the applicants were members of the Town Council and of this Committee. They were advised that, in the circumstances, the Members' Code of Conduct did not prevent them from considering the application and having their response forwarded to the District Council.

P 10/06/17 Public Participation

There was no public participation.

P 11/02/17 Planning Applications

Planning Applications for week ending 5th May 2017

Seaford	Beachside Cricketfield Road
LW/17/0323	Planning Application- Demolition of care home and erection of 4 x three bedroom dwellings

Tony Michaelson-Yeates of 55 Cricketfield Road commented that he had looked at the site on the day of the meeting but had not seen the plans. He considered that four houses on the plot would be 'squeeze' and garden space would be very limited

It was **RESOLVED** to **OBJECT** to the application on the grounds that four terraced houses on this limited site would be over development and three houses would be more appropriate. Also there was concern at the loss of much needed local care facilities and at the potential flood risk of additional development on the low-lying site.

Planning Applications received week ending 26th May 2017

Seaford
LW/17/0376

91 Hythe Crescent
Planning Application- Erection of 2 x two-bedroom flats

It was **RESOLVED** to **SUPPORT** the application.

Seaford
LW/17/0404

104 Claremont Road
Planning Application-Demolish existing pre-fabricated garage workshop and replace with a new oak-framed garage. Demolish existing rear conservatory and part-demolish rear single-storey extension; replace with oak-framed single-storey rear extension with soft/hard landscaping

It was **RESOLVED** to **SUPPORT** the application.

Seaford
LW/17/0406

26 Corsica Road
Variation of Condition- Variation of Condition 1 of LW/16/0760 to implement a smaller scheme with no loft conversion elements and replacement two-storey extension reduced in length

It was **RESOLVED** to **SUPPORT** the application.

Seaford
LW/17/0415

76 Vale Road
Planning Application - Two-storey side extension with single-storey extension behind, second storey rear extension and demolition of existing rear conservatory and replace with single-storey extension

It was **RESOLVED** to **SUPPORT** the application.

Planning Applications for week ending 2nd June 2017

Seaford
LW/17/0373

Crowlink Cuckmere Road
Planning Application- Two-storey side and rear extensions and creation of front porch.

It was **RESOLVED** to **SUPPORT** the application.

Seaford
LW/17/0399

23 Rookery Way
Planning Application-Proposed rear first floor extension and new pitched roof to front porch

It was **RESOLVED** to **SUPPORT** the application

Seaford
LW/17/0400

23A Sutton Road
Planning Application-Enlargement of existing dormers to side and rear and change of use of part C3 Residential Dwelling to D1 Dental Surgery

It was **RESOLVED** to **SUPPORT** the application

Seaford
LW/17/0412

36 Quarry Lane
Planning Application- Small single-storey extension to front elevation of garage

It was **RESOLVED** to **SUPPORT** the application

Seaford
LW/17/0416

7 Links Road
Planning Application- Insertion of 3 Velux roof windows

It was **RESOLVED** to **SUPPORT** the application

Seaford
LW/17/0425

3 Cliff Tops Cliff Road
Planning Application- Single-storey rear extension

It was **RESOLVED** to **SUPPORT** the application

Seaford
LW/17/0427

15B Heathfield Road
Planning Application- Erection of 3-bedroom dwelling within the curtilage of 15B Heathfield Road including part demolition of the existing garage

It was **RESOLVED** to **OBJECT** to the application on the grounds that the proposal constituted an inappropriate form of 'tandem' development which would be detrimental to the character of the area and to the amenities of neighbouring residents and thereby contrary to saved policy ST4 of the Lewes Local Plan

It was also **REQUESTED** that the owner/applicant should be required to comply with the tree planting condition attached to the previous consent for the development of no.15B

Seaford
LW/17/0458

Land adjacent to 19 Westdown Road
Planning Application- Erection of four houses with parking and garages

It was **RESOLVED** to **SUPPORT** the application. It was noted that this revised scheme was a significant improvement on the previous proposal for five houses on the site and that the design was in-keeping with the existing character of the area

Planning Applications for week ending 9th June 2017

Seaford
LW/17/0393

Sutton Leaze Eastbourne Road
Planning Application- Erection of 4 x semi-detached units and 6 x two/three bed dwellings (amendment to planning approval LW/16/0491)

It was **RESOLVED** to **OBJECT** to the application. Although it was noted that consent had been granted on application LW/16/0491 it was considered that the provision of four houses at the rear of the site rather than the three bungalows previously approved would constitute over development and that the bungalows would have provided a more appropriate mix of dwellings.

Seaford
LW/17/0435

Holm Cottage Maurice Road
Planning Application- Erection of a conservatory to the front of the property

It was **RESOLVED** to **SUPPORT** the application

Councillors L Freeman and N Freeman left the room at 8.04 p.m prior to the consideration of this application and returned at 8.06 p.m after the vote was taken

Seaford
LW/17/0439

28 St Peters Road
Planning Application-First floor extension over existing garage including balcony to rear

It was **RESOLVED** to **SUPPORT** the application

Seaford
LW/17/0446

1 Richington Way
Planning Application- Erection of single-storey rear conservatory

It was **RESOLVED** to **SUPPORT** the application

Seaford
LW/17/0463

28 Cinque Ports Way
Planning Application- Two-storey side extension and single-storey rear Extension

It was **RESOLVED** to **SUPPORT** the application

P 12/06/17 Update Report

Members considered report 22/17 informing the Committee of Lewes District Council decisions on previous planning applications.

It was **RESOLVED** that the report be **NOTED**.

The meeting closed at 8.10 pm.

Councillor L Wallraven
Chairman



Seaford Town Council

MINUTES of the meeting of the **Golf & The View Committee** held at **The View at Seaford Head, Southdown Road, Seaford, BN25 4JS** on **Tuesday 6th June 2017** at **7.00pm**.

Present:

Councillors S Adeniji (Chairman) and A Latham (Vice-Chair)
Councillors M Brown, D Burchett, L Freeman, N Freeman, R Hayder, O Honeyman, P Lower and B Webb.

Mr James Corrigan - Town Clerk (Seaford Town Council)

Mr Fraser Morley - Golf Professional (Seaford Town Council)

Mr Simon Lambert - Head Greenkeeper (Seaford Town Council)

Mr Eddie Martin (Seaford Head Golf Club)

Mr Alan Miller (Seaford Head Golf Club)

G01/06/17 Apologies for Absence and Declaration of Substitute Members

Apologies were received from Councillor McLean.

G02/06/17 Disclosure of Interests

No declarations were made of discloseable pecuniary interests or interests other than pecuniary interests as defined under the Seaford Town Council Code of Conduct and the Localism Act 2011, in relation to matters on the agenda.

G03/06/17 Public Participation

There was no public participation.

G04/06/17 Golf Professional's Report

The Committee considered report 13/17 presenting the update report from the Golf Professional. It was **RESOLVED** to **NOTE** the contents of the report.

G05/06/17 Head Greenkeeper's Report

The Committee considered report 14/17 presenting the update report from the Head Greenkeeper. It was **RESOLVED** to **NOTE** the contents of the report.

G06/06/17 General Manager's Report

The Committee considered report 15/17 presenting the update report from the General Manager of The View. It was **RESOLVED** to **NOTE** the contents of the report.

G07/06/17 Financial Performance of The View and Golf for 2016-2017

The Committee considered report 19/17 presenting details of the financial performance of The View and Golf for the 2016-2017 financial year. It was **RESOLVED** to **NOTE** the contents of the report.

The meeting closed at 7.53 pm.

Councillor Sam Adeniji
Chairman



Seaford Town Council

MINUTES of a Meeting of the **Full Council** held in the Council Chambers, 37 Church Street, Seaford on **Thursday 22nd June 2017** at 7.00pm.

Present:

Councillor L Wallraven (Mayor) and Councillor M Brown (Deputy Mayor).

Councillors S Adeniji, D Argent, P Boorman, D Burchett, B Burfield, L Freeman, N Freeman, T Goodman, R Hayder, O Honeyman, R Honeyman, A Latham, P Lower, M Wearmouth, B Webb and C White.

James Corrigan, Town Clerk – Seaford Town Council

6 members of the public.

C22/06/17 Apologies for Absence

Apologies for absence were received from Tom Exley, Young Mayor.

C23/06/17 Disclosure of Interests

No declarations were made of discloseable pecuniary interests or interests other than pecuniary interests as defined under the Seaford Town Council Code of Conduct and the Localism Act 2011, in relation to matters on the agenda.

C24/06/17 Public Participation

There was no public participation.

C25/06/17 Minutes

It was **RESOLVED** to **ADOPT** the following minutes and **RESOLVED** to **APPROVE** the recommendations therein:

- | | | |
|--------------|---------------------|--|
| C25.1 | Planning & Highways | 11 th May 2017 |
| C25.2 | Full Council | 18 th May 2017 – Annual Meeting |
| C25.3 | Full Council | 18 th May 2017 – Ordinary Meeting |

C26/06/17 Annual Governance Statement

The Council considered report 11/17 and the findings of the review of the effectiveness of the systems of internal control and the 2016/2017 Annual Governance Statement.

It was **RESOLVED** to **APPROVE** the Annual Governance Statement for the Year Ended 31st March 2017, **FURTHERMORE** to **AUTHORISE** the Mayor and Town Clerk to sign on behalf of the Council.

C27/06/17 Annual Return – Accounting Statements (Section 2) and Final Accounts 2016-2017

The Council considered report 12/17 presenting the Final Accounts and Annual Return (Section 2) for the year ended 31st March 2017 for approval and adoption.

It was **RESOLVED** to **APPROVE** the Accounting Statements for the Year Ended 31st March 2017, **FURTHERMORE** to **INSTRUCT** the Mayor to sign and date the Account Statements.

C28/06/17 Grant Applications 2017-2018; CTLA and CAB

The Council considered report 20/17 presenting two grant applications for consideration.

It was **RESOLVED** to **APPROVE** grants be awarded of £5,000 each to the Citizen's Advice Bureau and Community Transport for the Lewes Area, as part of the 2017-2018 Grants Scheme.

C29/06/17 Ear Marked Reserves 2016-2017

The Council considered report 21/17 regarding the position with Ear Marked Reserves and seeking approval for transfers.

- C29.1** It was **RESOLVED** to **NOTE** the Ear Marked Reserve position at 31st March 2017.
- C29.2** It was **RESOLVED** to **APPROVE** the transfer of £320,00 to the Tree Warden Ear Marked Reserve.
- C29.3** It was **RESOLVED** to **APPROVE** the transfer of £4,390.65 to a new Defibrillator Ear Marked Reserve.
- C29.4** It was **RESOLVED** to **AGREE** that the Council will take steps to increase the General Fund to £300,000 as soon as possible.

The meeting closed at 7.24pm.

Councillor Linda Wallraven
Mayor of Seaford



Seaford Town Council

Finance & General Purposes Committee

Minutes of a meeting of the Finance & General Purposes Committee held at the Council Chamber, 37 Church Street, Seaford on Thursday 29th June 2017 at 7.00pm.

Present:

Councillors M Brown (Chairman) and B Burfield (Vice-Chairman).
Councillors D Argent, P Boorman, T Goodman and R Honeyman.
James Corrigan, Town Clerk - Seaford Town Council
2 members of the public

F01/06/17 Apologies

Apologies for absence were received from Councillors S Adeniji and P Boorman (Councillor L Wallraven substituted for).

F02/06/17 Disclosure of Interests

Under the Seaford Town Council Code of Conduct and the Localism Act 2011, the following disclosures by Members of discloseable pecuniary interests and interests other than pecuniary interests were made in relation to items on the agenda:

F2.1 Councillor T Goodman – a non-pecuniary interest in item 5 on the agenda as a member of Seaford Kurlers and the Crouch Bowling Club;

F2.2 Councillor B Burfield – a non-pecuniary interest in item 5 on the agenda as a member of the Seaford Bonfire Society;

F2.3 Councillor L Wallraven – a non-pecuniary interest in item 5 on the agenda as a member of the Seaford Bonfire Society and Willet Charitable Trust;

F2.4 Councillor M Brown – a non-pecuniary interest in item 5 on the agenda as a member of the Seaford Bonfire Society and the Seaford Community Events Committee;

F2.5 Councillor R Honeyman – a non-pecuniary interest in item 5 on the agenda as a member of the Seaford Community Partnership and the Seaford Museum & Heritage Society.

F03/06/17 Public Participation

There was no public participation.

F04/06/17 Finance Report

F4.1 Receipts, Payments and Bank Reconciliation for March, April and May 2017

The Committee considered report 23/17 advising of receipts, payments and bank reconciliation for March, April and May 2017. Members asked for clarity on certain income and payments.

F4.1.1 It was **RESOLVED** to **NOTE** (as previously reported) the balance brought forward from February 2017 is £174,927.94.

- F4.1.2** It was **RESOLVED** to **NOTE** the March 2017 total receipts of £186,841.07 and total payments of £275,926.40 leaving a balance to carry forward of £85,842.62.
- F4.1.3** It was **RESOLVED** to **NOTE** the April 2017 total receipts of £488,169.72 and total payments of £150,343.71 leaving a balance to carry forward of £423,668.62.
- F4.1.4** It was **RESOLVED** to **NOTE** the May 2017 total receipts of £125,944.27 and total payments of £255,968.94 leaving a balance to carry forward of £293,643.96.
- F4.1.5** It was **RESOLVED** to **NOTE** the investment account balance of £134,066.06.

F4.2 Finance Report

The Committee considered report 24/17 informing of income and expenditure for the Financial Year End 2017 and the first two periods of the new Financial Year to 31st March 2018 compared to the annual budgets.

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

F05/06/17 Grant Applications 2017-2018

The Committee considered report 25/17 presenting the 2017-2018 Grant applications.

F5.1 It was **RESOLVED** to **APPROVE** the following small grants to a total of £4,375.00:

Name of Organisation	Purpose of Grant	Awarded 2017-2018
Cuckmere Haven SOS	To cover costs of the Lapwing Music Festival; artists fees, insurance, travel chair hire, catering and promotion. A grant would allow a greater % of ticket sale to be donated to CHSOS.	£500.00
Cuckmere Valley Canoe Club	To increase the number of people participating in paddlesport particularly the proportion of young people. Our project 'Cool Kayaking' aims to equip the club with the equipment needed to offer tailored sessions for the local community.	£300.00
East Blatchington Pond Conservation Society	New tool shed.	£150.00
Epilepsy Sussex	Replacement of worn out equipment and uniforms, and training for volunteers.	£250.00
Kent, Surrey & Sussex Air Ambulance Fund	Purchase of Laerdal Compact Suction Unit 4, costing £375 each. Used to protect patient airway.	£375.00

Mercread Youth Centre	To purchase a badge making machine for use at club sessions.	£150.00
Seaford Community Partnership	Administration and the general running costs of the Partnership, including public meetings.	£300.00
Seahaven Hard of Hearing Club	Advertising. To reach more people who are hard of hearing and provide transport and speakers.	£100.00
Seaford Kurlers	Ongoing repairs and replacement of equipment.	£200.00
Seaford Museum & Heritage Society	Display shelving when access project complete.	£250.00
Seaford Netball Club	Help towards Level 1 coaches to help select quality coaches to secure the future of the club.	£200.00
Seaford Silver Band	Band overheads; rent; insurance; instrument repairs and replacements; new uniforms.	£400.00
Seaford Stroke & Caring Club Charity Trust	Towards transport costs.	£200.00
St James' Trust (Seaford)	To fund the Hard of Hearing battery replacement and hearing aid repair service held at the Trust twice a month.	£300.00
Teddy Treats	Towards publishing a book on bullying; writing illustration, copyright and printing.	£300.00
The Deans Senior Tea Club	To run free weekly clubs in Seaford; hall hire, catering, activity costs and events.	£300.00
Willett Charitable	Continuation of restoration project to grassland on NW facing banks for the Bishopstone village green.	£100.00

F5.2 It was **RESOLVED** to **APPROVE** the following large grants to a total of £8,500.00:

Name of Organisation	Purpose of Grant	Awarded 2017-2018
Seaford Bonfire Society	Towards specialist Security and Medical personnel for the procession and display. The amount requested would cover approx. 1/3 of the total costs.	£1,500.00
Seaford Community Events Committee	Towards the costs of the Motorfest event management and H&S provisions on the day - estimated at £3,000.	£1,500.00

Seaford Lifeguards	To help fund vital lifesaving equipment including wet weather jackets and safety equipment.	£1,800.00
Seaford Musical Theatre & SMTJ	To re-upholster 85 fixed chairs and clean and repair 35 mobile seats.	£700.00
Waves Seaford Ltd	To support 15 families through counselling (£1,800) + run Anger Management courses for children in Years 5, 6, 7 & 8 in the local schools (£1,200).	£3,000.00

F06/06/17 Grants Policy Working Group

The Committee considered report 26/17 regarding the creation of a Grants Policy Working Group.

It was **RESOLVED** to **ESTABLISH** a Grants Policy Working Group consisting of all seven members of the Finance & General Purposes Committee: Councillors S Adeniji, D Argent, M Brown, P Boorman, B Burfield, T Goodman and R Honeyman, as well as the Mayor, Councillor L Wallraven. The Group is created with the purpose of reviewing the current Grants Policy and making any recommendations for a revised policy to Full Council at its meeting on 19th October 2017.

The meeting closed at 7.16pm.

Councillor Mark Brown
Chairman



Seaford Town Council

Report 38/17

Agenda Item No: 5
Committee: Council
Date: 20th July 2017
Title: Mayor's Report & Engagements
By: James Corrigan, Town Clerk
Purpose of Report: To present the Mayor's update report and details of Mayoral engagements.

Recommendations

You are recommended:

1. To note the contents of the report.
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1. Information

- 1.1 Attached at Appendix A is the Mayor's report for the period from May 2017 to date.
- 1.2 At Appendix B are details of the Mayor's engagements for the same period.

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, Town Clerk.

Town Clerk

Report 38-17 Appendix A Mayor's Report – July 2017

Since having the honour of becoming Mayor I have decided to have the Seaford Lifeguards as my mayoral charity. This organisation is a major asset to our seafront in keeping our residents and visitors safe. I want to work with the Lifeguards and our Projects and Facilities Manager (Craig) to have a station at the western end of the seafront and with some of the money raised, I hope we will be able to achieve this. Seaford Lifeguards are totally voluntary and they have NO paid staff; all funds raised and grants go to equipment, maintenance and training programs.

Fundraising has already started with the 6th Mayor's Garden Trail which is so well organised by Geoff Stonebanks. I visited all eight fabulous gardens. The owners must have worked so hard in making the gardens looking their best; the gale force winds and driving rain must have played havoc in the week leading up to this event! A fantastic amount of £2,060 was raised and has given me a good kick start to the fundraising; thank you to all the garden owners and everyone who came out to support this event.

I witnessed the Newhaven and Seaford Sea Cadets receive a prestigious award the 'TS Indefatigable Cup' for the most improved unit in the last twelve months out of all the units in the country. It was a very proud moment for the cadets, parents and staff. The evening was very enjoyable, watching how dedicated and disciplined these young people are.

With sweltering hot weather leading up to Veteran's & Armed Forces Day, it turned out to be the opposite with driving rain and sadly the event had to be abandoned only after the parade, salute and inspection. I admired the public who took the trouble of turning out in awful conditions to applaud our veterans, cadets and standard bearers as they so smartly marched by.

We welcomed the Lord Lieutenant Mr. Peter Field and his wife, Margaret, together with the Mayor of the City of Brighton, Mayors from our neighbouring towns, the Chairman of Lewes District Council and the Lewes Member of Parliament, who all braved the elements!

The following day I was guest at Brighton Armed Forces Day hosted by Blind Veterans UK at St. Dunstan's, where the weather was much kinder.

For the second time I have witnessed a veteran receiving the 'Legion d'Honneur', this time to Seaford's 92 year old Mr. Dennis Mee (Royal Navy) for his role in liberating occupied France on D-Day. The award was presented by Captain Francois Jean of the French Consulate at The View at Seaford Head. The Legion d'Honneur is the highest French military and civil order of merit, established in 1802 by Napoleon Bonaparte.

I celebrated the H.M. The Queen's Official Birthday with the Royal Society of St. George, having a very good dinner at The View at Seaford Head. The following day, being a traditionalist, I raised the red flag for East Sussex on Sussex Day!

When I was Mayor in 2011/12 I managed to raise over £6,000 for Waves Family Support; my target is to at least match this amount if possible and your help in supporting fundraising events will be very much appreciated. Cllr. Lindsay Freeman has already shown her support by helping to organise a Charity Golf Tournament on 23rd August, which she had during her Mayoral year, and hopefully it will become a yearly event for future Mayors.

Report 38-17 Appendix B – Mayor’s Engagements

Organisation	Event	Day	Date	Time	Venue
June 2017					
Lord Lieutenant of East Sussex	Informal Mayor's Meeting	Thursday	01-Jun-17	2.30pm	Mayor's Parlour, Brighton Town Hall
Sea Cadets		Friday	03-Jun-17		
Geoff Stonebanks	Tea Party for Garden Owners	Saturday	03-Jun-17	3pm	14 Lullington Close, BN25 4JH
Newhaven Town Council	Newhaven Power Boat Event	Saturday	10-Jun-17		Romney Hut at Newhaven Fort
Geoff Stonebanks	Mayor's Open Gardens	Sunday	11-Jun-17	11am	Driftwood
Concennus Chorale	Summer Concert	Saturday	17-Jun-17	7.30pm	St.Leonards Church Seaford
The Royal Society of St.George	Commemoration of The Official Birthday of HM The Queen	Saturday	17-Jun-17	7.30pm	The View
Seaford Town Council	Sussex Day Celebrations	Sunday	18-Jun-17	12noon	Martello Tower
Sussex Community Development Association	20th Anniversary	Thursday	22-Jun-17	3pm	Denton Island Community Centre
CTLA		Saturday	24-Jun-17	3pm	Meridian Centre Peacehaven
Seaford Town Council	Veterans & Armed Forces Day	Saturday	24-Jun-17	11am	Esplanade, Martello Tower
Blind Veterans UK	Brighton Armed Forces Day	Sunday	25-Jun-17	10.30am	The Grounds Ovingdean
Mr Michael Ensor	Summer Reception	Monday	26-Jun-17		Ashburnham Place, Battle
East Sussex Academy of Music	Summer Concert	Wednesday	28-Jun-17	7.30pm	Sussex Downs College, Lewes
East Sussex Academy of Music	Summer Concert	Thursday	29-Jun-17	7pm	Lewes Town Hall
East Sussex Academy of Music	A Summer's Evening Concert for Friends	Friday	30-Jun-17	7.30pm	St Mary in the Castle, Hastings
Sussex Elderly Care Ltd	Health & Wealth & Wellbeing Show	Friday	30-Jun-17	10.30am	Clinton Centre, Seaford
July 2017					
East Sussex Community Choir	Concert	Saturday	01-Jul-17	7.30pm	Lewes Town Hall
Crowborough Area Music Centre	Summer Concert	Saturday	01-Jul-17	2pm	All Saints Church, Crowborough
Michael & Pippa	Annual Charity Garden Party	Sunday	02-Jul-17	11.30am	31 Sutton Avenue, Seaford
Bishop of Chichester	Choral Evensong & reception in garden palace	Thursday	06-Jul-17	5.15pm	The Palace, Chichester
Telscombe Town Council	Summer Fayre Reception	Saturday	08-Jul-17	2pm	Chatsworth Park, Telscombe Cliffs
Seaford Evening Flower Club	Open Garden	Saturday	08-Jul-17	10am	Jo's House, Victor Close Seaford,
Mayor of Newhaven	Lewes to Newhaven Raft Race	Sunday	09-Jul-17	1pm	Newhaven Harbour
The Mission to Seafarers	Sea Sunday	Sunday	09-Jul-17	10.15am	St Andrew's Church, Bishopstone Village
Seaford Town Council	Mayor's Civic Service	Sunday	09-Jul-17	6pm	St Andrew's Church, Bishopstone Village



Seaford Town Council

Report 40/17

Agenda Item No:	7
Committee:	Council
Date:	20 th July 2017
Title:	Clerk's Update Report
By:	James Corrigan, Town Clerk
Purpose of Report:	To update Councillors of key developments that the Town Clerk has been involved in since the last Clerk's Report on 18 th May 2017.

Recommendations

You are recommended:

1. To note the contents of the report.
-

1. Information

- 1.1 **Outstanding Freedom of Information Act requests, complaints and compliments**, since the last Council on the 18th May 2017 there have been no valid Freedom of Information Act requests or official complaints.
- 1.2 There has been a complaint made by a resident with regards to the Martello Entertainments area. This was investigated and the noise levels were found to be not excessive and had an Environmental Health Officer been called out would not have merited any action. The resident was offered this option but did not act to secure the services of the Environmental Health Officer. This was emphasised by the noise from a car stereo overpowering the noise of the entertainer on a later visit.
- 1.3 **Staffing update**, the team at The View are developing very well over the past few weeks. This follows a very difficult few weeks for the team as a new Head Chef resigned after only two days, which coincided with another chef having an extended period of sickness. The business was therefore heavily reliant on Agency chefs which are not ideal and not cheap.
- 1.4 The appointment therefore of a new Head Chef, Nelson Prudencio, has been a massive lift for everyone in the team and is already having a big impact, both in terms of the quality of food produced and the management of the kitchen. Nelson comes to us with a great pedigree previously being the Head Chef at a very well-established gourmet pub restaurant, The Sloop Inn. Craig Nicol (General Manager at The View) and Nelson are in the process of appointing a new team in the kitchen including a new position of Apprentice Chef. The Sous Chef Jarrod Dry has recently resigned and left The View for personal reasons. A replacement chef has been sourced on a temporary basis and other chefs are being trialled to fill the position on a permanent basis.
- 1.5 Other changes at The View include the Marketing Manager, Gary Weston, who recently left and has secured a position elsewhere. Also, the Deputy Manager, Alan Woolgar, has recently left to relocate his family back to their roots nearer their own family members in Berksh

- 1.6 Within the office, Emily has had to take some time off for an operation. To cover this extended period of absence, Sue Treadwell has been appointed on a temporary contract to cover the Administration Assistant position in the office. Sue has fitted in very well and is doing a very good job. Sharan has moved up to cover Emily's position and is discovering whole new elements to what the Council does.
- 1.7 **Councils Staff review**, following the decision to undertake a review of the staffing positions and structure as the organisation continues to grow, the review is underway. The contract was awarded to Chris Rolley Associates Ltd after all tenders were reviewed by two councillors, including the Chairman of the Personnel Committee. The research work has been completed and a draft report will be with the Council imminently. The report will be presented to a working group to which all Councillors will be invited. The Personnel Committee will then consider the report before it is taken to the Full Council meeting on the 31st August, dates for diary are;
- 2nd August Briefing session to all Councillors on report by consultants
 - 8th August Personnel Committee consider report
 - 31st August Council considers report
- 1.8 **Officer and Councillor development**, staff are currently reviewing their 2016 Annual Appraisals in readiness for the 2017 appraisals, which will be conducted over August and September. A number of training courses are currently being booked including First Aid training for staff and fire extinguisher use. The costs will be subsidised by making places available to other Councils.
- 1.9 The Councillor training events for the rest of the year have now been organised and booked. Most Councillors have let us know their availability and plans made to accommodate those attending. The events booked are;
- 22nd July Site visit all main Town Council Sites
 - 24th August Training on various internal matters requested by Councillors
 - 7th September Good Councillor Guide
 - 12th October Monitoring Officer providing training on Code of Conduct
- 1.10 **Press releases, social media, website and Council quarterly newsletter**, since the May Council meeting 11 press releases have been issued. These have covered a range of issues from the supply of bamboo to Drusillas Zoo by Seaford Head Golf Course to encouraging residents to take their litter home from the seafront.
- Posts on the Facebook site have reached almost record levels with a post regarding the Cliff Falls, securing over 14,000 views. New targets have been set for the Golf Course to include a number of "boosted" Facebook adverts, similar targets are to be set for The View. The Spring newsletter has just been published and includes important updates on matters such as the Seafront Development Plan and The Shoal.
- The website continues to be updated and receives more hits than ever, recently being the subject of several compliments. However, it has its limitations and it is becoming more and more apparent that in the not too distant future the Council will have to look at alternative platform providers to give the functionality that the growing business of the Town Council requires.
- 1.11 **Outstanding litigation**, the Town Council has four potential legacy litigation matters currently to deal with, all do take up a lot of Officer time. A report appears elsewhere on this agenda recommending acceptance to a compromise negotiated with the Police and Crin P. 21 nissioners office with regard to the backdated

utility supplies and the rent. This will hopefully finalise one of the legacy litigation matters.

The County Court claim against a former employee has progressed with the Town Council having submitted its response to the counter claim made by the former employee and setting out why the original claim is a valid one.

The claim in respect of Hurdis House continues to progress slowly, The Town Council is attempting to secure some statements which will assist in defending any claim brought. A local volunteer, Charlie Grimble, has very kindly offered to review all of the papers in this claim to help collate the defence going forward. This help is invaluable and is greatly appreciated.

The final potential claim is the subject of a meeting on the 14th July where more details will be secured before deciding the most appropriate way forward for the Council, probably by way of a report to a future meeting.

- 1.12 Corporate Governance and Policy review**, the policy review and development continue at pace with a substantial Health and Safety Policy appearing elsewhere on the agenda for adoption; thanks to the excellent work of Jennie Hallett, the Council's Inspector. Significant research has also been dedicated to developing a Business Plan for The View, which will be presented to the Council Meeting on the 31st August for consideration. Work is also going into developing a new Communications Strategy and to review the Strategic Objectives, taking into account completed matters and time frames for existing targets.
- 1.13 Annual Return**, this was all completed in good time and has been audited by the internal auditor, all securing a clean bill of health thanks to the diligent work of Lucy Clark and Simon Andrews. The external auditor will now undertake their tasks before hopefully signing off the Annual Return as satisfactorily completed.
- 1.14 Neighbourhood Plan**, the support has been ongoing for the Neighbourhood Plan team who are doing a great job. The amount of work put into this project by volunteers is phenomenal and is all of a very high standard. As is noted elsewhere on this agenda, it is proposed to bring the draft Neighbourhood Plan to a specially convened Council meeting on the 31st August for consideration to enable the referendum process to begin.
- 1.15 Leases and agreements**, currently 8 leases are being renewed. Some of these are legacy matters, some are new matters. They have all progressed well over the past month with some nearing completion. The leases currently being dealt with include the Crouch Bowling Club, Arts@the Crypt, the Rugby Club, the Cricket Club, the Community Garden Lease, the Old Town Hall and the Seaford Head Nature Reserve. The work doing these and other developmental work has unearthed a large number of additional legacy issues such as parcels of land not being registered at the Land Registry, some land not being owned as was thought and some requiring additional work to resolve potential flaws in the registrations and documentation held. One of these for example was the land at The Covers which has not been registered at the Land Registry when transferred so is being done now in order to fulfil a Council decision to sell a small irregular slice of this land to a neighbour for use to build a garage on.
- 1.16 Land sale at The Holt and other areas**, the good news on the sale of the land at The Holt is that after Geoff Johnson successfully managed to secure planning permission for the site, Craig Williams has managed to secure a sale for £190,000; significantly more than the estimated value of £140,000. However, there may be an issue in securing planning permission for the other side of the Holt to enable the sale of that land so further work will have to be undertaken.

The next parcel of land to look at selling therefore is the land connecting Firle Road and North Way. The plan is to look to secure outline permission for two or three units on this site to maximise its value, and therefore revenue, to progress other projects. However, there is a potential issue with a covenant which is being dealt with first.

Finally, a potential development of four units at the end of Southdown Road nearest The View opposite existing properties is being explored. It is planned to attempt to secure outline planning permission for this site as soon as possible. The potential £1,000,000 income from the sale will make a huge impact on the Council's overall performance if it is reinvested to generate a recurring revenue or reduce loan repayments. This will be covered in the Business Plan for The View which will be considered at the Council meeting on the 31st August.

- 1.17 **The View developments**, support continues with The View, this is reducing significantly in respect of day to day activities, especially now that Craig and Nelson are both in situ. The rest of the team are supporting them superbly with many pieces of positive feedback about the staff being received.
- 1.18 The time created by not being so involved in the day to day activities has been put to good use reviewing the strategic matters at The View. This included holding a brainstorming session with several members of staff on planning actions for The View. This was a very positive experience for all staff involved namely Craig Nicol, Rebecca Sandals, Craig Williams, Lucy Clark and Georgia Raeburn. The meeting resulted in over 50 action points to go forward shared out amongst the staff there. This team will meet on a regular basis to support the ongoing development at The View.
- 1.19 Alongside this development, time has been dedicated to creating a business plan (not quite complete) and working with two volunteers who offered to do some voluntary work to support The View. Bob Self and Patrick Goff both have a wealth of experience in complimentary areas and have both independently produced reports on The View going forward. The work they have done is invaluable and of extremely high quality and will be shared with Councillors as appendices to the Business Plan. This in turn has led to two meetings with local planners from both the South Downs National Park Authority and Lewes District Council.
- 1.20 There are many other actions to help support The View which will be implemented over the coming weeks all aimed at reducing the running costs and increasing the revenue income. One area to closely look at is the best way to market the facility going forward.
- 1.21 **The schedule of voluntary support** offered by Councillors has grown since the last meeting with some very useful additions in terms of saving time including Councillor Nick Freeman taking up the responsibility of editing and uploading recordings of meetings, many thanks for this. Any Councillors who would like to contribute are asked to let us know as soon as possible. It is planned to offer the voluntary functions to members of the public in due course to ensure we maximise the amount of support from the local community to help improve the town.
- 1.22 **Election for casual vacancy**, the election took place on 6th July, with Councillor James Elton successfully taking office. Councillor Elton has signed his Declaration of Acceptance of Office. A training programme will be offered to ensure the new Councillor is brought up to speed as quickly as possible, as well as being provided with a Councillor Information Pack.
- 1.23 **Office premises for Seaford Town Council**, work is ongoing to look at more suitable premises from which the Council can deliver its services as well as the Tourist Information Cent. P . 23 town centre options have been looked at and

found to be inadequate. Unfortunately, the Crossways Church was recently sold but was not subject to high publicity so was missed. This has been sold to a Church from Eastbourne. This building would have offered many new opportunities for service delivery. At present a potential arrangement with East Sussex County Council to relocate to the Library is being explored. This will however be considered as part of a much larger strategic plan to look at libraries across the County. The outcome of this will not be known until the end of this year. This option does offer the most potential but any other options will be analysed should they arise.

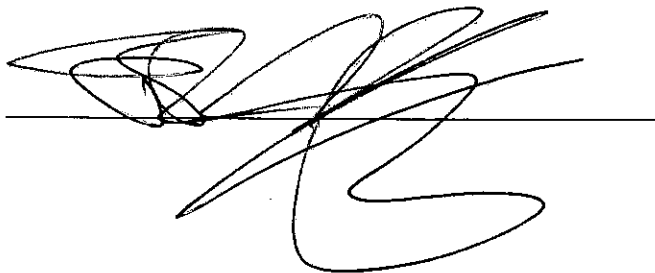
2. Financial Appraisal

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

3. Contact Officer

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

Town Clerk

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



Seaford Town Council

Report 44/17

Agenda Item No: 9
Committee: Council
Date: 20th July 2017
Title: Refurbishment to Martello Toilets
By: Craig Williams, Projects & Facilities Manager
Purpose of Report: To propose a small refurbishment to the Martello Toilets to improve the condition until the full project can take place.

Recommendations

You are recommended:

- 1. To approve the proposed refurbishment works to the Martello Toilets.**
-

1. Background

- 1.1** As notified and discussed at previous Council meetings, the Martello Toilets are in a poor state of repair. Further to Council agreement, the project of knocking them down and rebuilding is currently being coordinated.
- 1.2** In recent months however, Council officers have been receiving increasing amounts of complaints regarding the condition of the toilets and the cleanliness.
- 1.3** Upon reviewing the condition of the toilets and the timeline of the rebuild project, Officers would recommend that a small refurbishment be carried out to the toilets in the interim, as they are close to being unusable.
- 1.4** The refurbishment would include; replacing damaged or missing tiles; a thorough disinfectant clean (which will need to take place out of hours); repairs to all locks and hinges that are broken; and the installation of a timed scented release to reduce the odours.
- 1.5** The cost of these works is £2,660, which is far less than the initial cost quoted in March due to the scope of works being reduced.
- 1.6** At its meeting on 6th July, the Community Services Committee stressed that it felt it was imperative to get these works carried out as the toilets are not satisfactory public facilities in their current condition and in that, potentially damaging to the reputation of the Town Council.

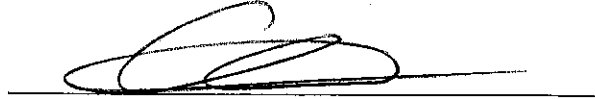
2. Financial Appraisal

There will be a cost of £2,660 which will be taken from Community Services Projects Pool budget (225).

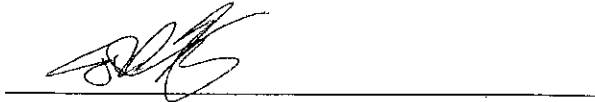
3. Contact Officer

The Contact Officer for this report is Craig Williams, Projects & Facilities Manager

Projects & Facilities Manager



Town Clerk





Seaford Town Council

Report 27/17

Agenda Item No: 10
Committee: Council
Date: 20th July 2017
Title: Safety, Health & Environment Policy
By: Jennie Hallett, Inspector
Purpose of Report: To present the draft Safety, Health & Environment Policy for adoption.

Recommendations

You are recommended:

1. To adopt the draft Safety, Health & Environment Policy as presented;
 2. To note that the Town Clerk may reallocate the responsibility for tasks within the Policy as necessary, as per section 2.3 of the Policy.
-

1. Information

- 1.1 Attached at Appendix A is a draft Safety, Health & Environment Policy recommended for adoption by Council.
- 1.2 The Council has not previously had a written policy setting out its understanding, responsibilities and procedures with safety, health and environmental matters. This policy has been drafted by the Council's Inspector, who is IOSH qualified at degree level, and has a vast amount of experience and knowledge regarding organisational safety, health and environmental factors.
- 1.3 As per section 2.3 of the policy, the policy includes indicative responsibility for various tasks assigned to positions within the Council's staff structure. The Council is asked to note that as the policy is put in to practice, the position responsible for an activity may be changed for a number of reasons at the Town Clerk's discretion.
- 1.4 A meeting will take place with all relevant managers in due course to ensure they are all aware of their responsibilities and to ensure that responsibilities have been allocated to the best placed officer.
- 1.5 The various cyclical activities required in this policy will be added to the Council's annual prompter spreadsheet to ensure they are all undertaken in good time.

1.6 The contact details which are currently blank will be updated as soon as possible.

1.7 It is recommended that the Council adopt the Safety, Health & Environment Policy as presented; to be reviewed annually by Council Officers and in 2020 by the Council unless needs dictate otherwise.

2. Financial Appraisal

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

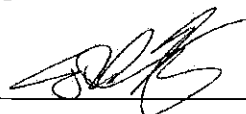
3. Contact Officer

The Contact Officer for this report is Jennie Hallett, Inspector.

Inspector



Town Clerk





Safety, Health and Environment Policy

Seaford Town Council



Seaford Town Council

Safety, Health and Environment Policy Contents

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1. STATEMENT OF INTENT



Seaford Town Council

Safety, Health and Environment STATEMENT OF INTENT

Seaford Town Council recognises that it has a duty to provide for the health, safety and wellbeing of its employees and others that may be affected by its activities. It is committed to continuous improvement and to allow this it will measure accidents, ill health, near miss incidents and losses.

Seaford Town Council also recognise their duty to ensure, so far as is reasonably practicable, to prevent or minimise emissions and wastes and any possible adverse impact of its work activities on the natural environment.

The organisation will ensure, so far as is reasonably practicable, to provide safe and healthy working environments and premises, safe work equipment and safe systems of work and will strive to attain legal compliance as a minimum standard.

Suitable and sufficient risk assessment will be used throughout to ensure that arrangements for health, safety and the environment are adequate and remain current.

Employees will receive adequate and appropriate health, safety and environment training and will be expected to cooperate and to contribute towards a level of excellence.

Contracted work will be carried out by fully competent persons who will be expected to provide both risk assessment and method statement 28 days prior to work commencement and will work in such a way as to ensure safety for themselves, town council employees, the public and the environment.

Health, Safety and Environment procedures will be documented and used during employee training and will periodically be reviewed to ensure they remain current and relevant. Failure to follow procedures will be taken seriously and may result in disciplinary action being taken.

Roles and responsibilities for health, safety and environment will be made clear to all employees and those working in a contractual role (example: maintenance and cleaning) from the onset of employment.

Seaford Town Council will aim to benchmark their performance wherever possible against available data from similar work environments.

The organisation will take seriously any complaints made about health and safety or environmental issues from both employees and the public and will ensure that these are followed up in a prompt manner.

Seaford Town Council will ensure that its performance records are made available and discussed at employee meetings/consultations.

Signed: (Town Clerk)

Date:.....

2. ORGANISATION AND RESPONSIBILITIES

To achieve the aims of the Statement of Intent, it is vital that responsibilities and reporting procedures are made clear and are understood by everyone concerned.

2.1 Organisation

The reporting structure for Seaford Town Council is shown in the organisation chart on page 5. A list of personnel and contact numbers is held by The PA to the Town Clerk.

2.2 Business Activities

The business consists of a large local Council including many services and venues as detailed in the Council's corporate handbook and annual report.

Work activities include office work, greenkeeping a golf course, general maintenance of outdoor spaces and parks, building maintenance and public events.

Business activities encompass all the service provided by the Council as detailed in the corporate handbook and annual report.

2.3 General Responsibilities

The Town Clerk is ultimately responsible for the management of safety, health and environment with respect to the Council's work activities.

The named officers responsible for each area can be changed at the discretion of the Town Clerk to reflect a number of factors including changing responsibilities, staff changes, and practical reasons for responsibilities within the policy.

Responsibility for the management and supervision of safety, health and environmental practices in each of the individual departments has been assigned to the following people who are referred to as "Managers" within this document

Department	Name	Role
Facilities and Projects	Craig Williams	Manager
Support Services	Lucy Clark	Manager
The View	Craig Nicol	Manager
Seaford Head Golf Course	Simon Lambert	Head Greenkeeper

Those appointing a contractor or contractors are responsible for the supervision of safety, health and environmental matters (see details in "Managing Contractors")

2.4 Employee Responsibilities

All employees have a responsibility to:

- Not put themselves or others at risk of harm
- Fully co-operate with Managers, their deputies; with supervisors and other employees over safety, health and environmental matters;
- Immediately report all safety, health and environmental concerns to their Manager; and to
- Not to miss-use anything provided for their health and safety;

Those who fail to comply with the policy requirements and all the accompanying arrangements may find themselves facing disciplinary action which may lead to the termination of employment.

3.0 USEFUL CONTACTS

Seaford Town Council

37 Church Street
Seaford
East Sussex
BN25 1HG
Tel: 01323 895894

Health and Safety Executive

The Council Offices
Station Road East
Oxted
Surrey
RH8 0BT
www.hse.gov.uk

Employment Medical Advisory Service

The Council Offices
Station Road East
Oxted
Surrey
RH8 0BT

Environment Agency

Solent and South Downs Area Office
Colvedene Court
Wessex Business Park
Wessex Way
Colden Common
Hampshire
SO21 1WP
Tel: 03708 506506
Emergencies: 0800 807060

Police, Ambulance or Fire Services	Call	999
Gas	Call
Electricity	
Water	
Maintenance	
Fire Alarm, emergency lighting, Fire extinguishers (The View)	
Fire Alarm (37 Church St)	
Asbestos	

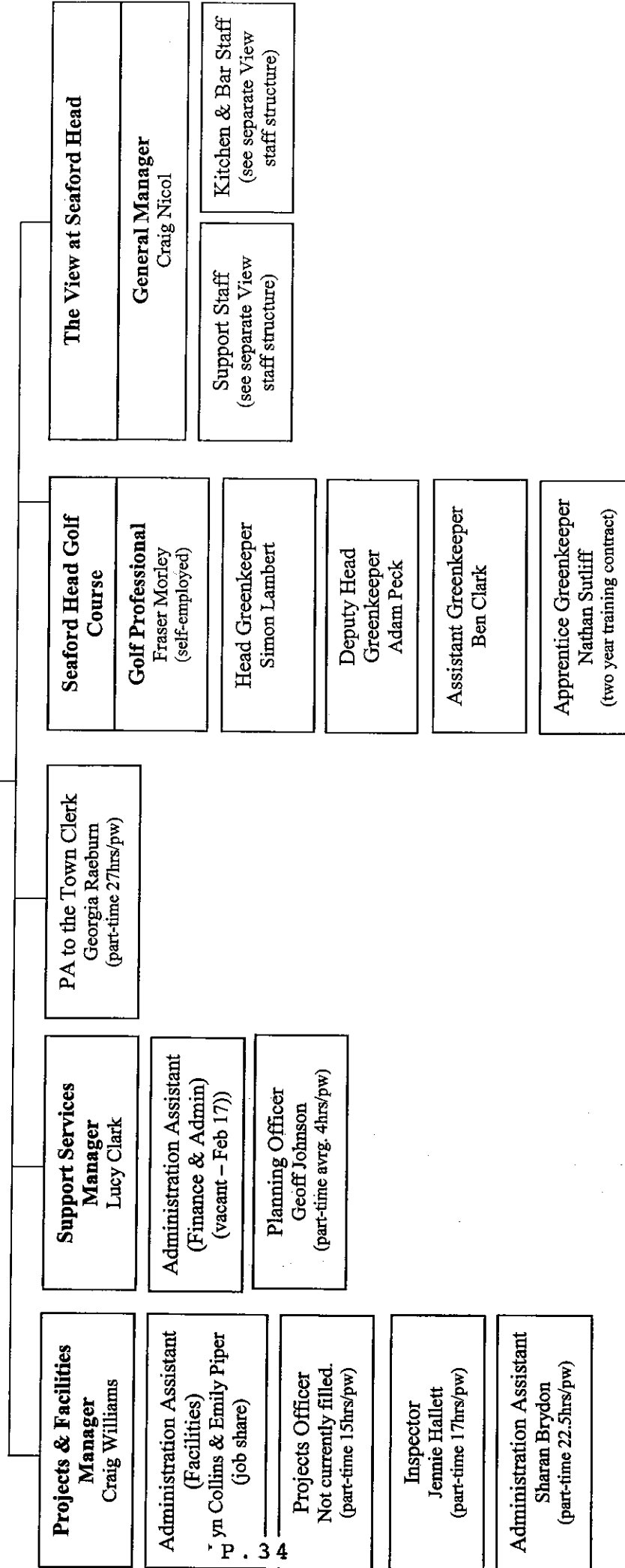
4.0 ORGANISATIONAL CHART



Seaford Town Council

Seaford Town Council Staff Structure

Town Clerk
James Corrigan
01323 872 974
James.corrigan@seafordtowncouncil.gov.uk



Unless indicated otherwise, positions are full time.

5.0 MANAGEMENT ARRANGEMENTS

5.1 Introduction

This section establishes the arrangements for the management of Safety Health and Environmental matters at Seaford Town Council. This includes the correct procedures to be followed and the role titles for all key activities.

5.2 Premises and Occupiers Liability

Responsibility	Position
Ensuring that adequate maintenance is carried out to provide a safe working environment	Projects & Facilities Manager
Provide regular inspection and monitoring to ensure that no hazards are present and that premises are in a satisfactory condition	Inspector
Defects in equipment or workplace are reported to a Manager immediately	All employees

Seaford Town Council will ensure that reasonable measures are taken to ensure that their premises are safe and without risks to health and safety of people. Supervision by the Manager concerned, periodic inspections and application of risk assessment will ensure that this is achieved.

5.3 Hazard Identification, Risk Assessment and Control

Responsibility	Position
Carrying out Risk Assessments	All employees
Reporting risk assessment findings to the relevant employees (and contractors)	Relevant Manager
Approving control measures (to remove or control risk)	Relevant Manager
Implementation of control measure actions	Relevant Manager

Risk assessments will be reviewed at least every 12 months or when work activity changes, there is an accident or case of ill health, near miss or complaint. Hazards will be identified for all work activities undertaken at/by Seaford Town Council. Risks will be assessed and the significant findings recorded. All assessments will:

- Identify the hazards
- Identify who is at risk
- Assess existing control measures
- Identify any further precautions required.

Assessment records will identify who carried out the assessments, any further action required and suitable time scales for implementation and review. Seaford Town Council have the responsibility for undertaking risk assessment in consultation with those employees who are responsible for carrying out work activities. Employees will be provided with adequate training, instruction and information. All routine activities will be assessed generically.

Contractors undertaking work are required to assess risks with regards to their work activities before work commencement. They will be requested to provide copies of assessment records along with work method statements by the person who has instructed them. Further details are set out in "Managing Contractors" section of this document (see section 15)

5.4 COSHH and Substances Hazardous to the Environment

Responsibility	Position
Identify and carry out CoSHH assessments for all substances	Head Greenkeeper and Projects & Facilities Manager
Implementing actions identified in the assessments	Head Greenkeeper and Projects & Facilities Manager
Ensuring that relevant employees are informed of the findings	Head Greenkeeper and Projects & Facilities Manager
Checking that new substances can be used safely before they are purchased and where necessary look for a safer product	Head Greenkeeper and Projects & Facilities Manager
Keeping Training records on personnel files	All line Managers

Risk assessments will be reviewed at least every 12 months or when work activity changes, there is an accident or case of ill health, near miss or complaint. Substances deemed "hazardous" will be subject to appropriate control measures. This will involve:

- Identification of hazard substances used, stored or disposed of on site
- Assessment of risks involved, evaluating the nature of use and impact on the health of people, animals and the environment;
- Implementing the control measures required to reduce the risks to an acceptable level; and;
- Monitoring the effectiveness of control measures.

A record will be kept of chemicals applied to any land by Seaford Town Council employees so that their use can be monitored for environmental purposes and for the management of health and safety. Only specialist trained personnel will apply chemicals of this type. Managers will ensure that details of employee training are held on personnel records.

5.5 Legionella

Responsibility	Position
Identifying all equipment and plant under the control of Seaford Town Council which needs to be included in a written scheme of inspection and test	Inspector
Ensuring the implementation of suitable and effective maintenance procedures	Inspector
Ensuring that the scheme and all maintenance work is implemented and monitored	Inspector

Seaford Town Council will ensure that all reasonable steps are taken to identify potential legionella hazards in the work place and to prevent or minimise the risk of exposure. If

employees are concerned about the risk of an outbreak, they should report these to the Manager concerned in order that appropriate control measures can be taken.

It may be necessary to use the services of a Legionella specialist to carry out risk assessments of this nature.

Risk assessments and associated written control schemes to minimise exposure to legionella hazards has been prepared for the irrigation and water storage systems serving the Seaford Head Golf Course and these are monitored.

5.6 Management of Asbestos

Responsibility	Position
Ensuring that an asbestos survey has been carried out and recorded	Projects & Facilities Manager
Ensuring that an asbestos management plan is prepared, implemented and kept up to date for all premises	Projects & Facilities Manager
Providing relevant information to contractors and employees	Projects & Facilities Manager
Ensuring that details of properties are amended as necessary in the register following any building/maintenance work	Projects & Facilities Manager
Ensuring a register and management plan is produced and record held	Projects & Facilities Manager

An asbestos register and management plan has been prepared for all asbestos containing materials (ACMs) which exist or which are presumed to exist in non-domestic buildings belonging to Seaford Town Council,

The asbestos register and management plan will be referred to before any work is carried out which has the potential to disturb asbestos fibres. Where appropriate asbestos awareness training will be undertaken by employees who may potentially be exposed to asbestos or ACMs).

Disposal of ACMs will be carried out in line with procedures detailed in the HSE's disposal procedures "Asbestos Essentials" This can be found at: <http://www.hse.gov.uk/asbestos/essentials/indexx.htm>

Refer also to section "5.31 Waste Management"

5.7 Lone Working

Where a lone working risk assessment identifies further control measures are required, additional action will be taken as follows:

- The person carrying out the work will have participated in the risk assessment process for the work activity concerned and fully understand the type and level of the risk/s associated.
- The person carrying out the work will have undertaken appropriate training and be sufficiently experienced to work alone.

- The location of lone working will be notified to another person before work commencement.
- Address, map, grid reference or other method may be used.
- The second person will function as a contact until the worker returns from the work activity.
- Where other people are present i.e. member of the public, occupants of adjoining property, contractors etc., the lone worker may be able to notify them that they are working nearby and use them as a contact person for the duration of the work activity.
- At the end of the work activity, the contact person will be able to account for the safety of the lone worker.
- A pre-arranged time for the lone worker to report back will be agreed in advance.

Where out of hours lone working is undertaken, arrangements need to be made for a suitable contact person to be available and for the lone worker to check in with them when they have finished work. The way in which this is done needs to be suitable for the circumstances of both parties and may include a simple text message.

A contingency will be to have, someone who shares a home with the lone worker being held to account for their safe return. This person will have contact numbers for the lone worker's Manager and colleagues in order that a search for the lone work could be mounted if they do not return at the pre-arranged time and/or cannot be contacted directly by mobile phone or land line.

All employees will be familiar with this procedure in order that they can apply it where necessary.

5.8 Manual Handling Operations (MHO)

Responsibility	Position
Ensuring that risk assessments are carried out for all manual handling activities	Inspector
Monitoring manual handling procedures and arranging the provision of further information and training	Inspector

Manual handling tasks will be undertaken in accordance with the provisions of the Manual Handling Operations Regulations 1992. This will be achieved by:

- Eliminating all manual handling operations where reasonably practicable
- Assessing all manual handling tasks where manual handling is necessary, and implementing additional precautions where appropriate
- Providing training in "Correct" lifting techniques where necessary. This, however, will not be relied upon as the only means of reducing risks associated with manual handling.

Managers will monitor the overall effectiveness of control measures by way of visual inspection and consultation with employees.

Risk assessments will be reviewed at least every 12 months or when work activity changes, there is an accident or case of ill health, near miss or complaint.

5.9 Display Screen Equipment (DSE)

Users of DSE will be made aware of the provisions of the Health and Safety (Display Screen Equipment) Regulations 1992. Seaford Town Council will make the following provision for employees who use DSE regularly:

Adequate training and information;

- Proper breaks or changes of activity
- Work stations which meet the standards in the Regulations
- Eye tests

DSE assessments will be carried out by arrangement with the I.T. Section of East Sussex County Council and records of assessments, together with details of action taken will be kept in the Risk Assessment.

5.10 Working at Height

Responsibility	Position
Risk assess all work at height activities	Relevant manager for activity
Inspect ladders and all other associated access equipment prior to use	Relevant manager for activity
Provide training and tool box talks to all those who may work at height	Relevant manager for activity

A risk assessment will be carried out on all work at height activities. The manager will carry out the risk assessment with the person who will do the work.

The definition of "Height" is "any place where, if precautions are not taken, a person may fall and injure themselves" this can be as low as one step above ground level and include drops from level ground into excavations/holes in the ground. For routine activities, a generic risk assessments will be carried out and recorded.

Ladders will be used for access or for short duration work only and where risks have been assessed. Ladders will be inspected before each use by the user and checked regularly by the Manager concerned to ensure that they remain safe to use. Ladder use training and subsequent tool box talks will be provided to all those working with this work equipment.

Scaffolding (including tower scaffolds) will be erected only by a competent person (someone who has been specifically trained and who has suitable experience). Where an independent tied scaffold has been erected by the contractor for use by Seaford Town Council employees a handover certificate will be obtained and retained for record purposes by the Manager. A competent person will re-inspect all scaffolds once every seven days or after any alteration have been made or after any event that may have destabilised the scaffold, whichever is the earlier.

Tower scaffolds will be erected, used, dismantled and stored to manufacturer's instructions.

5.11 Confined spaces

The following areas has been identified as confined spaces:

Confined space	Location
Risk Assessment	None at present
Provide specialist training	N/A

Entry into confined spaces is NOT allowed unless a suitable and sufficient risk assessment has been undertaken, agreed risk controls implemented and authorisation obtained in the form of permit to work from the Manager concerned.

5.12 Stress, Violence and Bullying

Responsibility	Position
Completing the Risk Assessment	Relevant manager for activity
Implementing remedial measures	Relevant manager for activity
Notifying Manager of stress, bullying or violence incidents	All employees

Wherever stress, bullying or violence is likely to occur within the workplace, a risk assessment of the work area and activities will be completed.

Employees experiencing stress, bullying or violence at work will speak to their Manager regarding their concerns in confidence. This will allow remedial measures to be implemented.

5.13 Personal Protective Equipment (PPE)

Responsibility	Position
Providing correct and compatible PPE	Relevant manager for activity
Basic maintenance and correct storage of PPE	All employees

The need for PPE will be established by Managers during risk assessment. PPE will then be provided to employees free of any charge. Employees will ensure that they use PPE where necessary and maintain it in accordance with the suppliers' instructions. Defects or loss will be reported immediately to the Manager who will arrange for replacement.

5.14 Occupational Health Surveillance

Responsibility	Position
Identify health surveillance requirements	Inspector
Maintaining health surveillance records	Inspector
Notify new starters of smoking areas	Inspector

The Town Clerk will encourage and maintain, so far as is reasonably practicable, the highest level of physical, mental and social well-being of employees. All work that may adversely affect health will be subject to both risk assessment and periodic review.

Where risk assessments identify that where employees are exposed to significant health risks, a health surveillance programme will be implemented.

A "No Smoking" policy applies at all Seaford Town Council facilities in line with statutory health and safety requirements. New starters will be informed where designated smoking areas are to be found at their induction.

Noise levels in the workplace will be periodically assessed. This is in order that corrective action can be taken where required. Action will be taken to reduce noise at source wherever reasonably practicable. Hearing protection will be provided where necessary and employees will be informed when they are required to use it.

A vibration risk assessment will be carried out and information will be provided to employees regarding Hand Arm Vibration Syndrome or whole body vibration where relevant. a programme of controls to eliminate risk, or reduce exposure to as low a level as is reasonably practicable will be implemented.

Employees will notify their Managers of all medical conditions (e.g. back problems, allergies, asthma, epilepsy, diabetes etc.) or if any employee is using prescription drugs or medication which might impact on his / her work activities (drowsiness, fatigue etc.). This will allow Seaford Town Council to manage work activities effectively and avoid exposing employees or others to any significant risk. Employees will advise their Manager of any changes to this information/medical condition in the future.

The use of drugs or alcohol (other than prescription drugs) is prohibited and anyone who is found to be under the influence of either substance during working hours may face disciplinary action which may lead to termination of their employment.

5.15 Vehicles

Responsibility	Position
Identifying vehicles maintenance requirements	Head Greenkeeper
Implementing effective maintenance procedures	Head Greenkeeper
Ensuring that regular vehicle inspections are carried out	Head Greenkeeper
Ensuring that maintenance on vehicles is completed	Head Greenkeeper
Maintaining vehicle and maintenance records	Head Greenkeeper
Checking, prior to procurement, that new vehicles meet health and safety standards	Head Greenkeeper
Ensuring that vehicles are adequately insured for the people using them and for the purpose for which the vehicle will be used	Support Services Manager
Reporting defects to managers	All employees
Maintaining photocopies of driving licences collected annually	Town Clerk's PA
Update the Town Clerk's PA with regards to any penalty points or disqualification	All employees

Only trained, approved and insured employees will use Seaford Town Council owned vehicles. All Council vehicles will be inspected regularly and will be maintained to ensure they are safe to use.

If safety critical defects are identified, employees will stop using the vehicle concerned, take it out of service and notify their Manager immediately.

Anyone using their own, private vehicle for business will ensure that they have in place a current road fund licence, suitable business insurance cover and a valid MoT certificate where applicable.

Employees will present their driving licence to the Town Clerk's PA on an annual basis. A copy will be made and this will be held on file for 1 year. This process will be carried out annually. If in the meantime personnel accrue penalty points or are disqualified they will inform their Manager and Town Clerk's PA. Those who are disqualified will not be permitted to drive company vehicles, driving whilst disqualified in a Council vehicle would be dealt with through the Councils disciplinary procedure.

5.16 Plant and Equipment

Responsibility	Position
Identifying all maintenance needs of plant and equipment	Head Greenkeeper
Implementing effective maintenance procedures	Head Greenkeeper
Ensuring that regular inspections of plant and equipment are carried out	Head Greenkeeper
Arranging testing of lifting equipment by competent person	Head Greenkeeper
Arranging testing of pressure vessels by competent person	Head Greenkeeper
Arranging water systems testing where a written scheme is required to control Legionella	Head Greenkeeper and Projects & Facilities Manager
Ensuring that PUWER risk assessments are completed and control measures are implemented	All Managers
Implementing all other identified maintenance of plant and equipment	Head Greenkeeper and Projects & Facilities Manager
Maintaining equipment and maintenance records	Head Greenkeeper and Projects & Facilities Manager
Ensuring that health and safety standards are met prior to the procurement of new plant and equipment	Head Greenkeeper and Projects & Facilities Manager

Only appropriately trained employees may use any machinery or equipment. All plant and machinery will be adequately guarded and safe to use and will have undergone a PUWER risk assessment.

If safety critical defects are identified, employees will stop using the equipment, take it out of service and notify their Manager immediately.

5.17 Workplaces and Welfare Facilities

Responsibility	Position
Ensuring that the workplace is adequately maintained to provide a safe working environment	Inspector
Monitor and inspect workplaces regularly to ensure they are safe, clean and tidy	Relevant Manager
Keeping workplaces safe and tidy	All employees

Seaford Town Council will ensure that reasonable measures are taken to ensure that workplaces are safe and without risks to health. Employees will report any defects to a Manager who will then arrange the necessary repairs.

Welfare facilities (sanitary conveniences, washing facilities, the provision of drinking water and hygienic places to rest and eat food) are provided for the use of employees at Seaford Town Council. These facilities will be monitored and maintained by Managers

All employees will endeavor to maintain work areas in a safe and tidy condition by;

- Keeping working areas, walkways, exits and fire points and equipment free from obstruction
- Keeping workplaces tidy
- Complying with the No-Smoking policy
- Informing Manager where safety or health hazards are identified.

5.18 Mobile Phones

Employees should avoid excessive use of mobile phones and should use a landline instead wherever one is available.

Where mobile phones are used for work related purposes, they will not be used in hazardous situations, such as when on a ladder or when full concentration is need for the work activity concerned.

Mobile phones should not be used while driving vehicles unless a hands-free kit has been fitted in the vehicle meaning that the phone does not need to be handled. Irrespective of the existence of hands-free kit, use of mobile phones while driving will be avoided and mobile phones should not be used when the circumstances require higher levels of concentration from the driver.

5.19 Diseases

Responsibility	Position
Reporting work related diseases to the Town Clerk	All Managers
Reporting notifiable diseases to HSE	Town Clerk

Upon the notification of an outbreak of a notifiable disease at Seaford Town Council the Town Clerk will advise on the safety procedures to be implemented.

5.20 Construction (Design and Management) Regulations 2007 (CDM Regulations)

Responsibility	Position
Deciding on the suitability of contractors	Projects & Facilities Manager
Ensuring that an asbestos management plan is prepared, implemented and remains current	Projects & Facilities Manager
Providing relevant Environment, safety and health information to contractors and employees	Projects & Facilities Manager

Seaford Town Council will comply with the requirements of the CDM Regulations when commissioning construction work.

All arrangements regarding welfare facilities will be confirmed in advance and arranged prior to work commencement.

Where construction work involves more than one contractor, Seaford Town Council will make the following appointments in relation to the project and duty holders will discharge their duties in accordance with the provisions of the CDM Regulations. Seaford Town Council may assume all three roles wherever the work is carried out by its own personnel

- Client
- Principle Designer
- Principle Contractor

Where the construction phase will last longer than 30 working days and exceed 20 workers working simultaneously during the project, or where the construction phase will exceed 500 person days, the Seaford Town Council employee responsible for leading the project, will notify details of the project to the Health and Safety Executive.

5.21 Managing Contractors

Responsibility	Position
Maintaining the approved contractors list	Head Greenkeeper and Projects & Facilities Manager
Provide induction training for all contractors	Head Greenkeeper and Projects & Facilities Manager
Providing contractors with relevant, job specific, environmental safety and health information, ensuring that contractors are on the approved list; and supervision of the contractors	Head Greenkeeper and Projects & Facilities Manager
Monitoring work undertaken by contractors	Head Greenkeeper and Projects & Facilities Manager
Obtaining, reading and understanding contractor risk assessments and method statements	Head Greenkeeper and Projects & Facilities Manager

Contractors employed by Seaford Town Council will be suitable for the work undertaken. To ensure this the following actions will be taken:

- Contractors will provide proof of competency
- Provision of information, to contractors, regarding all significant hazards before the appointment stage
- Discussion of site risk assessment with contractors
- Periodic monitoring of contractors to ensure they are working satisfactorily
- Obtain all risk assessments and method statements prior to work commencement

All contractors will be required to act and work in a safely, to accept and follow the rules and procedures of Seaford Town Council relevant to their work; and to confirm details of their insurance cover prior to work commencement.

5.22 Electrical Safety

Responsibility	Position
Ensuring that a competent person carries out electrical testing on fixed electrical installations (distribution boards, wiring, lightning conductor etc.) and on all on portable electrical appliances and electrical plant and equipment	Projects & Facilities Manager
Ensuring that all remedial works are carried out	Projects & Facilities Manager
Maintaining all records of testing of fixed installations and portable appliances	Projects & Facilities Manager
Visually inspect all electrical equipment leads and plugs prior to use for signs of damage or loose connections	All employees
Reported all defects to Managers so that repairs can be arranged.	All employees

Note to all employees: DO NOT USE POTENTIALLY DANGEROUS EQUIPMENT

All electrical test and inspection will be undertaken by approved contractors. Managers will keep and monitor the records of all electrical inspections undertaken.

5.23 Gas Safety

Responsibility	Position
Identifying all appliances requiring annual servicing	Projects & Facilities Manager
Appointing a gas safe registered gas engineer	Projects & Facilities Manager
Maintaining servicing records	Projects & Facilities Manager
Arranging the inspection and subsequent maintenance of solid fuel appliances	Projects & Facilities Manager
Arranging the inspection and subsequent maintenance of oil fired boilers	Projects & Facilities Manager

As the landlord, Seaford Town Council are responsible for the safety of its tenants. It is responsible for the maintenance and repair of flues, appliances and pipework provided for its tenants use by a Gas Safe registered engineer. It will ensure that regular, annual maintenance checks and subsequent repairs are carried out.

Seaford Town Council recognise its responsibility for ensuring an annual gas safety check is carried out within 12 months of the installation of a new appliance or flue which will be provided and carried out annually thereafter by a Gas Safe Registered engineer.

Seaford Town Council will keep a record of the safety check for 2 years and will issue a copy to each tenant within 28 days of the check being completed. A copy will be issued to any new tenants prior to taking the property on.

Carbon Monoxide (CO) alarms will be installed by a competent contractor. This is a precaution to which will provide advanced warning of dangerous levels of CO.

Should a gas leak be suspected employees will immediately follow these actions if it is safe to do so:

- Open all the doors and windows
- Call Gas Emergency Free phone number: 0800 111 999
- Shut off the gas supply at the meter control valve (if this can be located and safely accessed)

Any LPG cylinders will be both stored and disposed of in line with the LP Gas Association's Codes of Practice see link: www.uklpg.org/shop/codes-of-practice/ .

5.24 Fire Safety

Responsibility	Position
Ensuring that fire risk assessments are prepared for all buildings and reviewed at least every 12 months, after an accident, incident or complaint or wherever changes are made to the building or processes	Inspector
Ensuring that fire extinguishers are maintained by a competent contractor and checked at least every 12 months	Inspector
Ensure that regular visual inspections of all firefighting devices are carried out and recorded in Fire safety log book	Inspector
Ensuring that all furniture procured by Seaford Town Council comply with Furniture and Furnishings (Fire) (Safety) Regulations 1993	Inspector
Ensuring that any other fire safety measures are maintained in line with both regulatory requirements and manufacturers' directions	Inspector

Seaford Town Council will arrange for the implementation of suitable and sufficient arrangements to plan, organise, control, monitor and review all fire safety measures at its premises, to, comply with the current fire safety legislation, including the preparation of a fire risk assessment and the implementation of an effective emergency plan.

The Manager responsible for any Seaford Town Council premises will take charge of emergency action in the event of a fire (see section 5.25 "Emergency Procedures"). All employees will familiarise themselves with emergency procedures in order that they can deputise in the absence of their Manager.

Managers will explain the emergency procedures to all new starters during their induction training, including the evacuation procedure; the calling of emergency services; the provision of first aid and the location, identification and use of fire extinguishers; and other emergency response measures.

Maintenance of fire extinguishers is arranged by the Managers and is undertaken by approved contractors.

5.25 Emergency Procedures

Responsibility	Position
Ensuring that the emergency procedure is accurate and current	Inspector
Ensuring that employees, temporary staff, visitors are familiar with the actions they need to take during an emergency	Inspector
Ensuring that contractors understand emergency procedure	Inspector

The Management will ensure that information on the action to be taken in the event of an emergency is provided to all employees. Information will include:

- Fire and / or explosion
- Medical assistance
- Escape of a hazardous or environmentally harmful substance
- General emergency evacuation.

Managers will assume responsibility of any emergency situations that arise including medical, fire, explosion and security breaches. All employees will be aware of emergency procedures in order that they will deputise in the absence of their Manager.

Managers will clarify emergency procedures to each new employee (new starter) during new starter induction training. This will include:

- Evacuation procedure including disabled persons
- Calling of emergency services
- Provision of first aid
- Identification and use of fire extinguishers
- Location and use of spill kits (where applicable), and;
- any other emergency response measures specific to the premises or task.

Should any of the following incidents occur they will be reported directly to the Environment Agency:

- Any activity that causes/may cause environmental damage to surface water, ground water or to land that may subsequently have an adverse effect on human health.

- Environmental damage to protected species; Sites of Special Scientific Interest or natural habitats;

5.26 First Aid

Responsibility	Position
Monitoring the contents of first aid kits	Inspector
Administering first aid when required	Inspector

For the location of first aid kits see section 5.27. Employees will familiarise themselves with the locations of their most local kit.

First aid will be provided by trained employees in line with the training that they have received.

All incidents requiring first aid treatment will be reported in the accident book on site immediately.

First aid refresher training is undertaken every 3 years and will be organised by the Manager at each facility.

5.27 Accident and Incident Investigation and Reporting

Responsibility	Position
Maintain the Accident Book	
Investigating accident and dangerous incident	
Reporting all accidents, diseases and dangerous occurrences, actual or imminent environmental damage to enforcing authority	
Act on the results of accident and incident investigations	

All accidents and dangerous incidents, no matter how minor they may appear, will be reported to a Manager immediately. The Manager will ensure that the information is recorded in the accident book which is located as follows;

STC HQ	Kitchen alongside FA kit
The View	General Manager's Office
Greenkeepers	Head Greenkeeper's office
Pro-shop	Counter of shop

Full details will be taken;

- Location where accident/incident took place
- What injuries or damage were sustained
- Who/what was involved
- Who was injured (employees, visitors ((including contractors)) and members of the public
- What was damaged
- Specific details of the injury.

Any near miss incidents or releases of substance harmful to health or environment arising from business activities will be reported immediately to a Manager to ensure that appropriate action can be taken and to allow safety performance to be monitored.

For all reportable accidents and dangerous occurrences (RIDDOR) including cases where an accident causes an employee to be absent from work over seven days, the Manager will inform the HSE as soon as possible and within 10 days (15 days for "Over seven day" injuries) using the HSE's online reporting system at: <http://www.hse.gov.uk/riddor/index.htm>.

For major incidents or fatalities call the incident contact centre on 0345 300 9923 and inform the Town Clerk immediately.

5.28 Food/Catering

Responsibility	Position
Ensure that work with food is aligned with a documented food safety management system	General Manager or Assistant Manager
Ensuring outside caterers meet the Council's competency requirements	General Manager or Assistant Manager

Catering activities are undertaken at The View. The Manager or Assistant Manager are responsible for the supervision of all work and to ensure that this work is aligned with a documented food safety management system. Personnel handling food will be trained in food hygiene to an appropriate level. Where catering activities are undertaken by contractors, these responsibilities will pass to the contractor/s who will be subject to Seaford Town Council's competency checks prior to work commencement.

All premises used for the preparation and storage of food have been registered with Lewes District Council and all necessary local authority approvals have been obtained.

5.29 Trees

Responsibility	Position
Organising tree inspections	Projects & Facilities Manager
Ensuring those carrying out inspections and subsequent works are competent to do so	Projects & Facilities Manager
Maintaining record of inspections and subsequent works	Projects & Facilities Manager
Maintaining chainsaw users training records	Head Greenkeeper and Projects & Facilities Manager

The Projects & Facilities Manager will arrange for inspections to be carried out wherever there are trees in high risk locations. These will happen following high winds, heavy snow and any other severe weather conditions that may cause significant tree instability.

Tree inspections will be undertaken by competent persons. Records of all tree inspections and the actions taken will be kept by the Projects & Facilities Manager.

Only trained and approved employees will use chainsaws at/on Seaford Town Council premises. The persons listed below will carry out and record risk assessments and wear appropriate PPE for the task as per the findings of the assessment. Copies of chainsaw

training certificates will be held by the Projects & Facilities Manager and chainsaw users will receive refresher training as necessary. The following employees are authorised to use chainsaws:

Name	Work activities authorised by training
Simon Lambert (Head Greenkeeper)	Ground level tree work

5.30 Visitors

Visitors will arrange their visit through a member of staff prior to entering Seaford Town Council's properties except for The View and Golf Club which receives paying customers. The member of staff will then be responsible for this visitor and ensure that they are made aware of any hazards that they may encounter and fire safety arrangements.

Any of the following incidences must be reported to a Manager immediately:

Accident
Near miss incident
Damage to property
Damage to plant
Trespass

The Manager will record the incident/accident in the accident book and ensure that the appropriate action taken for health and safety, security and insurance purposes.

5.31 Waste Management

Seaford Town Council will apply "Waste Hierarchy" principles wherever reasonably practicable. See the link of more information on the hierarchy https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/69403/pb13530-waste-hierarchy-guidance.pdf

For information on the disposal of the following items the person providing professional Safety, Health and Environment support will be consulted:

- Hazardous waste
- Waste electrical and Electronic Equipment (WEEE)
- Transport and disposal of waste
- Storage of fuel oil
- Burning

5.32 Green Water Systems

Seaford Town Council will endeavor to minimise the environmental impacts resulting from water use. It will do this by using water as efficiently as is reasonably practicable relative to their work activities and by utilising water storage and recycling methods.

5.33 Energy Use

Seaford Town Council will endeavor to minimise environmental impacts resulting from energy use. It will do this by using energy as efficiently as is reasonably practicable relative to their work activities and by using energy obtained from clean technologies.

5.34 Provision of Information and Employee Consultation

Responsibility	Position
Provision of appropriate consultation	All Managers
Provision of training and information	All Managers
Updating information on HSE law poster	All Managers
Updating all facilities with employee liability insurance certificate	Projects & Facilities Manager

All members of staff, visitors and contractors will be provided with details of any significant risk to their safety and health whilst on Seaford Town Council's property and details of any significant environmental protection measures requirements.

Consultation with employees is provided by the following means:

Method of Communication	Location	Frequency
The HSE Health and Safety Law Poster	Each STC site where employees work permanently	Permanent fixture
During the annual staff appraisal	n/a	Annually (with six month review)
Within the employee's handbook/ induction pack	n/a	Updated continuously

The statutory health and safety law poster will be displayed in every Seaford Town council facility where employees work permanently.

The employer's liability certificate is displayed in the following locations:

37 Church Street	Top of landing noticeboard
The View	Kitchen noticeboard
The Greenkeepers Office	Office noticeboard

5.35 Training, Instruction and Supervision

Responsibility	Position
S.H.E Induction training to all permanent employees (PT & FT)	Inspector
S.H.E Induction training to all temporary employees	Inspector
S.H.E Induction for contractors	(see managing contractors section)
Provision of information and instruction to all employees (including temporary staff, agency staff and volunteers)	Inspector
Supervision of employees	All Managers
Maintaining training records	Town Clerk's PA
Identifying training requirements	All Managers
Organising training	All managers and relevant staff member

Seaford Town Council will ensure that all members of staff are provided with adequate safety, health and environmental training for their work.

Managers will arrange induction training for all new permanent staff and temporary staff (including agency staff and volunteers). Induction training will be provided to all employees and temporary workers before commencement of work and will include details of emergency procedures, as well as the identification of any potential hazards and the risk reduction measures in place.

Managers will provide all employees with safety awareness training and proper instruction on the safe use of equipment and safe work methods.

5.36 "Competent Person"

Responsibility	Name	Contact details
Competent health and safety advice	Jennie Hallett (Inspector)	01323 894870 jennie.hallett@seafordtowncouncil.gov.uk

The appointed "Competent Person" for safety, health and environment is Jennie Hallett, Inspector.

In their absence, further advice can be obtained from:

- Health and Safety Executive www.hse.gov.uk
- Environment Agency 03708 506506

5.37 Monitoring

Responsibility	Position
Reviewing the policy and arrangements document annually	Town Clerk and Inspector
Updating these documents	Town Clerk
Ensuring that the policy is implemented throughout Seaford Town Council	All Managers
Maintaining monitoring records and ensuring that, where identified, action is taken	Inspector

Monitoring is aimed predominantly at the prevention of accidents and ill health; to check working conditions; to ensure that safe working practices are being followed; and to prevent environmental damage. To do this Seaford Town Council will undertake the following:

Details	Frequency (not less than)
Prepare, implement and keep current an asbestos management plan	In line with risk assessments
Fixed installation Testing	Every 5 years
Portable electrical testing (PAT)	Every 12 – 36 months dependent on type of use
Asbestos condition surveys	In line with risk assessments
Legionella control programme, testing and monitoring	In line with risk assessments
Servicing of vehicles, plant and equipment	In accordance with manufacturer's instructions
Gas inspections and/or servicing	Every 12 months
Safety, health and environmental audits and reviews of the existing system	Every 12 months

5.38 Review and Audit

Responsibility	Position
Ensuring that there is an annual review and audit of safety, health and environmental matters	Town Clerk
Implementing findings of review and audit	All Managers

The Town Clerk will monitor the effectiveness of this policy and all supporting documents. Managers will review and provide feedback on safety, health and environmental performance across Seaford Town Council at meetings chaired by The Town Clerk. These meetings will be minuted.

The policy will be reviewed after significant changes to business activities, changes in legislation or due to feedback on performance. In any event, the policy will be reviewed not less than once every 12 months. The appointed "Competent Person" will assist in the review process when requested by the Town Clerk.

A report on the results of any safety, health and environmental audit will be provided to the Town Clerk, Managers and members of the Town Council.



Seaford Town Council

Report 29/17

Agenda Item No: 11
Committee: Council
Date: 20th July 2017
Title: Remembrance Day Parade; Memorandum of Understanding
By: Craig Williams, Projects & Facilities Manager
Purpose of Report: To present a Memorandum of Understanding confirming the responsibilities with Seaford's Remembrance Day parade.

Recommendations

You are recommended:

1. To note the Memorandum of Understanding regarding the responsibilities of Seaford's Remembrance Day Parade, as presented.
-

1. Information

- 1.1 Attached at Appendix A is a signed Memorandum of Understanding regarding the split of responsibilities between the Town Council and the Seahaven Branch of the Royal British Legion with Seaford's annual Remembrance Day Parades.
- 1.2 This Memorandum has been agreed with the Royal British Legion and reflects current practice; there are no changes to the way in which the event is coordinated or the financial implications as a result of this. The Memorandum ensures however that the roles and responsibilities with regards to the Remembrance Day Parades are acknowledged and agreed to in writing.
- 1.3 The Council is recommended to note the existence of this Memorandum and the arrangements within.

2. Financial Appraisal

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

3. Contact Officer

The Contact Officer for this report is Craig Williams, Projects & Facilities Manager.

Projects & Facilities Manager

Town Clerk

Memorandum of Understanding

The Remembrance day parade is an annual event on memorial day observed in the Commonwealth of Nations member states since the end of the First World War to remember the members of their armed forces who have died in the line of duty. Following a tradition inaugurated by King George V in 1919, the day is also marked by war remembrances in many non-Commonwealth countries. Remembrance Day is observed on 11 November in most countries to recall the end of hostilities of World War I on that date in 1918. Hostilities formally ended "at the 11th hour of the 11th day of the 11th month".

This is an agreement of the roles and responsibilities of both the Seaford Royal British Legion and Seaford Town Council, these are stipulated below.

Royal British Legion

1. Invites to dignitaries, associations, and other interested parties.
2. Supply of wreaths as required
3. Marshal laying of wreaths at the War Memorial.
4. Hand parade to local cadet force for march to church.
5. Work with Church authorities to arrange Remembrance service at war Memorial and the Church
6. Supply of public address STC will pay for this

Seaford Town Council

1. Requesting of road closures from Lewes District Council
2. Implementing the road closures
3. Manning of the road closures
4. Removal of the road closures and reopening the road
5. Create a Risk Assessment.
6. Responsible for Public Liability Insurance

Signed on Behalf of Seaford Town Council:

Town Clerk

Date

25th Nov 2017

Signed on behalf of Royal British Legion:

Chairman

Date

2nd June 2017



Seaford Town Council

Report 30/17

Agenda Item No:	12
Committee:	Council
Date:	20th July 2017
Title:	Councillor Appointments
By:	James Corrigan, Town Clerk
Purpose of Report:	To make Councillor appointments to Outside Bodies and Committee membership.

Recommendations

You are recommended:

- 1. To appoint Councillor representatives to the Crouch Bowling Club, Seaford Head Nature Reserve Management Committee and Seaford Residents' Voice;**
 - 2. To consider any requests for appointments to Committees.**
-

1. Information

Committee Membership:

- 1.1** In light of Councillor James Elton joining the Council after the by-election on 6th July 2017, the Council now has an opportunity to allow Councillor Elton to become a member of its Committees.
- 1.2** The current Committees with vacancies are Finance & General Purposes (3 vacancies) and Planning & Highways (1 vacancy), as per Appendix A attached.
- 1.3** If Councillors wish to join a Committee that already has its full quota, they may do so as long as the Council agrees to increasing the size of that Committee.

Outside Bodies:

- 1.4** Vacancies have arisen as Council representatives on two Outside Bodies, namely the Crouch Bowling Club and Seaford Resident's Voice.
- 1.5** As a tenant of a Town Council building, the Crouch Bowling Club has an appointed representative through the Council's Outside Body scheme.
- 1.6** The Bowling Club contacted the Council recently with concerns regarding the appointed Outside Body representative being a member of another local bowling club. The Club has a right to request another representative from the Council, in this situation where there are concerns about a potential conflict of interest.
- 1.7** Further information on the Club can be found on the Club's website at <https://www.crouchbowlingclubseaford.co.uk/>

- 1.8 Seaford Residents' Voice are also in need of a new representative for the remainder of this Municipal Year.
- 1.9 The Committee also meet on a Monday, usually once a month although they only meet if there are items to be usefully discussed, if not they would not meet that month.
- 1.10 The role of representative on Seaford Residents' Voice is mainly 'information swapping'; relaying information from the Council, assisting with issues that arise from members or groups and helping to address these, bringing points to the Council's attention, helping represent residents and ensuring that they have enough information to make informed decisions.
- 1.11 Further information on Seaford Residents' Voice and its aims/purpose as a group can be found on its website at <http://www.seafordresidentsvoice.co.uk/index.php>
- 1.12 One other vacancy remains with Seaford Head Local Nature Reserve Management Committee; the Committee usually has two Council representatives. Councillor Boorman is one representative and another may join if they wish to.
- 1.13 The Management Committee meet three times a year; usually at 2.00pm on a Friday, in the Council Chambers. The Committee discusses the wildlife and habitat management of the Town Council-owned Reserve and activities on or nearby that have an effect on the Reserve.

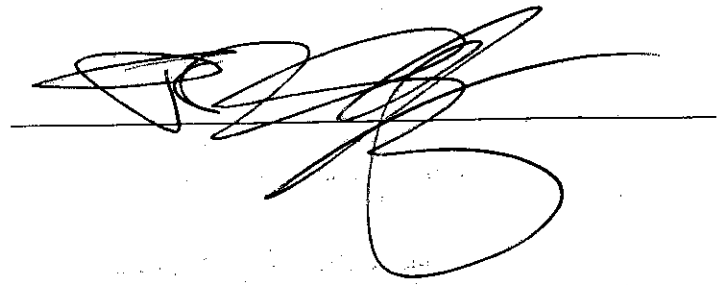
2. Financial Appraisal

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

3. Contact Officer

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

Town Clerk

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

STC Committee Members 2017-2018

FINANCE & GENERAL PURPOSES
Sam Adeniji
Dave Argent
Phil Boorman
Mark Brown (Chair)
Barry Burfield (Vice-Chair)
Terry Goodman
Richard Honeyman

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COMMUNITY SERVICES
Phil Boorman (Vice-Chair)
Lindsay Freeman
Nick Freeman
Rahnuma Hayder
Olivia Honeyman
Alan Latham (Chair)
Linda Wallraven
Maggie Wearmouth
Bill Webb
Cheryl White

10 / 10

PLANNING & HIGHWAYS
Dave Argent
Phil Boorman
Lindsay Freeman
Nick Freeman
Terry Goodman
Richard Honeyman (Vice-Chair)
Alan Latham
Penny Lower
Linda Wallraven (Chair)

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GOLF & THE VIEW
Sam Adeniji (Chair)
Mark Brown
David Burchett
Lindsay Freeman
Nick Freeman
Rahnuma Hayder
Olivia Honeyman
Alan Latham (Vice-Chair)
Penny Lower
Mac McLean
Bill Webb

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PERSONNEL
Sam Adeniji (Chair)
Phil Boorman
Lindsay Freeman (Vice-Chair)
Richard Honeyman
Alan Latham
Penny Lower

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GRIEVANCE/DISCIPLINARY
Dave Argent (Chair)
David Burchett
Lindsay Freeman (Vice-Chair)
Nick Freeman
Mac McLean

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APPEALS
Mark Brown (Chair)
Barry Burfield
Linda Wallraven (Vice-Chair)
Cheryl White

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Approved 18-May-18
Appendix A



Agenda Item No: 13
Committee: Council
Date: 20th July 2017
Title: Internal Audit Report Year Ended 31st March 2017
By: Lucy Clark, Support Services Manager
Purpose of Report: To receive the final report from Mulberry & Co, Internal Auditor for Year Ended 31st March 2017.

Recommendations

You are recommended:

1. To note the Internal Auditor's report.
 2. To note the actions taken by Council Officers as detailed in Appendix B.
 3. To approve the appointment of Mulberry & Co as the Internal Auditor for 2017/18.
-

1. Information

- 1.1 Mulberry & Co are the appointed Internal Auditor for 2016/17 and their final visit for 2016/17 took place on 24th May 2017.
- 1.2 Mulberry & Co's report is attached as Appendix A.
- 1.3 In summary, it was concluded that the accounts have been correctly prepared on the income and expenditure basis and that the annual return contained the correct comparative figures and opening balances with accounting entries supported by underlying documentation and workings.
- 1.4 It was noted however that the Council's reserve position has deteriorated further since 2015/16 which is now considered a matter of concern. However this issue has been actioned since the report as detailed later in Appendix B.
- 1.5 A register of all issues to be addressed following the Internal Auditor's visit are listed at Appendix B.
- 1.6 It is recommended that Mulberry & Co will continue to be the appointed Internal Auditor for 2017/18 with the first visit being due in September 2017.

2. Financial Appraisal

Specific costs for the 2017/18 Internal Audit period are not known, as audit fees are calculated on an hourly rate. For 2016/17 the budgeted fee (as per the Internal Auditor Report) is £1,275 (£50 per hour x 23.5 hours worked and £100 mileage); so it is estimated that the following year's fees will be in this vicinity.

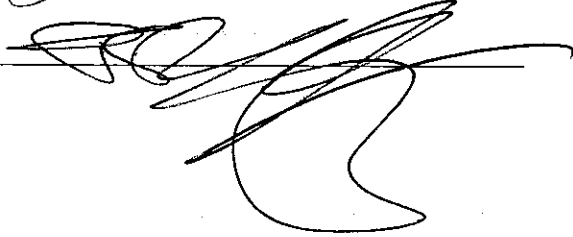
3. Contact Officer

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

Support Services Manager



Town Clerk



Seaford Town Council
Internal Audit
Year Ended 31st March 2017



Prepared by: Mulberry & Co
Date of Interim Visit: 7th November 2016
Date of second interim Visit N/A
Date of Final Visit: 24th May 2017

Law and Regulation Regarding Internal audit

Regulation 6 of the Accounts and Audit Regulations 2015 imposes a duty on local councils to 'maintain an adequate and effective system of internal audit of its accounting records and of its system of internal control in accordance with the proper practices in relation to internal control. Internal audit is a key component of the system of internal control.

The purpose of internal audit is to review and report to the council whether its systems of financial and other internal controls over its activities and operating procedures are effective.

Internal audit's role is to assist the council in fulfilling its responsibility to have and maintain proper internal control arrangements and those for the prevention and detection of fraud, error or mistakes

All internal audit work must be reported to the council. Any report by internal audit is addressed to the council, may recommend actions to be taken by the council, and should be treated as a document open to view by local taxpayers.

Two pieces of legislation set out how local councils should behave when accounting for the public funds they manage and what rights local taxpayers have in relation to those accounts. These are the **Audit Commission Act 1998** and the **Accounts and Audit Regulations issued from time to time under the Act**. The requirement for local councils to prepare accounts annually and to subject them to external audit comes from the **Audit Commission Act 1998 (the Act)**. The Act describes the rights of taxpayers and other interested parties in relation to those accounts.

Under the regulations, all local councils must at least once a year conduct in accordance with proper practices a review of the effectiveness of their system of internal control and publicly report the outcome. The Annual Governance Statement in Section 2 of the annual return provides the means for local councils to report to local taxpayers on their system of internal control.

This report is prepared for the council and proper officers of the council named above, for use in fulfilling their obligations under the Audit Commission Act 1998 and the Accounts and Audit Regulations issued from time to time under the Act for preparing the Annual Return and reviewing the effectiveness of their system of internal controls. Mulberry and Co accept no responsibility for any action or inaction taken as a result of the findings of this report and accept no responsibility to any other party other than those named above.

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Summary Findings

I enclose my report for your kind attention and presentation to the council. My audit was conducted in accordance with current practices and guidelines and testing was conducted in line with the inherent risks assessment. Whilst I have not tested all transactions, my sample has where appropriate has covered the entire year to date. Amongst others the following areas were covered in my testing: -

Interim Visit

- Review of the Financial Regulations & Standing orders
- Review of the Risk Assessments
- Review of the Budgeting process
- Proper Bookkeeping – review of the use of the accounting package.

Overall the financial systems and procedures described and demonstrated to me on site were effective and fit for purpose. Sample testing identified no errors or misstatements. I have noted a couple of items for council attention in the report below but have no significant action points.

Final Visit

- Review of annual accounts & Annual return
- Review of bank reconciliation
- Review of income
- Review of salaries
- Review of information for external auditor.

The accounts have been correctly prepared on the income and expenditure basis using the RBS accounting package. The annual return contained the correct comparative figures and opening balances and cast correctly. The accounting entries were supported by underlying documentation and workings.

We note that the Council's reserve position has deteriorated further in 2016-17. We now consider this to be a matter of concern. More detail is set out in section D

I am of the opinion that the annual accounts and annual return for the year ended 31st March 2017 are ready to be signed off by council and the external auditor. Accordingly, I have signed off the annual return.

A. Books of Account

The council uses RBS an industry specific package, the brought forward balances were tested against last year's annual return, there were no errors. Accounting entries are entered regularly onto the RBS accounting system by the accounts department which demonstrates an element of segregation of duties. The accounts are reconciled regularly, with hard copies printed off for the file with the month end prints logically presented and clearly laid out with easy to follow references.

The RBS system is tried and tested and entirely fit for purpose for a council of this size and I make no recommendation for change at this stage.

Final Audit

I checked that the accounts cast correctly, and that opening balances and comparatives could be agreed back to the signed accounts for 2015-16. I confirmed that the statement of accounts can be agreed into RBS summary report and supporting nominal listing.

I am satisfied that the statement of accounts can be agreed back to books of account for this Council.

B. Financial Regulations

The Financial Regulations and Standing Orders are based on the current NALC models. Standing Orders were reviewed by council in May 2016 and Financial Regulations in April 2015. The Financial Regulations will be taken to council before March 2017 for review and approval. These documents are current and I make no recommendation to change now.

I have reviewed the issue of Agendas and Minutes and can confirm that council does give proper notice of meetings. Agendas are sent electronically and given out in hard copy together with publication on website and social media.

The minutes of the Finance and General Purposes Committee correctly describe within the body of the minute the reconciliations, receipts and payments being approved. It was noted that in a couple of instances the reconciliation attachments to the Agendas for the 7th July and 6th October meetings did not match the body of the minute; however, within the "reconciled cashbooks folder for members" the reconciliations and payments lists did agree. It is clear, entries were made to the RBS system after the initial prints were produced for the agendas. For clarity, if amendments to agenda supporting documentation have been made after publication of the agendas this should be noted in the council meeting so the minute can be appropriately worded to avoid future confusion.

Per financial regulation 8.5 the council needs to be seen to consider its investment strategy at least annually and if necessary draw up a formal procedure. **This was followed up at the final audit and the recommendation was found to be outstanding**

Per financial regulation 14.6 council will need to undertake a fixed asset stock take before or on the year end date – this was completed by 31.3.17

Final Audit

Non pay expenditure at the council was £1,158,538. (2016 £1,264,542).

Our testing at the final audit concentrated on testing a sample of expenditure transactions in the latter 4 months of the financial year. For all transactions sampled we were able to confirm that the entry in the cashbook could be agreed to invoice, and that all invoices had been approved in line with financial regulations. We also tested that, where appropriate, the VAT was included in a VAT return.

We have identified no errors in our testing of non-pay expenditure shown in box 6 of the accounts.

C. Risk Management & Insurance

Council in the process of reviewing its risk assessments and strategy documentation, these will be reviewed at the next interim visit.

The council is insured with Zurich under a standard local authority agreement with a 3-year agreement. Quotes were taken and discussed at council in accordance with regulations. Asset and money cover appear adequate.

Final Audit

We confirmed with the Support Services Manager (SSM) that the Council's risk assessment was reviewed at the March meeting of the Council, and a minute recorded to confirm this.

D. BUDGET & PRECEPT

The council has circa £471k in bank and cash balances at the interim audit date. It is anticipated that at the year end the council will have circa £440k in reserves of which £160k is earmarked. This leaves circa £280k as a general working reserves which is about 2 months' cover. This is a little on the low side, however, council is fully aware of this and is actively seeking to improve revenue streams.

At the interim date

- Council was owed circa £40K, of which the £25k Dawson debt should be regarded as a bad debt.
- Council owed circa £22k to suppliers, very little of which was over 30 days old.
- Council had had £1.4m in income and £943k of expenditure, this is broadly in line with budget, with income slightly better than budgeted for. It was noted that the budget on the RBS did not include the precept which was skewing the reports. This has been corrected.
- It was noted that software support has been overspent, but this has been discussed with council.

Council is in the process of drawing up 2017-18 budgets in draft.

Council produces budget reports for each F&GP meeting together with a summary for councillors. Whilst some individual budget lines are showing overspent at the six-month mark, overall the committee budgets remain within budget.

Final Accounts

We confirmed budget and precept for 2017-18 were approved at the January 2017 Council meeting and this approval minuted. A detailed budget book has been prepared, and the precept properly recorded in the minutes of the Council.

We note that Council reserves at 31.3.17 stood at £137,274 (2016: £274,429). This represents a reduction of £137K in the course of the financial year. Reserves are now only sufficient to cover the Council's annual loan repayment obligations.

We note from the budget book that a surplus of £120K is proposed for 2017-18. This will be transferred to general reserves. We also note from discussion with the Town Clerk that the Council is working on a number of projects to improve its financial position.

These include:

- Land sales – The Holt and land at the Golf Course
- Seafront development and beach hut sale
- Income improvement and cost management at the golf course.

It is our opinion that the Council's current reserves position represents a matter of concern.

We recommend that

- Council continues to monitor income and expenditure carefully to ensure the projected surplus in 2017-18 is delivered
- Council continues to work on income generation schemes. We remind you however, that capital receipts can only be used on capital projects, and not to support revenue deficits

- Council must ensure that it follows its standing orders and financial regulations in any income generation projects.

E. INCOME & VAT

Precept for 2016-17 was £612,533 (2016: £521,314). Precept has been agreed back to remittance advice notes from district council and to the precept request. Box 2 is accurately stated.

Other income in 2016-17 was £1,066,851 (2016: £1,337,836).

The golf club system was tested in detail in the 2015/16 audit and was the sole focus of a second interim visit during that year. Walk through testing together with substantive sample testing showed that internal policies and procedures were being followed and could be relied upon. On this basis detailed substantive testing has not been carried out on the golf club income in the 2016-17 year.

It is however recommended that Internal Audit carries out an audit visit to the Golf Club in Autumn 2017-18 in order to check controls over these material income streams remain robust.

We note from discussions with officers that the Council has recently received significant income relating to the Shoal Community Bench. **We recommend that the Council should obtain VAT advice from a specialist advisor such as Local Authority VAT forum (LAVAT) to ensure correct VAT treatment is applied.**

F. PETTY CASH

The Council holds £250 petty cash. We reviewed petty cash records and confirmed it was counted at year end and use of petty cash is appropriate.

G. PAYROLL

Staff costs in 2016-17 were £521,052 (2016 £477,806)

Payroll is processed in house using Iris PAYE Master and industry recognised package. We selected one payroll from December 2016. Confirmed cashbook figure to payroll journal. We were able to confirm the following

- payroll spreadsheet is authorised by SSM, the Town Clerk and one councillor
- Selected 3 members of staff and confirmed amount on spreadsheet back to IRIS payroll system

We are satisfied that staff expenditure recorded in box 4 to the accounts has been incurred in line with financial regulations.

H. ASSETS AND INVESTMENTS

Fixed assets per the accounts were £1,727,505 – (2016 £ 1,798,626).

A fixed asset register is in place. I have agreed the accounts balance to the detailed asset register. There was evidence of disposals and additions in year – for example I have been able to confirm that new groundsman's shed and clubhouse have been added to the register, and the old assets removed.

I am content that the fixed assets balance per the accounts is supported by a comprehensive fixed asset register.

I. BANK RECONCILIATIONS

The council has two main bank accounts and six petty cash/till floats. None of the bank accounts are long term investment deposit accounts. Bank and cash balances agree and the supporting bank

statements have been signed by the accountant and counter signed by the chair of F&GP. There were no errors.

The council has seven Public Works Loan Board Loans. These loans were taken out at various times generally on a 25-year basis. The capital and interest repayments will remain constant over the term of the loans and cumulatively amount to an annual cost to the council of circa £138k.

Final Audit

Council borrowing at 31.3.17 was £1,727,505 (2016: £1,798,626). I have agreed the total in box 10 of the accounts to third party confirmation obtained from the PWLB website at 31.3.17.

Loan Repayments disclosed in box 5 to the accounts amounted to £136,969 (2016: £131,574). This has been agreed to a schedule of repayments supplied by SSM. From this 3 loan repayment have been agreed to PWLB demand for payment.

Cash at bank at 31.3.17 was £221,015 (2016: £638,410)

I re-performed the year end bank reconciliation. I confirmed balance per accounts could be agreed to cashbook figure in RBS bank reconciliation, and from there back to bank statements. I checked 2 material unrepresented items on the bank reconciliation to subsequent presentation at bank. The bank reconciliation was with a councillor for review at time of audit, so I was unable to confirm independent review at the time of the audit, although this was underway.

I am satisfied that cash and borrowings figures in the accounts are accurate.

J. YEAR END ACCOUNTS

Accounts are correctly compiled on the accruals basis. There is a difference between cells 7 and 8 of £ 83,741. A reconciliation has been prepared, and was found to cast, and could be supported by relevant account balances.

The following balances were tested to ensure supporting information was in place.

- Debtors - £76,271 – agreed to schedule of debts
- VAT - (£14033) – agrees to VAT return
- Receipts in Advance £147,962 - agreed to schedule of income in advance – mainly golf memberships

K. TRUSTESHIP

N/A

Mark Mulberry

Internal Auditor

7th November 2016 & 24th May 2017

Points Forward – Action Plan

Point Forward / Action needed	Auditor notes	Council response
Per financial regulation 8.5 the council needs to be seen to consider its investment strategy at least annually and if necessary draw up a formal procedure.	This was followed up at the final audit and the recommendation was found to be outstanding	
It is our opinion that the Council's current reserves position represents a matter of concern.	<p>We recommend that</p> <ul style="list-style-type: none"> - Council continues to monitor income and expenditure carefully to ensure the projected surplus in 2017-18 is delivered - Council works on income generation schemes. We remind you however, that capital receipts can only be used on capital projects, and not to support revenue deficits - Council must ensure that it follows its standing orders and financial regulations in any income generation projects - It is recommended that Internal Audit carries out an audit visit to the Golf Club in Autumn 2017-18 in order to check controls over these material income streams remain robust. 	
We note from discussions with officers that the Council has recently received significant income relating to the Shoal Community Bench.	We recommend that the Council should obtain VAT advice from a specialist advisor such as Local Authority VAT forum (LAVAT) to ensure correct VAT treatment is applied.	

Overview of Council

	Work Task	Schedule Ref	Notes/Results
Terms of Engagement			
1	Review terms of engagement letter and confirm appropriate to this year		New Engagement letter issued for 2016 year end
2	Confirm that the professional independence and competence questionnaire has been completed and agreed with the client	1.2	Yes – confirmed
3	Complete Budget	1.3	Completed & Agreed with Client
4	Complete Timetable	1.4	Completed & Agreed with Client
Planning Notes – Understanding the Town & Parish Council			
	Number of electors and size of precept		Electors circa 20k – no significant changes 2016/17: Precept £613k - Grant £30k 2015/16: Precept £521k - Grant £35k 2014/15: Precept £515K - Grant £41k
	Key personnel		James Corrigan Clerk & RFO Lucy Clark – Support Services manager Craig Williams – Facilities Manager Simon Andrews - Temp Finance Assistant There are personnel files on all members of staff retained by clerk in locked draw Annual appraisals References taken and retained There is a hierarchical management structure No councillor allowances Contracts of employment
	Type of financial accounting in place i.e. Manual books, computerised system		RBS system – Omega Excel Word James, Lucy and Simon have access
	Does the council carry out an annual risk assessment, and is it documented.		Yes
	Does the council have a good control		Locked Offices

	environment (evidence of internal reviews and counter signing of cheques etc)		Bank reconciliation is checked & signed off monthly Locked filing cabinets Report against budget at each PC meeting F&GP meets 4 x per annum External PC back up – daily Hierarchical review Passwords on computers (renewed regularly)
	Any significant changes since prior year (staff or procedures)		No
	Any there any matters arising from last year's audit and/or management letter		External auditor provided unqualified report. All points raised by IA have been addressed.
	Matters arising from discussions with council, including whether there is any evidence of fraud or material misstatement.		Council would like a detailed review and consideration of prior IA reports - ongoing
	Key high risk or expected problem areas,		None
	Council meetings		F&GP – 5 times a year Planning – 3 weekly Golf – 5 times a year Full council – 6 times a year Community services – 5 times a year.
	Payroll		In house
	Petty cash		Yes There is a £250 float on petty cash which is kept in a locked draw with spreadsheet to monitor use. Small office incidentals – cash receipts paid into petty - Banked every 7 days. Higher amounts from tin banked immediately.

Professional Independence and Competence Questionnaire

The internal audit function must be sufficiently independent from the management of financial controls and procedures of the council which are the subject of review. The person or persons carrying out internal audit must be competent to carry out the role in a way that meets the business needs of the council.

There are two key principles, which all local councils must follow in setting up their internal audit function, regardless of how procured: **independence and competence.**

INDEPENDENCE	
Do you have any specific reliance on the fee to be earned from this assignment	No
Overdue fees	
Does the client/group of clients owe the firm any money which exceeds our normal credit terms?	No
Litigation	
Is there any actual or anticipated litigation between us and the client in relation to fees, audit work or other work?	No
Associated firms	
Are you or your staff associated with any other practice or organisation which has had any dealings with the client council?	No
Family or other personal relationships	
Do you or any of your staff have personal or family connections with the council or its officers?	No
Mutual business interest	
Do you or any of your staff have any mutual business interests with the client or with an officer or employee of the client?	No
Financial involvement	
Do you or your staff, or anyone closely related to you or any of your staff, have any financial involvement in the client in respect of the following:	
Any beneficial interest in shares or other investments?	No
Any loans or guarantees?	No
Goods and services: hospitality	
Have you or any of your staff accepted materials, goods or services on favourable terms or received undue hospitality from the council?	No
Ex-partners or senior staff	
Has any senior officer of the council been a partner or senior employee of the practice?	No
Is the partner or any senior employee on the audit team in negotiations to join the client?	No
Long association	
Have you been acting for more than 10 years? If yes, then consider rotation/engagement quality review. 3 rd Year of auditing	No
Provision of other services	
Do we provide any of the following services to the client:-	
Accounting services, book-keeping or payroll services	No
Staff secondments	No
IT services where we are involved in the design, provision or implementation of systems	No
Specialist valuations which are included in the accounts	No

Tax compliance work or tax planning	No
Corporate finance activities	No
Any advocacy services e.g. Tax commissioner hearings	No
Any services relating to the management of the council	No
Any other services that may cause a threat to the firm's objectivity or independence	No
Where any of the above have been answered 'yes', then specify below what safeguards are proposed to maintain integrity and independence:-	
Competence	
Consider the following matters prior to deciding to accept appointment/re-appointment as auditors:	
Are there any particular challenges and risks associated with this client?	No
Do we have sufficient expertise available to undertake this audit engagement?	Yes
Are there sufficient resources available to undertake this audit engagement?	Yes
Having regard to the safeguards identified, I am satisfied that we are independent and competent to perform this audit.	

Budget

		Hours
Planning & Systems Work	Interim Visit	14
File Review and reporting	Interim Visit	1
Financial Procedures	Final Visit	7.5
File review	Final Visit	1
Total Budget Hours		23.5
Hourly Rate		£50
Time Cost		£1,175
Other costs	Mileage	£100
Total Budgeted Cost		£1,275
Total Budgeted Fee		£1,275

Timetable

November 2016	Planning and Interim Audit work
May 2017	Final Audit work
May 2017	Issue Audit Report & Letter

Inherent Risk Assessment

Based on the above findings and discussions with council it is my opinion that the inherent risk within the systems of the council is categorised as follows

Work Task	Notes	
Are standing orders and financial regulations regularly reviewed	Yes	Low Risk
Is council following its written Financial regulations & standing orders	Yes – no issues in the past	Low Risk
Does the council have risk assessments in place and are these reviewed at least annually	Yes	Low Risk
Does the council have a committee or working party responsible for internal checking	NO	Medium Risk
Is there evidence of hierarchical review (counter signing bank rec, invoices etc)	Yes	Low Risk
Is there regular reporting against budget?	Yes	Low Risk
Are books and records maintained on a regular basis	Yes	Low Risk
Is the clerk under time pressure	No	Low Risk
Are there complicated transactions?	No	Low Risk
Any changes to key staff	None	Low Risk
Any changes in systems or procedures	None	Low Risk
Is all info on site and to hand?	Yes	Low Risk
Any problems in the past	None	Low Risk
Are there any other factors to consider?	No	Low Risk

Conclusion & Opinion

The systems policies and procedure are robust and are fit for purpose.

Specific Audit Plan

Audit Area Section 4 Annual Return	Notes	Risk of error or misstatement	Tests	Ref
Appropriate books of account have been kept properly throughout the year.	RBS package in place, limited and uncomplicated transactions	Low	Review transactions in cashbook make verbal enquiries. Test arithmetic.	A
The council's financial regulations have been met, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	Good easy to follow system with up to date FR and SO	Low	Review invoices and reconcile to cash book in detail. Review minutes and cheque books for authorisations	B
The council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	Risk assessment policy written risk assessments carried out	Low	Review and comment	C
The annual precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate	RBS budget – reported on every month	Low	Review minutes for evidence of council discussion of the same	D
Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	Simple income stream – no complicated areas	Low	Test to precept application and other misc receipts.	E
Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	Simple Petty cash book and tin system	Low	Review and comment	F

Salaries to employees and allowances to members were paid in accordance with council approvals, and PAYE and NI requirements were properly applied.	Payroll processed by internal firm	Low	Test rates and hours are authorised Test net wages to payments due	G
Asset and investments registers were complete and accurate and properly maintained.	Fixed asset register in place	Low	Review insurance schedule and cashbook for missing items off the register	H
Periodic and year-end bank account reconciliations were properly carried out.	Regular reconciliations	Low	Test Year End reconciliation in detail	I
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.	Income and expenditure basis -- RBS used as consultants to process year end material for EA	Low	Test audit trail sufficient for electors rights Review supporting information and comment	J
Trust funds (including charitable) The council met its responsibilities as a trustee.	None	Low	Nothing to test	K

Audit Findings

(A) Proper Bookkeeping

Objective	To confirm that appropriate books of account have been properly kept throughout the year
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The basic record of receipts and payments is always the starting point of an accounting system; the majority of internal controls will work back to that original record. It is essential that the system requires that the **basic cash book is kept up to date and balances are regularly verified against a bank statement** or the actual cash in the petty cash tin. This record will also **agree with the supporting vouchers**, invoices or receipts. Even though the arithmetic may be automatic on a computer based system it is necessary to **check that the additions and balancing are correct**. The level of checking will depend on who does what and with what frequency. Where there is a **computer based system**, the reliability of information reported by the system depends on the quality and accuracy of data input, and how it is then processed, and **so tests of the integrity of data input and processing should be considered**. A councillor or member of staff may do the checking or verification; internal audit will test that the checking verification within the system has been undertaken.

Test		Comments /Conclusions /Points Forward
1	Using the previous year's annual return agree the current year's brought forward balances in the cash book.	Using to 2016 annual return I can confirm the bfwd balances in the cash book agree to the closing balances. Preliminary review showed no unusual amounts or adjustments.
2	Review the nominal ledger/cashbook for large and unusual entries and agree to supporting documentation	Council uses RBS system, all entries laid out in clear and logical manner with references and cross references as appropriate.
3	Verify arithmetic by casting a sample of the cash book, if this is maintained electronically check one month only	Tested the April and June bank reconciliations in detail – this was cast correctly by the auditor and there is evidence of monthly reconciliations in place.
4	Is the cashbook maintained and up to date	Weekly at least
5	Is the cashbook regularly balanced	Yes
6	Is the data input by the RFO checked internally	Yes there is hierarchical review and sub committee review

OVERALL CONCLUSION (Subject to points carried forward in final notes)

Satisfactory – The nominal ledger balances are brought forward correctly and the postings to the nominal accounts are properly made. The books of account are up to date and balanced. Use of RBS is appropriate for a council of this size and it is being used in the proper manner.

(B) Financial Regulations, Standing Orders & Payment Controls

Objective	To confirm The council's financial regulations have been met, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.
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The first step in establishing a financial system is to identify the general rules applicable at council or committee meetings and in carrying out the council's business. The Standing Orders, Financial Regulations and other internal instructions do this. **Internal audit should have a copy of the current Standing Orders, Financial Regulations and any internal instructions.** Internal audit's report to the council will include any recommendations for improvement in these documents arising as a result of their work during the year. The level of checking will depend on the content of the Standing Orders and Financial Regulations. The amount of work may well vary, and more extensive testing of compliance may be needed from time to time, but as a minimum, having established whether the council has within the year reviewed its **Standing Orders and Financial Regulations** for continued relevance, internal audit will test.

In purchase order procedures:

- that the **correct number of estimates, quotes or full tenders** depending on estimated value of contract **have been obtained** (Standing Orders will state the value at which tenders are required; Financial Regulations or Standing Orders will show the value where estimates or quotes only are required);
- that **proper purchase authority by council, a committee or officers** (under clear delegated powers) is in place; and
- that a **proper legal power has been identified** for the expenditure.

In purchase payments:

- that the supporting paperwork confirms that there is a **fully approved invoice and authorisation for payment**; and
- that **VAT is identified** appropriately for reclaim.

In most councils these checks can be limited to a sample of transactions selected at random, plus those which are large or unusual, such as each payment for a value in excess of £1,000, or some other figure appropriate to the level of activity of the council. The aim is for **internal audit to check that the systems put in place by management are working and are appropriate.**

Standing Orders and Financial Regulations may well repeat the statutory requirement to maintain 'a separate account' of expenditure and income under Local Government Act 1972 section 137 and Local Government Act 1986 section 5. **Internal audit should check annually that such an analysis is kept and that the cash limit in section 137 is not exceeded.** Internal audit may scrutinise the resulting list of expenditure and should consider whether the power is being properly used but would not check through for the correct analysis of every item.

Internal audit should also check that **payments of interest and principal** in respect of loans (and investments if any are held) are in accordance with an agreed schedule.

Test		Comments /Conclusions /Points Forward
1	Has the council formally adopted standing orders and financial regulations?	Copy given to IA on arrival. These was reviewed and commented upon. Financial regulations and standing orders have been substantially updated in the council year.
2	Has a Responsible finance officer been appointed with specific duties?	Yes

3	Have items or services above the de minimus amount been competitively purchased?	Yes
4	Are payments in the cashbook supported by invoices, authorised and minuted?	<p>Tested 2.2 Verification of bank reconciliation FR being followed.</p> <p>Tested 5.2 Schedule of payments – FR are being followed.</p> <p>I reviewed an invoice drawn at random and was able to verify this to the cashbook and the nominal ledger.</p> <p>Cheque stubs are initialled twice. Invoices are signed off and annotated per Fr's.</p> <p>VAT is properly accounted for by the RBS system, the workings agreed to the Tb and the refund received.</p> <p>Tested petty cash float– no errors</p> <p>VAT up to date –</p>
5	Has VAT on payments been identified, recorded and reclaimed?	Yes RBS keeps log of VAT transactions
6	Is s137 expenditure separately recorded and within statutory limits?	Yes
7	Note down if council is registered for VAT or if they use the annual reclaim method	Yes registered for VAT
8	<p>Review VAT returns for supporting documentation and verify a sample of transactions to</p> <ul style="list-style-type: none"> • Invoices • Other third party evidence • Correct rate of VAT • Correct treatment of VAT 	VAT returns contain sufficient detail to trace back to individual transactions
9	Review bank account for payments or receipts of VAT	Agreed
10	Reconcile VAT returns to cash book	Reconcile at the year end
11	Ensure Returns are made on a prompt basis	Yes - quarterly

OVERALL CONCLUSION (Subject to points carried forward in final notes)

Satisfactory – following the update of the financial regulations councils procedures are robust and fit for purpose.

(C) Risk Management

Objective	To confirm the council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.
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The greatest risk facing a local authority is not being able to deliver the activity or services expected of the council. The council is likely to be managing many of those risks when it reviews its insurance and its systems. The minutes are an essential record of such reviews. Budget setting and insurance review are annual activities; the review of systems may be less frequent.

It is suggested that systems should be reviewed in some detail, unless triggered by external or internal audit reports, or change in risk, at least every four years or on the change of Clerk/RFO. This might be more appropriate for larger councils on a cyclical basis.

Minutes should be checked by internal audit for any suggestion of unusual activity and evidence that risks are being identified and managed.

Test		Comments /Conclusions /Points Forward
1	Does a review of the minutes identify any unusual financial activity?	No
2	Do minutes record the council carrying out an annual risk assessment?	Yes – IA has reviewed these
3	Is insurance cover appropriate and adequate?	PC is insured by Zurich. The assets are listed and the values are comparable to the FAR. Street furniture and lamp posts may not be insured
4	Are internal financial controls documented and regularly reviewed?	Controls within the PC are tightly monitored and these would not necessarily be of any additional benefit
5	Review financial & Other risk assessment and ensure up to date, note down any significant risks facing the council	Council reviews all risk assessments and other critical systems on a rolling basis and as and when required e.g. There is a comprehensive file of assessments and background information with appropriate action planes in place
6	Document retention & Data Back up	Robust

OVERALL CONCLUSION (subject to points carried forward in final notes)

Satisfactory – The council has a positive attitude to risk assessment and documents the assessments and reviews in a logical manner.

(D) Budgetary Controls

Objective	To confirm the annual precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.
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Internal audit will not check the budget but will verify that a budget has been properly prepared by the council and adopted in setting the precept. The regular reporting of expenditure, and variances from budget, is an important part of the proper control of public money. Internal audit will expect to see the regular reports to council and the variance analysis. That variance analysis and the decisions of council or committee taken as a result may suggest areas for additional analysis by internal audit. Part of budgetary control is to ensure adequate but not excessive reserves or balances. Progress against budgets should be regularly monitored. It is particularly helpful when determining the likely precept that will be required for the following year. Internal audit will be keen to establish that this has taken place.

Test		Comments /Conclusions /Points Forward
1	Has the council prepared an annual budget in support of its precept?	Yes this was prepared in the proper time period last year.
2	Note how client prepares budget	Zero based approach
3	Is actual expenditure against the budget regularly reported to the council?	Every council meeting. IA has seen evidence in minutes to support this.
4	Are there any significant unexplained variances from budget?	There are variances to budget and current financial regulations allow this with prior RFO approval. Evidence of RFO approval of budget overspend should be maintained.
5	Review council's reserves and reserves policies and make a note of how many months cover they have and whether this is sufficient for this particular council	Reserves are inadequate - council is aware – recommendations made

OVERALL CONCLUSION (subject to points carried forward in final notes)

Satisfactory – The council has a good system of budgeting and monitors these on a monthly basis.

(E) Income Controls

Objective	To confirm expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.
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Internal audit will look for evidence that the precept and grant income is properly and promptly received. In value this is usually the largest item of income. Internal audit is more likely to focus on other income particularly where it is unusual or cash-based. Cash income brings higher risks, in turn requiring greater control by ticket issues, receipt issues, segregation of duties of the cashier and the invoice-raising clerk. The need for greater control implies a need for internal audit to verify the operation of all checks and balances.

If the council has let property or holds investments, then the council should have established a system to ensure regular income collection; a diary of expected dates of income etc. Internal audit will look for evidence of such activity and any necessary progress or invoice chasing.

If the income is from quoted investments there is a clear risk to be addressed in terms of identifying the investment policy to be followed, controls over who can initiate a change of investment and an awareness of the investment risks being accepted.

Test		Comments /Conclusions /Points Forward
1	Is income properly recorded and promptly banked?	Precept and grant received by bacs properly recorded in cashbook and annual return. IA has seen evidence of prompt banking and control accounts and control sheets and a readings from the till agreeing to physical banking.
2	Does the precept recorded agree to the Council Tax authority's notification?	Yes
3	Are security controls over cash and near-cash adequate and effective?	There are significant cash receipts controls in terms of banking what is being reported are working
4	Is VAT correctly applied at the correct rates	Council registered for VAT and applies Vat as applicable. Some of the busily ins are opted to tax and Vat is charged on those.
5	Is there income from sale of investments or investment income	No

OVERALL CONCLUSION (subject to points carried forward in final notes)

Satisfactory – The income process is working properly. However I would recommend that council consider the controls in place over cash collection to ensure they are robust and that cash collection is per council expectation.

(F) Petty Cash Procedure

Objective	To confirm Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.
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Internal audit will be looking to see that there is an established system in place rather than ad hoc reimbursement. If the clerk is reimbursed for all small cost expenses or there is a separate cash float, a regular payment must be made to keep up to date. Internal audit would be looking to see that reimbursement is regular and evidence that on occasions an independent person has physically counted the cash balance and checked to be in agreement with the up-to-date record. The council should have a system for the regular approval of petty cash expenditure.

Test		Comments/Conclusions
1	Is all petty cash spent recorded and supported by VAT invoices/receipts?	Yes
2	Is petty cash expenditure reported to each council meeting?	Yes
3	Is petty cash reimbursement carried out regularly?	Yes
4	Review petty cash records for unusual amounts	Simple cash book – no unusual amounts
5	Test count the petty cash and agree to accounting records at today's date if not conducted at the year end.	Agreed –
6	Select a sample of petty cash payments and receipts and agree to supporting documentation, verifying <ul style="list-style-type: none"> • Amounts • Authorisations • VAT analysis 	Easy to follow through to receipt

OVERALL CONCLUSION (subject to points carried forward in final notes)

Satisfactory – petty cash properly accounted and recorded

(G) Payroll Controls

Objective	To confirm Salaries to employees and allowances to members were paid in accordance with council approvals, and PAYE and NI requirements were properly applied.
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Internal audit will be seeking reassurance that the system is delivering the correct payments for wages and salaries and that PAYE/NIC is correctly deducted from the gross pay and paid to HM Revenue and Customs. Historically, one of the greatest areas of risk for local councils has been the improper payment of wages and salaries, together with the lack of proper deduction of income tax and national insurance contributions.

There are some simple tests to establish whether a person is employed by a local authority or can be regarded as a contractor. The clerk is always regarded as an employee – as an ‘office holder’. As an employer, the council must operate PAYE/NIC. If correct deduction for tax or national insurance is not made by the employer, HM Revenue and Customs has the right to seek the lost tax and contributions from the employer as if the payments made were after deduction of the appropriate amounts (i.e. the amount sought is ‘grossed up’). There may also be a liability for interest and penalties that can increase the sum significantly. The clerk, even at the smallest of councils, will need to be able to produce evidence that the correct tax treatment of salary has been arranged with HM Revenue and Customs. HM Revenue and Customs often seek to avoid setting up a PAYE scheme for a single employee whenever possible, so will seek to ‘code out’ any parish council salary through other income, pension scheme or by direct assessment. The council should have an up to date letter from HM Revenue and Customs (addressed to the Council) confirming that arrangements to their satisfaction have been made for the particular employee. Internal audit may verify that evidence each year as part of the annual statement forming part of the annual return.

Changes to contracts of employment (whether annual salary change, or other) require formal agreement by the council as well as being evidenced by a written statement to the employee. The council should record evidence of approved changes in employment contracts in employee records. Internal audit should check that this evidence is in place and agree sums paid to those sums shown as payable. The purpose of specifically investigating the PAYE/NIC system recognises the risks inherent in these items, either through fraud or error, and the risk of significant management time and penalties in making corrections if errors arise.

Test		Comments/Conclusions
1	Do all employees have contracts of employment with clear terms and conditions?	Yes
2	Do salaries paid agree with those approved by the council?	No Allowances are paid. Finance committee approves changes to payroll. IA has seen documentary signed evidence of the same. I believe council would benefit from an annual list by employee of annual salaries and benefits – as signed by council. This could be cross referenced to a minute
3	Are other payments to employees reasonable	Yes – generally for mileage – forms part of the

	and approved by the council?	normal routine of payment authorisations. IA seen evidence of approved expense claim.
4	Have PAYE/NIC been properly operated by the council as an employer?	Yes this is calculated and paid on a monthly basis.
5	Check a sample of payroll deductions. Verifying calculation of PAYE & NIC	tested deductions for employees including clerk and RFO – no errors
6	Check employee existence by physical verification or by reference to documentation (e.g. personnel files, coding notices etc).	Employees are bonafide.
7	Check payroll is signed by a responsible official.	Payroll signed off by clerk and payment authorised by council. Council maintains a list of payments due and made.
8	Test check net wages & PAYE per the cash book to the payroll	Nominal ledger shows where applicable payments of wages, pension and NI
9	Review cash book for unusual payments not put through the PAYE/NI system (e.g. casual labour, round sums, private bills etc).	No unusual amounts to report.

OVERALL CONCLUSION (subject to points carried forward in final notes)

Satisfactory – salaries and processing of salaries are correct. There are no errors.

(H) Asset Control

Objective	To confirm asset and investments registers were complete and accurate and properly maintained.
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The Council is required to maintain an asset and investment register. In the smallest councils, this may only be a note produced for members and local electors. Internal audit will be interested in seeing that there is evidence that the continuing existence of owned and managed assets is checked on a regular basis. In a larger council the register may be hand written, typed or computer produced; the essence is the same in that the system should be verified on a regular basis. This verification should include confirmation that insurance cover is adequate and sufficient. If investments are held, the asset register will be a more active record; it should include details of cost, values, and expected income that can be checked against the actual income. Dates and references to minutes of the members' review of the investments against the investment policy might also be included.

Test		Comments/Conclusions
1	Does the council maintain a register of all material assets owned or in its care?	Yes
2	Are the assets and Investments registers up to date?	Yes
3	Do asset insurance valuations agree with those in the asset register?	Yes – easy to identify and reconcile assets per register to insurance schedule. Street furniture and lamp posts not insured
4	Obtain details of additions and select items to test to invoice or other supporting documentation, having regard for VAT element	There have been both additions and disposals in year. Council has a summary schedule that shows the movement from one year to the next as supported by detailed working papers and schedules.
5	Conduct physical verification of selected assets to make sure that they are in regular use and check to fixed asset register	Sample of fixed asset additions were tested to the register – no missing assets
6	Check title for properties to documents of title and land registry and obtain details of any charges (NB: this may require confirmation from third parties)	Council owns building and land where applicable.

OVERALL CONCLUSION (subject to points carried forward in final notes)

Satisfactory – asset registers maintained properly in accordance with regulations.

(1) Bank Reconciliation

Objective	To confirm Periodic and year-end bank account reconciliations were properly carried out.
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In most councils, the bulk of the financial records will be concerned with a current account and a form of deposit account at a bank or building society. A regular feature of the financial system will be the reconciliation of the balances shown on the statements with those calculated in the council's financial records. It is strongly recommended that on receipt of a bank statement, there should be a reconciliation of the appropriate cash book record. Internal audit will wish to see that this has been done, but should not undertake the reconciliation unless it requires re-performance. It may be appropriate for the year end balances and the reconciliation to be checked in detail.

The basic cash book record must not be written up from the bank statements. That approach does not provide any form of control. The cash book record is written up from the council's records: cheque counterfoils and the paying-in books, together with the known direct payments and credits. It is the cash book record that is checked regularly against the bank statements to provide control.

The bank reconciliation should include a note of the historic cost of current investments held by the council, if any, so that this can also be monitored to ensure that these funds are performing in the way planned by the council and also so that the council can have, each time this is reviewed, as complete a picture as possible of its liquidity and available funds.

As part of internal control, a member may be appointed to review the bank reconciliation in detail and to evidence that review by signing the reconciliation form and the bank statements.

Test		Comments/Conclusions
1	Is there a bank reconciliation for each account?	Yes
2	Is the bank reconciliation carried out regularly and in a timely fashion?	Yes – monthly IA has seen evidence of monthly reconciliations
3	Are there any unexplained balancing entries in any reconciliation?	None.
4	Is the reconciliation signed off by a member	Yes – signed off council monthly
5	Test check the year end reconciliation in detail	No errors – March 2017 reconciliation checked by IA
6	Prepare or obtain a schedule of investments showing all movements in the year and agree opening balances.	N/A

OVERALL CONCLUSION (subject to points carried forward in final notes)

Satisfactory – bank reconciliations are carried out and reviewed properly.

(J) Year – End Procedures

Objective	To confirm 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.
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It is the duty of the council and the RFO to produce the year-end accounting statements. Internal audit will be looking to see that the appropriate accounting basis is used, that the figures can be followed through on working papers and adjustments, transfers, contra entries etc. are fully explained and justified. Internal audit would not be expected to check all figures but will probably verify a small sample and the totals.

Councils accounting on an Income and Expenditure basis will have a system in place for identifying outstanding amounts (receivable and payable) and then for deciding on their materiality for inclusion in the accounting statements. Internal audit will scrutinise the lists of creditors and other balances to ensure that the system is working adequately and that the RFO has correctly identified transactions in the one year that may in whole or part relate to another.

Test		Comments/Conclusions
1	Are year-end accounts prepared on the correct accounting basis (Receipts and Payments or Income and Expenditure)?	AR completed correctly and casts correctly. Income & Expenditure basis used.
2	Do accounts agree with the cashbook?	Yes – accounts verified to annual return summary.
3	Is there an audit trail from underlying financial records to the accounts?	Yes – as noted above
4	Where appropriate, have debtors and creditors been properly recorded?	Yes
5	Has the Annual governance statement been signed off before the financial statements	Yes TBC 22/06/17
6	Has the annual return been completed in full	Yes
7	Has the council got a system in place for reviewing the effectiveness of internal controls	Yes – F&GP

OVERALL CONCLUSION (subject to points carried forward in final notes)

Satisfactory – accounts properly prepared.

(K) Trust funds (including charitable)

Objective	To confirm the council has met its responsibilities as a trustee
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Test		Comments/Conclusions
1	Is the council a sole trustee and is it responsible for managing trust fund assets	
2	Note down names of trusts council is a trustee of	
3	As sole trustee has the council properly carried out its duties in respect of financial reporting and or audit.	
4	Carry out any other tasks deemed necessary	

OVERALL CONCLUSION - (subject to points carried forward in final notes)

No trusts

Actions in Response to Internal Audit Report 24th May 2017.

Item	Issues Highlighted	Recommendations	Action Taken	Audit Findings Overall Conclusion
A. Book of Accounts	No significant issues	IA is satisfied that the Statement of Accounts agrees back to books of account for this Council.		Satisfactory
B. Financial Regulations	The IA commented that as per financial regulation 8.5, the Council needs to be seen to consider its investment strategy at least annually and if necessary draw up a formal procedure.	To draw up a formal procedure for the Councils investments.	Officers are still in the process of developing a draft Policy for consideration by the Council.	Satisfactory
C. Risk Management and Insurance	No significant issues			Satisfactory
D. Budget and Precept	IA notes the Council reserves at 31.3.17 stood at £137,274 (2016: £274,429). This is only sufficient to cover the Council's annual loan repayment obligations.	IA recommends that Council continues to monitor income and expenditure carefully to ensure the projected surplus in 2017/18 is delivered. Council continues to work on income generation schemes but to bear in mind that capital receipts can only be used on capital projects and is not able to support revenue deficits. Council must ensure that standing orders and financial regulations are followed in any income generation projects.	An additional £120k was requested as part of the precept to inflate the general reserves to a more safer level. Income from land sale at the Holt has been secured at £190K. Income from the sale of two older beach huts has been received at £57K. The View continues to work on income improvement and cost management.	Satisfactory
E. Income & VAT	No significant issues	IA recommends that Internal Audit carries out an audit visit to the Golf Club in the Autumn of 2017 to check that controls for income streams remain robust. In regards to The Shoal income, it is the IA's recommendation that the Council obtain professional VAT advice to ensure the correct VAT treatment is being applied. Council should consider the controls in place over cash collection to ensure they are robust and that cash collection is per council expectation.	Officers will organise a date with Mulberry & Co for the autumn as advised. Officers have appointed LAVAT to look into this matter - the outcome is still awaited at this current stage. Officers will check that procedures are robust making improvements to the procedures if necessary.	Satisfactory
F. Petty Cash	No significant issues			Satisfactory

Actions in Response to Internal Audit Report 24th May 2017.

Item	Issues Highlighted	Recommendations	Action Taken	Audit Findings Overall Conclusion
G. Payroll	No significant issues			Satisfactory
H. Assets and Investments	No significant issues			Satisfactory
I. Bank Reconciliations	No significant issues			Satisfactory
J. Year End Accounts	No significant issues			Satisfactory



Seaford Town Council

Report 31/17

Agenda Item No: 14
Committee: Council
Date: 20th July 2017
Title: Additional Council Meeting Date – 31st August 2017
By: James Corrigan, Town Clerk
Purpose of Report: To agree to an additional Council meeting being scheduled to be held on Thursday 31st August 2017.

Recommendations

You are recommended:

1. To agree to an additional Council meeting being scheduled to be held on Thursday 31st August 2017.
-

1. Information

- 1.1 A need has arisen for a Council meeting to be arranged in between this meeting in July and the scheduled meeting on 19th October.
- 1.2 Having reviewed the calendar, Thursday 31st August 2017 at 7.00pm has been identified as the most suitable date.
- 1.3 At present, the three items to be included on the agenda will be;
 - a. Draft Seaford Town Neighbourhood Plan; approval of the draft Seaford Town Neighbourhood Plan will be sought before Regulation 14 public consultation begins (a minimum consultation period of six weeks, which the Steering Group hopes to begin in September 2017).

NB this is not approval of a final Plan; this is signing off the draft Plan before it is released for its first public consultation.
 - b. HR Review Recommendations; approval will be sought from the Council of the recommendations from the Personnel Committee further to the HR review carried out in June 2017.
 - c. The View Business Plan; as mentioned in further detail in the Clerk's Report elsewhere on the agenda. A revised draft Business Plan for The View will be presented to the Council for adoption.

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, Town Clerk.

Town Clerk



Seaford Town Council

Report 41/17

Agenda Item No: 15
Committee: Council
Date: 20th July 2017
Title: Christmas Shutdown
By: James Corrigan, Town Clerk
Purpose of Report: To seek approval to close the Council offices over the Christmas period.

Recommendations

You are recommended:

- 1. To approve the closure of the Council offices from 5pm on Thursday 21st December 2017 to Monday 1st January 2018 inclusive.**

1. Background

- 1.1** Traditionally Seaford Town Council's office, as with most other local Councils, closes over the Christmas period.
- 1.2** This year Christmas Day is a Monday so a Bank Holiday, as well as Tuesday 26th December and Monday 1st January.
- 1.3** To fill in the gaps and give the whole period off as per the recommendation, staff would be required to use four days' annual leave, therefore returning to work on Tuesday 2nd January.
- 1.4** The Council is also recommended to offer shutting the office on Friday 22nd December, as a gesture of goodwill and to allow staff that extra time in the run up to the festivities. This would again be taken from annual leave entitlement and is included in the above figure of four days.
- 1.5** In the event of an emergency, arrangements will be looked at to provide cover with an emergency number available on the answer machine and the website.
- 1.6** If individual members of staff do not wish to use their holidays over the Christmas period they will be allowed to work over the holidays; the office will remain closed to the public however.
- 1.7** Operations at the Golf Course and The View will continue uninterrupted except for Christmas Day.

2. Financial Appraisal

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

3. Contact Officer

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

Town Clerk



Seaford Town Council

Report 42/17

Agenda Item No: 16
Committee: Council
Date: 20th July 2017
Title: Seaford Markets
By: Craig Williams, Projects & Facilities Manager
Purpose of Report: To feedback on the Seaford Town traders market consultation.

Recommendations

You are recommended:

1. To note the offer of seafront concession licences to local market traders;
 2. To agree to cancel the street markets following the trial and consultation.
-

1. Background

- 1.1 Seaford's street markets began in April 2017 with the view to increasing footfall to the town centre, helping to ensure the local traders and businesses sustainability.
- 1.2 It became evident that the markets were causing issues for many residents and traders within Sutton Road so the decision was made, after attempting to address these concerns, to postpone the markets while a consultation with traders took place.
- 1.3 A petition against the market from Sutton Road residents and some traders was received.
- 1.4 The results of the consultation with all town centre were mainly that the markets had affected some local traders in a negative way, and fewer in a positive way. The vast majority of traders responding recommended to either cancel the markets or move them to the promenade. Twenty-one traders responded to over 100 letters handed to local shops, this indicated the vast majority of traders were indifferent to the market.
- 1.5 With that in mind, it is recommended to cancel the street markets following this initial trial and consultation.
- 1.6 A number of local businesses did develop as a result of the markets from within Seaford, these traders wish to continue. So, taking account of the town centre traders view that future markets should be on the promenade, it is proposed to offer these three traders terms to occupy plots on the seafront adjacent to Frankie's Beach Café over an extended weekend period. This will be on the basis of a concession licence so will require little management.
- 1.7 If these businesses develop and prosper it is possible that additional concessions that are complimentary to the town will seek to provide similar stalls on the seafront.

- 1.8 This will increase the offer on the seafront and does not directly compete with the town traders as their products are all different; namely silver jewellery, handbags and tie dyed clothing.
- 1.9 The town will continue to have four continental markets per year. The Town Council is taking on the management of these events from the Seaford Chamber of Commerce, as part of the Council's objectives to increase the number of events it facilitates in the town.
- 1.10 The first of these markets will be the Italian market on Friday 14th July, followed by a French market on Friday 15th September.

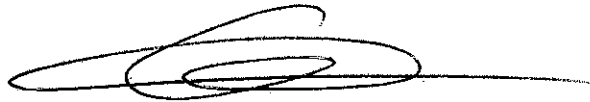
2. Financial Appraisal

There will be a small income from the new concessions on the seafront as well as a larger income from the provision of continental markets.

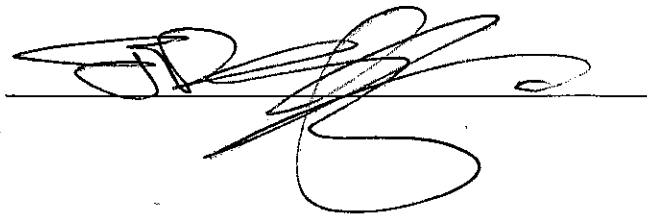
3. Contact Officer

The Contact Officer for this report is Craig Williams, Projects & Facilities Manager

Projects & Facilities Manager



Town Clerk





Seaford Town Council

Report 39/17

Agenda Item No:	17
Committee:	Council
Date:	20 th July 2017
Title:	Martello Tower Entertainment Area Motion
By:	James Corrigan, Town Clerk
Purpose of Report:	To present a written motion from Councillors regarding the Martello Tower Entertainment Area.

Recommendations

You are recommended:

1. To defer the proposal at Appendix A until an overreaching policy for the Martello Entertainments Area has been fully researched and developed.
-

1. Information

- 1.1 Attached at Appendix A is a written motion received in accordance with Standing Order 9 for inclusion on the agenda.
- 1.2 The motion put forward at present does not meet minimum due diligence tests as there has been no opportunity to determine the financial costs to manage the proposal also the financial implications.
- 1.3 There are many questions that arise from the proposal, such as; how will the area be policed to ensure all performers have paid and registered? Who will be on call to respond to any complaints that performers are not booked? What will this cost? Will musicians pay or just perform there or on the other side of the road which is not covered by the Town Council? How much would performers pay? Should they pay if not collecting money themselves?

How long will each booking take and what will this cost be? What sanction would be available to transgressors? Would such requirements make the entertainment area redundant? What would the impact of this be on the pending grant application to the Arts Council? What would the impact be for the members of the public that have purchased seating in the "Entertainments Area" if they subsequently found it not to be a entertainments area? What action could be taken against a busker playing on the Highway not controlled by STC? What is the legal position of such an act?
- 1.4 Also, it is understood that Councillors have not yet witnessed for themselves the level of noise. It would be preferable for all Councillors to witness this.

- 1.5 The frequency of the performances is not known either, however this is thought to be very infrequent.
- 1.6 The time to undertake all of this research will be significant. It should form part of an overreaching policy for the Entertainments Area, which will require additional research before being completed. It may be the Council would decide to defer the proposal until this policy has been developed.

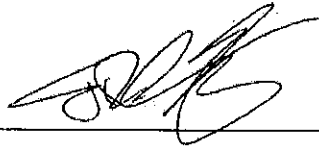
2. Financial Appraisal

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

3. Contact Officer

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

Town Clerk



Notice of Motion – Martello Tower Entertainment area (MEA)

Date: 20th July

Title: An agreed policy on all amplified entertainment at the Martello Tower entertainment area

Proposed by: Olivia Honeyman and Sam Adeniji

Seconded by: Richard Honeyman

You are recommended:

1. To agree that prior to official development and administration of this site there must be a sign put up at the MEA, and an official policy that no amplified entertainment takes place unless it is booked and advertised in advance.
2. To agree that the area is not developed either informally or officially until the council agree a policy for future use of the area, and how that policy will be administered.

Background

- 1 On the 26th September 2013 at the Community services meeting agenda item no 11 report 80/13 the purpose of the report was 'To seek agreement in principle and officer support for the proposed improvements at Martello Tower in the creation of a space to facilitate small performing arts performances.' The proposed scheme was presented by the Seaford community partnerships, Seafront Theme group. The appendix A of the proposed scheme lists in the options and benefits that 'Charging users a deposit and small usage/administration fee/performing rights payment for music, collected by e.g. TIC, to regulate bookings and making the operation self-funding.
- 2 CS 28.1 It was AGREED to APPROVE in principle the proposed scheme presented by Seaford Community Partnership, Seafront Theme Group.
- 3 The application to hire public open spaces through Seaford Town Council, the form states 'with a sound amplification system be used? Yes/no. If yes, please ensure you obtain a Public entertainment license. Setting up and dismantling dates and times are listed'. This information can then be advertised on the Seaford Town Council website and residents can access this information and plan their lives accordingly. Until just under two months ago the MEA was listed on the council lists of bookable sites and some events at MEA are advertised on the website.
- 4 There has been irregular but frequent informal use of the area by performers using amplified systems.

The purpose of this motion is to:

- a) Ensure that, in keeping with its stated aims the council maintains good governance and fiscal responsibility in respect of all areas including management of the MEA.
- b) Ensure that residents can plan their attendance/non-attendance of MEA events. This is the most effective way of supporting both the artists and the community.
- c) Ensure that the Council secures revenue appropriate to the frequency and duration of any performance.
- d) Avoid the current situation whereby performers perform for free as and when they please because they believe this has been sanctioned by the Council.



Seaford Town Council

Report 45/17

Agenda Item No: 18
Committee: Council
Date: 20th July 2017
Title: Salts Cottage
By: James Corrigan, Town Clerk
Purpose of Report: To consider the implications of an update from Lewes District Council on the Salts Cottage, The Salts.

Recommendations

You are recommended:

1. To advise officers what action the Council would like to take.
-

1. Information

- 1.1 Please find the attached Appendix A, which is a copy of report considered by the Council on 20th April 2017.
- 1.2 The Council decision at the 20th April meeting was to "Instruct the Clerk to contact Lewes District Council request that the proposed transfer of the Salts cottage is transferred to Seaford Town Council" for the reasons in and on the basis set out in the report.
- 1.3 Since this resolution the Town Clerk has submitted a request to Lewes District Council (LDC) which is set out below together with the response from LDC.
- 1.4 *"Further to recent discussions regarding the Cottage in the Salts park I have been formally requested by Seaford Town Council to ask that Lewes District Council or Cabinet whichever is the appropriate decision making body considers the following request.*
- 1.5 *The Salts Cottage is contained entirely within The Salts Park, to such an extent that its utility supply is shared with Seaford Town Councils supply to the site. It is an integral part of the structure of the Park, it has no means of access other than through the park.*
- 1.6 *The Cottage was part of the park owned originally by Seaford Urban District Council. It was therefore purchased solely by the taxpayers of Seaford. When the Urban District Council was disbanded in 1974 it along with the park was transferred to the ownership of the newly formed Lewes District Council. Subsequently upon the formation of Seaford Town Council in 1999 a number of the former assets of the Urban District Council were transferred to Seaford Town Council over a period of years. During the intervening years many of the assets formerly transferred to Lewes District Council were sold for private development. This is a matter often brought up by residents as the perception (the reality is unknown for certain) is that the funds from these sales were then spent £. 100 of the Town. The recent proposed and*

subsequently withdrawn sale of various LDC assets in Seaford resurrected many of these issues.

- 1.7** *Following the formation of Seaford Town Council in 1999 various parcels of land were transferred back to the town through the Town Council, these included the Salts park, but not the integrated house. This was retained by LDC to use as social housing. It has now been decided that this property is no longer suitable for social housing. Seaford Town Council would like to see it returned to the ownership of the Seaford tax payers at no charge reflecting its original transfer to Lewes District Council.*
- 1.8** *In addition to the above it should be noted that the Salts Cottage logistical location would present Seaford Town Council with potential issues were it to become privately owned. The expectations of a private owner could and probably would be significantly different to that of a housing tenant. To gain vehicular access to the house requires the opening of a Town Council gate entrance to the Park, moving forward, relocking the large gate, driving along a shared footpath before turning into the drive of the property. All of this presents potential issues, any cars parked outside the property would block the footpath and the vehicle access for the grounds maintenance team. The leaving of the gate open would present a security risk, currently anyone who does this has their key confiscated as there is a genuine security risk of travellers entering the site when the gate is left open. This has happened in the nearby Martello Fields several times in the past three years. The Town Council would have no simple means of addressing any issues that may arise as a result of owner of the property continuously leaving the gate open or obstructing the park footpath.*
- 1.9** *In addition in line with the Town Councils strategic plan to increase the number of events in the Salts there will be a number of activities that take place in front of the house, the sale may hinder some of these activities such as the outdoor cinema programme that is being developed.*
- 1.10** *Seaford Town Council would prefer to see the cottage transferred back to the taxpayers of Seaford who originally purchased the property. It would then be used as a residence for a member of the green keeping team, a low paid worker who cannot afford to purchase a property in Seaford at present. In return for being allowed to pay a reduced rent he would be the Councils on site security. There have been a number of issues of security breaches on the site in the past 12 months including considerable vandalism to the public toilets as well as the cricket club and the changing rooms. This arrangement from past experience would reduce the incidents of vandalism and ant social behaviour that occurs in the park.*
- 1.11** *Seaford Town Council understands that it is proposed to use the proceeds of any sale to build some new social housing, possibly two or three units. Whilst it agrees this is a worthy use of any funds that could be generated there is no undertaking that these units would be in Seaford that can be given. The Town Council would therefore urge that instead LDC does all it can to pursue its rights under the S 106 agreement for the Eversley Court Development. This would result in an additional 12 units that McCarthy and Stone were required to build at Eversley Court. The Town Council will offer any support it can to ensure this does occur if it is possible to do so.*
- 1.12** *Recent discussions between Officers at LDC and STC have established that there is no legal hindrance to transferring the property at no cost to Seaford Town Council.*

- 1.13 *The Town Council therefore respectfully asks that the cottage is transferred into Seaford Town Councils ownership with each party covering their reasonable legal cost."*
- 1.14 *The response received from LDC is below.*
- 1.15 *"I also accept that in 1999, a number of assets were transferred to Seaford Town Council (STC) from LDC in the recognition that they were likely to be managed better locally. It's interesting that the Salts Cottage was discussed as part of the asset list to transfer, but was ultimately excluded. I can only infer that this decision was accepted by STC as it has not been the subject of any further discussion between the two councils until LDC offered STC the opportunity to purchase the cottage.*
- 1.16 *The cottage itself is an asset within the Housing Revenue Account. After taking advice, it seems we were both wrong and the General Consent for Disposal 2003 does not apply – because it is a Housing property:*
- 1.17 *"Authorities are reminded that the terms of the Consent do not extend to proposals to dispose of land under section 233 of the 1990 Act, for which specific consent is still required. Nor does the Consent apply to the disposal of land held under powers derived from the Housing Act 1985, upon which authorities should seek advice from LAH 5 Division in the Housing Directorate..." (General Consent for Disposal 2013 para 13 of Circular 06/03).*
- 1.18 *There is no general consent which would allow LDC to transfer the cottage to STC at less than market value, or at nil cost. Such a transaction would require consent from the Secretary of State. Eastbourne Borough Council applied for SoS consent more than 12 months ago for 2 disposals, and they are still waiting for a decision.*
- 1.19 *Referring now to your email below, I'm afraid I don't understand your argument around the logistics and expectations of a private owner. The use of the cottage would still be residential. The residents would be alerted to any logistical problems that arise from its location and where practicable, the restrictions could even be written into the contract of sale. I see no difference between a private owner or Council tenant occupying the cottage – both will expect the same degree of security and it is therefore in their interests to comply with the Town Council's wishes.*
- 1.20 *I also cannot see why sale of the cottage would impede the Town Council's plans to use The Salts more. It's clear to anyone who wishes to purchase the cottage that it overlooks a large recreation area. The majority of the amenities are some distance from the cottage and I would imagine that if the Town Council wished to foster a good relationship with the new owner(s), many of the perceived hurdles could easily be overcome.*
- 1.21 *Selling the cottage would allow funds to be reinvested into the Housing Revenue Account which could provide up to 3 new homes in the district. Seaford has already seen the provision of new homes through conversion of an existing garage site. Money from the sale of the cottage could enable further sites to come forward earlier than planned.*
- 1.22 *Eversley Court is an entirely different matter – and one the District Council has no influence over. In short, the planning application was declined, then allowed on appeal. The carefully negotiated S106 was completely ignored by the Planning Inspector (a P . 1 0 2 under no obligation to ensure that S106*

agreements are applied, merely to determine the merits of the appeal). Therefore, there is no S106 to enforce.

1.23 *In summary, there is no consent which allows the transfer of the cottage from LDC to STC at less than market value. LDC's position has therefore not changed and my instructions are to market the cottage to deliver a capital receipt for the Housing Revenue Account which will then be invested in providing safe and secure homes for residents of Lewes District Council.*

I am sorry this is not the news you wanted to hear."

1.24 Since this was received further correspondence and research has been undertaken. It has been agreed to bring this matter back before the Council for consideration in view of the above. It is impossible to determine from STC's position if the cottage was properly transferred to the housing stock. That being accepted as the case however, LDC could determine to transfer the land for less than market value with appropriate Secretary of State approval. This can be a lengthy process.

1.25 It is therefore a matter for the Council to decide if it would now like to withdraw the request for the transfer or if it would like the request to be considered by the Full Council at LDC as originally requested; this would be on the basis that the request to transfer is subject to Secretary of State approval to do so at a zero cost to STC.

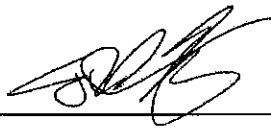
2. Financial Appraisal

There are no financial implications of this report at this point in time.

3. Contact Officer

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

Town Clerk





Seaford Town Council

Appendix A

Report 146/16

Agenda Item No: 13
Committee: Council
Date: 20th April 2017
Title: Salts Cottage
By: James Corrigan, Town Clerk
Purpose of Report: To consider an offer from Lewes District Council to transfer ownership of the Salts Cottage to Seaford Town Council.

Recommendations

You are recommended:

1. To advise officers what action the Council would like to take.
-

1. Information

- 1.1 Council Officers were contacted by Lewes District Council in January 2017 with regards to the Salts Cottage in the Salts Recreation Ground.
- 1.2 The Cottage, a three bedroom residential property, was previously owned by Seaford Urban District Council. However, when this was devolved under the Local Government Act 1972 all of its assets were transferred to the newly formed Lewes District Council (LDC) as part of the legal transfer that was put in place. The cottage at that time was part of the Salts recreation area. It is presumed that as with many similar cottages in parks it was resided in by a park keeper employed by Seaford Urban District Council to provide security and support to the area.
- 1.3 Since the transfer in 1972 it appears it has been used by LDC as social housing. There is a slight legal technical issue over whether it is owned by LDC itself or the LDC Housing account which are two separate legal entities. This does have some implications legally but primarily to transfer from the LDC ownership to the Housing account, public notice should have been given and advertised. If this has not been done then it technically remains within LDC ownership, which has some relevance below.
- 1.4 The property is currently vacant and in need of refurbishment. Having been assessed it is not felt to meet the profile of housing stock by LDC, therefore LDC has decided to dispose of it on the open market with the funds being used for new social housing.
- 1.5 A valuation was carried out and the guide price is £350,000. Before putting the property on the market, the District Council made contact to see if Seaford Town Council would be interested in buying the property. It was decided that this was not financially viable for STC at this time. However, Councillors did

raise several issues during this discussion and asked that the Town Clerk contact LDC to request the return of the property to the town of Seaford.

1.6 Factors which were taken into account in making this request included the following;

- a. The property was originally purchased by Seaford taxpayers alone so should be returned to the Town's taxpayers free of charge now that the wider District no longer has a use for it;
- b. The property would be ideal to provide on-site security for The Salts by offering it at a reduced rent to employees in return for being on site security. Returning it to its original use. It would also provide a lower paid worker with a property in the Town so proving a social need as well.
- c. The property is fully integrated within The Salts sharing for example the same water supply. It is a concern if a private owner is to take ownership this could cause conflict problems for the use of the park with for example gate security, complaints of activities in The Salts which are increasing all the time and issues relating to contribution towards maintenance of the access road.

1.7 Councillors may recall from original correspondence that LDC previously argued that the cottage could not legally be transferred to STC free of charge. However LDC has now conceded the legal argument put forward by STC that it can be transferred at no cost.

1.8 LDC has today advised that officers do not agree to the request to devolve the property free of charge to STC.

1.9 It is therefore a matter for the Council to decide if it wishes to accept this position or formally request that LDC considers this matter at the next available Cabinet / Council meeting whichever is the most appropriate.

2. Financial Appraisal

There are no financial implications of this report at this point in time.

3. Contact Officer

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

Town Clerk

