



## Seaford Town Council

### To the Members of the Full Council

A Meeting of the **Full Council** will be held at **37 Church Street, Seaford** on **Thursday 22<sup>nd</sup> June 2017** at **7.00pm**, which you are summoned to attend.

James Corrigan  
Town Clerk  
9<sup>th</sup> June 2017

### AGENDA

**1. Apologies for Absence**

To consider apologies for absence.

**2. Disclosure of Interests**

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

**3. Public Participation**

To deal with any questions, or brief representations, from members of the public in accordance with Standing Order 3 and Seaford Town Council Policy.

**4. Minutes**

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

- |     |                     |  |                |
|-----|---------------------|--|----------------|
| 4.1 | Planning & Highways | 11 <sup>th</sup> May 2017                    | pages 3 to 4   |
| 4.2 | Full Council        | 18 <sup>th</sup> May 2017 – Annual Meeting   | pages 5 to 10  |
|     |                     | 18 <sup>th</sup> May 2017 – Ordinary Meeting | pages 11 to 12 |

**5. Annual Governance Statement**

To consider report 11/17 presenting the Annual Governance Statement for approval (pages 13 to 17).

**6. Annual Return - Accounting Statements (Section 2) and Final Accounts 2016-2017**

To consider report 12/17 presenting the Accounting Statement for the Year Ended 31<sup>st</sup> March 2017 for approval and facilitate the Mayor signing the Account Statement upon approval (pages 18 to 48).

**7. Grant Applications 2017-2018; CTLA and CAB**

To consider report 20/17 regarding grant applications from the Citizen's Advice Bureau (CAB) and Community Transport for Lewes Area (CTLA) under the 2017-2018 grants scheme (pages 49 to 51).

**8. Ear Marked Reserves 2016-2017**

To consider report 21/17 regarding the position of Ear Marked Reserves at the end of the 2016-2017 Financial Year (pages 52 to 54).

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

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

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**Circulation:** All Councillors, Young Mayor, Deputy Young Mayor and email recipients.



Seaford Town Council  
Planning & Highways Committee

Minutes of the meeting of the **Planning & Highways Committee** held at the **Council Chamber, 37 Church Street, Seaford** on **Thursday 11<sup>th</sup> May 2017**.

**Present:**

Councillor L Wallraven (Chair)

Councillors, D Argent, P Boorman, D Burchett, T Goodman, R Honeyman, A Latham and P Lower  
Geoff Johnson – Planning Officer, Seaford Town Council

One member of the public present.

**P 107/05/17 Apologies for Absence and Declaration of Substitute Members**  
Apologies for absence were received from Councillor A Mclean

**P 108/05/17 Disclosure of Interests**  
None.

**P 109/05/17 Public Participation**  
There was no public participation.

**P 110/05/17 Planning Applications**

Planning Applications week ending 21<sup>st</sup> April 2017

**Seaford**  
LW/170286

**8 Hill Rise**  
Planning Application-Single storey rear extension with part balcony over and pitched roof to front porch, rendering to ground floor external elevations and weatherboarding to first floor external elevations.

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

**Seaford**  
LW/17/0245

**21 Bramber Road**  
Planning Application-Single storey side extension and rear extension with balcony and part conversion of garage.

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

**Seaford**  
LW/17/0302

**28 Broad Street**  
Relocation of ATM and postbox, new glazing to shopfront, including application of red/white vinyl film and installation of Digital merchandising TV screen.

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

**Seaford**  
LW/17/0303

**28 Broad Street**  
Advertisement Consent Application-Installation of digital merchandising TV screen with metal shroud

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

Seaford  
LW/17/0305

**Milton Villa Eastbourne Road**  
Planning Application-Removal of existing conservatory and erection of single storey side and rear extension.

It was **RESOLVED** to **SUPPORT** the application. The Committee considered that although the proposed extension was substantial the space available on the plot meant that it would not have any adverse impact either on the property itself or on neighbouring properties.

Planning Applications for week ending 28<sup>th</sup> April 2017

Seaford  
LW/17/0082

**91 Steyne Road**  
Planning Application-Erection of dropped kerb, renewal and extension of drive area and erection of porch.

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

Seaford  
LW/17/0252

**13 Croft Lane**  
Planning Application-Erection of a single storey rear/side extension.

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

Seaford  
LW/17/0315

**2 Belgrave Road**  
Planning Application-Erection of balcony to flat roof.

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

**P 111/05/17 Update Report**

The Committee considered report 152/16.

It was **RESOLVED** to **NOTE** the report informing the Committee of decisions made by Lewes District Council on previous planning applications.

The meeting closed at 7.10pm.

Councillor L Wallraven  
Chairman



## Seaford Town Council

**MINUTES** of the Annual Meeting of the Full Council held in the Council Chambers, 37 Church Street, Seaford on Thursday 18<sup>th</sup> May 2017 at 7.00pm.

### **Present:**

Councillor L Freeman (Mayor 2016-2017), Councillor L Wallraven (Mayor 2017-2018)  
Councillor M Brown (Deputy Mayor 2016-2017 & 2017-2018)  
Councillors S Adeniji, P Boorman, D Burchett, B Burfield, N Freeman, T Goodman, R Hayder, O Honeyman, R Honeyman, A Latham, A McLean, M Wearmouth, B Webb and C White.  
Thomas Exley, Young Mayor of Seaford 2017-2018  
Dominic Avey, Deputy Young Mayor of Seaford 2017-2018  
James Corrigan, Town Clerk – Seaford Town Council  
Georgia Raeburn, PA to the Town Clerk – Seaford Town Council (minutes)  
7 members of the public and Peter White, Seaford's Sergeant-at-Mace.

### **C1/05/17 Election of Mayor for the Municipal Year 2017-2018**

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

Councillor Linda Wallraven thanked former Mayor, Councillor Lindsay Freeman, for her dedication and commitment whilst in the office of Mayor for the 2016-2017 Municipal Year.

### **C2/05/17 Declaration of Acceptance of Office – Mayor**

The Mayor, Councillor Wallraven, 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.

### **C3/05/17 Election of Deputy Mayor for the Municipal Year 2017-2018**

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

### **C4/05/17 Apologies for Absence**

Apologies for absence were received from Councillors D Argent and P Lower.

### **C5/05/17 Disclosure of Interests**

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

### **C6/05/17 Public Participation**

There was no public participation.

### **C7/05/17 Young Mayor 2017-2018**

Thomas Exley took over the role of Young Mayor for the 2017-2018 Municipal Year with Dominic Avey taking on the role of Deputy Young Mayor.

### **C8/05/17 Minutes**

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

C8.2	Planning & Highways	27 <sup>th</sup> April 2017
C8.3	Full Council	20 <sup>th</sup> April 2017
C8.4	Community Services	2 <sup>nd</sup> May 2017

### C9/05/17 Committee Membership

The Council considered report 01/17 regarding Committee membership for the 2017-2018 Municipal Year.

**C9.1** It was **RESOLVED** to **APPOINT** members of the Community Services Committee as set out below for the forthcoming Municipal Year:

P.Boorman	R.Hayder	L.Wallraven	C.White
L.Freeman	O.Honeyman	M.Wearmouth	
N.Freeman	A.Latham	B.Webb	

**C9.2** It was **RESOLVED** to **APPOINT** members of the Finance & General Purposes Committee as set out below for the forthcoming Municipal Year:

S.Adeniji	M. Brown	R.Honeyman
D.Argent	B.Burfield	
P.Boorman	T.Goodman	

**C9.3** It was **RESOLVED** to **APPOINT** members of the Golf & The View Committee as set out below for the forthcoming Municipal Year:

S.Adeniji	L.Freeman	O.Honeyman	A.McLean
M.Brown	N.Freeman	A.Latham	B.Webb
D.Burchett	R.Hayder	P.Lower	

**C9.4** It was **RESOLVED** to **APPOINT** members of the Planning & Highways Committee as set out below for the forthcoming Municipal Year:

D.Argent	N.Freeman	A.Latham
P.Boorman	T.Goodman	P.Lower
L.Freeman	R.Honeyman	L.Wallraven

**C9.5** It was **RESOLVED** to **APPOINT** members of the Appeals Committee as set out below for the forthcoming Municipal Year:

M.Brown	B.Burfield	L.Wallraven	C.White
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**C9.6** It was **RESOLVED** to **APPOINT** members of the Personnel Committee as set out below for the forthcoming Municipal Year:

S.Adeniji	L.Freeman	A.Latham
P.Boorman	R.Honeyman	P.Lower

**C9.7** 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	L.Freeman	N.Freeman	A.McLean
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**C9.8** The Council considered the positions of Chair and Vice-Chair for each of the Committees:

**i. Community Services:**

It was **RESOLVED** to **APPOINT** Councillor A Latham as Chair.

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

**ii. Finance & General Purposes:**

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

It was **RESOLVED** to **APPOINT** Councillor B Burfield as Vice-Chair.

**iii. Planning & Highways:**

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

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

**iv. Golf & The View:**

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

It was **RESOLVED** to **APPOINT** Councillor A Latham as Vice-Chair.

**v. Personnel Committee:**

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

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

**vi. Grievance/Disciplinary Sub-Committee:**

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

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

**vii. Appeals Committee:**

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

It was **RESOLVED** to **APPOINT** Councillor L Wallraven as Vice-Chair.

**C9.9** It was **RESOLVED** to **APPROVE** the Committee Structure remaining unchanged.

**C10/05/17 Representation on Outside Bodies**

The Council considered report 02/17.

**C10.1** It was **RESOLVED** to **NOTE** the representative reports submitted from the 2016-2017 Municipal Year.

**C10.2** It was **RESOLVED** to **APPOINT** representatives of Outside Bodies as set out below for the forthcoming 2017-2018 Municipal Year:

<b>Outside Body</b>	<b>No of Reps</b>	<b>2017/18 Representative/s</b>
Access in Seaford & Newhaven	1	Olivia Honeyman
Bishopstone United Charities	2	Maggie Wearmouth Penny Lower
Citizen's Advice Bureau	1	Lindsay Freeman
Community Rail Partnership	1	Richard Honeyman
Community Transport - Lewes Area (CTLA)	1	Dave Argent
Crouch Bowling Club	1	David Burchett

Cuckmere Community Bus	1	Phil Boorman
East Sussex Association of Local Councils	1	Mark Brown
Environment Agency Meetings	3	Olivia Honeyman
		Rahnuma Hayder
		Nick Freeman
Fair Trade Group	2	Olivia Honeyman
		Linda Wallraven
Impact Seaford	1	Sam Adeniji
Lewes Community Safety Partnership - Joint Action Group	1	Penny Lower
Lewes District Association of Local Councils (LDALC)	2	Dave Argent
		Penny Lower
Mercread Youth Centre	1	Phil Boorman
Neighbourhood Plan Steering Group	5	Mark Brown
		Lindsay Freeman
		Richard Honeyman
		Alan Latham
		Linda Wallraven
Seaford Allotment & Leisure Garden Society	1	Penny Lower
		Maggie Wearmouth
Seaford Chamber of Commerce	1	Phil Boorman
Seaford Community Flood Action Group	2	Olivia Honeyman
		Cheryl White
Seaford Community Partnership	1	Richard Honeyman
Seaford Cricket Club	1	Mac McLean
Seaford Football Club	1	Richard Honeyman
Seaford Head Golf Club	1	Lindsay Freeman
Seaford Head Nature Reserve M'tment Committee	2	Phil Boorman



		(vacant)
Seaford Head Swimming Pool	1	Terry Goodman
Seaford Resident's Voice	1	Mark Brown
Seaford Senior's Forum	1	Dave Argent
Seaford Twinning Association	1	Olivia Honeyman
Stakeholders Group on Health Issues	4	Sam Adeniji
		Olivia Honeyman
		Alan Latham
		Maggie Wearmouth
Strengthening Local Relationships	3	Barry Burfield
		Linda Wallraven
		Terry Goodman
Tree Wardens Group	1	Alan Latham
Youth Task Group	2	Phil Boorman
		Mac McLean

**C10.3** It was **RESOLVED** to **NOTE** the Council membership to the Neighbourhood Plan Steering Group remains unchanged.

**C10.2** It was **RESOLVED** to **AGREE** to the current reporting arrangements for representatives as per the Council Representation on Outside Bodies Policy.

#### **C11/05/17 Fixed Asset Register**

The Council considered report 03/17 and discussed the methodology for measuring the effective utilisation and maximum return on assets, insurance arrangements for some assets and the review of insurance values.

It was **RESOLVED** to **NOTE** the Fixed Asset Register as presented at Appendix A of the report.

#### **C12/05/17 Insurance Arrangements**

The Council considered report 04/17.

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

#### **C13/05/17 Annual Subscriptions**

The Council considered report 05/17.

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

<b>Subscription</b>	<b>Amount</b>
<b>13.1</b> Association of Accounting Technicians	£90.00

13.2	British and International Golf Greenkeepers Association	£388.00
13.3	British Association of Shooting and Conservation	£74.00
13.4	Chartered Institute of Legal Executives	£355.00
13.5	Chartered Institute of Management	£196.00
13.6	Chartered Institute of Personnel and Development	£90.00
13.7	Sussex Association of Local Councils (SALC)	£2,711.30
13.8	Lewes District Council Association of Local Councils	£50.00
13.9	Local Council Advisory Service	£114.00
13.10	Local Council Review publication	£16.00
13.11	Seaford Chamber of Commerce	£60.00
13.12	Seaford Fairtrade Group	£10.00
13.13	Guild of Mace Bearers	£25.00

The meeting closed at 7.45pm.

Councillor Linda Wallraven  
Mayor of Seaford

**DRAFT**



## Seaford Town Council

MINUTES of an Ordinary Meeting of the Full Council held in the Council Chambers, 37 Church Street, Seaford on Thursday 18<sup>th</sup> May 2017 immediately following the Annual Meeting.

### Present:

Councillor L Freeman (Mayor 2016-2017), Councillor L Wallraven (Mayor 2017-2018)  
Councillor M Brown (Deputy Mayor 2016-2017 & 2017-2018)  
Councillors S Adeniji, P Boorman, D Burchett, B Burfield, N Freeman, T Goodman, R Hayder, O Honeyman, R Honeyman, A Latham, A McLean, M Wearmouth, B Webb and C White.  
Thomas Exley, Young Mayor of Seaford 2017-2018  
Dominic Avey, Deputy Young Mayor of Seaford 2017-2018  
James Corrigan, Town Clerk – Seaford Town Council  
Georgia Raeburn, PA to the Town Clerk – Seaford Town Council (minutes)  
6 members of the public.

### C14/05/17 Apologies for Absence

Apologies for absence were received from Councillors S Adeniji, D Argent and P Lower.

It was **PROPOSED** that the Council allow a verbal update from the Young Mayor after item 3 of the agenda; this **MOTION** was **CARRIED**.

### C15/05/17 Disclosure of Interests

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

### C16/05/17 Public Participation

*Fiona House*

*Asked if a review of Standing Orders or the Council's Code of Conduct for Members was being or due to be undertaken. If so, requested that ambiguous use of the Council's office address by Councillors where a personal or pecuniary gain is made, be stated as a breach of the Code of Conduct.*

*Town Clerk*

Responded that further to recent communications from the Monitoring Officer at Lewes District Council, who investigates any Code of Conduct complaints, the Officer stated that not everything needs to be stated individually in the Code of Conduct; Councillors must follow the nine principles of the Code, which include not bringing the Council in to disrepute. If there was any financial gain made as a result of using a Council address, this would warrant an investigation. This wasn't however deemed to be the case following a recent complaint.

*Sylvia Dunn*

*Extended her thanks to everyone that assisted with the promenade clean and Dominic Smith of Frankie's Beach Café, for providing free refreshments. Corrected the contents of 1.17 of the Clerk's Report as it was District Councillor Bovington that attended, not Councillor Boorman.*

### **C17/05/17 Young Mayor's Update Report**

Thomas Exley, Young Mayor, provided a verbal update on the Defibrillator Project and thanked the Councillors and public for their support and generous donations. Special mention was made for Seaford Lions for its incredibly generous donation to cover the entire cost of one defibrillator. The aim was to fund two defibrillators for the town but enough funds were raised for six. These will be placed at The View, Martello toilets, Seaford & Blatchington Tennis Club, St Luke's and St Leonard's churches and hopefully, Seaford Library.

The free CPR training event was well received with around 50 people attending; one of which has since had to use his training in a real-life emergency situation.

The Young Mayor announced that his aim for the coming year is to raise enough monies to install a wheelchair play swing at The Salts park and also fundraise for a chosen charity.

Thomas was thanked for his work as Deputy Young Mayor for the past year and his assistance with getting a wheelchair ramp for the Crouch Bowling Club.

### **C18/05/17 Clerk's Report**

The Council considered report 10/17. The Clerk gave a verbal update on items of the report, including the office staffing, interest in The Shoal following the opening event and sponsorship to cover further benches to be installed, the work of the Neighbourhood Plan groups and the aim to have a plan adopted in February 2018, the sale of the land at The Holt, the potential financial claim, and business activities and strategy at The View.

It was **RESOLVED** to **NOTE** the contents of the Clerk's Update Report.

### **C18/05/17 Standing Orders**

The Council considered report 06/17 presenting the amended Standing Orders, which had been distributed to Councillors in advance for commenting on in order to create this version presented with the report.

It was **RESOLVED** to **ADOPT** the amended Standing Orders as presented.

### **C19/05/17 Scheme of Delegation**

The Council considered report 06/17 presenting the amended Scheme of Delegation, which had been distributed to Councillors in advance for commenting on in order to create this version presented with the report.

It was **RESOLVED** to **ADOPT** the amended Scheme of Delegation as presented.

### **C20/05/17 Document Retention Policy**

The Council considered report 08/17 and discussed the good practice of having a policy governing document retention.

It was **RESOLVED** to **ADOPT** the draft Document Retention Policy as presented.

### **C21/05/17 Final Meeting Attendance Record 2016/2017**

The Council considered report 09/17.

It was **RESOLVED** to **NOTE** the contents of the report.

The meeting closed at 8.24pm.



## Seaford Town Council

### Report 11/17

<b>Agenda Item No:</b>	<b>5</b>
<b>Committee:</b>	<b>Council</b>
<b>Date:</b>	<b>22<sup>nd</sup> June 2017</b>
<b>Title:</b>	<b>Annual Governance Statement 2016/2017</b>
<b>By:</b>	<b>Lucy Clark, Support Services Manager</b>
<b>Purpose of Report:</b>	<b>To consider the findings of the review of the effectiveness of the system of internal control and to approve the Annual Governance Statement 2016/2017.</b>

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#### 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 2017, as at Appendix B of this report and authorise the Mayor and Town Clerk to sign on behalf of the Council, as required.**
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#### 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 30<sup>th</sup> June 2017.
- 1.2** The 2016-17 Annual Return must be submitted to our appointed External Auditor, Littlejohn LLP by 30<sup>th</sup> June 2017.
- 1.3** 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).
- 1.4** 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.

- 1.5 Attached in Appendix A shows the findings of the review for Council's consideration.
- 1.6 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 Linda Wallraven) and the Town Clerk (Mr James Corrigan) at this Full Council meeting.

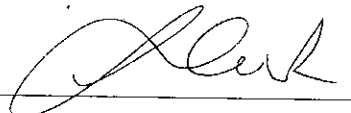
**2. Financial Appraisal**

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

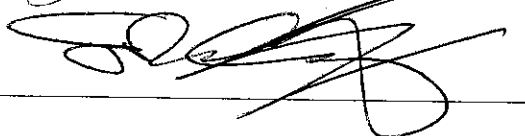
**3. Contact Officer**

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

Support Services Manager



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Town Clerk

<b>Review of Effectiveness of the System of Internal Controls</b>	
<b>System of Internal Control</b>	<b>Effectiveness</b>
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 <sup>th</sup> 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 2016/17

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 2017, 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	NA	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by this smaller authority on:

[Signature box]

and recorded as minute reference:

[Signature box]

Signed by Chair at meeting where approval is given:

[Signature box]

Clerk:

[Signature box]

\*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 12/17**

<b>Agenda Item No:</b>	<b>6</b>
<b>Committee:</b>	<b>Council</b>
<b>Date:</b>	<b>22<sup>nd</sup> June 2017</b>
<b>Title:</b>	<b>Annual Return - Accounting Statements (Section 2) and Final Accounts 2016-2017</b>
<b>By:</b>	<b>Lucy Clark, Support Services Manager</b>
<b>Purpose of Report:</b>	<b>To present Final Accounts and Annual Return (Section 2) for the year ended 31 March 2017 for approval and adoption.</b>

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### **Recommendations**

**You are recommended:**

- 1. To consider the Accounting Statements.**
  - 2. To approve the Accounting Statements for the Year Ended 31 March 2017.**
  - 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, Sections 1 and 2 on the Annual Return must 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 2016-17 can be explained as follows:

- a)** Box 1 Balances brought forward: The figure of £274,429 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 2016-17 was £642,398. This figure is made up of the precept being £612,553 and the Council Tax Support Grant being £29,845. 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 £1,066,854 is lower than the previous year due to various reasons. The previous year's figure of £1,337,836 included the final part of the Club House loan from the Public Works Loan Board (PWLB) being £180,785; the grant for the Salts Play area of £205,000; the Coastal Community Bid grant for £10,000. The net balance of these figures is £942,051. The difference between this net balance figure and the £1,066,854 for 'total other receipt 2016/2017 would then indicate an increase of £124,800 for 2016/2017. This is largely due to Sports Pitch income of £20,610; Memorial bench plaques at the Martello Entertainments area of £14,400; The Shoal income of £9,800 and The View Income of £40,194. 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 9% compared to the previous year's figures.
- e) **Box 5 Loan interest/capital repayments:** These costs all relate to the various repayment plans to the PWLB.
- f) **Box 6 All Other Payments:** The amount of £1,158,538 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. Compared to last year's figure of £1,264,542, this shows a decrease in expenditure of £106,004 for 2017/18. 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 as attached in Appendix C (The Internal Audit Report for the year ended 31 March 2017 will be reported at the next Council Meeting).

- 1.5 The notice of appointment of date for the exercise of elector's rights will be posted on 3<sup>rd</sup> July 2017 reporting that the Annual Return and supporting documentation will be available for public inspection between 3<sup>rd</sup> July 2017 to 11<sup>th</sup> August 2017.

## 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 (2015/16) and Actual Year to Date figures compared with the Current Annual Budget for 2016/17.

The Actual Total Net Expenditure over Income for 2016/17 shows a net deficit of £137,155 compared to the Current Annual Budget showing an underspend of £83,938. Therefore, compared with the budgeted surplus, the Council has made a deficit of £221,093. A large majority of the deficit relates to the completion of the construction of the road at South Down Road leading up to the Golf Club for £125,882.

The remainder of this overspend compared to budget has been met by Ear Marked Reserves (EMR's) which is made up as follows:

£11,006	-	Crypt – Ancient Monument
£390	-	Seaford Head Nature Reserve
£1,233	-	Xmas Lights
£34,274	-	Greenkeepers Shed
£14,861	-	External Officer Support
£7,106	-	Coastal Community Bid

£69,410

Actual Net Income over Expenditure 2016/17	(£137,155)
Golf Club Road	£125,882
EMR's	£ 69,410
<b>Total</b>	<b>£58,137</b>

Therefore, without the expense for the Golf Club road, the Council would have made a surplus of £58,137. The budget projected a surplus of £83,938 to add to the general fund. However of course this did not materialise for the reasons above.

The General Fund has been replenished however by two EMR accounts being moved back into the General Fund as no longer required;

£23,000	-	Martello Toilets
£10,000	-	The Base

It was agreed as per Council resolution that the new Martello Toilets would be funded by capital income from land sales and that the EMR amount could be transferred back into the general fund. It was also agreed by Council resolution that following the The Base receiving the Grants for All award, this EMR could also be transferred back into the general fund.

The Finance General Purposes Committee overspent slightly by £5,370 compared to budget. This was due to two non-budgeted items namely elections £24,095 and the delays in completing the works at Hurdis House which resulted in a differential of £23,827 compared to budget. The rest of the Committee budget made up for these overspends to a large degree as they all performed better than budget.

In contrast with the overspends, the Community Services Committee underspent compared to budget by £43,612, largely due to increased commercial activity by the Projects team.

### 3. Contact Officer

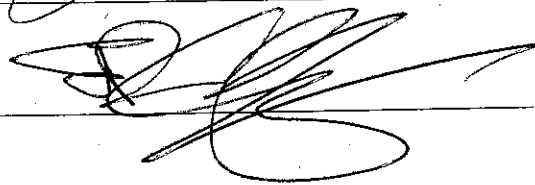
The Contact Officer for this report is Lucy Clark, Support Services Manager

Support Services Manager



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Town Clerk



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Section 2 – Accounting statements 2016/17 for

Enter name of smaller authority here:

SEAFORD TOWN COUNCIL

	Year ending		Notes and guidance				
	31 March 2016 £	31 March 2017 £					
1. Balances brought forward	289,201	274,429	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	521,314	612,553	Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received.				
3. (+) Total other receipts	1,337,836	1,066,851	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	477,806	521,052	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	131,574	136,969	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).				
6. (-) All other payments	1,264,542	1,158,538	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	274,429	137,274	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	638,140	221,015	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>				
9. Total fixed assets plus long term investments and assets	10,319,203	10,469,163	This cell shows the value of all the property the authority owns. It is made up of its fixed assets and long-term investments.				
10. Total borrowings	1,798,626	1,727,505	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)	<table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> <tr> <td></td> <td></td> </tr> </table>		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.
Yes	No						

I certify that for the year ended 31 March 2017 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: 6/6/17

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



and recorded as minute reference:



Signed by Chair at meeting where approval is given:



## Working details for ANNUAL RETURN - Year ended 31 March 2017

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and Centre</u>		<u>Code Description</u>
1	64,292	102,347	310	0	General Fund
1	6,722	0	320	0	EMR - Elections
1	10,757	0	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	929	334	0	EMR - Seaford H Nature Reserve
1	17,502	3,821	337	0	EMR - Church St Utilities
1	11,759	11,759	340	0	EMR - Equipment
1	4,074	7,773	342	0	EMR - Tree Planting
1	120	120	345	0	EMR - Memorial Bench Maint
1	2,857	1,233	346	0	EMR - Xmas Lights
1	16,059	0	347	0	EMR - Vision Plan/Regen
1	5,017	0	348	0	EMR - Seaford In Bloom
1	35,000	35,000	350	0	EMR - Greenkeepers Shed
1	23,000	23,000	352	0	EMR - Martello Toilets
1	27,137	27,137	353	0	EMR - External Officer Support
1	10,000	10,000	354	0	EMR - The Base
1	1,206	1,206	355	0	EMR - The Seaford App.
1	1,064	0	357	0	EMR - Seaford Bins
1	6,084	6,084	358	0	EMR - Community Projects
1	<b>Balances brought forward</b>	<b>289,201</b>	<b>274,429</b>	Total balances & reserves at the beginning of the year as recorded in the Council Financial Records	
2	521,314	612,553	1176	801	Precept
2	<b>Annual Precept</b>	<b>521,314</b>	<b>612,553</b>	Total amount of Precept income received in the year	
3	164,638	148,327	1000	101	Golf Course Season Ticket
3	62,840	67,451	1001	101	Golf Course Green Fees M-F
3	52,951	52,871	1002	101	Golf Course Green Fees w/eb/h
3	44,430	47,917	1003	101	Golf Course Specials
3	3,811	450	1004	101	Golf Course Locker
3	230	133	1005	101	Golf Course Credit Card Charge
3	9,050	8,378	1007	101	Golf Course Air Traffic
3	2,500	600	1011	101	Income Filming
3	0	1,350	1011	106	Income Filming
3	0	12,243	1011	116	Income Filming
3	104	1,427	1011	117	Income Filming
3	0	12	1013	201	Income Bank Charges
3	420	0	1020	201	Income Training
3	10,000	0	1048	201	Income Coastal Community Bid
3	3	0	1049	201	Income Postage Recharge
3	0	935	1050	101	Income Rent
3	1,111	1,000	1050	103	Income Rent

## Working details for ANNUAL RETURN - Year ended 31 March 2017

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and</u>	<u>Centre</u>	<u>Code Description</u>
3	1,303	1,587	1050	105	Income Rent
3	1,759	1,710	1050	106	Income Rent
3	5,787	5,196	1050	107	Income Rent
3	0	990	1050	108	Income Rent
3	7,981	6,809	1050	113	Income Rent
3	10,319	10,000	1050	116	Income Rent
3	0	0	1050	117	Income Rent
3	1,328	1,275	1050	119	Income Rent
3	863	874	1050	125	Income Rent
3	509	0	1050	201	Income Rent
3	69	1,692	1050	205	Income Rent
3	2,150	4,388	1050	206	Income Rent
3	1,287	791	1051	105	Income Insurance Recharge
3	741	500	1051	106	Income Insurance Recharge
3	0	180	1051	119	Income Insurance Recharge
3	0	1,500	1053	101	Income Grants
3	3,793	3,250	1053	116	Income Grants
3	0	2,240	1053	117	Income Grants
3	0	4,418	1053	135	Income Grants
3	0	8,922	1053	201	Income Grants
3	204,898	595	1053	225	Income Grants
3	1,881	717	1054	101	Income Other
3	320	0	1054	103	Income Other
3	2,102	490	1054	105	Income Other
3	10	85	1054	108	Income Other
3	0	83	1054	117	Income Other
3	112	142	1054	118	Income Other
3	0	308	1054	121	Income Other
3	622	414	1054	125	Income Other
3	19	11	1054	201	Income Other
3	10,067	0	1054	205	Income Other
3	3,324	0	1055	101	Income Memorial Bench
3	0	500	1055	103	Income Memorial Bench
3	180	0	1055	105	Income Memorial Bench
3	795	1,620	1055	108	Income Memorial Bench
3	5,898	11,300	1055	116	Income Memorial Bench
3	1,085	0	1055	117	Income Memorial Bench
3	400	0	1056	210	Income Fun Day & Tourney
3	166	219	1057	106	Income Electricity Recharge
3	1,879	4,083	1057	117	Income Electricity Recharge
3	46	0	1057	206	Income Electricity Recharge
3	2,135	2,083	1058	105	Income Water Recharge
3	133	115	1058	117	Income Water Recharge
3	114	0	1058	206	Income Water Recharge
3	4	200	1059	201	Income Photocopying



## Working details for ANNUAL RETURN - Year ended 31 March 2017

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and</u>	<u>Centre</u>	<u>Code Description</u>
3	15,376	16,110	1060	118	Beach Huts Site Licence
3	12,042	13,761	1061	118	Beach Hut Annual Rent
3	727	918	1062	201	Income Telephone Recharge
3	16,800	16,800	1066	105	Income Concession
3	2,085	0	1066	108	Income Concession
3	2,085	4,508	1066	116	Income Concession
3	42,783	43,746	1066	117	Income Concession
3	0	4	1068	201	Income Stationery Re-Charge
3	2,134	2,073	1070	135	Armed Forces Day Income
3	17	0	1071	105	Income Base Rent
3	1,685	320	1072	135	Income Tree Wardens
3	2,735	9,282	1073	105	Sports Pitch Hire & Green Fees
3	1,106	15,169	1073	106	Sports Pitch Hire & Green Fees
3	8,730	6,169	1075	135	Income Christmas Event
3	0	708	1077	103	Income Sale Equipment
3	0	14,400	1078	117	Income Entertainment Area
3	0	600	1079	116	Income Memorial Picnic Bench
3	50	0	1080	210	Income Jubilee Event
3	250	198	1081	210	Young Mayor Income
3	0	9,800	1082	117	Income The Shoal
3	0	40	1084	117	Income Promenade
3	0	2,180	1091	116	Income Building Maintenance
3	300	300	1091	220	Income Building Maintenance
3	1,710	387	1092	117	Income Grnds Maint Non Contrat
3	240	0	1093	105	Income Rate Refund
3	2,427	0	1093	108	Income Rate Refund
3	1,688	0	1093	206	Income Rate Refund
3	-709	177	1105	215	Seahaven Loan Repayment
3	35,112	29,845	1177	801	Council Tax Support Grant
3	3,077	947	1190	201	Interest Received
3	19,883	0	1200	116	Income Nature Reserve
3	180,785	0	1304	102	PWLB - New Club House
3	0	50,000	1305	103	Income Hire Pro-Shop & Chg Rms
3	15,891	10,797	1306	103	Income Golf Club Room Hires
3	154,235	148,450	1307	103	Income Bar Sales
3	151,067	150,275	1308	103	Income Food Sales
3	508	0	1309	103	Income Fruit Machine
3	27,444	27,572	1310	103	Income - Society Food
3	9,404	16,687	1311	101	Buggy Hire
3	0	45,295	1312	103	Function Food Sales
3	0	3,612	1313	103	Function Bar Sales
3	0	2,975	1314	103	Income - Society Drink
3	0	363	1315	103	Income Linen Charge
3	<b>Total other receipts</b>	<b>1,337,836</b>	<b>1,066,851</b>	<b>Total income or receipts as recorded in the cashbook minus the Precept</b>	

## Working details for ANNUAL RETURN - Year ended 31 March 2017

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and</u>	<u>Centre</u>	<u>Code Description</u>
4	74,081	74,324	4000	101	Salaries & Wages
4	152,051	173,261	4000	103	Salaries & Wages
4	178,340	187,967	4000	201	Salaries & Wages
4	4,071	5,689	4001	101	Employers NI
4	5,668	8,818	4001	103	Employers NI
4	14,489	16,198	4001	201	Employers NI
4	13,489	9,796	4002	101	Employers Superannuation
4	11,107	13,558	4002	103	Employers Superannuation
4	24,510	31,442	4002	201	Employers Superannuation
4	<b>Staff costs</b>	<b>477,806</b>	<b>521,052</b>	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	98,483	103,878	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	<b>Loan interest/Capital repayments</b>	<b>131,574</b>	<b>136,969</b>	Total expenditure or payments of capital and interest made during the year on the Council borrowings	
6	2,200	0	4003	101	Sub-contracted Staff
6	40,770	33,363	4003	103	Sub-contracted Staff
6	210	1,365	4004	201	Staff Welfare Costs
6	1,871	0	4009	101	Recruitment Costs
6	6,750	3,329	4009	103	Recruitment Costs
6	190	1,060	4009	201	Recruitment Costs
6	2,675	1,147	4010	101	Staff Training
6	1,635	460	4010	103	Staff Training
6	8,289	4,335	4010	201	Staff Training
6	843	949	4011	101	Staff Protective Clothing
6	0	184	4012	103	Staff Expenses
6	56	141	4012	201	Staff Expenses
6	133	0	4013	210	Members Expenses
6	1,300	981	4014	210	Member Training
6	0	306	4015	101	Office Refreshments
6	317	304	4015	201	Office Refreshments
6	1,295	588	4016	103	Staff Uniform
6	160	0	4017	103	Timesheet & Rota Software
6	40,356	41,908	4041	101	Golf Professional Retainer
6	741	489	4045	101	Golf Course Player Costs
6	28,149	7,089	4046	101	Golf Club Membership Fees
6	15,000	15,000	4050	205	Rent payable
6	19,592	19,676	4051	101	Rates
6	6,783	6,913	4051	103	Rates
6	240	0	4051	105	Rates
6	66	0	4051	108	Rates
6	5,568	5,614	4051	113	Rates
6	2,914	2,941	4051	118	Rates

## Working details for ANNUAL RETURN - Year ended 31 March 2017

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and</u>	<u>Centre</u>	<u>Code Description</u>
6	10,559	10,645	4051	205	Rates
6	1,688	0	4051	206	Rates
6	773	4,469	4052	101	Water & Sewerage
6	5,812	2,819	4052	103	Water & Sewerage
6	2,205	1,824	4052	105	Water & Sewerage
6	1,184	786	4052	106	Water & Sewerage
6	308	87	4052	108	Water & Sewerage
6	278	149	4052	113	Water & Sewerage
6	71	0	4052	116	Water & Sewerage
6	368	-236	4052	117	Water & Sewerage
6	246	-29	4052	206	Water & Sewerage
6	3,327	2,007	4055	101	Electricity
6	21,448	13,047	4055	103	Electricity
6	247	124	4055	105	Electricity
6	362	562	4055	106	Electricity
6	842	398	4055	113	Electricity
6	691	0	4055	116	Electricity
6	2,932	3,278	4055	117	Electricity
6	1,459	1,468	4055	134	Electricity
6	121	0	4055	206	Electricity
6	7	0	4056	101	Gas
6	10,234	6,637	4056	103	Gas
6	1,169	266	4056	113	Gas
6	282	339	4060	101	Refuse
6	1,451	1,989	4060	103	Refuse
6	1,224	208	4100	101	Telecommunications
6	1,862	1,173	4100	103	Telecommunications
6	2,982	3,094	4100	201	Telecommunications
6	273	149	4105	101	Postage
6	1,603	1,442	4105	201	Postage
6	314	340	4106	101	Stationery
6	686	884	4106	103	Stationery
6	6	0	4106	113	Stationery
6	1,903	2,094	4106	201	Stationery
6	782	94	4106	210	Stationery
6	3,821	2,364	4107	201	Photocopier
6	3,025	4,295	4110	101	Advertising & Publicity
6	1,863	5,991	4110	103	Advertising & Publicity
6	0	50	4110	105	Advertising & Publicity
6	886	1,054	4110	113	Advertising & Publicity
6	0	9	4110	135	Advertising & Publicity
6	2,423	2,357	4110	201	Advertising & Publicity
6	187	0	4110	210	Advertising & Publicity
6	322	1,023	4111	201	Office Equipment New
6	7	0	4111	205	Office Equipment New

## Working details for ANNUAL RETURN - Year ended 31 March 2017

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and</u>	<u>Centre</u>	<u>Code Description</u>
6	466	0	4111	210	Office Equipment New
6	3,951	3,900	4112	201	Subscriptions
6	234	685	4113	101	Software Support
6	594	1,186	4113	103	Software Support
6	3,652	7,201	4113	201	Software Support
6	0	75	4114	101	Licence Fee
6	4,372	1,375	4114	103	Licence Fee
6	0	-121	4114	130	Licence Fee
6	35	35	4114	201	Licence Fee
6	5,017	6,686	4115	101	Insurance
6	6,390	1,995	4115	103	Insurance
6	3,592	2,134	4115	105	Insurance
6	1,784	949	4115	106	Insurance
6	769	421	4115	113	Insurance
6	2,207	1,430	4115	115	Insurance
6	1,236	801	4115	116	Insurance
6	509	446	4115	117	Insurance
6	1,084	390	4115	118	Insurance
6	190	180	4115	119	Insurance
6	926	333	4115	134	Insurance
6	193	51	4115	135	Insurance
6	4,325	3,594	4115	201	Insurance
6	777	385	4115	206	Insurance
6	0	195	4115	210	Insurance
6	0	60	4116	101	Web Site
6	44	876	4116	103	Web Site
6	330	360	4116	201	Web Site
6	0	3	4154	101	Land Registry Fees
6	0	99	4154	108	Land Registry Fees
6	78	0	4154	117	Land Registry Fees
6	0	6	4154	125	Land Registry Fees
6	967	0	4155	101	Professional Fees
6	964	0	4155	103	Professional Fees
6	100	0	4155	108	Professional Fees
6	1,586	0	4155	116	Professional Fees
6	35,405	9,208	4155	201	Professional Fees
6	0	175	4155	205	Professional Fees
6	11,015	11,118	4155	206	Professional Fees
6	1,549	1,942	4156	101	Bank Charges
6	1,646	2,127	4156	103	Bank Charges
6	91	0	4156	106	Bank Charges
6	893	782	4156	201	Bank Charges
6	3,360	3,720	4157	201	Audit Fees
6	116	0	4180	201	Room Hire
6	0	120	4180	210	Room Hire

## Working details for ANNUAL RETURN - Year ended 31 March 2017

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and</u>	<u>Centre</u>	<u>Code Description</u>
6	1,091	1,101	4181	210	Civic - Mayors Allowance
6	23	0	4182	201	Catering & Hospitality
6	280	11	4182	210	Catering & Hospitality
6	480	341	4183	210	Civic - Awards
6	82	254	4184	210	Civic - other
6	850	0	4185	210	Fun Day & Tourney
6	195	130	4188	210	Town Crier Expenses
6	382	442	4189	210	Young Mayor
6	37,853	0	4190	201	Election Costs
6	0	24,095	4190	210	Election Costs
6	2,755	509	4195	135	Events Expenditure
6	5,384	2,588	4196	103	Club House Events Expenditure
6	439	0	4199	103	Other Expenditure
6	-22	0	4199	105	Other Expenditure
6	50	0	4199	113	Other Expenditure
6	0	715	4199	116	Other Expenditure
6	864	254	4199	125	Other Expenditure
6	52	42	4199	201	Other Expenditure
6	210	0	4201	101	Cleaning & Hygiene
6	12,452	27,485	4201	103	Cleaning & Hygiene
6	283	289	4201	113	Cleaning & Hygiene
6	2,687	2,082	4202	103	Linen Cleaning
6	3,569	0	4250	101	Public Seating
6	0	322	4250	103	Public Seating
6	265	0	4250	105	Public Seating
6	840	1,104	4250	108	Public Seating
6	4,495	5,958	4250	116	Public Seating
6	267	375	4250	117	Public Seating
6	932	1,017	4251	101	Dog Bin Emptying
6	1,632	1,780	4251	105	Dog Bin Emptying
6	1,165	1,271	4251	106	Dog Bin Emptying
6	932	1,017	4251	107	Dog Bin Emptying
6	1,865	2,034	4251	108	Dog Bin Emptying
6	932	1,017	4251	116	Dog Bin Emptying
6	1,434	2,237	4253	117	Shelters
6	0	5,897	4254	117	Martello Entertainments Area
6	0	12,502	4255	117	The Shoal Expenditure
6	0	385	4256	135	Street Market Expenditure
6	69,336	68,565	4260	105	Grounds Maintenance Contract
6	42,107	42,107	4260	106	Grounds Maintenance Contract
6	15,480	15,480	4260	107	Grounds Maintenance Contract
6	29,611	29,611	4260	108	Grounds Maintenance Contract
6	1,671	1,822	4260	116	Grounds Maintenance Contract
6	27,015	25,744	4261	101	Grounds Maint non contract
6	230	0	4261	103	Grounds Maint non contract

## Working details for ANNUAL RETURN - Year ended 31 March 2017

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and</u>	<u>Centre</u>	<u>Code Description</u>
6	4,610	8,597	4261	105	Grounds Maint non contract
6	4,025	2,955	4261	106	Grounds Maint non contract
6	1,955	1,519	4261	107	Grounds Maint non contract
6	2,192	2,220	4261	108	Grounds Maint non contract
6	50	0	4261	113	Grounds Maint non contract
6	-647	2,559	4261	116	Grounds Maint non contract
6	3,286	3,505	4261	117	Grounds Maint non contract
6	3,456	1,403	4262	135	Tree Warden Expenses
6	218	969	4263	301	Bus Shelter Maintenance/Clean
6	14,119	13,787	4270	101	Vehicles & Equipment Maint
6	420	997	4270	103	Vehicles & Equipment Maint
6	21	50	4270	108	Vehicles & Equipment Maint
6	374	579	4270	205	Vehicles & Equipment Maint
6	11,008	1,828	4271	101	Vehicle & Equipment Lease
6	75	17,446	4272	101	Equipment Purchase
6	6,387	8,582	4272	103	Equipment Purchase
6	14,194	13,740	4273	135	Christmas Lights
6	0	1,352	4274	105	Projects Expenditure
6	0	145	4274	108	Projects Expenditure
6	0	3,320	4274	117	Projects Expenditure
6	0	494	4274	119	Projects Expenditure
6	1,000	0	4274	220	Projects Expenditure
6	206,410	5,585	4274	225	Projects Expenditure
6	1,106	300	4275	101	Building Maintenance
6	6,574	8,510	4275	103	Building Maintenance
6	257	5,202	4275	105	Building Maintenance
6	113	1,064	4275	106	Building Maintenance
6	0	430	4275	107	Building Maintenance
6	175	502	4275	108	Building Maintenance
6	213	656	4275	113	Building Maintenance
6	0	375	4275	115	Building Maintenance
6	235	6,600	4275	116	Building Maintenance
6	0	1,768	4275	117	Building Maintenance
6	145	300	4275	118	Building Maintenance
6	2,409	206	4275	119	Building Maintenance
6	13,681	437	4275	205	Building Maintenance
6	43,745	740	4275	206	Building Maintenance
6	6,881	2,987	4275	220	Building Maintenance
6	0	1,392	4275	225	Building Maintenance
6	2,000	1,128	4276	103	CCTV
6	9,382	9,012	4276	134	CCTV
6	7,582	125,882	4277	102	New Golf Club House
6	6,878	0	4277	103	New Golf Club House
6	1,247	0	4278	102	Golf Club Fittings & Equipment
6	0	1,353	4279	103	Fire & Security

## Working details for ANNUAL RETURN - Year ended 31 March 2017

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and</u>	<u>Centre</u>	<u>Code Description</u>
6	8,221	7,960	4281	135	Christmas Event Expenses
6	0	6,491	4282	135	Armed Forces Day Expenditure
6	1,290	0	4290	135	Physical Activity Proj Expenses
6	85,150	85,080	4303	103	Food Expenditure
6	56,356	48,283	4304	103	Bar Expenditure
6	154	0	4305	103	Fire Extinguishers
6	7,985	2,072	4306	103	Catering Utensils & Equip
6	2,761	1,617	4307	103	Bar Utensils & Equip
6	152	50,000	4308	101	Rent - Shop, Locker & Chng Rms
6	4,007	5,276	4309	101	Buggy Lease
6	601	514	4311	103	Pest Control
6	545	0	4312	101	Season Ticket Refund
6	1,255	1,925	4313	103	Stock Take
6	28,650	22,300	4401	215	Grants
6	8,124	8,373	4402	121	Seaford in Bloom
6	2,182	0	4405	215	Grants in Kind
6	806	9,939	4410	130	Swimming Pool
6	255	0	4412	103	Fruit Machine Duty
6	11,373	17,106	4413	201	Neighbourhood Plan
6	0	514	4414	201	N Plan Disbursement Budget
6	0	1,693	4415	201	Asset Sale Costs
6	260	0	4450	103	Written Off Costs
6	17,693	10,500	4500	116	Nature Reserve Expenses
6	0	1,090	4501	106	Filming Expenses
6	0	2,795	4501	116	Filming Expenses
6	0	8,976	9002	901	EMR Crypt Ancient Monument
6	0	390	9007	901	EMR Seaford Head Nature Res.
6	0	34,274	9020	901	EMR Greenkeepers Shed
6	<b>Total other payments</b>	<b>1,264,543</b>	<b>1,158,538</b>	Total expenditure or payments as recorded in the cashbook minus employment costs(Line 4) and loan / interest expenditure / payments(Line 5)	
7	<b>Balances carried forwrd</b>	<b>274,429</b>	<b>137,274</b>	Total balances and reserves at the end of the year.[Must equal (1+2+3)-(4+5+6)]	
8	503,414	85,843	201	0	Current/Deposit Account
8	56	78	203	0	Club House Petty Cash
8	133,919	134,021	210	0	Treasury Deposit
8	123	103	220	0	Petty Cash
8	219	0	222	0	Materials petty cash
8	70	70	225	0	Golf Proshop Float
8	0	200	226	0	Golf Club Till 1 Float
8	90	200	227	0	Golf Club Till 2 Float
8	250	500	228	0	Golf Club Safe Float
8	<b>Total Cash &amp; Investments</b>	<b>638,140</b>	<b>221,015</b>	The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March	

## Working details for ANNUAL RETURN - Year ended 31 March 2017

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and</u>	<u>Centre</u>	<u>Code Description</u>
9	10,319,203	10,469,163	9	0	Total Fixed Assets
9	<b>10,319,203</b>	<b>10,469,163</b>			The recorded current book value at 31 March of all tangible fixed assets owned by the Council as recorded in the asset register
10	1,798,626	1,727,505	10	0	Total Borrowings
10	<b>1,798,626</b>	<b>1,727,505</b>			The outstanding capital balances as at 31 March of all loans from third parties(usually PWLB)



Annual internal audit report 2016/17 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 2017.

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.			✓

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)

[Empty box for listing other risk areas]

Name of person who carried out the internal audit

Mark Mansaray BA (Hons) FCA CIP

Signature of person who carried out the internal audit

[Handwritten signature]

Date

01/06/2017

\*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).

Month No : 12

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<b>Community Services</b>						
<u>105</u>	<u>Salts Recreation Ground</u>					
4051	Rates	240	0	0	0	0
4052	Water & Sewerage	2,205	1,824	2,060	236	236
4055	Electricity	247	124	200	76	76
4110	Advertising & Publicity	0	50	0	-50	-50
4115	Insurance	3,592	2,134	3,700	1,566	1,566
4199	Other Expenditure	-22	0	0	0	0
4250	Public Seating	265	0	0	0	0
4251	Dog Bin Emptying	1,632	1,780	1,833	53	53
4260	Grounds Maintenance Contract	69,336	68,565	70,510	1,945	1,945
4261	Grounds Maint non contract	4,610	8,597	5,000	-3,597	-3,597
4274	Projects Expenditure	0	1,352	0	-1,352	-1,352
4275	Building Maintenance	257	5,202	0	-5,202	-5,202
	Salts Recreation Ground :- Expenditure	<b>82,362</b>	<b>89,627</b>	<b>83,303</b>	<b>-6,324</b>	<b>0</b>
1050	Income Rent	1,303	1,587	1,368	219	0
1051	Income Insurance Recharge	1,287	791	1,326	-535	0
1054	Income Other	2,102	490	0	490	0
1055	Income Memorial Bench	180	0	0	0	0
1058	Income Water Recharge	2,135	2,083	1,808	275	0
1066	Income Concession	16,800	16,800	16,800	0	0
1071	Income Base Rent	17	0	0	0	0
1073	Sports Pitch Hire & Green Fees	2,735	9,282	7,653	1,629	0
1093	Income Rate Refund	240	0	0	0	0
	Salts Recreation Ground :- Income	<b>26,800</b>	<b>31,032</b>	<b>28,955</b>	<b>2,077</b>	
	<b>Net Expenditure over Income</b>	<b>55,562</b>	<b>58,594</b>	<b>54,348</b>	<b>-4,246</b>	
<u>106</u>	<u>Crouch Recreation Ground</u>					
4052	Water & Sewerage	1,184	786	2,248	1,462	1,462
4055	Electricity	362	562	307	-255	-255
4115	Insurance	1,784	949	1,838	889	889
4156	Bank Charges	91	0	0	0	0
4251	Dog Bin Emptying	1,165	1,271	1,310	39	39
4260	Grounds Maintenance Contract	42,107	42,107	43,370	1,263	1,263
4261	Grounds Maint non contract	4,025	2,955	3,000	45	45
4275	Building Maintenance	113	1,064	0	-1,064	-1,064
4501	Filing Expenses	0	1,090	0	-1,090	-1,090
	Crouch Recreation Ground :- Expenditure	<b>50,832</b>	<b>50,785</b>	<b>52,073</b>	<b>1,288</b>	<b>0</b>

Month No : 12

## Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
1011 Income Filming	0	1,350	0	1,350		0
1050 Income Rent	1,759	1,710	2,400	-690		0
1051 Income Insurance Recharge	741	500	763	-263		0
1057 Income Electricity Recharge	166	219	153	66		0
1073 Sports Pitch Hire & Green Fees	1,106	15,169	9,270	5,899		0
<b>Crouch Recreation Ground :- Income</b>	<b>3,772</b>	<b>18,948</b>	<b>12,586</b>	<b>6,362</b>		
<b>Net Expenditure over Income</b>	<b>47,060</b>	<b>31,837</b>	<b>39,487</b>	<b>7,650</b>		
<u>107 Martello Fields</u>						
4251 Dog Bin Emptying	932	1,017	1,048	31		31
4260 Grounds Maintenance Contract	15,480	15,480	15,945	465		465
4261 Grounds Maint non contract	1,955	1,519	2,000	481		481
4275 Building Maintenance	0	430	0	-430		-430
<b>Martello Fields :- Expenditure</b>	<b>18,368</b>	<b>18,447</b>	<b>18,993</b>	<b>546</b>	<b>0</b>	<b>546</b>
1050 Income Rent	5,787	5,196	4,000	1,196		0
<b>Martello Fields :- Income</b>	<b>5,787</b>	<b>5,196</b>	<b>4,000</b>	<b>1,196</b>		
<b>Net Expenditure over Income</b>	<b>12,581</b>	<b>13,251</b>	<b>14,993</b>	<b>1,742</b>		
<u>108 Other Open Spaces</u>						
4051 Rates	66	0	0	0		0
4052 Water & Sewerage	308	87	75	-12		-12
4154 Land Registry Fees	0	99	0	-99		-99
4155 Professional Fees	100	0	0	0		0
4250 Public Seating	840	1,104	0	-1,104		-1,104
4251 Dog Bin Emptying	1,865	2,034	2,095	61		61
4260 Grounds Maintenance Contract	29,611	29,611	30,500	889		889
4261 Grounds Maint non contract	2,192	2,220	3,500	1,280		1,280
4270 Vehicles & Equipment Maint	21	50	0	-50		-50
4274 Projects Expenditure	0	145	0	-145		-145
4275 Building Maintenance	175	502	0	-502		-502
<b>Other Open Spaces :- Expenditure</b>	<b>35,178</b>	<b>35,854</b>	<b>36,170</b>	<b>316</b>	<b>0</b>	<b>316</b>
1050 Income Rent	0	990	0	990		0
1054 Income Other	10	85	0	85		0
1055 Income Memorial Bench	795	1,620	0	1,620		0
1066 Income Concession	2,085	0	2,500	-2,500		0
1093 Income Rate Refund	2,427	0	0	0		0
<b>Other Open Spaces :- Income</b>	<b>5,317</b>	<b>2,695</b>	<b>2,500</b>	<b>195</b>		
<b>Net Expenditure over Income</b>	<b>29,861</b>	<b>33,159</b>	<b>33,670</b>	<b>511</b>		

Month No : 12

## Committee Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<u>113</u>	<u>Crypt</u>						
4051	Rates	5,568	5,614	5,679	65		65
4052	Water & Sewerage	278	149	200	51		51
4055	Electricity	842	398	875	477		477
4056	Gas	1,169	266	2,348	2,082		2,082
4105	Postage	0	0	10	10		10
4106	Stationery	6	0	100	100		100
4110	Advertising & Publicity	886	1,054	1,000	-54		-54
4115	Insurance	769	421	792	371		371
4199	Other Expenditure	50	0	50	50		50
4201	Cleaning & Hygiene	283	289	500	211		211
4261	Grounds Maint non contract	50	0	0	0		0
4275	Building Maintenance	213	656	0	-656		-656
	Crypt :- Expenditure	<b>10,113</b>	<b>8,846</b>	<b>11,554</b>	<b>2,708</b>	<b>0</b>	<b>2,708</b>
1050	Income Rent	7,981	6,809	6,500	309		0
	Crypt :- Income	<b>7,981</b>	<b>6,809</b>	<b>6,500</b>	<b>309</b>		
	<b>Net Expenditure over Income</b>	<b>2,131</b>	<b>2,037</b>	<b>5,054</b>	<b>3,017</b>		
<u>115</u>	<u>Martello Tower</u>						
4115	Insurance	2,207	1,430	2,273	843		843
4275	Building Maintenance	0	375	0	-375		-375
	Martello Tower :- Expenditure	<b>2,207</b>	<b>1,805</b>	<b>2,273</b>	<b>468</b>	<b>0</b>	<b>468</b>
	<b>Net Expenditure over Income</b>	<b>2,207</b>	<b>1,805</b>	<b>2,273</b>	<b>468</b>		
<u>116</u>	<u>Seaford Head Estate</u>						
4052	Water & Sewerage	71	0	0	0		0
4055	Electricity	691	0	0	0		0
4115	Insurance	1,236	801	1,273	472		472
4155	Professional Fees	1,586	0	0	0		0
4199	Other Expenditure	0	715	0	-715		-715
4250	Public Seating	4,495	5,958	0	-5,958		-5,958
4251	Dog Bin Emptying	932	1,017	1,048	31		31
4260	Grounds Maintenance Contract	1,671	1,822	1,877	55		55
4261	Grounds Maint non contract	-647	2,559	2,000	-559		-559
4275	Building Maintenance	235	6,600	0	-6,600		-6,600
4500	Nature Reserve Expenses	17,693	10,500	10,500	0		0
4501	Filming Expenses	0	2,795	0	-2,795		-2,795
	Seaford Head Estate :- Expenditure	<b>27,962</b>	<b>32,767</b>	<b>16,698</b>	<b>-16,069</b>	<b>0</b>	<b>-16,069</b>

Month No : 12

## Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
1011 Income Filming	0	12,243	0	12,243		0
1050 Income Rent	10,319	10,000	10,000	0		0
1053 Income Grants	3,793	3,250	3,250	0		0
1055 Income Memorial Bench	5,898	11,300	0	11,300		0
1066 Income Concession	2,085	4,508	2,500	2,008		0
1079 Income Memorial Picnic Bench	0	600	0	600		0
1091 Income Building Maintenance	0	2,180	0	2,180		0
1200 Income Nature Reserve	19,883	0	15,750	-15,750		0
<b>Seaford Head Estate :- Income</b>	<b>41,978</b>	<b>44,081</b>	<b>31,500</b>	<b>12,581</b>		
<b>Net Expenditure over Income</b>	<b>-14,016</b>	<b>-11,314</b>	<b>-14,802</b>	<b>-3,488</b>		

117 Seafront

4052 Water & Sewerage	368	-236	180	416		416
4055 Electricity	2,932	3,278	2,334	-944		-944
4115 Insurance	509	446	534	88		88
4154 Land Registry Fees	78	0	0	0		0
4250 Public Seating	267	375	0	-375		-375
4253 Shelters	1,434	2,237	1,600	-637		-637
4254 Martello Entertainments Area	0	5,897	0	-5,897		-5,897
4255 The Shoal Expenditure	0	12,502	0	-12,502		-12,502
4261 Grounds Maint non contract	3,286	3,505	3,000	-505		-505
4274 Projects Expenditure	0	3,320	0	-3,320		-3,320
4275 Building Maintenance	0	1,768	0	-1,768		-1,768
<b>Seafront :- Expenditure</b>	<b>8,875</b>	<b>33,093</b>	<b>7,648</b>	<b>-25,445</b>	<b>0</b>	<b>-25,445</b>
1011 Income Filming	104	1,427	0	1,427		0
1050 Income Rent	0	0	0	0		0
1053 Income Grants	0	2,240	0	2,240		0
1054 Income Other	0	83	0	83		0
1055 Income Memorial Bench	1,085	0	0	0		0
1057 Income Electricity Recharge	1,879	4,083	2,334	1,749		0
1058 Income Water Recharge	133	115	82	33		0
1066 Income Concession	42,783	43,746	42,825	921		0
1078 Income Entertainment Area	0	14,400	0	14,400		0
1082 Income The Shoal	0	9,800	0	9,800		0
1084 Income Promenade	0	40	0	40		0
1092 Income Grnds Maint Non Contrat	1,710	387	0	387		0
<b>Seafront :- Income</b>	<b>47,695</b>	<b>76,322</b>	<b>45,241</b>	<b>31,081</b>		
<b>Net Expenditure over Income</b>	<b>-38,820</b>	<b>-43,230</b>	<b>-37,593</b>	<b>5,637</b>		

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Committee Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<u>118</u>	<u>Beach Huts</u>						
4051	Rates	2,914	2,941	3,231	290		290
4115	Insurance	1,084	390	1,118	728		728
4275	Building Maintenance	145	300	0	-300		-300
	Beach Huts :- Expenditure	<b>4,144</b>	<b>3,631</b>	<b>4,349</b>	<b>718</b>	<b>0</b>	<b>718</b>
1054	Income Other	112	142	0	142		0
1060	Beach Huts Site Licence	15,376	16,110	18,944	-2,834		0
1061	Beach Hut Annual Rent	12,042	13,761	12,664	1,097		0
	Beach Huts :- Income	<b>27,531</b>	<b>30,012</b>	<b>31,608</b>	<b>-1,596</b>		
	<b>Net Expenditure over Income</b>	<b>-23,387</b>	<b>-26,381</b>	<b>-27,259</b>	<b>-878</b>		
<u>119</u>	<u>Old Town Hall</u>						
4115	Insurance	190	180	196	16		16
4274	Projects Expenditure	0	494	0	-494		-494
4275	Building Maintenance	2,409	206	0	-206		-206
	Old Town Hall :- Expenditure	<b>2,599</b>	<b>880</b>	<b>196</b>	<b>-684</b>	<b>0</b>	<b>-684</b>
1050	Income Rent	1,328	1,275	1,275	0		0
1051	Income Insurance Recharge	0	180	1,275	-1,095		0
	Old Town Hall :- Income	<b>1,328</b>	<b>1,455</b>	<b>2,550</b>	<b>-1,095</b>		
	<b>Net Expenditure over Income</b>	<b>1,271</b>	<b>-575</b>	<b>-2,354</b>	<b>-1,779</b>		
<u>125</u>	<u>Allotments</u>						
4154	Land Registry Fees	0	6	0	-6		-6
4199	Other Expenditure	864	254	966	712		712
	Allotments :- Expenditure	<b>864</b>	<b>260</b>	<b>966</b>	<b>706</b>	<b>0</b>	<b>706</b>
1050	Income Rent	863	874	870	4		0
1054	Income Other	622	414	966	-552		0
	Allotments :- Income	<b>1,485</b>	<b>1,288</b>	<b>1,836</b>	<b>-548</b>		
	<b>Net Expenditure over Income</b>	<b>-622</b>	<b>-1,028</b>	<b>-870</b>	<b>158</b>		
<u>130</u>	<u>Other Recreation</u>						
4114	Licence Fee	0	-121	0	121		121
4410	Swimming Pool	806	9,939	10,000	61		61
	Other Recreation :- Expenditure	<b>806</b>	<b>9,818</b>	<b>10,000</b>	<b>182</b>	<b>0</b>	<b>182</b>
	<b>Net Expenditure over Income</b>	<b>806</b>	<b>9,818</b>	<b>10,000</b>	<b>182</b>		

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## Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<u>134</u> <u>CCTV</u>						
4055 Electricity	1,459	1,468	1,757	289		289
4115 Insurance	926	333	954	621		621
4276 CCTV	9,382	9,012	8,398	-614		-614
<b>CCTV :- Expenditure</b>	<b>11,767</b>	<b>10,813</b>	<b>11,109</b>	<b>296</b>	<b>0</b>	<b>296</b>
<b>Net Expenditure over Income</b>	<b>11,767</b>	<b>10,813</b>	<b>11,109</b>	<b>296</b>		
<u>135</u> <u>Community Service Other</u>						
4110 Advertising & Publicity	0	9	0	-9		-9
4115 Insurance	193	51	199	148		148
4195 Events Expenditure	2,755	509	250	-259		-259
4256 Street Market Expenditure	0	385	0	-385		-385
4262 Tree Warden Expenses	3,456	1,403	2,000	597		597
4273 Christmas Lights	14,194	13,740	15,000	1,260		1,260
4281 Christmas Event Expenses	8,221	7,960	0	-7,960		-7,960
4282 Armed Forces Day Expenditure	0	6,491	0	-6,491		-6,491
4290 Pysical Activity Proj Expenses	1,290	0	8,000	8,000		8,000
<b>Community Service Other :- Expenditure</b>	<b>30,109</b>	<b>30,548</b>	<b>25,449</b>	<b>-5,099</b>	<b>0</b>	<b>-5,099</b>
1053 Income Grants	0	4,418	0	4,418		0
1070 Armed Forces Day Income	2,134	2,073	0	2,073		0
1072 Income Tree Wardens	1,685	320	0	320		0
1075 Income Christmas Event	8,730	6,169	0	6,169		0
<b>Community Service Other :- Income</b>	<b>12,549</b>	<b>12,980</b>	<b>0</b>	<b>12,980</b>		
<b>Net Expenditure over Income</b>	<b>17,559</b>	<b>17,568</b>	<b>25,449</b>	<b>7,881</b>		
<u>220</u> <u>Building Maintenance Pool</u>						
4274 Projects Expenditure	1,000	0	0	0		0
4275 Building Maintenance	6,881	2,987	6,000	3,013		3,013
<b>Building Maintenance Pool :- Expenditure</b>	<b>7,881</b>	<b>2,987</b>	<b>6,000</b>	<b>3,013</b>	<b>0</b>	<b>3,013</b>
1091 Income Building Maintenance	300	300	0	300		0
<b>Building Maintenance Pool :- Income</b>	<b>300</b>	<b>300</b>	<b>0</b>	<b>300</b>		
<b>Net Expenditure over Income</b>	<b>7,581</b>	<b>2,687</b>	<b>6,000</b>	<b>3,313</b>		
<u>225</u> <u>Projects Pool</u>						
4274 Projects Expenditure	206,410	5,585	30,000	24,415		24,415
4275 Building Maintenance	0	1,392	0	-1,392		-1,392
<b>Projects Pool :- Expenditure</b>	<b>206,410</b>	<b>6,977</b>	<b>30,000</b>	<b>23,023</b>	<b>0</b>	<b>23,023</b>

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Committee Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
1053	Income Grants	204,898	595	0	595		0
	Projects Pool :- Income	<u>204,898</u>	<u>595</u>	<u>0</u>	<u>595</u>		
	<b>Net Expenditure over Income</b>	<b>1,512</b>	<b>6,382</b>	<b>30,000</b>	<b>23,618</b>		
<u>301</u>	<u>Planning &amp; Highways</u>						
4263	Bus Shelter Maintenance/Clean	218	969	500	-469		-469
	Planning & Highways :- Expenditure	<u>218</u>	<u>969</u>	<u>500</u>	<u>-469</u>	<u>0</u>	<u>-469</u>
	<b>Net Expenditure over Income</b>	<b>218</b>	<b>969</b>	<b>500</b>	<b>-469</b>		
	Community Services :- Expenditure	<b>500,693</b>	<b>338,106</b>	<b>317,281</b>	<b>-20,825</b>	<b>0</b>	<b>-20,825</b>
	Income	<b>387,421</b>	<b>231,713</b>	<b>167,276</b>	<b>64,437</b>		
	<b>Net Expenditure over Income</b>	<b>113,271</b>	<b>106,393</b>	<b>150,005</b>	<b>43,612</b>		
<b>Finance &amp; General Purposes</b>							
<u>121</u>	<u>Seaford in Bloom</u>						
4402	Seaford in Bloom	8,124	8,373	10,000	1,627		1,627
	Seaford in Bloom :- Expenditure	<u>8,124</u>	<u>8,373</u>	<u>10,000</u>	<u>1,627</u>	<u>0</u>	<u>1,627</u>
1054	Income Other	0	308	0	308		0
	Seaford in Bloom :- Income	<u>0</u>	<u>308</u>	<u>0</u>	<u>308</u>		
	<b>Net Expenditure over Income</b>	<b>8,124</b>	<b>8,065</b>	<b>10,000</b>	<b>1,935</b>		
<u>201</u>	<u>Administration</u>						
4000	Salaries & Wages	178,340	187,967	191,000	3,033		3,033
4001	Employers NI	14,489	16,198	14,127	-2,071		-2,071
4002	Employers Superannuation	24,510	31,442	25,057	-6,385		-6,385
4004	Staff Welfare Costs	210	1,365	0	-1,365		-1,365
4009	Recruitment Costs	190	1,060	1,000	-60		-60
4010	Staff Training	8,289	4,335	8,000	3,665		3,665
4012	Staff Expenses	56	141	500	359		359
4015	Office Refreshments	317	304	300	-4		-4
4100	Telecommunications	2,982	3,094	2,600	-494		-494
4105	Postage	1,603	1,442	1,600	158		158
4106	Stationery	1,903	2,094	2,000	-94		-94
4107	Photocopier	3,821	2,364	3,000	636		636
4110	Advertising & Publicity	2,423	2,357	2,500	143		143
4111	Office Equipment New	322	1,023	1,500	477		477
4112	Subscriptions	3,951	3,900	4,165	265		265



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## Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4113 Software Support	3,652	7,201	2,700	-4,501		-4,501
4114 Licence Fee	35	35	35	0		0
4115 Insurance	4,325	3,594	4,325	731		731
4116 Web Site	330	360	440	80		80
4155 Professional Fees	35,405	9,208	15,000	5,792		5,792
4156 Bank Charges	893	782	835	53		53
4157 Audit Fees	3,360	3,720	4,635	915		915
4180 Room Hire	116	0	100	100		100
4182 Catering & Hospitality	23	0	0	0		0
4190 Election Costs	37,853	0	10,000	10,000		10,000
4199 Other Expenditure	52	42	0	-42		-42
4413 Neighbourhood Plan	11,373	17,106	25,000	7,894		7,894
4414 N Plan Disbursement Budget	0	514	0	-514		-514
4415 Asset Sale Costs	0	1,693	0	-1,693		-1,693
<b>Administration :- Expenditure</b>	<b>340,820</b>	<b>303,339</b>	<b>320,419</b>	<b>17,080</b>	<b>0</b>	<b>17,080</b>
1013 Income Bank Charges	0	12	0	12		0
1020 Income Training	420	0	0	0		0
1048 Income Coastal Community Bid	10,000	0	0	0		0
1049 Income Postage Recharge	3	0	0	0		0
1050 Income Rent	509	0	0	0		0
1053 Income Grants	0	8,922	0	8,922		0
1054 Income Other	19	11	0	11		0
1059 Income Photocopying	4	200	0	200		0
1062 Income Telephone Recharge	727	918	870	48		0
1068 Income Stationery Re-Charge	0	4	0	4		0
1190 Interest Received	3,077	947	1,100	-153		0
<b>Administration :- Income</b>	<b>14,758</b>	<b>11,014</b>	<b>1,970</b>	<b>9,044</b>		
<b>Net Expenditure over Income</b>	<b>326,062</b>	<b>292,324</b>	<b>318,449</b>	<b>26,125</b>		
<u>205 Premises - Church Street</u>						
4050 Rent payable	15,000	15,000	17,500	2,500		2,500
4051 Rates	10,559	10,645	10,877	232		232
4059 Church Street Service Charges	0	0	8,500	8,500		8,500
4111 Office Equipment New	7	0	0	0		0
4155 Professional Fees	0	175	0	-175		-175
4270 Vehicles & Equipment Maint	374	579	630	51		51
4275 Building Maintenance	13,681	437	500	63		63
4301 Public Works Loan Payment	18,089	18,089	18,089	0		0
<b>Premises - Church Street :- Expenditure</b>	<b>57,710</b>	<b>44,924</b>	<b>56,096</b>	<b>11,172</b>	<b>0</b>	<b>11,172</b>

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Committee Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
1050	Income Rent	69	1,692	50	1,642		0
1054	Income Other	10,067	0	6,525	-6,525		0
	Premises - Church Street :- Income	<b>10,136</b>	<b>1,692</b>	<b>6,575</b>	<b>-4,883</b>		
	<b>Net Expenditure over Income</b>	<b>47,574</b>	<b>43,232</b>	<b>49,521</b>	<b>6,289</b>		
<u>206</u>	<u>Premises - Hurdis House</u>						
4051	Rates	1,688	0	0	0		0
4052	Water & Sewerage	246	-29	0	29		29
4055	Electricity	121	0	0	0		0
4115	Insurance	777	385	800	415		415
4155	Professional Fees	11,015	11,118	5,000	-6,118		-6,118
4275	Building Maintenance	43,745	740	0	-740		-740
4301	Public Works Loan Payment	15,002	15,002	15,002	0		0
	Premises - Hurdis House :- Expenditure	<b>72,594</b>	<b>27,217</b>	<b>20,802</b>	<b>-6,415</b>	<b>0</b>	<b>-6,415</b>
1050	Income Rent	2,150	4,388	21,000	-16,612		0
1051	Income Insurance Recharge	0	0	800	-800		0
1057	Income Electricity Recharge	46	0	0	0		0
1058	Income Water Recharge	114	0	0	0		0
1093	Income Rate Refund	1,688	0	0	0		0
	Premises - Hurdis House :- Income	<b>3,998</b>	<b>4,388</b>	<b>21,800</b>	<b>-17,412</b>		
	<b>Net Expenditure over Income</b>	<b>68,597</b>	<b>22,829</b>	<b>-998</b>	<b>-23,827</b>		
<u>210</u>	<u>Civic Expenses</u>						
4013	Members Expenses	133	0	100	100		100
4014	Member Training	1,300	981	1,500	519		519
4106	Stationery	782	94	100	6		6
4110	Advertising & Publicity	187	0	50	50		50
4111	Office Equipment New	466	0	0	0		0
4115	Insurance	0	195	0	-195		-195
4180	Room Hire	0	120	0	-120		-120
4181	Civic - Mayors Allowance	1,091	1,101	1,500	399		399
4182	Catering & Hospitality	280	11	500	489		489
4183	Civic - Awards	480	341	500	159		159
4184	Civic - other	82	254	200	-54		-54
4185	Fun Day & Tourney	850	0	0	0		0
4188	Town Crier Expenses	195	130	125	-5		-5
4189	Young Mayor	382	442	500	58		58
4190	Election Costs	0	24,095	0	-24,095		-24,095
	Civic Expenses :- Expenditure	<b>6,228</b>	<b>27,762</b>	<b>5,075</b>	<b>-22,687</b>	<b>0</b>	<b>-22,687</b>

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## Committee Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
1056	Income Fun Day & Tourney	400	0	0	0		0
1080	Income Jubilee Event	50	0	0	0		0
1081	Young Mayor Income	250	198	0	198		0
	<b>Civic Expenses :- Income</b>	<b>700</b>	<b>198</b>	<b>0</b>	<b>198</b>		
	<b>Net Expenditure over Income</b>	<b>5,528</b>	<b>27,564</b>	<b>5,075</b>	<b>-22,489</b>		
<u>215</u>	<u>Grants</u>						
4401	Grants	28,650	22,300	28,650	6,350		6,350
4405	Grants in Kind	2,182	0	2,200	2,200		2,200
	<b>Grants :- Expenditure</b>	<b>30,832</b>	<b>22,300</b>	<b>30,850</b>	<b>8,550</b>	<b>0</b>	<b>8,550</b>
1105	Seahaven Loan Repayment	-709	177	2,129	-1,952		0
	<b>Grants :- Income</b>	<b>-709</b>	<b>177</b>	<b>2,129</b>	<b>-1,952</b>		
	<b>Net Expenditure over Income</b>	<b>31,541</b>	<b>22,123</b>	<b>28,721</b>	<b>6,598</b>		
	<b>Finance &amp; General Purposes :- Expenditure</b>	<b>516,308</b>	<b>433,915</b>	<b>443,242</b>	<b>9,327</b>	<b>0</b>	<b>9,327</b>
	<b>Income</b>	<b>28,883</b>	<b>17,778</b>	<b>32,474</b>	<b>-14,696</b>		
	<b>Net Expenditure over Income</b>	<b>487,426</b>	<b>416,138</b>	<b>410,768</b>	<b>-5,370</b>		

**Golf Course**

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<u>101</u>	<u>Golf Course</u>						
4000	Salaries & Wages	74,081	74,324	77,116	2,792		2,792
4001	Employers NI	4,071	5,689	4,378	-1,311		-1,311
4002	Employers Superannuation	13,489	9,796	13,951	4,155		4,155
4003	Sub-contracted Staff	2,200	0	0	0		0
4009	Recruitment Costs	1,871	0	0	0		0
4010	Staff Training	2,675	1,147	1,500	354		354
4011	Staff Protective Clothing	843	949	1,000	51		51
4015	Office Refreshments	0	306	0	-306		-306
4041	Golf Professional Retainer	40,356	41,908	41,908	0		0
4045	Golf Course Player Costs	741	489	2,500	2,011		2,011
4046	Golf Club Membership Fees	28,149	7,089	24,585	17,496		17,496
4051	Rates	19,592	19,676	19,995	319		319
4052	Water & Sewerage	773	4,469	2,500	-1,969		-1,969
4055	Electricity	3,327	2,007	3,100	1,093		1,093
4056	Gas	7	0	0	0		0
4060	Refuse	282	339	400	61		61
4100	Telecommunications	1,224	208	300	92		92
4105	Postage	273	149	300	151		151

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Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4106 Stationery	314	340	300	-40		-40
4110 Advertising & Publicity	3,025	4,295	3,000	-1,295		-1,295
4113 Software Support	234	685	380	-305		-305
4114 Licence Fee	0	75	80	5		5
4115 Insurance	5,017	6,686	5,200	-1,486		-1,486
4116 Web Site	0	60	0	-60		-60
4154 Land Registry Fees	0	3	0	-3		-3
4155 Professional Fees	967	0	0	0		0
4156 Bank Charges	1,549	1,942	1,800	-142		-142
4201 Cleaning & Hygiene	210	0	0	0		0
4250 Public Seating	3,569	0	0	0		0
4251 Dog Bin Emptying	932	1,017	1,750	733		733
4261 Grounds Maint non contract	27,015	25,744	26,100	356		356
4270 Vehicles & Equipment Maint	14,119	13,787	14,790	1,003		1,003
4271 Vehicle & Equipment Lease	11,008	1,828	20,996	19,168		19,168
4272 Equipment Purchase	75	17,446	12,000	-5,446		-5,446
4275 Building Maintenance	1,106	300	2,000	1,700		1,700
4308 Rent - Shop, Locker & Chng Rms	152	50,000	19,000	-31,000		-31,000
4309 Buggy Lease	4,007	5,276	5,277	1		1
4312 Season Ticket Refund	545	0	0	0		0
<b>Golf Course :- Expenditure</b>	<b>267,797</b>	<b>298,027</b>	<b>306,206</b>	<b>8,179</b>	<b>0</b>	<b>8,179</b>
1000 Golf Course Season Ticket	164,638	148,327	172,000	-23,673		0
1001 Golf Course Green Fees M-F	62,840	67,451	65,000	2,451		0
1002 Golf Course Green Fees w/eb/h	52,951	52,871	48,000	4,871		0
1003 Golf Course Specials	44,430	47,917	46,042	1,875		0
1004 Golf Course Locker	3,811	450	3,000	-2,550		0
1005 Golf Course Credit Card Charge	230	133	190	-57		0
1007 Golf Course Air Traffic	9,050	8,378	7,500	878		0
1011 Income Filming	2,500	600	0	600		0
1012 Corporate Membership	0	0	11,667	-11,667		0
1050 Income Rent	0	935	1,100	-165		0
1053 Income Grants	0	1,500	0	1,500		0
1054 Income Other	1,881	717	0	717		0
1055 Income Memorial Bench	3,324	0	0	0		0
1100 Income Advertising	0	0	1,500	-1,500		0
1311 Buggy Hire	9,404	16,687	15,000	1,687		0
<b>Golf Course :- Income</b>	<b>355,059</b>	<b>345,967</b>	<b>370,999</b>	<b>-25,032</b>		
<b>Net Expenditure over Income</b>	<b>-87,262</b>	<b>-47,940</b>	<b>-64,793</b>	<b>-16,853</b>		

Month No : 12

## Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<u>102</u> <u>New Club House Construction</u>						
4277 New Golf Club House	7,582	125,882	0	-125,882		-125,882
4278 Golf Club Fittings & Equipment	1,247	0	0	0		0
<b>New Club House Construction :- Expenditure</b>	<b>8,829</b>	<b>125,882</b>	<b>0</b>	<b>-125,882</b>	<b>0</b>	<b>-125,882</b>
1304 PWLB - New Club House	180,785	0	0	0		0
<b>New Club House Construction :- Income</b>	<b>180,785</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>Net Expenditure over Income</b>	<b>-171,957</b>	<b>125,882</b>	<b>0</b>	<b>-125,882</b>		
<u>103</u> <u>Golf Club House</u>						
4000 Salaries & Wages	152,051	173,261	170,000	-3,261		-3,261
4001 Employers NI	5,668	8,818	4,500	-4,318		-4,318
4002 Employers Superannuation	11,107	13,558	12,000	-1,558		-1,558
4003 Sub-contracted Staff	40,770	33,363	0	-33,363		-33,363
4009 Recruitment Costs	6,750	3,329	1,000	-2,329		-2,329
4010 Staff Training	1,635	460	2,000	1,540		1,540
4012 Staff Expenses	0	184	0	-184		-184
4016 Staff Uniform	1,295	588	500	-88		-88
4017 Timesheet & Rota Software	160	0	170	170		170
4051 Rates	6,783	6,913	5,700	-1,213		-1,213
4052 Water & Sewerage	5,812	2,819	3,600	781		781
4055 Electricity	21,448	13,047	14,000	953		953
4056 Gas	10,234	6,637	11,000	4,363		4,363
4060 Refuse	1,451	1,989	5,000	3,011		3,011
4100 Telecommunications	1,862	1,173	2,200	1,027		1,027
4105 Postage	0	0	300	300		300
4106 Stationery	686	884	700	-184		-184
4110 Advertising & Publicity	1,863	5,991	2,500	-3,491		-3,491
4113 Software Support	594	1,186	450	-736		-736
4114 Licence Fee	4,372	1,375	1,000	-375		-375
4115 Insurance	6,390	1,995	6,500	4,505		4,505
4116 Web Site	44	876	0	-876		-876
4155 Professional Fees	964	0	0	0		0
4156 Bank Charges	1,646	2,127	1,900	-227		-227
4196 Club House Events Expenditure	5,384	2,588	4,500	1,912		1,912
4199 Other Expenditure	439	0	0	0		0
4201 Cleaning & Hygiene	12,452	27,485	12,000	-15,485		-15,485
4202 Linen Cleaning	2,687	2,082	3,000	918		918
4250 Public Seating	0	322	0	-322		-322
4261 Grounds Maint non contract	230	0	0	0		0

Month No : 12

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4270 Vehicles & Equipment Maint	420	997	0	-997		-997
4272 Equipment Purchase	6,387	8,582	5,000	-3,582		-3,582
4275 Building Maintenance	6,574	8,510	1,000	-7,510		-7,510
4276 CCTV	2,000	1,128	2,000	872		872
4277 New Golf Club House	6,878	0	0	0		0
4279 Fire & Security	0	1,353	0	-1,353		-1,353
4301 Public Works Loan Payment	98,483	103,878	110,000	6,122		6,122
4303 Food Expenditure	85,150	85,080	68,000	-17,080		-17,080
4304 Bar Expenditure	56,356	48,283	80,000	31,717		31,717
4305 Fire Extinguishers	154	0	620	620		620
4306 Catering Utensils & Equip	7,985	2,072	500	-1,572		-1,572
4307 Bar Utensils & Equip	2,761	1,617	500	-1,117		-1,117
4311 Pest Control	601	514	400	-114		-114
4313 Stock Take	1,255	1,925	3,240	1,315		1,315
4412 Fruit Machine Duty	255	0	0	0		0
4450 Written Off Costs	260	0	0	0		0
<b>Golf Club House :- Expenditure</b>	<b>580,296</b>	<b>576,987</b>	<b>535,780</b>	<b>-41,207</b>	<b>0</b>	<b>-41,207</b>
1050 Income Rent	1,111	1,000	1,300	-300		0
1054 Income Other	320	0	0	0		0
1055 Income Memorial Bench	0	500	0	500		0
1077 Income Sale Equipment	0	708	0	708		0
1100 Income Advertising	0	0	3,000	-3,000		0
1305 Income Hire Pro-Shop & Chg Rms	0	50,000	19,000	31,000		0
1306 Income Golf Club Room Hires	15,891	10,797	45,000	-34,203		0
1307 Income Bar Sales	154,235	148,450	200,000	-51,550		0
1308 Income Food Sales	151,067	150,275	170,000	-19,725		0
1309 Income Fruit Machine	508	0	0	0		0
1310 Income - Society Food	27,444	27,572	35,000	-7,428		0
1312 Function Food Sales	0	45,295	0	45,295		0
1313 Function Bar Sales	0	3,612	0	3,612		0
1314 Income - Society Drink	0	2,975	0	2,975		0
1315 Income Linen Charge	0	363	0	363		0
<b>Golf Club House :- Income</b>	<b>350,576</b>	<b>441,548</b>	<b>473,300</b>	<b>-31,752</b>		
<b>Net Expenditure over Income</b>	<b>229,720</b>	<b>135,439</b>	<b>62,480</b>	<b>-72,959</b>		
<b>Golf Course :- Expenditure</b>	<b>856,922</b>	<b>1,000,897</b>	<b>841,986</b>	<b>-158,911</b>	<b>0</b>	<b>-158,911</b>
<b>Income</b>	<b>886,420</b>	<b>787,516</b>	<b>844,299</b>	<b>-56,783</b>		
<b>Net Expenditure over Income</b>	<b>-29,498</b>	<b>213,381</b>	<b>-2,313</b>	<b>-215,694</b>		

Precept

Month No : 12

## Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
801 Precept						
1176 Precept	521,314	612,553	612,553	0		0
1177 Council Tax Support Grant	35,112	29,845	29,845	0		0
Precept :- Income	<b>556,426</b>	<b>642,398</b>	<b>642,398</b>	<b>0</b>		
<b>Net Expenditure over Income</b>	<b>-556,426</b>	<b>-642,398</b>	<b>-642,398</b>	<b>0</b>		

Precept :- Expenditure	0	0	0	0	0	0
Income	556,426	642,398	642,398	0		
<b>Net Expenditure over Income</b>	<b>-556,426</b>	<b>-642,398</b>	<b>-642,398</b>	<b>0</b>		

**Reserves**

901 Reserves						
9002 EMR Crypt Ancient Monument	0	8,976	0	-8,976		-8,976
9007 EMR Seaford Head Nature Res.	0	390	0	-390		-390
9020 EMR Greenkeepers Shed	0	34,274	0	-34,274		-34,274
Reserves :- Expenditure	0	<b>43,641</b>	0	<b>-43,641</b>	0	<b>-43,641</b>
<b>Net Expenditure over Income</b>	<b>0</b>	<b>43,641</b>	<b>0</b>	<b>-43,641</b>		
Reserves :- Expenditure	0	<b>43,641</b>	0	<b>-43,641</b>	0	<b>-43,641</b>
Income	0	0	0	0		
<b>Net Expenditure over Income</b>	<b>0</b>	<b>43,641</b>	<b>0</b>	<b>-43,641</b>		

## Summary Income &amp; Expenditure by Budget Heading 31/03/2017

Month No : 12

## Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<b><u>Community Services</u></b>						
Expenditure	500,693	338,106	317,281	-20,825	0	-20,825
Income	387,421	231,713	167,276	64,437		
Net Expenditure over Income	113,271	106,393	150,005	43,612		
<b><u>Finance &amp; General Purposes</u></b>						
Expenditure	516,308	433,915	443,242	9,327	0	9,327
Income	28,883	17,778	32,474	-14,696		
Net Expenditure over Income	487,426	416,138	410,768	-5,370		
<b><u>Golf Course</u></b>						
Expenditure	856,922	1,000,897	841,986	-158,911	0	-158,911
Income	886,420	787,516	844,299	-56,783		
Net Expenditure over Income	-29,498	213,381	-2,313	-215,694		
<b><u>Nature Reserve</u></b>						
Expenditure	0	0	0	0	0	0
Income	0	0	0	0		
Net Expenditure over Income	0	0	0	0		
<b><u>Precept</u></b>						
Expenditure	0	0	0	0	0	0
Income	556,426	642,398	642,398	0		
Net Expenditure over Income	-556,426	-642,398	-642,398	0		
<b><u>Reserves</u></b>						
Expenditure	0	43,641	0	-43,641	0	-43,641
Income	0	0	0	0		
Net Expenditure over Income	0	43,641	0	-43,641		
<b><u>INCOME - EXPENDITURE TOTALS</u></b>						
Expenditure	1,873,923	1,816,559	1,602,509	-214,050	0	-214,050
Income	1,859,150	1,679,404	1,686,447	-7,043		
Net Expenditure over Income	14,773	137,155	-83,938	-221,093		





## Seaford Town Council

**Report 20/17**

**Agenda Item No:** 8

**Committee:** Council

**Date:** 22<sup>nd</sup> June 2017

**Title:** Grant Applications 2017-2018; CTLA and CAB

**By:** Lucy Clark, Support Services Manager

**Purpose of Report:** To consider two grant applications submitted in line with the Council's Grants Policy.

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### Recommendations

You are recommended:

1. To approve grants be awarded of £5,000 each to the Citizen's Advice Bureau and Community Transport for the Lewes Area.
- 

### 1. Information

- 1.1 The 2017 Grants Scheme opened for application on 3<sup>rd</sup> April with the deadline for returned applications being 19<sup>th</sup> May. Under delegated powers, the Council's Finance & General Purposes Committee will be considering these applications at its meeting on 29<sup>th</sup> June 2017.
- 1.2 The Council's Grants Policy sets a limit that can be awarded of £3,000, with the exception of two existing grant applicants that have a maximum limit of £5,000 (section 3.2 and 3.3 of the Policy).
- 1.3 The two applicants in question are the Citizen's Advice Bureau (CAB) and Community Transport for the Lewes Area (CTLA), which prior to the adoption of the policy in 2015 were dealt with separately to the main grants scheme. In order to ensure fairness and streamline the process, the policy states that these grant applications be considered as part of the grants scheme but by Full Council rather than Committee due to the financial implications.
- 1.4 CTLA has applied for the maximum amount of £5,000 and CAB, £5,086. The applications are available for all Councillors to view in the Council offices. For both the CAB and CTLA, it is clear that their service provision is dependent upon receiving financial support from the Council.
- 1.5 A Working Party of councillors on the Finance & General Purposes Committee and Council officers, met on 7<sup>th</sup> June to review all 34 grant applications received and complete a scoring matrix for each, as per the Grants Policy. Attached at Appendix P. 49

A is the scoring matrix for both the above two applications and the recommended grant to be awarded, as determined by the Working Party.

## 2. Financial Appraisal

- 2.1 The budget allocated for the grants scheme in 2017 is £23,000; the total value of applications is £45,166.
- 2.2 The amount of the two grant requests being considered in this report is £10,086, however the maximum allowed is £10,000. It is the recommendation of the Working Party to Full Council that it agrees to award £5,000 each to the CAB and CTLA as part of the 2017 Grants Scheme.
- 2.3 If the Council agrees with the recommendation, this would leave a total of £13,000 that the Finance & General Purposes Committee could award across the other applicants.

## 3. Contact Officer

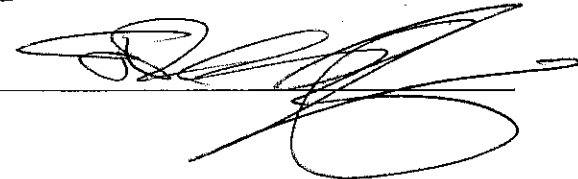
The Contact Officer for this report is Lucy Clark, Support Services Manager

Support Services Manager



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Town Clerk



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**CRITERIA TO BE MET**

Name of Organisation	Date Application Received	A	B	C	D	E	F	G	Awarded in 2016/17	Purpose of Grant	Amount Requested 2017	Recommended Amount to Award 2017	Comments
Citizen's Advice Bureau (CAB)	26/04/2017	Y	Y	Y	Y	Y	Y	Y	£ 5,000.00	To be able to continue valuable work for Seaford residents.	£ 5,086.00		CAB rely on this grant each year to be able to continue their services to the Seaford Community.
Community Transport for Lewes Area (CTLA)	11/05/2017	Y	Y	Y	Y	Y	Y	Y	£ 5,000.00	Part funding of Dial-a-Ride services in Seaford and fleet renewal capital costs. Essential frontline services.	£ 5,000.00		CTLA rely on this grant each year to be able to continue to run their weekly bus timetables. Without this grant their timetables would be reduced.

**Criteria:**

- A - Voluntary / Community Group
- B - Constitution
- C - Bank Account In Group Name
- D - Copy of Latest Accounts
- E - Equality and / or Equal Opportunities Policy
- F - Public Liability Insurance
- G - Safeguarding Policy (Children or Vulnerable Adults)



## Seaford Town Council

### Report 21/17

<b>Agenda Item No:</b>	9
<b>Committee:</b>	Council
<b>Date:</b>	22 <sup>nd</sup> June 2017
<b>Title:</b>	Ear Marked Reserves 2016-17
<b>By:</b>	Lucy Clark, Support Services Manager
<b>Purpose of Report:</b>	To inform Councillors of the Ear Marked Reserve Position at the end of 2016-17 and to seek approval of transfers.

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#### Recommendations

##### You are recommended:

1. To note the Ear Marked Reserve Position at 31<sup>st</sup> March 2017.
  2. To approve the transfer of £320.00 to the Tree Warden Ear Marked Reserve.
  3. To approve the transfer of £4,390.65 to a new Defibrillator Ear Marked Reserve.
- 

#### 1. Information

- 1.1 When expenditure is met from an Ear Marked Reserve (EMR), this expense will 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 for the end of 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.
- 1.2 In order to keep accurate records of the reserve money held, a spreadsheet has been set up showing any movement. A copy is attached in Appendix A showing the actual reserve position as at 31<sup>st</sup> March 2017.
- 1.3 As there is an overspend for the year ending 2016/17 as previously reported, there are no proposals to transfer fund into EMRs.
- 1.4 However, there are two exception this year being the Tree Warden income and money raised for the Young Mayor's defibrillator fund.
- 1.5 The Tree Warden income is made up of public donations who donate their money in the knowledge that their donation will go directly towards new tree planting. Therefore, the donations of £320 received during 2016/17 are required to be transferred to the Tree Planting EMR.

1.6 The money raised for the Young Mayor Defibrillator Fund was intended to purchase and maintain defibrillators for Seaford and install them in suitable sites around the Town. This is still an ongoing project and balance of £4,390.65 should be transferred to a new Defibrillator EMR to cover the remaining costs and future maintenance. In contrast to reducing the General Fund, this amount is currently showing as a current liability on the balance sheet so by transferring to an EMR will actually increase the overall reserve position.

## 2. Financial Appraisal

2.1 The financial implications are explained in section 1 of this report.

## 3. Contact Officer

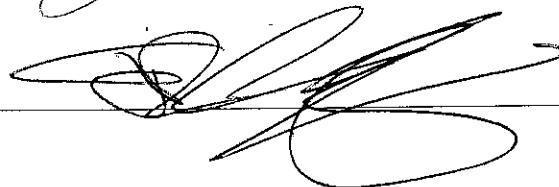
The Contact Officer for this report is Lucy Clark, Support Services Manager

Support Services Manager



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Town Clerk



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APPENDIX 7

Seaford Town Council

Actual Earmarked Reserves Estimated as at 31/03/2017

A/C Code	Reserve Details	Opening At 01/04/2016	Transfers To Reserves from General Fund	Transfers to Other reserves	Used To Fund Expenditure	Actual Closing Balance 31/03/2017	Comments
322	EMR Crypt - Ancient Monument	£ 13,269.00	£ -	£ -	£ 11,006.16	£ 2,262.84	£2,030 used for flooring £8,976.16 used for building works; damp, lighting and new rads
323	EMR Crypt - Professional Fees	£ 8,465.00	£ -	£ -	£ -	£ 8,465.00	
326	EMR Open Spaces	£ 9,276.00	£ -	£ -	£ -	£ 9,276.00	
327	EMR S106	£ 7,010.00	£ -	£ -	£ -	£ 7,010.00	
328	EMR Signage	£ 6,000.00	£ -	£ -	£ -	£ 6,000.00	
334	EMR Seaford Head Nature Reserve	£ 928.57	£ -	£ -	£ 390.00	£ 538.57	Expense to cover chemical treatment of Cotoneaster
337	EMR Church Street Utilities	£ 3,820.68	£ -	£ -	£ -	£ 3,820.68	To be used to part fund additional Service Charge for Church Street during 2017/18
340	EMR Equipment	£ 11,759.00	£ -	£ -	£ -	£ 11,759.00	
342	EMR Tree Planting	£ 7,773.02	£ 1,685.00	£ -	£ -	£ 9,458.02	Transferred £1,685 from General Fund to Tree Planting at start of year as per resolution of TC
345	EMR Memorial Bench Maintenance	£ 120.00	£ -	£ -	£ -	£ 120.00	
346	EMR Xmas Lights	£ 1,232.63	£ -	£ -	£ 1,232.63	£ -	Balance used towards the Xmas Lighting costs for 2016
350	EMR Greenkeepers Shed	£ 35,000.00	£ -	£ -	£ 34,274.49	£ 725.51	£34,274.49 used for the new greenkeepers shed currently being installed.
352	EMR Martello Toilets	£ 23,000.00	£ -	£ 23,000.00	£ -	£ -	EMR no longer required for the toilets. The capital receipts from land sale will now be used for new toilets. This was returned to the General Fund at the end of 16/17.
353	EMR External Officer Support	£ 27,137.00	£ -	£ -	£ 14,860.51	£ 12,276.49	£9,984.51 spent in 2015/16 for projects role £4,876 used to cover the Projects Officer role 2016/17
354	EMR The Base	£ 10,000.00	£ -	£ 10,000.00	£ -	£ -	EMR no longer required for the Base. This was returned to the General Fund at the end of 16/17.
355	EMR The Seaford App.	£ 1,206.00	£ -	£ -	£ -	£ 1,206.00	
358	EMR Community Projects	£ 6,084.00	£ -	£ -	£ -	£ 6,084.00	
359	EMR Coastal Community Bid	£ -	£ 7,106.30	£ -	£ 7,106.30	£ -	Used to cover the costs relating to the Coastal Community Bid.
	General Fund	£ 102,347.00	£ -	£ -	£ 44,076.00	£ 58,271.00	
	<b>Totals</b>	£ 274,428	£ 8,791.30	£ 33,000.00	£ 112,946.09	£ 137,273	