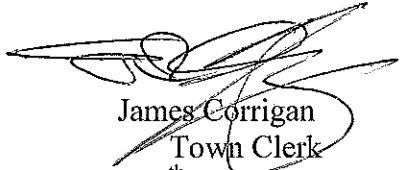




Seaford Town Council

To the Members of the Full Council

A meeting of the of the **Full Council** will be held at **37 Church Street, Seaford** on **Thursday 25th June 2015** at **7.00pm** which you are summoned to attend.


James Corrigan
Town Clerk
18th June 2015

AGENDA

Immediately before the meeting Councillor Mark Brown will be presenting cheques of monies raised to his two chosen charities during his term of office as Mayor of Seaford; Waves and Seahaven Storehouse.

1. Apologies for Absence

2. Disclosure of Interests

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

3. Public Participation

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

4. Minutes

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

4.1 Planning & Highways – 6th May 2015 (pages 5 to 8)

4.2 Annual Meeting – 18th May 2015 (pages 9 to 19)

4.3 Planning & Highways – 28th May 2015 (pages 20 to 24)

4.4 Golf – 2nd June 2015 (pages 26 to 26)

4.5 Community Services – 11th June 2015 (pages 27 to 29)

5. Mayoral Engagements

To receive details of Mayoral engagements as in report 37/15 (pages 30 to 32).

6. Clerk's Report

To consider report 35/15 presenting the Clerk's Report (pages 33 to 36).

7. District & County Council Update

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

8. Police Report

To note receipt of the written report from Police Sergeant Stuart Mullins. Sgt Mullins is unfortunately unable to attend the meeting but any questions regarding his report will be noted and passed on to the Sergeant.

21. Exclusion of the Press and Public

The Chairman will move that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting during the discussion on item 22 on the agenda as the item concerns confidential Council matters regarding ongoing legal proceedings.

22. Legal Proceedings

To consider exempt report 36/15 regarding legal proceedings (pages 106 to 131). This report is not provided electronically due to its confidential nature; a hard copy printed on orange paper will be left in Councillors pigeon holes instead (orange paper denotes confidential/exempt documents). Please note that this hard copy must be returned to the Town Clerk immediately after the meeting at which it is discussed.

For further information about items appearing on this Agenda please contact:
James Corrigan, Town Clerk, 37 Church Street, Seaford, East Sussex, BN25 1HG
Email: admin@seafordtowncouncil.gov.uk
Telephone: 01323 894 870

Circulation: All Councillors, Young Mayor and Police Sergeant Mullins.



Seaford Town Council

MINUTES of the meeting of the **Planning & Highways Committee** held at the **Council Chambers, 37 Church Street, Seaford** on **Wednesday 6th May 2015** at **7.00pm**.

Present:

Councillor L Wallraven (Chairman)

Councillor R E Allen (Vice-Chairman)

Councillors G Cork, T Goodman, B Groves, A Latham and S McStravick.

Lucy Clark – Supports Services Manager – Seaford Town Council

Elizabeth Harvey – Finance & Administration Assistant – Seaford Town Council (Minutes)

3 members of the public.

P121/05/15 Apologies for Absence and Declaration of Substitute Members

Apologies for absence were received from Councillors S Adeniji.

P122/05/15 Disclosure of Interests

Under the Seaford Town Council code of conduct and the Localism Act 2011, Councillor L Wallraven declared a pecuniary interest in item 4, planning application SDNP/15/0189, The Downs, The Street, Bishopstone as the property is a neighbour, although does not know the new occupants.

P123/05/15 Public Participation

Debbie Ward Would like to urge Seaford Town Councillors to keep the previous decision & comments made on the former garage, Sutton Park Road, in item 5 for the planning appeal.

Mr R Blaber 53 Sutton Road – Property is bad condition, boundary wall is leaning and is dangerous.

Cllr T Goodman The Council agreed at last meeting to write to owner addressing concerns.

P124/05/15 Planning Applications

Planning Applications week ending 18th April 2015

Seaford

LW/15/0245

The Barn Theatre Saxon Lane

Planning Application - Installation of satellite dish for Seaford Community Cinema

No Objection

Seaford **33 Southdown Road**
LW/15/0265 Planning Application - Erection of a summerhouse for Mrs M Linsell

No Objection

Seaford **6 Homefield Road**
LW/15/0278 Planning Application - Erection of a two storey side extension for use
as a granny annex and garage (demolition of existing garage) for Mr D
Moore

Objection – Overdevelopment and out of character to the existing
property

Seaford **The Cottage Stonewood Close**
LW/15/0290 Planning Application - Erection of a single storey rear extension for Mr
K Powling

No Objection

Planning Applications week ending 25th April 2015

Seaford **3 Seagrove Way**
LW/15/0211 Planning Application - Erection of single storey side and rear
extension for Miss J Avey

No Objection

Seaford **41 Fitzgerald Avenue**
LW/15/0309 Planning Application - Single storey side extension for Mrs L Poynter

No Objection

Tree Works Applications outside South Downs National Park

Seaford **40 Barn Close**
TW/15/0028/
TPO 1 x Beech T4 of the order – reduce and reshape by approx. 3-4 metres
to secondary growth points. Crown lift to approx. 5m above the
garden by removing secondary growth

No Objection

Seaford **4 Manor Road North**
TW/15/0030/
TPO 1 x Sycamore (T2 of Order) – re-pollard as part of ongoing pruning
scheme

No Objection

Seaford **Normansal Park Avenue**
TW/15/0032/
TPO 1 x Holm Oak – Fell (see app form for justification) with possibility
of replanting.
1 x Poplar – neighbouring the above Holm Oak – weight reduce one
large limb overhanging an identified walking route. Reducing the
Northern most limb by up to 50% and length and weight as well.

No Objection

Tree Works Applications in South Downs National Park

Seaford **The Downs, The Street, Bishopstone**
SDNP/15/
01898/TC 4 x Various Trees – cut back low overhanging branches to boundary
wall
2 x Yew – reduce height of trees by approx. 50% of current 10m and
reduce canopy/crown
2 x Sycamore – fell
2 x Sycamore – crown reduction
2 x Elm - fell

Objection to the 4 various trees due to lack of information.
Objection to reducing the height of the Yew Trees.
No Objection to the Sycamore Trees.
Objection to the felling of the 2 Elm Trees.

P125/05/15 Appeal – LW/14/0150 Former Central Garage, Sutton Park Road.

Members considered report 253/14.

Members **APPROVED** a committee member attending the appeal hearing to
represent Seaford Town Council.

Members **APPROVED** a letter to be written to the Planning Inspectorate stating they
strongly object to this appeal in respect of extreme concern on general infrastructure
and highways to Broad Street, Warwick and Avondale Roads; loss of parking spaces
and overdevelopment of age assisted living properties which will cause further strain
on the towns health services and amenities.

P126/05/15 Road Closure- Request for Seahaven Veterans & Armed Forces Day 2015

Members considered report 252/14.

Members **RESOLVED** to make no objection.

P127/05/15 Update Report

Members **NOTED** report 254/14 updating the Committee of previous planning
applications and approved road closures.

The meeting closed at 7.37pm.

Councillor L Wallraven
Chairman



Seaford Town Council

MINUTES of the **Annual Meeting** of the **Full Council** held at the Council Chambers, 37 Church Street, Seaford on **Monday 18th May 2015** at **7.00pm**.

Present:

Councillor D Argent (Mayor) and Councillor R Hayder (Deputy Mayor).
Councillors S Adeniji, M Brown, D Burchett, C Campbell, R Chambers, L Freeman, R Honeyman, O Honeyman, M Lambert, P Lower, A McLean, D Silvey-Adam and L Wallraven.
Millie Hemsley (Young Mayor 2014-15) and Gabrielle Edwards (Young Mayor 2015-16)
James Corrigan, Town Clerk – Seaford Town Council
Georgia Raeburn, PA to the Town Clerk – Seaford Town Council (minutes)
Lucy Clark, Support Services Manager – Seaford Town Council
Oliver Stanyard, Business Manager – Seaford Town Council
Peter White, Sergeant at Mace for Seaford

24 members of the public.

C1/05/15 Election of Mayor for the Municipal Year 2015-2016

Two nominations were received for the position of Mayor of Seaford; Councillor Dave Argent and Councillor Mark Brown

Further to a vote, it was **RESOLVED** that Councillor Dave Argent be **APPOINTED** as Mayor of Seaford for the forthcoming Municipal Year.

C2/05/15 Declaration of Acceptance of Office – Mayor

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

C 2.2 Councillor D Argent moved:

“That whereas Councillor M Brown was elected Mayor of the Seaford Town Council for the year 2014/15 at the meeting of the Council held on 8th May 2014; And whereas by his unswerving devotion to his duties, he has maintained the dignity and honour of such an office;

And whereas the Council is desirous of expressing and recording grateful thanks to Councillor M Brown for the dedicated service which he has so willingly and freely given to the town during this year of office.

Be it now **RESOLVED**: that the Council do remember and record its gratitude to Councillor M Brown in the minutes of the proceedings of the Council held this day, 18th May 2015, and that this resolution be engrossed, sealed and presented in a suitable form by the Mayor and the Town Clerk on behalf of this Council.”

The resolution carried unanimously.

C3/05/15 East Ward Elections

Members considered report 11/15.

The Clerk confirmed that Lewes District Council had announced that the election for Seaford East Ward would be held on Thursday 25th June 2015.

It was **AGREED** that the Council set aside 20% of the committee vacancies for the East Ward councillors and to **DELEGATE** authority to the Town Clerk to allocate the committee appointments with the East Ward councillors providing there is no conflict, where a conflict arises the Town Clerk will bring a report back to Council.

C4/05/15 Election of Deputy Mayor for the Municipal Year 2015-16

Two nominations were received for the position of Deputy Mayor of Seaford; Councillor Sam Adeniji and Councillor Rahnuma Hayder.

Further to a vote, it was **RESOLVED** that Councillor Rahnuma Hayder be **APPOINTED** as Deputy Mayor of Seaford for the forthcoming Municipal Year.

C5/05/15 Declaration of Acceptance of Office – All Councillors

It was **NOTED** that all Councillors present had made a Declaration of Acceptance of Office in the prescribed form before the Town Clerk.

C6/05/15 Apologies for Absence

There were no apologies for absence.

C7/05/15 Minutes

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

C7.1 Planning & Highways Committee – 2nd April 2015

C7.2 Full Council – 9th April 2015

C7.3 Finance & General Purposes Committee – 16th April 2015

C7.4 Planning & Highways Committee – 23rd April 2015

C8/05/15 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.

C9/05/15 Public Participation

Alan Latham *Hopes that the Council be able to continue working together as in his experience the Council is at its best when that is achieved. Voiced his concerns as to the election needing to be held in East Ward and whether it*

was appropriate for a candidate to be put forward whose health was failing. Questioned who would bear the cost of this election?

Town Clerk The by-election has come about from unforeseen circumstances, the cost of which will be the Council's. It is estimated to be approximately £6k. The Council may also be faced with holding another election in Central ward but details are not yet confirmed; the Clerk has asked Lewes District Council if there would be a possibility of holding the elections together.

Keith Amery *Requested that members remember to speak at a level so the public in the gallery can hear comfortably.*

Bob Brown *Requested that if it is brought back to Council, that the new Council reinforce the Council's previous resolution to support retaining Cuckmere Valley and maintenance being carried out on the banks, not being left for nature to take its course.*

Councillor Adeniji Requested that the Clerk look at ensuring that the Council are kept abreast with plans regarding Cuckmere.

Debbie Ward *Questioned whether the Clerk had had any success with looking in to recouping the funds associated with the legal action involving the former Town Clerk, as per the request of the Council on 21st August 2014.*
(Seaford Resident's Voice)

Town Clerk It would be difficult to pursue this while the Employment Tribunal is still proceeding; legal advice will be sought in due course.

Debbie Ward *Questioned whether the Council were still looking in to options for recording the meetings?*
(Seaford Resident's Voice)

Town Clerk The quotes received for equipment were in the region of £3k, Council Officers are therefore looking in to cheaper alternatives. For around £500-600 the Council may be able to have a normal video camera set up at the back of the room with a remote microphone suspended from the ceiling nearer members.

Roger Foxwell *Expressed his wish for the Council to continue looking in to devising a Neighbourhood Plan. Questioned whether the Council would consider holding its meetings in an alternative venue with easier access and seating for members of public.*

Mayor Argent Item 15 on the agenda will be addressing the Neighbourhood Plan Working Group, the work of which has been on hold while the elections were taking place. The Council takes on board the comment regarding the meeting venue.

Peter White *Requested that when making appointments to Outside Bodies the Councillors consider whether they have a real interest and passion for the organisation and its work, mentioning Impact Seaford and Seaford Twinning Association. Elaborated on the Seaford Twinning Association*

report that STA had held 10 social events this year, two trips to Germany with Seaford Silver Band, membership has doubled and they have successfully established a German education group, and that they would gladly have a Council representative who wished get more involved.

Fiona House Wished to reiterate the importance of the previous point regarding Councillors having an interest in the Committees and Outside Bodies they are standing for.

C10/05/15 Young Mayor

Young Mayor for the Municipal Year 2014-15 Millie Hemsley handed over the Young Mayor's Chain to Gabrielle Edwards who takes over the role for the 2015-16 Municipal Year.

It was confirmed that Seaford Head School are still processing the elections for Deputy Young Mayor; the results will be announced once known.

C11/05/15 Policy Timetable

Members considered report 01/15 and **NOTED** the contents.

It was noticed that the Petitions Policy is currently in draft format and will be presented to the Council at the meeting in June for adoption.

C12/05/15 Committee Membership

Members considered report 02/15.

C12.1 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 (Chair)	R Honeyman
M Lambert	P Lower	A McLean

Vacancies for East Ward councillors: 4 (including Vice-Chair position)

C12.2 It was **RESOLVED** to **APPOINT** members of the Community Services Committee as set out below for the forthcoming Municipal Year:

D Argent	C Campbell (Chair)	R Chambers
L Freeman	R Hayder	O Honeyman
A McLean (Vice-Chair)	D Silvey-Adam	

Vacancies for East Ward councillors: 2

C12.3 It was **RESOLVED** to **APPOINT** members of the Planning & Highways Committee as set out below for the forthcoming Municipal Year:

D Argent	D Burchett	R Honeyman (Vice-Chair)
M Lambert	P Lower	A McLean
L Wallraven (Chair)		

Vacancies for East Ward councillors: 3

C12.4 It was **RESOLVED** to **APPOINT** members of the Golf Committee as set out below for the forthcoming Municipal Year:

S Adeniji (Chair)	M Brown	C Campbell
R Chambers (Vice-Chair)	L Freeman	O Honeyman
A McLean	D Silvey-Adam	

Vacancies for East Ward councillors: 2

C12.5 It was **RESOLVED** to **APPOINT** members of the Personnel Sub-Committee as set out below for the forthcoming Municipal Year:

S Adeniji (Chair)	C Campbell (Vice-Chair)	L Freeman
R Honeyman		

Vacancies for East Ward councillors: 1

C12.6 It was **RESOLVED** to **APPOINT** members of the Grievance/Disciplinary Sub-Committee as set out as below for the forthcoming Municipal Year:

D Argent (Chair)	D Burchett	R Chambers
L Freeman (Vice-Chair)	A McLean	

Vacancies for East Ward councillors: 0

C12.7 It was **RESOLVED** to **APPOINT** members of the Appeals Committee as set out below for the forthcoming Municipal Year:

M Brown (Chair)	M Lambert (Vice-Chair)	P Lower
L Wallraven		

Vacancies for East Ward councillors: 1

C12.8 Members considered the positions of Chair and Vice-Chairman for each of the Committees:

i. Finance & General Purposes:

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

There were no nominations for the position of Vice-Chairman.

ii. Community Services:

There were two nominations for the position of Chairman; Councillor Carol Campbell and Councillor Lindsay Freeman.

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

It was **RESOLVED** to **APPOINT** Councillor A McLean as Vice-Chairman.

iii. Planning & Highways:

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

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

iv. Golf:

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

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

v. Personnel Sub-Committee:

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

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

vi. Grievance/Disciplinary Sub-Committee:

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

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

vii. Appeals Sub-Committee:

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

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

C13/05/15 Outside Bodies Representative Reports

Members considered report 03/15 and **NOTED** the contents of the report and its appendices.

C14/05/15 Representation on Outside Bodies

Members considered report 04/15.

C14.1 Council Officers will contact those organisations where more members are wishing to be a representative than in previous years.

It was **RESOLVED** to **APPOINT** representatives of outside bodies and liaison committees as set out below for the forthcoming Municipal Year. Positions listed as vacant will be open to the East Ward councillors to fill.

Outside Body	No of Reps	Representative/s
Access in Seaford & Newhaven	1	Marion Lambert
Bishopstone United Charities	2	David Burchett

		[VACANT]
Citizen's Advice Bureau	1	Mark Brown
Coastal Futures Group	1	Dave Argent
Community Rail Partnership	1	Richard Honeyman
Community Transport - Lewes Area (CTLA)	1	Dave Argent
Cuckmere Community Bus	1	[VACANT]
Cuckmere Estuary Partnership	1	Mac McLean
East Sussex Assoc of Local Councils (ESALC)	2	Richard Honeyman
		[VACANT]
Fair Trade Group	1	Olivia Honeyman
		Linda Wallraven
Lewes District Assoc of Local Councils (LDALC)	2	Richard Honeyman
		Penny Lower
Mercread Youth Centre	1	Carol Campbell
Planning User Group	1	Penny Lower
Seaford Chamber of Commerce	1	Mark Brown
		Mac McLean
<i>Impact Seaford (CoC Sub-Committee)</i>	2	Sam Adeniji
		Carol Campbell
Seaford Community Partnership	1	Mark Brown
		Richard Honeyman
Seaford Head Swimming Pool	1	Marion Lambert
Seaford Residents Voice	1	Mark Brown
Seaford Seniors Forum	1	Sam Adeniji
Seaford Twinning Association	1	Olivia Honeyman
Smarter Seaford	1	Rob Chambers
St James' Trust	1	Debbie Silvey-Adam
Stakeholders Group on Health Issues	4	Sam Adeniji
		Mark Brown
		Olivia Honeyman
		Penny Lower
Youth Task Group	2	Carol Campbell
		Rob Chambers
		Lindsay Freeman

		Olivia Honeyman
		Mac McLean
Liaison Committees:		
Arts@theCrypt Management Committee	3	Carol Campbell
		Lindsay Freeman
		Debbie Silvey-Adam
Christmas Lights Committee	4	Dave Argent
		Lindsay Freeman
		Rahnuma Hayder
		Richard Honeyman
Environment Agency Meetings	4	Olivia Honeyman
		Penny Lower
		Mac McLean
		[VACANT]
Seaford Head Nature Reserve	2	Olivia Honeyman
		Mac McLean
Strengthening Local Relationships	4	Lindsay Freeman
		Penny Lower
		Linda Wallraven
		[VACANT]
The Base Management Committee	1	Rob Chambers
Tree Wardens Group	1	Marion Lambert

C14.2 It was **RESOLVED** to **NOMINATE** Councillor Mark Brown for consideration for a Parish Member appointment to the National Park Authority.

C15/05/15 Nominations to Working Groups

Members considered report 05/15.

It was **RESOLVED** to **APPOINT** members to the currently established Working Groups as follows:

Flood Defence Working Group:

Councillors S Adeniji, O Honeyman, M Lambert and A McLean.

Neighbourhood Plan Working Group:

Councillors S Adeniji, M Brown, R Chambers, L Freeman, R Hayder, R Honeyman and P Lower.

The Clerk clarified that working groups do not make any decisions they instead make recommendations to Full Council or a relevant Committee for consideration.

C16/05/15 Review Inventory of Land and Other Assets

Members considered report 06/15.

It was **RESOLVED** to **NOTE** the schedule of land and other assets owned by the Council.

The Clerk confirmed that a full review will be undertaken of all land ownership with a report brought back to Full Council so it can decide what its intentions are with the land, in particular those plots of land bringing no value to the Council.

C17/05/15 Review and Confirm Insurance Arrangements

Members considered report 07/15.

It was **RESOLVED** to **CONFIRM** the existing insurance arrangements.

C18/05/15 Subscription to Other Bodies

Members considered report 08/15.

It was **RESOLVED** to **APPROVE** the Council's subscription to other bodies as per the report.

The Clerk was requested to look in to whether it is necessary to use the British Association of Shooting and Conservation or if an alternative organisation could be used.

C19/05/15 General Power of Competence

Members considered report 09/15.

It was **PROPOSED** that Council Officers be **INSTRUCTED** to pursue obtaining the General Power of Competence and meeting the desired criteria; this was **CARRIED**.

C20/05/15 Co-operative Bank – Change of Signatories

Members considered report 10/15.

C20.1 It was **RESOLVED** to **APPOINT** all Councillors as signatories to the Co-operative Bank account for the Town Council.

C20.2 It was **RESOLVED** to **AGREE** the resolution set out in 1.3 of the report (below) to comply with the Co-operative Bank requirement for the change of account signatories and authorisation:

- The Co-operative Bank p.l.c. ("the bank") shall continue as our bankers in accordance with our original application.

- The bank shall be authorised to accept instructions (including written instructions sent by facsimile and electronic instructions through the use of digital signatures and/or identification numbers or passwords) from us in connection with the account(s) and the service, provided that the instructions are given and/or signed in accordance with the signing authority listed in the account signatories Section 4b. Instructions shall mean: cheques, bills of exchange, promissory notes or other orders for payment drawn, made or accepted on our behalf (even if the payments cause the account(s) to be overdrawn) and requests or instructions in writing concerning the account(s), our affairs or property (including the opening of new account(s), the arranging of facilities and creation of security)
- The bank shall be authorised to honour all cheques and all other documents made or accepted on our behalf even if such a payment causes any accounts to be overdrawn or increase any existing overdraft, provided that such documents are signed in accordance with the specimen signatures shown in the account signatories Section 4b.
- The bank shall act on all specimen signatures in accordance with any instruction, notice, request or other document in writing concerning our account (including the opening of new accounts) affairs or property, as shown in the account signatories Section 4b.
- The bank shall be sent a copy of any future resolutions which affect the terms of these resolutions.
- The bank shall be sent a copy of any changes in our Memorandum and Articles of Association /Regulations constitution, rule book or byelaws.
- The bank shall be notified in writing of any change of Members or Officials, where applicable some charities are also registered as Ltd, so will need to include full list.
- The bank shall be notified in writing of any change of official authorised to sign on our behalf.
- The bank shall otherwise continue to operate our account(s) in accordance with the business account mandate.
- The bank shall be notified in writing of any overall change of control in the business.
- All signatories to the account are aged 18 or over.
- In the case of joint account holders, we agree that on application by one of us for an overdraft on the account the Bank may provide oral pre-contractual information to one of us only prior to the overdraft being agreed. In this case any overdraft terms will be sent to multiple account holders after the overdraft is agreed and available to use.

Authority for Additional Named Individual to draw on account

We authorise and request that until you receive written notice from any one of us to the contrary to treat and consider additional signatories listed in Section 3b as fully empowered by us and on our behalf:

- To draw, sign and endorse cheques and other orders for payment on our account(s) with you.
- To draw, sign, accept and endorse bills of exchange and promissory notices on our account(s) with you.
- To receive cheques, statements and other vouchers relating to our account(s) with you.
- To withdraw all or any of our securities, documents or other property or anything else held by you by way of security or for safe custody collection or any other purpose whatsoever on our account(s).
- To arrange terms with you for the negotiation or discount of any documents.
- To negotiate with you for and take advances whether by way of loan, overdraft discount or otherwise with or without security.
- To charge, pledge and deposit with you any of our property upon such terms as you may require to secure the payment or discharge to you on demand all monies and liabilities which shall for the time being (and whether on or at any time after such demand) be due owing or incurred to you by us whether actually or contingently and whether solely or jointly with any other person and whether as principal or surety including interest discount commission and other banking charges.
- Generally to act on our behalf in all transactions and matters of business with you and to comply fully with any account terms and conditions and security requirements you may operate in connection with our account(s) with you now or in the future.
- To act on the above instructions and in particular to pay and honour all such cheques, orders, bills, notes or requests as abovementioned notwithstanding that any such payment may cause our said account(s) to be overdrawn or may increase any existing overdraft.

The meeting closed at 8.23pm.

Councillor Dave Argent
Mayor of Seaford



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 28th May 2015** at **7.00 pm**.

Present:

Councillor L Wallraven (Chairman)
Councillor R Honeyman (Vice Chairman)
Councillors D Argent, D Burchett, M Lambert, P Lower and A McLean.
James Corrigan, Town Clerk – Seaford Town Council
Lucy Clark, Support Services Manager – Seaford Town Council
Elizabeth Harvey, Administration Assistant – Seaford Town Council (Minutes)

19 Members of the Public.

P1/5/15 Apologies for Absence and Declaration of Substitute Members

No apologies for absence were received.

P2/5/15 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.

P3/5/15 Public Participation

Sarah McStravick *Would like to welcome new councillors to the committee it is hard work, requires dedication and commitment. Wishes them the best of luck.*

Alan Latham *Is the committee aware of an article in a local newspaper regarding the redevelopment of Buckle Car Park and what are councillors planning to do about it?*

Debbie Ward *Does the redevelopment of these sites include infrastructure for the extra schools and traffic measures?*

Town Clerk Potential housing on this site was previously objected to by this council and two other sites in the town centre. At this point the Buckle Car Park is still just a proposed site and once anything has been received, this committee will be informed accordingly.

Robert Brown *Could the committee look at the policies and procedures to discuss the effects of the Cuckmere Valley, as it will affect the A259 road. The Task & Finish Group has undertaken work regarding this and would be beneficial for the committee to meet them.*

Town Clerk Once anything is received this committee will be notified accordingly. Clarification is currently being sought.

Bob Gower *Asked if the previous discussion by this committee on Buckle Car Park was held under confidential items.*

Town Clerk It was previously held in confidential items; however STC required to do so to enable it to comment. STC did object to this site and several others.

P4/5/15 Planning Applications

Planning Applications for week ending 2nd May 2015

Seaford **123 Princess Drive**
LW/15/0280 Advertisement Consent Application - Installation of signage: 1 x internally illuminated aluminium fascia with acrylic text with vinyl face and backed up acrylic. 1 x internally illuminated aluminium projection sign with acrylic text with vinyl face. 1 x post mounted parent and child car park sign, aluminium panel with applied vinyl image. 1 x post mounted disabled car park sign, aluminium panel with applied vinyl image. 1 x post mounted car park disclaimer sign, aluminium panel with applied vinyl text. 2 x post mounted car park signs pointing right, aluminium panel with applied vinyl text and image. 2 x post mounted car park signs pointing left, aluminium panel with applied vinyl text and image for Co-operative Food Group

It was **RESOLVED** to make **NO OBJECTION** – Recommendation that conditions are placed to place bollards on grass verges and look at short time restriction times on parking bays.

Seaford **31 Maple Fields**
LW/15/0307 Planning Application - Loft conversion, together with installation of two new windows (first floor side window obscure glazed) and a log burner flue to the existing elevations for Mrs C Smoker

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

Seaford **72 Vale Road**
LW/15/0315 Planning Application - Demolition of fire damaged property and erection of a replacement detached dwelling and garage for Mr S Tutt

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

Seaford **31 Coxwell Close**
LW/15/0320 Planning Application - Erection of a rear single storey conservatory
for Mr M Sole

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

Seaford **2 Elm Close**
LW/15/0330 Planning Application - Single storey rear extension and increase in
height of garage to rear for Mrs J Rough

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

Seaford **18 Old Nursery Close**
LW/15/0333 Planning Application - Erection of first floor side extension for Mr P
Trill

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

Seaford **61 Hawth Park Road**
LW/15/0339 Planning Application - Single storey extension to front for Mrs K
Minchinton

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

Seaford **42 Headland Avenue**
LW/15/0343 Planning Application - Single storey side and rear extension for Mr
D Carter

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

Planning Applications for week ending 9th May 2015

To consider planning applications in respect of Seaford:

Seaford **Units 1 And 2 123 Princess Drive**
LW/15/0334 Planning Application - Installation of plant and air-conditioning
equipment to side of building for Wellsfield Associates

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

Seaford **Salts Recreation Ground Marine Parade**
LW/15/0349 Planning Application - Installation of single piece of play equipment
for Seaford Town Council

Cllr This council is unable to comment on its own application.
Wallraven

Seaford **2 Lullington Close**
LW/15/0351 Planning Application - Installation of a dormer window to front for
Mr R Walker

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

Seaford **20 Lexden Road**
LW/15/0352 Planning Application - Single storey rear extension for Mr S Sivakaran

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

Seaford **8 Kingsway**
LW/15/0353 Planning Application - Demolition of an existing garage, erection of a single storey rear and side extension, loft conversion including dormer window, creation of new entrance porch and creation of a second vehicular access crossover point and erection of a detached summer house for Mr P Gardener

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

Seaford **2 Cliff Tops, Cliff Road**
LW/15/0354 Planning Application - Garage conversion and the erection of a new detached garage for Mrs J Carpenter

Cllr Abstained from voting.
Wallraven

It was **RESOLVED** to **STRONGLY OBJECT** on the grounds of over development, being unneighbourly, issues to access with traffic and parking issues and vehicular access by emergency services.

Planning Applications week ending 16th May 2015

To consider planning applications in respect of Seaford:

Seaford **3 The Corner House Firle Road**
LW/15/0375 Planning Application - Erection of detached garage and a new vehicular access crossover for Mr R Whatmore

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

Seaford **3 Gerald Road**
LW/15/0392 Planning Application - Demolition of existing conservatory and erection of two storey rear extension, addition of pitched roof to existing single storey rear extension and two storey side/front extension with balcony to front elevation for Mr I Davis

Cllr Abstained from voting.
Wallraven

It was **RESOLVED** to **OBJECT** on the grounds of overcrowding, being unneighbourly, overdevelopment and not in line with the building line.

Tree Works Applications

Seaford **6 Seagrove Way**
TW/15/0038/ 1 x Sycamore (T1 of the order) – remove 5 x selected branches, clear
TPO dead matter

1 x Elm (T2 of the order) – remove 2 x selected branches
1 x Sycamore (T3 of the order) – remove 8 x selected branches
1 x Sycamore (T4 of the order) – remove 4 x selected branches
1 x Elm (T5 of the order) – no work

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

P5/5/15 Appeal – LW/14/0875 15 Highlands Road, Seaford

(It was **RESOLVED** to **SUSPEND** Standing Order 3e for this item to allow members of the public to speak.)

Members considered report 12/15.

Cllr Wallraven abstained from voting.

It was **RESOLVED** to **STRONGLY OBJECT** on the grounds of total overdevelopment, out of character, unsightly, unneighbourly, inappropriate use of a residential garden, change of character to the road and increased traffic and parking issues.

P6/5/15 Update Report

Members **NOTED** report 13/15.

The meeting closed at 8.00pm.

Councillor L Wallraven
Chairman



Seaford Town Council

MINUTES of the meeting of the **Golf Committee** held at the **Seaford Head Golf Clubhouse**, **Southdown Road, Seaford, BN25 4JS** on **Tuesday 2nd June 2015** at **7.00pm**.

Present:

Councillor S Adeniji (Chairman)
Councillor R Chambers (Vice Chairman)
Councillors M Brown, C Campbell, L Freeman, O Honeyman, A McLean, and D Silvey-Adam.
Mr James Corrigan, Town Clerk – Seaford Town Council
Mr Oliver Stanyard, Business Manager – Seaford Town Council
Mr Nick Stephens, Head Greenkeeper – Seaford Town Council
Mr Fraser Morley – Golf Professional
Mr Richard Andrews and Mr Alan Miller – Seaford Head Golf Club
Miss Rachel Beard, Administration Assistant (Facilities) - Seaford Town Council (Minutes)
8 members of the public.

G1/06/15 Apologies for Absence and Declaration of Substitute Members

No apologies were received.

G2/06/15 Disclosure by members of any pecuniary interests and interests other than pecuniary interests, as defined under the Seaford Town Council Code of Conduct and the Localism Act 2011, in relation to matters on the agenda.

No declarations were made.

G3/06/15 Public Participation

Mr Terry Dezile *Raised the point of Agenda item 9 1.B regarding the emergency purchase of a dividing wall to allow bigger functions at the Clubhouse. This purchase he agreed with, however wished to suggest as the golfers who are members are 'squeezed' into the back room when large functions are on that the downstairs locker room be made into a members only bar.*

Town Clerk Stated that whilst this was an interesting proposal currently it is not an option due to the significant cost to develop the bar. There are many other essential priorities that are urgently needed as stated in the Business Managers Report later on the agenda for which there is no budget at present.

The dividing wall will however only be used occasionally to avoid disruption to regular patrons wherever possible.

G4/06/15 Finance Report

Members considered report 19/15 informing the committee of the previous financial year's accounts to the year end at 31 March 2015.

The information in report 19/15 was **NOTED**.

G5/06/15 Golf Professionals Report

Members considered report 17/15 informing the committee of updates on Golf Course related matters.

The information in report 17/15 was **NOTED**.

G6/06/15 Head Greenkeepers Report

Members considered report 15/15 14 informing the committee of Golf Course maintenance.

The information in report 15/15 was **NOTED**.

G7/06/15 Application for Refund of Golf Fees

Members considered report 14/15 a request for a refund of golf fees and to consider the issues surrounding the loss of two golf club members.

It was **RESOLVED** to **APPROVE** that the applicant be refunded in full.

It was **RESOLVED** to **AGREE** that liability rests with Seaford Head Golf Club for the loss of membership due to their actions, and therefore Seaford Head Golf Club is to refund the members fees amounting to £649.

It was **RESOLVED** to **AGREE** for Seaford Head Golf Club to amend rules only if they are approved by the Town Council Golf Committee. Also that their existing local rule book is to be approved by Seaford Town Council Golf Committee before printing.

G8/06/15 Naming of the Clubhouse

Members considered report 18/15 to agree a name for the Clubhouse at Seaford Head Golf Course.

It was **RESOLVED** to **AGREE** to name the Clubhouse 'The View' following a majority vote on potential names suggested by the Committee and other sources.

G8/06/15 Business Managers Report

Members considered report 16/15 to inform members of updates relating to the Golf Clubhouse and to approve the emergency purchase of a room divider for £4500 from general reserves.

The information in report 16/15 was **NOTED**.

It was **RESOLVED** to **APPROVE** the emergency purchase of the room divider for the Golf Clubhouse, approximate cost £4,500 from general reserves.

The meeting closed at 8.40pm.

Councillor S Adeniji
Chairman



Seaford Town Council

Community Services Committee

Minutes of the meeting of the **Community Services Committee** held at **37 Church Street, Seaford** on **Thursday 11 June 2015** at **7.00pm**.

Present:

Councillor C Campbell (Chairman).

Councillors L Freeman, R Hayder and O Honeyman.

Mr James Corrigan, Town Clerk - Seaford Town Council.

Mr Ben King, Projects & Facilities Manager - Seaford Town Council.

Miss Rachel Beard, Administration Assistant (Facilities) - Seaford Town Council (minutes).

5 members of the public.

CS 01/06/15 Apologies for Absence and Declaration of Substitute Members

Apologies were received from Councillors R Chambers, A McLean and D Silvey-Adam.

CS 02/06/15 Declaration 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.

CS 03/06/15 Public Participation

Mrs Sylvia Dunn

Was glad to see that the Projects & Facilities Manager's update report highlighted the importance of litter picking in addition to the Grounds Maintenance Contract.

Pointed out that cyclists are still using the pedestrian area along the promenade and that the signage is still not altered. Similarly the lines could be more clear.

Highlighted that the bins on the seafront start getting full again in summer months and are not emptied until the morning. It was talked about Lewes District Council changing the emptying time in January to combat this.

Projects & Facilities Mgr

Will investigate the point regarding the seafront bins and make a written reply to Mrs Dunn. The comments regarding the shared cycle scheme are taken on board.

Mr Philip Boorman

Questioned why the two funfair bookings had been lost.

Questioned the location of some of the We're Watching You signs and its necessity.

Projects & Facilities Mgr The decision was based upon the hire rates on offer for open spaces and these not being acceptable in the eyes of the hirer. The Council will explore other options.

Town Clerk Lewes District Council are responsible for the We're Watching You campaign.

CS 04/06/15 Finance Report

Members considered report 27/15.

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

It was **AGREED** to **DEFER** the decision regarding the transfer of surplus Tree Warden Income to the Tree Warden Ear Marked Reserve to Full Council for consideration at its next meeting.

CS 05/06/15 Projects and Facilities Manager – Update Report

Members considered report 22/15.

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

CS 06/06/15 Share With Care - Code of Conduct Signage

Members considered report 25/15.

It was **AGREED** to **SUBMIT** feedback to East Sussex County Council in relation to the proposed 'Code of Conduct' signs for the seafront 'Share with Care' pedestrian/cycle route as follows:

- Signage should be suitable for the visually impaired;
- Signage should use different colours for the different nature of the sign to make more of an impact;
- Clear surface markings will need to be made;
- Clear signage is needed instructing cyclists to dismount for the Martello Tower to Splash Point section of the promenade.

CS 07/06/15 Registration of Nature Reserve Land for HLS Grant Funding

Members considered report 26/15.

It was **AGREED** to **APPROVE** the registration of the parcel of land within the Nature Reserve with the Rural Payments Agency.

CS 08/06/15 Arts@theCrypt Management Committee Report

Members considered report 24/15.

It was **AGREED** to **AUTHORISE** the Town Clerk to enter in to a suitable lease with the Arts@theCrypt Management Committee to run/manage the Crypt.

CS 09/06/15 Seaford Head Nature Reserve Minutes

Members **NOTED** the minutes from 17th February 2015 and 26th May 2015 of the meetings of the Seaford Head Nature Reserve Management Committee.

The meeting closed at 7.43pm.

Councillor C Campbell
Chairman

DRAFT



Seaford Town Council

Report 37/15

Agenda Item No: 5
Committee: Council
Date: 25 June 2015
Title: Mayoral Engagements
By: Jasmine Pollard, Mayor's Secretary
Purpose of Report: To receive details of the Mayoral Engagements.

Recommendations

You are recommended:

1. To note the details of the Mayoral Engagements.
-

1. Information

- 1.1 It is standard practice at each Full Council meeting that the Mayor and Young Mayor of Seaford both submit a written report updating members on recent events, activities and any other reports from within their office.

Due to only taking office in May written reports have not been submitted for this agenda; they will however appear in the agenda for the Council meeting in September when there is more to report on.

- 1.2 So far in this Municipal Year the Mayor already has 20 functions in his diary between May and August, and the Deputy Mayor has three functions to attend in June. Details of the engagements are at Appendix A.

2. Financial Appraisal

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

3. Contact Officer

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

Mayor's Secretary

Town Clerk

Mayor's Engagements 2015-2016

Mayor Elect D Argent 2015-2016						
Day	Date	Time	Organisation	Event	Invite Only/Open	Venue
Friday	22.05.2015	12:00	Royal Society of St George	Portrait Hanging	Invite Only	Seaford Head Golf Clubhouse
Monday	25.05.2015	14:00	Seaford Seniors Forum	AGM	Open to all	Seaford Baptist Church
Saturday	06.06.2015	11:45	Seaford Primary PTA	Seaford Primary School Summer Fayre	Open to all	Seaford Primary School
Thursday	11.06.2015	19:30	Homelink	Annual Meeting	Open to all	Friends Meeting House, Friars Walk, Lewes
Saturday	13.06.2015	12:30	Royal Society of St George	Queen's Birthday Lunch	Invite Only	Star Inn, Alfriston
Saturday	13.06.2015	19:30	Seaford Musical Theatre	Headliners' Fundraising Show	Invite Only	The Barn Theatre
Monday	15.06.2015	17:00	High Sheriff of East Sussex	Community Church Service	Invite Only	St Margaret's Church, Ditchling
Friday	26.06.2015	11:00	St Peter's Church	Flower Festival	Open to all	St Peter's Church, Belgrave Road
Sunday	28.06.2015	12:00	Seaford Twinning Association	Launch of Commemorative Plaque	Open to all	Bonningstedt Promenade, Seaford
Monday	29.06.2015	18:30	ESCC Chairman	Chairman's Summer Reception	Invite Only	The Beach Deck, Royal Parade, Eastbourne
Friday	03.07.2015	10:00	East Sussex Credit Union	Photo-Shoot with MP	Invite Only	WAVES Seaford
Friday	03.07.2015	19:00	Telscombe Town Council	Charity Gala Dinner	Invite Only	Blind Veterans UK, Ovingdean
Saturday	04.07.2015	12:00	Newhaven & District Lifeboat Society	RNLI Newhaven Lifeboat Fete	Open to All	Huggets Green, West Quay, Newhaven
Tuesday	07.07.2015	14:30	St Peter's Church	East Blatchington Lectures - Richard III	Open to all (ticketed event)	St Peter's Church, Belgrave Road

Friday	10.07.2015	18:00	Lewes District Council	Remembering Srebrenica' Exhibition Opening	Invite Only	Lewes House, 32 High Street, Lewes
Saturday	11.07.2015	13:00	Telscombe Town Council	Peacehaven & Telscombe Summer Fayre	Open to all	Chatsworth Park, Telscombe Cliffs
Saturday	11.07.2015	17:00	ABF - The Soldiers Charity	Reception and Concert	Invite Only	Herstmonceux Castle
Sunday	12.07.2015	10:15	St Andrew's Church	Sea Sunday Service	Open to all	St Andrew's Church, Bishopstone
Wednesday	15.07.2015	12:45	Blind Veterans UK	Band of the Royal Marines Concert	Open to all (ticketed event)	Inner Garden, Blind Vets UK Brighton
Wednesday	26.08.2015	12:00	Crouch Bowling Club	80th Anniversary Match	Invite Only	Crouch Bowling Club

Deputy Mayor's Engagements 2015-2016

Deputy Mayor Elect R Hayder 2015-2016						
Day	Date	Time	Organisation	Event	Invite Only/Open	Venue
Saturday	13.06.2015	15:00	Sheila & Dave Thomas	Garden Trail Tea Party	Invite Only	14 Lullington Close, Seaford
Sunday	14.06.2015	12:00	Seaford Town Council	Sussex Day	Open to all	Martello Tower
Saturday	27.06.2015	15:30	Dvyna's Hair Salon	50th Anniversary Celebration	Open to all	Dvyna's, 22 Lexden Road, Seaford



Seaford Town Council

Report 35/15

Agenda Item No:	6
Committee:	Council
Date:	25 June 2015
Title:	Clerk's Update Report
By:	James Corrigan, Town Clerk
Purpose of Report:	To inform Councillors of key developments and priorities.

Recommendations

You are recommended:

- 1. To agree to the extension of the NATS lease at Seaford Head Estate for 20 years at £7,500 per annum index linked.**
 - 2. To note the contents of the report and agree to the priorities.**
-

1. Information

- 1.1 Outstanding Freedom of Information Act requests and complaints**, since the last Council meeting on 9th April there has been one complaint relating to the decision of the Golf Committee to require Seaford Head Golf Club to refund a golfers fees and also to do with the lack of a spike bar at the facility. There has been one Freedom of Information Act request. This was relating to the recent creation of a Casual Vacancy in the Central Ward.
- 1.2 Staff and Councillors development**, five employees have continued to progress with their vocational qualifications. Rachel Beard and Robert Sewell have both completed their NVQ level 3, in Administration and Sports Turf management respectively; well done to them both! This brings to an end Rob's employment with the Council as he was on a training contract. We wish him every success for the future.
- 1.3** There have also been two in house training sessions facilitated by external trainers. On 12th June all office staff and the Business Manager took part in a time management training course. On 16th June all the supervisors at the Golf Course and clubhouse took part in a Leadership and Performance Management training session at the clubhouse. The employees involved were; Oliver Stanyard (Business Manager), Liza-Jane Jones and Juliet Kneller (Front of House Supervisors), Fraser Morley (Golf Professional), Nick Stephens (Head Green Keeper) and Simon Lambert (Deputy Head Green Keeper).
- 1.4** In addition Jasmine Pollard and Rachel Beard have attended a Social Media Training session and subsequently gave a short training session to the rest of the office staff.

- 1.5 Bite size (10 minute) training sessions are now a regular feature in the weekly office meetings.
- 1.6 There have of course been two training sessions for Town Councillors firstly a general induction session followed by a specialist planning session. The next training session for Councillors is scheduled for 16th July 2015. This will be a very important session as it will also be an opportunity for Councillors to contribute to the creation of the Councils Mission Statement and Strategic Objectives.
- 1.7 Repeats of the two sessions already held will take place for the five new Councillors in due course. Existing Councillors who missed the original sessions or who would like a refresher can of course attend these sessions, dates will be announced.
- 1.8 **Press releases, annual report, social media and website**, since the last Council meeting fourteen press releases have been issued covering developments including selection of the new play equipment for the Salts, the recentadder incident at South Hill Barn and the Annual General Meeting. The Council website continues to be updated by staff, this does take time and Councillors are encouraged to let us know if they see any areas that need updating. Similarly if those Councillors on Facebook could make every effort to share the Town Council postings on the many very busy town wide Facebook groups that would help to notify people of what is going on.
- 1.9 **Leases and Estate management**, the details of the lease for the NATS mast at Seaford Head have been agreed in principle. A 50% increase in rent to £7500 per annum has been secured. This is a lease to locate a mast which is used for navigation of planes entering British air space. **The Council is asked to approve this new lease for 20 years index linked starting at £7,500 per annum.**
- 1.10 The internal improvement works at **Hurdis House** have progressed well at the expense of the new tenant. Housemartins have been employed to draw up a specification for the external works required to the building. It has been noted during this exercise that despite the building being empty for three years the condition is very good for a building of its age.
- 1.11 Collation of evidence to defend a claim for damages from a former tenant continues, including a statement from an expert engineer which is very positive from the Councils perspective.
- 1.12 The temporary licence taken by the Friends of the Town Hall group to continue to run their tea mornings appears to have been a success. Negotiations will commence soon with a view to hopefully entering into a longer term lease.
- 1.13 **Seaford in Bloom**, the Town Council took over the running of Seaford in Bloom recently with enough funds to enable the project of all the seasonal flowers to continue up until this financial year. The funds it would appear will fall short in terms of watering for the year, a report will be submitted to Community Services to use funds allocated for elsewhere to ensure this does not happen. However the Council should be aware that at present there is no contingency going forward to keep Seaford in Bloom and to provide the annual colour in the town. Plans will be drawn up later in the year as to how best to address this but it would appear that for next year there will be a shortfall of about £12,000.

- 1.14 Performance and opening of the new Golf clubhouse**, the facility continues to perform well in terms of visitors and events. However as with any new business it is not without teething problems. Currently work is being undertaken to reduce overhead costs to ensure profits are maximised to try and get the clubhouse as close as possible in its first year to breaking even. The presence of the clubhouse has undoubtedly had a positive impact on the finances of the Golf Course itself with many more people using it casually as well as new members and a massive increase in Golf Society bookings. This will improve further with the introduction of six leased buggies in the next couple of weeks available for hire. Many golf societies are put off from using Seaford Head due to the lack of buggies and undulating course. Similarly some regulars would like to have such a facility available to enable them to continue to play.
- 1.15** The monthly management team meetings at the Golf Facility focus on financial performance to ensure the performance is closely monitored.
- 1.16** A recent conflict between a Club member and Seaford Head Golf Club utilised significant officer time to resolve. The issue related to a club rule which was seen as being anti-family. The result being the Golf Committee has ordered Seaford Head Golf Club to repay the fees and that all existing and future local rules must be approved by the Committee in the future.
- 1.17 Outstanding litigation**, as with previous reports significant staff resources have been devoted to defending the Council's position in the pending Employment Tribunal. This is scheduled to take place on 6th July for a preliminary hearing on a point of law. The legal costs to defend the claim so far amount to over £26,000 to date. Work has also been expended in dealing with a dispute with a former tenant of Hurdis House, it is hoped this can be concluded in the next few weeks.
- 1.18 Corporate Governance, policy review and balanced scorecard review**, work continues in this area to make the Council's operations more efficient. A review of all policies has been completed. This has enabled all Council policies to be collated together for the first time and to highlight those that are missing and those that are in need of review. A number of such policies appear elsewhere on this agenda. Similarly office systems are being reviewed to improve efficiency. This will be further improved by the developing of a Council Mission Statement and Strategic Objectives.
- 1.19 Policy Development**, the lack of robust policies has been highlighted as a weakness of the organisation by the internal auditor. Accordingly a number of policies have been reviewed and appear elsewhere on this agenda, these include; Petition Policy, Agenda and Minute Policy, Premises Hire Policy, Noticeboard Policy, and the Scheme of Delegation. Policies that will be reviewed at the next Council meeting in September include Freedom of Information Policy, Data Protection Act Policy, Corporate Plan and Publicity and Marketing Policy.
- 1.20 Financial update**, a report appears elsewhere on this agenda detailing ideas to improve financial performance as requested by the Council.
- 1.21 Outside Body nominations and groups**, since the AGM it has become increasingly apparent that the list of potential positions is not accurate. It is also disappointing that there are no positions on some of Seaford Town Council's key partners including its tenants. The lines of communication would be significantly improved. The Chairman of the Golf Committee recently suggested that this would

be the case if Seaford Head Golf Club had a non-voting Councillor on its Committee. A detailed list of the current outside bodies and their functions is being drawn up together with a list of potential positions. This list will also include those positions that are no longer relevant or available.

2. Progress on previous meetings priorities;

- | | |
|--|----------|
| (i) Complete Councillor Induction programme and implement | Achieved |
| (ii) Complete full review of all policies | Achieved |
| (iii) Complete full review of all office procedures to make efficiency savings | Ongoing |
| (iv) Pursue additional financial savings and income generators | Ongoing |

3. Priorities going forward;

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

- (i) Prioritise Financial savings and income generation
- (ii) Complete full review of all office procedures to make efficiency savings
- (iii) Develop Mission Statement and Strategic objectives with stakeholders
- (iv) Submit Corporate plan to September Council meeting
- (v) Pursue additional financial savings and income generators
- (vi) Submit Mayors Portfolio Policy to September Town Council meeting
- (vii) Submit Planning Policy to September Town Council meeting
- (viii) Submit Highways Policy to September Town Council meeting
- (ix) Complete all staff appraisals
- (x) Review Council Filing systems
- (xi) Install CCTV in chamber

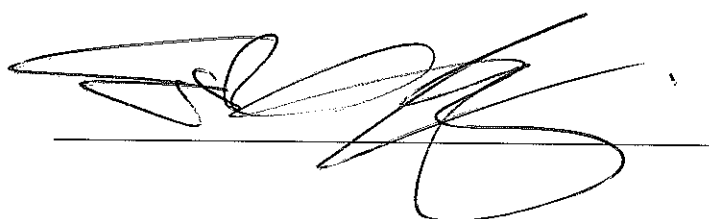
4. Financial Appraisal

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

5. Contact Officer

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

Town Clerk





Seaford Town Council

Report 40/15

Agenda Item No:	9
Committee:	Council
Date:	25 June 2015
Title:	Annual Return and Final Accounts for the Year Ended 31 March 2015.
By:	Lucy Clark, Support Services Manager.
Purpose of Report:	To present Final Accounts and Annual Return for the year ended 31 March 2015 for approval and adoption.

Recommendations

You are recommended:

1. To approve the accounting statements for the Year Ended 31 March 2015, as at Appendix A of this report.
 2. To complete the Annual Governance Statement for the Year Ended 31 March 2015, as at Appendix C of this report.
 3. To approve the Annual Return for the Year Ended 31 March 2015 and authorise the Mayor, and Town Clerk to sign on behalf of the Council as required.
 4. To approve the transfer of £4,844.72 to the Tree Warden Ear Marked Reserve.
-

1. Information

- 1.1 The 2014/15 Annual Return is required by law to be approved and signed at a meeting of the full Council at a date prior to 30 June 2015.
- 1.2 Attached in Appendix A is Section 1 (page 2) of the Return. This is the Statement of Accounts and requires approval by Council and signature by the Mayor and RFO (in our case the Town Clerk). The 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 2014/15 can be explained as follows:

- a) Box 1 Balances brought forward: The figure of £500,136 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 2014/15 was £557,502. This figure is made up of the precept being £516,194 and the Council Tax Support Grant being £41,308. 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 £1,632,070 is significantly higher than the previous year. The main reason for this is that it includes the loan income from Public Works Loan Board (PWLB) for the New Club House equating to £1,091,116. All receipts are listed in the pages 2 and 3 (Box 3) 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 16% compared to last year's figures due to the new staff at the new Club House.
- e) Box 5 Loan interest/capital repayments: These costs all relate to the various repayment plans to the PWLB. The significant increase for the year ending 2015 is due to the increased annual interest as the new loan for the Golf Club House is drawn down.
- f) Box 6 All Other Payments: The amount of £1,969,793 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. There is a significant increase from the previous year largely relating to the construction of the New Club House. Total additional expenditure for this is £1,166,290.
- 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.

The amount showing in the previous accounting year ending 31 March 2014 has been restated from £8,938,401 to £9,051,011 to reflect the value of the Club House during 2013/14. The difference of £112,610 relates to £87,610 for amendments to the value of the Golf Club whilst in construction stage, and £25,000 was an amendment related to a loan by STC.

- j) Box 10 Total borrowings: This figure is the outstanding capital balance and relates to all loans from the PWLB.

- 1.3** Section 2 (page 3) of the Return – The Annual Governance Statement requires completion and approval by the Council. A copy is attached as Appendix C.
- a)** Statement 1 can be answered yes as the accounting statements have been prepared in the way prescribed by law and best practice as contained in Governance and Accountability for Local Councils a Practitioners’ Guide. They have been reviewed by the Internal Auditor.
 - b)** Statement 2 can be answered yes as Risk Management was reviewed by the Internal Auditor (IA) who reported that the Council has a positive attitude to risk assessment and documents the assessments and reviews in a logical manner.
 - c)** Statement 3 can be answered yes as transactions have been reviewed by the Finance and General Purposes Committee and the IA.
 - d)** Statement 4 can be answered yes as a “Notice of appointment of date for the exercise of electors’ rights” was posted on 24 April 2015 and appropriate access to documents has been given in accordance with the relevant legislation. Electors’ rights were complied with in respect of the 2014-15 Annual Return.
 - e)** Statement 5 can be answered yes as Risk Management & Insurance was reviewed by the IA 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 action, and that the Council considers the risks the Council faces in terms of achieving its objectives. The IA was pleased to see the Council has a good system of risk assessment and documentation.
 - f)** Statement 6 can be answered yes as IA 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.
 - g)** Statement 7 can be answered yes as the Finance and General Purposes Committee has responded to comments and suggestions made by Auditors throughout the year, by formulating Action Plans.
 - h)** Statement 8 can be answered yes as Officers are not aware of any transactions or activities which require disclosure and have not been disclosed.
 - i)** Statement 9 can be answered as not applicable.
- 1.4** Section 4 (page 5) of the Return has been completed by the Internal Auditor and a copy is attached as Appendix D. An extract from his Internal Audit Report for year ended 31 March 2015 supporting the Return is attached as Appendix E.
- 1.5** The notice of appointment of date for the exercise of elector’s rights was posted on 24 April 2015, the Annual Return and supporting documentation has been available for public inspection between 08 May and 05 June 2015 and the date set for the exercise of electors’ rights is 08 June 2015.

- 1.6 The Annual Return must be submitted to Littlejohn LLP by 06 July 2015. This is a legal requirement.
- 1.7 The deadline for Councils to approve and sign the Annual Return is 30 June 2015. If the Auditors do not receive the Annual Return by 06 July any follow up action will be charged by Littlejohn LLP

2. Financial Appraisal

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

The Income & Expenditure Totals on page 2 show the Actual Figures for Last Year (2013/14) and Actual Year to Date figures compared with the Current Annual Budget for 2014/15.

The Actual Total Net Expenditure over Income for 2014/15 shows an overspend of £203,797 compared to the Current Annual Budget showing an overspend of only £7,137.

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

£66,351	-	New Club House Fixtures & Fittings
£7,174	-	Seaford In Bloom
£8,673	-	Golf Machinery
£2,863	-	External Officer Support
£1,794	-	Seaford App
£8,936	-	Seafront Bins
£1,500	-	Cricket Carpet

Total EMR's = £97,291

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

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

£8,670	-	Works to Splash Point
£2,802	-	Hurdis House Clock
£8,252	-	South Hill Barn Roof

Total GR's = £19,724

The overall actual overspend for the year 2014/15 is therefore £86,782 which is largely explained as follows:

The overall actual overspend for the year 2014/15 is therefore £86,782 which is largely explained as follows:

- a) £31,381 related to the unexpected payment to the HMRC following a VAT inspection in June 2014.
- b) £87,397 has been overspent within the Professional Fees budget due to various legal and other costs relating to Personnel issues during the year.
- c) £7,208 has been overspent on the New Club House – this will be met by the next PWLB draw down due in 2015/16
- d) £19,213 shows as an overspend on Golf Club Membership Fees however this is due to a change in how the Golf Club collect their fees. Previously this was paid direct by members, but now this is included within the season ticket prices charged by STC so therefore a portion of those fees is paid back to the Golf Club.
- e) £2,629 shows an overspend in staff training – this related to the agreed training for the new Town Clerk.

In contrast with the overspends, the Community Services Committee underspent by £54,890. Without the unexpected VAT payment and Professional Fee expenses, the Council would have shown an approximate underspend of £32K so general financial performance during 2014/15 was good.

2.2 Ear Marked Reserves

As there is an overspend for the year ending 2014/15, there are no proposals to transfer funds into the EMR's.

However, with regards to income received into the Tree Wardens account, this is money donated by the public with the knowledge that their donations are being put towards the expenditure of any new tree planting in their area. Therefore the surplus of £4,844.72 in this account should be agreed to be transferred to the Tree Wardens Ear Marked Reserve.

3. Contact Officer

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

Support Services Manager



Town Clerk



Section 1 – Accounting statements 2014/15 for

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

Council/Meeting

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

	Year ending		Notes and guidance
	31 March 2014	31 March 2015	
	RESTATED		
1 Balances brought forward	362,948 473	500,136	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2 (+) Annual precept	473,572	516,194	Total amount of precept received or receivable in the year. Excludes any grants received.
3 (+) Total other receipts	925,044	1,632,070	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here.
4 (-) Staff costs	262,687	306,647	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5 (-) Loan interest/capital repayments	33,091	82,759	Total expenditure or payments of capital and interest made during the year on the council's borrowings (if any).
6 (-) All other payments	965,650	1,969,793	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	500,136	289,201	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8 Total cash and short term investments	692,030	368,640	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March - to agree with bank reconciliation.
9 Total fixed assets plus other long term investments and assets	9,051,011	10,188,387	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the council as at 31 March
10 Total borrowings	637,094	1,681,238	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11 Disclosure note Trust funds (including charitable)	yes	no	The council acts as sole trustee for and is responsible for managing trust funds or assets. N.B. The figures in the accounting statements above do not include any trust transactions.

I certify that for the year ended 31 March 2015 the accounting statements in this annual return present fairly the financial position of the council and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

Date

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

and recorded as minute reference:

Signed by Chair of the meeting approving these accounting statements.

Date

Working details for ANNUAL RETURN - Year ended 31 March 2015

✓ IA agreed.

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and Centre</u>		<u>Code Description</u>
1	221,650	283,001	310	0	General Fund
1	6,000	6,722	320	0	EMR - Elections
1	10,757	10,757	321	0	EMR - Building Improvements
1	13,269	13,269	322	0	EMR - Crypt Ancient Monument
1	8,465	8,465	323	0	EMR - Crypt Professional Fees
1	9,276	9,276	326	0	EMR - Open Spaces
1	10,430	7,010	327	0	EMR - S106
1	6,000	6,000	328	0	EMR - Signage
1	12,203	2,531	334	0	EMR - Seaford H Nature Reserve
1	10,000	17,502	337	0	EMR - Church St Utilities
1	10,000	66,351	339	0	EMR - Golf Course Project
1	10,919	11,759	340	0	EMR - Equipment
1	51	51	341	0	EMR - Seaford Residents Assn
1	2,000	3,071	342	0	EMR - Tree Planting
1	2,750	6,250	343	0	EMR - Grit Bin
1	29,178	29,084	344	0	EMR - Projects Reserve
1	0	120	345	0	EMR - Memorial Bench Maint
1	0	2,857	346	0	EMR - Xmas Lights
1	0	16,059	347	0	EMR - Vision Plan/Regen
1	Balances brought forward	362,948	500,136		Total balances & reserves at the beginning of the year as recorded in the Council Financial Records
2	473,572	516,194	1176	801	Precept
2	Annual Precept	473,572	516,194		Total amount of Precept income received in the year
3	147,973	152,195	1000	101	Golf Course Season Ticket
3	47,217	48,219	1001	101	Golf Course Green Fees M-F
3	40,360	35,726	1002	101	Golf Course Green Fees w/web/h
3	33,342	32,682	1003	101	Golf Course Specials
3	100	157	1005	101	Golf Course Credit Card Charge
3	5,000	6,250	1007	101	Golf Course Air Traffic
3	0	458	1011	101	Income Filming
3	28	142	1049	201	Income Postage Recharge
3	0	1,225	1050	101	Income Rent
3	1,140	2,620	1050	105	Income Rent
3	2,571	1,628	1050	106	Income Rent
3	4,268	5,071	1050	107	Income Rent
3	6,471	4,112	1050	113	Income Rent
3	3,750	3,750	1050	116	Income Rent
3	-266	0	1050	117	Income Rent
3	1,275	1,275	1050	119	Income Rent
3	833	855	1050	125	Income Rent
3	7,236	508	1050	205	Income Rent
3	8,000	0	1050	206	Income Rent
3	1,213	1,249	1051	105	Income Insurance Recharge
3	705	723	1051	106	Income Insurance Recharge

Working details for ANNUAL RETURN - Year ended 31 March 2015

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and</u>	<u>Centre</u>	<u>Code Description</u>
3	179	184	1051	119	Income Insurance Recharge
3	707	0	1051	206	Income Insurance Recharge
3	6,534	1,104	1053	116	Income Grants
3	2,029	12,554	1053	121	Income Grants
3	267	1,413	1054	101	Income Other
3	0	210	1054	105	Income Other
3	0	40	1054	106	Income Other
3	0	168	1054	107	Income Other
3	0	5,451	1054	116	Income Other
3	0	258	1054	117	Income Other
3	54	30	1054	118	Income Other
3	0	250	1054	121	Income Other
3	896	1,018	1054	125	Income Other
3	191	117	1054	201	Income Other
3	4,267	1,431	1054	205	Income Other
3	0	500	1054	206	Income Other
3	0	129	1054	210	Income Other
3	0	30	1055	101	Income Seating
3	368	0	1055	117	Income Seating
3	740	430	1056	210	Income Fun Day & Tourney
3	441	3,223	1057	101	Income Electricity Recharge
3	138	167	1057	106	Income Electricity Recharge
3	3,634	2,539	1057	117	Income Electricity Recharge
3	1,144	1,612	1058	105	Income Water Recharge
3	0	185	1058	117	Income Water Recharge
3	96	27	1059	201	Income Photocopying
3	14,400	14,905	1060	118	Beach Huts Site Licence
3	10,239	11,430	1061	118	Beach Hut Annual Rent
3	938	823	1062	201	Income Telephone Recharge
3	373	711	1063	101	Income Gas Recharged
3	1,385	620	1065	135	Income Xmas Lights
3	14,800	15,800	1066	105	Income Concession
3	3,970	4,070	1066	116	Income Concession
3	40,215	41,555	1066	117	Income Concession
3	6	0	1068	201	Income Stationery Re-Charge
3	596	2,095	1070	135	Income Community Serv Events
3	197	1,972	1071	105	Income Base Rent
3	1,003	5,297	1072	135	Income Tree Wardens
3	0	650	1074	101	Income Vehicle & Equip Maint
3	1,335	4,152	1075	135	Income Christmas Event
3	0	135	1076	117	Income Insurance Claim
3	0	3,700	1077	101	Income Sale of Golf Equipment
3	0	1,509	1090	135	Income Physical Activity Proj
3	0	5,472	1091	220	Income Building Maintenance
3	0	8,670	1092	117	Income Grnds Maint Non Contrat

Working details for ANNUAL RETURN - Year ended 31 March 2015

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and</u>	<u>Centre</u>	<u>Code Description</u>
3	431	2,217	1100	101	Income Advertising
3	0	532	1105	215	Seahaven Loan Repayment
3	50,148	✓ 41,308	1177	801	Council Tax Support Grant
3	3,533	3,139	1190	201	Interest Received
3	3,700	8,946	1200	116	Income Nature Reserve
3	7	0	1301	135	CS Events Bin Hire
3	23	0	1303	113	Income Crypt Building Repair
3	444,844	✓ 1,091,116	1304	✗ 102	PWLB - New Club House
3	0	758	1306	103	Income Golf Club Room Hires
3	0	16,721	1307	✗ 103	Income Bar Sales
3	0	11,853	1308	✗ 103	Income Food Sales
3	Total other receipts	925,044	1,632,070	Total income or receipts as recorded in the cashbook minus the Precept	
4	69,438	✓ 74,846	4000	✓ 101	Salaries & Wages
4	0	21,057	4000	103	Salaries & Wages
4	145,727	157,885	4000	201	Salaries & Wages
4	4,145	4,278	4001	✓ 101	Employers NI
4	0	1,162	4001	103	Employers NI
4	11,803	12,814	4001	201	Employers NI
4	12,663	13,286	4002	✓ 101	Employers Superannuation
4	0	3,526	4002	103	Employers Superannuation
4	18,912	17,794	4002	201	Employers Superannuation
4	Staff costs	262,687	306,647	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	0	49,668	4301	103	Public Works Loan Payment
5	18,089	18,089	4301	205	Public Works Loan Payment
5	15,002	15,002	4301	206	Public Works Loan Payment
5	Loan interest/Capital repayments	33,091	82,759	Total expenditure or payments of capital and interest made during the year on the Council borrowings	
6	0	288	4009	101	Recruitment Costs
6	0	2,871	4009	103	Recruitment Costs
6	714	2,425	4009	201	Recruitment Costs
6	441	425	4010	101	Staff Training
6	3,875	7,629	4010	201	Staff Training
6	689	888	4011	101	Staff Protective Clothing
6	26	365	4012	201	Staff Expenses
6	52	0	4013	201	Members Expenses
6	0	123	4013	210	Members Expenses
6	444	408	4014	210	Member Training
6	0	272	4015	201	Office Refreshments
6	39,837	40,400	4041	101	Golf Professional Retainer
6	2,509	2,052	4045	101	Golf Course Player Costs
6	0	19,213	4046	101	Golf Club Membership Fees

Working details for ANNUAL RETURN - Year ended 31 March 2015

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and</u>	<u>Centre</u>	<u>Code Description</u>
6	15,000	15,000	4050	205	Rent payable
6	886	0	4051	101	Rates
6	0	3,109	4051	103	Rates
6	578	589	4051	105	Rates
6	601	612	4051	108	Rates
6	5,359	5,464	4051	113	Rates
6	2,122	2,487	4051	118	Rates
6	10,092	10,676	4051	205	Rates
6	55	3,096	4051	206	Rates
6	13,304	4,505	4052	101	Water & Sewerage
6	2,627	3,492	4052	105	Water & Sewerage
6	1,374	1,477	4052	106	Water & Sewerage
6	158	55	4052	108	Water & Sewerage
6	198	87	4052	113	Water & Sewerage
6	103	159	4052	117	Water & Sewerage
6	-530	0	4052	205	Water & Sewerage
6	0	305	4052	206	Water & Sewerage
6	2,204	8,296	4055	101	Electricity
6	336	752	4055	105	Electricity
6	306	310	4055	106	Electricity
6	783	766	4055	113	Electricity
6	3,969	3,275	4055	117	Electricity
6	1,534	1,414	4055	134	Electricity
6	-3,670	0	4055	205	Electricity
6	0	502	4055	206	Electricity
6	994	1,652	4056	101	Gas
6	1,861	1,756	4056	113	Gas
6	-6,756	0	4059	205	Church Street Service Charges
6	367	339	4060	101	Refuse
6	-160	0	4060	205	Refuse
6	285	714	4100	101	Telecommunications
6	0	143	4100	103	Telecommunications
6	77	0	4100	113	Telecommunications
6	4,146	3,090	4100	201	Telecommunications
6	223	0	4100	205	Telecommunications
6	-225	134	4100	210	Telecommunications
6	263	299	4105	101	Postage
6	1,481	1,635	4105	201	Postage
6	87	137	4106	101	Stationery
6	0	161	4106	103	Stationery
6	1,913	1,992	4106	201	Stationery
6	0	54	4106	210	Stationery
6	2,706	3,272	4107	201	Photocopier
6	795	4,091	4110	101	Advertising & Publicity
6	0	578	4110	103	Advertising & Publicity

Working details for ANNUAL RETURN - Year ended 31 March 2015

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and</u>	<u>Centre</u>	<u>Code Description</u>
6	244	148	4110	113	Advertising & Publicity
6	20	2,161	4110	201	Advertising & Publicity
6	0	760	4111	101	Office Equipment New
6	1,595	1,689	4111	201	Office Equipment New
6	3,598	3,838	4112	201	Subscriptions
6	150	356	4113	101	Software Support
6	0	78	4113	103	Software Support
6	-1,441	1,050	4113	201	Software Support
6	75	75	4114	101	Licence Fee
6	0	478	4114	103	Licence Fee
6	35	56	4114	201	Licence Fee
6	9,618	8,152	4115	101	Insurance
6	2,823	2,913	4115	105	Insurance
6	1,621	1,735	4115	106	Insurance
6	-147	746	4115	113	Insurance
6	2,081	2,143	4115	115	Insurance
6	1,165	1,200	4115	116	Insurance
6	498	503	4115	117	Insurance
6	1,041	1,053	4115	118	Insurance
6	179	184	4115	119	Insurance
6	889	899	4115	134	Insurance
6	137	188	4115	135	Insurance
6	3,319	3,508	4115	201	Insurance
6	741	758	4115	206	Insurance
6	180	227	4116	201	Web Site
6	0	1,794	4117	201	Seaford Town Guide App
6	276	9	4155	101	Professional Fees
6	0	1,950	4155	103	Professional Fees
6	220	0	4155	125	Professional Fees
6	5,100	99,397	4155	201	Professional Fees
6	0	1,559	4155	206	Professional Fees
6	1,590	1,130	4156	101	Bank Charges
6	0	353	4156	103	Bank Charges
6	262	550	4156	201	Bank Charges
6	2,700	3,598	4157	201	Audit Fees
6	142	0	4181	206	Civic - Mayors Allowance
6	600	1,075	4181	210	Civic - Mayors Allowance
6	0	2	4182	201	Catering & Hospitality
6	0	50	4182	210	Catering & Hospitality
6	-454	605	4183	210	Civic - Awards
6	8	0	4184	201	Civic - other
6	296	813	4184	210	Civic - other
6	1,190	880	4185	210	Fun Day & Tourney
6	-515	0	4187	135	Young Mayors Awards
6	75	125	4188	210	Town Crier Expenses

Working details for ANNUAL RETURN - Year ended 31 March 2015

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and</u>	<u>Centre</u>	<u>Code Description</u>
6	0	2	4189	210	Young Mayor
6	3,883	10,042	4190	201	Election Costs
6	929	1,431	4195	135	Community Services Events Exp
6	0	22	4199	105	Other Expenditure
6	0	38	4199	113	Other Expenditure
6	2	27	4199	118	Other Expenditure
6	938	938	4199	125	Other Expenditure
6	-201	0	4199	130	Other Expenditure
6	649	95	4199	201	Other Expenditure
6	0	-1	4199	301	Other Expenditure
6	5,010	5,706	4201	101	Cleaning
6	0	1,232	4201	103	Cleaning
6	-318	0	4201	105	Cleaning
6	339	223	4201	113	Cleaning
6	48	0	4201	201	Cleaning
6	-2,150	0	4201	205	Cleaning
6	0	570	4250	101	Public Seating
6	263	0	4250	117	Public Seating
6	1,653	1,102	4251	101	Dog Bin Emptying
6	1,526	1,928	4251	105	Dog Bin Emptying
6	1,271	1,377	4251	106	Dog Bin Emptying
6	1,144	1,102	4251	107	Dog Bin Emptying
6	2,034	2,204	4251	108	Dog Bin Emptying
6	763	1,102	4251	116	Dog Bin Emptying
6	694	0	4251	117	Dog Bin Emptying
6	85	0	4252	105	Litter & Dog Bin Pch & Maint
6	227	0	4252	106	Litter & Dog Bin Pch & Maint
6	71	0	4252	108	Litter & Dog Bin Pch & Maint
6	1,672	1,230	4253	117	Shelters
6	89,548	82,891	4260	105	Grounds Maintenance Contract
6	48,271	45,299	4260	106	Grounds Maintenance Contract
6	5,796	9,190	4260	107	Grounds Maintenance Contract
6	20,776	24,258	4260	108	Grounds Maintenance Contract
6	0	2,374	4260	116	Grounds Maintenance Contract
6	1,402	0	4260	125	Grounds Maintenance Contract
6	21,974	25,603	4261	101	Grounds Maint non contract
6	3,463	6,343	4261	105	Grounds Maint non contract
6	3,427	3,644	4261	106	Grounds Maint non contract
6	2,000	3,549	4261	107	Grounds Maint non contract
6	4,911	2,241	4261	108	Grounds Maint non contract
6	270	7,378	4261	116	Grounds Maint non contract
6	3,046	22,866	4261	117	Grounds Maint non contract
6	1,633	2,762	4262	135	Tree Warden Expenses
6	216	216	4263	301	Bus Shelter Maintenance/Clean
6	12,915	12,856	4270	101	Vehicles & Equipment Maint

Working details for ANNUAL RETURN - Year ended 31 March 2015

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and Centre</u>		<u>Code Description</u>
6	441	1,030	4270	205	Vehicles & Equipment Maint
6	300	0	4270	206	Vehicles & Equipment Maint
6	20,996	20,996	4271	101	Vehicle & Equipment Lease
6	6,327	33,710	4272	101	Equipment Purchase
6	9,667	8,776	4273	135	Christmas Lights
6	4,750	0	4274	101	Projects Expenditure
6	0	245	4274	108	Projects Expenditure
6	-389	0	4274	113	Projects Expenditure
6	29,603	143	4274	225	Projects Expenditure
6	0	500	4275	135	Building Maintenance
6	0	10	4275	201	Building Maintenance
6	-10,000	346	4275	205	Building Maintenance
6	8,293	21,316	4275	220	Building Maintenance
6	9,015	8,466	4276	134	CCTV
6	-3,050	0	4277	101	New Golf Club House
6	444,329	1,098,324	4277	102	New Golf Club House
6	0	67,966	4278	102	Golf Club Fittings & Equipment
6	0	3,908	4281	135	Christmas Event Expenses
6	2,444	4,044	4290	135	Physical Activity Proj Expenses
6	0	8,952	4303	103	Food Expenditure
6	0	12,996	4304	103	Bar Expenditure
6	0	2,691	4305	103	Fire Extinguishers
6	0	1,340	4306	103	Catering Utensils & Equip
6	0	1,088	4307	103	Bar Utensils & Equip
6	26,403	23,389	4401	215	Grants
6	2,873	7,837	4402	121	Seaford in Bloom
6	1,706	2,076	4405	215	Grants in Kind
6	3,562	4,495	4410	130	Swimming Pool
6	0	31,381	4411	201	VAT Assessment Payment
6	14,254	9,303	4500	116	Nature Reserve Expenses
6	Total other payments	965,650	1,969,792	Total expenditure or payments as recorded in the cashbook minus employment costs(Line 4) and loan / interest expenditure / payments(Line 5)	
7	Balances carried forwrd	500,136	289,201	Total balances and reserves at the end of the year.[Must equal (1+2+3)-(4+5+6)]	
8	561,653	236,214	201	0	Current/Deposit Account
8	129,995	131,945	210	0	Treasury Deposit
8	123	110	220	0	Petty Cash
8	188	0	222	0	Materials petty cash
8	70	70	225	0	Golf Proshop Float
8	0	150	226	0	Golf Club Till 1 Float
8	0	150	227	0	Golf Club Till 2 Float
8	Total Cash & Investments	692,030	368,640	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 2015

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and</u>	<u>Centre</u>	<u>Code Description</u>
9	8,938,401	10,397,825	9	0	Total Fixed Assets
9	8,938,401	10,397,825	The recorded current book value at 31 March of all tangible fixed assets owned by the Council as recorded in the asset register		
10	637,094	1,681,238	10	0	Total Borrowings
10	637,094	1,681,238	The outstanding capital balances as at 31 March of all loans from third parties(usually PWLB)		

Section 2 – Annual governance statement 2014/15

We acknowledge as the members of:

Council/Meeting

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2015, that:

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

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

dated

Signed by:

Chair

dated

Signed by:

Clerk

dated

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

Section 4 – Annual internal audit report 2014/15 to
SEAFORD TOWN COUNCIL

Council/Meeting

The council's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2015.

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

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

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

Name of person who carried out the internal audit: *MARK MULBERRY Pa (Hons) FCCA CTA*

Signature of person who carried out the internal audit: *M Mulberry* Date: *24/04/2015*

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).

(j) Year – End Procedures

Objective	To confirm Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, were supported by an adequate audit trail from underlying records, and where appropriate debtors and creditors were properly recorded.
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It is the duty of the council and the RFO to produce the year-end accounting statements. **Internal audit will be looking to see that the appropriate accounting basis is used, that the figures can be followed through on working papers and adjustments, transfers, contra entries etc. are fully explained and justified.** Internal audit would not be expected to check all figures but will probably verify a small sample and the totals.

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

Test		Comments/Conclusions
1	Are year-end accounts prepared on the correct accounting basis (Receipts and Payments or Income and Expenditure)?	AR completed correctly and casts correctly. Income & Expenditure basis used. RBS used to run year end on behalf of council
2	Do accounts agree with the cashbook?	Yes – accounts verified to annual return summary.
3	Is there an audit trail from underlying financial records to the accounts?	Yes – as noted above
4	Where appropriate, have debtors and creditors been properly recorded?	Yes
5	Has the Annual governance statement been signed off	No – will be taken to council in May
6	Has the annual return been completed in full	Partial – as above
7	Has the council got a system in place for reviewing the effectiveness of internal controls	Yes – Audit sub committee

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

Satisfactory – accounts properly prepared.

Summary Income & Expenditure by Budget Heading 31/03/2015

Month No : 12

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Of Budget
105 Salts Recreation Ground	Expenditure	100,669	98,930	110,333	11,403		11,403	89.7 %
	Income	18,494	23,464	20,351	3,113			115.3 %
106 Crouch Recreation Ground	Expenditure	56,498	53,843	59,556	5,713		5,713	90.4 %
	Income	3,414	2,558	3,289	-731			77.8 %
107 Martello Fields	Expenditure	8,940	13,841	9,134	-4,707		-4,707	151.5 %
	Income	4,268	5,239	3,400	1,839			154.1 %
108 Other Open Spaces	Expenditure	28,551	29,615	25,825	-3,790		-3,790	114.7 %
113 Crypt	Expenditure	8,325	9,228	10,952	1,724		1,724	84.3 %
	Income	6,493	4,112	5,250	-1,138			78.3 %
115 Martello Tower	Expenditure	2,081	2,143	2,123	-20		-20	100.9 %
116 Seaford Head Estate	Expenditure	16,452	21,356	16,736	-4,620		-4,620	127.6 %
	Income	17,954	23,321	16,354	6,967			142.6 %
117 Seafont	Expenditure	10,245	28,033	7,276	-20,757		-20,757	385.3 %
	Income	43,951	53,343	41,825	11,518			127.5 %
118 Beach Huts	Expenditure	3,166	3,566	3,479	-87		-87	102.5 %
	Income	24,694	26,365	26,310	55			100.2 %
119 Old Town Hall	Expenditure	179	184	183	-1		-1	100.8 %
	Income	1,454	1,459	1,458	1			100.1 %
125 Allotments	Expenditure	2,560	938	967	29		29	97.0 %
	Income	1,729	1,872	1,828	44			102.4 %
130 Other Recreation	Expenditure	3,361	4,495	10,000	5,505		5,505	44.9 %
134 CCTV	Expenditure	11,438	10,779	12,848	2,069		2,069	83.9 %
135 Community Service Other	Expenditure	14,295	21,609	23,650	2,041		2,041	91.4 %
	Income	4,326	13,672	900	12,772			1519.1 %
220 Building Maintenance Pool	Expenditure	8,293	21,316	6,000	-15,316		-15,316	355.3 %
	Income	0	5,472	0	5,472			0.0 %
225 Projects Pool	Expenditure	29,603	143	35,000	34,857		34,857	0.4 %
301 Planning & Highways	Expenditure	216	215	1,150	935		935	18.7 %
121 Seaford in Bloom	Expenditure	2,873	7,837	0	-7,837		-7,837	0.0 %
	Income	2,029	12,804	0	12,804			0.0 %
201 Administration	Expenditure	211,310	368,572	259,953	-108,619		-108,619	141.8 %
	Income	4,792	4,247	3,583	664			118.5 %

Searford Town Council
Earmarked Reserves Estimated at 31/03/2015

<u>A/C Code</u>	<u>Reserve Details</u>	<u>Opening At 01/04/2014</u>	<u>Transfers To Reserves</u>	<u>Transfers to Other Reserves</u>	<u>Used To Fund Expenditure</u>	<u>Projected Closing Balance 31/03/2015</u>	<u>Comments</u>
320	EMR Elections	£ 6,722.00				£ 6,722.00	
321	EMR Building Improvements	£ 10,757.00				£ 10,757.00	
322	EMR Crypt - Ancient Monument	£ 13,269.00				£ 13,269.00	
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 Searford Head Nature Reserve	£ 2,531.24				£ 2,531.24	
337	EMR Church Street Utilities	£ 17,502.00				£ 17,502.00	
339	EMR Golf Course Project	£ 66,351.00			£ 66,351.00	£ -	Funded all additions; catering equipment, cctv, furniture etc. All the reserve has been been spent.
340	EMR Equipment	£ 11,759.00				£ 11,759.00	
341	EMR Searford Residents Association - CLOSED	£ 51.00		£ 51.00		£ -	Moved to Searford In Bloom Reserve as per Council Resolution
342	EMR Tree Planting	£ 3,071.00	£ 1,003.00			£ 4,074.00	
343	EMR Grft Bins - CLOSED	£ 6,250.00		£ 6,250.00		£ -	Moved to General Reserve as per Council Resolution
344	EMR Projects - CLOSED	£ 29,084.00		£ 29,084.00		£ -	Moved to Seaford Bins, Martello Toilets & Community Projects as per Council Resolution
345	EMR Memorial Bench Maintenance	£ 120.00				£ 120.00	
346	EMR Xmas Lights	£ 2,857.00				£ 2,857.00	
347	EMR Vision Plan / Regeneration	£ 16,059.00				£ 16,059.00	
348	EMR Seaford In Bloom	£ -	£ 12,191.16		£ 7,174.00	£ 5,017.16	This has been updated now all the costs have been received for 2014/15.
349	EMR Golf Course Machinery		£ 8,673.00		£ 8,673.00	£ -	Used to fund the new greens mower - now closed
350	EMR Greenkeepers Shed		£ 35,000.00			£ 35,000.00	
352	EMR Martello Toilets		£ 23,000.00			£ 23,000.00	
353	EMR External Officer Support		£ 30,000.00		£ 2,862.74	£ 27,137.26	This has been adjusted for the end of the financial year now all costs are received.
354	EMR The Base		£ 10,000.00			£ 10,000.00	
355	EMR The Seaford App.		£ 3,000.00		£ 1,794.00	£ 1,206.00	Used to fund the initial invoice
356	EMR Cricket Club Carpet		£ 1,500.00		£ 1,500.00	£ -	Now closed
357	EMR Seaford Bins		£ 10,000.00		£ 8,936.00	£ 1,064.00	Used to fund installation of seaford bins
358	EMR Community Projects		£ 6,084.00			£ 6,084.00	
<u>Totals</u>		<u>£217,134.24</u>	<u>£140,451.16</u>		<u>£ 97,290.74</u>	<u>£ 224,910</u>	