



Seaford Town Council

To the Members of the Full Council

The Annual Meeting of the of the **Full Council** will be held at **37 Church Street, Seaford** on **Tuesday 21st June 2016** at **7.00pm** which you are summoned to attend.

James Corrigan
Town Clerk
14th June 2016

AGENDA

- 1. Apologies for Absence**
To consider apologies for absence.
- 2. Disclosure of Interests**
To deal with any disclosure by Members of any discloseable pecuniary interests and interests other than pecuniary interests, as defined under the Seaford Town Council Code of Conduct and the Localism Act 2011, in relation to matters on the agenda.
- 3. Public Participation**
To deal with any questions, or brief representations, from members of the public in accordance with Standing Order 3 and Seaford Town Council Policy.
- 4. Minutes**
To note the following minutes, approving or not approving recommendations as required:
 - 4.1 Council Annual Meeting – 12th May 2016 (pages 3 to 8)
 - 4.2 Council Ordinary Meeting – 12th May 2016 (pages 9 to 10)
 - 4.3 Planning & Highways – 19th May 2016 (pages 11 to 14)

There is a change to the minute references and page numbers from the draft minutes previously issued to update both to the new Municipal Year.
- 5. Mayor's Report**
To note report 25/16 presenting the Mayor's Report and details of engagements (pages 15 to 17).
- 6. Young Mayor's Report**
To allow the Young Mayor of Seaford the opportunity to provide a verbal update to the Council.
- 7. Clerk's Report**
To note report 30/16 presenting the update report from the Town Clerk (pages 18 to 23).
- 8. Annual Governance Statement**
To consider report 20/16 presenting the Annual Governance Statement for approval (pages 24 to 28).
- 9. Annual Return - Accounting Statements (Section 2) and Final Accounts 2015—2016**
To consider report 21/16 presenting the Accounting Statement for the Year Ended 31st March 2016 for approval and facilitate the Mayor signing the Account Statement upon approval (pages 29 to 45).

10. Internal Audit Report Year Ended 31st March 2016

To consider report 24/16 presenting the Final Audit Report for the Year Ended 31st March 2016 and seeking approval for the appointment of an Internal Auditor for the 2016/2017 Municipal Year (pages 46 to 81).

11. General Power of Competence

To consider report 14/16 providing information on the General Power of Competence (pages 82 to 83).

12. Voluntary Charge at South Hill Barn

To consider report 15/16 regarding the introduction of a voluntary charge for parking at South Hill Barn (pages 84 to 86).

13. Centenary Fields Programme

To consider report 26/16 regarding the new Centenary Fields Programme being introduced by Fields in Trust and the Royal British Legion (pages 87 to 89).

14. NHS East Sussex Healthcare Public Engagement

To consider report 27/16 regarding an offer from the NHS to speak at a future Council meeting about the local quality of care (pages 90 to 92).

15. Staff Pension

To consider report 28/16 regarding the pension scheme automatic enrolment taking effect from 1st October 2016 (pages 93 to 95).

16. Neighbourhood Plan Update Report

To consider report 29/16 presenting an update report on the Neighbourhood Plan and seeking to appoint replacement members to the Steering Group (pages 96 to 100).

For further information about items appearing on this Agenda please contact:

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Circulation: All Councillors, Young Mayor, Police Sergeant Mullins, and all registered email recipients of agenda.



Seaford Town Council

MINUTES of the **Annual Meeting** of the **Full Council** held at the Council Chambers, 37 Church Street, Seaford on **Thursday 12th May 2016** at **7.00pm**.

Present:

Councillor D Argent (Mayor 2015-16) and Councillor R Hayder (Deputy Mayor 2015-16).
Councillor L Freeman (Mayor 2016-17) and Councillor C Campbell (Deputy Mayor 2016-17).
Councillors S Adeniji, P Boorman, M Brown, D Burchett, B Burfield, R Honeyman, O Honeyman, M Lambert, A Latham, P Lower, A McLean, L Wallraven and L Worcester.
Gabrielle Edwards (Young Mayor 2015-16) and Jessica Batchelor (Young Mayor 2016-17)
James Corrigan, Town Clerk – Seaford Town Council
Georgia Raeburn, PA to the Town Clerk – Seaford Town Council (minutes)
13 members of the public.

C1/05/16 Election of Mayor for the Municipal Year 2016-2017

It was **RESOLVED** that Councillor Lindsay Freeman be **APPOINTED** as Mayor of Seaford for the forthcoming Municipal Year.

C2/05/16 Declaration of Acceptance of Office – Mayor

C2.1 The Mayor, Councillor Freeman, pursuant to the provisions of Section 83 of the Local Government Act 1972, made a Declaration of Acceptance of Office in the prescribed form before the Town Clerk.

C 2.2 Councillor Freeman moved:

“Further to his time in office as the Mayor of Seaford, Seaford Town Council wishes to remember and record its gratitude to Councillor Dave Argent for his commitment and enthusiasm whilst Mayor of Seaford for the 2015 – 2016 Municipal Year.

Councillor Argent took on the responsibility of the role of Mayor of Seaford during his first year as a Town Councillor; a responsibility that he has dedicated himself to and carried out with a sense of pride.

Councillor Argent has attended many events and functions as the Mayor of Seaford, on top of those personal commitments he has through the various other local community groups he is involved with, and has helped maintain and raise the profile of Seaford Town Council in its local and neighbouring communities.

In addition to the civic aspect of the role, Councillor Argent has carried out other duties as Chairman of the Council with unswerving devotion and has always acted with the Council's and town of Seaford's best interests at heart.

The Council also extends its gratitude to the Mayoress, Mrs Marian Argent, who has consistently supported the Mayor throughout his Mayoral duties over the past year.

On this day, 12th May 2016, Seaford Town Council thank and honour Councillor Dave Argent for his service and achievements as the Mayor of Seaford.”

C3/05/16 Election of Deputy Mayor for the Municipal Year 2016-2017

It was **RESOLVED** that Councillor Carol Campbell be **APPOINTED** as Deputy Mayor of Seaford for the forthcoming Municipal Year.

C4/05/16 Apologies for Absence

Apologies for absence were received from Councillor R Chambers.

C5/05/16 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.

C6/05/16 Public Participation

Fiona House *Raised concerns regarding a suggestion that a representative is no longer needed on the Environment Agency meetings; feels this is a vital communication line for the Council to maintain.*

C07/05/16 Young Mayor 2016-2017

Gabrielle Edwards, Young Mayor for the Municipal Year 2015-2016, gave a verbal summary of her year as Young Mayor and the activities and achievements, in particular with her chosen charity Teddy Treats Children’s Charity. Gabrielle thanked those individuals and Councillors that have supported her during her two years with the Council.

The Young Mayor’s Chain was handed over to Jessica Batchelor who takes over the role for the 2016-2017 Municipal Year. Jessica congratulated and thanked the outgoing Young Mayor for all that she had done in her time in office.

The Council **RESOLVED** to **NOTE** its gratitude to Gabrielle Edwards for her service as Deputy Young Mayor and then Young Mayor of Seaford and wish her the best of luck in her future.

C08/05/16 Committee Membership

The Council considered report 01/16.

C8.1 It was **RESOLVED** to **APPOINT** members of the Community Services Committee as set out below for the forthcoming Municipal Year:

- | | | | |
|-----------|---------------|------------|------------|
| D.Argent | P.Boorman | C.Campbell | R.Chambers |
| L.Freeman | R.Hayder | O.Honeyman | M.McLean |
| I.Murray | D.Silvey-Adam | | |

C8.2 It was **RESOLVED** to **APPOINT** members of the Finance & General Purposes Committee as set out below for the forthcoming Municipal Year:

- | | | | |
|------------|-------------|------------|-----------|
| S.Adeniji | D.Argent | P.Boorman | M.Brown |
| B.Burfield | R.Hayder | R.Honeyman | M.Lambert |
| A.Latham | L.Worcester | | |

C8.3 It was **RESOLVED** to **APPOINT** members of the Golf Committee as set out below for the forthcoming Municipal Year:

- | | | | |
|-----------|-------------|------------|------------|
| S.Adeniji | M.Brown | C.Campbell | R.Chambers |
| L.Freeman | O.Honeyman | A.Latham | P.Lower |
| M.McLean | L.Worcester | | |

C8.4 It was **RESOLVED** to **APPOINT** members of the Planning & Highways Committee as

C8.4 It was **RESOLVED** to **APPOINT** members of the Planning & Highways Committee as set out below for the forthcoming Municipal Year:

D.Argent	P.Boorman	D.Burchett	R.Honeyman
M.Lambert	A.Latham	P.Lower	M.McLean
L.Wallraven	L.Worcester		

C8.5 It was **RESOLVED** to **APPOINT** members of the Appeals Committee as set out below for the forthcoming Municipal Year:

M.Brown	B.Burfield	M.Lambert	L.Wallraven
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C8.6 It was **RESOLVED** to **APPOINT** members of the Personnel Committee as set out below for the forthcoming Municipal Year:

S.Adeniji	C.Campbell	L.Freeman	R.Honeyman
A.Latham	P.Lower		

C8.7 It was **RESOLVED** to **APPOINT** members of the Disciplinary/Grievance Sub-Committee as set out below for the forthcoming Municipal Year:

D.Argent	D.Burchett	R.Chambers	L.Freeman	M.McLean
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C8.8 The Council considered the positions of Chair and Vice-Chairman for each of the Committees:

i. Community Services:

It was **RESOLVED** to **APPOINT** Councillor C Campbell as Chairman.

It was **RESOLVED** to **APPOINT** Councillor P Boorman as Vice-Chairman.

ii. Finance & General Purposes:

It was **RESOLVED** to **APPOINT** Councillor M Brown as Chairman.

It was **RESOLVED** to **APPOINT** Councillor L Worcester as Vice-Chairman.

iii. Planning & Highways:

It was **RESOLVED** to **APPOINT** Councillor L Wallraven as Chairman.

It was **RESOLVED** to **APPOINT** Councillor R Honeyman as Vice-Chairman.

iv. Golf:

It was **RESOLVED** to **APPOINT** Councillor S Adeniji as Chairman.

It was **RESOLVED** to **APPOINT** Councillor R Chambers as Vice-Chairman.

v. Personnel Sub-Committee:

It was **RESOLVED** to **APPOINT** Councillor S Adeniji as Chairman.

It was **RESOLVED** to **APPOINT** Councillor C Campbell as Vice-Chairman.

vi. Grievance/Disciplinary Sub-Committee:

It was **RESOLVED** to **APPOINT** Councillor D Argent as Chairman.

It was **RESOLVED** to **APPOINT** Councillor L Freeman as Vice-Chairman.

vii. Appeals Sub-Committee:

It was **RESOLVED** to **APPOINT** Councillor M Brown as Chairman.

It was **RESOLVED** to **APPOINT** Councillor M Lambert as Vice-Chairman.

- C8.9** It was **RESOLVED** to **APPROVE** the existing Committee Structure with an amendment to the title of the Golf Committee to 'Golf & The View Committee' noting the change to any document where this title appears.

C09/05/16 Representation on Outside Bodies

The Council considered report 02/16.

- C9.1** It was **RESOLVED** to **NOTE** the representative reports submitted from the current Municipal Year.

- C9.2** It was **RESOLVED** to **APPOINT** representatives of outside bodies as set out below for the forthcoming 2016-2017 Municipal Year:

Outside Body	No of Reprs	2016/17 Representative/s
Access in Seaford & Newhaven	1	Olivia Honeyman
Arts@theCrypt Management Committee	3	Phil Boorman Rahnuma Hayder Debbie Silvey-Adam
Bishopstone United Charities	2	Phil Boorman Penny Lower
Christmas Magic Committee	1	Sam Adeniji
Citizen's Advice Bureau	1	Les Worcester
Community Rail Partnership	1	Richard Honeyman
Community Transport - Lewes Area (CTLA)	1	Dave Argent
Crouch Bowling Club	1	Alan Latham
Cuckmere Community Bus	1	Phil Boorman
Environment Agency Meetings	3	Olivia Honeyman Rahnuma Hayder Les Worcester
Fair Trade Group	1	Olivia Honeyman Linda Wallraven
Lewes District Assoc of Local Councils (LDALC)	2	Dave Argent Penny Lower
Lewes Community Safety Partnership - Joint Action Group	1	Penny Lower
Mercread Youth Centre	1	Carol Campbell
Seaford Allotment & Leisure Garden Society	1	Penny Lower
Seaford Chamber of Commerce	1	Phil Boorman
<i>Impact Seaford (CoC Sub-Committee)</i>	1	Sam Adeniji
Seaford Community Partnership	1	Richard Honeyman
Seaford Cricket Club	1	Mac McLean
Seaford Football Club	1	Richard Honeyman
Seaford Head Nature Reserve	2	Olivia Honeyman Phil Boorman
Seaford Head Swimming Pool	1	Carol Campbell
Seaford Residents Voice	1	Mark Brown
Seaford Seniors Forum	1	Dave Argent

Seaford Twinning Association	1	Olivia Honeyman
Stakeholders Group on Health Issues	4	Sam Adeniji
		Olivia Honeyman
		Alan Latham
		Les Worcester
Strengthening Local Relationships	3	Barry Burfield
		Linda Wallraven
		Les Worcester
The Base Management Committee	1	Rob Chambers
Tree Wardens Group	1	Alan Latham
Youth Task Group	2	Carol Campbell
		Rob Chambers
		Olivia Honeyman
		Mac McLean

C9.3 It was **RESOLVED** to **AGREE** to the current reporting arrangements for representatives as per the Council Representation on Outside Bodies Policy.

C10/05/16 Scheme of Delegation

The Council considered report 03/16.

It was **RESOLVED** to **ADOPT** the amended Scheme of Delegation with a review date of May 2017.

C11/05/16 Standing Orders

The Council considered report 04/16.

It was **RESOLVED** to **ADOPT** the amended Standing Orders with a review date of May 2017, with the following two amendments to the version presented with the agenda:

4d update amendment to 'as a voting ex-officio member'

18d.iii do not remove 'in a local newspaper and in'

C12/05/16 Financial Regulations

The Council considered report 05/16.

It was **RESOLVED** to **APPROVE** deferring the review of the Financial Regulations until the next Council meeting.

C13/05/16 Fixed Asset Register

The Council considered report 06/16.

It was **RESOLVED** to **NOTE** the Fixed Asset Register as presented.

C14/05/16 Insurance Arrangements

The Council considered report 07/16.

It was **RESOLVED** to **NOTE** the information regarding the Council's insurance arrangements.

C15/05/16 Annual Subscriptions

The Council considered report 08/16.

It was **RESOLVED** to **APPROVE** the Council's subscriptions as detailed below:

	Subscription	2015/16 Amount
1.1	Association of Accounting Technicians	£88.00
1.2	British and International Golf Greenkeepers Association	£248.00
1.3	British Association of Shooting and Conservation	£74.00
1.4	Chartered Institute of Legal Executives	£355.00
1.5	Chartered Institute of Management	£196.00
1.6	Chartered Institute of Personnel and Development	£90.00
1.7	East Sussex Association of Local Councils (SALC)	£2,711.30
1.8	Lewes District Council Association of Local Councils	£50.00
1.9	Local Council Advisory Service	£95.00
1.10	Local Council Review publication	£16.00
1.11	Seaford Chamber of Commerce	£60.00
1.12	Seaford Fairtrade Group	£10.00
1.13	Guild of Mace Bearers	£25.00

At the Council's request, the Town Clerk will investigate any alternatives to using the British Association of Shooting and Conservation.

C16/05/16 Complaints Procedure

The Council considered report 09/16.

It was **RESOLVED** to **ADOPT** the amended Complaints Procedure with a review date of May 2019.

C17/05/16 Freedom of Information & Data Protection Request Procedure

The Council considered report 10/16.

It was **RESOLVED** to **NOTE** that the review of the Council's Freedom of Information & Data Protection Request Procedure has taken place by Officers and that no amendments need be made to the policy as adopted in September 2015.

C18/05/16 Press & Media Policy

The Council considered report 11/16.

It was **RESOLVED** to **ADOPT** the revised Press & Media Policy with a review date of May 2019.

It was **RESOLVED** to **INSTRUCT** the Town Clerk to arrange Social Media Awareness Training for the Council.

The meeting closed at 8.42pm.

Councillor Lindsay Freeman
Mayor of Seaford



Seaford Town Council

MINUTES of a **Meeting** of the **Full Council** held at the Council Chambers, 37 Church Street, Seaford on **Monday 12th May 2016** at **7.00pm**.

Present:

Councillor L Freeman (Mayor) and Councillor C Campbell (Deputy Mayor).

Councillors S Adeniji, D Argent, P Boorman, M Brown, D Burchett, B Burfield, R Hayder, R Honeyman, O Honeyman, M Lambert, A Latham, P Lower, A McLean, L Wallraven and L Worcester.

James Corrigan, Town Clerk – Seaford Town Council

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

6 members of the public.

C19/05/16 Apologies for Absence

Apologies for absence were received from Councillor R Chambers.

C20/05/16 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.

C21/05/16 Public Participation

Laurence Holland

Questioned whether the Council would consider holding its meeting at The View at Seaford Head.

The Council requested that the Town Clerk report back to the next Council meeting on the options with regards to venues for the public Council meetings.

C22/05/16 Minutes

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

C22.1 Personnel – 31st March 2016

C22.2 Planning & Highways – 21st April 2016, with an amendment to P115/4/16 where Constitutional Club has been recorded as Conservative Club in error.

C22.3 Council – 28th April 2016, with an amendment to C102/04/16 recording the response to a question raised during public participation by Mr Woodward.

C23/05/16 Final Meeting Attendance Record

The Council considered report 12/16.

It was **RESOLVED** to **NOTE** the final meeting attendance record for the 2015-2016 Municipal Year.

C24/05/16 Consultation on New Electoral Arrangements for East Sussex County Council

The Council considered report 13/16.

It was **RESOLVED** to **INSTRUCT** the Town Clerk to submit a response to the consultation on the New Electoral Arrangements for East Sussex County Council as proposed by The Local Government Boundary Commission, outlining that the Town Council objects to the proposed

amendments regarding the newly created Newhaven & Bishopstone Ward, Seaford North Ward and Seaford South Ward. In particular with part of Bishopstone being isolated in the Newhaven & Bishopstone Ward and unlikely to receive the representation it should. Bishopstone is a part of Seaford town and should be represented as so. A recommendation will be made for Seaford to be identified instead as three County wards; Seaford Downs, Seaford Seaside and Seaford Bishopstone. The Town Council has concerns that labelling County wards North and South, as proposed in the consultation, will cause confusion given that these do not reflect the North and South ward boundaries the Town Council operates.

The meeting closed at 9.15pm.

Councillor Lindsay Freeman
Mayor of Seaford

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Seaford Town Council
Planning & Highways Committee

Minutes of the meeting of the **Planning & Highways Committee** held at the **Council Chambers, 37 Church Street, Seaford** on **Thursday 19th May 2016**.

Present:

Councillor L Wallraven (Chairman)
Councillor R Honeyman (Vice Chairman)
Councillors D Argent, P Boorman, D Burchett, M Lambert, A Latham and L Worcester.
Edwina Pooley, Planning Officer - Seaford Town Council
Lucy Clark, Support Services Manager – Seaford Town Council
4 members of the public.

P01/5/16 Apologies for Absence and Declaration of Substitute Members

Apologies for absence were received from Councillor P. Lower.

P02/5/16 Disclosure of Interests

There were no disclosures of interests.

P03/5/16 Public Participation

There was no public participation.

P04/5/16 Planning Applications

Planning Applications week ending 15th April 2016

Seaford 26 Blatchington Hill
LW/15/0948 Listed Building Consent Application - Installation of 5kw wood burning stove, steel flue liner and necessary fixings to fireplace opening in front ground floor room and amendment to chimney pot to allow top fixing of flue liner for Mr G Redman.

It was **RESOLVED** to make **NO OBJECTION**

Seaford Pharos Marine Parade
LW/16/0219 Planning Application - Erection of single storey extension with roof terrace to replace and extend the existing sun lounge, addition of cladding to the existing external walls and replacement of existing windows for Mr G Clemente.

It was **RESOLVED** to make **NO OBJECTION**

Planning Applications week ending 22nd April 2016

Seaford 7 Kingsway
LW/16/0169 Planning Application - Erection of a single storey rear extension with rear dormer at first floor level to chalet bungalow and a garage conversion to include a front extension and new roof-light to front elevation for Mr L Hutchinson.

It was **RESOLVED** to make **NO OBJECTION**

Seaford The Old Plough 20 Church Street
LW/16/0234 Planning Application - Section 73A Retrospective application for the

installation of new kitchen extract and compressor for walk in fridge/freezer on roof for Stonegate Pub Co.

It was **RESOLVED** to make **NO OBJECTION**

Seaford
LW/16/0240

24 Rookery Way Bishopstone

Planning Application - Loft conversion, new roof at increased pitch and front and rear dormers for Mr M Winton.

It was **RESOLVED** to make **NO OBJECTION**

Seaford
LW/16/0243

Bishopstone Railway Station Station Road

Listed Building Consent Application - Addition of new Ticket Vending Machine (TVM) on Platform 1 for Govia Thameslink Railway.

It was **RESOLVED** to make **NO OBJECTION**

Seaford
LW/16/0306

2 Friston Close

Planning Application - Amendment to planning approval LW/15/0802 (Conversion of existing garage to habitable room, existing porch to be enclosed and side window to utility room to be adapted) to allow an amendment to the materials from matching brick to render, and for the addition of insulation to the exterior for Mrs A Collins.

It was **RESOLVED** to make **NO OBJECTION**

Planning Applications week ending 30th April 2016

Seaford
LW/16/0010

10 St Andrews Drive Bishopstone

Planning Application - Erection of single storey side and rear extension to garage and single storey rear extension for Mr A Green.

It was **RESOLVED** to make **NO OBJECTION**

Seaford
LW/16/0130

12 Bishopstone Road Bishopstone

Planning Application - Erection of single storey side and rear extension for Mr J Parle.

It was **RESOLVED** to make **NO OBJECTION**

Seaford
LW/16/0179

13 Fairways Road

Planning Application - Erection of a new front entrance and new bay window on side elevation for Mr P Lane.

It was **RESOLVED** to make **NO OBJECTION**

Seaford
LW/16/0191

17 Carlton Road

Planning Application - Erection on a first floor extension over the existing single storey extension, extension of the garage at ground floor level with a first floor extension erected above for Mr & Mrs Leach.

It was **RESOLVED** to make **NO OBJECTION**

Seaford
LW/16/0245

39 Southdown Road

Planning Application - Demolition of existing detached garage and linking structures and single storey extension, and erection of two storey extension to the side and rear, formation of a front entrance porch and

rear first floor dormer extension for Mr P Henrion.

It was **RESOLVED** to make **NO OBJECTION**

Seaford
LW/16/0272

1 & 2 Terminus Buildings Blatchington Road

Planning Application - Change of use of existing first floor dental practice (use class D1) to form 2 x 1 bed residential flats (use class C3). Retention of dental practice on ground floor for Pacemanor Ltd.

It was **RESOLVED** to make **NO OBJECTION**

Seaford
LW/16/0299

10 Crown Hill

Planning Application - Erection of a front porch and single storey side extension for Mr J Oliver.

It was **RESOLVED** to make **NO OBJECTION**

Seaford
LW/16/0295

26 Deal Avenue

Planning Application - Demolition of existing rear garden room and replacement with a single storey rear extension and demolition and rebuilding of garage for Mr & Mrs D Dunk.

It was **RESOLVED** to make **NO OBJECTION**

Planning Applications week ending 6th May 2016

Seaford
LW/16/0282

Beachlands Care Home Marine Parade

Planning Application - Extension to existing care home for Beachlands Residential Care Home.

Mr John Prout – In addition to his recent objection letter sent to Lewes District Council and Seaford Town Councillors, comments that this is gross overdevelopment, damaging to the seafront atmosphere, inconvenient to residents, issues with parking, conflicts with the Lewes District Local Plan, will be the highest building, and be unsympathetic. Would like to see the town protecting the seafront.

It was **RESOLVED** to **OBJECT** on the grounds of over development, loss of privacy, overlooking and referring to the Lewes District Local Plan SF15 and SF16.

Seaford
LW/16/0317

3 Gerald Road

Planning Application - Amendment to planning application LW/15/0392 (for a two storey rear extension, addition of pitched roof to single storey rear extension, two storey side/front extension with balcony to front and replacement garage) to include a change of materials and increased size and height of the garage for Mr I Davis.

It was **RESOLVED** to make **NO OBJECTION**

Seaford
LW/16/0326

55 Hindover Road

Planning Application - Erection of single storey rear extension & part side extension and rebuild of existing attached garage with new lean-to roof over for Mr L Kite & Ms J Diplock.

It was **RESOLVED** to make **NO OBJECTION**

Tree Work Applications

Seaford **Hamilton House, Belgrave Road**
TW/16/0016/
TPO 5 x Sycamore (G1 of the order) - reduce by 1.5m and 1 metre.

No comment was made as this item was on a previous agenda where it was resolved to make no objection.

Seaford **1 Willow Drive**
TW/16/0024/
TPO 1 x Holm Oak (T7 of the order) - reduce by approx. 1 metre.

No comment was made as this item was on a previous agenda where it was resolved to make no objection.

Seaford **11 Whiteley Close**
TW/16/0038/
TPO 1 x Elm (T12 of the order) - Reduce and reshape crown by 3 metres.

It was **RESOLVED** to make **NO OBJECTION**

Seaford **32 Firle Road**
TW/16/0041/
TCA 1 x Conifer to level to stump.

It was **RESOLVED** to make **NO OBJECTION**

Seaford **9 Richington Way**
TW/16/0042/
TPO 1 x Sycamore (T2 of the order) light crown lift, reduce by 30% and leave waste on site.

It was **RESOLVED** to make **NO OBJECTION** providing that the waste left would not be a nuisance to neighbours.

P05/5/16 **Road Closure Request – Seahaven Veterans & Armed Forces Day 2016**
Members considered report 16/16.
It was **RESOLVED** to make **NO COMMENT** as the Committee were in agreement with the road closure.

P06/5/16 **Update Report**
The Committee considered report 17/16.
It was **RESOLVED** to **NOTE** the report.

The meeting closed at 7.45pm.

Councillor L Wallraven
Chairman



Seaford Town Council

Report 25/16

Agenda Item No: 5
Committee: Council
Date: 21st June 2016
Title: Mayor's Report & Engagements
By: Sharan Brydon, Mayor's Secretary
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.**

1. Information

- 1.1** Attached at Appendix A is the Mayor's report for the period from May 2016 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 Sharan Brydon, Administration Assistant/Mayor's Secretary.

Mayor's Secretary

Town Clerk

Report 25-16 Appendix A Mayor's Report – June 2016

I had the honour of being elected as Mayor of Seaford at the Annual Council Meeting on the 12th May 2016. I took over from Councillor Dave Argent and his wife, Marian. They both did a great job this last year and my thanks go to them both for all their hard work. My consort is my husband, Nick who has accompanied me to a couple of engagements.

My first outing as Mayor was to attend the GCSE Art and Photography Exhibition at Northease Manor School on the 23rd May, with the past Mayor, Councillor Dave Argent and his wife Marian. It was very interesting and nostalgic to visit Northease as I had taught there in 2005. I was amazed at the standard and originality of the displays and the students I met, who impressed me with their confidence and social skills. It was a thoroughly enjoyable evening and a pleasure to see such a high standard of work.

The following evening, Tuesday the 24th May, I chaired the Annual Town Forum held at The View at Seaford Head Golf Club. Over 140 members of the public attended and were able to see displays from the groups and charities who had received small grants from the Council. Presentations were made by the local groups and charities who had received large financial grants from the Council in the last year. The presentations ranged from verbal updates and participation from the audience to a lively video featuring the spectacular 2015 Seaford Bonfire Night! During the event presentations were also made to the former Mayor's and Young Mayor's chosen charities of the funds raised throughout the past year. Councillor Argent was thrilled to be able to present both CTLA and Seaford Lifeguards with a cheque for £1,033 each and Gabrielle Edwards raised a fantastic £450 for Teddy Treats Children's Charity. The Town Clerk spoke about the Strategic Objectives we adopted recently. We then saw the former Mayor's and Young Mayor's annual awards, these were awarded to people who had helped support and enrich the town. The climax of the evening was the presentation of the annual Don Mabey award for outstanding service to the town of Seaford, awarded to our Town Crier, Peter White.

The following Thursday we attended the meeting with the Lord Lieutenant of Sussex to meet the Mayors of the other local towns. This was held in the Mayor's Parlour at Brighton Town Hall and we had a fascinating tour of the Town Hall after the meeting.

On Saturday 5th June, I was delighted to be asked to open the Annual Mayor's Garden Trail, it was organised by Geoff Stonebanks, for the fifth year running and made in excess of £2,000 for my two charities. It was a glorious day and Maria Caulfield helped me cut the ribbon. I managed to get round all the gardens, they were all fantastic and I found the Community garden in the Crouch an excellent example of the community spirit we have here in Seaford.

I also called into The Crypt to see the current exhibition, excellent and I wish them well for the future.

My first 4 weeks in office culminated with the Seaford celebrations for Sussex Day. We were lucky that the rain had stopped by the time we assembled by the Martello Tower, the Town Crier read out the Sussex charter and a Seaford one, I then raised the flag. We all sang Sussex by the Sea and gave three cheers for Her Majesty the Queen on the occasion of her official 90th birthday.

I am looking forward to the events I have been invited to and would like to thank the Council, all the office staff, my consort, Nick, and deputy, Carol, for all their help and support.

**Report 25/16 Appendix B
Mayor's Engagements**

Organisation	Event	Day	Date	Time	Venue	Entry Type
Rodmell Photographic Society	Photography Exhibition	Monday	23-May-16	19:00	Northease Manor School, Northease	Invite Only
Brighton & Hove City Council	Meeting with the Lord Lieutenant	Thursday	02-Jun-16	14:30	Brighton Town Hall, Brighton	Invite Only
Geoff Stonebanks	Mayor's Annual Open Garden Trail	Sunday	05-Jun-16	11:00	Driftwood, Bishopstone	Open Event
Seaford Town Council	Sussex Day Celebrations	Sunday	12-Jun-16	12:00	Martello Tower Flag Pole, Seaford	Open Event
Sussex Housing Care	Cheney's Lodge Restaurant Launch	Monday	13-Jun-16	18:00	Cheney's Lodge, Seaford	Invite Only
Peacehaven Town Council	Mayor's Civic Church Service	Saturday	18-Jun-16	18:00	Peacehaven Evangelical Free Church	Open Event
Seaford Town Council	Seahaven Veteran's & Armed Forces Day	Saturday	25-Jun-16	11:00	Martello Fields, Seaford	Open Event
Seaford Community Events Committee	Motorfest	Sunday	26-Jun-16	12:00	Martello Fields, Seaford	Open Event
Geoff Stonebanks	5th Annual Macmillan Coastal Garden Trail	Weekend	9 & 10-Jul-16	-	Various gardens	Open Event
The Mission to Seafarers	Sea Sunday	Sunday	10-Jul-16	10:15	St Andrews Church, Bishopstone	Open Event
Seaford Head School	Fun Run Opening	Friday	15-Jul-16	13:30	Seaford Seaford	Open Event



Seaford Town Council

Report 30/16

Agenda Item No:	7
Committee:	Council
Date:	14th June 2016
Title:	Clerk's Update Report
By:	James Corrigan, Town Clerk
Purpose of Report:	To inform Councillors of key developments and priorities.

Recommendations

You are recommended:

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

1. Information

- 1.1 Outstanding Freedom of Information Act requests, complaints and compliments,** since the last Council when there was a Clerks Report on the 28th April there has been one Freedom of Information Act request relating to beach hut provision by an individual conducting research into beach hut provision across the UK. There have been no complaints of note however it would be amiss not to mention the concerns expressed about the distribution of the Neighbourhood plan newsletter.
- 1.2** The Neighbourhood plan steering group are looking into this as this report is being prepared. However, despite the concerns that the survey has not been delivered to 100% of properties over 700 have been returned to date, which is more than some Towns have secured at the end of the consultation.
- 1.3** It should also be noted that for the survey to be valid it only has to be delivered to 50% of properties however it was decided to pay extra and try to deliver it to all properties.
- 1.4** The other main complaint has been with regard to Lewes District Councils method of bin emptying on the seafront, the Town Clerk has a meeting with LDC officers to attempt to resolve this situation imminently.
- 1.5 Staffing changes,** since the last meeting Sharan Brydon started work on the 1st June on a part time basis as the new Office Administrator and Mayors secretary and has grasped the requirements of the job very quickly. Alan Woolgar has also started work at The View as the new Assistant Manager and again is doing a great job. Both have a lot of experience and will be assets to the organisation. In addition, Edwina Pooley has joined us as a part time Planning officer working four hours per week on average to primarily service the regular Planning Committee meetings. Edwina brings a lot of experience from working in a planning department for several years. This should free up the finance section to undertake their duties more effectively as inevitably the amount of transactions requiring attention increases as the business side of the Council grows. This means that there is now only one permanent vacancy on the workforce, namely Sous Chef at the View which is

currently being advertised. There are also a number of casual roles there which are also being filled at present.

- 1.6 **Electronic files and Office Information Pack**, to improve efficiency the Town Clerk and PA have reconfigured all the stored electronic files to make these much more user friendly. Also an office information pack has been developed that is a “go to” reference point for all staff. This contains all the key information needed to deal with most queries and will again improve efficiency significantly.
- 1.7 **Information Technology upgrades**, the Council has suffered from poor IT provision and support for some time however the Clerk and the Support Services Manager have negotiated a new deal at no additional cost to the Council. This has resulted in a significant amount of free IT equipment including four laptops, new PCs and double screens for all staff. There is also now Wi-Fi in the offices. The speed of the new PC’s is phenomenally better than before and all staff are visible uplifted by the new systems. The service the Council is now being provided with from Orbis is significantly better than the previous support which improves everyone’s morale.
- 1.8 **Officer and Councillor development**, Councillors Boorman and Lower have attended a training course on being a Trustee of a charity to assist them with their responsibilities at the Bishopstone Almshouse Charity. Lucy Clerk has attended a Training Course provided by Iris on the new pension requirements placed on the Council from the 1st October which has resulted in a report elsewhere on the agenda. The Deputy Head Green Keeper Adam Peck has been enrolled on a NVQ Level 3 in Green keeping at Plumpton College. Short training sessions continue in the weekly office meeting covering various policies so all staff are aware of them and their contents, policies recently covered include Standing Orders, Scheme of Delegation and Travellers policy. A Planning Training update session has been organised for Councillors and staff on the 5th July with Lindsay Frost again providing the training.
- 1.9 **Press releases, annual report, social media and website**, since the April Council meeting 19 press releases have been issued. These have included the newly created photography competition, recent vandalism and community resolution, The Town Forum, Armed Forces Day and Bluebells reappearing at Seaford Head Golf Course.
- 1.10 The website has been further improved and events are now updated on a regular basis and a link is about to be placed on there to all local businesses through an intermediary called ‘Mr What’ this should be good for encouraging people to use local firms for trade. A press release will be issued when it is active.
- 1.11 The Annual report for the past year has been delayed in completion solely due to the staff changeovers over the past few months which have required officers to cover for vacant positions until new officers are in post. However, it is expected that this will be complete by the end of next week.
- 1.12 **Outstanding litigation**, the pending arbitration with a former tenant relating to Hurdis House has continued to progress slowly. However, this week the report on the alleged loss of earnings by the tenant was received and this will now be discussed with the Councils solicitor before moving to the next stage.
- 1.13 **Corporate Governance and Policy review**, this continues and the newly adopted Mission Statement and Strategic Objectives have started to become engrained within the way officers work and are used on a regular basis to ensure the Council stays on course. Recently new policies were reviewed and adopted including Time

off in Lieu Policy, Standing Orders, Complaints procedure, Scheme of Delegation, Press and Media Policy, and Council Debit Cards Policy.

- 1.14 The review timetable for policies is being updated with a view to completing the review of as many policies as possible over the summer months. This includes the Financial Regulations which were due to be considered at this meeting but due to demands elsewhere are not yet finalised.
- 1.15 **Income generation**, the targets for individual officers remain and are being worked on by all staff. Particular attention has been paid over the past few months on the income generation at The View and The Golf Course.
- 1.16 Again there has been an unexpected negative financial impact in that a meeting took place with the facilities manager for 37 Church Street where it was highlighted that the dispute over payment of the utilities for the building stretches back for several years and could amount to as much as £52,000. The Town Clerk is currently reviewing this matter.
- 1.17 **Street Trading**, the application to take over responsibility for Street trading has been with LDC for consideration since the last Council meeting. Progress on this matter is awaited though it is understood that it will be considered by the Cabinet shortly.
- 1.18 **Neighbourhood Plan**, this project is progressing well with Seaford Town Council as agreed attempting to limit its involvement as much as possible. However, the issue of leaflet deliveries has recently caused some concern with many residents apparently not receiving a copy. The distribution company at the time of writing are investigating this. The Neighbourhood plan team are working on addressing the issues at the time of writing the report. An update report from the Neighbourhood plan team appears elsewhere on the agenda.
- 1.19 **Hurdis House improvements**, the external works are now complete and an excellent finish has been achieved thanks to the efforts of the tenant and Housemartins to make sure the contractors undertook the works to a satisfactory level. The tenant is currently completing the internal improvements and is due to meet with the Town Clerk soon to agree the final lease so that he can take over the tenancy. However, the delays in completing the works by the contractor will have a negative impact on the Town Councils budget as full rent could not be charged as soon as planned. This will be reported on in more detail in due course.
- 1.20 **Southdown Road highway construction**, the works are now complete and the road is now on a 12-month maintenance programme before formal adoption by ESCC. A report will be produced on the situation that led to the highway works having to be completed in two phases at significant cost to Seaford Town Council at the next Council meeting.
- 1.21 **The View developments**, the new team under the leadership of the new Manager Robert McDonald are performing really well with income generated increasing significantly. Work is being planned on marketing and some changes that will in turn generate more income. Introducing a charge for the Jazz on Sundays has been a success with the income almost covering the cost of the Neil Richardson house band who also recently appeared at the world famous Ronnie Scott's. A new menu is about to be completed and the website will be developed. Financial targets will be set in the coming weeks as well as marketing targets. The office staff all recently tried the new Fish and Chip special on a Friday and found it to be excellent and would encourage everyone to give it a try.

- 1.22 Golf course developments**, the course is by every account better than it has ever been feedback from visitors is exceptional, however membership seems to be following national trends and is down this year. But conversely green fees are up as is the number of societies using the course. Work is currently being undertaken to improve the marketing of the course.
- 1.23 The Salts café and possible new venue**, submissions have been received expressing an interest in creating the new Iconic restaurant / venue at the Salts. These are currently being reviewed with a view to working with LDC on the further development of the facility.
- 1.24 Criminal acts on Council property**, acts of vandalism have continued both at The Salts and on the seafront. The glass in one of the shelters was recently smashed again. However, Len Fisher has recently submitted a bid for funding of a CCTV system to cover the seafront area around the Martello toilets and Kiosk. Hopefully this will be successful so enabling a CCTV system to be installed soon.
- 1.25 Potential storm tank on Steyne Road**, Southern water had previously indicated that a storm tank would be introduced to the above location. And have sought permission from Seaford Town Council to locate it under Town Council land. However, it has subsequently emerged that this will not alleviate any flooding issues so has been placed on hold.
- 1.26 Bishopstone Almshouse charity**, work has been put into developing the Town Councillors who are now trustees as well as securing information on the charity and its needs. A meeting is due imminently with the Trustees to determine the best way forward.
- 1.27 Arts at the Crypt taking over lease**, the group has recently become registered as a charity which was a pre-requisite to the taking over of the lease which will save the local taxpayers £5,000 per annum. It is hoped the new lease can be signed imminently so removing the need to pay business rates on the facility.
- 1.28 Liaison with Lewes District Council** has improved significantly the Town Clerk has met with the new joint Chief Executive and is due to meet again soon. Lots of opportunities for partnership working were highlighted especially utilising the seafront expertise of Eastbourne Borough Council.
- 1.29 The Annual Town Meeting** was a great success held at the View for a second time with over 140 people attending. This is reported on elsewhere on the agenda but thanks go to Lucy Clark and Georgia Raeburn as well as the staff at The View for organising a very successful evening.
- 1.30 Improvements to 37 Church Street**, informal meetings have taken place with Sussex Police and LDC looking at how to improve the building to increase the presence of the TIC. An outline proposal has been submitted to Sussex Police to see if the idea is acceptable before investing any more time and energy in the project. Once this has progressed further a separate report will be submitted to Council looking for approval to progress further. The major factor will however be finance to achieve the proposal which The Town Clerk will look to address.
- 1.31 Light note**, recently the Town Clerk was contacted by a resident via Facebook messenger with some pictures of her children litter picking on the way to school an activity they decided to take on themselves and now do every day. The Town Clerk

arranged to do a press release and for them to meet the Mayor as a thank you. However, the Clerks ever alert PA noticed that the address in Seaford was unusual and upon further investigation it emerged that the family were from Seaford, Australia.

2. Progress on activities and projects in accordance with Strategic plan

The current progress on all major project works that staff are undertaking is attached as appendix A.

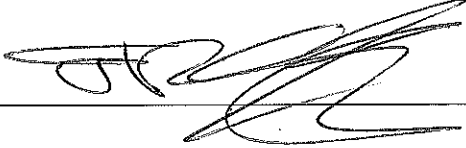
3. Financial Appraisal

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

4. Contact Officer

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

Town Clerk



Officer names	Project	Start Date	Projected completion date	Comments	Comment date	SO No	Priority / pending date
	<u>Resolve issues on end of year finances.</u>	30/04/2016	30/06/2016	Need to clarify all issues	10/05/2016	SOS/7(8)	1
	<u>Review of Brown Signs Project</u>	2013		Need to review scheme	04/05/2016	S01/1	1
	<u>Take Appropriate Action on Internal Audit recommendations</u>			Need to review all internal Audits with Lucy	01/06/2016	S05/2	1
	Generate profit of £30,000 for The View		Apr-17	Supporting Robert and team, need to establish targets	05/06/2016	S05/6(1)	2
	Generate a Golf Course profit of £30,000		Apr-17	Supporting Fraser with Marketing	05/06/2016	S05/4(1)	2
	Pursue SS for Debt			Need to make claim via CC			2
	Organise time allocation in accounts of staff			Need to discuss with Lucy		S05/7(5)	2
	Complete all paperwork on Highway works at Southdown Road and present report to Council	05/05/2016	21/06/2016	Need to report back to Council on overspend	05/06/2016	S05/6(2)	2
	Completion of Lease for Hurdis House			Draft lease sent to tenant	10/05/2016	SOS/7(1)	15/06/2016
	Seafood Head Nature reserve Lease	Apr-15	Dec-16	Need to review draft heads of terms	04/05/2016	S02/23	16/06/2016
	Pursue Review Election costs	28/02/2016		Need to review all information	01/06/2016	SOS/7(10)	15/06/2016
	Secure delegation of Street Trading from LDC			Awaiting response from Ed Hale	01/06/2016	S01/16	15/06/2016
	Presentation evening for Golfers			Need to organise	01/06/2016	SOS/6(2)	15/06/2016
	Iconic Building in The Salts			Need to review expressions of interest	01/06/2016	S02/19(2)	16/06/2016
	Undertake H&S risk assessments			Review completed need to carry out actions	01/06/2016	SOS/4(2)	17/06/2016
	Completion of Lease for NATS			Signed by STC awaiting engrossment back	01/06/2016	SOS/7(2)	17/06/2016
	Complete Old Town Hall Lease			Len to make amendments to draft lease	01/06/2016	SOS/7(8)	21/06/2016
	Leoni Dawson Litigation			With Forensic Accountant at present	01/06/2016		22/06/2016
	Adopt full suite of policies in line with Policy timetable		Apr-17	Need to Review Policy timetable and programme	01/06/2016	SOS/3(1)	23/06/2016
	Develop Events Policy			reviews		S01/12/13/14/15	
	Review all HR policies and Procedures			Need to create this	01/06/2016		23/06/2016
	New signage at Police Station highlight services			Need to ensure all fit for purpose	01/06/2016	SOS/3(2)	23/06/2016
	Complete transfer of The Crypt to Management Cttee			9 June Estates contacted request permission to make			
	Review all land ownership		Apr-17	changes			
	Complete CILCA			Chased up on 13/06/2016	09/06/2016	S01/8	24/06/2016
	Land transfer Electricity Sub Stations			Need to review all deed packets	01/06/2016	SOS/7(9)	27/06/2016
	Create Agreement to occupy / service with Fraser as per audit			On hold until July	01/06/2016	SOS/5(2)	28/06/2016
	Achieve Satisfactory External Audit			Raising with CEO LDC	01/06/2016	SOS/8(3)	01/07/2016
	Local Council Award Scheme		Jul-16	Raised as action from internal Audit	01/06/2016	SOS/1	03/07/2016
	Organise Training Session on Good Councillors Guide			Reviewing finances currently	01/06/2016	SOS/4(1)	01/08/2016
	Generate Capital income from land sales		Apr-18	On Hold to do in August	01/06/2016	SOS/8(1)	02/08/2016
	Develop South Hill Barn for Commercial use		Dec-17	On Hold until August	01/06/2016	SOS/8(2)	05/08/2016
	Develop permanent concession at South Hill Barn		Dec-18	Included within survey for Neighbourhood Plan	01/06/2016	SOS/5	01/09/2016
	Four new Log cabins at SHGC		Dec-18	On Hold until outcome of consult land sales	01/06/2016	S01/5	01/09/2016
	Support development of Neighbourhood plan		Dec-18	On Hold until outcome of consult land sales	01/06/2016	S01/6	01/09/2016
	Affordable Homes Project	18/03/2016		Ongoing support as and when needed	01/06/2016	S01/9	01/09/2016
				Awaiting update on progress of LDC project	01/06/2016	S04/3	01/10/2016



Seaford Town Council

Report 20/16

Agenda Item No:	8
Committee:	Council
Date:	21st June 2016
Title:	Annual Governance Statement 2015/2016
By:	Lucy Clark, Support Services Manager
Purpose of Report:	To consider the findings of the review of the effectiveness of the system of internal control and to approve the Annual Governance Statement 2015/2016.

Recommendations

You are recommended:

- 1. To consider the findings of the effectiveness of the system of internal control as at Appendix A of this report.**
 - 2. To approve the Annual Governance Statement for the Year Ended 31 March 2016, as at Appendix B of this report and authorise the Mayor and Town Clerk to sign on behalf of the Council, as required.**
-

1. Information

- 1.1** The Annual Return is required by law to be approved and signed at a meeting of the full Council and submitted to the External Auditor at a date prior to 30th June 2016.
- 1.2** The 2015-16 Annual Return must be submitted to our appointed External Auditor, Littlejohn LLP by 27th June 2016.
- 1.3** The 2015-16 Annual Return has been redesigned following a change in the Regulations (Accounts and Audit Regulations 2015).
- 1.4** The Annual Governance Statement is now Section 1 and the Accounting Statements are now Section 2.
- 1.5** The Council must carry out a review of the effectiveness of the system of internal control prior to approving the Annual Governance Statement (Section 1). The Council must consider:
 - a)** The findings of the review and;
 - b)** Approve the Annual Governance Statement by resolution in advance of approving the Accounting Statements (Section 2).

- 1.6 The Annual Governance Statement (Section 1) must be approved prior to the Accounting Statements (Section 2) and must be in the correct order of business on the agenda and this must then be evidenced by the meeting minute references.
- 1.7 Attached in Appendix A shows the findings of the review for Council's consideration.
- 1.8 Attached in Appendix B is a copy of the Annual Governance Statement (Section 1) for approval. The original copy must be signed and dated by the Chair (Mayor Lindsay Freeman) and the Town Clerk (Mr James Corrigan) at this Full Council meeting.

2. Financial Appraisal

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

3. Contact Officer

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

Support Services Manager



Town Clerk



Review of Effectiveness of the System of Internal Controls

System of Internal Control	Findings
Seaford Town Council has put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	The accounting statements have been prepared in the way prescribed by law and best practice as contained in the Governance and Accountability for Local Councils a Practitioner's Guide and in accordance with the Accounts and Audit Regulations.
Seaford Town Council has maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	The Internal Auditor has checked the Council's internal control systems including Financial Regulations and Standing Orders and confirmed that these were entirely fit for purpose.
Seaford Town Council took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have significant financial effect on the ability of this smaller authority to conduct its business or on its finances.	Financial transactions have been reviewed by the Finance & General Purposes Committee and the Internal Auditor. There were no matters of actual or potential non-compliance with laws, regulations and proper practices that could have had a significant financial effect on the ability of this Council.
Seaford Town Council provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	"Notice of appointment of date for the exercise of electors' rights will be posted Friday 25 th June informing the public that appropriate access to documents will be given in accordance with the revised legislation. During the year 2015/16 Seaford Town Council gave all persons interested opportunity to inspect and ask questions about its accounts.
Seaford Town Council carried out an assessment of potential risks, including the introduction of internal controls and/or external insurance cover where required.	Risk Management and Insurance was reviewed by the Internal Auditor who was satisfied that the Council reviews its risk arrangements and documents in a clear and logical manner that allows for mitigation in terms of insurance or

APPENDIX A

	<p>action, and that the Council considers the risks the Council faces in terms of achieving its objectives. The internal auditor was pleased to see the Council has a good system of risk assessment and documentation.</p>
<p>Seaford Town Council maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.</p>	<p>Mark Mulberry is appointed as the Internal Auditor. The Internal Auditor's reports are reviewed by the Finance and General Purposes Committee throughout the year and an Action Plan agreed in response to the report. An Audit plan is agreed annually.</p>
<p>Seaford Town Council took appropriate action on all matters raised in reports from internal and external audit.</p>	<p>The Finance and General Purposes Committee respond to comments and suggestions made by Auditors throughout the year by formulating Action Plans</p>
<p>Seaford Town Council considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact and where appropriate have included them in the accounting statements.</p>	<p>Officers are not aware of any transactions or activities which require disclosure that have not been disclosed.</p>
<p>Trust funds including charitable – in our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit</p>	<p>This is not applicable as Seaford Town Council is not a sole managing trustee of a local trust or trusts.</p>

Section 1 – Annual governance statement 2015/16

We acknowledge as the members of:

Enter name of smaller authority here:

SEAFORD TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2016, that:

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

This annual governance statement is approved by this smaller authority and recorded as minute reference:

dated

Signed by:

Chair

dated

Signed by:

Clerk

dated

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



Seaford Town Council

Report 21/16

Agenda Item No:	9
Committee:	Council
Date:	21st June 2016
Title:	Annual Return - Accounting Statements (Section 2) and Final Accounts 2015--2016
By:	Lucy Clark, Support Services Manager
Purpose of Report:	To present Final Accounts and Annual Return (Section 2) for the year ended 31 March 2016 for approval and adoption.

Recommendations

You are recommended:

- 1. To consider the Accounting Statements.**
 - 2. To approve the Accounting Statements for the Year Ended 31 March 2016.**
 - 3. To ensure the Accounting Statements are signed and dated by the Mayor once approval has been given.**
-

1. Information

- 1.1** As previously reported, changes in the Regulations (Accounts and Audit Regulations 2015) requires Sections 1 and 2 on the Annual Return to be approved by resolution in the correct order and separately on the agenda.
- 1.2** Following Section 1 of the Annual Return having previously been reported; attached in Appendix A is a copy of Section 2 of the Annual Return signed by the Responsible Finance Officer (RFO). The revised regulations state it is a requirement that the RFO must sign and date this section prior to being presented to the Council.
- 1.3** The Statement of Accounts are “subject to audit” as they have not yet been audited by Littlejohn LLP, who is the Council’s appointed external auditors.

Attached in Appendix B is the supporting documentation explaining how the figures in boxes 1 to 10 have been calculated and entered and should be viewed in conjunction with each other.

Clarification of each box and any significant variances of 15% or more from 2015-16 can be explained as follows:

- a) Box 1 Balances brought forward: The figure of £289,201 must be equal to the value of Box 7 from the previous year which showed the balance to carry forward. This figure is therefore correct.
- b) Box 2 Annual Precept: The total figure received from LDC for 2015-16 was £556,426. This figure is made up of the precept being £521,314 and the Council Tax Support Grant being £31,112. The annual return requires these figures to be shown separately so therefore the amount in Box 2 is for the precept part only. The Council Tax Support Grant figure is included within the figure of box 3.
- c) Box 3 Total Other Receipts: The amount of £1,337,836 is lower than the previous year due to various reasons. The previous year's figure of £1,632,070 included the majority of the Club House loan from the Public Works Loan Board (PWLB) being £1,091,116. The net balance of these figures is £540,954. The difference between this net balance figure and the £1,337,836 for 'total other receipt 2015/16' would then indicate an increase of £796,882 for 2015/16. This is largely due to the remainder of the PWLB Loan of £180,785 being received; The Salts Play Area grant of £205,000; Coastal Community Bid Grant of £10,000; income from the newly opened Club House of approx. £329,217; increased Golf Course fees of approx. £60,000 and an increase in rentals of approx. £12,000. All receipts are listed within '3' in pages 2, 3 and 4 of Appendix B for reference.
- d) Box 4 Staff Costs: Whilst these relate to all costs for staff salaries, they do not include payments to other consultants. There is an increase of 56% compared to the previous year's figures. This is largely due to the fact that the Club House salary figures are now based on the full 12 months.
- e) Box 5 Loan interest/capital repayments: These costs all relate to the various repayment plans to the PWLB. The significant increase for the year ending 2016 is due to the increased annual interest as the new loan for the Golf Club House is drawn down.
- f) Box 6 All Other Payments: The amount of £1,264,543 relates to all expenditure or payments as recorded in the cashbook excluding staff costs and loan repayments which are shown in boxes 4 and 5. Although this would indicate a decrease compared with last year's figure of £1,969,793, last year's figure included construction and equipment costs for the golf club of £1,166,290. The net balance of these figures is £803,503. Compared with this year's expenditure figure of £1,264,543 this would indicate an increase in this year's expenditure of £461,040 for 2015/16. This is largely due to costs for the Salts Play area of £206,000; Building Maintenance for Hurdis House and Church Street of approx. £56,000; Election costs of £27,811, Neighbourhood Plan costs of £11,373; Utilities & Rates for the Golf Course and House of £59,100; The View's contract staff and recruitment costs of £44,650. General daily costs for the Club House including food and drink of approx. £164,630; increased golf membership fees and buggy hire of £12,900. Significant reductions compared to last year can be seen in professional fees of approx. £54,536; Grounds Maintenance Contract & non contract of approx. £35,000; VAT assessment of £31,381. All payments are listed within '6' in pages 5,6,7, 8 & 9 of Appendix B for reference.

- g) Box 7 Balances Carried Forward: This is the total balances of reserves at the end of the year taking into account all creditors being paid and all debtors received.
 - h) Box 8 Total cash and short term investments: This is the sum of the current and deposit bank accounts and cash holdings. This amount does not take into account any debtors that are still owed or creditors that are due to be paid.
 - i) Box 9 Total fixed assets plus other long term investments as assets: This figure is obtained from the Asset register and should be based on the original purchase cost or a proxy cost if this is not known. The assets should not be revalued or depreciated during the year. If this figure changes, this should only be in respect of additions or disposals during the year.
 - j) Box 10 Total borrowings: This figure is the outstanding capital balance and relates to all loans from the PWLB.
- 1.4 Section 4 of the Return has been completed by the Internal Auditor and a copy is attached as Appendix C (The Internal Audit Report for the year ended 31 March 2016 has been reported as a separate item on this agenda).
- 1.5 The notice of appointment of date for the exercise of elector's rights will be posted on 20th June 2016 reporting that the Annual Return and supporting documentation will be available for public inspection between 27th June 2016 and 5th August 2016.

2. Financial Appraisal

2.1 Attached in Appendix D is the Summary Income & Expenditure report.

The Income & Expenditure Totals show the Actual Figures for Last Year (2014/15) and Actual Year to Date figures compared with the Current Annual Budget for 2015/16.

The Actual Total Net Expenditure over Income for 2015/16 shows a net deficit of £14,773 compared to the Current Annual Budget showing an overspend of £52,232. Although it would appear the council has made a saving of £37,459 compared with the budgeted deficit, the remaining part of the Golf Club House loan for £185,785 was received from the Public Works Loan Board. Without this loan the Council would have made a deficit of approx. £195,000.

Part of this overspend has been met by Ear Marked Reserves (EMR's) which is made up as follows:

£6,722	-	Elections
£2,030	-	Crypt – Ancient Monument
£10,757	-	Hurdis House
£1,603	-	Seaford Head Nature Reserve
£13,681	-	Church Street Utilities
£1,146	-	Tree Planting
£1,625	-	Xmas Lights
£16,059	-	Vision Plan/Regeneration (Neighbourhood Plan)
£5,017	-	Seaford In Bloom
£9,985	-	External Officer Support
£1,064	-	Seafront Bins

Total EMR's = £69,689

When expenditure is met from an EMR, this expense will still show as an overspend on the revenue account. EMR's and their funds sit outside the revenue account due to where they sit on the balance sheet. If their funds were transferred to the Revenue account to offset the expense, then this would show as increased income and give false information of the end of the year annual return figures. Instead, the funds in the EMR's are internally transferred via a journal to the General Reserves (GR) which then reduces the amount in the EMR.

In order to keep accurate records of the reserve money held, a spreadsheet has been set up showing any movement.

Further overspends have been met by the General Reserve (GR) by Council resolution which is made up as follows:

£43,745 - Building Works to Hurdis House

Total GR's = £43,745

This would reduce the approx. £195,000 deficit to £81,566 for 2015/16 which is largely explained as follows:

- a) £35,405 has been overspent within the Professional Fees budget due to various legal and other costs relating to Personnel issues during the year.
- b) £40,770 for contract staff at The View, Seaford Head Golf Club was not budgeted for.
- c) £43,451 has been overspent on the New Club House staff.
- d) £23,853 has been overspent in respect of the election costs however £6,722 will be met by the EMR.
- e) £21,182 has been overspent on the gas and electricity at the Golf Club and Club House.

In contrast with the overspends, the Community Services Committee underspent by £61,737.

2.2 Ear Marked Reserves

As there is an overspend for the year ending 2015/16, there are no proposals to transfer funds into the EMR's.

However, the two exceptions are Tree Wardens and Coastal Community Bid Project.

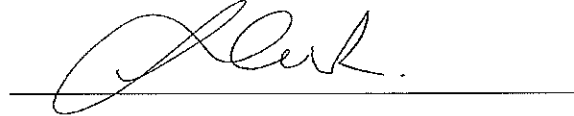
With regards to income received into the Tree Wardens account, this is money donated by the public with the knowledge that their donations are being put towards the expenditure of any new tree planting in their area. Therefore the surplus of £1,685.00 in this account should be agreed to be transferred to the Tree Wardens Ear Marked Reserve.

With regards to the Coastal Community Bid project, the grant received of £10,000 was specifically for the salary of the project officer working on this project. Therefore the remainder of this grant is £7,106.30 and should be agreed to be transferred to a new Ear Marked Reserve for the Coastal Community Bid Project.

3. Contact Officer

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

Support Services Manager

A handwritten signature in cursive script, appearing to read 'Lucy Clark', written over a horizontal line.

Town Clerk

A handwritten signature in cursive script, written over a horizontal line.

Section 2 – Accounting statements 2015/16 for


Enter name of smaller authority here:

SEAFORD TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2015 £	31 March 2016 £	
1. Balances brought forward	500,136	289,201	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	516,194	521,314	Total amount of precept or (for IDBs) rates and levies received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	1632,070	1,337,836	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	306,647	477,806	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	82,759	131,574	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).
6. (-) All other payments	1,969,793	1,264,542	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	289,201	274,429	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8. Total value of cash and short term investments	368,640	638,140	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	10,188,387	10,319,203	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the smaller authority as at 31 March
10. Total borrowings	1,681,238	1,798,626	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.
		✓	

I certify that for the year ended 31 March 2016 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer



Date

19/5/2016

I confirm that these accounting statements were approved by this smaller authority on this date:

and recorded as minute reference:

Signed by Chair of the meeting approving these accounting statements.

Date

Working details for ANNUAL RETURN - Year ended 31 March 2016

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and</u>	<u>Centre</u>	<u>Code Description</u>
1	283,001	64,292	310	0	General Fund
1	6,722	6,722	320	0	EMR - Elections
1	10,757	10,757	321	0	EMR - Building Improvements
1	13,269	13,269	322	0	EMR - Crypt Ancient Monument
1	8,465	8,465	323	0	EMR - Crypt Professional Fees
1	9,276	9,276	326	0	EMR - Open Spaces
1	7,010	7,010	327	0	EMR - S106
1	6,000	6,000	328	0	EMR - Signage
1	2,531	2,531	334	0	EMR - Seaford H Nature Reserve
1	17,502	17,502	337	0	EMR - Church St Utilities
1	66,351	0	339	0	EMR - Golf Course Project
1	11,759	11,759	340	0	EMR - Equipment
1	51	0	341	0	EMR - Seaford Residents Assn
1	3,071	4,074	342	0	EMR - Tree Planting
1	6,250	0	343	0	EMR - Grit Bin
1	29,084	0	344	0	EMR - Projects Reserve
1	120	120	345	0	EMR - Memorial Bench Maint
1	2,857	2,857	346	0	EMR - Xmas Lights
1	16,059	16,059	347	0	EMR - Vision Plan/Regen
1	0	5,017	348	0	EMR - Seaford In Bloom
1	0	35,000	350	0	EMR - Greenkeepers Shed
1	0	23,000	352	0	EMR - Martello Toilets
1	0	27,137	353	0	EMR - External Officer Support
1	0	10,000	354	0	EMR - The Base
1	0	1,206	355	0	EMR - The Seaford App.
1	0	1,064	357	0	EMR - Seafront Bins
1	0	6,084	358	0	EMR - Community Projects
1	Balances brought forward	500,136	289,201	Total balances & reserves at the begining of the year as recorded in the Council Financial Records	
2	516,194	521,314	1176	801	Precept
2	Annual Precept	516,194	521,314	Total amount of Precept income received in the year	
3	152,195	164,638	1000	101	Golf Course Season Ticket
3	48,219	62,840	1001	101	Golf Course Green Fees M-F
3	35,726	52,951	1002	101	Golf Course Green Fees w/eb/h
3	32,682	44,430	1003	101	Golf Course Specials
3	0	3,811	1004	101	Golf Course Locker
3	157	230	1005	101	Golf Course Credit Card Charge
3	6,250	9,050	1007	101	Golf Course Air Traffic
3	458	2,500	1011	101	Income Filming
3	0	104	1011	117	Income Filming
3	0	420	1020	201	Income Training
3	0	10,000	1048	201	Income Coastal Community Bid
3	142	3	1049	201	Income Postage Recharge
3	1,225	0	1050	101	Income Rent

Working details for ANNUAL RETURN - Year ended 31 March 2016

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and</u>	<u>Centre</u>	<u>Code Description</u>
3	0	1,111	1050	103	Income Rent
3	2,620	1,303	1050	105	Income Rent
3	1,628	1,759	1050	106	Income Rent
3	5,071	5,787	1050	107	Income Rent
3	4,112	7,981	1050	113	Income Rent
3	3,750	10,319	1050	116	Income Rent
3	0	0	1050	117	Income Rent
3	1,275	1,328	1050	119	Income Rent
3	855	863	1050	125	Income Rent
3	0	509	1050	201	Income Rent
3	508	69	1050	205	Income Rent
3	0	2,150	1050	206	Income Rent
3	1,249	1,287	1051	105	Income Insurance Recharge
3	723	741	1051	106	Income Insurance Recharge
3	184	0	1051	119	Income Insurance Recharge
3	1,104	3,793	1053	116	Income Grants
3	12,554	0	1053	121	Income Grants
3	0	204,898	1053	225	Income Grants
3	1,413	1,881	1054	101	Income Other
3	0	320	1054	103	Income Other
3	210	2,102	1054	105	Income Other
3	40	0	1054	106	Income Other
3	168	0	1054	107	Income Other
3	0	10	1054	108	Income Other
3	5,451	0	1054	116	Income Other
3	258	0	1054	117	Income Other
3	30	112	1054	118	Income Other
3	250	0	1054	121	Income Other
3	1,018	622	1054	125	Income Other
3	117	19	1054	201	Income Other
3	1,431	10,067	1054	205	Income Other
3	500	0	1054	206	Income Other
3	129	0	1054	210	Income Other
3	30	3,324	1055	101	Income Seating
3	0	180	1055	105	Income Seating
3	0	795	1055	108	Income Seating
3	0	5,898	1055	116	Income Seating
3	0	1,085	1055	117	Income Seating
3	430	400	1056	210	Income Fun Day & Tourney
3	3,223	0	1057	101	Income Electricity Recharge
3	167	166	1057	106	Income Electricity Recharge
3	2,539	1,879	1057	117	Income Electricity Recharge
3	0	46	1057	206	Income Electricity Recharge
3	1,612	2,135	1058	105	Income Water Recharge
3	185	133	1058	117	Income Water Recharge

Working details for ANNUAL RETURN - Year ended 31 March 2016

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and</u>	<u>Centre</u>	<u>Code Description</u>
3	0	114	1058	206	Income Water Recharge
3	27	4	1059	201	Income Photocopying
3	14,905	15,376	1060	118	Beach Huts Site Licence
3	11,430	12,042	1061	118	Beach Hut Annual Rent
3	823	727	1062	201	Income Telephone Recharge
3	711	0	1063	101	Income Gas Recharged
3	620	0	1065	135	Income Xmas Lights
3	15,800	16,800	1066	105	Income Concession
3	0	2,085	1066	108	Income Concession
3	4,070	2,085	1066	116	Income Concession
3	41,555	42,783	1066	117	Income Concession
3	2,095	2,134	1070	135	Income Community Serv Events
3	1,972	17	1071	105	Income Base Rent
3	5,297	1,685	1072	135	Income Tree Wardens
3	0	2,735	1073	105	Sports Pitch Hire
3	0	1,106	1073	106	Sports Pitch Hire
3	650	0	1074	101	Income Vehicle & Equip Maint
3	4,152	8,730	1075	135	Income Christmas Event
3	135	0	1076	117	Income Insurance Claim
3	3,700	0	1077	101	Income Sale of Golf Equipment
3	0	50	1080	210	Income Jubilee Event
3	0	250	1081	210	Young Mayor Income
3	1,509	0	1090	135	Income Physical Activity Proj
3	5,472	300	1091	220	Income Building Maintenance
3	8,670	1,710	1092	117	Income Grnds Maint Non Contrat
3	0	240	1093	105	Income Rate Refund
3	0	2,427	1093	108	Income Rate Refund
3	0	1,688	1093	206	Income Rate Refund
3	2,217	0	1100	101	Income Advertising
3	532	-709	1105	215	Seahaven Loan Repayment
3	41,308	35,112	1177	801	Council Tax Support Grant
3	3,139	3,077	1190	201	Interest Received
3	8,946	19,883	1200	116	Income Nature Reserve
3	1,091,116	180,785	1304	102	PWLB - New Club House
3	758	15,891	1306	103	Income Golf Club Room Hires
3	16,721	154,235	1307	103	Income Bar Sales
3	11,853	151,067	1308	103	Income Food Sales
3	0	508	1309	103	Income Fruit Machine
3	0	27,444	1310	103	Society - Club House Income
3	0	9,404	1311	101	Buggy Hire
3	Total other receipts	1,632,070	1,337,836	Total income or receipts as recorded in the cashbook minus the Precept	
4	74,846	74,081	4000	101	Salaries & Wages
4	21,057	152,051	4000	103	Salaries & Wages
4	157,885	178,340	4000	201	Salaries & Wages

Working details for ANNUAL RETURN - Year ended 31 March 2016

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code</u>	<u>and Centre</u>	<u>Code Description</u>
4	4,278	4,071	4001	101	Employers NI
4	1,162	5,668	4001	103	Employers NI
4	12,814	14,489	4001	201	Employers NI
4	13,286	13,489	4002	101	Employers Superannuation
4	3,526	11,107	4002	103	Employers Superannuation
4	17,794	24,510	4002	201	Employers Superannuation
4	Staff costs	306,647	477,806	Total expenditure or payments made to and on behalf of all council employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and expenses	
5	49,668	98,483	4301	103	Public Works Loan Payment
5	18,089	18,089	4301	205	Public Works Loan Payment
5	15,002	15,002	4301	206	Public Works Loan Payment
5	Loan interest/Capital repayments	82,759	131,574	Total expenditure or payments of capital and interest made during the year on the Council borrowings	
6	0	2,200	4003	101	Sub-contracted Staff
6	0	40,770	4003	103	Sub-contracted Staff
6	0	210	4004	201	Staff Welfare Costs
6	288	1,871	4009	101	Recruitment Costs
6	2,871	6,750	4009	103	Recruitment Costs
6	2,425	190	4009	201	Recruitment Costs
6	425	2,675	4010	101	Staff Training
6	0	1,635	4010	103	Staff Training
6	7,629	8,289	4010	201	Staff Training
6	888	843	4011	101	Staff Protective Clothing
6	365	56	4012	201	Staff Expenses
6	123	133	4013	210	Members Expenses
6	408	1,300	4014	210	Member Training
6	272	317	4015	201	Office Refreshments
6	0	1,295	4016	103	Staff Uniform
6	0	160	4017	103	Timesheet & Rota Software
6	40,400	40,356	4041	101	Golf Professional Retainer
6	2,052	741	4045	101	Golf Course Player Costs
6	19,213	28,149	4046	101	Golf Club Membership Fees
6	15,000	15,000	4050	205	Rent payable
6	0	19,592	4051	101	Rates
6	3,109	6,783	4051	103	Rates
6	589	240	4051	105	Rates
6	612	66	4051	108	Rates
6	5,464	5,568	4051	113	Rates
6	2,487	2,914	4051	118	Rates
6	10,676	10,559	4051	205	Rates
6	3,096	1,688	4051	206	Rates
6	4,505	773	4052	101	Water & Sewerage
6	0	5,812	4052	103	Water & Sewerage
6	3,492	2,205	4052	105	Water & Sewerage

Working details for ANNUAL RETURN - Year ended 31 March 2016

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and</u>	<u>Centre</u>	<u>Code Description</u>
6	1,477	1,184	4052	106	Water & Sewerage
6	55	308	4052	108	Water & Sewerage
6	87	278	4052	113	Water & Sewerage
6	0	71	4052	116	Water & Sewerage
6	159	368	4052	117	Water & Sewerage
6	305	246	4052	206	Water & Sewerage
6	8,296	3,327	4055	101	Electricity
6	0	21,448	4055	103	Electricity
6	752	247	4055	105	Electricity
6	310	362	4055	106	Electricity
6	766	842	4055	113	Electricity
6	0	691	4055	116	Electricity
6	3,275	2,932	4055	117	Electricity
6	1,414	1,459	4055	134	Electricity
6	502	121	4055	206	Electricity
6	1,652	7	4056	101	Gas
6	0	10,234	4056	103	Gas
6	1,756	1,169	4056	113	Gas
6	339	282	4060	101	Refuse
6	0	1,451	4060	103	Refuse
6	714	1,224	4100	101	Telecommunications
6	143	1,862	4100	103	Telecommunications
6	3,090	2,982	4100	201	Telecommunications
6	134	0	4100	210	Telecommunications
6	299	273	4105	101	Postage
6	1,635	1,603	4105	201	Postage
6	137	314	4106	101	Stationery
6	161	686	4106	103	Stationery
6	0	6	4106	113	Stationery
6	1,992	1,903	4106	201	Stationery
6	54	782	4106	210	Stationery
6	3,272	3,821	4107	201	Photocopier
6	4,091	3,025	4110	101	Advertising & Publicity
6	578	1,863	4110	103	Advertising & Publicity
6	148	886	4110	113	Advertising & Publicity
6	2,161	2,423	4110	201	Advertising & Publicity
6	0	187	4110	210	Advertising & Publicity
6	760	0	4111	101	Office Equipment New
6	1,689	322	4111	201	Office Equipment New
6	0	7	4111	205	Office Equipment New
6	0	466	4111	210	Office Equipment New
6	3,838	3,951	4112	201	Subscriptions
6	356	234	4113	101	Software Support
6	78	594	4113	103	Software Support
6	1,050	3,652	4113	201	Software Support

Working details for ANNUAL RETURN - Year ended 31 March 2016

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and</u>	<u>Centre</u>	<u>Code Description</u>
6	75	0	4114	101	Licence Fee
6	478	4,372	4114	103	Licence Fee
6	56	35	4114	201	Licence Fee
6	8,152	5,017	4115	101	Insurance
6	0	6,390	4115	103	Insurance
6	2,913	3,592	4115	105	Insurance
6	1,735	1,784	4115	106	Insurance
6	746	769	4115	113	Insurance
6	2,143	2,207	4115	115	Insurance
6	1,200	1,236	4115	116	Insurance
6	503	509	4115	117	Insurance
6	1,053	1,084	4115	118	Insurance
6	184	190	4115	119	Insurance
6	899	926	4115	134	Insurance
6	188	193	4115	135	Insurance
6	3,508	4,325	4115	201	Insurance
6	758	777	4115	206	Insurance
6	0	44	4116	103	Web Site
6	227	330	4116	201	Web Site
6	1,794	0	4117	201	Seaford Town Guide App
6	0	78	4154	117	Land Registry Fees
6	9	967	4155	101	Professional Fees
6	1,950	964	4155	103	Professional Fees
6	0	100	4155	108	Professional Fees
6	0	1,586	4155	116	Professional Fees
6	99,397	35,405	4155	201	Professional Fees
6	1,559	11,015	4155	206	Professional Fees
6	1,130	1,549	4156	101	Bank Charges
6	353	1,646	4156	103	Bank Charges
6	0	91	4156	106	Bank Charges
6	550	893	4156	201	Bank Charges
6	3,598	3,360	4157	201	Audit Fees
6	0	116	4180	201	Room Hire
6	1,075	1,091	4181	210	Civic - Mayors Allowance
6	2	23	4182	201	Catering & Hospitality
6	50	280	4182	210	Catering & Hospitality
6	605	480	4183	210	Civic - Awards
6	813	82	4184	210	Civic - other
6	880	850	4185	210	Fun Day & Tourney
6	125	195	4188	210	Town Crier Expenses
6	2	382	4189	210	Young Mayor
6	10,042	37,853	4190	201	Election Costs
6	1,431	2,755	4195	135	Events Expenditure
6	0	5,384	4196	103	Club House Events Expenditure
6	0	439	4199	103	Other Expenditure

Continued on Page 7

Working details for ANNUAL RETURN - Year ended 31 March 2016

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and</u>	<u>Centre</u>	<u>Code Description</u>
6	22	-22	4199	105	Other Expenditure
6	38	50	4199	113	Other Expenditure
6	27	0	4199	118	Other Expenditure
6	938	864	4199	125	Other Expenditure
6	95	52	4199	201	Other Expenditure
6	-1	0	4199	301	Other Expenditure
6	5,706	210	4201	101	Cleaning & Hygiene
6	1,232	12,452	4201	103	Cleaning & Hygiene
6	223	283	4201	113	Cleaning & Hygiene
6	0	2,687	4202	103	Linen Cleaning
6	570	3,569	4250	101	Public Seating
6	0	265	4250	105	Public Seating
6	0	840	4250	108	Public Seating
6	0	4,495	4250	116	Public Seating
6	0	267	4250	117	Public Seating
6	1,102	932	4251	101	Dog Bin Emptying
6	1,928	1,632	4251	105	Dog Bin Emptying
6	1,377	1,165	4251	106	Dog Bin Emptying
6	1,102	932	4251	107	Dog Bin Emptying
6	2,204	1,865	4251	108	Dog Bin Emptying
6	1,102	932	4251	116	Dog Bin Emptying
6	1,230	1,434	4253	117	Shelters
6	82,891	69,336	4260	105	Grounds Maintenance Contract
6	45,299	42,107	4260	106	Grounds Maintenance Contract
6	9,190	15,480	4260	107	Grounds Maintenance Contract
6	24,258	29,611	4260	108	Grounds Maintenance Contract
6	2,374	1,671	4260	116	Grounds Maintenance Contract
6	25,603	27,015	4261	101	Grounds Maint non contract
6	0	230	4261	103	Grounds Maint non contract
6	6,343	4,610	4261	105	Grounds Maint non contract
6	3,644	4,025	4261	106	Grounds Maint non contract
6	3,549	1,955	4261	107	Grounds Maint non contract
6	2,241	2,192	4261	108	Grounds Maint non contract
6	0	50	4261	113	Grounds Maint non contract
6	7,378	-647	4261	116	Grounds Maint non contract
6	22,866	3,286	4261	117	Grounds Maint non contract
6	2,762	3,456	4262	135	Tree Warden Expenses
6	216	218	4263	301	Bus Shelter Maintenance/Clean
6	12,856	14,119	4270	101	Vehicles & Equipment Maint
6	0	420	4270	103	Vehicles & Equipment Maint
6	0	21	4270	108	Vehicles & Equipment Maint
6	1,030	374	4270	205	Vehicles & Equipment Maint
6	20,996	11,008	4271	101	Vehicle & Equipment Lease
6	33,710	75	4272	101	Equipment Purchase
6	0	6,387	4272	103	Equipment Purchase

Continued on Page 8

Working details for ANNUAL RETURN - Year ended 31 March 2016

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and</u>	<u>Centre</u>	<u>Code Description</u>
6	8,776	14,194	4273	135	Christmas Lights
6	245	0	4274	108	Projects Expenditure
6	0	1,000	4274	220	Projects Expenditure
6	143	206,410	4274	225	Projects Expenditure
6	0	1,106	4275	101	Building Maintenance
6	0	6,574	4275	103	Building Maintenance
6	0	257	4275	105	Building Maintenance
6	0	113	4275	106	Building Maintenance
6	0	175	4275	108	Building Maintenance
6	0	213	4275	113	Building Maintenance
6	0	235	4275	116	Building Maintenance
6	0	145	4275	118	Building Maintenance
6	0	2,409	4275	119	Building Maintenance
6	500	0	4275	135	Building Maintenance
6	10	0	4275	201	Building Maintenance
6	346	13,681	4275	205	Building Maintenance
6	0	43,745	4275	206	Building Maintenance
6	21,316	6,881	4275	220	Building Maintenance
6	0	2,000	4276	103	CCTV
6	8,466	9,382	4276	134	CCTV
6	1,098,324	7,582	4277	102	New Golf Club House
6	0	6,878	4277	103	New Golf Club House
6	67,966	1,247	4278	102	Golf Club Fittings & Equipment
6	3,908	8,221	4281	135	Christmas Event Expenses
6	4,044	1,290	4290	135	Physical Activity Proj Expenses
6	8,952	85,150	4303	103	Food Expenditure
6	12,996	56,356	4304	103	Bar Expenditure
6	2,691	154	4305	103	Fire Extinguishers
6	1,340	7,985	4306	103	Catering Utensils & Equip
6	1,088	2,761	4307	103	Bar Utensils & Equip
6	0	152	4308	101	Rent - Shop, Locker & Chng Rms
6	0	4,007	4309	101	Buggy Lease
6	0	601	4311	103	Pest Control
6	0	545	4312	101	Season Ticket Refund
6	0	1,255	4313	103	Stock Take
6	23,389	28,650	4401	215	Grants
6	7,837	8,124	4402	121	Seaford in Bloom
6	2,076	2,182	4405	215	Grants in Kind
6	4,495	806	4410	130	Swimming Pool
6	31,381	0	4411	201	VAT Assessment Payment
6	0	255	4412	103	Fruit Machine Duty
6	0	11,373	4413	201	Neighbourhood Plan
6	0	260	4450	103	Written Off Costs
6	9,303	17,693	4500	116	Nature Reserve Expenses
6	Total other payments	1,969,792	1,264,543	Total expenditure or payments as recorded in the cashbook minus	

Working details for ANNUAL RETURN - Year ended 31 March 2016

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code</u>	<u>and Centre</u>	<u>Code Description</u>
					employment costs(Line 4) and loan / interest expenditure / payments(Line 5)
7	Balances carried forwrd	289,201	274,429		Total balances and reserves at the end of the year.[Must equal (1+2+3)-(4+5+6)]
8		236,214	503,254	201 0	Current/Deposit Account
8		0	56	203 0	Club House Petty Cash
8		131,945	133,919	210 0	Treasury Deposit
8		110	123	220 0	Petty Cash
8		0	219	222 0	Materials petty cash
8		70	70	225 0	Golf Proshop Float
8		150	0	226 0	Golf Club Till 1 Float
8		150	90	227 0	Golf Club Till 2 Float
8		0	250	228 0	Golf Club Safe Float
8	Total Cash & Investments	368,640	637,980		The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March
9		10,188,387	10,319,203	9 0	Total Fixed Assets
9	Total Fixed Assets	10,188,387	10,319,203		The recorded current book value at 31 March of all tangible fixed assets owned by the Council as recorded in the asset register
10		1,681,238	1,798,626	10 0	Total Borrowings
10	Total Borrowings	1,681,238	1,798,626		The outstanding capital balances as at 31 March of all loans from third parties(usually PWLB)

Annual internal audit report 2015/16 to

Enter name of smaller authority here:

SEAFORD TOWN COUNCIL

This smaller authority's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2016.

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

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

For any other risk areas identified by this smaller authority adequate controls existed (list any other risk areas below or on separate sheets if needed)

Name of person who carried out the internal audit MARK MULBERRY BA(HONS) FCCA CFA

Signature of person who carried out the internal audit *M Mulberry* Date 18/03/2016

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

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

Summary Income & Expenditure by Budget Heading 31/03/2016

Month No : 12

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<u>Community Services</u>						
Expenditure	320,235	500,693	327,021	-173,672	0	-173,672
Income	160,878	387,421	152,012	235,409		
Net Expenditure over Income	159,357	113,271	175,009	61,737		
<u>Finance & General Purposes</u>						
Expenditure	472,508	516,308	377,002	-139,306	0	-139,306
Income	20,581	28,883	11,504	17,379		
Net Expenditure over Income	451,927	487,426	365,498	-121,928		
<u>Golf Course</u>						
Expenditure	1,566,455	856,922	653,031	-203,891	0	-203,891
Income	1,409,303	886,420	584,880	301,540		
Net Expenditure over Income	157,152	-29,498	68,151	97,649		
<u>Nature Reserve</u>						
Expenditure	0	0	0	0	0	0
Income	0	0	0	0		
Net Expenditure over Income	0	0	0	0		
<u>Precept</u>						
Expenditure	0	0	0	0	0	0
Income	557,502	556,426	556,426	0		
Net Expenditure over Income	-557,502	-556,426	-556,426	0		
<u>Reserves</u>						
Expenditure	0	0	0	0	0	0
Income	0	0	0	0		
Net Expenditure over Income	0	0	0	0		
<u>INCOME - EXPENDITURE TOTALS</u>						
Expenditure	2,359,198	1,873,923	1,357,054	-516,869	0	-516,869
Income	2,148,264	1,859,150	1,304,822	554,328		
Net Expenditure over Income	210,934	14,773	52,232	37,459		



Seaford Town Council

Report 24/16

Agenda Item No: 10
Committee: Council
Date: 21st June 2016
Title: Internal Audit Report Year Ended 31st March 2016
By: Lucy Clark, Support Services Manager
Purpose of Report: To receive the final report from Mulberry & Co, Internal Auditor for Year Ended 31st March 2016

Recommendations

You are recommended:

1. To note the Internal Auditor's report.
 2. To note the actions taken by Council Officer as detailed in Appendix B
 3. To approve the appointment of Mulberry & Co as the Internal Auditor for 2016/17.
-

1. Information

- 1.1 Mulberry & Co are the appointed Internal Auditor for 2015/16 and their final visit for 2015/16 took place on 18th May 2016.
- 1.2 Mulberry & Co's report is attached as Appendix A.
- 1.3 In summary, it was concluded that the financial systems and procedures described and demonstrated were effective and fit for purpose. However, there were certain issues highlighted with further recommendations.
- 1.4 A register of all issues to be addressed following the Internal Auditor's visit are listed at Appendix B.
- 1.5 It is recommended that Mulberry & Co will continue to be the appointed internal auditor for 2016/17 with the first visit being due in September 2016.

2. Financial Appraisal


Specific costs for the 2016/17 Internal Audit period are not known, as audit fees are calculated on an hourly rate. For 2015/16 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.

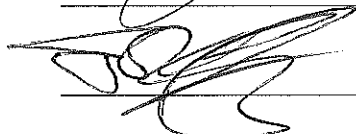
3. Contact Officer

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 2016



Prepared by: Mulberry & Co
Date of Interim Visit: 6th November 2015
Date of second interim Visit 20th January 2016
Date of Final Visit: 18th May 2016

Law and Regulation Regarding Internal audit

Regulation 6 of the Accounts and Audit (England) Regulations 2011 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 final report for your kind attention and presentation to the council – please note this is a consolidated report and where applicable contains all points from all three visits during the year. I am pleased to report that overall the systems and procedures you have in place are entirely fit for purpose and I have signed off your annual return positively.

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:-

- 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.
- Review of Income
- Review of Salaries
- Review of Fixed Assets
- Review of Annual Accounts

On the whole 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.

A. Books of Account

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, and accounts are reconciled regularly, with hard copies printed off for the file. 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.

B. Financial Regulations

The Financial Regulations and Standing Orders were on site and to hand, the standing orders are based on the NALC model and are current. The Financial Regulations and Standing Orders were reviewed in year and council agreed and minuted these properly. These documents are current and I make no recommendation to change at this time. I selected at random items to test from the financial regulations and make the following comments.

1. Per FR 2.2 Council is required on a quarterly basis to have all bank reconciliations physically signed. I could see no evidence of this being carried out. **Council must ensure June, September, December and March 2016 reconciliations are properly authorised in accordance with regulations.**
2. Per FR 6.15 The debit card can only be used in accordance with Councils "Debit Card Policy" however no evidence to show policy adopted by council. **Council must ensure policy is reviewed and properly adopted. In addition I would suggest council consider lowering the financial spending limit on the debit card.**
3. Per FR 6.3 Electronic payments are being made in a secure manner. **I suggest the text of this regulation is added to, to add "in accordance with the councils Electronic Payments Policy.**

C. Risk Management & Insurance

A Regular review of risks is carried out and I am satisfied that council reviews its risk arrangements and documents in a clear and logical manner that allows for mitigation in terms of insurance or action, and that council considers the risks the council faces in terms of achieving its objectives. I was

pleased to see the council has a good system of risk assessment and documentation. I make no recommendation to change at this stage.

The council is insured with Zurich under a standard local authority agreement. **Council should be aware there is no specific insurance for street furniture or lighting on the schedule and may want to revisit its insurance requirement for these in the light of having available reserves for self-insuring.**

D. BUDGET & PRECEPT

The council has £274k in reserves of which £111k is general reserves. At a precept level of £521k this would be considered too low, the rule of thumb being 50% of precept.

In addition to this, in the absence of one off urgent unplanned expenditure, normal overhead spend (wages, utilities, rent & rates etc) is circa £100k a month, with a general reserve of £111k the council is potentially putting itself into a position whereby capital (earmarked) monies could be used for a revenue purpose, (which as council is aware is not allowed under the Act), until such time as the precept or other revenue income is received. Using capital monies for a revenue purpose would be a failure item on the annual return which would be followed up with a report to the external auditor.

The 2016/17 budget book shows that overall the council expects to breakeven in cash flow terms. It is therefore extremely likely that overall cash reserves by March 2017 will not improve and the general reserve will continue to be of significant concern.

In taking this into account, council needs to be aware that the golf club is predicted to breakeven in the budget on the back of a £151k deficit in 2015/16, this I feel, is very optimistic. In the event this is not achieved for whatever reason this will impact on the councils' general reserves considerably and will put the council into a greater level of financial distress than it already is. As a municipal golf club the council does have the power to provide such a recreation service to the local community and I have discussed this position with the clerk and accountant and have been shown plans for future income generation and contingency ideas for the golf club and council alike.

I am in no doubt that the council is aware of its cash flow position and that it is monitoring this closely; however, I stress to council the importance for regular, clear cash flow and budget monitoring and planning so that remedial action can be taken on a proactive rather than reactive basis and that in the absence of a clear cash flow surplus at the golf club it must consider that at some point it may not be in the interest of the community as a wider group to fund the provision of the golf club.

E. INCOME & VAT

Attended site on the 20th January 2016 to review income process primarily for the golf club. Income is split into 2 categories. 1. Membership subscriptions & Green Fees 2. Club House income.

All income is processed on site at the golf club with the financial postings to the accounts system handled by the accounts office in the Town Council.

On a weekly basis cash sheets are submitted to the council detailing nature and type of income that has been banked. The accounts department book this to a control account on the accounts package, on a monthly basis a summary is provided to the council which is posted as a journal recognising as income the various type of income. The control account is printed and this shows the balance as £nil at the month end. This proves that the weekly banked income agrees to the monthly income summary.

The IA reviewed three months drawn at random as was able to prove the following:-

- Weekly summary cash sheets agreed to that banked
- Weekly summary cash sheets agreed to the postings made to the accounts system
- Monthly summaries posted to accounts system
- Closing balance of the control account was £nil
- VAT had been properly accounted for at the applicable rate

On this basis the system of recording the accounting entries is working correctly and in accordance with internal procedures. **My only recommendation would be for the monthly control account to be signed as agreed and reviewed by someone other than the person preparing it.**

Attended site at the golf club to review the income process on site.

Golf shop and membership

The golf shop is let to a sole trader (golf business). The close symbiotic relationship that exists between the council and the golf business creates a situation where the public would be rightly confused as to who is providing what service. On this basis, it is important that the council ensures that the golf business has policies and procedures in place that mirror that of the council, and a clear agreement in place detailing the nature and scope of the arrangement to ensure that in the event of any complaint or claim there can be no doubt as to where the responsibility falls. **I would recommend that a formal agreement is put in place regarding the right to occupy the space even if no rent is charged to protect the interest of all parties.**

The golf business has its own insurance; however copies of this have not been requested by the council. **I would recommend the council request a copy of this annually to ensure they are satisfied that the golf business has adequate cover and that no liability can fall on the council.**

The golf business employs its own staff, **I would recommend the council assure itself that the employees are bona fide and CRB checked as appropriate according to its own criteria to ensure legal compliance.**

There are 2 tills in the shop; 1 for the golf business merchandise sales and one for the council membership and green fees. The council's cash float of £70 is maintained but there were no formal reconciliations to show this being controlled. **I would recommend that a cash float reconciliation is prepared to control the running till balance and provide the council with a level of assurance that the cash flowing through the till is controlled.**

Access to the course is controlled via a pre numbered membership card and spot checks are carried out on occasion. The authorisation of a card and the registration of a membership number is completed via the till and cannot be completed unless payment is made, or a direct debit set up. This appears on the face of it to be a robust system so long as the cash income and expenditure of the till is reconciled regularly. As already noted a cash reconciliation would benefit the council in this regard. To ensure no membership cards are issued without payment an excel list is maintained by the golf business of the membership cards in issue and the relevant payment status. **Council may want to introduce an ad hoc review of these lists to ensure ongoing compliance and no ghost memberships.**

Club House

The club house deals with the entertainment, food and drink side of the golf club all monies are processed through two tills at the bar.

A daily cash reconciliation is performed on the cash float – signed by two employees.

The IA noted the following:-

- Blocked fire exists
- Doors marked "keep locked" were unlocked and accessible by the public
- Easy uncontrolled access to the store room from the public lockers
- Limited CCTV in the store room area
- Weekly summary cash sheets agreed to the postings made to the accounts system
- A report by the brewer highlighted a number of defects – **the council should ensure each point is formally addressed before the next quality control visit.**

At the year end date it is shown that the council has a number of streams of income, precept, grants, golf club, rentals to name but a few. Total income for the year was £1,859,150 as reported on the annual return of which in descending order can be categorised as follows:-

1.	£705,635	Gold club income (Green, Food, Bar etc)
2.	£521,314	Precept
3.	£35,112	Local Tax Support Grant
4.	£204,898	Salt Play Area Grant
5.	£180,785	PWLB Loan
6.	£63,753	Concession Income
7.	£33,270	Rental income
8.	£27,418	Beach Huts
9.	£19,883	Nature reserve
10.	£13,793	Other grants
11.	£11,282	Seating
12.	£42,007	Other income

The precept is correctly shown on the annual return in box 2 and all other income in box 3. The precept and LTSG has been verified to the 3rd party remittance and bank statement. Other grants and loan receipts have equally been tested to third party remittances and statements where applicable. I have also reviewed the underlying nominal ledger for the income codes and expenditure codes and can confirm income has not been netted of against expenditure. I am therefore of the opinion that income is correctly shown on the annual return.

In terms of net position for the year ended 31st March 2016 the council has reported on the annual return a net deficit of £14,772. This is attributable to the 3 committees as follows:-

	Deficit	Precept & LTSG	PWLB	Net Deficit/Surplus
Community Services	£113,271 (Includes Salt Play area Net deficit of £1,512)	£556,426		£44,271 - deficit
Finance and General Purposes	£487,426			
Golf Club	£151,287		£180,785	£29,498 – surplus
Total				£14,773 - deficit

It is clear that in the absence of the PWLB receipt the council would have had a significant cashflow deficit for the year of £195k of which the accounts show circa £75k of one off expenditure items that would not reoccur in 2016/17 making a £120k deficit on "normal" income and expenditure. The budget for 2016/17 has precepted for an additional £100k to go into general reserves.

F. PETTY CASH

Petty cash was tested there were no errors. This is a simple system.

G. PAYROLL

Payroll is performed in house using Iris PAYE Master and industry recognised package. The amounts shown on the annual return can be related to the underlying payroll records. The council has met its statutory obligation in respect of PAYE and NI.

Payroll calculations were verified on a sample basis there were no errors.

There are no councillor allowances.

Council will be approving changes to the payroll in the next council meeting in respect of increment changes.

I am of the opinion payroll costs are correctly shown on the annual return

H. ASSETS AND INVESTMENTS

The council has £10,319,203 of fixed assets and increase of £130,816 year on year. Assets are shown at historic and or proxy cost where applicable. The movement in year is attributable to both additions and disposals. The largest being the play equipment.

The register shows insurance and replacement values other with detailed notes. The register is clearly presented and laid out and is a useful working document.

I am of the opinion the fixed assets are correctly shown on the annual return.

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 and as such are correctly shown as cash and short term investments on the annual return. Council is reminded that long term investments are treated as income and expenditure of the council and are reported in box 9 of the annual return along with fixed assets. Governance and Accountability contains detail on what constitutes a long term investment and broadly speaking this is a product without instant access, is invested for more than 1 year, and is not in cash form ie dividends or units. Council is also reminded that should a long term investment be created this would potentially alter the nature of the investment from revenue to capital, and as such would only be able available to use for a capital purpose and not returned to revenue for general use.

Bank and cash balances at the year-end agree to the annual return. The supporting bank statements have been signed by the accountant and counter signed by the chair of F&GP. There were no errors. In total, the council has £638,139.92 (£368,640) in cash reserves an increase of £269,500 year on year. However, when reviewing the annual return this shows that the council made a deficit of £15K. Expectation would be that cash balances would show a decrease in line with the reported deficit; however, we can account for this variation which is due in part to the £239K outstanding creditor balance for works to the Salt Play Area, of this balance £147K was paid in April 2016.

I am of the opinion that bank and cash balances are properly shown on the annual return.

The council has seven Public Works Loan Board Loans which at the year-end have a cumulative outstanding balance of £1,798,626. 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.

During the council year the council had taken out a new loan for £180k (2014: £1.9m); minutes show council discussion and approval of this.

Of the seven loans outstanding five pertain to the golf club, this is £1,654,182 in monetary terms at an annual cost to the council of £104,977.

I am of the opinion that the amounts shown on the annual return are correctly stated

J. YEAR END ACCOUNTS

The accounts have been prepared on the income and expenditure basis. The annual return contains no errors and there is an audit trail to the underlying accounting records. I remind council that when signing off the annual return, that section 1 is either taken to a separate meeting or signed off as a separate agenda point to section 2. The external audit is being very clear these must not be

discussed as the same agenda item and will want to see difference minute references on the annual return as evidence

K. TRUSTEESHIP

N/A

Mark Mulberry
Internal Auditor
18th May 2015

Points Forward – Action Plan

Point Forward / Action needed	Auditor notes	Council response
Insurance	Street furniture and lampposts did not on the face of it appear to be insured	
Cashflow planning	Council must carefully consider expenditure throughout the year in the light of the low level of general reserves	

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 2015 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		19,758 (2014/15: 19,758) Precept £521k Grant £35k total £556k (2014/15:Precept £515K Grant £41k = Total £557k)
	Key personnel		James Corrigan Clerk & RFO Lucy Clark – Support Services manager Ben King – Facilities Manager Liza – Jane Jones – Temp Manager Liz Harvey – Finance Assistant
	Type of financial accounting in place i.e. Manual books, computerised system		RBS system – Omega James, Lucy and Liz have access
	Does the council carry out an annual risk assessment, and is it documented.		Yes
	Does the council have a good control environment (evidence of internal reviews and counter signing of cheques etc)		Yes
	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

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, 2 nd 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 2015 Planning and Interim Audit work

May 2016 Final Audit work

May 2016 Issue Audit Report & Letter

Systems Notes

Seaford Town Council is located in the heart of the town in its own self-contained offices, which comprise a suite of rooms, kitchen and toilet facilities and a meeting room. These are rented from the police station below.

The offices are open daily from 9.00 am to 5pm Monday to Thursday – 4.30 on a Friday.

Expenditure:

General Overhead

Purchase orders will be raised for the majority all new expenditure items except utilities. PO book has to be requested from a manager and the populated PO signed and approved by a manager. The manager is responsible for ensuring at this stage that sufficient funds are available within a budget head to make payment. Budgets are allowed to overspend so that true expenditure profile is known. PO is filed in the live folder in readiness for matching to invoice. POS are emailed to the supplier.

Quotes are obtained depending on the expense type and amount, for those amounts over £5,000 three quotes are obtained. However, if deemed appropriate or significant a quote will be obtained even if below the £5k limit. Public tender is £25k. The Clerk has a pre-authorised limit of £5000.00 for emergencies

Invoices are passed to the finance assistant, and a blue authorisation slip is attached, together with PO. The fields are then populated as appropriate (NL, Date etc). POS are raised retrospectively if necessary and signed off properly.

Invoices etc passed to finance officer who verifies details and populates appropriate filed on blue slip. Finance officer does not complete initial details. This demonstrates hierarchical review. Goods and services are checked in where possible documentary evidence is taken to prove receipt or completion – this will be attached to PO where applicable.

Once checked and signed off – passed back to finance assistant for posting onto RBS – [processing completed weekly] and proposed invoices for payment list printed from system, this is passed to clerk along with bundle of invoices for verification and approval of payment. Councillors invited to attend to sign blue slip as authorised for payment.

Authorised bundle of invoices returned to finance assistant for finalisation on RBS. This triggers payment. Invoices file in RBS audit trail number order.

Proposed payments list showing authorisation and RBS bank list showing physical payments filed together in payments folder.

Cashbook Payments

Mayoral grants, grants, petty cash, pension, paye – these wont necessarily have a purchase order or invoice – a pink slip will be populated in the same manner as the blue slip above. The pink slip is authorised by councillors and clerk before any entry is made to RBS. As entries on RBS will trigger payment.

Debit Card

Lisa[Business Manager at Golf Club], James [Clerk] and Ben [Facilities Manager]. Each card has a limit of £1,000 per day. No purchase orders are raised at all, but a spreadsheet is completed at the end of each month and is signed to say that any purchases without a valid receipt will be liable by the card holder. This spreadsheet is also counter signed by Councillors. Entry posted to RBS when completing the bank rec.

Direct Debits: - Used for utilities

Petty Cash:

There is a £500 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.

Receipt book used to denote customer and type.

General Controls

The council has good general controls

Locked Offices

Locked filing cabinets

F&GP meets 4 x per annum

Hierarchical review

Passwords on computers (renewed regularly)

Bank reconciliation is checked & signed of monthly

Report against budget at each PC meeting

External PC back up – daily

Income

Precept 50%

Grants 8%

Golf club – green fees and tickets 25%

Rental income 5%

National Airspace at golf club

Room hire at council offices

Martello fields – rental – fair bonfire, car boots

Salts recreation ground [rugby, scouts]

The base – music hall hire

Crypt – Hall hire

The crouch – bowling and football

Old Town hall

Hurdis House

Concessions 6%

Ice cream Van 3 of

Kiosk 2 of

Café [salts]

Beach huts 60 of 48 ground rent 12 owned <5%

Filming at nature reserve <5%

Allotments – allotment society <5%

Invoices raised for all fees even if a receipted invoices. RBS used. Finance assistant raises invoices – and posts receipt and deals with receipt. Income received by cheque and cash and occasionally bacs, and PDQ. Finance officer reviews aged debts and postings to sales ledger on a monthly basis.

Hire fees are set in advance by the council annually.

Cash is banked on a weekly basis – the cash goes in the tin in a locked draw. Significant amounts of cash are banked daily.

Staff

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

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.

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	Notes	Risk of error or misstatement	Tests	Ref
<p>Section 4 Annual Return</p> <p>Appropriate books of account have been kept properly throughout the year.</p> <p>The council's financial regulations have been met, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.</p> <p>The council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.</p> <p>The annual precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate</p>	<p>RBS package in place, limited and uncomplicated transactions</p> <p>Good easy to follow system with up to date FR and SO</p> <p>Risk assessment policy written risk assessments carried out</p> <p>RBS budget – reported on every month</p>	<p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p>	<p>Review transactions in cashbook make verbal enquiries. Test arithmetic.</p> <p>Review invoices and reconcile to cash book in detail. Review minutes and cheque books for authorisations</p> <p>Review and comment</p> <p>Review minutes for evidence of council discussion of the same</p>	<p>A</p> <p>B</p> <p>C</p> <p>D</p>
<p>Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.</p> <p>Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.</p> <p>Salaries to employees and allowances to members were paid in accordance with council approvals, and PAYE and NI requirements were properly applied.</p> <p>Asset and investments registers were complete and accurate and properly maintained.</p>	<p>Simple income stream – no complicated areas</p> <p>Simple Petty cash book and tin system</p> <p>Payroll processed by internal firm</p> <p>Fixed asset register in place</p>	<p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p>	<p>Test to precept application and other misc receipts.</p> <p>Review and comment</p> <p>Test rates and hours are authorised Test net wages to payments due</p> <p>Review insurance schedule and cashbook for missing items off the register</p>	<p>E</p> <p>F</p> <p>G</p> <p>H</p>

<p>Periodic and year-end bank account reconciliations were properly carried out.</p>	<p>Regular reconciliations</p>	<p>Low</p>	<p>Test Year End reconciliation in detail</p>	<p>I</p>
<p>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.</p>	<p>Income and expenditure basis – RBS used as consultants to process year end material for EA</p>	<p>Low</p>	<p>Test audit trail sufficient for electors rights Review supporting information and comment</p>	<p>J</p>
<p>Trust funds (including charitable) The council met its responsibilities as a trustee.</p>	<p>None</p>	<p>Low</p>	<p>Nothing to test</p>	<p>K</p>

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 2015 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 October 2015 bank reconciliation 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 – bank reconciliation to October 2015 evidenced.
5	Is the cashbook regularly balanced	Trial balance is balanced as at today's date.
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?	No

4	<p>Are payments in the cashbook supported by invoices, authorised and minuted?</p> <p>Test a random sample of items to verify that internal controls are operating as described:-</p> <p>Purchase order procedures:</p> <ul style="list-style-type: none"> • that the correct number of estimates, quotes or full tenders depending on estimated value of contract have been obtained • 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. <p>Purchase payments:</p> <ul style="list-style-type: none"> • that the supporting paperwork confirms that there is a fully approved invoice • and authorisation for payment; and that VAT is identified appropriately for reclaim 	<p>Tested 2.2 Verification of bank reconciliation FR not 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 – September return filed</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 – although as noted above no evidence of this seen.
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	<p>Earmarked reserves fully listed and explainable.</p> <p>Earmarked reserves are circa £500k at the interim date and general reserves are £64k</p> <p>Rule of thumb general reserves are circa 50% of precept or 2/3rds General expenditure. This would equate to c. £250k</p> <p>The 2015/16 budget shows potential surplus of £50k.</p> <p>I am concerned that general reserves are far too low and that any deviation from budget or significant one off expenditures could put the council into financial distress and the need to close earmarked reserves. Council must continue to produce detailed monthly budget reports to monitor this situation.</p> <p>At the year end date the position is as follows</p> <p>The council has £274k in reserves of which £111k is general reserves. At a precept level of £521k this would be considered too low, the rule of thumb being 50% of precept</p>

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. Little evidence seen of prior RFO approval of budget overspends

(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. PWLB loan receipt verified as received 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 Absence of internal verification of cash receipts either by statistical analysis Or spot checking
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.
------------------	---

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 and approved by the council?	Yes – generally for mileage – forms part of the 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.
------------------	---

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. I was able reconcile the additions shown on the register to the RBS annual return workings for payments in the year - capital additions.
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. Council reminded to keep these up to date and use councillor lead working parties where possible to physically inspect assets annually.

(I) 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 2016 reconciliation checked by IA
6	Prepare or obtain a schedule of investments showing all movements in the year and agree opening balances.	N/A
7	Test check value of listed investments at year end for disclosure in financial statements.	N/A
8	Test purchases and sales with agreements, contract notes and minutes	N/A
9	Is the value of investments held summarised on the bank reconciliation?	N/A
10	Check income has been received on all income yielding investments on a consistent basis and ensure tax has been correctly accounted for.	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	No – will be taken to council in May/June
6	Has the annual return been completed in full	Partial – as above
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 the Final Internal Audit Report dated 18th May 2016

Item	Issues Highlighted	Recommendations	Action Taken
Financial Regulations	<p>Financial Regulation 2.2 states that Council is required on a quarterly basis to have all bank reconciliations physically signed. There is no evidence of this being carried out.</p> <p>Financial Regulation 6.15 states that The debit card can only be used in accordance with Councils "Debit Card Policy" however no evidence to show policy</p> <p>Financial Regulation 6.3 states that Electronic payments are being made in secure manner.</p>	<p>Council must ensure all reconciliations are properly authorised in accordance with regulations.</p> <p>Council must ensure policy is reviewed and properly adopted. In addition it would suggest council consider lowering the financial spending limit on te debit card.</p> <p>It is suggested the text of this regulation is added to to add "in accordance with the councils Electronic Payments Policy"</p> <p>IA recommends that the monthly control account be signed as agreed and reviewed by someone other than the person preparing it.</p>	<p>All reconciliation and bank statements are checked and verified and signed by the Chairman of the F&GP Committee on a monthly basis.</p> <p>The debit card policy has now been adopted by full council.</p> <p>The Electronic Payments Policy is being developed over the next few months and this will be considered.</p>
Golf Course Income	No issues	IA recommends that the monthly control account be signed as agreed and reviewed by someone other than the person preparing it.	The Finance Administration Assistant prepares the payments and the Support Services Manager will sign this off.
Golf Shop & Membership	No issues	IA recommends that a formal agreement is put in place regarding the right to occupy the space even if no rent is charged to protect the interest of all parties.	This is currently being looked into by the Town Clerk
Golf Business Insurance	No issues	The IA recommends that the Council request a copy of this annually to ensure they are satisfied that the golf business has adequate cover and that	A copy of the insurance has now been received and will now be requested annually.
Golf Business - Staff	No issues	The IA recommends that the Council assures itself that the employees are bona fide and CRB checked as appropriate according to its own criteria to ensure legal compliance.	Discussions will take place with the Golf Pro to look at the practicalities. It is confirmed however that the Golf Pro has a new member of staff who is a member of the PLGA and has been CRB checked.

Actions in response to the Final Internal Audit Report dated 18th May 2016

Item	Issues Highlighted	Recommendations	Action Taken
Golf Till	No issues	The IA recommends that a cash float reconciliation is prepared to control the running till balance and provide the Council with a level of assurance that	A cash float reconciliation sheet has been drawn up and issued to the Pro-shop for use.
The View	Blocked Fire Exits		This has now been addressed and the situation has been resolved.
The View	Doors marked "Kept Locked" were unlocked and accessible by the public.		This issue has now been rectified and is no longer accessible by the public.
The View	Easy uncontrolled access to the store room from the public lockers		This issue has been resolved as the access to the store room itself has been locked. Access to the public lockers can now only be made from the other entrance.
The View	Limited CCTV in the store room area		This issue will be dealt with by the new Restaurant Manager and reported on a the next meeting
The View	The report by the brewer highlighted points to be addressed but not completed	The IA recommends that the Council should ensure that each point is formally addressed before the next visit.	The new Restaurant Manager has resolved these issues and has appointed a new stocktaker.



Seaford Town Council

Report 14/16

Agenda Item No:	11
Committee:	Council
Date:	21st June 2016
Title:	Information on the General Power of Competence
By:	James Corrigan, Town Clerk
Purpose of Report:	To provide Councillors with information on the potential use of the general power of competence.

Recommendations

You are recommended:

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

1. Information

- 1.1** Cheshire Association of Local Councils website has a useful summary of the General Power of Competence which is set out below.
- 1.2** “Local councils in England were given a ‘general power of competence’ (GPoC) in the Localism Act 2011, sections 1 to 8.
- 1.3** Councils no longer need to ask whether they have a specific power to act. The GPoC (LA 2011 s1(1)) gives local authorities, including eligible local councils, “the power to do anything that individuals generally may do” as long as they don’t break other laws. It is a ‘power of first resort’; this means that when searching for a power to act, the first question you ask is whether you can use the GPoC. To find the answer, you ask whether an individual is normally permitted to act in the same way. For example:
 - 1.4** An individual can’t put someone in prison – and neither can a local council (although, like an individual, the council can press for a prosecution).
 - 1.5** An individual can’t impose taxes on other people – so a local council can’t use the GPoC to raise taxes.
 - 1.6** On the other hand, an individual could run a community shop or post office (provided they abide by relevant rules) – so a local council can do likewise;
 - 1.7** can set up a company to provide a service. The GPoC clearly permits a local council to engage in commercial activity as long as it sets up a company or co-operative society (s4) for this purpose.

- 1.8** Sometimes a council can do things that an individual can't do – such as creating byelaws, raising a precept or issuing fixed penalty notices – but it must do so using the specific original legislation. The GPoC does not mean that the council can delegate decisions to individual councillors – this is a procedural matter that remains enshrined in law.”
- 1.9** Many Councils (mostly if not all principal Authorities) have established a Local Authority trading company on the back of the GPoC. These have largely been for example to transfer service departments so making the Council itself a commissioning body with few employees. A good example of the is Shropshire Unitary Council (see <http://www.publicfinance.co.uk/case-study/2015/10/step-step-approach-establishing-council-trading-company>). Shropshire Council stated the reason for adopting this approach was “We saw this model as a sensible way to deliver better outcomes for taxpayers whilst also maximising public profit.”
- 1.10** This mechanism may be something the Council looks at in the future so far as the revenue generating activities of the Council are concerned. One thing the GPoC guidance makes clear is that a Council in its own right cannot use the legislation to generate a profit from services it can only charge the cost to deliver them.
- 1.11** With this in mind the Councils officers are currently working on the costs of core officer time to deliver the various services of the Council. The end result of this will be that services will have an accurate cost to deliver but all will appear to go up in price as the costs for Staff support is spread across the services provided.
- 1.12** The Council will have to meet certain criteria to meet the standards to achieve the GPoC standards, these have been addressed within the Council existing Strategic Objective so will be in place by the end of the calendar year.
- 1.13** It will become necessary to seek legal advice and support to establish a Local Authority Trading Company if that is the route the Council chooses to take in the future.

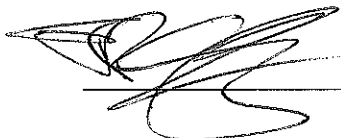
2. Financial Appraisal

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 10/16

Agenda Item No: 12
Committee: Council
Date: 21st June 2016
Title: Introduction of a voluntary donation at South Hill Barn
By: James Corrigan, Town Clerk
Purpose of Report: To agree to offering users of South Hill Barn the opportunity to make a voluntary donation to park there.

Recommendations

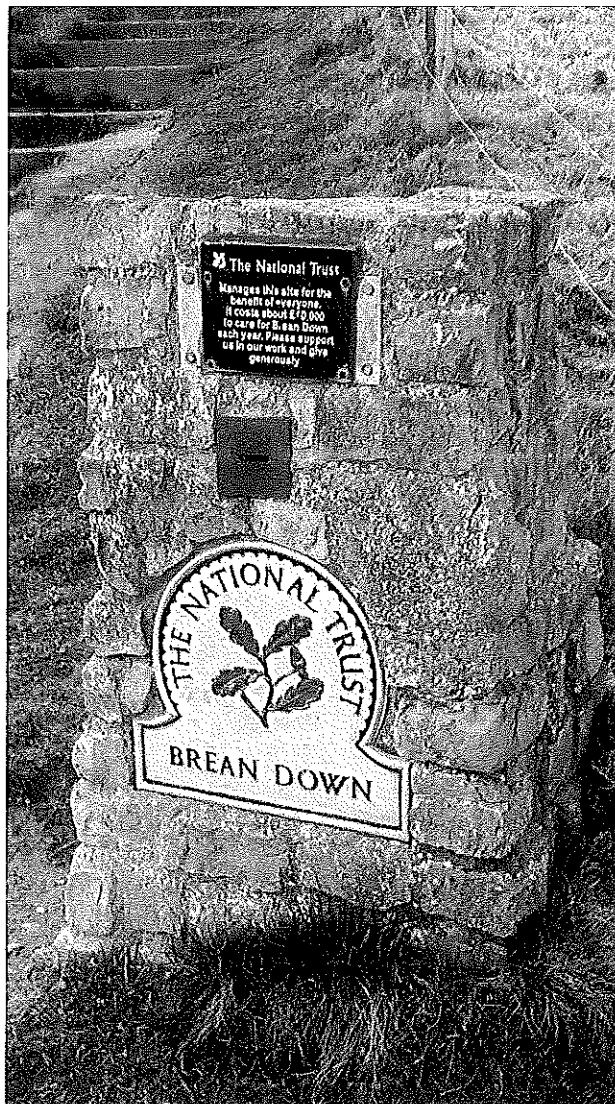
You are recommended:

1. To agree to the introduction of a voluntary charge for parking at South Hill Barn
2. To agree to the introduction of new considerate signage to promote sympathetic activities at South Hill Barn as well as an appropriate receptacle for voluntary donations.
3. To agree to the purpose of the funds raised from the voluntary parking to be either for Seaford in Bloom, for investment in the South Hill Barn area or to be split between the two causes.

1. Background

- 1.1 Seaford Town Council has an unwritten policy of not introducing parking charges at its venues. However, car parks do cost money to maintain and improve as does the area around South Hill Barn.
- 1.2 The area requires some investment such as new signage to make visitors aware of the need to treat the adjacent Seaford Head Nature reserve sensitively. The Town Clerk recently stopped some visitors removing Burdock plants from the site for example.
- 1.3 There are a lot of visitors who use the car park area especially on a weekend. Because of the nature of the car park this is causing a lot of wear and tear. The ideal environmentally friendly surface for the car park would be a mesh type surface which allows surface water to drain away and grass to grow through it.
- 1.4 However, to construct this would cost approximately £20,000.
- 1.5 Similarly, there have been a number of informal passing points created on the access road to the site. These should be upgraded to a safer and more appropriate standard this will again cost several thousand pounds.

- 1.6 Councillors will also be aware that following the folding of the Seaford in Bloom group Seaford Town Council has agreed to take over this service on a temporary basis at an annual cost of approximately £13,000. An alternative use of the voluntary donations could be to support this good cause.
- 1.7 Many sites which provide access to the countryside through organisations such as the National trust either charge for parking or have a voluntary donation system in place. An example of such a collection point is depicted on the photograph below.
- 1.8 The funds would have to be emptied on a regular basis, especially after busy periods. This could then be counted either by purchasing a coin counter or using nearby charity coin counting machines to avoid excessive use of staff time.
- 1.9 The construction would have to be robust to ensure it is reasonably secure. The stone style shown below would be repeated, this also includes a concrete surround around a secure metal box. Making it very safe from attack.



2. Financial Appraisal

The initial construction of the receptacle is estimated at approximately £1,000 to ensure it is reasonably secure. However, it is estimated that the expenditure would soon be recouped

enabling the additional voluntary income that would be received to be reinvested in the site.

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', is written over a horizontal line. The signature is stylized and cursive.



Seaford Town Council

Report 26/16

Agenda Item No: 13
Committee: Council
Date: 21st June 2016
Title: Centenary Fields Programme
By: James Corrigan, Town Clerk
Purpose of Report: To consider the information received regarding the Centenary Fields Programme.

Recommendations

You are recommended:

1. To consider whether the Council would wish to designate a recreational space, or other green space, as a Centenary Field under the programme.
-

1. Information

- 1.1 Attached at Appendix A is a letter received regarding the Centenary Fields Programme being run by Fields in Trust and the Royal British Legion in partnership.
- 1.2 The Council is asked to consider this programme and whether it wishes to apply to designate any Town Council-owned recreational or other green space as a Centenary Field.
- 1.3 The land ought to have an existing or planned link to World War I.
- 1.4 The change of status does not remove the ownership of the Field from Seaford Town Council but does ensure it remains as an open space in perpetuity.
- 1.5 A potential site could be the area of land around the War memorial on Sutton Park Road.
- 1.6 By dedicating the land as a Centenary Field it will create a partnership with Fields in Trust (FIT) who previously were known as King George the V charity providing a number of legacy open spaces from donations made upon the death of George V.
- 1.7 FIT may be able to provide some funding in due course to improve the relevant area.

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

CENTENARY FIELDS**Commemorating World War I 2014-2018**

The Chairman
Seaford Town Council
37 Church Street
SEAFORD
East Sussex
BN25 1HG

NETH0927

RECEIVED
16 MAY 2016

Dear Chairman,

The Centenary Fields Programme – protecting valuable green space across the Country

As we approach the 100th anniversary of the Battle of the Somme this July we at The Royal British Legion and Fields in Trust are pleased to introduce the Centenary Fields programme to your Council.

The objective of this nationwide programme is to secure recreational spaces in perpetuity, in honour of the memory of the millions of people who lost their lives in the conflict. We are now inviting Town and Parish Councils to nominate a recreational space to be dedicated as a Centenary Field to commemorate this significant milestone in our shared history and to create a tangible living legacy that will be valued by your local community for generations to come.

As the UK's largest Armed Forces charity and the Custodian of Remembrance, The Royal British Legion is leading the nation in respecting the sacrifices made during World War I.

Fields in Trust – the operating name of the National Playing Fields Association – has been the leading independent charity campaigning to secure and improve playing fields for 90 years with the long standing support of the Royal Family.

Both organisations are therefore pleased to be working together to deliver the Centenary Fields programme, which aims to protect the war memorial parks and playing fields given in memory of those who lost their lives, or other green spaces that have an existing or planned link to World War One. We are both delighted that HRH The Duke of Cambridge is supporting this campaign.

To join us in the Centenary Fields programme please complete the enclosed application form, and return it to us at our freepost address, or scan it and email it to centenaryfields@fieldsintrust.org.

Alternatively, please contact the Fields in Trust Development Manager for your area: (Terry Housden on 020 7427 2122, or at terry.housden@fieldsintrust.org) if you have any questions.

Once an appropriate site has been agreed, your council will be required to complete a Deed of Dedication to protect the green space(s) in perpetuity. Please note that this does not require any change to the ownership and management of the site which remains entirely at local level.



The Centenary Fields programme will safeguard in perpetuity our war memorial parks, playing fields and other green spaces in memory of those who lost their lives in World War I.

Working with local authorities and landowners, this project will deliver a fitting tribute to the sacrifices made then by local people, while also protecting our green spaces for the future.

Please support Fields in Trust and The Royal British Legion to commemorate this important landmark in our history and help remembrance to live on through Centenary Fields.

HRH The Duke of Cambridge
President, Fields in Trust

Each Centenary Field will be provided with signage indicating its designated status, enabling a local event to be arranged to mark the site's dedication as part of your Centenary commemorations.

In addition, Fields in Trust will be working to raise charitable funds to provide occasional improvement grants to sites protected as part of the Centenary Fields programme.

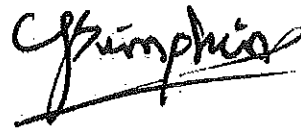
During these difficult economic times we believe that this programme has the dual merits of being inexpensive to implement whilst also appropriately recognising the enormous sacrifice made by earlier generations for us all.

We look forward to hearing from you and hope you will join us in commemorating World War I through the Centenary Fields programme.

Yours sincerely,



Tim Phillips CBE
Chairman
Fields in Trust



Dr Chris Simpkins
Director General
The Royal British Legion





Seaford Town Council

Report 27/16

Agenda Item No: 14
Committee: Council
Date: 21st June 2016
Title: NHS East Sussex Healthcare Public Engagement
By: James Corrigan, Town Clerk
Purpose of Report: To consider a response in reply to a letter received from the NHS.

Recommendations

You are recommended:

- 1. To consider a response in reply to a letter received from the NHS.**
-

1. Information

- 1.1** Attached at Appendix A is a letter received from the NHS offering for an NHS Officer to attend a Council meeting to present how the NHS is improving its quality of care and give the Council an opportunity to share its views on what else the NHS could do to improve patient experience.
- 1.2** The Council is asked to consider whether this is an offer they would like to take the NHS up on and therefore invite them along to the Council meeting due to be held on 21st October 2016 to give such a talk.

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

Appendix A

East Sussex Healthcare

NHS Trust

26 April 2016

Mr Corrigan
37 Church Street
Seaford
East Sussex

Eastbourne District General Hospital
Kings Drive
Eastbourne
East Sussex
BN21 2UD



Tel: 01323 417400
Website: www.esht.nhs.uk

Dear Sir/Madam

Public Engagement

As an organisation we are keen to develop and increase our public engagement with our local community across East Sussex. As part of this we are planning to offer a programme of events in 2016 to local Associations and Groups.

Hear how we are improving the quality of care and share your views on what else we could do to improve the patient experience.

If you would like us to attend one of your meetings please could you complete the form below.

If you would like any further information, please contact myself on 01323 413876 or email at Ruth.Farre@nhs.net.

I look forward to meeting you at an event in the future.

Yours sincerely

Ruth Farre
Engagement and Communications Officer
Communications Department

✂-----

Name:	
Address:	
Email address:	
Contact number:	
Date and Time of Event	

Please return this information to Ruth Farre by e-mail: Ruth.Farre@nhs.net or by post to the Communications Department, Eastbourne District Hospital, Kings Drive, Eastbourne, East Sussex, BN21 2UD

East Sussex Healthcare



NHS Trust

**Your Local NHS Trust can come
to talk to your Association,
Group or Club**

Learn about your local NHS Trust

**Hear how we are improving the quality of care
and share your views on what else we could
do to improve the patient experience.**

To book a talk please contact

Ruth Farre

Tel: (01323) 413876

Email: Ruth.Farre@nhs.net

Contact details

Association/Group/Club Name:

Contact Name:

Address:

Telephone number:

Email Address:



Seaford Town Council

Report 28/16

Agenda Item No: 15
Committee: Council
Date: 21st June 2016
Title: Staff Pension
By: Lucy Clark, Support Services Manager
Purpose of Report: To prepare the Council for the Automatic Enrolment in Pension Schemes taking effect on 1st October 2016.

Recommendations

You are recommended:

1. To consider giving new and existing staff who have not already joined the Local Government Pension Scheme, the option of entering into the alternative pension scheme, NEST.
 2. To give approval to officers to source this new Pension Scheme, NEST, in time for the auto enrolment date of 1st October 2016.
-

1. Information

1.1 The Council currently offer all new employees the opportunity to join the LGPS Pension Scheme. The LGPS Scheme gives a set % of what the employee must contribute depending on their earnings:

Up to £13,600	-	5.5%
£13,600 - £21,200	-	5.8%
£21,201 - £34,400	-	6.5%
£34,401 - £43,500	-	6.8%
£43,501 - £60,700	-	8.5%

1.2 The LGPS Scheme states that the Council must contribute 21.1% of the employee's earnings.

1.3 The law on workplace pensions has changed and under the Pensions Act 2008, every employer in the UK must put certain staff into a pension scheme and contribute to it. This is called 'automatic enrolment'.

1.4 For the purpose of 'automatic enrolment' there are different categories of workers which can be explained as attached in Appendix A.

1.5 Seaford Town Council's staging date is 1st October 2016.

1.6 The Council must auto enrol those staff who are 'eligible jobholders' and make contributions.

1.7 The Council must offer 'non-eligible jobholders' the option to Opt in to the pension scheme. If an employee chooses to do so, then the Council must contribute to their pension.

- 1.8 The Council must offer 'entitled workers' the option to Join the pension scheme. If an employee chooses to do so, the Council is not legally required to contribute to their pension.
- 1.9 Under these new changes, the legal requirement for employees to pay towards their pension is 1% of their qualifying earnings. The legal requirement for employers is also 1%. (Due to increase after 6th April 2018).
- 1.10 Staff who will have to be automatically enrolled on 1st October 2016 may consider their contribution rate to be too high under the LGPS Scheme. However, if the Council were to sign up to NEST (National Employee Savings Trust) then their % contribution would reduce to the legal minimum requirement of 1%. The employer's % can also be reduced to the minimum requirement of just 1%.
- 1.11 It is recommended that the Council consider giving new and existing staff who have not already joined the LGPS Pension Scheme, the option of entering into this alternative pension scheme, NEST.
- 1.12 It is recommended that the Council give approval to officers to source this new Pension Scheme in time for the auto enrolment date of 1st October 2016.

2. Financial Appraisal

If NEST is approved and employees choose to enter, this would reduce the pension contribution costs for the Council.

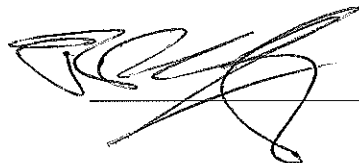
3. Contact Officer

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

Support Services Manager



Town Clerk



Key terms

Summary of the different categories of worker

Category of worker	Description of worker
Worker	An employee or someone who has a contract to perform work or services personally, that is not undertaking the work as part of their own business.
Jobholder	A worker who: <ul style="list-style-type: none"> • is aged between 16 and 74 • is working or ordinarily works in the UK under their contract • has qualifying earnings.
Eligible jobholder	A jobholder who: <ul style="list-style-type: none"> • is aged between 22 and state pension age • has qualifying earnings above the earnings trigger for automatic enrolment.
Non-eligible jobholder	A jobholder who: <ul style="list-style-type: none"> • is aged between 16 and 21 or state pension age and 74 • has qualifying earnings above the earnings trigger for automatic enrolment or <ul style="list-style-type: none"> • is aged between 16 and 74 • has qualifying earnings equal to or below the earnings trigger for automatic enrolment.
Entitled worker	A worker who: <ul style="list-style-type: none"> • is aged between 16 and 74 • is working or ordinarily works in the UK under their contract • does not have qualifying earnings.



Seaford Town Council

Report 29/16

Agenda Item No: 16
Committee: Council
Date: 21st June 2016
Title: Neighbourhood Plan Update Report
By: James Corrigan, Town Clerk
Purpose of Report: To present an update report from the Neighbourhood Plan Steering Group and Action in Rural Sussex.

Recommendations

You are recommended:

1. To note the update reports from the Neighbourhood Plan Steering Group and Action in Rural Sussex;
 2. To consider appointing two further members from Seaford Town Council on the Seaford Neighbourhood Plan Steering Group.
-

1. Information

- 1.1 Attached at Appendix A and B are update reports from the Neighbourhood Plan Steering Group and Action in Rural Sussex respectively.
- 1.2 Due to two resignations, the Seaford Town Council membership of the Neighbourhood Plan Steering Group has two vacancies which the Council is now asked to nominate and appoint members to fill.

At present the STC members of the Steering Group are:

Councillors M Brown, R Chambers, L Freeman, R Honeyman and L Worcester.

There are two vacancies to be filled. Members putting themselves forward should be able to attend two or three meetings a month for the next 18 months and will be required to do some work outside of the meetings to drive forward the Neighbourhood Plan.

2. Financial Appraisal

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

3. Contact Officer

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

Town Clerk

Report on the Seaford Neighbourhood Plan, June 2016.

Seaford Town Council have agreed to develop the Seaford Neighbourhood Plan. This was introduced to Seaford residents, by Faustina Bayo (from Action in Rural Sussex) on 20th April 2016, at the Baptist Church Seaford. There was a very interesting presentation about Neighbourhood Plans and how to implement on in Seaford. This was recorded and is available on the SNP web site. There was a lively Q&A session. There was some confusion about the remit of the group, but it was well explained by Faustina; though some residents would have liked it to be more about land use applications rather than designating future land use for the town.

At the end of the presentation members of the public were asked to sign up to be involved in implementing the plan. They were given 2 options:

1. To sign up for the steering committee (and they would be expected to be on a focus group, and
2. To sign up for one of the focus groups.

Many people put their names forward for these groups. They were to be contacted, by email, in due course.

Those who had put their names forward for the steering committee, were invited to the first meeting on 14th May, at Seaford Town Council. Those who attended were a mixture of councillors, ex-councillors and residents. (Their names are on the minutes on the Seaford Neighbourhood Plan web site – www.seafordnp.uk). The minutes of that meeting show that members of the people who attended discussed the role of the group, the terms of reference, appointing the officers updating the survey and the call for sites.

Julie Davies was nominated as chair, with Mark Brown as vice-chair. Fiona House agreed to be secretary. Publicity and communications was Sam Adeniji, aided by Richard Honeyman, Lyndsay Freeman will carry on with radio announcements, Fiona House (Facebook) and Zoe Burns (Twitter). Since that meeting Sam Adeniji has resigned and Sylvia Dunn has taken on contacting the newspapers and Sarah McStravick is to co-ordinate the publicity group. Mark Brown was to contact local schools about producing a logo for the plan.

Report on the Seaford Neighbourhood Plan, June 2016.

The steering group met for a second time on 6th June. The website (www.seafordnp.uk), facebook page and email address (seafordnp@gmail.com) were announced. The date, location and time for the introduction and setting up of the focus groups was decided and those who had expressed their interest at the April meeting would be announced. It is to be held in the Clinton Hall on 20th June at 7pm. There are to be 5 focus groups, each having at least one steering group member on it. The focus groups are: environment and countryside, travel and transport, housing, the local economy and communications and facilities. It was also decided to attend the Seaford Motorfest on June 26th. This is to start to advertise the plan more widely.

The main topic of conversation at this second meeting was the survey that should have gone out to 11,000 homes in the area. There have been a number of complaints from local residents informing the committee that they have not received their copy. By the meeting there had been 210 received. It was decided to keep spare copies at the council office and for residents who have not received theirs to collect them from there. Since then those contacting the steering committee have been asked to say which road they live in to find out if where they have not been delivered and the company paid to deliver the surveys have been contacted.

Julie Davies

Chair of the Seaford Neighbourhood Plan Steering Group

13th June 2016.

Seaford Neighbourhood Plan - Status Update

June 2016

Steering Group

- First meeting of full Steering Group took place on Saturday 14th May. At this meeting, the Terms of Reference to govern the group was formally adopted, officers were elected and the communications group was formed.
- The second steering group meeting was held on Monday 6th June 2016 to introduce the newly created website for the plan, agree on twitter and facebook accounts and other communications channels.
- Two councillors have resigned from the group (Penny Lower – resigned to focus on being a focus group member and Sam Adeniji – resigned due to extra workload at the District Council). One councillor has never attended a meeting (Rahnuma Hayder). This has led to 2 councillor vacancies to be filled and it was agreed to let the Town Council elect or nominate their representatives to join the group.
- A meeting was held with the chair and deputy chair of the steering group on Monday 13th June. This was to address the survey delivery issues, communications on facebook (comments being made about the steering group transparency which are not true and seriously beginning to undermine the work of the volunteers who have given up their time to be on the group). The meeting also covered the upcoming planned focus group session

Focus Groups

- Following launch, 35 residents (excluding councillors) have volunteered to be on the steering and focus groups. A workshop initially planned for the 13th of June 2016 was postponed to the 20th of June 2016 from 7-9pm. All those who expressed an interest to join a focus group have been invited to attend this session. the aim of the workshop is as follows:

- Explain the role of focus groups and timescales
 - Agree on Terms of Reference and meeting strategies
 - Elect group leaders
 - Identify initial objectives and issues
 - Support available (templates and resources)
- The call for sites is still ongoing and will close on the 29th July 2016. One site has been put forward at the time of writing this update.

NDP Survey

- The combined Neighbourhood Plan, Housing Needs Survey and the proposed Seaford Town Council Sites for sale consultation has been printed and delivered to the MA Distributors in Hailsham together with pre-paid business reply envelopes for returns to AirS offices.
- There were concerns raised that some households did not receive theirs as of the 4th of June and the distributor assured that they will get them all sent out by the 10th of June. After this date, there will be the opportunity for households who may not have received their survey forms yet to pick up a form from the Town Council offices. I have spoken to the distributors and they responded that they did deliver to households with the exception of those that had stickers saying no flyers, junk mail, leaflets etc. on their front doors. They have returned 700 surveys to Tansleys. 11K surveys and envelopes were printed meaning they delivered 10,300 surveys.
- As of Monday 13th June, 728 responses have been received at AirS offices. Data entry has begun and we will keep entering all returned surveys even after the deadline until the last survey is entered into the system to then begin analysis. The outcome of the survey will be shared with the various focus groups to help inform their work.

Faustina Bayo

14th June 2016