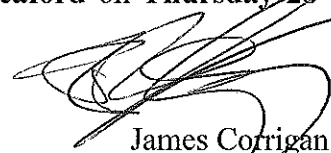




Seaford Town Council

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 28th January 2016** at **7.00pm** which you are summoned to attend.


James Corrigan
Town Clerk
21st January 2016

AGENDA

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 Finance & General Purposes: 15th October 2015 (pages 3 to 4)

4.2 Planning & Highways: 22nd October 2015 (5 to 6)

4.3 Full Council: 29th October 2015 (7 to 13)

4.4 Planning & Highways: 12th November 2015 (pages 14 to 16)

4.5 Personnel Sub-Committee: 18th November 2015 (pages 17 to 18)

N.B. Recommendations therein at PE05.1, PE05.2, PE05.5 and PE06.3

Members may wish to consider items PE05.1, PE05.2 and PE05.5 under an exclusion of the press and public at the end of the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, due to items concerning the terms and conditions of employment for employees of the Council.

The recommendation at PE06.3 will be considered during agenda item 12 presenting the Draft Budget for the 2016/17 Financial Year.

4.6 Community Services: 26th November 2015 (pages 19 to 20)

N.B. Recommendations therein at CS22.1 and CS22.2 will be considered during agenda item 12 presenting the Draft Budget for the 2016/17 Financial Year.

4.7 Planning & Highways: 3rd December 2015 (pages 21 to 23)

With an amendment to minute ref P62/12/15: Councillor Lower is an acquaintance of the objector, not applicant.

4.8 Golf: 8th December 2015 (pages 24 to 25)

N.B. Recommendation therein at G20.2 will be considered during agenda item 12 presenting the Draft Budget for the 2016/17 Financial Year.

4.9 Finance & General Purposes: 17th December 2015 (pages 26 to 28)

N.B. Recommendation therein at F20.1.1 will be considered during agenda item 12 presenting the Draft Budget for the 2016/17 Financial Year.

The recommendation at F21.1.1 is to be considered at this point in the agenda.

4.10 Planning & Highways: 21st December 2015 (pages 29 to 33)

4.11 Planning & Highways: 14th January 2016 (pages 34 to 36)

5. Mayoral Engagements & Reports

5.1 Mayor's Engagements & Report

To receive details of Mayoral engagements and update report as in report 131/15 (pages 37 to 41).

5.2 Young Mayor's Engagements

To receive details of the Young Mayor's engagements as in report 132/15 (page 42).

6. Clerk's Report

To consider report 133/15 presenting the Clerk's Report (pages 43 to 47).

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.

9. Meeting Timetable 2016/17

To consider report 129/15 presenting a proposed meeting timetable for the 2016/17 Municipal Year (pages 48 to 49).

10. Council Debit Card Policy

To consider report 130/15 presenting a draft Council Debit Card Policy for adoption as an addendum to the Council's Financial Regulations (pages 50 to 53).

11. Monthly Councillor Surgeries

To consider report 115/15 regarding holding monthly Councillor surgeries (pages 54 to 56).

12. Final Budget Report 2016/17 and Setting of Precept

To consider report 134/15 presenting the Draft Budget for the 2016/17 Financial Year (pages 57 to 87).

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

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Telephone: 01323 894 870

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



Seaford Town Council

Finance & General Purposes Committee

Minutes of the meeting of the Finance & General Purposes Committee held at the Council Chamber, Church Street, Seaford on Thursday 15th October 2015 at 7.00pm.

Present:

Councillor M Brown (Chairman)

Councillor P Lower (Vice Chairman)

Councillors B Burfield, R Hayder, R Honeyman and L Worcester.

Mr James Corrigan, Town Clerk - Seaford Town Council

Mrs Lucy Clark, Supports Services Manager - Seaford Town Council

Miss Elizabeth Harvey, Finance and Administration Assistant - Seaford Town Council (minutes)

Two members of the public

F09/10/15 Apologies

Apologies for absence were received from Councillors S Adeniji, P Boorman and M Lambert.

F10/10/15 Disclosure of Interests

There were no disclosures of interest.

F11/10/15 Public Participation

There was no public participation.

F12/10/15 Finance Report

F12.1 Receipts, Payments and Bank Reconciliation for May 2015, June 2015, July 2015 and August 2015

Members considered report 89/15 advising of receipts, payments and bank reconciliation for May 2015, June 2015, July 2015 and August 2015.

Members asked for clarity on certain income and payments regarding PDQ machines, HR Investigation and Club House items.

F12.1.1 It was **RESOLVED** to **APPROVE** the total receipts of £109,832.24 and total payments of £92,447.67 for May 2015 with a balance to carry forward of £521,785.74.

F12.1.2 It was **RESOLVED** to **APPROVE** the total receipts of £79,371.10 and total payments of £147,441.89 for June 2015 with a balance to carry forward of £453,714.94.

F12.1.3 It was **RESOLVED** to **APPROVE** the total receipts of £113,437.83 and total payments of £291,914.30 for July 2015 with a balance to carry forward of £275,238.48.

F12.1.4 It was **RESOLVED** to **APPROVE** the total receipts of 395,024.67 and total payments of £159,176.28 for August 2015 with a balance to carry forward of £511,086.86.

F12.2 Finance Report – Income & Expenditure for the period of 1 April 2015 to 31 August 2015

Members considered report 90/15 informing of income and expenditure for the periods between 1st April 2015 and 31st August 2015 compared to the annual budget.

Members discussed report percentages, earmarked and general reserves for nominal accounts relating to Electricity, Community Services and Seaford in Bloom.

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

F13/10/15 2016-17 Budget Framework and Timetable

Members considered report 91/15 advising the Committee of the proposed Budget Framework and Timetable for 2016-17.

The Town Clerk explained the importance of the budget training and urged all councillors to attend.

F13.1 It was **RESOLVED** to **APPROVE** the Budget Framework and Timetable.

F14/10/15 Grant Application for Seaford Lifeguards

Members considered report 92/15 regarding a grant request from Seaford Lifeguards.

F14.1 It was **RESOLVED** to **REFUSE** this grant request on the grounds that Council policy and guidance does not accept late applications after the closing date.

Members of the committee would like to invite Seaford Lifeguards to apply next year in 2016-2017.

The meeting closed at 19.52.

Cllr Mark Brown
Chairman



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 22nd October 2015** at **7.00 pm**.

Present:

Councillor L Wallraven (Chairman)

Councillor R Honeyman (Vice Chairman)

Councillors D Argent, D Burchett, A Latham, A McLean and L Worcester.

Lucy Clark, Support Services Manager – Seaford Town Council

Jasmine Pollard, Apprentice Administration Assistant – Seaford Town Council (Minutes)

1 member of the public.

P49/10/15 Apologies for Absence and Declaration of Substitute Members

Apologies for absence were received from Councillors P Lower and M Lambert.

P50/10/15 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.

P51/10/15 Public Participation

There was no public participation.

P52/10/15 Planning Applications

Planning Applications week ending 25th September 2015

Seaford	18 Lexden Road
LW/15/0666	Planning Application - Change of use from class A1 (Shops) to class A5 (Hot food takeaways) for Mr S Sandhu

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

Seaford	2 Blue Haze Avenue
LW/15/0715	Planning Application - Loft conversion with two pitched roof dormers to front and flat roof dormer to rear for Mr S Fox

Due to the application being approved by Lewes District Council on 21st October 2015 the Committee was unable to comment

Planning Applications week ending 2nd October 2015

Seaford	The Cottage, 56A Claremont Road
LW/15/0777	Planning Application - Erection of a wooden summer cabin for Mr V Graham

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

Planning Applications week ending 18th September 2015

There were no planning applications to be considered in respect of Seaford.

South Downs National Park Planning Applications week ending 13th October 2015

Seaford	Nats Vor Beacon, South Hill, Cuckmere Haven
SDNP/15/ 03161/FUL	Planning Application – Installation of an external staircase and the replacement of the equipment room

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

Tree Works Applications

Seaford	Griffin Lodge, Eastbourne Road
TW/15/0080/ TPO	1 x Holm Oak (T1 of the Order) – reduce by 2m and crown lift to gutter height

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

Seaford	Bishopstone Manor, South Manor Yard, Bishopstone Village
SDNP/15/ 05000/TCA	1 x Elm – Remove two branches overhanging neighbours garden

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

P53/10/15 Road Closure Request for Seaford Christmas Magic

Members considered report 93/15.

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

P54/10/15 A259 Buckle Bypass – Reduction in Speed Limit

Members considered report 94/15.

It was **RESOLVED** to **PROPOSE** that the current proposal by ESCC to reduce the speed limit along the buckle bypass to 50mph be reduced even further to 40 mph and that the beginning of the new restriction be taken back beyond the Tide Mills junction.

P55/10/15 Update Report

Members **NOTED** the contents of report 95/15.

The meeting closed at 7:26pm.



Seaford Town Council

MINUTES of a Meeting of the **Full Council** held at the Council Chambers, 37 Church Street, Seaford on **Thursday 29th October 2015** at **7.00pm**.

Present:

Councillor D Argent (Mayor) and Councillor R Hayder (Deputy Mayor).
Councillors S Adeniji, P Boorman, M Brown, D Burchett, B Burfield, C Campbell, R Chambers, L Freeman, O Honeyman, R Honeyman, A Latham, M Lambert, P Lower, I Murray, D Silvey-Adam, L Wallraven and L Worcester.
James Corrigan, Town Clerk – Seaford Town Council
Georgia Raeburn, PA to the Town Clerk – Seaford Town Council (minutes)
7 members of the public.

C72/10/15 Apologies for Absence

Apologies for absence were received from Councillor A McLean.

Police Sgt Mullins submitted his apologies as he was unable to attend the meeting.

C73/10/15 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.

C74/10/15 Public Participation

Debbie Ward Expressed concern regarding item 8 on the agenda and whether this proposal would result in currently free activities at The Salts needing to be paid for.

Questioned if and when trees would be planted in The Salts, providing needed shade for users of the area.

Questioned whether the land referred to in section 1.31 of the Clerk's Report, being offered by Newhaven Port & Properties, would be used to rehome some of the amenities potentially being lost at the Buckle car park, what the specific area being offered is and whether there will be a public consultation to enable the Council to make an informed decision on whether to adopt the land.

Town Clerk Confirmed that there will be trees planted in The Salts as per the Development Plan. This will not be done before the civil works have finished for risk of planting them in locations where roots could be damaged. Care will also need to be taken with ensuring the correct species of tree are planted due to the weather conditions and exposure at The Salts.

Confirmed that the services currently free of charge at The Salts will remain so; it will only be additional activities that may be charged e.g. coaching for tennis and the skate park.

Confirmed that at present there has not been time to look at the potential plans for the land being offered by NPP; this will be done

imminently. Described the location of the land in question; a plot on the promenade from the metal entry gate to the seafront near the sailing club and going east in line with Buckle Close.

Christine Brett

Requested that feedback on The View also be sought from all those hiring the venue, not just the golfers.

Questioned how many Christmas bookings have been taken by The View now; at the Golf Committee meeting in September it had taken six.

Town Clerk

Confirmed that the golfers survey had been offered in two formats; hard copies and online via survey monkey. There was also an open evening held at The View this week that the Clerk attended to meet with the golfers attending and get feedback.

There are comment cards in The View which the staff encourage users of The View to complete. Around 120 have been completed so far and the feedback collated. The card is being reviewed to allow for more detail to be fed back.

The plan is to run a number of surveys, for societies, residents and general visitors to try and receive as much feedback on the facilities as possible. A residents evening will also be arranged to encourage people to visit The View.

Was able to confirm that with the exception of 6th November, every weekend evening between now and Christmas is booked. The View is taking an average of six bookings a week at the moment; a marked improvement largely due to the new marketing strategy and temporary Events Support Manager in place.

Sylvia Dunn

Asked when The Salts play area would be finished and fit for purpose.

Raised a question regarding section 1.23 of the Clerk's Report and the 10 week road closure for Southdown Road and the impact on the golf course business.

Asked whether the Council had received a response from the letter sent to the Secretary of State after the Council meeting held on 19th August with regards to the process followed by Lewes District Council on the new homes project?

Highlighted that on agenda item 8, recommendation 1 ought to state 1st April 2016 not 2015.

Questioned whether section 1.14 of agenda item 9 regarding Hurdis House contradicts itself; referring to permission being sought for having a youth café from 6.30-9.30pm but also a licensed restaurant from 7-11pm.

Requested that the proposed exclusion of the press and public at agenda item 14 be considered carefully by Councillors and that a Public Interest Test be carried out to ascertain whether the information being discussed at agenda item 16 is in the public interest and therefore outweighs being exempt.

Also suggested that Councillors take a recorded vote on this item.

Town Clerk

Confirmed that the recent inspection by ROSPA has found the play area to be fit for purpose; the concerns outlined were that some risks were higher than you would expect with new equipment and that the quality of the groundsmanship is not sufficient. The contractor has still not been paid for its work on site for this reason and the responsibility is on the contractor to rectify the quality issues.

Clarified that the 10 week period referred to with the road closure is the public consultation period that East Sussex County Council must undertake. The road should only be shut on the odd day; this will however inevitably disrupt access to the course and clubhouse.

Confirmed that as of yet there has been no reply from the Secretary of State.

Clarified that the tenant is adopting a scattergun approach with the permissions. This will mean that in the future the tenant will not need to return to the Council if they wish to change their use of the building, it would only be subject to the necessary planning permissions from Lewes District Council.

Confirmed that a Public Interest Test had been considered and that it was felt that at this point in time the need for exemption outweighed the public interest. The Council's wish is to properly release all the information at once, to reduce the risk of any misinformation and concerns arising due to this. Depending on the initial decision reached by the Council on tonight's report, a meaningful consultation would be carried out before any formal decisions are made regarding the assets.

C75/10/15 Minutes

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

C75.1 Planning & Highways – 10th September 2015

C75.2 Full Council – 24th September 2015

Amendment to draft minutes with removal of original paragraph C60.1 from page 33.

C75.3 Planning & Highways – 1st October 2015

C75.4 Finance & General Purposes – 15th October 2015

C76/10/15 Clerk's Report

Members consider report 101/15.

The Clerk provided an update on the situation with regards to the Crypt Management Committee progressing towards self-management, which is hoped to happen soon, the staff changes at The View and the improved financial footing, and the financial situation with Seaford in Bloom.

The Clerk was able to update members on the first round of applications to register sites as community assets as instructed by the Council on 19th August; the Buckle car park, Saxon Lane car park, Sutton Road car park and West Street car park were all

approved by Lewes District Council and registered. The Richmond Road car park is part-owned by Network Rail and LDC must therefore consult with them before making a final decision.

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

C77/10/15 District & County Council Update

Councillor Sam Adeniji (Lewes District Council)

Informed members that at the last Lewes District Council meeting it was agreed to delay the Buckle car park proposal going ahead and that no planning permissions would be applied for until a proposal has been reached that is acceptable to both councils. It is unlikely that any further progress will be made this year.

Was able to confirm that LDC are in advanced stages of devolution and are merging some back office services with Eastbourne Borough Council, bringing savings of around £1m. This will not have a detrimental impact on the front line services being received by the Districts residents and visitors.

Councillor Olivia Honeyman (Lewes District Council)

Confirmed that the Electoral Review of the County and District by the Local Government Boundary Commission for England (agenda item 7) is not proposing any changes effecting Seaford ward boundaries. LDC will be meeting on 9th November at 2.30pm to discuss its response to this consultation.

Confirmed that LDC has adopted the Community Infrastructure Levy Charging Schedule which comes in to force from 1st November 2015.

Informed members that she has reviewed the document bundles to do with the Buckle car park and asked questions about the height restrictive covenant currently on the site. LDC has confirmed in writing that as a proposed result of the new homes project Seaford, Newhaven and Peacehaven residents on the Council housing waiting list would be given priority for the affordable housing in Newhaven. She has asked for confirmation of the number of people of the Council housing waiting list from Seaford.

Seaford Tourist Information Centre

It was confirmed that emails have been sent to LDC with regards to the situation at Seaford Tourist Information Centre and the management of the facility, urging that LDC find ways to ensure this community facility remains open.

It was also confirmed that LDC has this week sourced three individuals within Seaford who would be willing to work at the Tourist Information Centre on a casual basis.

C78/10/15 Electoral Review of East Sussex County and Districts

Members considered report 97/15.

It was **RESOLVED** to **NOTE** the contents of the report and that the Council has no further comment to make.

C79/10/15 Policy Proposal Regarding the Salts Café

Members considered report 100/15 in depth. The Clerk clarified the current situation with the lease and an overview of the proposal put forward by Wave Leisure. Members discussed their wish for details within any contract, the structure and implications of the partnership being proposed, the financial projections, the length of

the proposed lease, the timescale being worked to, the impact of this proposal on the Iconic Café project with LDC, the impact of chargeable activities on free of use activities and what would be in the best interest of the town of Seaford, its residents and visitors.

It was **RESOLVED** to **AGREE** to the proposal in principle. **FURTHERMORE**, that the Town Clerk is **INSTRUCTED** to negotiate the details of the arrangement, in consultation with the Councillors, and report back to the Council.

C80/10/15 Hurdis House Progress Report

Members considered report 96/15 with an update on the current situation regarding works on the property being carried out by the tenant and the pending legal case.

C80.1 It was **RESOLVED** to **AGREE** the new 25 year lease for Hurdis House.

C80.2 It was **RESOLVED** to **AGREE** to give permission for the requests in respect of Hurdis House as set out below:

- Replace rotten windows with UPVC high thermal efficiency double glazed units in a similar style to existing windows to the side and rear of the building, retaining existing windows to the front elevation. At the Town Council's expense of an additional £4,000 to the contract.
- And at the expense of the tenant;
- Replace North face ground floor side window to one suitable to open as a fire escape.
- Change of use of ground floor to A3 cafe/restaurant.
- Permission to open the cafe in the evenings from 6.30pm to 9.30pm every evening to enable a "youth Cafe" facility for youths ages from 12 to 18 to have a safe place to meet and socialise in Seaford.
- To allow a licensed restaurant to operate in the evenings from 7pm to 11pm.
- To fit out fixed tables and bench seating on the raised patio are to the front of the building.
- To fit out a rear patio with table and seating at the rear of the building.
- To remove two structural walls on the ground floor to structural engineers specifications.
- Affix two period "gas type" lanterns to the front of the building each side of the door.
- Tile and renovate front steps in ceramic tiles and natural stone. appropriate to a building of 1850 including replacing corroded hand rails.
- Fit solar water heating / PV generation panels on the south facing roof.

C80.3 It was **RESOLVED** to **AGREE** to Council Officers instructing a suitable Barrister to review the pending legal case with a former tenant and advise the Council on appropriate action.

C81/10/15 Seaford Tree Wardens – Street Tree Planting

Members considered report 97/15.

The Clerk confirmed that officers are currently creating a 'Memorial Brochure' of options available for memorials within the town and that this may include memorial trees.

C81.1 It was **RESOLVED** to **NOTE** the contents of the update report.

C81.2 It was **RESOLVED** to **APPROVE** the proposed street tree planting in Westdown Road and Sutton Avenue, subject to East Sussex County Council approving the final scheme and taking ownership of the trees after five years.

C81.3 The Council wished to convey its gratitude to the Tree Wardens for the fantastic work they have carried out across the town.

C82/10/15 Insite WW1 Project Proposal

Members considered report 99/15.

It was **RESOLVED** to **APPROVE** offering support-in-kind for the project proposal by Insite; through the discounted fee of Martello Fields as per section 2.2 of the report and by **DELEGATING AUTHORITY** to the Projects & Facilities Manager to approve a suitable limit to any time and resources utilised for support, as per section 2.3.

C83/10/15 Solar Panels at The View, Seaford Head

Members considered report 104/15 discussing the financial implications, the possibility of having more panels on the new greenkeepers barn once built and the maintenance implications of the panels.

It was **RESOLVED** to **APPROVE** the installation of solar panels to The View using Company A as soon as possible and also the new greenkeepers barn, once built, subject to approvals.

C84/10/15 Police Report

Police Sergeant Mullins had submitted his apologies in advance of the meeting.

Members welcomed the written Police Report received and thanked Sgt Mullins.

A question was asked as to whether the Police had received a report from a young male in town that was subjected to verbal abuse and intimidation on Blatchington Hill during the week, further to a post being made on Facebook about this.

C85/10/15 Exclusion of the Press & Public

It was **RESOLVED** 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 items 15 and 16 on the agenda as the items concern personnel matters and discussions regarding Council assets which shall remain confidential at this point in time.

(All remaining members of the public exited the meeting)

C86/10/15 Update on Council Property & Overpayment of Salary

(Councillor Wallraven exited the room)

Members considered exempt report 103/15.

(Councillor Boorman exited the room)

C86.1 It was **RESOLVED** to **AGREE** not to pursue retrieval of the item in discussion and that no further action will be taken on this matter.

C86.2 It was **RESOLVED** to **INSTRUCT** Council Officers taking legal steps to recover the overpayment of salary through the Small Claims Court.

(Councillors Wallraven & Boorman re-entered the meeting)

C87/10/15 Review of Council Assets

Members considered exempt report 102/15.

It was **RESOLVED** to **AUTHORISE** the Town Clerk to commence consultation with the public on the potential income generators for the town; circulating questions to all members for comment before release. **FURTHERMORE** to feedback the outcome of the consultation to the Council.

The meeting closed at 9.34pm.

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 12th November 2015** at **7.00 pm**.

Present:

Councillor L Wallraven (Chairman)

Councillor R Honeyman (Vice Chairman)

Councillors D Argent, D Burchett, M Lambert, A Latham, P Lower, A McLean and L Worcester.

Lucy Clark, Support Services Manager – Seaford Town Council

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

8 members of the public.

P56/11/15 Apologies for Absence and Declaration of Substitute Members

No Apologies for absence were received.

P57/11/15 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.

P58/11/15 Public Participation

There was no public participation.

P59/11/15 Planning Applications

Planning Applications week ending 16th October 2015

Seaford **2 Sutton Avenue**

LW/15/0682 Planning Application - Erection of ancillary annexe for Mr & Mrs J Staves

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

Seaford **33 Grosvenor Road**

LW/15/0749 Double storey extension above existing single storey extension for Mr & Mrs Madigan

*David
Stonard*

Objects to the application on the grounds of it being overdeveloped and an increasing number of residents at one property. It will add to traffic and parking issues in the area. It is also noted that the property is potentially used for business purposes as used for fostering/adoption families.

David Earl

Objects to the application as will allow an increase to residency at the property and the proposed extension is too large and not in character with a Georgian building. Not in keeping with the area, due to the size and appearance.

Tony Madigan As the owner, the property is for foster/adoption families. The additional bathroom will be to aid the support of those families.

Mr Brown It was highlighted that previous planning application consent was only for one storey and now wants the extension to be three storeys. That the south elevation was not meant to have windows installed and a window has been installed. Concerns were raised regarding fire risks for residents in the property, if the third floor has the en-suite bathroom and suggested wouldn't an external fire escape be an idea if a fire was to happen.

Rosemary Atterall The architect has submitted to Lewes District Council the aims/reasons on why wanting the extension and why hasn't Lewes District Council assessed these. It's a commercial adventure in a residential street and how can only 2 people who are a couple, look after so many residents and foster children.

It was **RESOLVED** to make an **OBJECTION** on the grounds of loss of privacy, over development, over shadowing, out of character and the proposed use is not suitable for the area and could increase noise and disturbance.

Seaford **2 Friston Close**
LW/15/0802 Planning Application - Conversion of existing garage to habitable room, existing porch to be enclosed and side window to utility room to be adapted for Mrs A Collins

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

Planning Applications week ending 23rd October 2015

No planning applications were considered in respect of Seaford.

Planning Applications week ending 30th October 2015

Seaford **40 Hurdis Road Bishopstone**
LW/15/0774 Planning Application - Erection of single storey rear extension, front porch and bay window to front elevation for Miss K Hargie

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

Seaford **37 Sherwood Road**
LW/15/0810 Planning Application - Insertion of front and rear dormer windows to form room in the roof with en-suite for Ms V Vandenbergin

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

Seaford **9 Walmer Road**
LW/15/0815 Planning Application - Loft conversion with full width rear dormer window and roof-lights to side elevation for Mrs K Hobson

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

Seaford **29 Grosvenor Road**
LW/15/0822 Planning Application - Erection of conservatory at rear for Mr D
Stonard

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

Tree Works Applications

Seaford **30 Blatchington Hill Seaford East Sussex BN25 2AL**
TW/15/0091/ T1 x Bay - reduce in height to halfway up window. Take in sides to
TCA shape proportion by approx 1/3.
T2 x Bay - reduce in height to approx level of apex of shed. Take in
sides to balance.
T3 x Bay reduce in height approx 1/3
T4 x row of Laylandii - reduce in height to old cutting points and
take in sides
T5 x Cherry - take back approx 1.0-1.5m to suitable growth points.
T6 x Leylandii - prune tip
T7 x Leylandii - reduce height by 2.3 metres
T8 x Bay reduce height to previous points and take in sides
T9 x Plum - reduce in height by 1-2m and remove suckering growth
T10 x Bay - reduce in height to previous pruning points
T11 - Bay - reduce in height to previous pruning points and take in
sides.

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

Seaford **2 The Barn House Firle Road Seaford East Sussex BN25 2HJ**
TW/15/0087/ 2x Beech G1 of the Order - prune top part of trees by around 5%.
TPO
Having reviewed the previous planning application and informed
decision by Lewes District Council's Planning Committee. It was
RESOLVED to make an **OBJECTION** on same grounds as given
by Lewes District Council.

Seaford **3 Mark Close Seaford East Sussex BN25 4JF**
TW/15/0095/ 2 x Leyland Cypress - crown lift branch greenery
TPO 1 x Leyland Cypress - crown lift branch greenery

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

P60/11/15 Update Report

Members **NOTED** the contents of report 105/15.

The meeting closed at 7:35pm.



Seaford Town Council

MINUTES of a Meeting of the **Personnel Sub-Committee** held at the Council Chambers, 37 Church Street, Seaford on **Wednesday 18th November 2015** at **7.00pm**.

Present:

Councillor S Adeniji (Chair), C Campbell (Vice-Chair), L Freeman, A Latham and P Lower.
James Corrigan, Town Clerk – Seaford Town Council
No members of the public were present.

PE01/11/15 Apologies for Absence

Councillor R Honeyman apologised for his absence as the meeting was convened at a time when he already had a prior engagement, Councillor Lower was his substitute.

PE02/11/15 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.

PE03/11/15 Exclusion of the Press & Public

It was **RESOLVED** that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the press and public be **EXCLUDED** from the remainder of the meeting as the items all concern confidential personnel matters.

PE04/11/15 Annual Appraisal Process

Members discussed exempt report 106/15.

PE04.1 It was **RESOLVED** to **NOTE** the update on the 2015 Annual Appraisal process.

PE04.2 It was **RESOLVED** to **APPROVE** Council Officers undertaking a review of all Job Descriptions to bring them in line with the needs of the Council to ensure effective and efficient service delivery and better reflect the staffing structure.

PE04.3 It was **RESOLVED** to award contractual incremental pay rises to three members of staff who have performed well in the period.

PE05/11/15 Terms & Conditions of Employment

Members considered exempt report 107/15.

PE05.1 It was **RECOMMENDED** to **APPROVE** a one increment rise for all staff that complete the Certificate in Local Council Administration (CiLCA) as and when completed, with effect from 1st April 2016.

Recorded vote on this item, those in favour Councillors Campbell, Freeman and Lower, those against Councillors Adeniji and Latham.

PE05.2 It was **RECOMMENDED** to **APPROVE** the regrade of the Town Clerk's PA to NJC salary scale/point 23 to 29 commencing on SCP 24 with the next incremental rise being in April 2017 subject to the usual satisfactory performance.

- PE05.3** It was **RESOLVED** to **INSTRUCT** the Town Clerk to undertake a review of all Terms and Conditions of Employment with a view to equalising all contracts where relevant and possible and to report back to the Sub-Committee with recommended new scheme.
- PE05.4** It was **RESOLVED** not to take any action on this item.
- PE05.5** It was **RECOMMENDED** to **APPROVE** offering Perkbox to all employees to increase motivation and staff retention as part of the budget process.
- PE05.6** It was **RESOLVED** to **APPROVE** offering all employees and casual workers 50% discount on the price of food and refreshments at The View during their working hours, for themselves only.
- PE05.7** It was **RESOLVED** to **APPROVE** an extension to the deadline under which the Town Clerk must have completed his Certificate in Local Council Administration to September 2016.
- PE05.8** It was **RESOLVED** to **APPROVE** the amendment to the professional body membership subscriptions paid to the Chartered Institute of Management and the Chartered Institute of Personnel Development as these offer better value for money than the Society for Local Council Clerks which will no longer be paid for by the Council with effect from the next renewal date.

PE06/11/15

Staff Structure

Members considered exempt report 108/15.

- PE06.1** It was **RESOLVED** to **APPROVE** the revised staff structures for The View at Seaford Head thus authorising Council Officers to recruit in line with these structure.
- PE06.2** It was **RESOLVED** to **AUTHORISE** the contracting of a suitable Accountant to provide Financial Mentoring and strategic reporting for the Finance Section. One element of this remit to be to devise a system of allocating core costs to cost centres on the Councils budgets
- PE06.3** It was also **RECOMMENDED** to include the new office structure into the budgeting process to include a part-time planning officer, at 4 hours per week and a Projects Officer for two days per week in addition to the one day funded by the recent coastal communities grant (which is for one year only).

The meeting closed at 8.45pm.

Councillor Sam 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 26th November 2015** at **7.00pm**.

Present:

Councillor C Campbell (Chairman)

Councillor A McLean (Vice Chair)

Councillors D Argent, P Boorman, L Freeman, R Hayder, O Honeyman and I Murray.

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 16/11/15 Apologies for Absence and Declaration of Substitute Members

Apologies were received from Councillor R Chambers.

CS 17/11/15 Declaration of Interests

No disclosures of interests were made.

CS 18/11/15 Public Participation

*Christine Brett Raised a point relating to the Arts@theCrypt cleaning budget .
A written reply was requested.*

*Sylvia Dunn Made the Committee aware of an issue with the cleanliness of
the seafront and requested that it be looked into. Also raised
the issue of the recent break in to the beach huts. Suggested
that in relation to the Salts café that the Council look into
external funding for employment opportunities. And suggested
that the Council look into seafront markets for the Christmas
event and throughout the year.*

*Robert Brown Informed the Committee that the Friends of the Library which
was created in 2000 have now disbanded as the purpose has
been fulfilled. He wished to thank the Council for the ongoing
support the Friends received whilst together and wish them all
the best.*

*Informed the Committee that the tree at the War Memorial that
was planted in remembrance of Princess Diana appears to
have died off.*

Requested that the Council look at a use for South Hill Barn.

Town Clerk Replied to Robert Brown advising that the Council will look
into the issue regarding the tree at the war memorial, also that
officers are looking at potential projects for South Hill Barn.
However there are no funds to do this unless there is a land sale
to create the funding needed.

Responded to Sylvia Dunn advising that Lewes District Council will be reminded to include the Seafront in the clean-up process.

Stated that Seaford Town Council is looking into seafront market facilities, however again there is not enough funding unless a land sale is progressed to raise the funding needed.

CS 19/11/15 Finance Report

Members considered report 109/15.

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

CS 20/11/15 Scale of Charges

Members considered report 110/15.

It was **RESOLVED** to **APPROVE** the scale of charges for the 2016/17 Financial Year for the open spaces and beach huts as per report 110/15.

CS 21/11/15 Arts@theCrypt Management Committee – Update Report

Members considered report 111/15.

The contents of the report were **NOTED**.

CS 22/11/15 Community Services Budget

Members considered report 112/15.

CS22.1 It was **RESOLVED** to **APPROVE** the projected outturn for the 2015/16 Financial Year with a **RECOMMENDATION** to be made to Full Council that any budgeted expenditure for the Project fund that is not spent be transferred to the Community Project Ear-Marked Reserve (358 EMR).

CS22.2 It was **RESOLVED** to **RECOMMEND** to Full Council that the draft budget of the Community Services Committee for the 2016/17 Financial Year be adopted.

CS 23/11/15 Projects and Facilities Manager – Update Report

Members considered report 113/15.

The contents of the report were **NOTED**.

The meeting closed at 7.45pm.

Councillor C Campbell
Chairman



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 3rd December 2015** at **7.00 pm**.

Present:

Councillor L Wallraven (Chairman)
Councillor R Honeyman (Vice Chairman)
Councillors D Argent, M Lambert, P Lower, L Worcester
Lucy Clark, Support Services Manager – Seaford Town Council
Elizabeth Harvey, Finance Administration Assistant– Seaford Town Council (Minutes)

3 members of the public.

P61/12/15 Apologies for Absence and Declaration of Substitute Members

Apologies for absence were received from Councillor A Latham, Councillor D Burchett and Councillor A Maclean.

P62/12/15 Disclosure of Interests

Under the Seaford Town Council Code of Conduct and the Localism Act 2011, Councillor P Lower declared an interest other than a pecuniary interest on agenda item LW/15/0798 as a friend of the objector. Councillor R Honeyman declared an interest other than pecuniary interest on agenda items LW15/0798 and agenda item 5 as an employee of East Sussex County Council.

P63/12/15 Public Participation

Bob Gower Questioned whether Councillors of this Committee were aware of the recent public consultation by Pegasus Group regarding the Newland School site where proposals of 300 new units were being considered. Expressed concern that proposed access to the site may be through other residential areas.

Chairman Thanked Mr Gower for highlighting this information to the Committee.

P64/12/15 Planning Applications

Planning Applications week ending 6th November 2015

Seaford	Unit 3 Cradle Hill Industrial Estate Cradle Hill Road
LW/15/0857	Consultation by ESCC - Continued use of site as a waste transfer station involving demolition and replacement of existing works for East Sussex County Council (County Ref LW/754/CM)

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

Planning Applications week ending 13th November 2015

Seaford **5 Bydown**
LW/15/0759 Planning Application - Single storey side extension for Mr R Stevenson

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

Seaford **58 Upper Belgrave Road**
LW/15/0814 Planning Application - Erection of replacement front porch, single storey rear extension, rear extension at first floor level and two storey side extension for Mrs L Caplin

It was **RESOLVED** to **OBJECT** on the grounds of over development and being out of character.

Planning Applications week ending 20th November 2015

Seaford **11A Sutton Park Road**
LW/15/0657 Planning Application - Loft conversion over existing rear annexe for Mr W Eastwood

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

Seaford **25 Steyne Road**
LW/15/0798 Planning Application & Listed Building Consent Application -
& Internal remodelling of the basement of 25 Steyne Road to create a
LW/15/0920 self-contained 1 bedroom flat, and the change of use and remodelling of a single storey dance studio (2a Church Street) within the grounds of 25 Steyne Road to create a self-contained 1 bedroom flat for Mr J Nash

*Victoria
Palmer-
Wright* *Living adjacent to the above property, expressed concerns over the new rear windows having clear glass as opposed to the existing obscured windows and how this will overlook her house and garden resulting in a loss of privacy. The block plan highlights the very close proximity of 2a Church Street to her property and garden.*

The proposed change of roof from a single slope to a ridge will result in overshadowing and will reveal a large window at the first floor level. This window will also directly overlook the garden and kitchen diner resulting in a loss of privacy.

The use of modern and inappropriate materials will adversely affect the setting of the listed building.

Questioned that if the Committee were to approve the plans, would it be considered to place conditions to the planning application for rear windows to be obscure glass and fixed shut and that no changes take place to the existing roof.

It was **RESOLVED** to **OBJECT** on the grounds of overdevelopment, loss of privacy, height of the roof, inappropriate materials on a listing building and adjacent to a conservation area.

Seaford **Allotment Gardens, Sutton Drove**
LW/15/0854 To replace existing rented chemical 'Port a Loo' with a disabled compost toilet for Seaford Allotment Leisure & Garden Society

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

Seaford **82 Beacon Drive**
LW/15/0871 Planning Application - Side and rear extension and addition of pitched roof to existing garage for Mr R Govus

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

Tree Works Applications

Seaford **18 Manor Road North**
TW/15/0100/ 2 x Sycamore – Re-pollard as part of ongoing pruning scheme
TPO

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

P65/12/15 A259 Buckle Bypass Proposed 50mph Speed Limit Update Report

Members considered report 114/15 informing the committee of East Sussex County Council's intention to take proposals forward to the Public Advertisement Stage.

It was **RESOLVED** to **AGREE** that this Committee does not wish to take the original response to the ESCC Planning Committee as a formal objection to the proposal.

P66/12/15 Update Report

Members **NOTED** the contents of report 116/15.

The meeting closed at 7.36pm.

Councillor L Wallraven
Chairman



Seaford Town Council

MINUTES of the meeting of the **Golf Committee** held at **The View at Seaford Head, Southdown Road, Seaford, BN25 4JS** on **Tuesday 8 December 2015** at **7.00pm**.

Present:

Councillor S Adeniji (Chairman)

Councillors M Brown, L Freeman, O Honeyman, L Worcester.

Mr James Corrigan, Town Clerk – 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)

4 members of the public.

G15/12/15 Apologies for Absence and Declaration of Substitute Members

Apologies were received from Councillors C Campbell, A Latham, A McLean and R Chambers (apologies were received but not reported at the meeting) and N Stephens of Seaford Town Council.

G16/12/15 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.

G17/12/15 Public Participation

Mr Sparks Raised his concerns about the recent lighting added to the Golf Clubhouse car park.

Town Clerk Explained that there was no light spillage recorded expanding further than the car park. It was also stated that the light directly outside the front is to be re- located as to not cause any light pollution for residents. Solar options for lighting will be looked into. Training will also be given to all staff in relation to the operation of the lights.

G18/12/15 Golf Professional's Report

Members consider report 118/15.

G18.1 It was **RESOLVED** to **APPROVE** limiting membership numbers to 400 members (not including juniors) and report back to this committee in 6 months time.

G18.2 It was **RESOLVED** to **AGREE** the membership fees for new members as per section 1.2 of report 118/15 and for a 5% increase on last years prices for existing members, as per section 1.2 of report 118/15.

G19/12/15 Head Greenkeeper's Report

Members considered report 117/15.

The information in report 117/15 was **NOTED**.

It was requested that it was minuted that the Golf Committee give their thanks and gratitude to Simon Lambert who has shown great service to Seaford Town Council and the Golf Course.

G20/12/15 Golf Budget; Golf Course and The View at Seaford Head

Members considered report 119/15.

G20.1 The projected financial performance of the Golf Committee for this financial year was **NOTED**.

G20.2 It was **RESOLVED** to **RECOMMEND** adoption of the 2016/17 Golf Budget as presented to the full Council.

G21/12/15 Town Clerk's Report

Members considered report 120/15.

The information in report 120/15 was **NOTED**.

The meeting closed at 8.19pm.

Councillor Sam Adeniji
Chairman



Seaford Town Council

Finance & General Purposes Committee

Minutes of the meeting of the Finance & General Purposes Committee held at the Council Chamber, Church Street, Seaford on Thursday 17th December 2015 at 7.00pm.

Present:

Councillor M Brown (Chairman)
Councillor P Lower (Vice Chairman)
Councillors S Adenji, R Honeyman, M Lambert and L Worcester.
Mr James Corrigan, Town Clerk - Seaford Town Council
Mrs Lucy Clark, Support Services Manager - Seaford Town Council
Miss Elizabeth Harvey, Finance and Administration Assistant - Seaford Town Council (minutes)

Two members of the public

F15/12/15 Apologies

Apologies for absence were received from Councillors P Boorman, B Burfield and R Hayder.

F16/12/15 Disclosure of Interests

There were no disclosures of interest.

F17/12/15 Public Participation

Sarah McStravick Expressed concerns on why The View at Seaford Head Golf Club is shutting at 7pm most evenings in the winter period, which is not allowing or encouraging community groups to use the venue and questioned the current rates of hiring to community group; as seems too expensive for them to afford.

Town Clerk Explained that some events at The View previously had been running at a slight loss and costing the tax payer. With the new current rates in place the venue events make a profit so that the venue can look to breakeven. The View does not always close at 7pm in the winter period, if a function is on like the comedy night.

Christine Brett Expressed concern with regards to the original business plan not being inclusive of all that was needed for The View and spending was not accurately budgeted for. Asked can we be assured that the next budget for the Golf Club and The View will cover all remaining omissions from the previous budget and be monitored rigorously.

Also, can we know whether the Jazz event has delivered value for money and whether it will continue. Does the Jazz event have a contract in place.

Town Clerk Stated some items purchased for the golf course and The View had not been budgeted for in the first year, however, the second year will be an improved budget due to knowing this information now. The future capital omissions, such as the external lighting, nets to catch the golf balls to stop damage to the clubhouse, a dance floor

these are not budgeted for this year as not enough scope for these until a profit has been achieved.

Currently the jazz events are not bringing in the revenue expected; however, the staff are working closely with the jazz organisers to see if a profit can be made to make the event viable. A three month trial period has been given to see how the events and profits progress. At this stage the events at The View have great potential to develop.

- Cllr S Adenji Explained that he works closely with the Town Clerk to monitor the income & expenditure at the golf club on behalf of the tax payer and financial systems to measure performance are implemented. The intention is to write to customers who have booked The View for feedback.
- Christine Brett *Enquired as to whether all customers who have booked The View would be written to for feedback and comments.*
- Town Clerk Confirmed that letters would be written post the Christmas period, to those customers who have booked The View asking for their feedback and comments, however, the period of time selected for those bookings has not yet been decided.

F18/12/15 Finance Report

F18.1 Receipts, Payments and Bank Reconciliation for September 2015 to November 2015

Members considered report 121/15 advising of receipts, payments and bank reconciliation for September 2015 to November 2015.

Members asked for clarity on certain income and payments regarding Photocopier charges, spending out of reserve funds.

F18.1.1 It was **RESOLVED** to **APPROVE** the total receipts of £292,685.72 and total payments of £129,319.16 for September 2015 with a balance to carry forward of £674,453.42.

F18.1.2 It was **RESOLVED** to **APPROVE** the total receipts of £81,148.07 and total payments of £119,804.48 for October 2015 with a balance to carry forward of £635,797.02.

F18.1.3 It was **RESOLVED** to **APPROVE** the total receipts of £46,338.91 and total payments of £146,649.61 for November 2015 with a balance to carry forward of £535,486.32.

F18.2 Finance Report – Income & Expenditure for the period of 1 April 2015 to 31 November 2015

Members considered report 122/15 informing of income and expenditure for the periods between 1st April 2015 and 31st November 2015 compared to the annual budget.

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

F19/12/15 First Internal Audit Report for 2015-16

F19.1 To receive the First Internal Audit Report from Mulberry & Co Ltd for 2015-2016

Members considered report 123/15 informing of the Internal Auditors report for 2015-2016.

Members asked for clarity on certain items regarding general reserves, the implication on increasing council tax or making cuts to services.

F19.1.1 It was **RESOLVED** to **APPROVE** the appointment of Mulberry & Co Ltd as the Internal Auditor for 2015-2016

F19.1.2 It was **RESOLVED** to **NOTE** the Internal Auditors Report

F19.1.3 It was **RESOLVED** to **NOTE** the actions taken by Council Officers as detailed in Appendix B

F20/12/15 Proposed Finance & General Purposes Budget 2016-17

F20.1 To present a draft budget for 2016-17 for the committee to consider to make any recommendations to the Council meeting on 28th January 2016.

Members considered report 126/15 informing of the draft budget 2016-2017

F20.1.1 It was **RECOMMENDED** to **AMEND** the draft budget to reduce the Grants Pool expenditure from £29,750 to £28,650.

F20.1.2 It was **RESOLVED** to **APPROVE** the training meeting of the committee with invitations to all Councillors to discuss all committee budgets in detail on 21st January 2016.

F21/12/15 Write off Request

F21.1 To inform the Committee of Monetary discrepancies at The View at Seaford Head.

Members considered report 124/15 informing them of monetary discrepancies and asking for a recommendation to forward to Full Council for a write off.

F21.1.1 It was **RESOLVED** to **RECOMMEND** to Full Council to write off the amounts of £260.00 and £150.46 relating to unaccounted expenditure at the View, Seaford Head Golf Club.

The meeting closed at 20.14.

Cllr Mark Brown
Chairman



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 Monday 21st December 2015 at 7.00 pm.

Present:

Councillor L Wallraven (Chairman)
Councillor R Honeyman (Vice Chairman)
Councillors D Argent, D Burchett, M Lambert, A Latham, P Lower, A McLean and L Worcester
Lucy Clark, Support Services Manager – Seaford Town Council
Jasmine Pollard, Apprentice Admin Assistant– Seaford Town Council (Minutes)

8 members of the public.

P67/12/15 Apologies for Absence and Declaration of Substitute Members

No apologies for absence were received.

P68/12/15 Disclosure of Interests

Under the Seaford Town Council Code of Conduct and the Localism Act 2011, Councillor L Worcester declared an interest other than a pecuniary interest on agenda item LW/15/0870 as a member of the Seaford Conservative Club Committee. Councillor L Wallraven declared an interest other than pecuniary interest on agenda item LW/15/0804 as a personal friend of a resident of 4 Marine Drive.

P69/12/15 Public Participation

Bob Gower Extended best wishes to the Committee for a Merry Christmas and a prosperous New Year.

Chairman Thanked Mr Gower for his kind wishes.

P70/12/15 Planning Applications

Planning Applications week ending 27th November 2015

Seaford	2 Marine Drive Bishopstone
LW/15/0804	Planning Application - Replacement sun lounge to front, replacement lean-to/side porch, new dormer window to roof, rear single storey extension, new roof terrace over sun lounge, rear garden landscaped to include the erection of a home office and house to be rendered for Ms N James

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

Seaford	47 Fitzgerald Avenue
LW/15/0838	Planning Application - Rear ground floor extension with internal alterations for C/O Delavals Design

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

Seaford **Cresta Crouch Lane**
LW/15/0870 Planning Application - Existing bungalow to be demolished and replaced with 8 two-bedroom houses with 8 car park spaces for Si Homes

Rod Smith Urged the Committee to reject this application on the grounds that the proposed buildings having a dominating high skyline that is out of character with the road, oppressively overshadows its neighbours and invades privacy. Will cause traffic chaos, accidents and aggravate parking and access problems in Steyne Road and Crouch Lane. Fails to address the need for soakaway landscaping given the established drainage and flooding problems in Steyne Road. Ignores landslip, subsidence and safety issues with the dangers of the steep vertical slope on the eastern boundary. Departs from more than 56 years of planning history limiting development to bungalows. The residents would welcome a more appropriate and sympathetic re-submission tailored to the site and locality rather than just to building costs.

Sue Smith Gave photographs and plans to the Committee to show the impact of the proposal on neighbouring properties, highlighting how the properties will overlook overs, evidence of badger activity and the likelihood of landslides.

Chantel Expressed concerns about the large increase in the height and area of the frontage, an increase in flood risks to drainage infrastructure already cannot cope with the annual rainfall; caused by a heightened level of rain runoff if the site is paved, suggested that permeable paving be considered for the site and a covenant be put in place to prevent further paving of green areas on the site. Informed the Committee that parking is already a problem in the area and that the proposed build will only make this worse. Suggested that a footpath also be considered in this proposal as pedestrian access is limited.

Bob Gower Notified members of the Committee and public that they are also able to attend the Lewes District Council Planning and Highways Meeting to express their concerns regarding this application.

It was **RESOLVED** to **OBJECT** on the grounds of overdevelopment, the elevated position causing overshadowing and loss of privacy to neighbouring properties; Sea Cottages and 67A Steyne Road, unreasonable density and inappropriate layout of properties on the site, lack of any archaeological assessment or survey for badger activity on the site, no evidence of piling; measures to prevent landslides, overbearing in height, being out of character with the street scene and increased traffic issues.

Seaford **Whistles Seaford Railway Station**
LW/15/0872 Listed Building Consent Application - Internally renovate the currently vacant east wing building (former Whistles cafe) and repair and redecorate the externals to match the existing colours for Heritage Refreshments

It was **RESOLVED** to **OBJECT** to the application, supporting the comments in the Lewes District Council Design and Conservation Officer's report.

Seaford **10 The Holt**
LW/15/0888 Planning Application - Enlargement of the existing front entrance porch, together with the demolition of an existing conservatory and the erection of a single storey extension to the rear for Mr S O'Neill

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

Seaford **36 Church Street**
LW/15/0891 Advertisement Consent Application - Illuminated shop sign over the glass front and side wall signs for Badger Inks Ltd

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

The meeting was adjourned at 7:32pm to allow members of the public to exit the meeting and reconvened at 7:35pm.

Planning Applications week ending 4th December 2015

Seaford **1 East Albany Road**
LW/15/0787 Planning Application - Erection of a two storey extension and a conservatory at rear for Ms L Webster

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

Seaford **41 Headland Avenue**
LW/15/0917 Planning Application - Single storey rear extension for Mr C Mercer

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

Seaford **21 Churchill Road**
LW/15/0919 Planning Application - Single storey side extension with an associate front balcony for Mr H Creamer

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

Planning Applications week ending 11th December

Seaford **16 Kammond Avenue**
LW/15/0840 Planning Application - Removal of outbuilding to allow single storey rear pitched and two storey side pitched extensions for Mr & Mrs M Saunders

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

Seaford **Land Rear Of 99 Stafford Road**
 LW/15/0859 Planning Application - Erection of 2 x three bedroom semi-detached houses together with parking and footpath for Phil Chapman Builders Ltd

It was **RESOLVED** to make **NO OBJECTION** noting however that the committee have concerns relating to the integrity of the retaining wall and the provisions for water drainage needed.

Seaford **Croft Court Croft Lane**
 LW/15/0864 Planning Application - Replacement of all windows, doors and patio doors with uPVC units for First Port

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

Seaford **11 Clinton Place**
 LW/15/0880 Planning Application - To replace front bay window in first floor flat for Ollivers Restaurant

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

Seaford **25 Downsview Road**
 LW/15/0922 Planning Application - Single storey extension to the rear with raised decking for M Fish & V Eley

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

Tree Works Applications

Seaford **Chyngton House North Hamsey Lane Seaford East Sussex BN25 4DW**
 TW/15/0102/ T12 of the Order (T1 on the map) - Holm Oak - Reduce & re-shape crown
 TPO on S & E side by approx 15% to leave a crown extension of 6.5m to the south and 6.5m to the east; reduce in height by approx 3m to leave a finished height of approx 13m.

T11 of the Order (T2 on the map)- Holm Oak - Reduce & reshape crown on the E side by approx 15% to leave a crown extension length of 6.7m; reduce in height by approx 3m to leave a finished height of aprox 13m.

T10 of the Order (T3 on the map) - Holm Oak - Reduce crown on W side by 3.5m to leave a finished crown extension length of 6.4m; Reduce crown on E side by 1.75m to leave a finished crown extension length of 3.8m; reduce in height by approx 3m to leave a finished height of 13m.

T9 of the Order (T4 on the map) - Elm - Reduce and reshape crown by approx 35% to give a finished height of 10m.

Reasons for the works to T10 - T12 are to ensure that the trees remain within their existing/proposed parameters thus restricting their ability to occupy any space greater than already occupied. The concerns of the residents have recently been highlighted by the recent loss of a limb from T11 which, from the information given to me by the residents, was due to excessive end loading and failure during high winds. The Holm Oaks cast a dense heavy shade over the amenity area and the propoals seek to mitigate this effect. A similar specification of works has been applied to the other Holm Oaks on the site and they have responded well, maintaining their amenity value to the suroounding landscape and garden environs.

In respect of the Elm the work specified is in response to a small ariel infection of DED. The hope is that the proposed reduction will be enough

to remove any DED infection and enable the tree to survive; however, the result of this will not be known until the emergence of leaf next year. All the proposed works will comply with the relevant British Standard (BS3998)

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

P71/12/15 Update Report

Members **NOTED** the contents of report 127/15.

The meeting closed at 7:46pm

Councillor L Wallraven
Chairman



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 14th January 2016** at **7.00 pm**.

Present:

Councillor L Wallraven (Chairman)
Councillor R Honeyman (Vice Chairman)
Councillors D Argent, D Burchett, M Lambert, A Latham, P Lower and L Worcester
Lucy Clark, Support Services Manager – Seaford Town Council
Elizabeth Harvey, Finance Admin Assistant– Seaford Town Council (Minutes)

9 members of the public.

P72/1/16 Apologies for Absence and Declaration of Substitute Members

Apologies for absence were received Councillor A Mclean.

P73/1/16 Disclosure of Interests

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

P74/1/16 Public Participation

There was no public participation.

P75/1/16 Planning Applications

Planning Applications week ending 18th December 2015

Seaford LW/15/0965	40 Rookery Way Bishopstone Planning Application - Proposed roof conversion with gable ends and roof dormer for Mr J Peck
<i>Mrs Gwen Johnson</i>	<i>Further to her recently submitted objection, spoke of her right to complain as the proposed structure would no way enhance or merge in with the existing bungalows and would overwhelm her bungalow. The proposed position of the window located at the gable end will allow invasion of her property in respect the bedroom, bathroom and dining room windows and there would be no privacy anywhere in the back garden. The position of the extension would be seen from Bishopstone Road and the adjoining fields. Requested that Councillors give great consideration to this application. It would also take off the market to the retired and disabled.</i>
<i>Kathleen Thornburrow</i>	<i>Objects to the application suggesting that the roofline will double to form a box. To put double dormers at the rear would be totally out</i>

of keeping and be an ugly block and out of character. This is the edge of a conservation area and beautiful views would be lost. The top windows would look into the bedroom and sitting room and could set a precedence for others.

Mr Gregory Lives with his elderly disabled father and this extension will stop the views from his living room where his father sits most of the day. It is out of character and as Rookery Way is a narrow road with traffic parked on one side he raised concerns for access by emergency vehicles.

Jean Shepherd Lives directly opposite the proposed extension and although is aware that views are not a considered, states that this extension is completely out of character with the rest of the road as there is not a single bungalow that resembles this. The roof would be approx. 4 times wider resembling a box which would be her view all day. Expressed concern that this would set a precedence for other bungalows and is overdevelopment. Objects to the application on these grounds.

Mrs Burgess Reiterated all the above objections.

It was **RESOLVED** to **OBJECT** on the grounds of overshadowing, unneighbourly, loss of privacy, loss of parking, out of character and over development. It will also cause harm to the street scene on the east side of the road.

The meeting was adjourned at 7:20pm to allow members of the public to exit the meeting and reconvened at 7:24pm.

Seaford **2 Manor Road North**
LW/15/0966 Planning Application - Erection of first floor side extension for Mr M Cowley

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

Seaford **25 Stirling Avenue**
LW/15/0967 Planning Application - Erection of a rear extension for Mr P Cross

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

Seaford **5 Perth Close**
LW/15/0972 Planning Application - Removal of existing single garage and erection of attached double garage for Mr J McLaughlin

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

Planning Applications week ending 25th December 2015

There were no planning applications to consider in respect of Seaford.

Planning Applications week ending 1st January 2016

Seaford **Lamont Southdown Road**
LW/15/0903 Planning Application - Erection of a first floor extension over
existing garage together with single storey extension in the front,
incorporating a new front entrance porch and sub-terrarium garage
for Mr A Bushell

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

Seaford **21 Sutton Park Road**
LW/15/0951 Planning Application - Change of Use From Guest House (Use Class
C1) to House in Multiple Occupation (Sui Generis) for Mr J Usher

It was **RESOLVED** to **OBJECT** on the grounds that this will be a
loss of accommodation to the town and is not in keeping with Lewes
District Council's Strategic Tourism Vision and Action Plan.

Seaford **Downs Leisure Centre Sutton Road**
LW/15/0975 Planning Application - Proposed hard standing and fencing to create
a base for a mobile MRI scanner for SMSKP2 Limited

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

P76/1/16 Update Report

Members **NOTED** the contents of report 128/15.

The meeting closed at 7:39pm

Councillor L. Wallraven
Chairman



Seaford Town Council

Report 131/15

Agenda Item No: 5.1
Committee: Council
Date: 28 January 2016
Title: Mayor's Report & Engagements
By: Jasmine Pollard, Mayor's Secretary
Purpose of Report: To present the Mayor's report and details of engagements

Recommendations

You are recommended:

1. To note the contents of the Mayor's report and details of engagements.
-

1. Information

- 1.1 Attached at Appendix A is the Mayor's report for the period from September 2015 to date.
- 1.2 At Appendix B are details of the Mayor's and Deputy Mayor's engagements for the same period.

2. Financial Appraisal

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

3. Contact Officer

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

Mayor's Secretary

Town Clerk

REPORT 131/15 - APPENDIX A

Mayor's Report

Since 23rd August I have been involved in over eighty events, meetings and mayoral duties, I have highlighted some of these below.

Sunday 23rd August - The Mayoress and I were invited to open the Seaford Motorfest. We arrived in style as we were driven to the event in a lovely vintage car. The weather wasn't really on our side but everyone was determined to enjoy themselves.

Wednesday 26th August - I was invited by the Crouch Bowling Club to meet the Chelsea Pensioners for some games of bowls and have lunch with them all, once again the weather tried to put a dampener on things but we were having none of it and we played through the rain.

Saturday 29th August – I joined some members of the public in a tour around Seaford held by Kevin Gordon, we took a walk around the town while he spoke about the history of the area, money raised for this went towards my chosen charities.

Monday 31st August – I was invited to open the NPS Lions' Donkey Derby and helped the chairman give prizes at the event.

Saturday 5th September – I was invited by the Mayor of Telscombe to attend Telscombe Town Council's Tyefest. I helped to judge the best stall and present prizes. It was great to have a chance to see how events are organised in neighbouring towns.

Saturday 26th September – I attended a charity Blues Brothers night at Newhaven Fort arranged by the Mayor of Newhaven. It was a fantastic show.

Saturday 3rd October – I travelled to Chichester Cathedral to attend a service for Family Support Work's 125th Anniversary. The formal event was a memorable experience and a great opportunity to meet many of the dignitaries from the Sussex area.

Sunday 11th October – I was involved in a sponsored walk for the CTLA buses. A large group of us walked from Seaford to Telscombe to help to raise money for the organisation.

Saturday 17th October – I took part in the Seaford Bonfire Night procession, laid a wreath at the memorial and got to enjoy the brilliant fireworks display. I think a lot of credit needs to go to Seaford Bonfire Society for organising this event every year for the town.

Sunday 25th October – Some Councillors, staff members and I took a trip out to sea on the Newhaven Lifeboat all the way out to Birling Gap. It was a lovely sunny day with calm waters. It was great to be given the chance to steer the boat. This trip also raised money for my chosen charities.

Sunday 8th November – I attended the Seaford War Memorial for Remembrance Day and laid a wreath for Seaford Town Council.

Friday 13th November – I went to Cradle Hill School and judged the children's bake off competition. The children did a wonderful job with the high standards of their cakes and pastries that were sold for charity.

Monday 30th November – Attended a Seaford Choral Society evening at St Leonard's Church, really enjoyed listening to all of the talented signers.

Saturday 5th December – I took part in Seaford Christmas Magic. My day began at 6am assisting with the organisation of stall holders, throughout the day I helped to monitor the event with the team and selected the winners for the best fancy dress prize. I announced prize winners and introduced the Young Mayor and Father Christmas for the switch on. The day was very long for me but the team did a fantastic job and it was a brilliant day for the town, a lot of people enjoyed themselves.

Monday 7th December – My Carol Service was held at the Baptist Church, it was a great evening and the hall was packed with people. The Seaford Primary Chamber Choir sang wonderfully as did the Baptist Church Choir. Everyone enjoyed the Mayoress' cakes and some mince pies and hot drinks after the service.

Monday 21st December – I was invited to open a Christmas grotto in Raymond Close for the Seaford Baptist Church and I spent time there with the families that came along.

As you can see it's been a busy few months but I have had the chance to take part in and experience some wonderful things and I am very much looking forward to seeing what the coming months bring.

REPORT 131/15 – APPENDIX B

Mayor's Engagements 2015-2016

Mayor Elect D Argent 2015-2016						
Day	Date	Time	Organisation	Event	Invite Only/ Open	Venue
Fri	25.09.2015	10:00	Denton Island Indoor Bowls Club	Macmillan Coffee Morning	Open to All	Denton Island, Newhaven, BN9 9BA
Sat	26.09.2015	19:30	Newhaven Town Council	Blues Brothers Charity Night	Ticketed Event	Newhaven Fort, Fort Road, Newhaven
Sat	03.10.2015	14:00	Chichester Diocesan Association for Family Support Work	Service of Thanksgiving and Rededication to Celebrate 125 Years	Open to All	Chichester Cathedral, Chichester
Thur	08.10.2015	13:00	Age UK	Seaford Community Club Open Day	Invite Only	St James' Clubhouse, Seaford
Thur	15.10.2015	11:00	Seaford Twinning Association & Seaford Museum and Heritage Society	Twining Plaque Unveiling	Open to All	Martello Tower, Seaford Seafront
Fri	16.10.2015	14:00	Age UK	Annual General Meeting	Open to All	Dean's Place Hotel, Alfriston
Sat	17.10.2015	18:00	Seaford Bonfire Society	Seaford Bonfire Night	Open to All	The White Lion/Martello Fields
Tues	27.10.2015	10:00	Seaford Seniors Forum	Older Peoples Day "Fit For Life"	Open to All	Downs Leisure Centre, Seaford
Fri	30.10.2015	19:00	Cuckmere Buses	Annual Social Evening	Invite Only	Arlington Village Hall, BN26 6RX
Fri	13.11.2015	15:00	Cradle Hill School	Children in Need Bake Off	Invite Only	Cradle Hill School
Sat	14.11.2015	19:30	Seaford Martello Rotary Club	Proms Night	Ticketed Event	Seaford Head School, Arundel Road

Fri	20.11.2015	14:00	Rotary Club of Seaford	Old Folks Christmas Party	Invite Only	St James' Clubhouse, Seaford
Sat	28.11.2015	19:30	Seaford Choral Society	Autumn Concert	Ticketed Event	St Leonards Church
Sat	12.12.2015	19:30	Seaford Musical Theatre/Maestro Big Band	Big Band Christmas at The Barn	Ticketed Event	The Barn Theatre
Sun	13.12.2015	16:30	Archway Events	Holiday Cheer with Archway & Chyngton School Choirs	Open to All	Seaford Head School, Arundel Road
Tues	15.12.2015	10:30	Dean's Senior Tea Mornings & Telscombe Town Council	Christmas Party	Invite Only	Telscombe Civic Centre
Wed	16.12.2015	10:00	3VA	Safe Places Launch	Open to All	Seaford Library
Fri	04.03.2016	15:00	Women's World Day of Prayer - Seaford Group	Women's World Day of Prayer Service	Open to All	Chyngton Methodist Church
Fri	15.04.2016	19:30	Seaford Music Society	Hashimoto Clarinet Trio	Ticketed Event	Cross Way, Steyne Road

Deputy Mayor R Hayder Engagements						
Day	Date	Time	Organisation	Event	Invite Only/Open	Venue
Sun	09.08.2015	10:00	Wave Leisure	Seahaven Para Games	Open to all	Downs Leisure Centre, Seaford
Sat	14.11.2015	19:00	Friends of Seaford Library	Annual General Meeting	Open to all	Seaford Library



Seaford Town Council

Report 132/15

Agenda Item No: 5.2
Committee: Council
Date: 28 January 2016
Title: Young Mayor's Engagements
By: Jasmine Pollard, Mayor's Secretary
Purpose of Report: To present details of the Young Mayor's engagements

Recommendations

You are recommended:

- 1. To note the contents of the Young Mayor's report and details of engagements.**
-

1. Information

- 1.1** Set out below are details of the Young Mayor's and Deputy Young Mayor's engagements for the period of November 2015 to date:

Day	Date	Time	Organisation	Event	Invite Only/ Open	Venue
Sat	19.09.2015	10:00	Seaford Photographic Society	Opening of Exhibition	Open to all	The Arts@TheCrypt Gallery, Seaford
Sun	08.11.2015	10:30	Royal British Legion	Remembrance Service	Open to all	Seaford War Memorial

- 1.2** The Young Mayor is currently working on organising future events to raise money for her chosen charity; Teddy Treats Children's Charity, and is working closely with the Deputy Young Mayor, Jessica Batchelor, preparing for a handover of roles at the end of the Municipal Year in May and the upcoming election process for a new Deputy Young Mayor for the 2016/17 Municipal Year.

2. Financial Appraisal

There are no 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



Seaford Town Council

Report 133/15

Agenda Item No: 6
Committee: Council
Date: 28 January 2016
Title: Clerk's Update Report
By: James Corrigan, Town Clerk
Purpose of Report: To inform Councillors of key developments and priorities.

Recommendations

You are recommended:

1. To note the contents of the report and agree to the priorities.
-

1. Information

- 1.1 **Outstanding Freedom of Information Act requests, complaints and compliments**, since the last Council meeting on 29th October 2015 there have been four requests made under the Freedom of Information Act; two regarding a former employee, one information gathering exercise regarding the Christmas Lights scheme, and one relating to the licences at the concessions.
- 1.2 There have been six relevant complaints; firstly regarding the condition of the new play area at The Salts and dogs entering the area, as members are aware Officers are in regular communication with the contractors to get the site completed to the expected standard. There have been three complaints relating to commercial activities which are being dealt with. There have been two complaints with regard to the new lighting installed at The View car park. These have been responded to and accepted by one party following some changes made to the configuration and to the timing for the lights to be on. The lights are only on until the venue closes which in the winter is usually 7pm and do not cause any light pollution, meter readings have been taken.
- 1.3 Also in this period the Council has received a letter of compliment from Seaford Museum with regards to the Seaford Christmas Magic event held in the town in December and the positive impact this had on the community, town atmosphere and local groups. Three letters of thanks have also been received for speedy responses.
- 1.4 **Officer and Councillor development**, since the last meeting Mark Mulberry carried out VAT Training in house for Lucy Clark, Elizabeth Harvey, James Corrigan and Georgia Raeburn. Jasmine Pollard has completed her NVQ Level 3 in Business Administration and is currently waiting for it to be assessed. Allen Gales, a well experienced and qualified Accountant, has commenced as a Finance Mentor, assisting the Finance Department from a more strategic point of view. Finance training was carried out for all Councillors and a review of training needs on 19th November by James Corrigan. Lucy Clark continues with her AAT Level 4 qualification, successfully passing her first module. James Corrigan is still undertaking his MSC in Human Resource Management and is awaiting his first

module results. Nathan Sutliff attended his first day at Plumpton College for his NVQ Level 3 in Horticulture in January; this course runs for the two years of his training contract.

- 1.5 All staff appraisals have been carried out and staff members are now looking at sourcing training as highlighted in their individual appraisals. Elizabeth Harvey will be attending a Microsoft Excel course through Sussex Downs College in the near future.
- 1.6 **Staffing Changes**, the Council is currently recruiting for four positions; Head Greenkeeper and Deputy Head Greenkeeper at Seaford Head Golf Course. Nick Stephens, former Head Greenkeeper, resigned to return to his previous trade in carpentry and Simon Lambert, former Deputy Head Greenkeeper, resigned after 15 years' service to further his career and take on a Head Greenkeeper role. Shortlisting of applicants has taken place and interviews are being held on 27th and 28th January.
- 1.7 Restaurant & Bar Manager at The View at Seaford Head; with a total of 73 applicants, shortlisting has taken place for interviews to be held on 3rd and 4th February. Liza Jones, Interim Manager at The View, will be leaving the Council's employ on 13th February to pursue her career in the prison service. Len Fisher, Sarah Pearce and the more senior casual workers will be covering the Manager's workload until the appointed applicant is in post.
- 1.8 Administration Assistant (Events & Facilities); Rachel Beard has handed in her notice to progress her career with a position at a local training organisation, with her last working day being 7th February. The position was advertised on 19th January and is already receiving a good level of interest. The closing date for applications is 15th February, with interviews being held on 23rd and 24th February.
- 1.9 We wish all our former employees well in their future careers. Relevant exit interviews have taken place. Thank you to Georgia Raeburn for all her excellent work in taking these appointments forward.
- 1.10 **RIDDOR Report**, Officers were required to report an employee's accident at work to the Health & Safety Executive. The Apprentice Greenkeeper had an accident on the golf course involving the small off road vehicle used on the course. He suffered back pain as a result of the accident but has since returned to work. It was necessary to report the accident as the employee was off work for a period of more than seven days. The vehicle has been inspected and a full investigation has been carried out to ensure such an incident cannot reoccur.
- 1.11 **The Salts Development**, a site meeting took place with the Director and several staff members from Kompan in late December. It was accepted at this meeting that there are a number of remedial actions to be undertaken, these are planned to take place in the next few weeks. No funds have been paid yet but partial payment is being looked at currently.
- 1.12 **Council Offices**, the decoration work at 37 Church Street is now complete, with a few finishing touches, fixtures and fittings left to be carried out. As part of this process Council Officers have sorted through archived files and paperwork and taken the opportunity to create more functional storage space in the offices and garage. A stud wall has been built to separate the kitchen and Council chambers; this allows greater privacy in the Chambers when meetings are taking place and has also allowed for the kitchen to be used by staff to sit and eat their lunches away from their desks. Many thanks go to Len Fisher for all his hard work in coordinating this project, well done Len!

- 1.13 Press releases, annual report, social media and website**, since the last Council meeting 13 press releases have been made, covering Christmas Magic, the Young Mayor's Christmas Party, the Mayor's Carol Service, the Lifeboat Trip attended by some staff and Councillors, and Seaford's Neighbourhood Plan.
- 1.14** The Town Council's Autumn newsletter was also released, including a profile on each of the Town Councillors. Work is now underway on the Winter newsletter, which will be published in the coming weeks, and after this preparation will begin on the Council's Annual Report.
- 1.15 Leases and Estate management**, the signing of the NATS lease at Seaford Head is still awaited, the delays are due to NATS but will be progressed in due course.
- 1.16** The new lease and improvements for **Hurdis House** will be signed imminently as the improvement works draw to a conclusion over the next few weeks.
- 1.17** The improvements at The View have continued largely due to the efforts of the dedicated team that is developing there. It is anticipated that the appointment of a skilled and experienced manager will take this improvement on further.
- 1.18** However the Clerk is currently dedicating up to 50% of his time to this facility whilst the project is taken forward. This has lately included meetings to resolve various pieces of snagging works, dealing with some contract valuation anomalies referred to in the budget report, and various HR matters.
- 1.19** Whilst the introduction of the new lighting was met with praise from the users of the building and avoids any claims against the Council for negligence, there have been concerns expressed by some residents which have been addressed by altering the angle of one light and ensuring the lights are not left on overnight.
- 1.20 Outstanding litigation**, a meeting recently took place with the Council's Barrister and Solicitor with regard to the ongoing threatened litigation with a former tenant of Hurdis House. This will lead to a mediation meeting in due course when the Council will look to reduce any liabilities.
- 1.21 Corporate Governance and Policy review**, whilst progress is being made in this area it has largely been in dealing with internal systems at The View. It is anticipated that a number of policies will be presented to the Council for adoption at its meeting in April; this will include Personnel policies and an employee handbook. Staff continue to be trained on Council Policy as part of the weekly staff meetings.
- 1.22 Income generation**, a new filming brochure has been developed as well as a Memorials brochure. A scheme to develop opportunities for all staff within the offices to generate income or make savings is being developed, it is anticipated this could have a net positive effect of approximately £50,000 per annum.
- 1.23 Seaford in Bloom**, work is continuing to look at alternative sponsorship methods and options for Seaford in Bloom to generate funding to cover the planting and maintenance costs. An initial enquiry has been submitted to East Sussex County Council with regards to the feasibility of having planters or flower beds at other sites around town; this is being investigated by ESCC. The 2016/17 Budget includes the cost of planting and maintenance for this coming years Seaford in Bloom. A report will be made back to Council once the project has progressed further with regards to the funding and sponsorship options.
- 1.24 Street Trading**, negotiations are still progressing with regard to street trading and delegation to STC to set policy and manage this. It is understood Lewes District Council's Licencing Committee will consider this matter soon.

- 1.25 Internal Audit,** Mark Mulberry & Co visited the Council offices in November to carry out their audit. The Interim Audit report was subsequently submitted and presented to the Finance & General Purposes Committee at its meeting on 17th December. There were no major issues for concern but a few minor points which are being actioned upon, such as the adoption of a Debit Card Policy, which appears elsewhere on this agenda, and updating the Council's website with the Council's expenditure each quarter. Overall the Auditor was able to report that the financial systems and procedures in place are entirely fit for purpose.
- 1.26** The Auditor did state in the report that they are 'concerned that general reserves will be put under significant pressure by the end of the council year due primarily to the golf club spending requirement. The Council must ensure it has adequate and robust forward cashflow forecasting to ensure that general reserves are not fully extinguished, or that provision can be made if needed.' This has been taken in to consideration in the preparation of the 2016/17 Budget included elsewhere on this agenda.
- 1.27** Mark Mulberry & Co has made subsequent visits to go through previous Internal Audits carried out, at the request of the Council, and separately to carry out an audit onsite at The View at Seaford Head. We await the written reports of these visits.
- 1.28 Filming,** many thanks go to Sarah Pearce on designing and creating a brochure to market the Town Council's land available to be filmed on. A project is now underway to look at marketing options for the filming opportunities and locations, and increasing income generated through this. Carolyn McCourt continues to oversee and organise filming carried out on Seaford Head Nature Reserve and must be thanked for all her work over this year, with filming income coming in at over 600% above budget. It is hoped that actively promoting the Council's various sites will sustain income levels.
- 1.29 Neighbourhood plan,** following a tendering process Action in Rural Sussex has been awarded the contract to undertake the Neighbourhood Plan for Seaford. At the same time the Boundary for the plan has been approved by Lewes District Council and South Downs National Park, to be the same as the Town Boundary of Seaford Town Council.
- 1.30 Community Flood Defence Meeting,** a very successful Community Flood Defence meeting was recently organised by a group including Councillors Adeniji and Olivia Honeyman, as well as Ian Hodgson and Keith Blackburn with the support of Seaford Town Council. This was very successful and actions will follow which will hopefully be of benefit to the Town. Well done to all those who organised this event.
- 1.31 Town Marketing,** an exciting potential opportunity has emerged with the offer of free services from an industry expert to support in Marketing the Town. This is at an exploratory stage but will be developed over the coming months.

2. Progress on previous meetings priorities;

- (i) *Prioritise support for The View to reduce losses for this financial year and put in place systems to generate profits in the near future. Ongoing and will be addressed with the newly recruited Manager when in situ.*
- (ii) *Complete full review of all office procedures to make efficiency savings. Ongoing.*
- (iii) *Pursue additional financial savings and income generators. Ongoing; the Town Clerk is reviewing where all members of staff can assist with income generation and making financial savings as part of their roles.*

- (iv) *Complete all staff appraisals. Completed.*
- (v) *Review Council Filing systems. Ongoing; as mentioned earlier in report, a review of archived filing has successfully been undertaken.*
- (vi) *Appoint a new Manager for The View. Interviews being held on 3rd/4th February with an appointment hoped to be made soon thereafter.*
- (vii) *Organise a Personnel Committee to report back on all HR Matters. Meeting held on 18th November 2015; minutes included at item 4 on this agenda.*
- (viii) *Review staff structure and systems at The View. Staff Structure was reviewed and subsequently adopted by the Personnel Sub-Committee in November 2015. An ongoing review of systems is taking place, although many are now implemented and having a notable improvement on service deliver, customer satisfaction, financial savings, staff morale and more efficient staffing levels.*
- (ix) *Complete all budget setting processes. Completed and included at item 12 on this agenda.*

3. Priorities going forward;

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

- (i) *Prioritise support for The View to reduce losses for this financial year and put in place systems to generate profits in the near future.*
- (ii) *Complete full review of all office procedures to make efficiency savings.*
- (iii) *Pursue additional financial savings and income generators.*
- (iv) *Review Council Filing systems.*
- (vi) *Appoint a new Manager for The View.*
- (viii) *Review staff structure and systems at The View with the new manager.*
- (ix) *Produce a Capital Wish list for The View including breakeven calculations.*

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 129/15

Agenda Item No: 9
Date: 28 January 2016
Committee: Council
Title: Meeting Timetable 2016-17
By: James Corrigan, Town Clerk
Purpose of Report: To approve the meeting timetable for the 2016-17 Municipal Year

Recommendations

You are recommended:

1. To approve the proposed meeting timetable for Council and Committee meetings in the 2016-17 Municipal Year.
-

1. Information

Attached at Appendix A is a proposed timetable for the meetings of the Council and its Committees during the 2016-17 Municipal Year.

The timetable has been carefully developed to enable necessary meetings to take place within a cycle reflective of Town Council meetings. Also consideration has been given to holiday periods to try and avoid these where possible. The only exception being Planning & Highways Committee meetings where they must be held every three weeks due to consultation deadlines on planning applications.

If members have any comments on the timetable please send these to the Town Clerk ahead of the meeting where possible so they can be factored in to the timetable in advance.

2. Financial Appraisal

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

3. Contact Officer

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

Town Clerk



Committee Timetable 2016-2017:
Summary of Public Meetings

Draft

Report 129-15 - Appendix A

Committee	Time/ Venue	2016												2017				
		May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May				
Community Services	7pm - Church Street		16 Thurs			15 Thurs			Budget 17 Thurs				9 Thurs		4 Thurs			
Planning & Highways	7pm - Church Street	19 Thurs	9 Thurs	21 Thurs	11 ^b Thurs	1 ^b Thurs	13 Thurs	3 Thurs	15 Thurs	9 Mon	2 Thurs	16 Thurs	6 ^b Thurs	11 Thurs				
			30 Thurs			22 Thurs		24 Thurs			23 Thurs	27 Thurs						
Finance & General Purposes	7pm - Church Street			7 Thurs			6 Thurs					23 Thurs						
Council	7pm - Church Street	Annual Mtg 12* Thurs		14 Thurs			20 Thurs			Precept 26 Thurs			20 Thurs	18 ^{***} Thurs				
			28 Thurs			6 Thurs												
Golf	7pm - The View at Seaford Head										28 Thurs							
	Town Forum													Town Forum				
		24 Thurs												23 ^b Thurs				



Seaford Town Council

Report 130/15

Agenda Item No: 10
Date: 28 January 2016
Committee: Council
Title: Council Debit Card Policy
By: James Corrigan, Town Clerk
Purpose of Report: To approve the Council Debit Card Policy as an addendum to the Council's Financial Regulations.

Recommendations

You are recommended:

- 1. To approve the draft Council Debit Card Policy as an addendum to the Council's Financial Regulations.**
-

1. Information

- 1.1** In November 2014 the Council authorised the issue and use of Council Debit Cards for certain authorised employees. It was correctly noticed by the Internal Auditor at his last visit that whilst the Council's Financial Regulations refer to the use of Debit Cards, the Council was yet to adopt a Debit Card Policy.
- 1.2** Attached at Appendix A is a draft Council Debit Card Policy presented for adoption. This policy represents current internal practice and also best practice with regards to security and usage of debit cards.
- 1.3** The policy will become an addendum to the Council's Financial Regulations rather than a standalone policy. As an addendum the policy may be reviewed by the Council without having to review the entire regulations.

2. Financial Appraisal

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

3. Contact Officer

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

Town Clerk



Seaford Town Council

Council Debit Card Policy

Introduction:

In view of the increase of internet purchasing due to the potential savings that online purchasing may offer and the requirements of maintaining operations at The View at Seaford Head, Seaford Town Council may authorise the issue of debit cards to employees for business use. This policy refers only to the issue and use of Council debit cards.

Policy Statement:

Issuing:

The issue of a Council debit card to an employee must be authorised by the Finance & General Purposes Committee and be issued to a named employee for their use only, no other individual may use the debit card.

The financial limit of each issued debit card shall not exceed £1,000. Upon being issued a debit card the employee shall be advised of their individual financial limit.

Each employee issued with a debit card is solely responsible for its safe keeping and usage and for ensuring that the card is not used by others. In particular, PIN numbers will only be issued to the card holder and must be kept confidential, as must the card security (CSC/CVN) number.

Lost or stolen cards must be reported to the issuing bank immediately upon discovery that the card is missing via the Support Services Manager or in their absence directly by the named cardholder themselves. With no exceptions the Responsible Finance Officer (RFO) must also be informed immediately.

In the event of any employee's termination of employment, the employee must return any issued debit card to the Support Services Manager and the card will be destroyed. The issuing bank must be advised to cancel the debit card to prevent any unauthorised usage.

Usage:

Cash withdrawals are only permitted when being made to top-up the Petty Cash accounts and shall not be made for any other purpose. Cash withdrawals cannot exceed the financial limit of the petty cash float itself and must be authorised in advance by the RFO. When making a cash withdrawal to top-up the Petty Cash accounts, the cash withdrawal must be reconciled with the monthly Petty Cash statement.

A debit card issued to an employee shall be used for business purposes only and in conjunction with the employee's job role. It shall not be used for any non-business transactions nor for any personal purchases.

Reconciliation & Inspection:

Every debit card transaction must be entered by the cardholder on to their Debit Card Monthly Transaction spreadsheet. Receipts for all purchases must be submitted with the spreadsheet to the Support Services Manager on the 1st working day of each month. The spreadsheet and accompanying receipts are checked by the Support Services Manager and subsequently reviewed and authorised by the Town Clerk and signed by two Councillors.

The transaction receipts shall be reconciled monthly with the bank statements. In the event of any discrepancy, the RFO and Chair of the Finance & General Purposes Committee must be notified and an investigation initiated.

The cardholder is responsible for obtaining and submitting receipts for all transactions. Failure to produce transaction receipts may result in the cardholder being held liable for the sum of said transaction/s.

Fraudulent or Misuse of a Debit Card:

If the cardholder misuses the debit card or fraudulently uses the card, this may result in disciplinary action being taken against the cardholder.

This policy forms an addendum to the Council's Financial Regulations.

Adopted: 28th January 2016

To be reviewed: annually with Financial Regulations review.

DRAFT



Seaford Town Council

Report 115/15

Agenda Item No: 11
Date: 28 January 2016
Committee: Council
Title: Monthly Councillor Surgeries
By: James Corrigan, Town Clerk
Purpose of Report: To look in to holding monthly Councillor surgeries for members of the public.

Recommendations

You are recommended:

1. To approve Councillor Surgeries being run on a monthly basis, on a Saturday, with two Councillors doing each one on rotation.
-

1. Information

- 1.1 It has been suggested by some Town Councillors that monthly Councillor surgeries should be held. Councillor Surgeries are a good tool used by many councils to encourage open communication with members of the public, help reinforce the approachability and presence of the Council and most importantly, give residents a chance to interact face-to-face with their elected representatives.

Surgeries are a chance for residents of the town to let their views be known, ask any questions, raise an issue, discuss an idea they may have or even just find out a little more about what the Town Council is doing.

- 1.2 The surgeries would be held at 37 Church Street, in the meeting room accessed from the downstairs foyer. There would be no officer presence at surgeries; the Councillors in attendance would be responsible for opening and closing the premises and supervising any members of public attending.
- 1.3 It is recommended that surgeries be held on a monthly basis, on a Saturday morning when most residents (and Councillors) are able to attend. For continuity it is best to allocate a specific Saturday each month i.e. the first/third Saturday of the month.
- 1.4 It would be recommended that the surgeries be held at a set time each month i.e. 9.30am to 11.30am, and be on a first come first served basis, not by appointment.

Councillors would need to judge the attendance at the surgery and whether they look to try to limit each resident to a 15 minute time allocation to ensure they are able to see all residents.

- 1.5 The fairest method of running the surgeries would be that two Councillors attend each surgery on a rota basis throughout the year.

Depending on the decision made at the meeting, Council Officers will have a rota sheet available for Councillors to specify their preferred date to attend a surgery. Ideally each Councillor would hold one surgery a year, covering ten months, so four Councillors would need to hold two surgeries to make up the remaining two months.

- 1.6** Unlike surgeries held by the Town Council in previous administrations, it is paramount that the surgeries would be completely non-political; these are held for the betterment of the town, the Council's service delivery and relationships with its electorate.

Council Officers would issue guidelines on holding a Councillor surgery ahead of any surgeries beginning.

- 1.7** It is recommended that it be highlighted when/if advertising the surgeries that these are for residents of the town only.
- 1.8** After each surgery it would be best practice for the Councillors to feedback on the activity at the surgery; an example form has been included at Appendix A. This could be circulated to all Councillors and the Clerk – if there are any questions requiring more details, clarification on points or actions to be followed up, these can then be addressed.

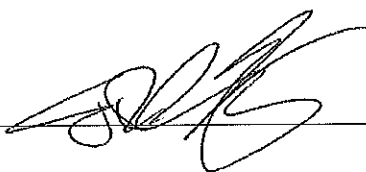
2. Financial Appraisal

There are no financial implications in this report.

3. Contact Officer

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

Town Clerk





Seaford Town Council

Councillor Surgery Activity

Date of Surgery:			
Time Started:		Time Finished:	
Councillors Present:			

No. of People Seen:	
----------------------------	--

Nature of Discussion	
Query about STC service delivery	
Query about a non-STC service i.e. ESCC (highways, household tip), LDC (waste, recycling, dog fouling) etc	
Query about STC land/property	
Query about non-STC land/property	
Query about STC governance/policies/procedures	
Query about The View/Golf Course	
Complaint to be actioned	
Idea sharing	
Other: please give a brief heading of other topics covered	
No. Requiring Follow Up:	

Where follow up is required, please forward any details by email to the relevant STC officer who will arrange a suitable time to address the action required.



Seaford Town Council

Report 134/15

Agenda Item No:	12
Committee:	Council
Date:	28 January 2016
Title:	Final Budget Report and Setting of Precept
By:	James Corrigan, Town Clerk
Purpose of Report:	To present the budget for 2016/17 and to agree the Precept and Council Tax rate.

Recommendations

You are recommended:

- 1 To adopt the budget as presented. But to allow the Town Clerk to make any minor amendments which do not affect the overall budget to improve accuracy when producing the budget book for all Councillors)**
- 2 To set a precept of £613,751 which equates to a Council tax increase of 15.48%**

1. Information

- 1.1** The Golf, Community Services, Personnel and the Finance & General Purposes Committee have all considered draft budgets and have subsequently recommended their budgets to Full Council.
- 1.2** The Golf Committee resolution was to recommend "The projected financial performance of the Golf Committee for this financial year was NOTED. And the adoption of the 2016/17 Golf Budget as presented to the full Council."
- 1.3** This has been done save for some minor changes that have been included which more accurately reflect the current position of projections.
- 1.4** The Community Services Committee resolutions were to recommend "that the projected outturn for the 2015/16 Financial Year be noted with a RECOMMENDATION to be made to Full Council that any budgeted expenditure for the Project fund that is not spent be transferred to the Community Project Ear-Marked Reserve (358 EMR)." This would amount to £40,000 of the proposed transfer of £100,000 to general reserves.
- 1.5** Again the same budget has been presented to Full Council save for some minor changes to make the figures more accurate.
- 1.6** The Finance and General Purposes Committee considered its own budget "It was RECOMMENDED to AMEND the draft budget to reduce the Grants Pool expenditure from £29,750 to £28,650.F20.1.2 It was RESOLVED to APPROVE the training meeting of the committee with invitations to all Councillors to discuss all committee budgets in detail on 21st January 2016."
- 1.7** This budget has been presented to Full Council as was approved with a few minor amendments to improve the accuracy of the figures.

- 1.8** The Personnel Committee recommended a number of additional growth items which have a small impact on the overall budget and are detailed in the minutes that are to be adopted at the meeting. All of these items are included within the draft budget as presented.
- 1.9** At the time of considering the draft budgets there are still a number of financial uncertainties for the Council to have to take into account. Any of these could be critical with the Council reserves at its current level, although the use of some Ear Marked Reserves to stave off any uncertainties that come to fruition is an option it is very risky and will inevitably only result in delaying the inevitable.
- 1.10** The uncertainties include the performance of the Golf Course and The View. The Course is always susceptible to a bad stint of weather which can have a significant impact on profits of in the region of £40,000 for a bad winter.
- 1.11** The View is still a developing business so has little certainty in how it will perform going forward. The financial performance has improved lately however it is still on current projections going to run at a loss of approximately £166,725 which is in part recouped by the profit on the course of approximately £80,202. Next financial year sees a projected very small profit of £2,313. However all of these figures do not include core costs to run the facility which are estimated to be in the region of £100,000 per annum. Therefore significant additional profits will be required to bring the facility into true profit.
- 1.12** The ongoing litigation relating to Hurdis House is an additional uncertainty. There will certainly be an extra expenditure of approximately £10,000 to deal with the current conflict. The worst case scenario however is approximately £120,000 loss, the Applicant is however claiming over £500,000 which is disputed.
- 1.13** Finally just today the Clerk had to stop progress on the road works at The View as there has been a contract increase inserted of over £100,000 to complete the works, which has not been included in any of the correspondence until this time. Clearly the Council does not have this funding.
- 1.14** It should also be noted that the Council does have a Capital Wish List, in the Councillors Information Pack of in excess of £3,000,000.
- 1.15** On the counter side the Council will be commencing consultations this year, possibly in conjunction with the Neighbourhood Plan consultation (to save funds) on the possible sale of some surplus land. However it is unlikely that any capital receipts will be received within the next 12 months.
- 1.16** The projects budget of £30,000 is also there to draw in match funding, it is anticipated that this figure will be more than doubled to begin addressing projects on this Capital Wish List such as the Martello Toilets and the Salts Recreation Ground Development plans.
- 1.17** The Clerk is in the process of developing a financial targets plan for most members of staff. This will include setting targets to generate additional income and/or make savings whilst delivering the same service. It is expected that this will improve the financial position of the Council by at least £50,000. But this cannot be relied upon at this stage.
- 1.18** Attached at Appendix A is the summary of the actual financial performance of the Town Council from 2014/15 to 2015/16. Also included is the Budget for 2015/16 outrun to 30/11/15, projected outrun for the 2015/16 financial year and a draft Budget for 2016/17.

- 1.19** It is noted that the projection for this financial year is an overspend of £52,585 following last year's overspend of £41,401.
- 1.20** There are two main reasons for this; the poor performance of the Golf and The View budget which is projected to be a cost of £86,523 as opposed to a budgeted loss of £58,151. Also the poor performance of the Finance & General Purposes budget which is largely due to the litigation the Town Council was involved in £30,544, the building improvements to Hurdis House £40,000 and improvements to 37 Church Street £14,000 (which is met by a EMR).
- 1.21** Taking into account the views of the Committees and the uncertainties above it is recommended that the Council agrees to an increase in Council Tax of 15.48 %. This equates to £8.77 per annum or 17p per week.
- 1.22** To give some comparators the average Band D Charge in England for a Council with a budget over £1,000,000 is over £100. The Band D equivalents for neighbouring Towns (prior to any increases in 2016/17) are;

Lewes	£133.16
Newhaven	£102.29
Telscombe	£92.40
Peacehaven	£85.28
Seaford	£56.64

- 1.23** This increase will provide an addition to the General Fund of £100,000. However £40,000 of this will be transferred to the Project EMR if the recommendation of the Community Services Committee is to be followed and £10,000 should be added to the Elections EMR. Thus the actual General Fund will only increase by £50,000. It will therefore remain almost £200,000 short of where it is recommended to be.
- 1.24** Councillors are asked to utilise the draft version of the budget previously circulated as the Appendix referred to, this will assist in reducing photocopying costs. For the purposes of the electronic version of the agenda however, one has been included in the coming pages.

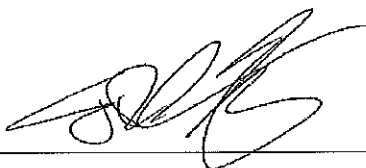
2. Financial Appraisal

The financial implications of this report are detailed in Section 1 of the report.

3. Contact Officer

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

Town Clerk



Seaford Town Council

Budget 2016/17

Summary Budget 2016/17

	2014-15 Actual	2015-16 Final Budget	2015-16 Actual to 30/11/15	2015-16 Projected Outturn	2016-17 Budget
Finance & General Purposes Committee					
Expenditure	472,505	377,002	314,832	485,692	443,242
Income	20,582	11,504	47,240	25,519	32,474
Net	451,923	365,498	267,592	460,174	410,768
Community Services Committee					
Expenditure	320,235	324,721	186,882	492,947	317,278
Income	166,306	152,012	363,935	386,019	167,276
Net	153,929	172,709	-177,053	106,929	150,002
Golf Committee (incl. The View)					
Expenditure	1,566,457	653,031	603,831	827,711	841,986
Income	1,409,304	594,880	579,887	741,188	844,299
Net	157,153	58,151	23,944	86,523	-2,313
Total Committees					
Expenditure	2,359,197	1,354,754	1,105,545	1,806,350	1,602,506
Income	1,596,192	758,396	991,062	1,152,725	1,044,049
Net	763,005	596,358	114,483	653,626	558,457
Agreed transfers from General Reserves					
Splash Point	8,670				
Centenary Clock	2,800				
Budgetted transfer	19,258				
Loan to Golf Club EMR		58,150			
To cover overspend for year				49,528	

Seaford Town Council

Budget 2016/17

Summary Budget 2016/17

Expenditure of Ear Marked Reserves Summary

	2014-15 Actual	2015-16 Final Budget	2015-16 Actual to 30/11/15	2015-16 Projected Outturn	2016-17 Budget
EMR 353 External Officer support	2,000			9,000	
EMR Golf Course Machinery	8,673				
EMR 320 Elections				6,722	
EMR 321 Building Improvements				10,757	
EMR 334 Seaford Head Nature Reserve				1,603	
EMR 337 Church Street Utilities				13,000	
EMR 345 Memorial Bench Maintenance				120	
EMR 346 Xmas Lights				1,454	
EMR 348 Seaford In Bloom				5,017	
EMR 347 Vision Plan / Regeneration					16,059
	-41,401	-58,150	0	-97,201	-16,059
Total transfers					
Transfer into General Reserves					100,000
Amount required to balance from General Reserves					
Contingencies Fund		18,217			0
	0	18,217	0	0	100,000
Total additional transfers					
Net post Reserve transfers	721,604	556,425	114,483	556,425	642,397.62
Revenue Support Grant	41,308	35,112	35,112	35,112	29,845
Precept demand		521,313	79,371	521,313	612,553
Tax Base		9,204			9,365
Band D Council Tax		56.64			65.41
Council Tax Percentage increase					15.48%

Budget 2016/17 **Finance and General Purposes Budget**

2014-15	2015-16	2015-16	2015-16	2016-17
Actual	Final	Actual to	Projected	Budget
	Budget	30/11/15	Outturn	

Account Administration
Code Cost Centre 201

4000	Salaries & Wages	157,885	173,318	116,036	184,000	191,000	Overspend for 2015/16 is as expected for temporary projects Assistant position which is to be met from some of the professional fees EMR and some of the Coastal Communities grant of £10,000 below. Budget for 2016/17 includes permanent projects assistant post, part-time Planning Officer, Perkbox and CiLCA increments
4001	Employers NI	12,814	14,904	9,475	14,086	14,127	This may change
4002	Employers Superannuation	17,794	23,014	15,572	23,664	25,057	Pension may increase if staff stay opted in
4009	Recruitment Costs	2,425	1,000	0	500	1,000	
4010	Staff Training	7,629	7,000	7,675	8,000	8,000	
4012	Staff Expenses	365	500	46	46	500	
4013	Members Expenses	0	0	0	0	0	See Cost Centre 210
4015	Office Refreshments	272	150	184	300	300	
4100	Telecommunications	3,090	2,500	1,784	2,676	2,600	This has been forecast on what has been spent to date and comparisons with last year
4105	Postage	1,635	1,000	1,447	2,171	1,600	<i>Started to pay more invoices electronically so reducing postage significantly' - this did not make much of a difference, therefore underbudgeted last year.</i> Jasmine is looking into and a log has been commenced
4106	Stationery	1,992	2,000	1,153	1,730	2,000	This has been estimated on spend to date and comparisons with previous year
4107	Photocopier	3,272	2,300	2,863	3,700	3,000	Overbudget on the colour copying due to transfer issue to new email settings. Also generally more printing this year, largely due to new Councillor packs and large supporting papers for meetings.
4110	Advertising & Publicity	2,161	2,500	1,818	2,727	2,500	Based on lowest quote which came in at £436 x 4
4111	Office Equipment	1,689	1,500	300	450	1,500	
4112	Subscriptions	3,838	3,400	3,897	3,897	4,165	To review
4113	Software Support	1,050	3,320	1,849	2,774	2,700	Approx £2,000 support plus office 365 approx £700)
4114	Licence Fee	56	35	35	35	35	
4115	Insurance	3,508	3,414	4,325	4,325	4,325	
4116	Web Site	227	420	210	315	440	£35 per month hire
4117	Seaford Town Guide App	1,794	0	0	0	0	

Budget 2016/17 **Finance and General Purposes Budget**

	2014-15 Actual	2015-16 Final Budget	2015-16 Actual to 30/11/15	2015-16 Projected Outturn	2016-17 Budget	
4155 Professional Fees	99,397	0	30,544	30,544	15,000	Includes £6500 for Accountancy support
4156 Bank Charges	550	500	543	815	835	Average monthly FD Online costs are £60.20 plus approx annual fee of £100
4157 Audit Fees	3,598	4,000	310	465	4,635	Littlejohns invoice has increased by 480 for the last two years.
4180 Room Hire	0	100	58	58	100	
4182 Catering & Hospitality	2	100	3	5	0	
4184 Civic - other	0	0	0	0	0	Code not used - see cost centre 210
4190 Election Costs	10,042	14,000	9	26,000	10,000	Contingency. Although no costs have been paid out this year there will be soon.
4199 Other Expenditure	95	0	52	78	0	Tester pots and computer leads
4201 Cleaning	0	0	0	0	0	Cleaning included with service charges from Police?
4275 Building Maintenance	10	0	0	0	0	No expected costs
4411 VAT Assessment Payment	31,381	0	0	0	0	No anticipated costs this year
Neighbourhood plan					25,000	New project agreed by Council exact figure to be determined by tenders

	368,571	261,175	200,188	313,358	320,419	
Administration Expenditure						
1020 Income Training	0	0	420	420	0	No further income expected
1048 Income Coastal Community Bid	0	0	10,000	10,000	0	Grant for Coastal Community Salary
1049 Income Postage recharge	142	0	0	0	0	No further income expected
1054 Income Other	117	0	10	10	0	No further income expected
1059 Photocopying Income	27	0	3	3	0	No further income expected
1062 Income Telephone Recharge	823	850	508	871	870	Estimated on previous telephone bills
1068 Income Stationery recharge	0	0	0	0	0	No further income expected
1190 Interest Received	3,139	1,400	742	1,113	1,100	Based on what has been received to date
Administration Income	4,248	2,250	11,683	12,417	1,970	
Net Expenditure over Income	364,323	258,925	188,505	300,942	318,449	

Budget 2016/17
Finance and General Purposes Budget

Account Code	Premises - Church Street Cost Centre 205	2014-15 Actual	2015-16 Final Budget	2015-16 Actual to 30/11/15	2015-16 Projected Outturn	2016-17 Budget	
4050	Rent Payable	15,000	17,500	15,000	15,000	17,500	Further review needed on lease
4051	Rates	10,676	10,355	8,447	10,560	10,877	Used increase of 3% of the projected outturn, planned appeal against Rateable Value to take place
4052	Water & Sewerage	0	0	0	0	0	No expenses expected
4055	Electricity	0	0	0	0	0	No expenses expected
4059	Service Charge	0	8,500	0	0	8,500	Need to clarify details of lease
4060	Refuse	0	0	0	0	0	No expenses expected
4100	Telecommunications	0	0	0	0	0	No expenses expected
4201	Cleaning	0	0	0	0	0	No expenses expected
4270	Vehicle & Equipment Maintenance	1,030	500	301	301	630	The annual water cooler maintenance has been included in this base on £130 annual fee
4275	Building Maintenance	346	500	248	13,000	500	Includes new garage door and decorating which are to be covered by EMR for rent payments as shown on summary sheet
4301	Public Works Loan Board	18,089	18,089	18,089	18,089	18,089	As repayment plan
Premises - Church Street Expenditure		45,141	55,444	42,085	56,950	56,096	
1050	Income Rent	508	600	45	50	50	
1054	Income Other	1,431	6,525	4,327	6,525	6,525	
Premises - Church Street Income		1,939	7,125	4,372	6,575	6,575	
Net Expenditure over Income		43,202	48,319	37,713	50,375	49,521	

Budget 2016/17 **Finance and General Purposes Budget**

Account Code	2014-15				2015-16		2016-17	
	Actual	Final Budget	Actual to Budget	30/11/15	Projected Outturn	Projected Outturn	Projected Outturn	Budget
Premises - Hurdle House								
Cost Centre 206								
4051 Rates	3,096	0	1,688	1,688	0	This has now been offset by the income code meaning no rates for Hurdle House were paid for during this year.		
4052 Water & Sewerage	305	100	487	487	0	Part of Projected Outturn relates to previous period. Remainder of £114 has been offset by the income. Going forward this is now with the tenant so no budget required for next year.		
4055 Electricity	502	0	121	121	0	Projected Outturn partly relates to previous financial period. The amount of £46 has been offset by the income code. Going forward this is now with the tenant.		
4056 Gas	0	0	0	0	0	No expected costs and no budget for next year as now with the tenant		
4115 Insurance	758	756	777	777	800	Included within rent payment going forward as an income		
4155 Professional Fees	1,559	5,000	6,305	10,000	5,000	In respect of L Dawson case expected to progress into next year		
4181 Civic Mayors Allowance	0	0	0	0	0	This code is not used in this cost centre but line should remain as there was a cost in 2013/14 which needs to be shown		
4270 Vehicle & Equip Maintenance	0	0	0	0	0			
4275 Building Maintenance	0	0	13,857	40,000	0	Agreed to expend funds on refurbishment to be taken from general reserve. Going forward it is a full repairing lease.		
4301 Public Works Loan Board	15,002	15,002	7,501	15,002	15,002	As per repayment plan		
Premises - Hurdle House Expenditure	21,222	20,858	30,736	68,075	20,802			
1050 Income Rent	0	0	26,406	2,000	21,000	Income for 2014/15 has been invoiced but not received. Relates to L Dawson invoices still showing		
1051 Income Insurance Recharge	0	0	0	0	800			
1054 Income Other	500	0	963	0	0	This is rate income from tenant but will need to be credited as we received full refund direct from Lewes		
1057 Income Electricity	0	0	46	46	0	Recharge of electric before tenant took over contract.		
1058 Income Water Recharge	0	0	114	114	0	Recharge of water before tenant took over contract.		
1093 Income Rate Refund	0	0	1,688	1,688	0	This income offsets the payment of rent reducing our yearly payment to zero as now with tenant.		
Premises - Hurdle House Income	500	0	29,217	3,848	21,800			
Net Expenditure over Income	20,722	20,858	1,519	64,227	-998			

Budget 2016/17
Finance and General Purposes Budget

	2014-15	2015-16	2015-16	2015-16	2016-17
	Actual	Final	Actual to	Projected	Budget
		Budget	30/11/15	Outturn	
Account	Civic Expenses				
Code	Cost Centre 210				
4013	Members Expenses	123	150	0	150
4014	Members Training	408	1,500	1,100	1,500
4100	Telecommunications	134	0	0	0
4106	Stationery	54	100	774	800
4110	Advertising & Publicity	0	0	187	200
4111	Office Equipment New	0	0	466	466
4181	Civic - Mayor's Expenses	1,075	1,500	1,027	1,500
4182	Catering & Hospitality	50	750	140	140
4183	Civic - Awards	605	2,000	164	164
4184	Civic - Other	813	450	82	150
4185	Fun Day	880	500	850	850
4188	Town Crier Expenses	125	125	60	200
4189	Young Mayor	2	500	167	500
4199	Other Expenditure	0	0	32	32
					0
4280	Diamond Jubilee	0	0	0	0
	Civic Expenses Expenditure	4,269	7,575	5,049	6,652
					5,075
1054	Income Other	129	0	0	0
1056	Fun Day & Tourney	430	0	400	400
1080	Jubilee Event Income	0	0	0	0
1081	Young Mayor Income	0	0	150	150
					0
	Civic Expenses Income	559	0	550	550
					0
	Net Expenditure over Income	3,710	7,575	4,499	6,102
					5,075

Finance and General Purposes Budget

Account Code	Grants Pool Cost Centre 215	2014-15 Actual	2015-16 Final Budget	2015-16 Actual to 30/11/15	2015-16 Projected Outturn	2016-17 Budget
4400	S137 Grants	0	0	0	0	0
4401	Grants Pool	23,389	29,750	28,650	28,650	28,650
4405	Grants in Kind	2,076	2,200	0	2,200	2,200
					Needs updating	
	Grants Expenditure	25,465	31,950	28,650	30,850	30,850
1105	Repayment of Loan	532	2,129	1,418	2,129	2,129
	Grants Income	532	2,129	1,418	2,129	2,129
	Net Expenditure over Income	24,933	29,821	27,232	28,721	28,721
Account Code	<u>Seaford In Bloom</u> Cost Centre 121					
4402	Seaford In Bloom	7,837	0	8,124	9,807	10,000
						Use last of EMR next year with increase budget or sponsorship thereafter. EMR of £5,017 is required to cover 2015/16 costs - will be over budget and nothing left in EMR for 2016-17
	Seaford In Bloom Expenditure	7,837	0	8,124	9,807	10,000
1053	Income Grants	12,554	0	0	0	0
1054	Other Income	250	0	0	0	0
	Seaford In Bloom Income	12,804	0	0	0	0
	Net Expenditure over Income	-4,967	0	8,124	9,807	10,000

Budget 2016/17
Finance and General Purposes Budget

	2014-15	2015-16	2015-16	2015-16	2015-16	2016-17
	Actual	Final	Actual to	Projected	Budget	
		Budget	30/11/15	Outturn		
<u>SUMMARY</u>						
Administration	364,323	258,925	188,505	300,942		318,449
Premises Church Street	43,202	48,319	37,713	50,375		49,521
Premises Hurdle House	20,722	20,858	1,519	64,227		-998
Civic Expenses	3,710	7,575	4,499	6,102		5,075
Grants	24,933	29,821	27,232	28,721		28,721
Seaford In Bloom	-4,967	0	8,124	9,807		10,000
Total Net Expenditure	451,923	365,498	267,592	460,174		1,545,187
<u>Net Committee Requirement</u>						
	451,923	365,498	267,592	460,174		1,545,187
Total Committee Expenditure	472,505	377,002	314,832	485,692		443,242
Total Committee Income	20,582	11,504	47,240	25,519		32,474
<u>Net Committee Requirement</u>	451,923	365,498	267,592	460,174		410,768

Budget 2016 / 17
Community Services Budget

NOTES FOR THIS YEAR

2014-15
Actual

2015-16
Final
Budget

2015-16
Actual to
30/11/15

2015-16
Projected
Outturn

2016-17
Budget

Account Salts Recreation Ground
Code Cost Centre 105

4051	Rates	589	601	240	240	0	Building now Leased to The Base Management Committee.
4052	Water & Sewerage	3,492	3,025	-61	2,000	2,060	increase of 3% on projected outturn
4055	Electricity	752	361	107	361	200	Electricity charges at The Salts relate only to the Changing Room building.
4115	Insurance	2,913	3,000	3,592	3,592	3,700	increase of 3% on projected outturn
4199	Other Expenditure	22	0	-22	-22	0	
4201	Toilet Cleaning	0	0	0	0	0	
4250	Public Seating	0	0	225	0	0	
4251	Dog Bin Emptying	1,928	1,619	890	1,780	1,833	increase of 3% on projected outturn; projected outturn is taken from actual invoices in 2015/16
4252	Litter & Dog Bin Pch & Maintenance	0	0	0	0	0	
4260	Grounds Maintenance Contract	82,891	70,997	45,717	68,436	70,510	See Report note (e.) increase of 3% on projected outturn
4261	Grounds Maintenance Non Contract	6,343	5,000	2,329	5,000	5,000	
4272	Equipment Purchase	0	0	0	0	0	
4274	Projects Expenditure	0	0	0	0	0	
4275	Building Maintenance	0	0	247	0	0	
Salts Recreation Ground Expenditure		98,930	84,603	53,264	81,407	83,303	
1050	Income Rent	2,620	2,928	805	805	1,368	Consists of Cricket, Scouts and Rugby lease rents - Football training income will now be recorded in 1073 Sports Pitch Hire
1051	Income Insurance Recharge	1,249	1,285	1,287	1,287	1,326	increase of 3% on projected outturn
1052	Income Projects	0	0	0	0	0	
1053	Income Grants	0	0	0	0	0	
1054	Income Other	210	0	1,834	0	0	
1055	Income Seating	0	0	180	0	0	
1057	Income Electricity recharge	0	0	0	0	0	
1058	Income Water Recharge	1,612	1,755	896	1,755	1,808	increase of 3% on projected outturn for 2015/16
1066	Concession Income	15,800	16,800	16,800	16,800	16,800	Indicative sum shown; final sum will be known following tendering
1071	Income Base Rent	1,972	1,100	17	17	0	Building now Leased to The Base Management Committee
1073	Income Sports Pitch Hire	0	9,000	0	5,623	7,653	Football - Cricket - Rugby pitch income based upon a 3% increase on the estimated income. Increase reflects the inclusion of Football Training, previously in 1050
1093	Income Rate Refund	0	0	240	240	0	Projected outturn relates to a rate refund for The Base
Salts Recreation Ground Income		23,463	32,868	22,059	26,527	28,954	
Net Expenditure over Income		75,467	51,735	31,205	54,880	54,348	

Budget 2016 / 17
Community Services Budget

NOTES FOR THIS YEAR

2014-15 Actual	2015-16 Final Budget	2015-16 Actual to 30/11/15	2015-16 Projected Outturn	2016-17 Budget
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Account Crouch Recreation Ground
Code Cost Centre 106

4052	Water & Sewerage	1,477	2,183	-5	2,183	2,248 increase of 3% on projected outturn
4055	Electricity	310	298	212	298	307 increase of 3% on projected outturn
4115	Insurance	1,735	1,787	1,784	1,784	1,838 increase of 3% on projected outturn
4199	Other Expenditure	0	0	0	0	0
4250	Public Seating	0	0	0	0	0
4251	Dog Bin Emptying	1,377	1,349	636	1,271	1,310 increase of 3% on projected outturn; projected outturn is taken from actual invoices in 2015/16
4252	Litter & Dog Bin Pch & Maintenance	0	0	0	0	0
4260	Grounds Maintenance Contract	45,299	40,494	28,071	42,106	43,370 See Report note (e.) increase of 3% on projected outturn
4261	Grounds Maintenance Non Contract	3,644	3,500	295	3,500	3,000 suggested reduction to offset an increase in seafrost 4261.
4270	Vehicles & Equipment Maint.	0	0	0	0	0
4274	Projects Expenditure	0	0	0	0	0
4275	Building Maintenance	0	0	60	0	0
Crouch Recreation Ground Expenditure		53,842	49,611	31,053	51,143	52,072
1050	Income Rent	1,628	2,475	1,431	1,875	2,400
1051	Income Insurance Recharge	723	745	741	741	763 increase of 3% on projected outturn
1052	Income Projects	0	0	0	0	0
1054	Income Other	40	0	0	0	0
1055	Income Seating	0	0	0	0	0
1057	Income Electricity Recharge	167	149	96	149	153
1073	Income Sports Pitch Hire	0	9,000	0	9,000	9,270 Expected to be in line with budget; increase by 3% for 2016/17

Crouch Recreation Ground Income

2,558	12,369	2,268	11,765	12,587
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Net Expenditure over Income

51,284	37,242	28,785	39,378	39,485
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Community Services Budget

NOTES FOR THIS YEAR

Account Martello Fields
Cost Centre 107

4251	Dog Bin Emptying	1,102	1,079	509	1,017	1,048	increase of 3% on projected outturn
4260	Grounds Maintenance Contract	9,190	14,648	10,320	15,480	15,945	See Report note (e.) increase of 3% on projected outturn
4261	Grounds Maintenance Non Contract	3,549	2,000	1,201	2,000	2,000	
4274	Projects Expenditure	0	0	0	0	0	

Martello Fields Expenditure

13,841	17,727	12,030	18,497	18,992
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1050 Income Rent
1054 Other Income

5,071	3,750	4,114	4,114	4,000
168	0	0	0	0

Martello Fields Income

5,239	3,750	4,114	4,114	4,000
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Net Expenditure over Income

8,602	13,977	7,916	14,383	14,992
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Community Services Budget

NOTES FOR THIS YEARAccount Other Open SpacesCode Cost Centre 108

	2014-15 Actual	2015-16 Final Budget	2015-16 Actual to 30/11/15	2015-16 Projected Outturn	2016-17 Budget	
4051 Rates	612	624	66	66	0	High and Over Car Park no longer rated
4052 Water & Sewerage	55	73	98	98	75	increase of 3% on projected outturn
4115 Insurance	0	0	0	0	0	
4155 Professional Fees	0	0	100	100	0	
4250 Public Seating		0	780	780	0	
4251 Dog Bin Emptying	2,204	1,620	1,017	2,034	2,095	increase of 3% on projected outturn
4252 Litter & Dog Bin Pch & Maintenance	0	0	0	0	0	
4260 Grounds Maintenance Contract	24,258	28,779	19,741	29,611	30,500	See Report note (e.) increase of 3% on projected outturn
4261 Grounds Maintenance Non Contract	2,241	3,500	2,077	3,500	3,500	
4270 Vehicles & Equipment Maint	0	0	21	21	0	
4274 Projects Expenditure	245	0	0	0	0	
Other Open Spaces Expenditure	29,615	34,596	23,900	36,210	36,171	
1054 Income Other	0	0	10	10	0	
1055 Income Seating	0	0	795	795	0	
1066 Concession Income	0	0	2,085	4,170	2,500	High and Over concession - provisional sum reflecting historical income and actual demand
1093 Income Rate Refund	0	0	2,427	2,427	0	Rate refund relating to High and Over
Other Open Spaces Income	0	0	5,317	7,402	2,500	
Net Expenditure over Income	29,615	34,596	18,583	28,808	33,671	

Community Services Budget

NOTES FOR THIS YEAR

2014-15 Actual	2015-16 Final Budget	2015-16 Actual to 30/11/15	2015-16 Projected Outturn	2016-17 Budget
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Account Crypt

Code Cost Centre 113

4051	Rates	5,464	5,573	4,454	5,568	5,679	increase of 2% on projected outturn
4052	Water & Sewerage	87	206	62	175	200	increase of 3% on projected outturn
4055	Electricity	766	902	490	850	875	increase of 3% on projected outturn
4056	Gas	1,756	2,280	637	2,280	2,348	
4100	Telecommunications	0	0	0	0	0	
4105	Postage	0	10	0	0	10	
4106	Stationery	0	100	0	0	100	
4110	Advertising & Publicity	148	1,000	326	1,000	1,000	
4115	Insurance	746	1,225	769	769	792	
4155	Professional Fees	0	0	0	0	0	
4199	Other Expenditure	38	50	14	25	50	
4201	Cleaning & Hygiene	223	650	108	500	500	Reduced for 2016/17 due to removal of carpets - no longer requiring carpet cleaning.
4270	Vehicle & Equipment Maintenance	0	0	0	0	0	
4274	Projects Expenditure	0	0	0	0	0	
4275	Building Maintenance	0	0	213	213	0	

Crypt Expenditure

9,228	11,996	7,073	11,380	11,554
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1050	Income Rent	6,250	7,182	7,601	6,500
1054	Income Other	4,112	0	0	0
1067	LDC Contribution	0	0	0	0
1303	Income Crypt Building Repair	0	0	0	0

Crypt Income

4,112	6,250	7,182	7,601	6,500
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Net Expenditure over Income

5,116	5,746	-109	3,780	5,054
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Budget 2016 / 17
Community Services Budget

NOTES FOR THIS YEAR

2014-15 Actual	2015-16 Final Budget	2015-16 Actual to 30/11/15	2015-16 Projected Outturn	2016-17 Budget
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Account South Street Toilets
Code Cost Centre 114

4275	Building Maintenance	0	0	0	0	0
			0			
	South Street Expenditure	0	0	0	0	0
1054	Income Other	0	0	0	0	0
	South Street Income	0	0	0	0	0
	Net Expenditure over Income	0	0	0	0	0

Account Martello Tower
Code Cost Centre 115

4115	Insurance	2,143	2,207	2,207	2,207	2,273 increase of 3% on projected outturn
4274	Projects Expenditure	0	0	0	0	0
	Martello Tower Expenditure	2,143	2,207	2,207	2,207	2,273
1050	Income Rent	0	0	0	0	0
	Martello Tower Income	0	0	0	0	0
	Net Expenditure over Income	2,143	2,207	2,207	2,207	2,273

Community Services Budget

NOTES FOR THIS YEAR

2014-15 Actual	2015-16 Final Budget	2015-16 Actual to 30/11/15	2015-16 Projected Outturn	2016-17 Budget
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Account Seaford Head Estate

Code Cost Centre 116

4115 Insurance	1,200	1,236	1,236	1,236	1,273 increase of 3% on projected outturn
4155 Professional Fees	0	0	660	660	0
4199 Other Expenditure	0	0	0	0	0
4250 Public Seating	0	0	2,151	2,151	0
4251 Dog Bin Emptying	1,102	1,080	509	1,017	1,048
4252 Litter & Dog Bin Pch & Maintenance	0	0	0	0	0
4260 Grounds Maintenance Contract	2,374	335	1,063	1,823	1,877 See Report note (e.) increase of 3% on projected outturn - the variance in this code also reflects the inclusion of Splashpoint Picnic space and South Hill Barn
4261 Grounds Maintenance Non Contract	7,378	2,000	-1,470	2,000	2,000
4274 Projects Expenditure	0	0	0	0	0
4275 Buildings Maintenance	0	0	25	0	0
4500 Nature Reserve Expenses	9,303	10,500	13,844	13,844	10,500 Relates to the Sussex Wildlife Trust Management contract

Seaford Head Estate Expenditure

21,357	15,151	18,018	22,731	16,698
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1050 Income Rent	3,750	10,000	10,000	10,000	10,000
1053 Income Grants	1,104	3,350	2,168	3,250	3,250 HLS grant
1054 Income Other	5,451	0	0	0	0
1055 Income Seating	0	0	1,798	1,798	0
1066 Income Concession	4,070	4,170	2,085	2,085	2,500 South Hill Barn concession - provisional sum reflecting historical income and actual demand
1200 Income Nature Reserve	14,375	2,500	16,051	17,133	15,750 Relates to filming income

Seaford Head Estate Income

28,750	20,020	32,102	34,266	31,500
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Net Expenditure over Income

-7,393	-4,869	-14,084	-11,535	-14,802
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Community Services Budget

NOTES FOR THIS YEAR

Account Seafront
Code Cost Centre 117

2014-15 Actual	2015-16 Final Budget	2015-16 Actual to Budget	2015-16 Projected Outturn	2016-17 Budget
4052 Water & Sewerage	159	175	0	175
4055 Electricity	3,275	2,266	1,942	2,266
4115 Insurance	503	518	509	518
4154 Land Registry Fees	0	0	78	78
4201 Cleaning	0	0	0	0
4250 Public Seating	0	0	137	137
4251 Dog Bin Emptying	0	0	0	0
4252 Litter & Dog Bin Pch & Maintenance	0	0	0	0
4253 Shelters	1,230	1,690	990	1,690
4261 Grounds Maintenance Non Contract	22,866	2,500	2,916	2,916
4274 Projects Expenditure	0	0	0	0
4275 Building Maintenance	0	0	0	0
Seafront Expenditure	28,033	7,149	6,572	7,780
1054 Income Other	258	0	0	0
1055 Income Seating	0	0	935	935
1057 Income Electricity Recharge	2,539	2,266	1,040	2,266
1058 Income Water Recharge	185	80	63	80
1066 Income Concession	41,555	42,825	42,825	42,825
1076 Income Insurance Claim	135	0	0	0
1092 Income Grnds Maint Non Contract	8,670	0	1,710	1,710
Seafront Income	53,342	45,171	46,573	47,816
Net Expenditure over Income	-25,309	-38,022	-40,001	-40,036

180 increase of 3% on projected outturn
2,334 increase of 3% on projected outturn
534 increase of 3% on projected outturn
3,000 suggested increase reflecting actual maintenance demands - met from a decrease in Crouch 4261

2,334 100% of expense should be recharged

Community Services Budget

NOTES FOR THIS YEAR

Account Beach Huts
Code Cost Centre 118

2014-15 Actual	2015-16 Final Budget	2015-16 Actual to 30/11/15	2015-16 Projected Outturn	2016-17 Budget
4051 Rates	2,487	3,171	2,338	2,914
4115 Insurance	1,053	1,085	1,084	1,085
4199 Other Expenditure	27	0	0	0
4275 Building Maintenance	0	0	145	20
				0
Beach Huts Expenditure	3,567	4,256	3,567	4,019
				4,349
1054 Income Other	30	0	112	112
1060 Beach Hut Site Licence	14,905	15,326	15,326	15,326
1061 Beach Hut Annual Rental	11,430	12,042	12,042	12,042
				12,664 increase in relation to transitional relief then +3%
Beach Huts Income	26,365	27,368	27,480	27,480
				31,608
Net Expenditure over Income	-22,798	-23,112	-23,913	-23,461
				-27,260

Account Old Town Hall
Code Cost Centre 119

4115 Insurance	184	190	190	190	196
4275 Building Maintenance	0	0	0	0	0
					196 increase of 3% on projected outturn
Old Town Hall Expenditure	184	190	190	190	196
1050 Income Rent	1,275	1,275	903	1,275	1,275
1051 Income Insurance Recharge	184	190	0	190	1,275
Old Town Hall Income	1,459	1,465	903	1,465	2,550
Net Expenditure over Income	-1,275	-1,275	-713	-1,275	-2,354

Budget 2016 / 17
Community Services Budget

NOTES FOR THIS YEAR

2014-15 Actual	2015-16 Final Budget	2015-16 Actual to 30/11/15	2015-16 Projected Outturn	2016-17 Budget
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Account Allotments

Code Cost Centre 125

4155 Professional Fees	0	0	0	0	0
4199 Other Expenditure	938	996	550	938	966 Increase of 3% on projected outturn
4260 Grounds Maintenance Contract	0	0	0	0	0
4261 Grounds Maintenance Non Contract	0	0	0	0	0
Allotments Expenditure	938	996	550	938	966
1050 Income Rent	855	855	863	863	870
1054 Income Other	1,018	996	622	938	966
Allotments Income	1,873	1,851	1,485	1,801	1,836
Net Expenditure over Income	-935	-855	-935	-863	-870

Account Other Recreation

Code Cost Centre 130

4052 Water & Sewerage	0	0	59	59	0
4199 Other Expenditure	0	0	0	0	0
4410 Swimming Pool	4,495	10,000	810	2,897	10,000 Allocated to provide 1/3 contributions to the Wave Swimming Pool Capital Investment plan
Other Recreation Expenditure	4,495	10,000	869	2,956	10,000
Other Recreation Income	0	0	0	0	0
Net Expenditure over Income	4,495	10,000	869	2,956	10,000

Budget 2016 / 17
Community Services Budget

NOTES FOR THIS YEAR

2014-15 Actual	2015-16 Final Budget	2015-16 Actual to 30/11/15	2015-16 Projected Outturn	2016-17 Budget
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Account CCTVCode Cost Centre 134

4055 Electricity	1,414	1,706	728	1,706	1,757 Increase of 3% on projected outturn
4115 Insurance	899	926	926	926	954 Increase of 3% on projected outturn
4276 CCTV	8,466	8,153	1,649	8,153	8,398 Increase of 3% on projected outturn
CCTV Expenditure	10,779	10,785	3,303	10,785	11,108
CCTV Income	0	0	0	0	0
Net Expenditure over Income	10,779	10,785	3,303	10,785	11,108

Account Community Service OtherCode Cost Centre 135

4115 Insurance	188	194	193	193	199
4187 Young Mayors Awards Expenditure	0	0	0	0	0
4195 Community Service Events Expenditure	1,431	200	2,755	2,755	250 Utilised for event support and equipment
4262 Tree Warden Expenses	2,762	2,310	1,254	1,750	2,000 Based upon projected outturn and proposed projects - underspend recommended for Tree Wardens EMR
4273 Christmas Lights	8,776	13,000	3,528	13,000	15,000
4274 Projects Expenditure	0	0	0	0	0
4275 Building Maintenance	500	0	-500	-500	0
4281 Christmas Event Expenditure	3,908	0	4,217	8,000	0
4290 Physical Activity Project	4,044	8,000	1,290	1,290	8,000 Allocated for Physical Activity projects and partnership projects.
Community Service Other Expenditure	21,609	23,704	12,737	26,488	25,449

1053 Income Grants1054 Income Other1064 Income Young Mayors Awards1065 Income Xmas Lights1070 Income Community Service Events1072 Income Tree Wardens1075 Christmas Event Income1090 Income Physical Activity Project1301 CS Events Bin HireCommunity Service Other IncomeNet Expenditure over Income

13,673	900	9,554	10,884	0
7,936	22,804	3,183	15,604	25,449

Budget 2016 / 17
Community Services Budget

NOTES FOR THIS YEAR

2014-15
Actual

2015-16
Final
Budget

2015-16
Actual to
30/11/15

2015-16
Projected
Outturn

2016-17
Budget

Account Building Maintenance Pool
Code Cost Centre 220

4275 Building Maintenance	21,316	6,000	5,301	6,000	6,000
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Building Maintenance Pool Expenditure

21,316	6,000	5,301	6,000	6,000
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1091 Income Building Maintenance

5,472	0	0	0	0
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Building Maintenance Pool Income

5,472	0	0	0	0
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Net Expenditure over Income

15,844	6,000	5,301	6,000	6,000
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Account Projects Pool
Code Cost Centre 225

4274 Project Expenditure

143	45,000	6,084	210,000	30,000
See report note (h.) Underspend shown for 2015/16; budget for 2016/17, reflects the permanent Project Officer post. Includes spend of £204,000 for play equipment from 106 funds for Salts				

Projects Pool Expenditure

143	45,000	6,084	210,000	30,000
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1053 Income Grants

0	0	204,898	204,898	S106 Funding received for The Salts Play Area
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Projects Pool Income

0	0	204,898	204,898	0
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Net Expenditure over Income

143	45,000	-198,814	5,102	30,000
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Planning & Highways
Cost Centre 301

4199 Other Expenditure

-1	0	0	0	0
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4263 Bus Shelter Maintenance/Cleaning

216	750	164	216	500
Projected outturn is based on actual cleaning frequency and number of shelters				

Planning & Highways Expenditure

215	750	164	216	500
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1053 Income Grants

0	0	0	0	0
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Planning & Highways Income

0	0	0	0	0
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Net Expenditure over Income

215	750	164	216	500
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**Budget 2016 / 17
Community Services Budget**

NOTES FOR THIS YEAR

	2014-15 Actual	2015-16 Final Budget	2015-16 Actual to 30/11/15	2015-16 Projected Outturn	2016-17 Budget
<u>SUMMARY</u>					
Net Expenditure					
105 Salts Recreation Ground	75,467	51,735	31,205	54,880	54,348
106 The Crouch Recreation Ground	51,284	37,242	28,785	39,378	39,485
107 Martello Fields	8,602	13,977	7,916	14,383	14,992
108 Other Open Spaces	29,615	34,596	18,583	28,808	33,671
113 Crypt	5,116	5,746	-109	3,780	5,054
114 South Street	0	0	0	0	0
115 Martello Tower	2,143	2,207	2,207	2,207	2,273
116 Seaford Head Estate	-7,393	-4,869	-14,084	-11,535	-14,802
117 Seaford	-25,309	-38,022	-40,001	-40,036	-37,594
118 Beach Huts	-22,798	-23,112	-23,913	-23,461	-27,260
119 Old Town Hall	-1,275	-1,275	-713	-1,275	-2,354
125 Allotments	-935	-855	-935	-863	-870
130 Other Recreation	4,495	10,000	869	2,956	10,000
134 CCTV	10,779	10,785	3,303	10,785	11,108
135 Community Service Other	7,936	22,804	3,183	15,604	25,449
220 Building Maintenance Pool	15,844	6,000	5,301	6,000	6,000
225 Projects Pool	143	45,000	-198,814	5,102	30,000
301 Planning & Highways	215	750	164	216	500
Total Net Committee Requirement	153,929	172,709	-177,053	106,929	150,002
Total Committee Expenditure	320,235	324,721	186,882	492,947	317,278
Total Committee Income	166,306	152,012	363,935	386,019	167,276
Total Net Committee requirement	153,929	172,709	-177,053	106,929	150,002

Account number	<u>Golf Course</u> Cost Centre 101	2014-15 Actual	2015-16 Final Budget	2015-16 Actual to 30/11/15	2015-16 Projected Outturn	2016-17 Final Budget	2017-18 Final Budget	2018-19 Final Budget
4000	Salaries & Wages	74846	75954	50981	73000	77116	79541	0
4001	Employers NI	4278	4682	2854	3500	4378	5067	0
4002	Employers Superannuation	13286	13948	9303	12500	13951	14967	0
4009	Recruitment Costs	288	0	21	1500	0	0	0
4010	Staff Training	425	1500	1825	1825	1500	1500	0
4011	Staff Protective Clothing	888	1000	595	1020	1000	1000	0
4041	Golf Professional Retainer	40400	41006	26904	40356	41908	42830	0
4045	Golf Course Player Costs	2052	2350	289	289	2500	2750	0
4046	Golf Club Membership Fees	19213	23540	19459	19500	24585	25410	0
4051	Rates	0	0	15674	19562	19995	20400	0
4052	Water & Sewerage	4505	8000	1380	2366	2500	2700	0
4055	Electricity	8296	1000	2464	3000	3100	3200	0
4056	Gas	1652	0	7	0	0	0	0
4060	Refuse	339	300	224	384	400	400	0
4100	Telecommunications	714	300	1119	1119	300	300	0
4105	Postage	299	300	116	199	300	300	0
4106	Stationery	137	200	207	314	300	300	0
4110	Advertising & Publicity	4091	3000	2200	2500	3000	3000	0
4111	Office Equipment New	760	0	0	0	0	0	0
4113	Software Support	356	300	366	366	380	400	0
4114	Licence Fee	75	75	0	0	80	85	0
4115	Insurance	8152	7950	5017	5017	5200	5300	0
4155	Professional Fees	9	0	0	0	0	0	0
4156	Bank Charges	1130	2200	922	1580	1800	1900	0
4201	Cleaning & Hygiene	5706	0	210	210	0	0	0

	2014-15 Actual	2015-16 Final Budget	2015-16 Actual to 30/11/15	2015-16 Projected Outturn	2016-17 Final Budget	2017-18 Final Budget	2018-19 Final Budget
4250 Public Seating	570	0	3514	3514	0	0	0
4251 Dog Bin Emptying	1102	1700	509	727	1750	1800	0
4261 Grounds Maintenance Non Contract	25603	25589	25083	25589	26100	26622	0
4270 Vehicle & Equipment Maintenance	12856	14500	9865	14500	14790	15000	0
4271 Vehicle & Equipment Lease	20996	20996	9082	20996	20996	20996	0
4272 Equipment Purchase	33710	0	0	0	12000	33000	0
4275 Building Maintenance	0	2000	1106	1250	2000	2000	0
4301 Public Works Loan Payment	0	0	0	0	0	0	0
4308 Rent of shop, locker and changing rooms	0	18000	152	18000	19000	20000	0
4309 Buggy lease	0	690	2248	3957	5277	5277	0
4310 Buggy fuel	0	300	0	0	0	0	0
4312 Season Ticket Refund	0	0	545	545	0	0	0
Golf Course Expenditure	286,734	271,380	194,241	279,185	306,206	336,045	0
1000 Golf Course Season Ticket	152195	183826	164248	165000	172000	188000	0
1001 Golf Course Green Fees Mid week	48219	49979	51464	66822	65000	67000	0
1002 Golf Course Green Fees w/end b/holiday	35726	40429	44474	48341	48000	50000	0
1003 Golf Course Specials	32682	40063	36484	46601	46042	50892	0
Corporate	0	10000	0	0	11667	12500	0
1004 Golf Course Lockers	0	5233	2474	3000	3000	3100	0
1005 Golf Course Credit Card Charge	157	100	174	180	190	200	0
1007 Golf Course Air Traffic Control	6250	5000	8000	9000	7500	7500	0
1010 Asset Sale/Part Exchange Value	0	0	0	0	0	0	0
1111 Income Filming	458	0	2500	2500	0	0	0
1050 Income Rent	1225	0	250	1000	1100	1200	0
1051 Income Insurance Recharge	0	0	0	0	0	0	0
1054 Income Other	1413	0	1568	1568	0	0	0

	2014-15 Actual	2015-16 Final Budget	2015-16 Actual to 30/11/15	2015-16 Projected Outturn	2016-17 Final Budget	2017-18 Final Budget	2018-19 Final Budget
1055 Income Seating	30	0	3324	3324	0	0	0
1057 Income Electricity Recharge	3223	0	0	0	0	0	0
1063 Income Gas Recharge	711	0	0	0	0	0	0
1074 Income Vehicle & Equip Maint	650		0	0			
1077 Income Sale of Golf Equip	3700	0	0	0			
1100 Income Advertising	2217	1000	0	2050	1500	2000	0
1311 Buggy Hire	0	6000	8921	10000	15000	15000	0
Golf Course Income	288856	341630	323881	359387	370999	397392	0
Net Course Expenditure over Income	-2122	-70250	-129640	-80202	-64793	-61347	0

The View Construction
Cost Centre 102

4277 New Golf Club House	1,098,324	0	7,582		0	0	0
4278 Golf Club Fittings & Equipment	67,966	0	1,247		0	0	0
The View Construction Expenditure	1,166,290	0	8,829	0	0	0	0
1304 PWLB - New Club House	1,091,116	0	0	0	0	0	0
The View Construction Income Income	1,091,116	0	0	0	0	0	0
Net The View Expenditure over Income	75,174	0	8,829	0	0	0	0

The View

Account Number Cost Centre 103

	2014-15 Actual	2015-16 Final Budget	2015-16 Actual to 30/11/15	2015-16 Projected Outturn	2016-17 Final Budget	2017-18 Final Budget	2018-19 Final Budget
4000 Salaries & Wages	21,057	108,600	146,752	183,993	170,000	175,000	
4001 Employers NI	1,162	5,959	4,475	5,395	4,500	5,000	
4002 Employers Superannuation	3,526	13,596	9,335	11,720	12,000	12,500	
4009 Recruitment Costs	2,871	500	375	4,642	1,000	1,000	
4010 Staff Training	0	1,000	1,635	2,000	2,000	2,000	
4016 Staff Uniform	0	500	689	600	500	500	
4017 Time Sheet & Rota Software	0	0	160	160	170	180	
4051 Rates	3,109	23,000	5,426	5,500	5,700	5,900	
4052 Water & Sewerage	0	1,200	2,660	3,400	3,600	3,800	
4055 Electricity	0	6,000	15,070	21,000	14,000	16,000	
4056 Gas	0	4,500	6,088	9,132	11,000	11,500	
4060 Refuse	0	300	988	1,482	5,000	5,400	
4100 Telecommunications	143	1,000	1,271	1,907	2,200	2,300	
4105 Postage	0	200	0	0	300	400	
4106 Stationery	161	300	335	503	700	800	
4110 Advertising & Publicity	578	2,000	1,269	1,904	2,500	3,000	
4113 Software Support	78	300	859	1,000	450	500	
4114 Licence Fee & Sky	478	1,000	3,617	5,426	1,000	1,000	
4115 Insurance	0	3,779	6,390	6,390	6,500	6,800	
4116 Web Site			44				
4155 Professional Fees	1,950	0	964	964	0	0	
4156 Bank Charges	353	1,500	1,201	1,802	1,900	2,000	
4196 Club House Events Expenditure	0	0	3,424	4,000	4,500	5,000	
4199 Other Expenditure	0	0	439	439	0	0	
4201 Cleaning	1,232	11,000	8,909	11,000	12,000	13,000	

	2014-15 Actual	2015-16 Final Budget	2015-16 Actual to 30/11/15	2015-16 Projected Outturn	2016-17 Final Budget	2017-18 Final Budget	2018-19 Final Budget
4202 Linen Cleaning	0	0	1,861	2,792	3,000	3,200	
4270 Vehicles & Equipment Maintenance	0	0	330	330	0	0	
4272 Equipment Purchase	0	2,000	5,783	6,000	5,000	5,000	
4275 Building Maintenance	0	1,000	4,559	4,500	1,000	1,500	
4276 CCTV	0	0	2,000	2,000	2,000	2,000	
4301 Public Works Loan Payment	49,668	110,000	51,131	98,480	110,000	110,000	
4303 Food Expenditure	8,952	41,400	61,535	86,000	68,000	78,000	
4304 Bar Expenditure	12,996	40,417	42,525	54,000	80,000	98,000	
4305 Fire extinguishers	2,691	600	0	0	620	640	
4306 Catering & Utensils & Equipment	1,340	0	5,925	6,000	500	500	
4307 Bar Utensils & Equipment	1,088	0	1,749	2,000	500	500	
4311 Pest Control	0	0	474	474	400	400	
4313 Stock Take	0	0	270	1,350	3,240	3,300	
4412 Machine Games Tax	0	0	244	244	0	0	
The View Expenditure	113,433	381,651	400,761	548,526	535,780	576,620	0
1050 Income Rent	0	1,200	750	1,200	1,300	1,400	
1054 Income Other	0	0	320	320	0	0	
1100 Advertising	0	2,000	0	1,000	3,000	4,000	
1305 Income hire pro shop & changing rooms	0	18,000	0	18,000	19,000	20,000	
1306 Income Golf Club Room hires	758	25,000	9,864	14,796	45,000	60,000	
1307 Income Bar Sales	16,721	121,250	115,963	168,000	200,000	245,000	
1308 Income Food Sales	11,853	82,800	104,083	152,000	170,000	195,000	
1309 Income Fruit Machine	0	3,000	508	485	0	0	
1310 Society Club House Income	0	0	24,518	26,000	35,000	37,000	
The View Income	29,332	253,250	256,006	381,801	473,300	562,400	0
The View Net expenditure over Income	84,101	128,401	144,755	166,725	62,480	14,220	0

	2014-15 Actual	2015-16 Final Budget	2015-16 Actual to 30/11/15	2015-16 Projected Outturn	2016-17 Final Budget	2017-18 Final Budget	2018-19 Final Budget
101 Golf Course	-2,122	-70,250	-129,640	-80,202	-64,793	-61,347	0
102 The View Construction	75,174	0	8,829	0	0	0	0
103 The View	84,101	128,401	144,755	166,725	62,480	14,220	0
Total Net Committee Requirement	157,153	58,151	23,944	86,523	-2,313	-47,127	0
Total Overall The View & Golf Expenditure	1,566,457	653,031	603,831	827,711	841,986	912,665	0
Total Overall Golf & The View income	1409304	594880	579887	741188	844299	959792	0
Total Net Committee Requirement	157153	58151	23944	86523	-2313	-47127	0

Seaford Town CouncilEarmarked Reserves Estimated at 31/03/2016

<u>A/C Code</u>	<u>Reserve Details</u>	<u>Opening At</u> £ 42,095	<u>Transfers To</u> <u>Reserves</u>	<u>Transfers to</u> <u>Other Reserves</u>	<u>Used To Fund</u> <u>Expenditure</u> 2015/16	<u>Projected Closing Balance</u>
	General Fund	£ 64,292		£ 49,528	£	14,764
320	EMR Elections	£ 6,722		£ 6,722	£	-
321	EMR Building Improvements	£ 10,757		£ 10,757	£	-
322	EMR Crypt - Ancient Monument	£ 13,269			£	13,269
323	EMR Crypt - Professional Fees	£ 8,465			£	8,465
326	EMR Open Spaces	£ 9,276			£	9,276
327	EMR S106	£ 7,010			£	7,010
328	EMR Signage	£ 6,000			£	6,000
334	EMR Seaford Head Nature Reserve	£ 2,531		£ 1,603	£	929
337	EMR Church Street Utilities	£ 17,502		£ 13,000	£	4,502
340	EMR Equipment	£ 11,759			£	11,759
342	EMR Tree Planting	£ 4,074			£	4,074
345	EMR Memorial Bench Maintenance	£ 120		£ 120	£	-
346	EMR Xmas Lights	£ 2,857		£ 1,454	£	1,403
347	EMR Vision Plan / Regeneration	£ 16,059			£	16,059
348	EMR Seaford In Bloom	£ 5,017		£ 5,017	£	-
350	EMR Greenkeepers Shed	£ 35,000			£	35,000
352	EMR Martello Toilets	£ 23,000			£	23,000
353	EMR External Officer Support	£ 27,137		£ 9,000	£	18,137
354	EMR The Base	£ 10,000			£	10,000
355	EMR The Seaford App.	£ 1,206			£	1,206
357	EMR Seaford Bins	£ 1,064			£	1,064
358	EMR Community Projects	£ 6,084			£	6,084
<u>Totals</u>		£ 289,201	£ -	£ 97,201	£	192,001