



Seaford Town Council

To the Members of the Full Council

An Extraordinary Meeting of the **Full Council** will be held at **37 Church Street, Seaford** on **Tuesday 28th March 2017** at **7.00pm** which you are summoned to attend.

James Corrigan
Town Clerk
22nd March 2017

AGENDA

1. Apologies for Absence

To consider apologies for absence.

2. Disclosure of Interests

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

3. Public Participation

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

4. Minutes

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

4.1	Council	26 th January 2017	pages 3 to 7
4.2	Planning & Highways	2 nd February 2017	pages 8 to 12
		23 rd February 2017	pages 13 to 17
4.3	Community Services	9 th February 2017	pages 18 to 19
4.4	Golf & The View	28 th February 2017	page 20

5. Seafont Development Plan

Report 135/16 presenting the draft Seafont Development Plan for adoption will be circulated on 23rd March as at the time of producing the agenda it is still being finalised.

6. Beach Hut Sale

To consider report 120/16 regarding the potential sale of five beach huts (page 21).

7. Beach Huts at Bönningstedt Parade

To consider report 117/16 regarding the project plan for the town's beach huts (pages 22 to 28).

8. Street Markets

To consider report 134/16 regarding the Town Council providing street markets in the town (pages 29 to 33).

9. Adoption of Financial Policies

To consider report 136/16 presenting new and revised Financial Policies for adoption (pages 34 to 59).

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



Seaford Town Council

MINUTES of a Meeting of the Full Council held at the Council Chambers, 37 Church Street, Seaford on Thursday 26th January 2017 at 7.00pm.

Present:

Councillor L Freeman (Mayor), Councillor M Brown (Deputy Mayor)
Councillors S Adeniji, D Argent, P Boorman, D Burchett, N Freeman, T Goodman, R Hayder, R Honeyman, O Honeyman, A Latham, P Lower, A McLean, L Wallraven, M Wearmouth and C White.

Tom Exley, Deputy Young Mayor of Seaford

James Corrigan, Town Clerk – Seaford Town Council

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

3 members of the public.

C73/01/16 Apologies for Absence

Apologies for absence were received from Councillors B Burfield, B Webb and L Worcester, and Jessica Batchelor, Young Mayor of Seaford.

C74/01/16 Disclosure of Interests

There were no disclosures of interests under the Localism Act 2011 and Seaford Town Council Code of Conduct.

C75/01/16 Public Participation

Christine Brett

Questioned how the new Beach Huts to be built were valued.

(On behalf of Sylvia Dunn) Questioned whether the new design for the Martello toilets/kiosk facility would incorporate a sheltered seating area, as the current seating is well used by dog walkers and users of the kiosk.

Questioned whether the Council would consider renting the new Beach Huts to be built rather than selling 15 of them.

Town Clerk

Agreed that sheltered seating at the facility was a valid point and would be considered during the design process.

Confirmed that the business plan for the introduction of new Beach Huts at Bönningstedt Parade included the sale of some and the Council retaining others for rental. The sale of the initial Beach Huts will make the entire scheme viable as the sale proceeds will fund the necessary sea defence works required to ensure the longevity of the Huts, possible additional toilets and kiosk facilities in that location and the installation of further Huts for rental.

Confirmed that the value of the new Huts was based on the value of the current Huts. The new Huts are likely to be a different design however, with a private balcony area and water and electricity supplies, to increase functionality and generate maximum income.

C76/01/16 Minutes

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

- C76.1 Planning & Highways 13th October 2016
- C76.2 Council 20th October 2016
- C76.3 Planning & Highways 3rd November 2016
- C76.4 Community Services 17th November 2016

N.B. Recommendations therein at CS17.1 and CS17.2 were considered during agenda item 9 presenting the Draft Budget for the 2017/18 Financial Year.

- C76.5 Planning & Highways 24th November 2016
- C76.6 Golf & The View 29th November 2016

N.B. The recommendation therein at G20.2 was considered during agenda item 9 presenting the Draft Budget for the 2017/18 Financial Year.

- C76.7 Finance & General Purposes 8th December 2016

N.B. Recommendations therein at F17.1 (namely F17.1.1, F17.1.2 & F17.1.3) were considered during agenda item 9 presenting the Draft Budget for the 2017/18 Financial Year.

- C76.8 Planning & Highways 15th December 2016
- C76.9 Personnel 21st December 2016
- C76.10 Planning & Highways 9th January 2017

C77/01/16 Mayor's Report

The Council considered report 110/16 presenting the Mayor's Report and details of engagements. The Mayor provided a verbal update on the events attended, the work and publicity done regarding the situation with Southern Rail and trains in Seaford. The Mayor corrected the report in which Councillor Latham was omitted as a member of the Neighbourhood Plan's Steering Group. A discussion was held on the Neighbourhood Plan, the errors in a County Councillors newsletter regarding the sale of land, the success of the public event held by the Steering Group in November and the imminent draft Plan from the Housing Focus Group.

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

C78/01/16 Young Mayor's Report

Tom Exley, Deputy Young Mayor, informed the Council that the Young Mayor, Jessica Batchelor, is due to be in Parliament on 27th January following the progress of the Defibrillator Bill. A full update will be given at the next Council meeting.

C79/01/16 District & County Council Updates

Councillor Olivia Honeyman, Lewes District Council –

Gave a summary of the agenda for the District Cabinet meeting held on 4th January, which included the Regulatory Services Enforcement Policy and Service Standards (a policy on how the District Council engage with those they regulate regarding Environmental Health and Licensing and how non-compliance is dealt with) and the Joint Venture on Energy & Sustainability (looking at the District's resilience against future energy, food and sustainability and climate change challenges).

The District Council are promoting local events organised by the Lewes Holocaust Memorial Group during 2017.

The Spring edition of District News, due to be published on 13th March, will include updates from Seaford as complaints were received that it had not in previous editions.

Councillor Sam Adeniji, Lewes District Council –

The District's Scrutiny Committee met to look at recycling options within the District. A report will be taken to Cabinet in due course recommending core-mingling, which is the method of putting all recycling in one container.

The District Council works in partnership with others to offer the Local Enterprise Apprenticeship Platform (LEAP), which is designed to promote and assist with apprenticeships and the growth of the local economy. Grants are offered for apprenticeship positions. Contact 01323 641 134 for further details or email info@yourleap.co.uk before 1st March 2017.

C80/01/16 Clerk's Report

The Council considered report 114/16 presenting the Clerk's update report. The Clerk provided a verbal update on the current staffing situation and the positive feedback received on the office environment, the Council Tax leaflet to go out to all households this year, the public consultation on the Seafront Development Plan to be held on 3rd & 4th March 2017, the Neighbourhood Plan which is progressing well, The View business plan being developed with staff and marketing targets, projects at the Golf Course to reduce revenue spends such as with the water borehole and solar panels, and the future protection of the Council's Coat of Arms.

An update on the planning application for the former Newlands School site was requested; the application has been put on hold while the developers look in to the loss of sports pitches in the planned design. Both the Town Council and Sports England objected to the proposals for this reason, amongst others.

The Clerk will look at arranging a Strategy Day for all Councillors in the summer as well as a tour around all the Town Council owned sites in the town. A training needs analysis will also be devised for Councillors to identify training needs going forwards.

The Clerk confirmed that once he has the figures finalised with regards to the works at Hurdis House by the new tenant and the implications of this on the lease conditions, a report will be shared with the Council.

The Clerk confirmed that before any capital projects are rolled out, a business case will be presented to the Council, including the Martello toilets and kiosk and Beach Huts. The aim will be minimal revenue cost with maximum revenue income. The new Memorials Brochure also allows opportunity for donations towards part of capital projects such as elements of the Seafront Development Plan; planters, equipment on the exercise trail, telescopes etc.

The Clerk confirmed that the reason the Beach Huts were raised in the image within the report is to combat any chance of sea water coming up to that level of the promenade. Ramps to raised Beach Huts do require a much larger footprint to install. All access options will be looked at as part of the design process.

The Clerk recently had a meeting with East Sussex County Council regarding motorhome parking on the seafront. Three options for dedicated motorhome parking are being looked at. The earliest the Traffic Regulation Order could be amended in September 2017. In the interim the 12-hour restriction signage will be removed from the seafront to trial the new parking arrangements. The option of coach parking bays on the seafront is also being looked in to.

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

C81/01/16 Final Budget Report 2017/18 and Setting of Precept

The Council considered and discussed in detail report 114/16 presenting the draft Budget for the 2017/18 Financial Year. The Clerk provided an update on how the final draft budget was achieved and the financial performance of the 2016/17 Financial Year. The Council discussed the financial

performance, projections and potential risk of The View along with the Council's management of the business. General Reserves were discussed at length and the impact of a 5.5% increase in Council Tax.

- C81.1** It was **PROPOSED** that preliminary and informal discussions to define contingency plan options are urgently formalised by **ESTABLISHING** a working party to report back to Full Council in July 2017, thereby ensuring the Council is fully aware of the alternatives and able to agree the most appropriate contingency option this time next year should the Golf & The View fail to reach its financial targets; this **MOTION** was **CARRIED**.
- C81.2** Councillors Adeniji, O Honeyman, Latham, McLean and Wearmouth will join the working party. The party will look to co-opt a member of Seaford Head Golf Club and a member of public too.
- C81.3** It was **RESOLVED** to **ADOPT** the budget for the 2017/18 Financial Year as presented; allowing the Town Clerk to make any minor amendments which do not affect the overall budget to improve accuracy when producing the budget book for Councillors.
- C81.4** It was **PROPOSED** to set a Precept of £654,466 which equates to a Council Tax increase of 5.5%. A **RECORDED VOTE** was requested:

Councillor S Adeniji	Abstained
Councillor D Argent	For
Councillor P Boorman	Against
Councillor M Brown	For
Councillor D Burchett	For
Councillor L Freeman	For
Councillor N Freeman	For
Councillor T Goodman	For
Councillor R Hayder	For
Councillor O Honeyman	Abstained
Councillor R Honeyman	For
Councillor A Latham	For
Councillor P Lower	For
Councillor A McLean	Against
Councillor L Wallraven	Against
Councillor M Wearmouth	For
Councillor C White	For

The **MOTION** was **CARRIED**.

C82/01/16 Amendment to Meeting Dates

The Council considered report 108/16 regarding changing the date of two planned Committee meetings.

- C82.1** It was **RESOLVED** to **APPROVE** rescheduling the Community Services Committee meeting from Thursday 4th May 2017 to Tuesday 2nd May 2017.
- C82.2** It was **RESOLVED** to **APPROVE** rescheduling the Golf & The View Committee meeting from Tuesday 5th December 2017 to Tuesday 21st November 2017.

C83/01/16 Update Report; Local Government Boundary Commission for England – New Electoral Arrangements for East Sussex County Council and Lewes District Council

The Council considered report 85/16 regarding the final recommendations on the new electoral arrangements for East Sussex County Council and Lewes District Council by the Local Government Boundary Commission and the implications of this on the electoral wards of Seaford town, as well as the proposed changes to Parliamentary boundaries.

It was **PROPOSED** that the Town Clerk be **INSTRUCTED** to submit an official complaint to the Local Government Boundary Commission for England regarding the lack of clear and concise consultation on the changes to the Town wards, denying Seaford Town Council a fair representation. This **MOTION** was **CARRIED**.

C84/01/16 Proposed Sale of Land at The Covers

The Council considered report 112/16 regarding the proposed sale of a small portion of Town Council owned land at The Covers. It was **RESOLVED** to **APPROVE** the sale of a small parcel of land adjacent to 22 The Covers.

C85/01/16 Martello Toilets Design

The Council considered report 115/16 regarding the design for the Martello Toilets project and held an in-depth discussion on the design proposals, facilities on offer, tender process and financial implications.

It was **PROPOSED** to **DEFER** a decision on the design of the toilet facility to an Extraordinary Council meeting, the date of which is to be confirmed. This **MOTION** was **CARRIED**.

C86/01/16 Seaford Head Nature Reserve Draft Lease – Amend Break Clause

The Council considered report 113/16 regarding an extension to the break clause in the lease previously agreed with Sussex Wildlife Trust. It was **RESOLVED** to **AGREE** to increasing the break clause in the lease with Sussex Wildlife Trust to ten years from three years.

The meeting closed at 9.06pm.

Councillor Lindsay Freeman
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 2nd February 2017.

Present:

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

P 77/02/17 Apologies for Absence and Declaration of Substitute Members
Apologies for absence were received from Councillors A Latham and L Worcester.

P 78/02/17 Disclosure of Interests
Councillor P Boorman declared a personal interest in applications LW/17/0022/3 and LW/786/CM as he knew the owners in both cases. He declared that he would not speak or vote on either application.

Councillor R Honeyman declared a personal interest in LW/786/CM and the ESCC Parking Review as an employee of the County Council and declared that he would not speak or vote on either matter.

P 79/02/17 Public Participation
There was no public participation.

P 80/02/17 Planning Applications

Planning Applications week ending 6th January 2017

Seaford 40 Bodiam Close
LW/16/1052 Planning Application-Erection of front, side and rear extensions with pitched roofs for Mr Windfield.

It was **RESOLVED** to **SUPPORT** the application on the grounds that the plot was large enough to accommodate an extension of this size without any adverse impact on neighbouring residents.

Planning Applications week ending 13th January 2017

Seaford 29 Chyngton Gardens
LW/16/1051 Planning Application-Single storey ground floor extension to side and rear of property replacing existing rear conservatory and side utility room extensions.

It was **RESOLVED** to **SUPPORT** the application on the grounds that the property was situated on a large plot and the scale and design was appropriate to the property and the area.

Seaford
LW/17/0004

Grosvenor Lodge, Wilmington Road
Planning Application-Erection of Single Storey Side Extension.

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

Seaford
LW/17/0008

16 Bishops Close
Planning Application-Single storey side extension.

It was **RESOLVED** to **SUPPORT** the application on the grounds that it was a modest extension in keeping with the property and the area.

Seaford
LW/17/0022
and 0023

15-17 High Street
Planning and Listed Building Consent Applications Demolition to rear of listed building and replacement with three dwellings.

Paul Wong of Meldarosa Properties

Explained this was the second application submitted for this scheme. Lewes District Council had requested additional surveys and information in support. It was a difficult site with restricted access. If the scheme were implemented the shop would remain and there would be a reduction in the number of commercial vehicles at the site. The three dwellings would fund the renovation of the shop in the High Street.

Mr Message, Newhaven

There were no objections from Phoenix Mews to the previous application as there were no site notices placed there.

Wendy Savage, 87 Alfriston Rd, the owner of 3 Phoenix Mews

The warehouse building did not currently generate the level of commercial traffic claimed in the application. The construction work on such a confined site with a narrow access would create major amenity problems for the residents. There may also be asbestos in the warehouse building.

Rita Burrows, Phoenix Mews

The residents own a share in the road. The owners of the shop only have a right of way. There will be a major upheaval during construction. It would be difficult for emergency vehicles to gain access. The developers may damage the road surface and interfere with the utilities underneath.

Geoff Johnson, Planning Officer

Explained in response that problems arising from construction of a development would not normally constitute a material consideration justifying refusal of permission as they could be dealt with by way of a mitigation scheme condition. Also, the question of damage to a private road and utilities would be a private rather than a planning matter.

It was **RESOLVED** to **OBJECT** to the applications on the grounds that:

1. The proposed residential properties would constitute an Overdevelopment of the restricted site.

2. The modern design of the proposed properties would be out of character with the listed building and the immediate locality.
3. The loss of the commercial use in this location would have a detrimental effect on the viability of the Town Centre.

Councillor Lower left the meeting at 7.30 p.m following consideration of this Item

Seaford **1 Deal Avenue**
 LW/17/0031 Planning Application-Erection of side extension, porch, and replacement window to side elevation.

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

Planning Applications for week ending 20th January 2017

Seaford **7-27 St. Elizabeth's**
 LW/16/1022 Planning Application-Replace existing timber balustrades, replacement downpipes and balcony waterproofing.

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

Seaford **26 Hill Rise**
 LW/17/0013 Planning Application-Erection of side and rear extension.

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

Seaford **17 Sutton Drove**
 LW/17/0021 Planning Application-Erection of single storey rear extension.

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

Consultation on Application to County Council

Seaford **Unit 3 Cradle Hill Industrial Estate, Cradle Hill Road**
 LW/786/CM County Matter Application - Demolition and replacement of existing waste transfer building to enable continued use of the site as a waste transfer station.

Lynn Lawson, Gerald Road

Objected on behalf of her mother Madge Murdoch of 17 Kammond Avenue. Her garden adjoined the site and she had lived there for 60 years. The new building would be 2.5 metres higher than existing, would be visually dominant and would have an unacceptable impact on her and her property as well as the general area. Trees which had previously screened the building had been removed due to damage to the boundary wall.

Members who had spoken to the company owner had been informed that the building would not appear higher than existing as it would be set in to the site.

It was **RESOLVED** to **SUPPORT** the application on the basis that the proposed building, in relation to 17 Kammond Avenue would not be higher than the existing building and subject to tree planting along the boundary between the site and the Kammond Avenue property. It was considered that the proposed building would secure amenity improvements in the operation of the site by limiting noise and potential nuisance from dust and odour.

Tree Works Applications

Seaford 9 Juniper Close
TW/17/0001/TPO 25% Reduction of 1 x Ash (T9 in Order)

Seaford 17 Barn Close
TW/17/0003/TPO Remove 2 x Sycamore (T1 and T2 in Order).

It was reported that these tree works applications had been approved by Lewes District Council on 26th January 2017. It was **RESOLVED** that the decisions be **NOTED**.

P 81/02/17 ESCC Review of Parking Controls and Waiting Restrictions
Members considered report 117/16 relating to the consultation being carried out by ESCC Highways:

It was **RESOLVED** that the following comments be forwarded to ESCC Highways on the proposals for Seaford:

Broad Street LW 16 020

Members supported retaining one taxi bay in the proposed loading bay at Shepway Parade to serve the Supermarket and not to relocate the taxi bay to the proposed site opposite.

Church Street LW 16 021

Members supported this proposal but commented that the Disabled bay should be limited to 3 hours waiting to ensure nearby residents with blue badges did not park there all day.

Station Approach LW 16 022

Members supported these proposals as set out on the plan.

Pelham Road LW 16 023

Members supported these proposals as set out on the plan.

South Street LW 16 024

Members supported these proposals as set out on the plan.

Hawth Hill LW 16 025

Members opposed the proposal to remove this restriction as it was considered that it should be retained for highway safety purposes taking into account the speed of traffic travelling down Hawth Hill.

Hawth Park Road LW 16 026

Members referred to the serious problems encountered by buses due to the parked cars on this curve in Hawth Park Road and supported an extension of the restrictions proposed on the plan up to the junction of the road with Hawth Hill in order to cover the whole curve.

Sutton Drove LW 16 027

Members supported the proposals as set out on the plan.

Chyngton Gardens LW 16 028

Members supported the extension of the proposed restrictions to both sides of Chyngton Gardens to prevent the road being used for all day parking by bus commuters.

Alfriston Road LW 16 029

Members opposed the proposal for additional no waiting restrictions as they considered it would be unfair to residents in the area attempting to park outside their properties. They supported the new proposed disabled bay but considered it would be better located outside the entrance to the Londis Convenience store.

Steyne Road etc LW 16 034

Members supported these proposals as set out on the plan.

Additional Sites

Members requested that two additional sites be considered for new restrictions i.e.:

Cradle Hill School, Lexden Road - Consideration of restrictions during dropping off and collection times.

Claremont Parade, Claremont Road - Consideration of 2 hour limited waiting on the parking spaces in the Parade serving the shops. The restrictions were required as bus commuters were 'blocking' these spaces by using them for all day parking.

P 82/02/17 Update Report

Members considered report 116/16 setting out the decisions made by Lewes District Council on planning applications since the last meeting.

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

The meeting closed at 8.40pm

Councillor L Wallraven
Chairman



Seaford Town Council

Planning and Highways Committee

Minutes of the meeting of the **Planning and Highways Committee** held at the **Council Chambers, 37 Church Street, Seaford** on **Thursday 23rd February 2017**.

Present:

Councillor R Honeyman (Vice-Chair in the Chair)
Councillors D Argent, P Boorman, D Burchett, T Goodman, A Latham and P Lower.
Geoff Johnson- Planning Officer
5 members of the public present

P 83/02/17 Apologies for Absence and Declaration of Substitute Members

Apologies for absence were received from Councillors A McLean, L Wallraven and L Worcester.

P 84/02/17 Disclosure of Interests

Councillor P Boorman declared a pecuniary interest in application LW/786/CM and did not speak or vote on the application. He left the room shortly after the commencement of the debate.

Councillor P Boorman also declared non pecuniary interests in LW/17/0062 and LW/17/0094. He did not vote on these applications.

Councillor P Lower declared an interest in LW/786/CM and did not vote on the Application.

Councillor R Honeyman (Chair) as an employee of East Sussex County Council did not speak or vote on LW/786/CM.

P 85/02/17 Public Participation

There was no public participation.

P 86/02/17 Planning Applications

As there were several members of the public present to address the Committee on the following application it was **RESOLVED** that Standing Orders be **SUSPENDED** to allow it to be brought forward for debate and to allow free discussion on the application between members and the interested parties

It was reported that the application had been referred back to the Committee from the meeting on the 2nd February 2017 in view of the confusion and conflicting statements at that meeting, from various sources, regarding the height of the proposed building.

Seaford
LW/0786/CM

Unit 3 Cradle Hill Industrial Estate
County Matter Application- Demolition and replacement of existing waste transfer building to enable continued use of the site as a waste transfer station

Mr Green (accompanied by Mr Paul)

He was the joint owner of James Waste Management. He explained that the new purpose-built building would be constructed 1.5m into the ground to accommodate vehicles inside the building. All operations would be contained inside to improve amenity and help to control noise and odour problems. It would have only one entry point which would have a roller shutter door to help control noise of the operations inside. The new building would mean that there would be no ancillary uses on site and lorries would be parked at Newhaven overnight. Complications with the Waste Licensing system meant that it was difficult to move to another location. This was an established Industrial Estate. The machinery operated would be electrical rather than diesel and therefore quieter. The building would be 2.5m higher but the appearance would be vastly improved

Lynn Lawson of Gerald Road Seaford (on behalf of Madge Murdoch of 17 Kammond Avenue)

Her mother had lived at the property at Kammond Avenue for 60 years. Her bungalow is very close to the building. It will be 2.5m higher than the existing structure. It will be more intrusive due to its height and bulk. Concerned that there is minimal reference to any soundproofing of the new building in the plans. The new building will enable the business to expand but there is no consideration to the control of noise. The roller shutter door will be constantly moving up and down so will not be effective in controlling the noise of operations. Her mother had never complained about the business before but didn't deserve to have a building adjoining her garden which was 2.5 m higher.

Standing Orders were reinstated prior to the Committee considering its response to ESCC.

It was **RESOLVED** to **SUPPORT** the application on the grounds:-

1. That the proposed larger purpose-built building would lead to amenity improvements in the operation of the site and enable greater control of noise and odour.
2. That the improved appearance of the building compared to the current basic and outdated structure would help to mitigate any adverse impact on neighbouring land and property arising from the increase in height.

The County Council was also requested that, should consent be granted, priority should be given to a condition requiring the planting of fast growing trees or shrubs to assist in screening the new building from the Town Cemetery and the properties in Kammond Avenue.

Planning Applications for week ending 27th January 2017

Seaford
LW/17/0027

6 Maurice Road
Planning Application - Erection of a single storey front extension and Conversion of garage to habitable space for Mr J McCarthy.

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

Seaford
LW/17/0050

18 Kedale Road
Planning Application - Replace existing side window with fully glazed single door and glass Juliet balcony for Mr J Klus.

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

Planning Applications for week ending 3rd February 2017

Seaford
LW/17/0046

1 Bishops Close
Planning Application - Erection of a single storey extension for Mr.I Tridgell.

It was **RESOLVED** that due to the lack of clarity in the plans the Committee was unable to make any informed comment on the proposed development at this stage.

Seaford
LW/17/0059

27 Bishopstone Road Bishopstone
Planning Application - Installation of raised decking at the front of the property for Mr F Donaldson.

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

Seaford
LW/17/0061

4 Meads Road
Planning Application - Erection of side extension at first floor level with front dormer for Mr and Mrs Barber.

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

Seaford
LW/17/0062

Garages, Chichester Close
Planning Application - Demolition of garages and erection of two semi-detached dwellings for Mr S Wiley.

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

Seaford
LW/17/0070

44 Kingsmead
Planning Application - Erection of two storey rear extension for Mrs D Pallen.

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

Seaford
LW/17/0071

6 Willow Drive
Planning Application - Demolish existing porch and rebuild by extending it by a further 1.215m for Mr and Mrs P Cole.

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

Planning Applications received week ending 10th February 2017

Seaford
LW/17/0067

35 Upper Belgrave Road
Planning Application- Erection of two storey extension for Mr J Usher.

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

Seaford
LW/17/0093

19 Pelham Road
Planning Application - Loft conversion to create one bedroom flat for JPP Ltd.

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

Seaford
LW/17/0094

5 Vale Road
Planning Application - Erection of two-bedroom dwelling with two off-street parking places and associated landscaping for Mr S Powney.

It was **RESOLVED** to **OBJECT** to the application on the grounds:-

1. That the proposed form of development was cramped and out of character with the street scene and the surrounding area;
2. That the proposed dwelling would have an unacceptable impact on the amenities of neighbouring properties;
3. That the issues in the reasons for refusal of application ref LW/15/0692 had not been resolved and;
4. That the proposed development was thereby contrary to policy ST3 of Local Plan.

Seaford
LW/17/0101

4 Seagrove Way
Planning Application - Garage Conversion and relocation of garage door for Mr J Green.

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

Reconsultation

Seaford
LW/16/1013

31 Micklefield Way
Planning Application - AMENDED PLANS – Change from first floor extension to single storey front and rear extensions (Previously considered at the meeting on 9th January 2017).

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

Tree Works Applications

Seaford
TW/17/0018/TCA

36 Blatchington Hill
Remove 3 metres from the top of a group of trees (1 x Elm
6 x Bay Tree, 1 x Cherry, 6 x Leylandii) for Barbara Withers.

It was **RESOLVED** that in view of the lack of detailed information
In the plan the Committee was happy for the decision to be made by the
District Council's Arboricultural Officer.

P 87/02/17 Consultation Responses on Planning Applications

Members considered report 119/16 on guidance published by Lewes District Council on responses to consultations on planning applications.

It was **RESOLVED** to **NOTE** the report and to **ADOPT** the District's Council's guidance in the consideration of responses to future planning application.

P 88/02/17 Update Report

Members considered report 118/16 informing the Committee of Lewes District Council decisions on previous planning applications.

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

The meeting closed at 8.12pm.

Councillor R Honeyman
Chairman



Seaford Town Council

Community Services Committee

Minutes of the meeting of the Community Services Committee held at 37 Church Street, Seaford on Thursday 9th February 2017 at 7.00pm.

Present:

Councillor Lindsay Freeman (Chair)

Councillors D Argent, N Freeman, R Hayder, O Honeyman, A McLean, M Wearmouth and C White.

Mr Craig Williams – Projects & Facilities Manager, Seaford Town Council

8 members of the public.

CS 18/11/16 Apologies for Absence and Declaration of Substitute Members

Apologies for absence were received from Councillors P Boorman and L Wallraven.

CS 19/11/16 Disclosure of Interests

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

CS 20/11/16 Public Participation

Christine Brett Listed questions that had been prepared regarding concerns over the proposed Martello toilets facility following 26th January Council meeting and the public consultation event for the Seafront Development Plan. Requested that Councillors agree the plans rather than delegating powers of authority.

Projects &
Facilities
Manager

Confirmed that no decisions have been made; it is down to the public on the consultation days to feedback on the ideas that the Council have.

Explained that the Martello toilets are a separate project to the Development Plan due to the immediate need to rebuild them as agreed at Full Council in October 2016. The remaining questions will be responded to in writing.

Sylvia Dunn

Echoed the thoughts of Christine Brett regarding the toilets, fish and chips unit and Seafront Development Plan. Also listed a few maintenance items in need of repair works at Martello Tower to Splash Point, as well as seeking clarity on the situation with the seafront bins.

Projects &
Facilities
Manager

Explained that the bins are being repaired regularly but are part of the consultation plan for the seafront to expand their capacity as well as sourcing a more robust product.

CS 21/11/16 Finance Report

The Committee discussed report 104/16 presenting the Community Services income and expenditure figures for January 2017 and the financial year to date, seeking clarity on the CCTV within the town and financial cost codes.

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

CS 22/11/16 Projects & Facilities Manager – Update Report

The Committee consider report 105/16 resenting the Projects & Facilities Manager's update report, informing members on progress and actions relating to the Council's assets, services, and projects. Members discussed the works to the Greenkeepers Barn, tendering of concessions and the Martello toilets project.

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

The meeting closed at 7.38pm.

Councillor L Freeman
Chair

DRAFT



Seaford Town Council

MINUTES of the meeting of the **Golf & The View Committee** held at **The View at Seaford Head, Southdown Road, Seaford, BN25 4JS** on **Tuesday 28th February 2017** at **7.00pm**.

Present:

Councillors S Adeniji (Chairman) and A Latham (Vice-Chair)
Councillors M Brown, D Burchett, L Freeman, N Freeman, O Honeyman, and P Lower
Mr James Corrigan - Town Clerk (Seaford Town Council)
Mr Fraser Morley - Golf Professional (Seaford Town Council)
Mr Adam Peck - Deputy Head Greenkeeper (Seaford Town Council)
Mr Robert Macdonald - Manager, The View (Seaford Town Council)
Mr Richard Andrews (Seaford Head Golf Club)
Mr Alan Miller (Seaford Head Golf Club)

- G21/02/17 Apologies for Absence and Declaration of Substitute Members**
Apologies for absence were received from Councillors McLean and Worcester.
- G22/02/17 Disclosure of Interests**
No declarations were made of discloseable pecuniary interests or interests other than pecuniary interests as defined under the Seaford Town Council Code of Conduct and the Localism Act 2011, in relation to matters on the agenda.
- G23/02/17 Public Participation**
There was no public participation.
- G24/02/17 Golf Professional's Report**
The Committee considered report 121/16, in particular that generally the income from the course in the last quarter is up on the previous year's performance. **RESOLVED** to **NOTE** the contents of the report.
- G25/02/17 Head Greenkeeper's Report**
The Committee considered report 122/16 in particular that the new barn enabled the team to carry out essential maintenance to the machinery now saving on the cost to have it done by third parties. Also that the British Institute for Golf Greenkeepers Association (BIGGA) had decided to hold their golf day at Seaford Head for the second year in a row, the first time this has happened at any course. It was **RESOLVED** to **NOTE** the contents of the report.
- G26/02/17 Restaurant & Bar Manager's Report**
The Committee considered report 123/16. The Committee was advised that in future all reports will include comparable performance figures to previous years. It was **RESOLVED** to **NOTE** the contents of the report.

The meeting closed at 7.49pm.

Councillor Sam Adeniji
Chairman



Seaford Town Council

Report 120/16

Agenda Item No: 6
Committee: Full Council
Date: 28th March 2017
Title: Beach Hut Sale
By: Craig Williams, Projects & Facilities Manager
Purpose of Report: To seek approval for the sale of 5 beach huts.

Recommendations

You are recommended:

1. To approve the sale of beach hut numbers 52, 56, 58, 59, 60 to fund the first phase of the Seafront Development Plan.
-

1. Information

- 1.1 Beach hut numbers 52, 56, 58, 59 and 60 are located with the existing beach huts between the Martello Tower and Splash Point.
- 1.2 The leases for all 5 beach huts terminate on March 31st 2017. Seaford Town Council owns all 5 beach huts.
- 1.3 The beach huts have been individually valued by a local estate agent at £34,000 each, which allows for negotiating and estate agent fees. It is envisaged that the final income would be a minimum of £30,000 per beach hut. The sale of all 5 would generate a minimum of £150,000.
- 1.4 The sale of the 5 beach huts would be allocated for use in funding the Seafront Development Plan, assisting in making the plan a zero-cost development to the Council and local residents.
- 1.5 A local estate agent has advised that 12 potential buyers are currently on its waiting list awaiting the availability of a beach hut to purchase.
- 1.6 To maintain the amount of beach huts available to rent to the local community, 10 further beach huts would be developed and made available to rent as part of the second phase of the Bönningstedt Parade beach hut development.

2. Contact Officer

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

Projects & Facilities Manager

Town Clerk



Seaford Town Council

Report 117/16

Agenda Item No:	7
Committee:	Full Council
Date:	28 th March 2017
Title:	Beach Huts at Bönningstedt Parade
By:	Craig Williams, Projects & Facilities Manager
Purpose of Report:	To seek approval for the development of 40 new beach huts at Bönningstedt Parade

Recommendations

You are recommended:

1. To approve the project to build 40 new beach huts at Bönningstedt Parade
 2. To approve the design of the roof and door location for the beach huts
 3. To approve whether the front doors are to be different colours or remain the same colour as the building
-

1. Information

- 1.1 Please see Appendix A for the full business plan for the proposal of 40 new beach huts at Bönningstedt Parade.
- 1.2 The project will consist of a 2-year plan, 20 beach huts in 2017 and 20 in 2018. The huts will sit 20 on the east of the central point of Bönningstedt Parade and 20 on the west, giving symmetry to the area.
- 1.3 The project is more in depth in 2017 as it must be created from scratch with mouldings and patterns, which are a onetime cost and will last for 10 – 15 years should the Council wish to have more in the future.
- 1.4 Please see Appendix B for the two options of roof styles and door locations for the beach huts. One is an off-centre pitch roof with an off-centre door the other is a central door and central pitch roof.
- 1.5 During the public consultation, some comments were made regarding having coloured doors on the beach huts. The Council is asked to decide whether the beach huts have a standard colour door to match the rest of the building or to have coloured doors in sections of 10 with red, yellow, blue, green, peach, purple, turquoise, grey, orange and pink.

2. Financial Appraisal

- 2.1 The total financial outlay for this project would be £800,000, which would be funded at the beginning through capital funds generated from the sale of 5 of the

2006 model beach huts at Martello Tower that are currently rented (see report 120-16 at item 6 of this agenda).

- 2.2 The project income figure from the sale of 40 beach huts would be £1.6 million after all fees, which will be used to fund the further development of Seaford's key community assets.

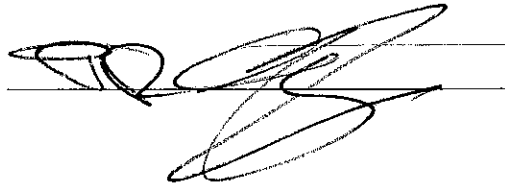
3. Contact Officer

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

Projects & Facilities Manager



Town Clerk





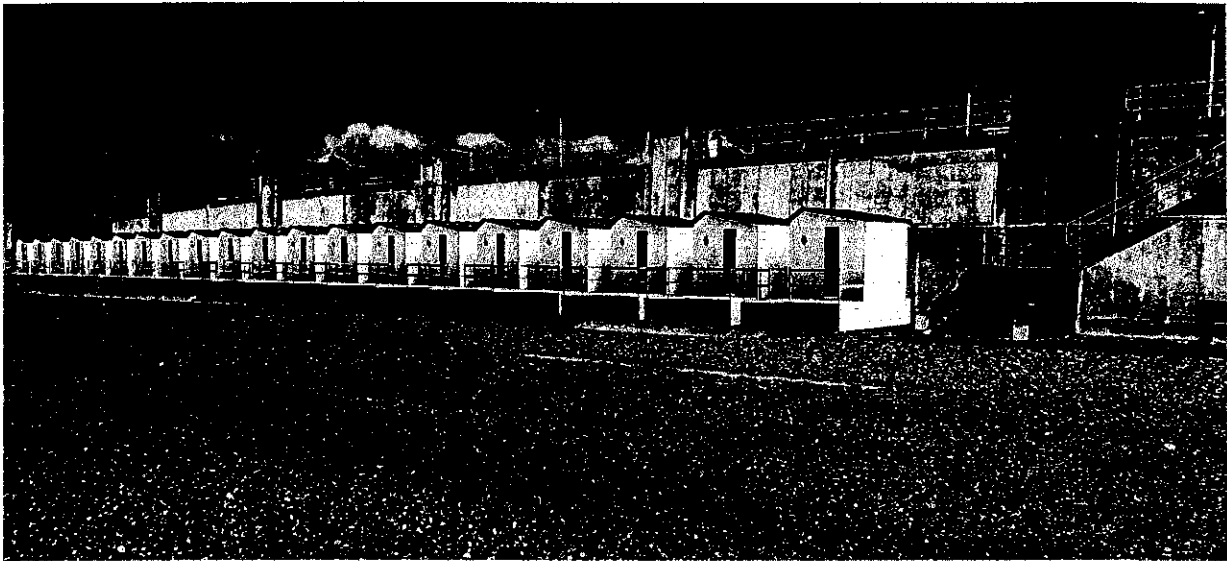
Plan for 40 Beach Huts/Villas at Bönningstedt Parade

1. *About the project*

The project proposed is for 40 new luxury beach huts to be situated on the Bönningstedt parade area of Seaford seafront. The area is currently not utilised and needs developing to encourage the residents of Seaford to use this section of promenade and to improve the level of tourism to the town to support the local businesses, charities and community groups.

The project is proposed to be spread over a 2-year period with 20 beach huts to be completed per year. The beach huts have been designed with style and quality of product in mind, they are the Rolls Royce of beach huts. Large portions of the buildings structure are made of recycled materials ensuring sustainability and support in the reduction of global warming.

2. *Outline design proposal*



3. Products

The beach huts are to be manufactured using glass fibre reinforced polyester (GRP) which will carry a 10 year manufacturers guarantee. The general construction of the building shall be of 2.7kg (per 2M) of CSM saturated with fire retardant coating.

The fire rating of the building externally will comply with a class 2 Fire rating and the internal will comply with a class 1/10, BS476 part 7 1997.

The door will also carry 10-year warranty subject to exclusions (door furniture 5 years). The life expectancy of the door if maintained is expected to exceed 35 years. All locks shall be of a Yale standard with Kite-marked cylinders and PAS certified locks.

The windows shall be of an opaque polycarbonate, Macrolon, which is fire retardant, can withstand high impact, as well as severe temperature change.

The floor will be made up of 2x18mm OSB floor boards thus achieving 36mm in thickness, this will be left raw for the occupants to cover as they wish.

The raised plinth structure will conform to calculation underwritten by an independent structural engineer. It is proposed that the material structure will consist of all parts being of Mild Steel galvanised to the BS EN 1461 standard.

The legs will be made using 90x90x8, the main frame 150x90PFC, tie backs/joist floor 152x152x23UC, skirt detail: 60x60x5 box, 50x50x3 tie-rail, Steps: 200x10 strings, 40x40x3 treads, mounts plates 200x200x10 (x3 M12 resin studs).

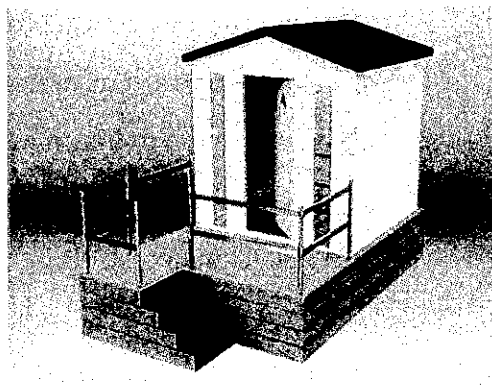
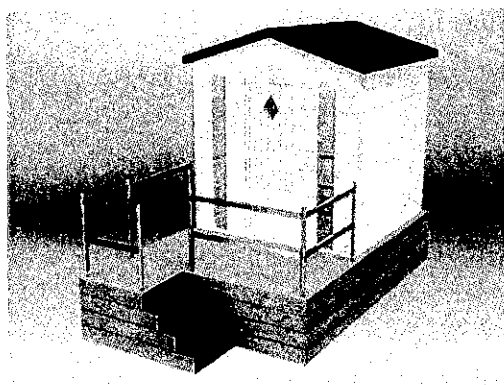
The Cladding of the plinth is proposed using Eco-Dek, this is a form of timber effect decking which is maintenance free. The material is made up of 55% bench wood (shavings dust) and 45% polyurethane plastic which has been recycled from plastic bottles.

The decking has a very low colour fastness thus meaning the colour shade will drop but very naturally over time, like as real wood. The warranty given by Eco-Dek is 25 years. Additionally, the balcony and steps of the hut will be decked out using Eco-Dek which is also a non-slip material

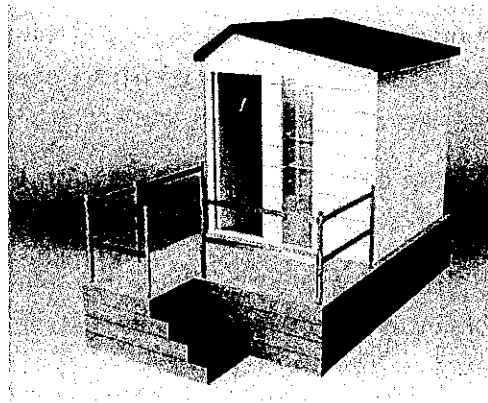
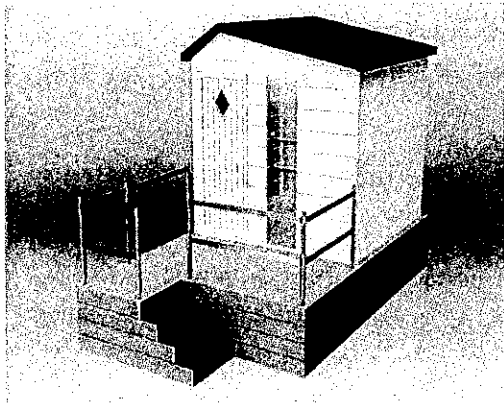
The Balustrade is a system called Stargard, this is made up of galvanised steel tube sleeved with 4mm of PVC. All visible fixings/brackets are stainless steel, again like the decking and building Stargard requires minimal maintenance. Stargard as a handrail system meets the requirements of BS 8300 and building Regulations Part M.

4. Design styles

Option 1 – Central doorway and roof



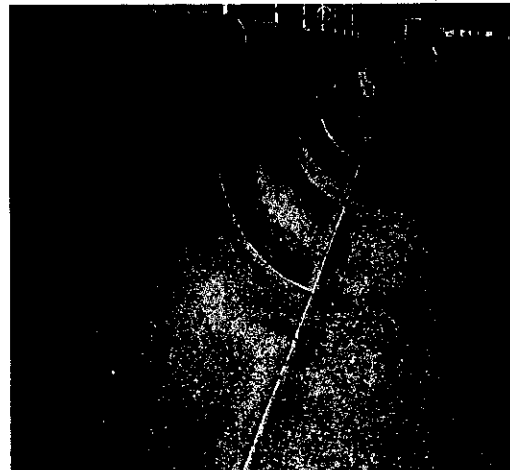
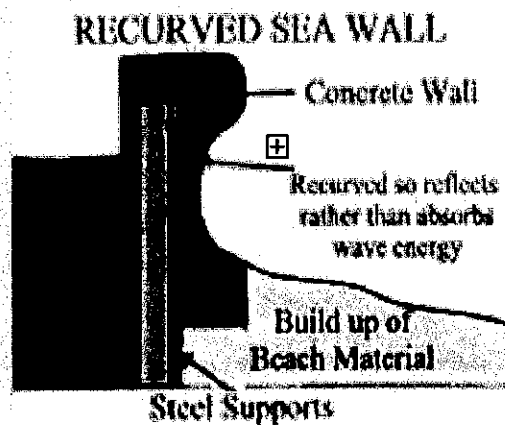
Option 2 – Offset doorway and roof



5. Sea and Pebble defences

The area where the beach meets the parade will have a 1 metre high concrete sea defence wall installed to protect the beach huts from both the sea waves and from the pebbles and stones.

This will also work in favour of the Environment Agency as it will assist in containing the shingle to the beach thus meaning cheaper costs for their remediation works twice a year to move the shingle back down the beach after seasonal movements.



6. Programme of works

The programme of works is as follows;

March 29 th 2017	Place order for beach huts with agreed contractor
April 1 st - 17 th	Design, drawing package, calculations
April 20 th - June 26 th	Mould and pattern making and Mould preparation
June 17 th	First production of beach hut
July 13 th	First beach hut is installed and commissioned and tenant occupies
July 12 th - October 25 th	2 installed and commissioned each week and tenant occupies

7. Values

Design, management, and engineering detail – £12,700 total cost. This will equate to £317.50 per beach hut.

Tooling, creating of mouldings, and patterns – £40,000 one off cost. This equates to £1,000 per beach hut. This cost will be at the start of the project with a life expectancy of them to be 10 – 15 years should there be a demand for more beach huts to be built.

Building of beach huts - £7,950 per beach hut.

The frame work and steels - £6,990 per beach hut.

The handles and balustrades - £1,670 per beach hut.

Pebble and sea defences – £80,000 total cost, equating to £2,000 per beach hut.

8. Summary

Each beach hut will cost £19,927.50.

The project outlay over 2017 and 2018 is £797,100 and will be contracted in to a phased payment structure with the appointed contractor.

The beach huts have been independently valued by estate agents within Seaford and are expected to sell comfortably for £42,000 - £45,000 each. The fees agreed with potential agents are £1,500 per beach hut sale. Seaford Town Council has been advised that there is huge demand for these beach huts as there is no alternative on the market to this standard.

Income generated if sold at the lowest value would be £1,620,000 and if they achieve full sale value, £1,740,000.

Each beach hut will pay an annual ground rent to the Council of £500, so 40 beach huts will generate an additional £20,000 per annum in revenue.

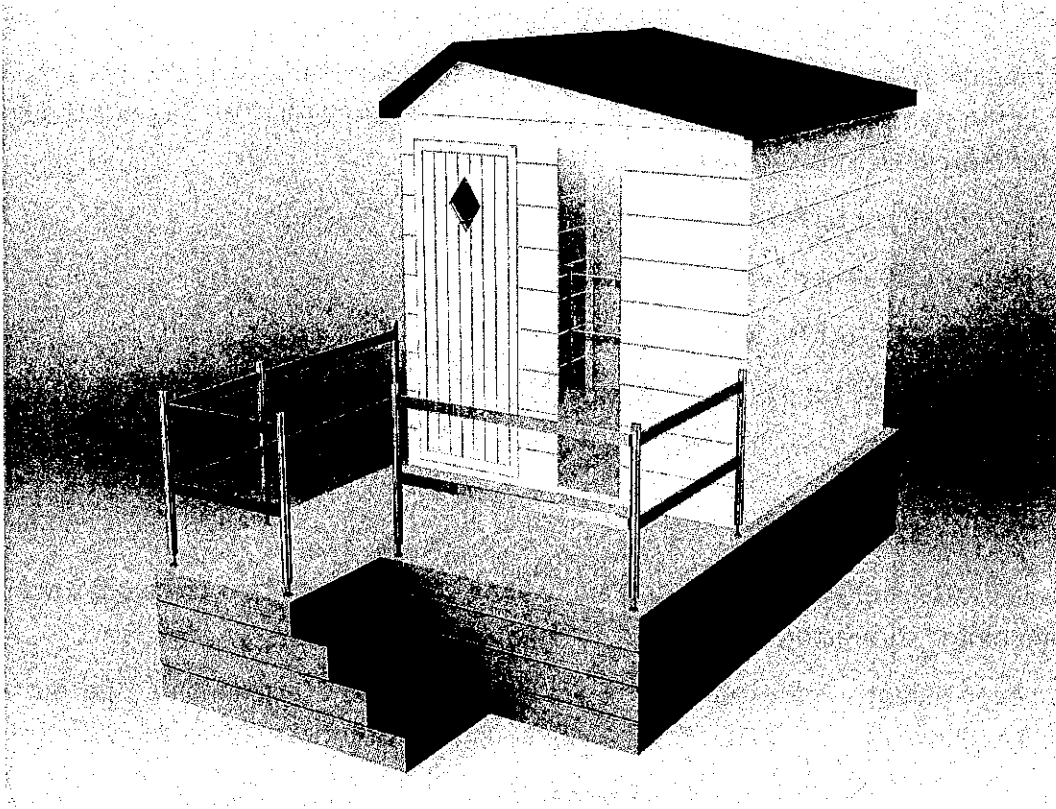
9. Key supporters

The 2017 Public Consultation - 84% of respondents were in favour of new beach huts at Bönningstedt and understand the need to develop this area with a plan to generate important income for Seaford Town Council.

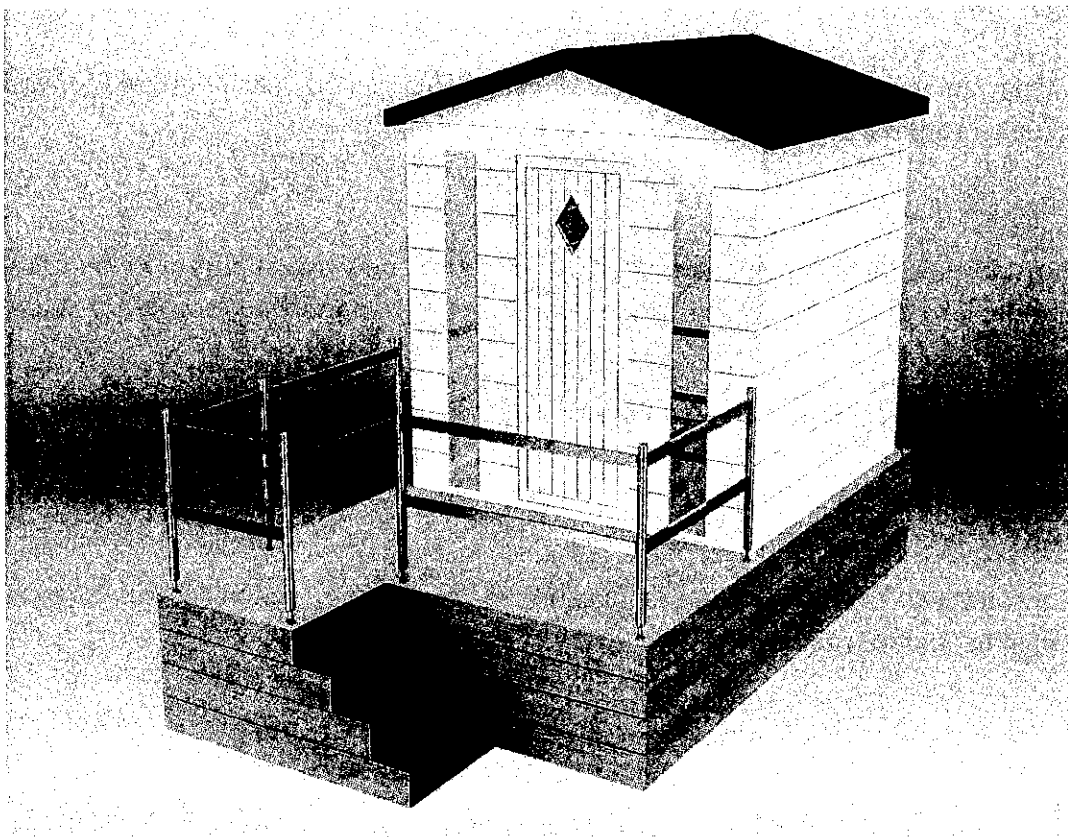
Seaford Chamber of Commerce – Seaford Town Council attended a Chamber meeting to discuss the Seaford Development Plan and what is being done to improve tourism to the town. The beach huts were greatly received with many mentions of their stunning visual impression to improve an unused area of the seafront.

The 2010 Public Consultation - over 60% of people questioned were keen to see beach huts as part of the development plan to Seaford seafront.

Off Centre pitch of roof and door



Central Pitch of roof and door





Seaford Town Council

Report 134/16

Agenda Item No:	8
Committee:	Full Council
Date:	28th March 2017
Title:	Street Markets
By:	Craig Williams, Projects & Facilities Manager
Purpose of Report:	To seek approval for Street Markets to begin operating in Seaford from 14th April on an initial 3-month trial

Recommendations

You are recommended:

- 1. To approve an initial 3-month trial of a bi-weekly market to operate in Sutton Road, or such other location that may be trialled.**
-

1. Information

- 1.1** The proposal is for bi-weekly markets to operate out of Sutton Road initially, with the view to trying to increase the footfall into the town.
- 1.2** The reason for holding a fortnightly market is to try and improve the town centre economy, in particular local businesses viability.
- 1.3** It is anticipated this project will proactively react to the impending business rate increases by ensuring the sustainability of the towns businesses by encouraging more people to use them.
- 1.4** It should be noted that Seaford Town Council receives no direct income from local business rates whatsoever.
- 1.5** It is planned to be part of the increasing attraction for visitors and locals alike to spend more time and subsequently money in Seaford as part of the Councils overall objective of "Developing the Cultural and economic well-being of the Town"
- 1.6** The reason to trial the markets is to improve the town centre economy and Appendix A sets out the business plan to deliver the market strategy.
- 1.7** It is expected that the markets will run at a small profit, around £95 per annum, however the provision of the markets would be to improve the town's economy rather than generate additional income.
- 1.8** The success of the trial will be measured by four indicators; footfall, feedback from the public, feedback from the stallholders and feedback from local traders.
- 1.9** If it becomes clear to officers the markets are not a success for whatever reason the Market will be cancelled.
- 1.10** The market will initially be managed by way of a service contract. If it proves to be a long-term project this arrangement may be reviewed.

- 1.11 The contract with the market manager will require them to manage the day to day running of the market, clearing up the market, promoting it and liaising with stall holders as well as town centre traders.
- 1.12 A report will be brought back to Full Council on 20th July 2017 with the findings of the trial period and to consider the permanency of the bi-weekly street market.

2. Background information

- 2.1 Research has been undertaken and contact made with various advisory groups including the National Association of British Market Authorities on the impact of a Street Market to a Town.
- 2.2 Every piece of research located and undertaken in the UK and the USA shows that a street Market increases spend in the Town for local permanent traders.
- 2.3 On average for every £10 spent at the Market £15 is spent in the local shops.
- 2.4 It should be noted that different types of markets have different impacts so Farmers Markets and Continental markets have different effects. A standard Street market is the most lucrative for local fixed traders.
- 2.5 Initial feedback from the public to the proposal is extremely positive.
- 2.6 TIC feedback from visitors there is "nice to see something happening in Seaford at last, it's not all in Lewes"
- 2.7 Facebook feedback is positive
- 2.8 Traders in Sutton Road have all received a letter asking for feedback to the idea, 8 were in favour 2 not. A few did not respond. One of the grounds for objecting, access to undertakers, has been addressed

3. Financial Appraisal

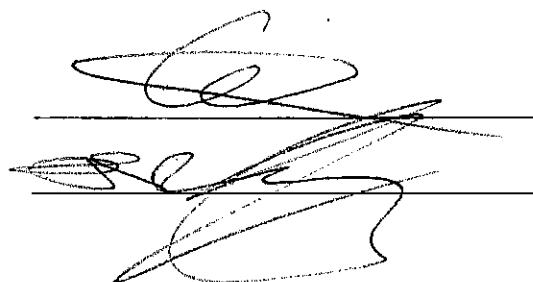
- 3.1 The maximum cost for all the markets to operate over the 3 month trial will be approximately £2,300.
- 3.2 However the income from the markets held needs to be offset against this, if the numbers attending markets are low the markets would be cancelled immediately meaning the total exposure would be very low.
- 3.3 To break even at each market requires approximately 18 stalls at £20 per stall
- 3.4 The detailed financial implications of this report are set out in sections 7 and 8 of Appendix A to this report.

4. Contact Officer

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

Projects & Facilities Manager

Town Clerk



The image shows two handwritten signatures, one above the other, each written over a horizontal line. The top signature is more fluid and cursive, while the bottom signature is more blocky and less legible.



Seaford Town Council

Seaford Street Markets

1. Introduction

Street markets to be held in a central Seaford location to provide an attraction for tourists, a further reason for residents to visit town center and thereby local trade to improve at a zero cost to Seaford Town Council. This will be measured with a footfall counter.

2. Location

The market will be located either in Sutton Road, or the High Street. In Sutton Road, it would be situation from the Broad Street junction to East Street, approximately 140 meters. Parking is available in 2 LDC car parks located on Sutton Road. In the High Street, it would be located from the Saxon Lane junction to South Street Junction, approximately 100 meters.

3. Frequency

The street markets will be held every 2nd and 4th Friday of the month to create a known structure for the public and stall holders alike. The dates would therefore be: 14/04/2017, 28/04/2017, 12/05/2017, 26/05/2017, 09/06/2017, 23/06/2017, 14/07/2017, 28/07/2017, 11/08/2017, 25/11/2017, 08/09/2017, 22/09/2017, 13/10/2017, 27/10/2017, 10/11/2017, 24/11/2017, 08/12/2017, and 22/12/2017.

4. Stalls

The costs of stalls will be £20 per stall. Stall holders will be billed £5 for each bag of rubbish left on the road.

There will need to be an average of 20 stalls per week to break even. The Market Manager will be set baseline stall holder objectives to reflect market activity.

Stallholders may be offered reserved parking in local car parks where this is available and agreed with LDC and ESCC.

Charities will be offered a free stall for each market for which the market manager will maintain a waiting list and advise the charities of their date. This will enable to market to offer a flat rate for a stall, rather than a not for profit and commercial rate, simplifying the process whilst supporting local charities. These will be advertised as a Grant in Kind.

Stallholder's trade should be respectful of local traders and not exceed local trade on offer.

Stallholders to supply Public Liability Insurance, and Food and Hygiene where appropriate. This information to be held on record.

Stallholders to be invited to Seaford Christmas Magic to provide an additional market. This income will supplement the cost of the market, and provide a buffer to the flow of the market income.

An open evening will be held for potential stallholders. A blanket email will be sent to the Seaford Town Council database for stallholders inviting them to the information evening. The Market Manager will contact other stall holders in addition.

Posters to be placed on noticeboards, and information to be included in Seaford Town Council Newsletter and other publications.

5. Marketing

Website – the Market Manager would develop and maintain a page on the Seaford Town Council website.

Banners – the Market Manager would have overall control to design, order, placement and maintenance of up to 3 banners in appropriate positions on the days running up to the market and the market itself.

Facebook – the Market Manager would update the Council Facebook page with Street Market events and keep these up to date, dealing with enquiries as appropriate.

Emails – the Market Manager will have a Seaford Town Council email address – streetmarkets@seafordtowncouncil.gov.uk and maintain and respond to queries as appropriate.

Press releases will be formulated and circulated to advertise the Street Markets.

The Town Crier will be invited to cry at the markets at 10am.

6. Staffing

Lewes District Council would be communicated with to ensure rubbish is collected on the day of the markets.

A Market Manager would be self-employed for 15 hours per week to build, sustain and improve the day to day running of the markets. The person would be employed on a temporary contract for 3 months at a time until the point that the market is financially well established. Should the market not break even, the contract would be terminated. Consideration to be given to the Market Manager being first aid trained.

A Market Assistant will be self-employed on a self-employed basis for up to 6.5 hours per market at a cost of £70. They will put up road closure signs, gazebos, tidy rubbish and other associated duties for the smooth running of the market as directed by the Market Manager.

7. Finance

Phone – the Market Manager will use the mobile phone (pay as you go) to process stall enquiries – 07986 719 682. This number will be used on all marketing materials.

Stallholders – the Market Manager would update and maintain a spreadsheet for finance to invoice stallholders on a bi-weekly basis, updating where stallholders have paid on the day and otherwise.

Seaford Town Council will invest in one pop up 6m x 3m gazebo and offer this for use by stallholders for up to 2 stallholders for an extra cost of £5. The approximate cost for this is £200.

The Market Manager and Market Assistant will both be supplied with radios to maintain contact throughout the market at a cost of £40 in total.

The finance team would need to invoice and work with the Market Manager to ensure all payments are made as appropriate.

8. Costs (presuming Market takes place over a year)

Outgoing:

Market Manager employed at £9ph for 2 days per week, for 7.5 hours = £7,020 per annum

Market Assistant contracted for £70 for each market = £1,820 per annum

Marketing: 3 banners at £50 each = £150

Communications: radio plus pay as you go phone = £45

Footfall meter = £230

Total outgoing costs = £9,265

Incoming:

18 Stallholders are required to pay £20 per stall to provide an income of £9,360 per annum. It is anticipated some market days will have more than 18 stalls but others when the weather is poor will have less.

Total incoming costs = £9,360

Costs Total:

Seaford Street Markets should operate at a profit of £95

9. Policies and other publications

The following require development and publication:

- Street Market Trading Application form
- Seaford Street Market terms and conditions
- Street Market booking spreadsheet

10. Road Closures

The cost of road closures is nil and need to be submitted 8 weeks prior to the event. If the event does not take place the road closure would not be active.

The Market Manager would be expected to submit road closure applications and place the appropriate notices in place.



Seaford Town Council

Report 136/16

Agenda Item No: 9
Committee: Council
Date: 28th March 2017
Title: Adoption of Financial Policies
By: James Corrigan, Town Clerk
Purpose of Report: To present reviewed and amended policies adoption.

Recommendations

You are recommended:

1. To adopt the Financial Regulations as presented;
 2. To adopt the Financial Risk Assessment Policy as presented;
 3. To adopt the Electronic Payments Policy as presented;
 4. To adopt the Risk Management Policy Statement as presented.
-

1. Information

- 1.1 As per the Council's Policy Timetable, officers have been reviewing the Council's Financial Policies and are now in a position to present these to the Council for adoption.
- 1.2 The Council is recommended to adopt the four policies, listed below;
 - a. Financial Regulations (Appendix A)
 - b. Financial Risk Assessment Policy (Appendix B)
 - c. Electronic Payments Policy (Appendix C)
 - d. Risk Management Policy (Appendix D)
- 1.3 The Financial Regulations are based on the NALC model which have been reviewed by the Internal Auditor. A copy of the Financial Regulations showing the changes will be emailed separately to Councillors; a hard copy of this tracked version can be supplied upon request.

2. Financial Appraisal

The 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

FINANCIAL REGULATIONS

(Based on NALC 2014 model Financial Regulations)

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These Financial Regulations were adopted by the Council at its meeting held on 9th April 2015.

1. GENERAL

- 1.1. These Financial Regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council. Financial Regulations are one of the Council's three governing policy documents providing procedural guidance for members and officers. Financial Regulations must be observed in conjunction with the Council's Standing Orders¹.
- 1.2. The Council is responsible in law for ensuring that its financial management is adequate and effective and that the Council has a sound system of internal control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk.
- 1.3. The Council's accounting control systems must include measures:
 - for the timely production of accounts;
 - that provide for the safe and efficient safeguarding of public money;
 - to prevent and detect inaccuracy and fraud; and
 - identifying the duties of officers.
- 1.4. These financial regulations demonstrate how the Council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the Council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. Any breaches of the Financial Regulations may be liable to disciplinary action against the individual.
- 1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of Councillor into disrepute.
- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the Council. The Town Clerk has been appointed as RFO for this Council and these regulations will apply accordingly.

¹ Model standing orders for Councils are available in Local Councils Explained © 2013 National Association of Local Councils

1.9. The RFO;

- acts under the policy direction of the Council;
- administers the Council's financial affairs in accordance with all Acts, Regulations and proper practices;
- determines on behalf of the Council its accounting records and accounting control systems;
- ensures the accounting control systems are observed;
- maintains the accounting records of the Council up to date in accordance with proper practices;
- assists the Council to secure economy, efficiency and effectiveness in the use of its resources; and
- produces financial management information as required by the Council.

1.10. The accounting records determined by the RFO shall be sufficient to show and explain the Council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the Council from time to time comply with the Accounts and Audit Regulations².

1.11. The accounting records determined by the RFO shall in particular contain:

- entries from day to day of all sums of money received and expended by the Council and the matters to which the income and expenditure or receipts and payments account relate;
- a record of the assets and liabilities of the Council; and
- wherever relevant, a record of the Council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.

1.12. The accounting control systems determined by the RFO shall include:

- procedures to ensure that the financial transactions of the Council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
- procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
- identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;

² Accounts and Audit (England) Regulations 2011/817 and any subsequent amendments and current regulations (but see 1.15 as this may contradict??)

- procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the Council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
- measures to ensure that risk is properly managed.

1.13. The Council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular, any decision regarding:

- setting the final budget or the precept (Council tax requirement);
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- writing off bad debts above the approved delegated limit;
- declaring eligibility for the General Power of Competence; and
- addressing recommendations in any report from the internal or external auditors unless of high importance and / or a matter of security which will be adopted and reported to the Council Meeting as soon as practicable afterwards.

shall be a matter for the full Council only.

1.14. In addition the Council must:

- determine and keep under regular review the bank mandate for all Council bank accounts;
- in respect of the annual salary for any employee have regard to recommendations and resolutions about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

- 2.1. All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.
- 2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Mayor shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Finance and General Purposes Committee.
- 2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the Council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the Council within the timescales set by the Accounts and Audit Regulations.
- 2.4. The Council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the Council shall make available such documents and records as appear to the Council to be necessary for the purpose of the audit and shall, as directed by the Council, supply the RFO, internal auditor, or external auditor with such information and explanation as the Council considers necessary for that purpose.
- 2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the Council in accordance with proper practices.
- 2.6. The internal auditor shall:
 - be competent and independent of the financial operations of the Council;
 - report to Council in writing, or in person, on a regular basis with a minimum of two annual written report during each financial year;
 - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - have no involvement in the financial decision making, management or control of the Council.
- 2.7. Internal or external auditors may not under any circumstances:
 - perform any operational duties for the Council;
 - initiate or approve accounting transactions; or

- direct the activities of any Council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.
- 2.10. The RFO shall, without undue delay, bring to the attention of all Councillors any correspondence or report from internal or external auditors.

3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

- 3.1. Each committee shall review its forecast of revenue and capital income and expenditure. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the Council not later than the end of December each year including any proposals for revising the forecast.
- 3.2. The RFO must each year, by no later than the end of January, prepare detailed estimates of all income and expenditure including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the Council.
- 3.3. The Council will move towards a 3-year budget as soon as practicable.
- 3.4. The Council shall consider annual budget proposals in relation to the Council's three-year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 3.5. The Council shall fix the precept (Council tax requirement), and relevant basic amount of Council tax to be levied for the ensuing financial year not later than by the end of January each year or a date agreed with the billing authority. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.
- 3.6. The approved annual budget shall form the basis of financial control for the ensuing year.

4. BUDGETARY CONTROL AND AUTHORITY TO SPEND

- 4.1. Expenditure by the RFO on revenue items up to the amounts included for that class of expenditure in the approved budget is authorised. This authority is to be determined by the Council when setting the Annual Budget.
- 4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for a Committee Budget other than by resolution of the Council. During the budget year it is expected that Account Codes will vary to budget and that consequently Cost Centres will also. However the Committee spend has to be within budget unless approved otherwise by Council. It is noted that some budgets are dependent on external factors for income such as the Golf and The View. Any deviations due to loss of income does not require approval but should be reported to the relevant Committee as soon as practicable. There is no need to undertake virements with the exception of 4.3 below.
- 4.3. In cases of extreme risk to the delivery of Council services, the Clerk may authorise revenue expenditure on behalf of the Council which in the Clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £10,000. The Clerk shall report such action to the Council as soon as practicable thereafter.
- 4.4. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year. Any such funds will be considered for allocation to earmarked reserves at the same meeting that approves the Annual Return.
- 4.5. The salary budgets are to be reviewed at least annually and by each year end for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Mayor. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.- This is not budgetary control just normal budget process.
- 4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available and where necessary the requisite borrowing approval has been obtained subject to 4.3 above.
- 4.7. All capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.
- 4.8. The RFO shall regularly provide the Council with a statement of income and expenditure to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall

show explanations of material variances. Changes in earmarked reserves shall be approved by Council as part of the budgetary control process.

5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

- 5.1. The Council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the Council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.
- 5.2. All invoices for payment shall be examined, verified and certified by the budget manager and then the RFO or Supports Services Manager (SSM) to confirm that the work, goods or services to which each invoice relates has been received, carried out and examined.
- 5.3. The SSM shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The SSM shall take all steps to pay all invoices submitted, and which are in order, in a timely fashion.
- 5.4. The RFO and Support Services Manager shall have delegated authority to authorise the payment of all items that are necessary to provide the services of the Council on line with the Council's scheme of delegation and the budgets set by the Council.
- 5.5. The Finance and Administration Assistant shall prepare a schedule of payments to be made for at least two Councillors to authenticate for compliance as well as the RFO.
- 5.6. Following the repeal of S150 payments are authorised and signed by the RFO and Support Services Manager. A summary schedule of payments made will be presented to the Finance and General Purposes Committee on a quarterly basis as part of the budgetary process. The Finance and General Purposes Committee shall review the schedule is in order by a resolution of the Finance and General Purposes Committee.. The summary and Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.
- 5.7. In respect of grants the Finance and General Purposes Committee shall approve expenditure in accordance with the Grants Policy and within any limits set by Council.
- 5.8. Members are subject to the Code of Conduct that has been adopted by the Council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.

6. MAKING OF PAYMENTS

- 6.1. Following authorisation under Financial Regulation 5.5 above, the RFO shall give instruction that a payment shall be made.
- 6.2. All payments shall be effected by electronic payment wherever possible. The Council shall where possible reduce the number of cheque payments.
- 6.3. Cheques or orders for payment drawn on the bank account shall be signed by two members of Council, and countersigned by the Clerk. If a member who is also a bank signatory has declared a disclosable pecuniary interest, or has any other interest, in the matter in respect of which the payment is being made, that Councillor shall be required to consider Standing Orders, and thereby determine whether it is appropriate and / or permissible to be a signatory to the transaction in question.
- 6.4. If thought appropriate by the RFO, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are reported to Finance and General Purposes Committee as made. The approval of the use of a variable direct debit shall be renewed by resolution of the Council at least every two years.
- 6.5. Where internet banking arrangements are made with any bank, the Clerk [RFO] shall be appointed as the Service Administrator or Nominee. The bank mandate approved by the Council shall identify a number of Councillors and officers who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the Service Administrator with a stated number of approvals.
- 6.6. Changes to account details for suppliers, may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by the Support Services Manager and the Town Clerk. A programme of regular checks of standing data with suppliers will be followed.
- 6.7. Any Debit / Credit Card issued is to be used in accordance with the Council's Debit Card Policy and procedure.
- 6.8. The Support Services Manager shall provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the Support Services Manager with a claim for reimbursement.
 - a) The Support Services Manager shall maintain a petty cash float for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
 - b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
 - c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to Council under 5.2 above.

7. PAYMENT OF SALARIES

- 7.1. As an employer, the Council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with contracts of employment payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by Council, or duly delegated committee.
- 7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts.
- 7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the Personnel Sub-Committee or Council otherwise than in accordance with the Scheme of Delegation.
- 7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record. This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
 - a) by any Councillor who can demonstrate a need to know;
 - b) by the internal auditor;
 - c) by the external auditor; or
 - d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.
- 7.5. Any termination payments shall be supported by a clear business case and shall only be authorised by Council otherwise than in accordance with the Scheme of Delegation.

8. LOANS AND INVESTMENTS

- 8.1. All borrowings and financial arrangements shall be effected in the name of the Council, after obtaining any necessary borrowing approval. Any application for approval shall be approved by Council as to terms and purpose. The application for approval, and subsequent arrangements shall only be approved by full Council.
- 8.2. All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with Council policy.

- 8.3. The Council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the Council at least annually.
- 8.4. All investments of money under the control of the Council shall be in the name of the Council.
- 8.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.6. Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments). REVIEW

9. INCOME

- 9.1. The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.
- 9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the Council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the Council.
- 9.3. The Council will review all fees and charges at least annually, following a report of the Clerk.
- 9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the Council and shall be written off in the year.
- 9.5. All sums received on behalf of the Council shall be banked intact as directed by the RFO and shall be deposited with the Council's bankers with such frequency as the RFO considers necessary.
- 9.6. The origin of each receipt shall be entered on the paying-in slip.
- 9.7. Personal cheques shall not be cashed out of money held on behalf of the Council.
- 9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9. Where any significant sums of cash are received by the Council, the RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted, that there is a reconciliation to some form of control, and that appropriate care is taken in the security and safety of individuals banking such cash.

10. ORDERS FOR WORK, GOODS AND SERVICES

- 10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2. Order books shall be controlled by budget managers and the RFO.
- 10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, , subject to Regulation 11.1 below.
- 10.4. A member may not issue an official order or make any contract on behalf of the Council.
- 10.5. Budget managers are responsible for the placing of orders within their overall budget.
- 10.6. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order or as soon after the order is placed by the budget manager.

11. CONTRACTS

- 11.1. Procedures as to contracts are laid down as follows:
 - a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
 - i. for the supply of gas, electricity, water, sewerage and telephone services;
 - ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
 - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
 - v. for additional audit work of the external auditor up to an estimated value of £2,000 (in excess of this sum the Clerk and RFO shall act after consultation with the Mayor or Deputy Mayor); and
 - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.

- b. Where it is intended to enter into a contract exceeding £20,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk shall invite tenders from at least three firms to be taken from the appropriate approved list or appropriate contractors/suppliers.
- c. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.
- d. Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- e. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of Council.
- f. If less than three tenders are received for contracts above £60,000 or if all the tenders are identical the Council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.
- g. Any invitation to tender issued under this regulation shall be subject to Standing Order 18,³
- h. When it is to enter into a contract of less than £20,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £7,000 and above £1000 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10 (3) above shall apply.
- i. The Council shall not be obliged to accept the lowest or any tender, quote or estimate.
- j. Electronic tenders can be accepted where specified by Seaford Town Council's where contracts are for less than £20,000 in value.
- k. Should it occur that the Council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the Council requires further pricing, provided that the specification does not change, no

³ Based on NALC's model standing order 18d in Local Councils Explained © 2013 National Association of Local Councils

person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.

- i. The European Union Procurement Directive shall apply and the terms of the Public Contracts Regulations 2006 and the Utilities Contracts Regulations 2006 including thresholds shall be followed.

12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS

- 12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the Council.
- 12.3. Any variation to a contract or addition to or omission from a contract must be approved by the Clerk to the contractor in writing, the Council being informed where the final cost is likely to exceed the financial provision.

13. STORES AND EQUIPMENT

- 13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 13.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.

14. ASSETS, PROPERTIES AND ESTATES

- 14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the Council. The RFO shall ensure a record is maintained of all properties held by the Council, recording the location,

extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.

- 14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £1000.
- 14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law, In each case a report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full Council. In each case a report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.5. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15. INSURANCE

- 15.1. Following the annual risk assessment (per Financial Regulation 17), the RFO shall effect all insurances and negotiate all claims on the Council's insurers.
- 15.2. Section Managers and the Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 15.3. The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.
- 15.4. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to Council at the next available meeting.
- 15.5. All appropriate members and employees of the Council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the Council.

16. CHARITIES

- 16.1. Where the Council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.
- 16.2. This section currently does not apply to Seaford Town Council.

17. RISK MANAGEMENT

- 17.1. The Council is responsible for putting in place arrangements for the management of risk. The Clerk shall prepare, for approval by the Council, risk management policy statements in respect of all activities of the Council. Risk policy statements and consequential risk management arrangements shall be reviewed by the Council at least annually.
- 17.2. When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the Council.

18. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

- 18.1. It shall be the duty of the Council to review the Financial Regulations of the Council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the Council of any requirement for a consequential amendment to these financial regulations.
- 18.2. The Council may, by resolution of the Council duly notified prior to the relevant meeting of Council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of Council.

* * *



General and Financial Risk Assessment

Appendix B

Area	Risk	Level	Controls (bold indicates where works needed)	Frequency months
Assets	Protection of physical assets detailed in the Councils Asset Register.	H M	<p>All assets over a value of £1000 are insured through Zurich Municipal. As new assets are purchased over £1000 in value they are added to the policy.</p> <p>All leases and land registration details that are in the Council possession are with The Town Clerk, some original documentation is held by the Councils Solicitors. There are however a number of historical issues outstanding with regards to land ownership.</p> <ol style="list-style-type: none"> 1 Some documentation is missing. 2 Some parcels of land in the Councils ownership have not been registered with Land Registry 3 The Council is currently in the process of entering into 8 new leases for land it owns. Four are new leases four are renewals. 4 There is an issue of some parcels of land having access points added to them creating potential prescribed rights of access. 5 Secure details of all land documents held by Solicitors <p>Target to resolve all outstanding land issues by April 2018.</p>	12 12
Assets	Security of buildings, equipment etc.	M	Where possible buildings have alarm systems and CCTV installed. All offices routinely locked overnight. All assets at the View and Seaford Head Golf Course are securely stored. Planned programme of testing all electrical and safety equipment in place.	Daily

Area	Risk	Level	Controls (bold indicates where work is needed)	Frequency months
Assets	Maintenance of buildings etc.	M M	Planned maintenance scheduled in a five-year maintenance plan is in the process of being developed Planned programme of testing electrical and safety equipment in place. Reactive repair allocations included in revenue budget, pool of suitable contractors to carry out works in place.	12 1
Finance	Banking.	M	All Council bank accounts are in place with the Cooperative Bank. These are reconciled every month in accordance with the Financial Regulations.	1
Finance	Risk of consequential loss of income.	L M M M M L M L L	<p>Insurance cover in place for insurable risks</p> <p>Bank account reserves to be increased to 25% of the precept by April 2018.</p> <p>Financial review of all potential non-insured risks to be undertaken by December 2017</p> <p>Financial performance of all activity reviewed monthly to enable any issues to be speedily addressed</p> <p>Financial and performance targets will be in place for 2017/18 for The View and Golf</p> <p>All electronic records backed-up every night.</p> <p>Committees consider in detail draft budgets. Councillor Working Party reviews all potential financial issues to ensure all relevant information is present at the Full Council where the annual budget and precept are determined.</p> <p>Precept paid 6 monthly.</p> <p>Support Services Manager checks bank statements to ensure all payments are received</p>	12 12 12 1 1 12 6 1 6 1

Area	Risk	Level	Controls (bold indicates where work is needed)	Frequency months
Finance	Loss of cash through theft or dishonesty.	M H M	Petty cash at Council Offices and The View is managed in accordance with adopted procedures which requires receipts for all purchases. Reconciled every month. All cash from tills at The View is reconciled with till reading every evening and banked promptly following all internal control procedures CCTV covers till areas, upgrades planned for 2017/18	1 Daily 12
Finance	Financial controls and records.	L L L L L M	Strict internal controls in place to separate functions relating to all form of transactions including electronic, debit cards and cheques. Two Councillors required to sign as well as at least two separate officers. Internal Audit three times per annum, External Audit 12 mthly. Audit Reports to be presented to the next available Finance & General Purposes Committee meeting, all recommendations acted upon as soon as practical and reported back to F & GP Committee also. All electronic financial records are backed up off site every evening Tenders secured for contracts when required in accordance with Financial regulations. All financial records stored and save in accordance with Councils document retention policy (under review).	Daily 4 4 Daily As required 12
Finance	Comply with HMRC VAT Regulations.	M M L L	VAT payments and reclaims to be calculated by the Support Services Manager. Advice notes from HMRC followed at all times, use external advice where necessary. Internal auditor reviews VAT on a regular basis. VAT claims completed monthly.	As req'd 12 12 1

Area	Risk	Level	Controls (bold indicates where work is needed)	Frequency months
Finance	Sound budgeting to underlie annual precept.	M	<p>Budget Managers develop committee budgets based on previous performance and plans for the future. Presented to the relevant committee for consideration and recommendation to Council. The three committee budgets are then collated by officers. A briefing meeting is held with all Councillors to assess Committee proposals and ensure that all potential contingencies are addressed in the final report and draft figures for the Full Council meeting which sets the precept. Avoiding any potential last minute proposals that cannot be financially assessed ensuring financial diligence is retained.</p> <p>Expenditure against budget reported to relevant committee every quarter.</p>	12
Finance	Complying with borrowing restrictions.	L L	<p>All current loans are paid automatically via Direct debit every six months</p> <p>Any new loans require full Council approval after presenting a full business case</p>	6 As required
Liability	Risk to third party, property or individuals.	M M M	<p>Insurance in place Zurich Municipal.</p> <p>Full health and safety programme of inspections of all property and land is place. Qualified Health and Safety Officer undertakes inspections.</p> <p>Risk assessments of all individual events such as Christmas Magic, Armed Forces Day are routinely undertaken by a qualified officer.</p>	12 Weekly As required
Liability	Legal liability as consequence of asset ownership.	H M M M	<p>Insurance in place with Zurich Municipal.</p> <p>Full health and safety programme of inspections of all property and land is place. Qualified Health and Safety Officer undertakes inspections</p> <p>Annual checks by ROSPA of all play equipment takes place and report is acted on</p> <p>Play areas also inspected weekly by Burleys contractors when on site</p>	12 Weekly 12 Weekly

Area	Risk	Level	Controls (bold indicates where work is needed)	Frequency months
Employer Liability	Comply with Employment Law.	H	Membership of various national and regional bodies including NALC, SALC, IMgt, ILEX, BIGGA, CIPD to ensure Managers are kept up to date with all relevant employment requirements and legislation as well as best practice. Ensure employees terms & conditions comply with employment law. Annual Appraisals take place with all employees Central records retained of all employee sickness absence and holidays A new HR system is to be purchased to consolidate all records and clocking on and off work with the 2017/18 financial year. Hard copies of all employee's records are stored in a locked filing cabinet all digital records can only be accessed by managers to ensure compliance with the Data Protection Act. Routine reviews of Employment terms and conditions acted on or where necessary reported to Personnel committee for action.	As req'd 12 As req'd 12 As req'd
Employer Liability	Comply with Inland Revenue requirements.	M	Regular review of current legislative requirements undertaken by Managers. Internal auditor undertakes regular review.	As req'd 12
Employer Liability	Safety of staff and visitors.	M M	Risk assessments carried out for all premises and activities undertaken by employees. Internal training undertaken on the job and on a regular basis formally when need arises.	As req'd As req'd
Legal Liability	Ensuring activities are within legal powers.	M M	Town Clerk to clarify legal position on any new proposal. Legal advice to be sought where necessary.	As req'd As req'd

Area	Risk	Level	Controls (bold indicates where work is needed)	Frequency months
Legal Liability	Proper and timely reporting via the minutes.	L L L	All agenda are issued and displayed in accordance with the Local Government Act 1972 Council meets regularly and always receives and approves Minutes of meetings held since the last meeting including all committee minutes. Minutes made available to press and public via Town council website, social media, notice boards, and in the Tourist information Office.	As req'd 2 As req'd
Legal Liability	Proper document control.	M M	Original Deeds and leases stored with Barlows Solicitors Copies Retained within the Council Offices Document Retention policy in process of being developed within 2017.	As req'd 12
Councillors	Registers of Interests and gifts and hospitality in place.	H M M M	Register of Disclosable Pecuniary Interest, retained in Council Offices by the Town Clerk Declaration of interest is on the agenda at every meeting. Update declarations of interest by councillors is Councillors responsibility when circumstances change. Emailed out annually to all Councillors to ensure up to date.	12 1 1 12

Adopted: March 2017
Review: March 2018



Appendix C

Seaford Town Council

Electronic Payments Policy

1. Introduction

- 1.1 Following the repeal of 150(5) of the Local Government Act 1972 which stipulated a *two Member signature rule* i.e. two signatures required on a payment mechanism such as a cheque or standing order, local councils are now allowed to take advantage of electronic payment methods such as BACS.
- 1.2 In adopting any such electronic payment method, however, the underlying principle of safeguarding public money still applies and the local authority must ensure that robust controls on payments, as an integrated part of the overall financial control system, remains.

PROCEDURE

2. Documentation

- 2.1 Prior to any electronic payment, a (summary) BACs invoices for payment report will be produced detailing all payments that are to be made in the current payment run. This document will be completed by the Finance Administration Assistant.
- 2.2 All source documents such as supplier invoices and other similar requests for payments will be attached to the invoices for payment report.
- 2.3 The BACs invoices for payment report and source documents will be presented to the Responsible Finance Officer (RFO) and two Members of the current named signatories (as detailed on the bank mandate) for approval. Each will sign the BACs invoices for payment report together with a Payment Authorisation sheet. In the RFO's absence*, the Support Services Manager will sign. The RFO will countersign on his return to work.
- 2.4 The Finance Administration Assistant will process the approved payments via the online payment system (FD Online).
- 2.5 The Support Services Manager will check and confirm the details on FD Online with that shown on the approved BACs invoices for payment report ensuring that the total payment amount agrees to that of the Payments Authorised Sheet.
- 2.5 Once payment processing has been completed, a list of payments made from FD Online will be printed and attached to the BACs invoices for payment report and signed off by the RFO as a confirmed correct payment record ("Confirmed Payment").

*Absence is denoted as 3 or more consecutive working days.

3. Integrity

- 3.1 As the Support Services Manager authorises the actual online payments, the Confirmed Payment signee must be the Town Clerk or in the Town Clerk's absence the Chairman of the Finance and General Purposes Committee.
- 3.2 When appropriate, the Vice-Chairman of the Finance and General Purposes Committee will deputise for the Chairman.

4. Traceability

- 4.1 The Town Council's computer payment system (RBS) will produce a unique reference number for the total payments which will be recorded on the Authorisation Payment sheet along with the FD Online print out of payments. The date of the payment will always correspond with the bank's online system and RBS.

5. Security

- 5.1 Each Operator of the online payment system has a different function which is pre-set by the Bank and cannot be overruled. Currently the Finance Administration Assistant would create the batch of payments and is then physically unable to authorise this batch. This must be done by a second person after checking the batch. Currently this is the Support Services Manager. Each have their own unique log-on and passcode to be able to operate the payment system.
- 5.2 All log-on and passcodes will be held separately by each respective individual in a secure place.
- 5.3 Any changes to these operator names must be approved by the RFO.
- 5.4 Access to FD Online will be directly to the access page (which may be saved under "favourites") and not through a search engine or email link. Computer auto-saving of bank log-on and passcode details will be prohibited however to log in to FD Online would require a unique code issued by the token resulting in the auto-saving of any password ineffective.
- 5.5 The Support Services Manager will ensure that any computers used to transact financial business on behalf of the Council, will have operational and up-to-date anti-virus, anti-spyware and firewall software in place. This is a service currently provided by East Sussex Schools ICT.

6. Audit

- 6.1 All payments made through the online banking system will be made available to the Internal Auditor for validation during internal audits.

7. Costs

- 7.1 Seaford Town Council currently enjoys free banking (including payments made by cheque) with the Cooperative Bank, however, any change to online banking will see transaction charges for online payments being made. This is, however, mitigated by the reduced costs in postage, envelopes and the printing of cheques.



Seaford Town Council

Risk Management Policy Statement

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

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

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

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

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

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

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

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

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

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

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

Signed: (Town Clerk) Date:.....

