



Seaford Town Council

To the Members of the Full Council

A Meeting of the **Full Council** will be held at 37 Church Street, Seaford on **Thursday 29th March 2018** at 7.00pm, which you are summoned to attend.

James Corrigan
Town Clerk
22nd March 2018

AGENDA

1. Apologies for Absence

To consider apologies for absence.

2. Disclosure of Interests

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

3. Public Participation

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

4. Minutes

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

4.1	Planning & Highways	22 nd February 2018	pages 3 to 6
4.2	Golf & The View	6 th March 2018	pages 7 to 8
4.3	Full Council	8 th March 2018	pages 9 to 11
4.4	Personnel	14 th March 2018	pages 12 to 13

(N.B. Recommendation at minute ref PE21.2 is to be decided upon separately, being included as exempt report 160/17).

5. Mayor's Report

To note report 38/17 presenting the Mayor's Report and engagements. (pages 14 to 16).

6. Young Mayor's Report

To allow the Young Mayor of Seaford the opportunity to provide a verbal update.

7. Clerk's Report

Report 153/17 presenting the Clerk's update report will be circulated as soon as possible.

8. District/County Councillor Update Report

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

9. Annual Review of Internal Controls

To consider report 135/17 presenting a review of the Council's Internal Controls for comment and approval. (pages 17 to 24)

10. Annual Review of Corporate Risk Register

To consider report 136/17 presenting the annual review of the Council's Risk Register. (pages 25 to 39)

11. Annual Investment Strategy 2018/19

To consider report 124/17 seeking approval of the 2018/19 Annual Investment Strategy. (pages 40 to 47)

12. Purchase Ordering and Payments for Goods and Services Policy

To consider report 157/17 presenting a draft Purchase Ordering and Payments for Goods and Services Policy for adoption. (pages 48 to 61)

13. Local Government Pension Scheme Employer's Discretion Policy

To consider report 156/17 presenting the revised LGPS Employer's Discretion Policy for adoption. (page 62)

14. Second Internal Audit Report for 2017-18

To consider report 155/17 presenting the Internal Auditor's second report for 2017-18. (pages 63 to 70)

15. Bad Debt Policy

To consider report 158/17 presenting a draft Bad Debt Policy for adoption. (pages 71 to 73)

16. Write Off Schedule

To consider report 159/17 regarding a write off schedule for bad debts, which will be circulated on Friday 23rd March after the Council's Finance & General Purposes Committee have met to discuss the item.

17. Plastic-free Town Status

To consider report 122/17 regarding the Council supporting Seaford town achieving plastic-free status. (pages 74 to 76)

18. War Memorial Listing

To consider report 123/17 advising of the recent listing of the Sutton Park Road War Memorial as a Grade II listed building. (pages 77 to 78)

19. Busking Policy

To consider report 121/17 presenting a Busking Policy for adoption. (pages 79 to 80)

20. Council Representation on Outside Bodies Policy

To consider report 154/17 updating on the review of the Council Representation on Outside Bodies Policy. (page 81)

21. Exclusion of Press & Public

The Chairman will move that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting during the discussion on the next item on the agenda as the item concerns confidential personnel details.

22. Settlement of Time Off In Lieu Hours Balance

To consider exempt report 160/17 regarding the proposed settlement for an employee's time off in lieu hours balance. (exempt pages 1 to 9).

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

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



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 22nd February 2018** commencing at **7.00 p.m.**

Present:

Councillors, L Wallraven (Chairman), D Argent, P Boorman, J Elton, L Freeman, N Freeman, R Honeyman, A Latham and P Lower

Councillor O Honeyman and Aidan Thatcher, Head of Planning, Lewes District Council also present for Talland Parade item.

Geoff Johnson - Planning Officer

10 members of the public present

P 85/02/17 Apologies for Absence and Declaration of Substitute Members

Apologies were received from the Councillor T Goodman.

P 86/02/17 Disclosure of Interests

Councillor L Wallraven declared a non-pecuniary interest as a member of the Lewes District Council's Planning Applications Committee and did not speak or vote on any item.

Councillors L Freeman and N Freeman declared a prejudicial interest in LW/17/0962 and left the room at 7.42pm prior to the application being considered, returning at 7.53pm for the item on 21 Rookery Way.

Councillor P Boorman declared an interest in Tree Application TW/18/0011/TPO and did not speak or vote on the matter.

P 87/02/17 Public Participation

None

Following this item it was **RESOLVED** to **SUSPEND STANDING ORDERS** to enable the Talland Parade issue, Item 5 on the Agenda, to be considered before the planning applications and for Aidan Thatcher Head of Planning at Lewes District Council to address the Committee.

P 88/02/17 Construction Site at Talland Parade

The Committee welcomed Aidan Thatcher, to the meeting.

He had been invited to attend to update the Committee on the action being taken by the District Council to resolve the long standing problem with the construction site and scaffolding at Talland Parade.

He explained that there had been dialogue with the new owners of the site. A project plan had been supplied and a construction team put in place. Work would recommence by the end of February. If the timetable was not adhered to the owners would be served with a notice under the Town and Country Planning Act 1990 to require the removal of the scaffolding. The owners had confirmed that the charity occupying an office at the site had been given notice to vacate

Mr Thatcher took questions from members of the public and of the Committee about the state of the site. Ten p . 3 are concerned about their security of tenure.

and residents were concerned at the safety of the scaffolding and the fact that the pavements around the site were blocked. He also explained that issues such as damage to neighbouring properties were private matters for residents to take up with the new owners

A question was raised on the possibility of a Compulsory Purchase Order for the site Mr Thatcher replied that the case did not fulfil the current criteria for Compulsory Purchase.

Members of the Committee raised questions on the enforceability of the project plan and timetable. Mr Thatcher replied that progress on site would be closely monitored by the District Council and any delay would be acted on.

The Committee and members of the public thanked Mr Thatcher for his attendance.

It was then **RESOLVED** that Standing Orders be reinstated

P 89 /02/17 Planning Applications

Planning Applications week ending 2nd February 2018

Seaford
LW/17/0962

125 Southdown Road
Planning Application - Demolition of existing house and erection of two detached houses

The applicant Mr Vartdal addressed the Committee. He explained that the current property was in a poor state of repair and would need a lot of work to bring it up to current requirements. It was situated on a large plot and he had been advised by a consultant that it could accommodate two houses. The proposed houses maintained the current roofline and scale and incorporated design features to match the modern design of the nearby Seaford Head Golf Clubhouse

It was **RESOLVED** to **OBJECT** to the application on the grounds that the proposed development of two dwellings would be overdevelopment of the plot, out of character and scale with the existing properties in Southdown Road and would have an adverse impact on views from the adjacent South Downs National Park

Seaford
LW/18/0049

21 Rookery Way Bishopstone
Planning Application - Construction of a ramp with the addition of a platform lift with a 3.0m rise

It was reported that this application had been **WITHDRAWN**

Seaford
LW/18/0054

57 Chichester Road
Planning Application - Demolition of existing side lean-to and erection of a two storey side/part rear extension and single storey rear extension, including associated hard/soft landscaping

It was **RESOLVED** to **SUPPORT** the application. It was considered to be a large extension but it was well-designed and the

site was large enough to accommodate it without any adverse impact on neighbouring properties.

Planning Applications week ending 9th February 2018

Seaford
LW/18/0081

27 Downsview Road
Planning Application - Single storey rear and side extension with a flat roof

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

Seaford
LW/18/0084

1 Terminus Buildings Blatchington Road
Planning Application - Renovation and incorporation of 1 Terminus Buildings into the Claremont Dental Practice situated at 2-3 Terminus Buildings, change of use from A1 to D1.

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

Seaford
LW/18/0096

59 Farm Close
Planning Application - Demolish existing conservatory and garage, erection of a single storey rear/side extension with hip to gable loft conversion over extension to include associated hard/soft landscaping

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

Reconsultation

Seaford
LW/17/0997

4 Newick Close
Amended Application - Variation of parking and garden areas approved under Ref : LW/15/0931

It was **RESOLVED** that the **OBJECTIONS** raised to the previous set of amended plans still applied i.e that the parking and amenity spaces provided were too restricted and that this would lead to a cramped development and parking problems which would be detrimental to residential amenities in the area.

Tree Works Applications

Seaford
TW/18/0011/TPO

11 Seafield Close
Tree Works Application – Reduce Sycamore (T14) 2 ft past previous pruning points to reduce windfall due to large wound at base

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

Seaford
TW/18/0013/TPO

11 Barn Close
Tree Works Application – 7 metre structural pollarding of 4 x Ash and 1 x Hawthorn (G5 of Order) for Sean O’Conner

There were some concerns over the lack of information as to which works were tried out to the three trees covered but it was

RESOLVED to **SUPPORT** the application in principle subject to the advice and approval of the Arboricultural Officer

Seaford
TW/18/0015/TPO

3 Sovereign Close
Tree Works Application – Proposed works to Poplar and Beech trees (full details on website) for Seaford Town Council

It was **RESOLVED** that the application be **NOTED**

Seaford
TW/18/0016/TPO

7 Chapel Close
Tree Works Application- Works to 4x Sycamores (T1 to 4 in G2 in Order)

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

P/90/02/17 Fishers Wharf, Newhaven Harbour (LW/799/CM)

Members considered report 125/17 updating the Committee on the progress of this application and the recent withdrawal of Phase 4 of the proposed scheme; the concrete block-making facility

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

P 91/02/17 Road Closure Report

Members considered report 126/17 informing the Committee of proposed road closures on Good Friday 30th March for the Procession of Witness organised by Churches Together in Seaford

It was **RESOLVED** that no objection be raised

P/92/02/17 Update Report

Members considered report 127/17 updating the Committee on decisions taken by Lewes D.C since the last meeting

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

The meeting closed at 8.15 pm.

Councillor L Wallraven
Chairman



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 6th March 2018 at 7.00pm.

Present:

Councillors S Adeniji (Chair) and A Latham (Vice-Chair)

Councillors M Brown, D Burchett, L Freeman, N Freeman, R Hayder, O Honeyman P Lower and B Webb.

Mr James Corrigan - Town Clerk (Seaford Town Council)

Mr Fraser Morley - Golf Professional (Seaford Town Council)

Mr Simon Lambert - Head Greenkeeper (Seaford Town Council)

Miss Ashleigh Nicholson – Assistant Manager The View (Seaford Town Council)

Mr Alan Miller (Seaford Head Golf Club)

Mr Eddie Martin (Seaford Head Golf Club)

3 members of public

G21/03/17 Apologies for Absence and Declaration of Substitute Members

There were no apologies for absence received.

Craig Nicol, General Manager, apologised for being unable to attend via Ashleigh Nicholson who was introduced to the committee as the Assistant Manager.

G22/03/17 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.

G23/03/17 Public Participation

Bob Gower – asked for clarification on where the payment is shown for the five-year machinery maintenance program.

Town Clerk – advised that the figures were all agreed by the Committee, and subsequently Council, when included in the Council's five-year budget plan.

G24/03/17 Head Greenkeeper's Report

The Committee considered report 128/17 presenting an update on the maintenance of the golf course and asked questions of the Head Greenkeeper. It was **RESOLVED** to **NOTE** the contents of the report and to thank the greens team for their ongoing excellent work on the golf course.

G25/03/17 Golf Professional's Report

The Committee considered report 129/17 presenting an update on golf course related matters and business and asked questions of the Golf Professional. The committee was pleased to see plans were in place for marketing of the course over the coming year. It was **RESOLVED** to **NOTE** the contents of the report.

G26/03/17 General Manager's Report

The Committee considered report 130/17 presenting an update on the business activities and finance of The View and asked questions of the Assistant Manager. The committee were very pleased with the year on year improvements in financial performance detailed in the report to the Committee and expressed their appreciation to all staff and asked that a joint letter from the Chair of the Committee and Town Clerk be sent to all staff members.

G26.1 It was **RESOLVED** to **NOTE** the contents of the report.

G26.2 It was **PROPOSED** that the Clerk be **INSTRUCTED** to send a letter of thanks to all staff at The View; this **MOTION** was **CARRIED**.

The meeting closed at 7.46pm.

Councillor Sam Adeniji
Chairman of The Golf and The View Committee

Draft



MINUTES of a Meeting of the Full Council held in the Council Chambers, 37 Church Street, Seaford on Thursday 8th March 2018 at 7.00pm.

Present:

Councillor L Wallraven (Mayor) and Councillor M Brown (Deputy Mayor).
Councillors S Adeniji, D Argent, P Boorman, B Burfield, J Elton, L Freeman, N Freeman, O Honeyman, R Honeyman, A Latham, P Lower, M Wearmouth and B Webb.
James Corrigan, Town Clerk – Seaford Town Council
Georgia Raeburn, Executive Support Officer – Seaford Town Council
6 members of the public

C96/03/17 Apologies for Absence

Apologies for absence were received from Councillors Goodman and White.

C97/03/17 Disclosure of Interests

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

C98/03/17 Public Participation

Denise Savage

Asked whether the public would be informed of the modifications that had been made to the draft Neighbourhood Plan in light of the 210 public responses to the consultation.

Having been alerted to there being over 1,000 people on the social housing waiting list in the District and Seaford not having any stock of properties available, despite government money being available to fund such housing, asked if Neighbourhood Plan would be making any reference to social housing, as it currently doesn't. Furthermore, whether the Town Council or Neighbourhood Plan Steering Group would look to pursue funding available towards social housing.

Town Clerk

Confirmed that the modified plan would be released as part of the public referendum and any changes would be part of that. The Neighbourhood Plan Steering Group can decide, if they wish, to release the modified draft plan, or parts of it, before the referendum.

Explained that the Neighbourhood Plan, as a statutory document of the Town Council's, cannot put requirements on third parties; Lewes District Council or private housing associations are responsible for social housing. That said, the Neighbourhood Plan Group are speaking with the Guinness Trust about the Plan's Dane Valley Project, so there are aspirations within the plan.

The Council would check to see if any reference were made to social housing the Lewes District Local Plan Core Strategy.

Keith Blackburn

As current Chair of the Neighbourhood Plan Steering Group, wished to endorse the contents of the report with the agenda.

Confirmed that during his 15 months as Chair, has seen a huge amount of involvement from the public including volunteers on the Steering and Focus Groups, 5 consultation evenings, over 500 documents being produced and over 200 responses to the recent public consultation on the draft Plan. Confirmed that the Group have

reviewed these responses along with those of the statutory consultees and are now having discussions with representatives of the owners of certain sites identified in the draft Plan.

Confirmed that the focus now must shift back to the Town Council to take the Plan through its final stages.

(One member of public exited the meeting.)

C99/03/17 Minutes

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

C99.1	Planning & Highways	11 th January 2018
C99.2	Planning & Highways	11 th January 2018
C99.3	Full Council	25 th January 2018
C99.4	Community Services	8 th February 2018

C100/03/17 Neighbourhood First Presentation Date

The Council considered report 137/17 regarding arranging a presentation on the Neighbourhood First scheme along with a verbal update from the Town Clerk on some progressions since the agenda report being written and the possibility of incorporating two further presentations in this and making it a training session, rather than public meeting.

It was **PROPOSED** that the Clerk identify a date for a training session to be held with Councillors and circulate this to all Councillors; this **MOTION** was **CARRIED**.

C101/03/17 Seaford Neighbourhood Plan Steering Group

The Council considered report 131/17 regarding a review of the Neighbourhood Plan Steering Group. The Clerk provided a brief verbal update on the progress of the Plan, thanks to the work of the volunteers involved. Lewes District Council and the Inspector will be reviewing the draft Plan before it goes to public referendum.

It was **PROPOSED** to **AGREE** that the Neighbourhood Plan Steering Group is reduced to three Councillor members, namely Councillors R Honeyman, Lathan and Wallraven, and a fourth member of Keith Blackburn, who will continue as Chair. **FURTHERMORE**, that the Council **NOTE** its thanks to all the volunteers and Councillors that have had an involvement with the Plan to date; this **MOTION** was **CARRIED**.

C102/01/17 Exclusion of the Press & Public

It was **RESOLVED** that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the press and public be **EXCLUDED** from the remainder of the meeting as the items concern confidential business information and business sensitive data which is intended for future publication.

(All remaining members of press and public exited the meeting.)

C103/03/17 The View Business Plan

The Council considered exempt report 133/17 and report 114/17 (deferred from 25th January 2018 meeting) presenting the draft The View Business Plan for adoption.

Members discussed the draft Business Plan in great depth, seeking clarification on certain points within the Plan, the priority order of improvement works, the financial implications and the process to be undertaken to identify whether the Plan should be published.

(Councillor Boorman exited the meeting.)

It was **PROPOSED** to **ADOPT** The View Business Plan and the recommendations contained therein with immediate effect. A **RECORDED VOTE** was requested:

Councillor S Adeniji	For
Councillor D Argent	For
Councillor M Brown	For
Councillor B Burfield	Against
Councillor J Elton	For
Councillor L Freeman	For
Councillor N Freeman	For
Councillor O Honeyman	Abstained
Councillor R Honeyman	Abstained
Councillor A Latham	For
Councillor P Lower	For
Councillor L Wallraven	For
Councillor M Wearmouth	Against
Councillor B Webb	For

This **MOTION** was **CARRIED**.

C104/03/17 The View Working Group's Report

The Council considered exempt report 134/17 and report 115/17 (deferred from 25th January 2018 meeting) presenting a report from The View Working Group.

It was **PROPOSED** to thank Richard Morland MBA for his work with the Working Group by letter. **FURTHERMORE**, to **NOTE** the contents of the report and take no further action at this stage; this **MOTION** was **CARRIED**.

The meeting closed at 8.50pm.

Councillor L Wallraven
Mayor



Seaford Town Council

MINUTES of a Meeting of the Personnel Committee held at the Council Chambers, 37 Church Street, Seaford on Wednesday 14th March 2018 at 7.00pm.

Present:

Councillor S Adeniji (Chair), L Freeman (Vice-Chair), R Honeyman, A Latham and P Lower.
James Corrigan, Town Clerk – Seaford Town Council
Georgia Raeburn, Executive Support Officer – Seaford Town Council
No members of the public were present.

PE13/03/17 Apologies for Absence

There were no apologies for absence.

PE14/03/17 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.

PE15/03/17 Exclusion of the Press and Public

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

PE16/03/17 2017 Annual Appraisals

The Committee discussed the contents of exempt report 138/17 providing an update on the 2017 Annual Appraisal scheme. The Clerk is to arrange training will all managers just to ensure that objectives set are SMART (specific, measurable, attainable, relevant and time-bound).

It was **RESOLVED** to **NOTE** the update on the 2017 Annual Appraisal process.

PE17/03/17 Pay Gradings & Awards

The Committee discussed the contents of exempt report 132/17 regarding employee's pay grades and annual pay increases.

PE17.1 It was **RESOLVED** to **APPROVE** pay increases for relevant members of staff and casual workers as per Appendix A of exempt report 132/17.

PE17.2 It was **RESOLVED** to **NOTE** that inflationary increases will be given to the relevant staff, as per exempt report 132/17, once announced by the National Joint Council, along with any backdated payment due.

PE17.3 It was **PROPOSED** to **NOT APPROVE** the individual request within exempt report 132/17 but to recognise the exceptional work done by this and all employees within the Council; this motion was **CARRIED**.

PE18/03/17 Holiday Leave

The Committee discussed the contents of exempt report 140/17 informing the Committee of holiday leave arrangements and seeking approval for payment for unused holiday entitlement. The Committee discussed concerns of setting a precedent of paying in lieu of holiday.

It was **PROPOSED** that the Committee **AGREE** that payment will not be made in lieu of unused holiday and that instead, unused holiday leave should be carried forward by employees and used as soon as practicable; this motion was **CARRIED**.

PE19/03/17 Review of 2017 Staffing Review & Job Evaluation

The Committee discussed the contents of exempt report 144/17 providing an update on the review of the effectiveness of the 2017 Staffing Review & Job Evaluation. The Committee discussed the review in depth and the next steps to be taken to look at future additional staffing options, building on the improvements brought by the 2017 review.

PE19.1 It was **RESOLVED** to **RECOMMEND** that Full Council agrees that the contracted hours of the Planning Officer role be increased to 6 hours per week.

PE19.2 It was **RESOLVED** to **RECOMMEND** that Full Council agrees that the contracted hours of the Executive Support Officer role be permanently increased to 37 hours per week.

PE19.3 It was **RESOLVED** that Officers be **INSTRUCTED** to look at costings and feasibility for future additional staffing as per exempt report 144/17 and report back to the Personnel Committee.

PE20/03/17 Employee Engagement Review

The Committee discussed the contents of exempt report 139/17 updating the Committee on the options regarding a staff morale and motivations review. The Committee discussed the purpose and aims of the review, the timing to carry it out and the opportunity to undertake this annually as a useful benchmarking exercise.

It was **RESOLVED** to **INSTRUCT** Officers to carry out an Employee Engagement Survey when appropriate and report the findings back to the Personnel Committee.

(The Town Clerk exited the meeting)

PE21/03/17 Time Off In Lieu Hours

The Committee discussed the contents of exempt report 149/17 updating the Committee on discussions regarding an employee's time off in lieu hours. The Committee discussed the report in great depth, the process undertaken to date, the professional advice sought, the internal procedures for additional hours worked and the options available. The Committee also briefly discussed the review of the Council's Time Off In Lieu Policy, which is due to be undertaken.

PE21.1 It was **RESOLVED** to **NOTE** the contents of the report.

PE21.2 It was **RESOLVED** to **RECOMMEND** that, as per the contents of exempt report 149/17, Full Council agrees to a one-off payment as full and final settlement of the employee's time off in lieu balance, which will revert to zero from the date of the decision being made.

PE21.3 It was **PROPOSED** that employees be instructed to give a brief narrative in the notes column on timesheets as to the reason and/or work carried out when additional hours have been worked; this motion was **CARRIED**.

The Committee requested that Council members be provided with a copy of exempt report 149/17 and the appendix for the Council meeting on 29th March 2018 when this item would be considered.

The meeting closed at 8.02pm.



Seaford Town Council

Report 152/17

Agenda Item No: 5
Committee: Council
Date: 29th March 2018
Title: Mayor's Report & Engagements
By: James Corrigan, Town Clerk
Purpose of Report: To present the Mayor's update report and details of Mayoral engagements.

Recommendations

You are recommended:

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

1. Information

- 1.1** Attached at Appendix A is the Mayor's update report and Appendix B provides details of the Mayor's engagements for period of January 2018 to date.

2. Financial Appraisal

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

3. Contact Officer

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

Town Clerk

Appendix A Mayor's Report – March 2018:

How quickly my Mayoral Year is passing by, I have been to some memorable events and it's the young people who achieve so much. Recently I attended 'The Young Musicians Awards' and 'The Young Writers Awards' both organised by The Rotary Club, the ability was outstanding and the judges had a very hard job and it was an honour to hand out the awards to the youngsters.

I unveiled a Blue Plaque at Seaford Railway Station in recognition of the West Indian Regiment which was formed in 1915 here in Seaford. A number of the young men died here with influenza and are buried amongst the Commonwealth War Graves at Seaford Cemetery. The conditions in the camps were not good. One of the huts made its home in Bishopstone Village and can be seen today, they were made of corrugated metal and were lined with asbestos! No Health and Safety back then. We welcome people with links to W.I. from London every year for a Service of Remembrance at The Cemetery together with the Canadians and Irish which falls on the Tuesday after Remembrance Sunday.

On a lighter note I was invited to The Book Show at The Crypt Gallery and was asked to come as a book character, so I went as a pirate as I had all the gear. It was a very good event for young children and the organisers are hoping to repeat the event next year.

I've been attending School Assemblies to promote the election of the new Deputy Young Mayor with Tom Exley our Young Mayor who did a good presentation. I joined Tom on his last fundraising coach trip to Hampton Court and what a fabulous day we all had.

Unfortunately, we had to make the decision of cancelling my Quiz Night due to the bad weather but safety had to come first. It has been rescheduled for Tuesday 17th April at The View, 7pm.

On Thursday 5th April I have a fashion show organized by M. & Co. at 7pm; there is usually a discount for clothing on the night, hope you can come along and support it.

Saturday 21st April at 2pm I have organised a guided tour of St. Andrew's Church and Churchyard followed by a Cream Tea in Bishopstone Parish Hall. St. Andrew's Church is one of the oldest churches in the county dating back to Saxon times.

Appendix B Mayor's Report – March 2018

Organisation	Event	Date	Venue
Jan-18			
Seaford Head School	We will Rock you Concert	16-Jan-18	Seaford Head School, Arundel Road
Feb-18			
Brighton Mayor	Charity Quiz	07-Feb-18	Portslade Town Hall, Victoria Road Portslade
East Sussex Music Service	South Downs Youth Orchestra	09-Feb-18	Michael Hall Theatre Forest Row
Seaford Young Mayor	Hampton Court Coach Trip	12-Feb-18	Hampton Court Palace
Seaford Rugby Club	Annual Sponsors Lunch	17-Feb-18	Seaford RFC, The Salts
Mar-18			
World Book Day	The Book Show	01-Mar-18	The Crypt
Mayors Charity Quiz Night	Charity Quiz	02-Mar-18	The View, Seaford Head Golf
Womens World Day of Prayer	Womens World Day of Prayer	02-Mar-18	St Thomas Mores Church Seaford
Rotary Club of Seaford	Young Musicians Awards	03-Mar-18	Seaford Baptist Church
Eastbourne and district Soroptomerits	International womens day Conference	08-Mar-18	Eastbourne Town Hall
Tertiary Club of Seaford	Young Writers Comp	12-Mar-18	Seaford Head School, Arundel Road
Christian Jak Community Trust	Blue Plaque Unveiling Seaford Station	12-Mar-18	Seaford Train Station
East Sussex Music Service	ES Academy of Music Spring concert	14-Mar-18	Sussex Downs College Lewes
Peacehaven Town council	Quiz night	16-Mar-18	Community Hall Meridian Centre, Peacehaven
Cradle Hill School	Talent Show	23-Mar-18	Cradle Hill School
East Sussex Music Service	Hastings and Rother Are Music Spring Concert	23-Mar-18	St Mary in the Castle, Hastings
Seaford Choral Society	Spring Concert	24-Mar-18	St. Leonards Church



Seaford Town Council

Report 135/17

Agenda Item No:	9
Committee:	Council
Date:	29th March 2018
Title:	Annual Review of Internal Controls
By:	Karen Singleton, RFO
Purpose of Report:	To Review and Approve the Council's Internal Controls

Recommendations

You are recommended to:

- 1. Review, comment upon and approve the Council's Internal Controls as set out in Appendix A.**
 - 2. Note that Statements 2, 5, 6 and 7 of the Annual Governance Statement have been complied with as set out in Appendix B.**
-

1. Information

- 1.1** Local Councils are responsible for putting in place proper arrangements for the governance of their affairs and the stewardship of their resources. Part of good governance is the annual review of the Council's Internal Controls, including measures designed to prevent and detect fraud and corruption.
- 1.2** Part of this process is performed by the Internal Auditor who performs tests to check the effectiveness of the Internal Controls.
- 1.3** The Council's Internal Controls have been reviewed by Officers and are attached as Appendix A for Members to review, comment upon and approve.
- 1.4** Councils are expected to make a number of representations and assertions in eight statements of assurance, which together comprise the Annual Governance Statement, about the accountability of the Council. The statements in the table attached in Appendix B appertain to this report. The review of Internal Controls gives the Council the assurance required to approve the Annual Governance Statement at its meeting in June.

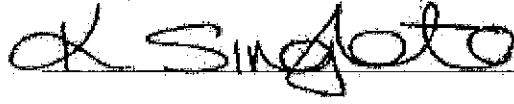
2. Financial Appraisal

This report has no direct financial implications.


3. Contact Officer

The Contact Officer for this report is Karen Singleton, RFO.

RFO



Town Clerk



SEAFORD TOWN COUNCIL

INTERNAL CONTROLS

INTERNAL CONTROL	RESPONSIBILITY
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Minutes

CHECK QUORUM PRESENT FOR EACH FULL COUNCIL MEETING	CLERK TO MEETING
CHECK MINUTES PROPERLY SIGNED	CLERK TO MEETING
PAGES IN MINUTE BOOKS SEQUENTIALLY NUMBERED	CLERK TO MEETING
MINUTES REVIEWED BY TC AND CHAIR	CLERK /TC/CHAIR

Assets & Investments

<u>1. Assets</u>	
REGISTER OF ALL COUNCIL ASSETS KEPT AND UPDATED ANNUALLY	RFO/FM
ASSET REGISTER AS PER FINAL ACCOUNTS & ANNUAL RETURN	RFO/FM
<u>2. Investments</u>	
CHAIR F & GP TO CHECK MONTHLY WITH BANK RECONCILIATION	CHAIR OF F & GP

Income

<u>1. Cash</u>	
CASH BANKED FREQUENTLY AT LEAST ONCE PER WEEK	FM/FA
<u>2. Credit Income</u>	
CHECK BOOKINGS MATCH INVOICING	FM/FA
<u>3. Credit Control</u>	
CHECK DEBTOR BALANCES MONTHLY- FM	FM/FA
<u>4. Bad Debts</u>	
REVIEW REASONS FOR NON PAYMENTS	RFO/FM
CHECK ALL REASONABLE STEPS TAKEN TO COLLECT DEBTS	RFO/FM
F&GP AUTHORITY OBTAINED FOR BAD DEBTS WRITTEN OFF	TC/RFO/FM

INTERNAL CONTROL	RESPONSIBILITY
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Cash & Bank

<u>1. Receipt of Money- Admin Office</u>	
BANKED PROMPTLY - KEPT IN LOCKED TIN UP TO £250	FM/FA
MOST INCOME IS RECEIVED BY BANK TRANSFER	FM/FA
<u>2. Receipt of Money- The Golf Club</u>	
LOCKED TILL	All Pro Shop Staff
CASH REMOVED FROM TILL TO SAFE OVER NIGHT	All Pro Shop Staff
FIRE PROOF SAFE	TC/FM
ALL CASH KEPT IN LOCKED SAFE OR TILL	GP
ALL CASH RECONCILED TO ACCOUNTS	GP
COLLECTION OF CASH AND BANK WEEKLY	FA
<u>3. Receipt of Money- The View</u>	
LOCKED TILL	All View Staff
CASH REMOVED FROM TILL TO SAFE OVER NIGHT	Staff on Duty
SAFE	TC/GM
ALL CASH KEPT IN LOCKED SAFE OR TILL	GM
ALL CASH RECONCILED TO ACCOUNTS	GM
COLLECTION OF CASH AND BANK WEEKLY	FA
<u>4. Bank Reconciliation</u>	
PERFORMED AT LEAST ON A MONTHLY BASIS AND ALL BANK ACCOUNTS AGREED	FM/FA
CHECK & ENSURE NO PAYMENTS OR RECEIPTS ARE BEING C/F FOR A NO. OF MONTHS	FM/RFO
CHAIR OF F&GP TO CHECK & SIGN MONTHLY WITH CORRESPONDING BANK STATEMENTS-REPORTED TO COMMITTEE	FM/ CHAIR F&GP
REVIEW CHEQUES OUTSTANDING FOR OVER 6 MONTHS AND ENSURE WRITTEN OFF	RFO/FM

INTERNAL CONTROL	RESPONSIBILITY
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Payments

1. Payments	
PURCHASE ORDERS RAISED FOR MOST PURCHASES	STAFF/ RFO/FM
PURCHASE ORDER BOOKS KEPT SECURELY AND SIGNED OUT TO SPECIFIC STAFF MEMBERS	RFO/FM/STAFF
PURCHASE ORDERS AUTHORISED BY APPROVED BUDGET HOLDER	COUNCIL/ STANDING ORDERS
INVOICE APPROVED BY BUDGET HOLDER BEFORE PAYMENT	STAFF
TC AUTHORISES ALL INVOICE PAYMENTS (FM IN ABSENCE)	TC/FM
ORDER & AUTHORISE FOR PAYMENT ON INVOICE SEPARATE OFFICERS	TC/FM
ORDERS & DELIVERY NOTES CHECKED AGAINST INVOICE BEFORE PAYMENT	FM/FA
CONTROL COPY OF ORDER KEPT IN SEPARATE FILE	FA
2/15 AUTHORISED COUNCILLOR SIGNATORIES	STANDING ORDERS
PAYMENT SCHEDULE PRESENTED WITH CHEQUES TO TC & AUTHORISED COUNCILLOR SIGNATORIES	FM/FA
PAYMENT SCHEDULE SIGNED BY TC & AUTHORISED SIGNATORIES	FM/FA
SECURITY OF CHEQUES - STORED IN LOCKED DRAWER	FM
MAJORITY OF PAYMENTS BY BACS	FM/FA
2. Petty Cash	
EXAMINE PETTY CASH EXPENSES AND CHECK BALANCES	FM/GM
CHECK VAT IS APPROPRIATELY CLAIMED ON PETTY CASH RECEIPTS	FM
REGULAR FREQUENCY OF RECONCILIATION	FM
CHECK APPROVAL OF RECEIPTS & REIMBURSEMENTS	FM
3. Debit Card payments - 2	
ONLY TC,GM &FM HAVE CARDS	TC/FM/STAFF
STAFF MEMBER RESPONSIBLE FOR OWN CARD	STAFF
CARD HOLDER UPDATES SPREADSHEET & CODES, COUNCILLORS GIVEN SHEET & RECEIPTS EACH MONTH TO SIGN	STAFF/FM

INTERNAL CONTROL	RESPONSIBILITY
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Payroll

PREPARE CONTRACTS OF EMPLOYMENT FOR ALL STAFF	TC/ESO
CHECK GROSS PAY FOR EACH EMPLOYEE IS AT CORRECT RATE	FM
CHECK SICK LEAVE/PAY AGAINST REPORTING MECHANISM & TIMESHEETS	ESO
CHECK ANNUAL LEAVE/PAY AGAINST REPORTING LEAVE CARDS & TIMESHEETS	ESO
CHECK ANY STATUTORY SICK PAY OR MATERNITY PAY DEDUCTIONS	FM/ESO
TC APPROVAL FOR NEW STARTERS	TC
PROMPT REMOVAL OF LEAVERS- FROM PAYROLL SYSTEM	FM
RFO TO COUNTERSIGN PAYROLL AND LIST OF PAYMENT MADE	RFO
COUNCILLORS TO APPROVE BACS	COUNCILLORS/FM
INTERNAL AUDIT TO AUDIT ANNUALLY	RFO/FM
LINE MANAGER AUTHORISES ALL OVERTIME & MILEAGE COUNTERSIGNED BY TC	TC/RFO/LINE MANAGERS
STAFF GRADING REVIEWED ANNUALLY BY COUNCIL	TC/RFO/CLLRS

Supplier Invoices

CHECK PURCHASE ORDERS & DELIVERY NOTES MATCH INVOICES	FA
CHECK PURCHASE ORDERS AUTHORISATION	FA
CHECK UNMATCHED PURCHASE ORDERS	FA
CHECK EXPENDITURE CODING- CORRECT BUDGET HEAD & COST CENTRE	FA/FM
CHECK AUTHORISATION FOR PAYMENT OF INVOICE	FA/FM
ENSURE SUPPLIER STATEMENTS CHECKED AGAINST PURCHASE INVOICE RECORDS	FA
CHECK ANY OLD CREDITORS & ASCERTAIN WHY STILL UNPAID	FM

Insurance

REVIEWED ANNUALLY FOR ACCURACY	FM
INDEX LINKED	FM
PROVIDER REVIEWED EVERY 3-5 YEARS	FM/PFM

INTERNAL CONTROL	RESPONSIBILITY
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General

CHECK TRIAL BALANCE MONTHLY	FM
PERFORM A DATA CHECK IN OMEGA MONTHLY	FM
CHECK VAT RETURN & VAT CONTROL ACCOUNT MATCH MONTHLY	FM
AT LEAST TWICE EACH FINANCIAL YEAR - CHECK ACTUAL EXPENDITURE AGAINST ESTIMATES & INVESTIGATE ANY OVERSPENDS	FM
CHECK REGULAR REPORTING OF EXPENDITURE AND VARIANCES FROM BUDGET	FM/RFO
MONTHLY CHECKING OF ALL TRANSACTIONS FOR CORRECT CODING	FM
STANDING ORDERS PREPARED IN LINE WITH BEST PRACTICE & REVIEWED REGULARLY	FM/RFO/TC
REGULAR CONTRACTS REVIEWED ANNUALLY	FM
CODE OF CONDUCT ADOPTED FOR MEMBERS	TC

TC=Town Clerk; RFO= Responsible Financial Officer; FM= Finance Manager; FA=Finance Asst
GM=General Manager; ESO= Executive Support Officer; PFM=Projects & Facilities Mgr

APPENDIX B

Statement	Explanatory note
<p>2. 'We maintained an adequate system of Internal Control, including measures designed to prevent and detect fraud and corruption and review its effectiveness'</p>	<p>This statement covers the Council's responsibility to ensure its affairs are managed in accordance with proper standards of financial conduct and arrangements exist to prevent and detect fraud and corruption. The Council also asserts that it has tested those arrangements at least once in the year to make sure that they are working in an adequate and effective way</p>
<p>5. 'We carried out an assessment of the risks facing the Council and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where require'</p> <p>6. 'We maintained throughout the year an adequate and effective system of Internal Audit of the Council's accounting records and control systems.'</p> <p>7. 'We have taken appropriate action on all matters raised in reports from Internal and External audit.'</p>	<p>These representations cover the Council's responsibility to develop, implement and regularly monitor the effectiveness of systems of internal control covering:</p> <ul style="list-style-type: none"> • The overall control environment, including Internal Audit; • The identification, evaluation and management of operational and financial risks; • Budgetary control and monitoring arrangements; and • The documentation and application of control procedures



Seaford Town Council

Report 136/17

Agenda Item No:	10
Committee:	Council
Date:	29 th March 2018
Title:	Annual Review of Corporate Risk Register
By:	Karen Singleton, RFO
Purpose of Report:	To Review and Approve the Council's Corporate Risk Register Action Plans.

Recommendations

You are recommended to:

1. Review, comment upon and approve the Council's Corporate Risk Register Action Plans as set out in Appendix A.
-

1. Information

- 1.1 Local Councils are responsible for putting in place proper arrangements for the governance of their affairs and the stewardship of their resources. Part of good governance is the annual review of the Council's Corporate Risk Register.
- 1.2 Risk Management is the process whereby Councils methodically address the risks associated with what they do and the services that they provide. Identifying things that could go wrong and taking the appropriate steps to avoid this or manage the consequences where the risk cannot be avoided.
- 1.3 Members are ultimately responsible for risk management because risk threatens the achievement of policy objectives. The Governance and Accountability in Local Councils Guide therefore recommends that once per year Members should:
 - Take steps to identify and update their record of key risks facing the Council
 - Evaluate the potential consequences for the Council if an event that is identified as a risk, takes place
 - Decide upon measures to avoid, reduce or control the risk or its consequences, and
 - Record any conclusion or decision reached.
- 1.4 The Council's Risk Register Action Plan is attached as Appendix A. The risks have been reviewed and updated by the Council's Senior Officers and approved by the Town Clerk and RFO. Members are asked to consider, comment upon and, if satisfied, approve the Action Plan.
- 1.5 The full Risk Register is available for Members to review in the Finance Office.

2. Annual Governance Statement

2.1 Councils are expected to make a number of representations and assertions in eight statements of assurance, which together comprise the Annual Governance Statement, about the accountability of the Council. The following Statements appertain to this report. This review of the Corporate Risk Register gives the assurance required for the Council to approve the Annual Governance Statement, in June.

Statement	Explanatory note
5. 'We carried out an assessment of the risks facing the Council and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where require' 6. 'We maintained throughout the year an adequate and effective system of Internal Audit of the Council's accounting records and control systems.'	These representations cover the Council's responsibility to develop, implement and regularly monitor the effectiveness of systems of internal control covering: <ul style="list-style-type: none">• The overall control environment, including Internal Audit;• The identification, evaluation and management of operational and financial risks;• Budgetary control and monitoring arrangements; and• The documentation and application of control procedures

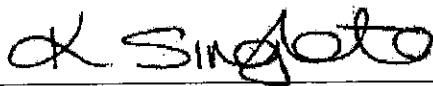
3. Financial Appraisal

The report has no direct financial implications.

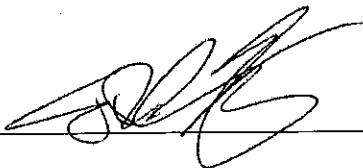
4. Contact Officer

The Contact Officer for this report is Karen Singleton, RFO.

RFO



Town Clerk





**Seafood Town Council
Assessment for year 2018 To 2019**

LCRS 7b - All Action Plans

Action completed

Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date
Bar Services								
465	Financial	Failure to collect income	Define responsibility for collection of income Ensure that all income due to the council and received is properly recorded. Make provision for prompt banking.	Medium Medium	4	Ensure robust systems are in place to manage tills on a daily basis. Ensure appropriate CCTV systems are in place. Ensure staff understand the need to bank monies in a timely fashion	General Manager	<input type="checkbox"/>
466	Financial	Lack of Till Control	Appoint bar supervisor. Issue detailed instructions to bar staff. Clear tills at every function. Complete cashing up records. Reconcile cash to till record and investigate differences. Arrange alternative procedures for loss of till function. Carry our internal audit/spot checks.	Medium Medium	4	Ensure all supervisory staff are fully trained in responsibilities and that a supervisor is always on duty. Ensure till procedures are in place and understood by all. Put in place back up system for days when tills are not operational.	General Manager	<input type="checkbox"/>
469	Physical	Lack of Security	Define policy for security of staff, premises and equipment. Allocate responsibility for security/control.	Medium Medium	4	Ensure risk assessment for site includes a effective system of security is in place that is known by all staff.	Inspector & General Manager	<input type="checkbox"/>
468	Professional	Lack of Staff Training	Arrange training programme for all casual/bar staff. Issue detailed instructions. Maintain training records.	Medium Medium	4	Develop a training programme for all The View employees, Develop a clear induction programme, Develop a standard operations manual	General Manager and Executive Support Officer	01/05/2018
Bus Shelters								
89	Administration/ Legal	Absence of Highway Authority Licence.	Maintain register of licence requirements. Carry out periodical review..	Medium Medium	4	Review site licence details and take action to secure licences where there is any doubt.	Projects and Facilities	<input type="checkbox"/>

Appendix A



**Seaford Town Council
Assessment for year 2018 To 2019**

LCRS 76 - All Action Plans

Action completed

Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date	
88	Environmental	Vandalism	<p>Arrange regular monitoring of sites. Liaise with local enforcement agencies. Instigate appropriate action against offenders.</p>	Medium Medium	4	Sites to be added to inspectors checks. All staff to be reminded of procedure for dealing with vandalism	Projects & Facilities Supervisor	16/03/2018	
Car Parks									
193	Environmental	Fly tipping	<p>Arrange regular site inspections. Arrange for safe disposal facility. Ensure any hazardous substances are properly dealt with. Maintain liaison with local enforcement agencies. Enforce regulations/byelaws as appropriate.</p>	Medium Medium	4	Develop a standard procedure to deal with fly tipping with all appropriate contact details included.	Inspector	<input type="checkbox"/>	
182	Financial	Inadequate budgetary provision	<p>Ensure that service review is included in budgetary process.</p>	Medium Medium	4	Regular inspections will highlight future budgetary requirements as well as urgent ones	Inspector	<input type="checkbox"/>	
184	Physical	Maintenance of Car Park Surfaces	<p>Define responsibility for and carry out periodic physical inspection, maintain records. Make arrangements for any required work to be carried out.</p>	Medium Medium	4	Ensure Inspector has car parks periodically on annual planner and retains records of inspections, purchase orders actioned as soon as possible depending upon level of risk	Inspector	<input type="checkbox"/>	
185	Physical	Security	<p>Define responsibility for and prepare statement of standards required. Consider alternatives for achieving desired standard. Ensure that all disclaimer notices etc. are in place.</p>	Medium Medium	4	Undertake preliminary inspections to develop standards and responsibilities	Inspector	<input type="checkbox"/>	

Community Centres



**Seaford Town Council
Assessment for year 2018 To 2019**

LCRS 7b - All Action Plans

Action completed

Ref	Risk	Hazard	Control	Likelihood	Score	Action to be taken	Action by person/position	Action by date
0	Physical	Maintenance of buildings	<p>Define responsibility for maintenance.</p> <p>Maintain detailed records of work scheduled and completed.</p> <p>Carry out regular inspections of all buildings.</p> <p>Ensure that proper contractual arrangements are in place for specialist/other services.</p> <p>Arrange adequate insurance cover.</p>	Medium	4	Ensure have clear log of Town Council and tenants responsibilities for all properties	Projects and Facilities	
143	Physical	Security of Hazardous Substances + D73	<p>Define responsibility for use and control.</p> <p>Provide for any necessary training.</p> <p>Provide for appropriate clothing.</p> <p>Ensure that any necessary licences, certificates for use have been obtained.</p> <p>Ensure that security is sound.</p> <p>Ensure that any disposals are properly dealt with.</p> <p>Maintain proper records.</p>	Medium	4	Inspector to check all relevant premises, together with Projects and Facilities manager thereafter implement appropriate actions	Projects & Facilities Manager and Inspector	
17	Physical	Personal injury	<p>Ensure that all staff have appropriate training and adhere to approved working practices.</p> <p>Ensure that the correct, properly maintained equipment is available as appropriate.</p> <p>Ensure that any risks to the public are minimised and eliminated wherever possible.</p> <p>Maintain records of staff training.</p> <p>Maintain records of any injuries.</p> <p>Define responsibility in job descriptions etc.</p>	Medium	4	Undertake inspections all rented properties, Scouts, Rugby, Cricket, Football, Bowls, Old Town Hall, Museum, and Crypt. Ensure leases clear on responsibilities and procedures	Inspector	



**Seaford Town Council
Assessment for year 2018 To 2019**

LCRS 7b - All Action Plans

Action completed

Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date	
0	Physical	Fire	<p>Ensure Health/Safety testing complete.</p> <p>Ensure appropriate staff training</p> <p>Provide for strict security/control of combustible materials held by council.</p> <p>Provide appropriate extinguishers etc.</p> <p>Ensure appropriate signage in place.</p> <p>Ensure appropriate regulations/controls in hire documentation.</p>	Medium Medium	4	Inspector check all relevant buildings and put in place action plans	Inspector	<input type="checkbox"/>	
Crime Prevention - CCTV									
30	Legal	Failure of Practice	<p>Ensure that where appropriate operatives are aware of code requirements</p> <p>Provide for necessary training</p>	Medium Medium	4	Review all paperwork re CCTV at 37 Church Street and The View	Executive Support Officer	<input type="checkbox"/>	
Employment of Staff									
361	Professional	Inability to recruit	Review recruitment policy.	Medium Medium	4	Review current systems of recruitment	Executive Support Officer & General Manager	<input type="checkbox"/>	
358	Professional	Loss of key staff	Ensure procedures for key functions are documented.	Medium High	6	Ensure standard procedures are known by all relevant staff, collate all procedures to one location within office systems. Ensure that Standard operations manual is in place at The View	Executive Support Officer & General Manager	<input type="checkbox"/>	





**Seaford Town Council
Assessment for year 2018 To 2019**

LORS 7b - All Action Plans

Action completed

Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date
38	Professional	Inability to retain staff	Regular Staff Appraisals Complete exit questionnaire Ensuring adequate training and induction processes are followed	Medium Medium	4	Review existing standard practices for inductions and training make sure being followed. Ensure a clear order of service and standard operations manual is in place at The View. Ensure comments from exit questionnaires and interviews are	Executive Support Officer and General Manager	<input type="checkbox"/>

Entertainment and the arts

169	Environmental	Noise pollution	Where appropriate set conditions in hire documentation. Carry out regular site inspections. Maintain record of any complaints received and instigate prompt action where appropriate. Liaise with local enforcement agencies.	Medium Medium	4	Ensure have clear system in place how to deal with noise complaints	Projects and Facilities	<input type="checkbox"/>
171	Financial	Contractual arrangements with service providers- films, artists etc.	Ensure that a signed contract is in place as pre requisite of service provision. Check/enforce contract conditions in interest of council.	Medium Medium	4	Review Entertainment Policy	Projects & Facilities Supervisor	<input type="checkbox"/>

Financial Management

347	Financial	Poor Financial Management	Determine responsibility for the management of the financial affairs of the council. Maintain and review Standing Orders/Financial regulations. Maintain an effective budgetary control/financial reporting system. Maintain an effective internal audit.	Medium High	6	Hold Monthly Meeting to update on Projects. Finance to monitor Project expenditure	FM/PM/TC/ RFO	<input type="checkbox"/> 01/04/2018
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**Seaford Town Council
Assessment for year 2018 To 2019**

LORS 7b - All Action Plans

Action completed

Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date	
360	Financial	Failure to set a precept within sound budgeting arrangements	Determine responsibility of clerk/committee/council. Ensure that presentation to committee/council follows an agreed timetable. Ensure that precept is set as a result of a full report detailing requirements for forthcoming year for all heads of income and expenditure. Review all charges made by the council. Review adequacy of all balances and reserves. Ensure that effective budget monitoring is in place throughout the year.	Medium High	6	Hold 1 to 1 meetings with Managers responsible for budgets, Check budgets against previous year & question anomalies. Budget for everything known including projects. Ensure all known liabilities are budgeted	Finance Manager/To wn Clerk/RFO	01/11/2018	
453	Administration/ Legal	Failure to notify/record gifts	Ensure that all staff/members are aware of responsibilities. Maintain gift register.	High Medium	6	Gift and hospitality Policy to be produced and a register kept for staff and Members	ESO	01/06/2018	
Information Signs & Boards									
0	Financial	Inadequate budget provision	Ensure service requirement included in annual budget.	Medium Medium	4	Include a budget during the budget setting process	FM	01/11/2018	
0	Physical	Inadequate maintenance.	Determine responsibility for maintenance. Arrange periodic inspection. Arrange for repairs/maintenance as required.	High Medium	6	Inspector carry out inspection of all information signs and create job list for repairs	Inspector		

Land



**Seaford Town Council
Assessment for year 2018 To 2019**

LCRS 7b - All Action Plans

Action completed

Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date
25	Administration/ Legal	Maintenance of Asset Register	Define responsibility for maintenance of an asset register. Ensure that all purchases/ disposals are accurately and promptly recorded.	Medium Medium	4	Register all land owned with Land Registry	ESO & TC	01/01/2019
23	Financial	Inadequate budget provision	Ensure that all anticipated income/costs are provided for in Budgetary process.	Medium High	6	Include budget during the budget setting process	FM	01/11/2018
26	Financial	Failure to collect income	Maintain records of all rents, tithes etc. due from land holdings. Ensure that conditions of contracts are adhered to. Define responsibility for collection of income Ensure that all income due to the council and received is properly recorded. Issue receipts for all income received. Follow defined procedure for reminders in respect of unpaid accounts. Take appropriate recovery action where necessary. Write of irrecoverable sums to be subject to council approval Arrange appropriate internal audit testing..	Medium Medium	4	Review all Leases and licences make sure correct rents being charged and collate into one spreadsheet	Finance Manager	



**Seaford Town Council
Assessment for year 2018 To 2019**

LCRS 7b - All Action Plans

Action completed

Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date	
230	Physical	Security of equipment	Define policy for security of premises and equipment. Determine responsibility for security/control of equipment. Ensure effective security arrangements in place. Maintain asset register.	Medium Medium	4	Review security arrangements all premises, undertake risk assesment and draw up schedule for improvements	Group work TC/ESO/FM /P&FM		
Play Areas									
0	Administration/ Legal	Inadequate maintenance of records	To ensure that proper records of all complaints/injuries are maintained.	Medium Medium	4	Injury log is updated and maintained as reports are made.	Projects and Facilities	16/03/2018	
Provision of Office Accommodation									
34	Physical	Poor Office Conditions	Arrange periodical inspection of office. Report any adverse conditions to council/committee/landlord as appropriate Arrange repair/maintenance etc. in accordance with tenancy agreement.	Medium Medium	4	Inspector carry out review of all three offices	Inspector		
Provision of Website/Internet Access									
0	Financial	Inadequate budget provision	Ensure service requirement included in annual budgetary process	Medium Medium	4	Include a budget for the website and internet	FM	01/01/2019	
Public Buildings - Clubs									
411	Administration/ Legal	Failure to obtain necessary licences.	Determine responsibility for obtaining licences. Maintain adequate records of licence application, renewal etc.	Medium Medium	4	Review licences required for various properties and ensure systems in place to ensure clubs secure them	Inspector, P&FM		



**Seaford Town Council
Assessment for year 2018 To 2019**

LCRS 7b - All Action Plans

Action completed

Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date	
262	Physical	Security of premises and contents	Define policy for security of premises and equipment Allocate responsibility for security/control of equipment. Maintain asset register.	Medium Medium	4	Review risks for all premises and create action plan	Group work P & FM/TC/ESO FM	<input type="checkbox"/>	
271	Physical	Hazardous substances	Define responsibility for use and control. Tenants responsibility	Medium Medium	4	Ensure that Tenants are aware of this responsibility	P & FM	01/06/2018	
263	Physical	Maintenance of buildings	Define responsibility for maintenance. Carry out regular inspections of all buildings. Ensure that where appropriate proper contractual arrangements are in place. Arrange staff training where required. Maintain detailed records of all work scheduled/completed	Medium Medium	4	Ensure tenants are clear on responsibilities and lease is clear	P & FM	<input type="checkbox"/>	
Public Conveniences									
261	Legal	Administration/ Disability & Discrimination Act	Ensure that all conditions of the Act as they affect service provision are met. Allocate responsibility to ensure that standards/ongoing requirements are met. Carry out periodical review of service.	Medium Medium	4	Review current contract with LDC	Projects and Facilities	<input type="checkbox"/>	



**Seaford Town Council
Assessment for year 2018 To 2019**

LCRS 7b - All Action Plans

Action completed

Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date
294	Environmental	Vandalism	Maintain efficient and effective security. Maintain liaison with local enforcement agencies. Take action as appropriate against offenders.	Medium Medium	4	Undertake risk assessment of facilities and look at potential measure to reduce risk	Projects and Facilities	<input type="checkbox"/>
295	Financial	Failure to achieve desired standard of cleaning/hygiene	Define responsibility for cleanliness/hygiene of premises. Provide appropriate staff training. Maintain a maintenance log/cleaning regime. Arrange for periodical checks.	Medium Medium	4	Review systems in place with LDC	Projects and Facilities	<input type="checkbox"/>
Shelters & Seats								
303	Technical	Inadequate maintenance of shelters & seats	Determine responsibility for maintenance of property. Arrange regular inspection and cleaning. Arrange repairs and maintenance as per programme or as required. Maintain records of repairs and maintenance.	Medium Medium	4	shelters and seats on inspectors schedule for inspecting, and annual planner for cleaning. Repairs and maintenance carried out in line with facilities log work promptly.	P & FS	15/03/2018
Skatepark								
304	Environmental	Vandalism	Take reasonable action to maintain security of site. Arrange for regular site visits. Consider use of professional security service where necessary. Maintain liaison with law enforcement agencies. Define policy for dealing with offenders.	Medium Medium	4	Part of the inspectors site inspection checklist as well as play park inspection - therefore site receives double visits. Vandalism procedure in place. Site in proximity of CCTV.	P & FS	15/03/2018



**Seaford Town Council
Assessment for year 2018 To 2019**

LCRS 7b - All Action Plans

Action completed

Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date
0	Environmental	Inadequate Safety Signage	Ensure that a notice is displayed at the site providing minimum advice:- Location of nearest telephone and first aid facilities. Any restrictions of use i.e. equipment and age. Persons use facility only at their own risk. Users must wear appropriate protective clothing. No glass, dogs or alcohol allowed on site. The maximum number of users at any one time.	Medium Medium	4	Notice created ready to order showing location of nearing tel and first aid, with request for no dogs, alcohol or glass on site.	P & FS	01/04/2018
25	Financial	Inadequate budget provision	Ensure that service/facility requirements are detailed in budget process.	Medium Medium	4	Projects and Facilities Manager to review existing systems that are in place	Projects and Facilities	<input type="checkbox"/>
287	Physical	Security of inspection plates etc.	Arrange for regular inspection of equipment. Ensure contractual arrangements in place for renewal/repair.	Medium Medium	4	Depending on outcome of review of existing systems in place may have to put systems in place, two sets of lights namely Martello Esplanade and The View car park	Projects and Facilities	<input type="checkbox"/>
0	Physical	Inadequate maintenance.	Define responsibility for maintenance. Carry out regular inspections of memorials. Maintain detailed records of all work scheduled/completed	Medium Medium	4	Added to inspectors checklist, facilities log created and updated to monitor work required, scheduled and completed	P & FS	15/03/2018

Web Sites



**Seaford Town Council
Assessment for year 2018 To 2019**

LCRS 7b - All Action Plans

Action completed

Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date
0	Legal	Administration/ Loss of Data/ Inability to access backup	Ensure that a back-up copy of web content is held by the council and is updated on a monthly or other agreed timescale. Ensure all staff responsible for websites are regularly reviewing their sections	Medium High	6	Put in place system of spot checks using volunteers or colleagues, Ensure all staff are aware of responsibilities for managing up to date websites	Executive Support Officer	<input type="checkbox"/>
0	Legal	Administration/ Non conformance with the Data Protection Act	Where posting information to web site, or storing personal information, ensure that permission is in place and the eight principles of data protection have been followed: The data must be; fairly and lawfully processed; processed for limited purposes; adequate, relevant and not excessive; accurate; not kept longer than necessary; processed in accordance with the data subject's rights; secure; and not transferred to countries without adequate protection.	Medium Medium	4	Executive Support Officer to develop procedure and ensure all staff are trained on use of data	Executive Support Officer	<input type="checkbox"/>
0	Legal	Administration/ The placing of information on site that may put people at risk.	Ensure that all involved are aware of the risks involved when publishing information regarding individuals or groups of individuals . Formulate and implement a policy that follows best practice guidelines to protect those involved.	Medium Medium	4	Executive Support Officer to include within training on GDPR. Town Clerk to cover within Communications Strategy also.	Executive Support Officer	<input type="checkbox"/>





**Seaford Town Council
Assessment for year 2018 To 2019**

LCRS 7b - All Action Plans

Action completed

Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date
-----	------	--------	---------	----------------------	-------	--------------------	------------------------------	-------------------

No of issues listed: 48

Submitted to council: _____

Minute reference: _____

Date: _____

Signed by chairperson - Cllr Linda Wallraven _____

Signed by responsible Finance officer - Karen Singleton _____

How to complete (individual risk section):

1. Action to be taken - brief description of proposed action that will be taken to control this risk, including any Insurance or Health and Safety issues.
2. Action by person - the name or names of the persons taking the relevant actions.
3. Action by date - the proposed date that this action should be completed by.
4. Action completed - that the proposed action has been taken (ticked)
5. Action not recorded on LCRS.





Seaford Town Council

Report 124/17

Agenda Item No: 11
Committee: Council
Date: 29th March 2018
Title: Annual Investment Strategy 2018/19
By: Karen Singleton, RFO
Purpose of Report: To approve the Annual Investment Strategy

Recommendations

You are recommended to:

1. Approve the Annual Investment Strategy 2018/19 as set out in Appendix A.
 2. Note the contents of the report.
-

1. Information

- 1.1 The Town Council is required to produce an Annual Investment Strategy and review it each financial year.
- 1.2 The 2018/19 Annual Investment Strategy is attached at Appendix A. It is a requirement that this Strategy is made available to the public and therefore when approved a copy will be put on the Council's website.
- 1.2 It must be said that Commercial Interest Rates are very low in general and have been so for a number of years.

2. Financial Appraisal

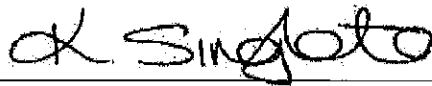
- 2.1 The Council currently has a current account and a Business Instant Access Savings Account with the Co-op Bank, which gives a very low rate of interest (0.03%). £66.10 has been received in the current financial year. The Council currently does not have the funds for any other investments.
- 2.2 The Council's limited resources means adopting a cautious approach to investing any surplus funding. Although the General Reserves are low and therefore there is little to invest, the Precept is paid in two lump sums twice a year which means that for a few months, after the receipt of the Precept, funds would be available that could potentially earn more interest than in the Business Instant Access Account.
- 2.3 Officers will investigate other bank accounts with 'sweeping' facilities. This is where the overnight balance is 'swept' into an interest earning account and 'swept' back as and when the current account reaches a certain level e.g £100.
- 2.4 CCLA Investment Management Limited is recommended as a possible investment choice. CCLA is one of the UK's largest charity fund managers and only manages investments for charities, religious organisations and the public sector. It is largely owned by clients' funds. CCLA has a strong long-term performance record is fairly priced and managed responsibly. The products come highly recommended in the Local Government sector and information on the funds are attached as Appendix B & C.

- 2.5 The Public Sector Deposit (PSDF) is an instant access fund and is currently producing 0.409%. It was launched in May 2011, a pooled UK FCA regulated AAA Qualified Money Market Fund managed by CCLA, created by the public sector, for the public sector. Fully transparent, the fund is overseen by an expert advisory board ensuring its investment strategy remains aligned with the principles and values of the public sector.
- 2.6 There is an initial minimum deposit of £25,000 and no charges are made for withdrawals from the account which are made by same day bank payment.
- 2.7 The Local Authority Property Fund (LAPF) would only be suitable for funds that are available to be invested for a minimum of 2 years. This would only be of use to the Council should a large receipt for the sale of land become available and all of the receipt not be required for 2-5 years. The current rate of interest in this fund is 4.8%.
- 2.8 Officers can provide further information on the CCLA should Members require this.

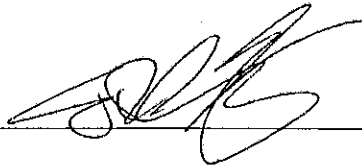
1. Contact Officer

The Contact Officer for this report is Karen Singleton, RFO.

RFO



Town Clerk



Seaford Town Council

ANNUAL INVESTMENT STRATEGY 2018/19

1. The Council has had regard to the Department of Communities and Local Government's (DCLG) Guidance on Local Government Investments and CIPFA's Treasury Management in Public Services: Code of Practice and Cross Sectoral Guidance Notes.
2. This Annual Investment Strategy states which investments the Council may use for prudent management of its treasury balances during the financial year.
3. **Investment Objectives**
 - 3.1 All investments will be in sterling.
 - 3.2 The general public policy objective for this Council is the prudent investment of its treasury balances.
 - 3.3 The Council's investment priorities are the security of reserves and liquidity of its investments.
 - 3.4 The Council will aim to achieve the optimum return on its investments commensurate with the proper levels of security and liquidity.
 - 3.5 The DCLG maintains that the borrowing of monies purely to invest or to lend and make a return is unlawful and this Council will not engage in such activity.
4. **Investment Balances/Liquidity of Investments**
 - 4.1 Based on its cash flow forecasts, the Council anticipates its fund balances in the financial year 2018/19 will be up to £650,000
 - 4.2 The Council has considered the current level of balances and estimated levels over the next 3 years coupled with the need for liquidity, its spend commitments and provision for contingencies. Should all expected funds be received then investments may be made for longer than 1 year but only in CCLAs Local Authorities Property Fund (LAPF) and only balances that will not be needed for at least 2 years.
 - 4.3 In order to maintain sufficient security and liquidity the Council will manage any surplus funds mainly through their Co-op Business Instant Access Savings Account which provide a secure rate of interest. At the discretion of the RFO, in consultation with the Town Clerk, deposits in CCLAs Public Sector Deposit Fund and other UK banks, with a minimum long term Moody's (or equivalent) credit rating of 'A', may be used if offering a higher rate of interest.
5. **Investments defined as capital expenditure**
 - 5.1 The acquisition of share capital or loan capital in any body corporate is defined as capital expenditure under Section 16(2) of the Local Government Act 2003. Such investment will have to be funded out of capital or revenue resources and will be classified as "non specified investments".
 - 5.2 A loan or grant by this Council to another body for capital expenditure by that body is also deemed by regulation to be capital expenditure by this Council. It is therefore important for this Council to clearly identify if the loan has been

made for policy reasons (e.g. to the registered social landlord for the construction/improvement of dwellings) or if it is an investment for treasury management purposes. The latter will be governed by the framework set by the Council for "specified" and "non-specified" investments.

- 5.3 It is not envisaged that any investments of a capital expenditure nature will be entered into during 2018/19. Investment in the LAPF is not classed as Capital Expenditure.

6. Provisions for credit related losses

- 6.1 If any of the Council's investments appear at risk of loss due to default (i.e. a credit rated loss, and not one resulting from a fall in price due to movements in interest rates) the Council will make revenue provision of an appropriate amount.

7. Investment Strategy to be followed in house

- 7.1 To retain not less than one month's average working capital (revenue) requirement in the current and instant access accounts giving immediate access.
- 7.2 Amounts representing the balance on Capital Receipts Reserve at the beginning of the financial year to be placed on deposit of up to one year's duration depending on the prevailing interest rates. The Council currently has no such reserve and is not expected to have a Capital Receipts Reserve in 2018/19.
- 7.3 Any other funds may be placed on deposit of up to one year's duration, depending on the prevailing interest rates and forecast cash flow requirements.
- 7.4 Suitably available funds may be placed for more than one year in CCLA's LAPF, depending on cash flow requirements, up to a maximum of £2,000,000. See 4.2.
- 7.5 To review the existing Current and Business Instant Access account provision in the year.

8. End of year Investment Report

- 8.1 During the budget process the Responsible Financial Officer (RFO) will report on investment forecasts.
- 8.2 At the end of the financial year, the RFO will prepare a report on investment activity.

KEY INVESTOR INFORMATION

This Fund is a sub-fund of the CCLA Public Sector Investment Fund, an OEIC that is managed by CCLA Investment Management Limited

This document provides you with key investor information about this Fund. It is based on a representative share class (Share Class 4). It is not marketing material. The information is required by law to help you understand the nature and the risks of investing in this Fund. You are advised to read it so you can make an informed decision about whether to invest.

OBJECTIVE AND INVESTMENT POLICY

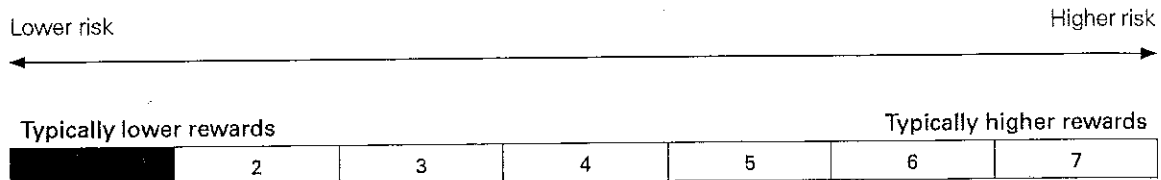
The investment objective of the Fund is to maximise the current income consistent with the preservation of principal and liquidity by investing in a diversified portfolio of high quality sterling denominated deposits and instruments. The primary objective is to maintain the net asset value of the Fund at par (net of earnings).

The Fund will only invest in sterling denominated investments and deposits. The principal investments will comprise certificates of deposit, call accounts, and term deposits with banks and building societies. The Fund may also invest in other securities such as commercial paper, floating rate notes and bonds which may be issued or guaranteed as to principal or

interest by sovereign governments and their agencies, supranational entities, corporations and financial institutions. All investments at the time of purchase will have the highest short term rating awarded by a competent credit rating agency or an equivalent and correspondingly strong long term rating.

The weighted average maturity of the Fund's investments will not exceed 60 days. The Fund will not invest in derivatives or other collective investment schemes.

RISK AND REWARD PROFILE



CCLA's risk and reward rating is based on historical data and may not be a reliable indicator of future risk.

A low risk fund is not a risk-free investment. Low risk funds target investments with low volatility and aim to maintain a constant net asset value at par. This means the risk of losing your money is small, but the chance of making gains is also limited.

The Fund is AAmmf rated by Fitch Ratings.

The risk and reward rating does not cover the following additional risks:

- The value of the Fund's shares is not guaranteed, and is not the same as making a deposit with a bank or other deposit taking body.
- Investment is at your own risk. The Fund has no capital guarantees and the value of your investment may go up or down.
- The Fund aims to maintain a constant net asset value, however there is no guarantee that a stable net asset value will be maintained.
- The value of the Fund may be affected by movements in interest rates and the creditworthiness of the issuers of the debt instruments the Fund invests in.

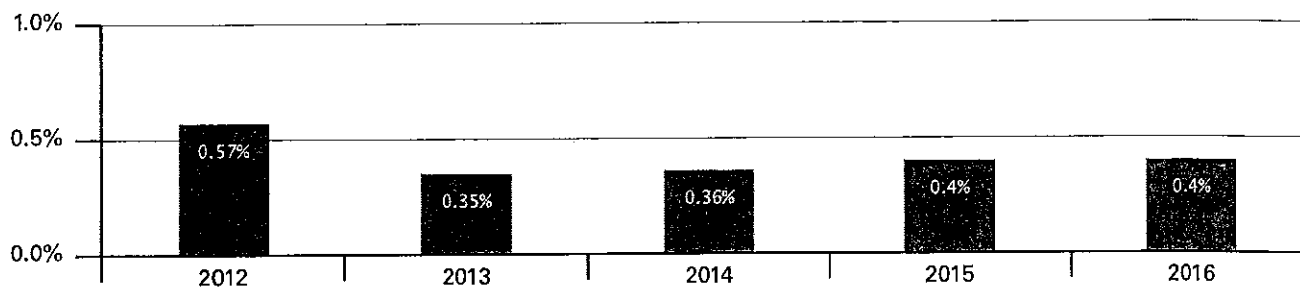
CHARGES

The charges you pay are used to pay the costs of running the Fund, including the costs of marketing and distributing it. These charges reduce the potential growth of your investment.

The charges shown in the table opposite are representative figures. In some cases you might pay more. The ongoing charge is based on expenses for the twelve month period ending 31 March 2017. On 23 November 2015, the ongoing charge was capped at 0.08%. This figure may vary from year to year. You can find out more details about the charges by looking at the Fund's Prospectus.

One-off charges taken before or after you invest	
Entry charge	0.00%
Exit charge	0.00%
Switching charge	0.00%
These are indicative charges that might be taken out of your money before it is invested and before the proceeds of your investment are paid out.	
Charges taken from the Fund over a year	
Ongoing charge	0.08%
Charges taken from the Fund under specific conditions	
Performance fee	None

ANNUAL PAST PERFORMANCE FOR THE CALENDAR YEAR



The Fund started on 25 May 2011. Past performance is not a guide to future performance. The performance shown is net of ongoing charges and it has been calculated in Sterling.

PRACTICAL INFORMATION

Depository	HSBC Bank plc, 8 Canada Square, London E14 5HQ
Documents, Share Prices	Each share will have a single price at which shares are bought from and sold back to the Fund. The assets of the Fund are valued at 12 noon London time on each Business Day. The share prices of the Fund are published on www.ccla.co.uk or alternatively call our client services team on 0800 022 3505. The shares are not listed on any stock exchange.
Share Classes	More share classes may be available for the Fund. Please refer to the Prospectus for the Fund for further details.
ISIN	Share Class 4 GB00B3LDFH01
Segregated Liability	The CCLA Public Sector Investment Fund is an umbrella fund with segregated liability between sub-funds but it does not currently offer any other sub-funds in addition to the Public Sector Deposit Fund.
Tax	UK tax legislation may have an impact on your tax position. For further details you should consult your professional tax adviser.
Additional Information	Further information about the Fund, copies of its Prospectus, annual and half yearly reports may be obtained free of charge by contacting our client services team or visiting www.ccla.co.uk

CCLA Investment Management Limited may be held liable solely on the basis of any statement contained in this document that is misleading, inaccurate or inconsistent with the relevant parts of the Prospectus for the Fund.

Disclosures

Investment in the Fund is for Public Sector Eligible Investors Only.

Investors should note that CCLA may change the fund documentation to allow for negative interest rates to be passed on to investors. This means that in the event that interest rates on sterling deposits and instruments become negative, the fund assets may be charged these negative interest rates rather than earning interest, and this will be reflected in the value of an investor's interest in the fund.

Past performance is not an indicator of future performance. The value of investments and the income derived from them may fall as well as rise. Investors may not get back the amount originally invested and may lose money. Any forward looking statements are based upon our current opinions, expectations and projections. We undertake no obligations to update or revise these. Actual results could differ materially from those anticipated.

CCLA operates a Remuneration Policy, which sets out the principles governing the remuneration system of both CCLA Investment Management Ltd and CCLA Fund Managers Limited, collectively known as CCLA. CCLA's Remuneration Policy can be found on the website at www.ccla.co.uk.

The Fund is authorised in the United Kingdom and regulated by the Financial Conduct Authority as a UCITS Scheme and is a Qualifying Money Market Fund. Investments and deposits in the Fund and the Fund are covered by the Financial Services Compensation Scheme (FSCS). However, the Manager may also pay fair compensation on eligible claims arising from its negligence or error in the management and administration of the Fund.

CCLA Investment Management Limited (registered in England No. 2183088 at Registered office Senator House, 85 Queen Victoria Street, London EC4V 4ET) is authorised and regulated by the Financial Conduct Authority.

The key investor information is accurate as at November 2017 (IMPYKID2018)

CCLA

CCLA Investment Management Limited
Client services: freephone 0800 022 3505 or visit www.pdf.co.uk

The Local Authorities' Property Fund

Fund Fact Sheet – 31 December 2017

Investment objective

The Fund aims to provide investors with a high level of income and long-term capital appreciation.

Investment policy

The Fund is an actively managed, diversified portfolio of UK commercial property. It will principally invest in UK commercial properties, but may invest in other assets.

Suitability

The Fund is suitable for the long-term funds of any local authority seeking exposure to UK commercial property.

Independent Governance

The trustee is the Local Authorities' Mutual Investment Trust (LAMIT) a body controlled by members and officers appointed by the Local Government Association, the Convention of Scottish Local Authorities, the Northern Ireland Local Government Officers' Superannuation Committee and investors in the Fund.

Who can invest?

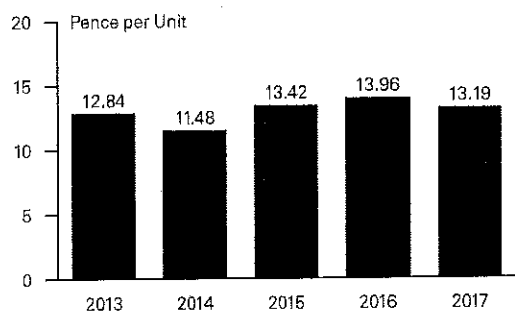
Any local authority in England, Wales, Scotland and Northern Ireland.

Income

Gross dividend yield	4.58%*
AREF/IPD™ Other Balanced Property Fund	
Index yield	3.58%
Official Bank Rate	0.50%

* Based upon the net asset value and historic gross annual dividend of 13.7122p

Rolling 12 month distributions to 31st March:



Unique accounting advantages

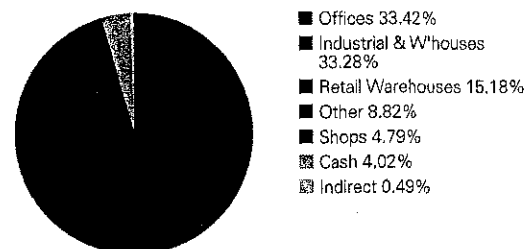
Unlike other property fund investments or even direct property purchases, investment in the Fund does not count as capital expenditure for English or Scottish local authorities. Dividends are treated as revenue but the General Fund is protected from fluctuations in the unit price. The investment is treated as an available for sale financial asset.

Fund update

The prime focus of our investment strategy is on asset selection and management. We try to identify assets which, through active management, can make a significant contribution to total returns and to the income payment to investors. We also bias the subsector weightings to reflect our view of their relative attractiveness. At present, this means a relatively high weighting to industrial and office assets and a relatively low weighting to retail, with no shopping centre or supermarket holdings.

The Fund has continued to enjoy a strong inflow of new money. Reflecting these cash receipts and the wish to avoid a drag on returns from unwanted cash holdings, the focus of activity has been on acquisitions; five properties have been bought. These include two hotels, one on the outskirts of the City of London, the other in Brighton. The initial yields on both are under 4%, but rents are RPI based and the leases are long, 31 years in both cases. We have also bought three industrial warehouse investments, in Milton Keynes, Northampton and Bolton. Total expenditure has amounted to £127m, with another purchase expected to complete shortly. There was one sale, of a small retail asset, the proceeds were materially above valuation. Rent reviews made a positive contribution to income but these were being offset by the temporary rental loss from refurbishment work, such as in Kingsway. At the end of the quarter the void rate was 7.6%, similar to the level at the end of September and significantly below that of the market.

Asset allocation



The Fund has credit facilities which, at quarter end, were not utilised.

Discrete year total return performance (net)

12 months to 31 December	2017	2016	2015	2014	2013
The Local Authorities' Property Fund	+9.68%	+2.12%	+14.09%	+19.50%	+8.92%
Benchmark	+10.58%	+3.66%	+12.97%	+17.34%	+9.25%

Annualised total return performance (net)

Performance to 31 December 2017	1 year	3 years	5 years
The Local Authorities' Property Fund	+9.68%	+8.52%	+10.71%
Benchmark	+10.58%	+9.00%	+10.67%

Benchmark AREF/IPD™ Other Balanced Property Fund Index. Net performance shown after management fees and other expenses. Past performance is no guarantee of future returns. Source: CCLA

Top ten property holdings – total 37.28%

London, Kingsway	Elstree, Centennial Park
London, Goodman's Yard	Bristol, Gallagher Retail Park
London, Stockley Park, Longwalk	Brighton, West Street
London, Beckton Retail Park	Cambridge, Cambridge Science Park
Bracknell, The Arena	Bolton, Wingates Industrial Estate

Key facts

Total fund size	£931m
Current borrowing	£0m
Number of holdings	62

Income units

Offer (buying) price	319.44p (xd)
Net asset value	299.24p (xd)
Bid (selling) price	294.60p (xd)
Launch date	18 April 1972
Unit types	Income
Minimum initial investment	£25,000
Minimum subsequent investment	£10,000
Dealing day	Month end valuation day*
Sedol & ISIN numbers	0521664, GB0005216642
Dividend payment dates	End January, April, July & October
Annual management charge (taken 100% from income)	0.65%

* Instructions for the issue or redemption of units must be received by CCLA no later than 5pm on the business day prior to the Valuation Date. If the valuation day is a bank holiday, the dealing day will be the previous working day. Units are only realisable on each monthly dealing date and redemptions may not be readily realisable; a period of notice not exceeding six months may be imposed for the redemption of units.

Tax reclaims should be addressed to: Glynis Free, Specialist Repayment Team 7 South, Ty - Glas, Cardiff, CF14 8HR
Telephone 03000 580618, 9.30am - 1pm.

Risk Warning

This document is a financial promotion and is issued for information purposes only. It does not constitute the provision of financial, investment or other professional advice. CCLA have not considered the suitability of this investment against your individual needs and risk tolerance. To ensure you understand whether our product is suitable, please read the Fund Factsheet document and the Scheme Particulars. We strongly recommend you seek independent professional advice prior to investing. Investors should consider the following risk factors identified as specific to the Fund before investing: Counterparty/Tenant/Credit Risk (financial institution/tenants may not pay), Market Risk (investment value affected by market conditions), Operational Risk (general operational risks), Expiry/Maturity Profile (timing of maturity of tenancies), Liquidity Risk (investment in non-readily realisable assets), Interest Rate risk (changes to interest rate affecting income), Concentration Risk (need for diversification and suitability of investment), Business Risk (possibility of lower than anticipated profits). Please see the Fund Scheme Particulars for further details.

Disclosure

Investment in the Fund is for Eligible Local Authorities only. Past performance is not an indicator of future performance. The value of investments and the income derived from them may fall as well as rise. Investors may not get back the amount originally invested and may lose money. Any forward-looking statements are based upon our current opinions, expectations and projections. We undertake no obligations to update or revise these. Actual results could differ materially from those anticipated. Investments in the Fund and the Fund itself are not covered by the Financial Services Compensation Scheme (FSCS). However, the Manager may pay fair compensation on eligible claims arising from its negligence or error in the management and administration of the Fund. The Fund is an Alternative Investment Fund and an Unregulated Collective Investment Scheme established under a Scheme approved by H M Treasury under Section 11 of the Trustee Investments Act 1961 and is subject to provisions of a Trust Deed dated 6 April 1972 and a supplemental Trust Deed dated 13 September 1978. The Fund operates as an open-ended Fund under Part IV of the schedule to the Financial Services and Markets Act 2000 (Exemption) Order 2001. CCLA Fund Managers Limited (registered in England No. 8735639 at the office below) is authorised and regulated by the Financial Conduct Authority and is the manager of the Local Authorities Property Fund.



Seaford Town Council

Report 157/17

Agenda Item No:	12
Committee:	Council
Date:	29 th March 2018
Title:	Purchase Ordering and Payment for Goods and Services Policy
By:	Lucy Clark, Finance Manager
Purpose of Report:	To present a draft Payment for Goods and Services Policy for adoption.

Recommendations

You are recommended:

1. To formally adopt the Purchase Ordering and Payment for Goods and Services Policy.
-

1. Information

- 1.1 As per the Council's Policy Timetable, the following financial policies have been reviewed:
 - (a) Bacs Payments Policy
 - (b) Electronics Payment Policy
 - (c) Debit Card Policy
- 1.2 On reviewing the above, it was realised that the Bacs Payments Policy was more of an internal procedure and that there were also duplications with that and the Electronic Payments Policy.
- 1.3 It was felt necessary that all three policies could be merged into one.
- 1.4 Therefore, a new Purchase Ordering and Payment for Goods and Services Policy has been written which is intended to replace all three policies listed in 1.1 of this report.
- 1.5 This new policy is attached in Appendix A for consideration and adoption.

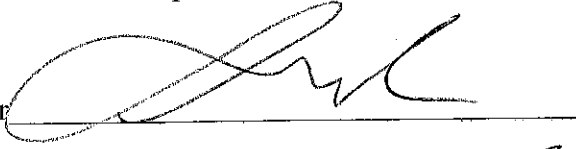
2. Financial Appraisal

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

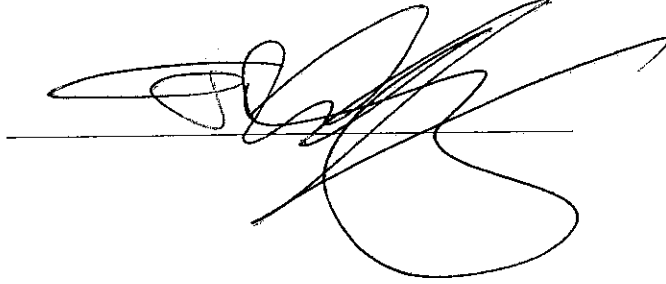
3. Contact Officer

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

Finance Manager

A handwritten signature in black ink, appearing to be 'Lucy Clark', written over a horizontal line.

Town Clerk

A large, stylized handwritten signature in black ink, written over a horizontal line.



Seaford Town Council

Purchase Ordering and Payment for Goods and Services Policy

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4. <u>PURCHASE ORDER RESPONSIBILITIES</u>	3.
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1. Introduction

1.1 This policy sets out the Council's arrangements for ordering, receiving, authorising and subsequently paying for the supply of goods, materials, services and works to the Council. The policy sets out the detailed rules and procedures around the Council's purchase ordering system and payments.

1.2 The policy encompasses the following areas:

- Raising of purchase orders for goods or services or works.
- Receiving and checking of goods and services upon delivery.
- Certification of orders and authorisation of expenditure.
- Accounting for payments for goods and services.
- Direct debit payments.
- Use of the Council debit cards.
- Petty cash arrangements.

1.3 This policy provides the detail behind the overall financial framework as set out in the Council's approved Financial Regulations, particularly under the 'Payments for Goods and Services' section and in the Standing Orders for Financial Control and Procurement which set out the framework for the procurement of all works, goods, materials and services and the Council's tendering and contract procedures.

1.4 The Finance Manager is ultimately responsible for all systems and procedures in relation to the ordering and payment for goods, services and works provided to the Council.

2. Links to Strategic Objectives

2.1 This policy contributes to the strategic objective '*to practice good governance and fiscal responsibility*'.

3. Aims of the Policy

3.1 The aims of the policy are to supplement the Financial Regulations and Standing Orders for Financial Controls and Procurements by setting out detailed procedures and controls for the ordering and the authorisation of expenditure on the supply of goods, services and works to the Council.

3.2 In particular the Policy aims to ensure that;

- Purchase orders are raised only by authorised officers.
- Orders are placed only when sufficient budget provision exists.
- Appropriate checks are made upon delivery of goods and services to enable the effective future authorisation of the expenditure.
- Invoices received from creditors are properly checked for cost, arithmetic, VAT etc prior to release for payment.

- Invoices are certified for payment only by an authorised officer.
- Systems are in place for the effective checking and authorisation of regular payments and direct debits.
- Robust procedures are in place for the use of petty cash.
- Robust systems are in place for the use of the Council's debit cards.
- Creditors are paid on time, within the relevant payment terms.
- All expenditure is properly and accurately accounted for.

3.3 The policy is intended for use by all officers of the Council with responsibility for ordering goods, services and works, and subsequently verifying and authorising that expenditure as well as the staff of the Finance Section in managing the purchase ordering system and checking, paying and accounting for all expenditure.

4. Purchase Order Responsibilities

4.1 The key principle of separation of duties must be observed, as far as is practicable within the staffing resources available, in connection with the following areas of ordering and purchasing:

- a) The duty of ordering the goods, services and works.
- b) The duty of receiving those goods and services.
- c) The duty of checking invoices received for payment and authorising expenditure.
- d) The duty of payment of invoices.
- e) The duty of recording and reconciling expenditure in the Council's financial management system.

4.2 Responsibility for raising orders for goods and services, receiving those goods and services and checking invoices received from suppliers for payment in respect of those goods and services lies with the senior officers within the departments.

4.3 It is important to note that in the application of the following procedures for purchase ordering, and in particular the requirement for separation of duties as set out above, there is an acceptance that due to the small size of the Council, the importance of operation requirements, and the limitations of the staffing structure, that full adherence to this procedure may not always be possible. This fact will be taken into account during the audit of procedures in each department by the Council's Internal Auditor. However, all managers must ensure as far as possible that one officer does not take part in all aspects of ordering, receiving and certifying purchases.

4.4 Responsibility for the payment of all invoices for goods, services and works supplied to the Council and for recording and reconciling expenditure in the

Council's financial management system lies with the Finance Department. All invoices received from suppliers will in the first instance be received and checked by the Finance Department.

4.5 The Finance Department is responsible for the following procedures:

- Setting up new suppliers on the computerised RBS Omega Accounts Package.
- Entering all purchase invoices onto the purchase ledger.
- Checking the calculation and arithmetic of amounts due.
- Ensuring the correct VAT treatment and calculation.
- Ensuring the correct coding of the expenditure.
- Ensuring payment of creditors within the payment terms.
- Reconciliation of expenditure through the purchase ledger, cash books and bank statements.

5. Ordering Goods and Services

5.1 An official purchase order must be raised by an authorised officer for every supply of all goods, services and works to the Council with the exception of the following:

- Regular payments such as utilities costs, telephones etc.
- Payments made by direct debit and standing order.
- Goods and services of an emergency nature.
- One off purchases made using a debit card.
- Services for which a formal contract has been entered into.
- Petty cash purchases.
- Kitchen Food (only) for The View

5.2 The approved authorised officers with responsibility for raising and certifying purchase orders are as follows:

- Town Clerk
- Projects and Facilities Manager
- Executive Support Officer
- General Manager, The View
- Golf Professional
- Head Greenkeeper

5.3 Completed purchase orders must include enough detail using the description field on the order to enable proper checking of the subsequent invoice. If multiple orders are being placed, each individual item or set of items must be shown on a separate line on the order.

5.4 Purchase Orders must be coded to the correct account code and cost centre using the Council's Budget Book approved coding list. These codes determine which Budget the expenditure is to be charged against and authorised officers should ensure that only codes relating to their own

responsible budget area are used unless with the knowledge and acceptance from other budget managers.

- 5.5 Suppliers must be supplied with the relevant purchase order number and a copy of the order forwarded if required. The supplier should be requested to quote the Council's official order number on the invoice relating to the order placed. The carbon pink copy of the purchase order should then be forwarded to the Finance Department and placed in the Live File.
- 5.6 In accordance with the Financial Regulations, Regulation 10.3 (Orders for Work, Goods and Services); all officers involved in the ordering process 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 all purchase orders.
- 5.7 In accordance with the Financial Regulations, Regulation 11.1 (h), (Contracts); When the Council enters 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 the Clerk or RFO should check that 3 quotations have been obtained; where the value is below £7,000 and above £3,000 the Clerk or RFO should check that 3 estimates are obtained.
- 5.8 Where an Authorised Officer proposes to enter into a contract of more than £20,000 a project plan and financial plan will be brought to the Central Management Team for consideration before seeking tenders. Thereafter the performance of the contract will be reported to the CMT throughout its progress until the contract is complete.

6. Receiving Goods and Services

- 6.1 In order to comply with the minimum expected level of internal control and ensure value for money, the duties of ordering, receiving and certifying goods and services must be separated as far as possible, within the constraints of a small organisation, limited staffing structure and the need to meet day to day operational requirements.
- 6.2 The easiest way to achieve this is to ensure that the duty of raising a purchase order is separated from the duty of receiving and checking the goods and services.
- 6.3 Where the goods are to be delivered to the Council premises, the receiving officer should examine the goods at the point of delivery, check all items against the delivery notes or original order and then sign, whether this is manually or electronically, only for those items present. The officer must then ensure that the goods are stored in a secure area.
- 6.4 Signed delivery notes or goods received notes should be forwarded to the appropriate authorising officer to enable the proper certification of purchase orders when the invoice is subsequently received.

6.5 When food orders are delivered to The View, the delivery note is also the invoice. This is checked against the order and signed and dated by the Head Chef as confirmation that this can be paid.

7. Certification of Purchase Orders

7.1 The duty of certifying purchase orders and therefore authorising expenditure will normally be undertaken by the authorised officer who originally raised the purchase order. As such, it is important that this duty is, as far as practicable, separated from the duty of receiving and checking the goods and services as per Section 6.

7.2 Wherever possible, certification of purchase orders should be made by reference to the signed delivery note, or other proof that the works, goods or services have been received, delivered in the correct quantity and to an acceptable quality and standard. It is acknowledged that in a minority of cases, this proof may be based on the knowledge of the certifying officer, rather than physical verification.

7.3 Purchase orders should be part certified if only part of the works, goods or services have been received or if the Council has only been part invoiced for the goods or services.

7.4 Certification of a purchase order by an authorised officer, provides the confirmation from that officer that the goods or services have been received as per the original order and to an acceptable standard and quality and that responsibility is taken for the subsequent expenditure.

7.5 There should be no instances where an officer would need to be the only officer involved in all three stages of the ordering process as detailed in Sections 5, 6 & 7 above. If circumstances are such, then it should be ensured that another senior officer e.g. the Town Clerk of RFO is the final certifying officer when the invoice is authorised for payment.

8. Invoice Processing and Authorisation

8.1 The process for receiving, checking and processing for payment all invoices received from suppliers, service providers and contractors and accounting for the subsequent expenditure is split between the Finance Department and the authorised officer within the relevant department.

8.2 Invoices are initially received by the Administration Section, Facilities and Projects Department, Seaford Head Golf Club and The View and are then forwarded to the Finance Department.

8.3 The Finance Assistant will first separate invoices between those for which a purchase order has been raised and those which relate to direct debit payments. The procedures in respect of direct debits are set out in Section 11 of this Policy.

- 8.4 Invoices for which a purchase order has already been raised are then matched with the purchase order and forwarded to the relevant authorised officer with a copy of the purchase order and an authorisation slip attached.
- 8.5 The authorised officer should first check back to the purchase order and delivery note. If the cost of the invoice varies from that of the purchase order, the authorising officer will either investigate and put the invoice on hold or amend and counter sign the purchase order if the variation is correct. The authorisation slip on the invoice should then be completed. This records the purchase order number, whether the goods or services were received and is signed by the officer certifying the purchase order.
- 8.6 If the Purchase Order has been raised and receipted by the same Officer, then the authorisation of the invoice for payment should be undertaken by another authorised officer e.g. the Town Clerk or the RFO.
- 8.7 Once the authorisation slip has been completed and duly signed certifying the purchase order and invoice, the invoice should then be returned to the Finance Assistant for processing.
- 8.8 Any invoices in dispute should be notified to the Finance Department and held back by the relevant authorising officer.

9. Payment of Invoices and Accounting for Expenditure

- 9.1 The process of payment of invoices and the subsequent accounting for the expenditure for all creditors is the responsibility of the Finance Section and is therefore separated completely from the purchase order process.
- 9.2 Once the invoices have been received back from the authorising officers, the Finance Assistant will undertake a number of final checks on the invoices including checking of cost, arithmetical accuracy, coding of the expenditure and the calculation of any VAT. The Finance Manager will then sign as being ready for payment.
- 9.3 The Finance Assistant will process the invoices on the RBS Omega Accounts System.
- 9.3 The invoices will then be filed in an 'invoices awaiting payment' file and will be paid in the next weekly payment run in and in accordance with the relevant payment terms for each supplier.
- 9.4 Payments to creditors are made by BAC's transfer which the Finance Department actively encourages suppliers to accept rather than by cheque as this method is quicker and cheaper. Cheque payments are only made however if the supplier so requests.
- 9.5 All payment runs, and suppliers accounts are reconciled on a monthly basis and all expenditure is also checked and verified independently to supplier

statements and via the cash book and bank reconciliations. Internal Audit checks are also undertaken regularly on the purchase order system and creditors payments.

10. BAC's and Cheque Payment Authorisation

- 10.1 The Finance Assistant will process all invoices on the RBS Omega Accounts System.
- 10.2 Each week, prior to the creditors payment run, the Finance Assistant will provide the Finance Manager with a copy of the 'Proposed Payment of Invoices' list produced from the RBS Omega Accounts System. Copies of all source documents such as supplier invoices and other similar requests making up the payment run will be attached.
- 10.3 The Finance Manager is responsible for undertaking a final check of the invoices due for payment, including querying any invoices or payments which look unusual.
- 10.4 The 'Proposed Payment of Invoices' list including all source documents will be presented to the Town Clerk and two Councillors for approval. Each will check and sign the Authorisation Sheet attached to the report. In the Town Clerk's absence, the RFO or Finance Manager will sign.
- 10.5 The Finance Assistant will process the approved payments from the Council's Co-operative Bank Account by using the Financial Director (FD) Online banking system and entering them as payment requests.
- 10.6 The RFO or the Finance Manager will then make a final check that the payment requests have been entered correctly and continue to approve. Following this approval, the suppliers will be paid by immediate payment (or by 'future dated payment' if necessary).
- 10.7 The Approved Authorised Users with access to the online bank account, Financial Director (FD) Online are as follows:
 - Responsible Finance Officer
 - Finance Manager
 - Finance Assistant
- 10.8 In the interest of security, it should be noted that whilst the Finance Assistant has access to the Council's online banking system, his function only allows the creation of payments and is physically unable to authorise any payments. Whilst the RFO and Finance Manager can create and authorise payments, their function only allows the authorisation of a payment created by a separate user. No single user can create and authorise any payment and there will always be the need for at least two users to complete a payment transaction

- 10.9 A token is required each time the online banking system is accessed. Each user has their own token with their own unique log on and passcode. These are held by each individual in a secure place.
- 10.10 Any changes to the operators must be approved by the Town Clerk.
- 10.11 Where a small number of payments are required by cheque, an Authorisation Sheet is attached to the source documentation such as an invoice or similar along with a hand-written cheque from the current cheque book.
- 10.12 This is presented to the Town Clerk and two Councillors who are current signatories in accordance with the council's bank mandate for signature. The cheque will be signed by the two councillors who will also initial the cheque stubb.
- 10.13 In the interest of security, the cheque books are kept with the Finance Manager in a locked drawer.
- 10.14 All payments made by the Council will be made available to the internal auditor for validation during internal audits.

11. Direct Debit Payments

- 11.1 Regular payment invoices relate to those payments which are received on a regular basis throughout the year e.g. monthly, quarterly, annually and for which a 'purchase order' is not therefore raised. In most of these cases the payment to suppliers will be set up on a direct debit from the Council's current account, in line with supplier requirements or to avoid paper billing charges. Examples of direct debit payments include gas, electricity and water bills, business rates, rental charges, service agreements, telephone bills, payroll and pension costs, banking charges, loan repayments and subscriptions.
- 11.4 In order to set up a new direct debit with a supplier, a direct debit mandate will need to be signed by two councillors who are signatories in accordance with the Council's bank mandate and the instructions reported to the Finance and General Purposes Committee.
- 11.3 As set out in Section 8 of the policy, direct debit invoices are separately identified by the Finance Section and checked and authorised in a slightly different way.
- 11.4 The invoices will be forwarded to the relevant authorised officer with a Authorisation Slip attached.
- 11.5 The invoice should be checked, the authorisation slip be completed and returned to the Finance Assistant for processing.
- 11.6 Any invoices in dispute should be notified to the Finance Department and held back by the relevant authorising officer.

- 11.7 The Finance Assistant will undertake a number of final checks on the invoices including checking of cost, arithmetical accuracy, coding of the expenditure and the calculation of any VAT. The Finance Manager will then sign as payment being verified.
- 11.8 The Finance Assistant will process the invoices on the RBS Omega Accounts system.
- 11.9 Direct debit invoices will be filed on the direct debit file and reconciled to the bank account when the payment is taken, via the cash book and bank reconciliation.
- 11.10 A monthly list of direct debits with the invoices attached will be presented to the Town Clerk and two councillors for verification.
- 11.11 As per the Financial Regulation 6.4, the approval of the use of direct debit shall be renewed by resolution of the Council at least every two years.

12. Use of Council Debit Cards

- 12.1 On occasions, Department Managers may need to purchase goods or services of an urgent nature or for which a purchase order will not be accepted, or for which there will be a significant saving with an online purchase.
- 12.2 In view of the above, Seaford Town Council may authorise the issue of debit cards to managers for business use.
- 12.3 The issue of a Council debit card to a manager must be authorised by the Finance and General Purposes Committee and be issued to a named employee for their use only, no other individual may use the debit card.
- 12.4 The financial limit of each issued debit card shall not exceed £1,000. Upon being issued a debit card, the manager shall be advised of their individual limit.
- 12.5 Each manager issued with a debit card is solely responsible for its safe keeping and usage and for ensuring that the card is not used by others. In particular, PIN numbers will only be issued to the cardholder and must be kept confidential, as must the (CSC/CVN) number.
- 12.6 Lost or stolen cards must be reported to the issuing bank immediately upon discovery that the card is missing via the Finance Manager or in their absence directly by the named cardholder themselves. The RFO must also be informed.
- 12.7 In the event of the named cardholder's termination of employment, the debit card must be returned to the Finance Manager for the card to be destroyed.

The issuing bank will be advised to cancel the debit card to prevent any unauthorised usage.

- 12.8 Cash withdrawals are only permitted when being made to top-up of petty cash and shall not be used for any other purpose. Cash withdrawals cannot exceed the financial limit of the petty cash float itself and must be authorised by the Finance Manager or RFO. When making a cash withdrawal to top-up the Petty Cash accounts, the cash withdrawal must be reconciled with the monthly Petty Cash statement.
- 12.9 A debit card issued to an employee shall be used for business purposes only and in conjunction with the employee's job role. It shall not be used for any non-business transactions nor for any personal purchases.
- 12.10 Every debit card transaction must be entered by the cardholder on to their Debit Card Monthly Transaction spreadsheet. Receipts for all purchases must be submitted with the spreadsheet to the Finance Department on the 1st working day of each month. The spreadsheet and accompanying receipts are checked by the Finance Manager and are subsequently reviewed by the Town Clerk and two councillors.
- 12.11 The transaction receipts shall be reconciled monthly with the bank statements. In the event of any discrepancy, the RFO and Chair of the Finance & General Purposes Committee must be notified, and an investigation initiated.
- 12.10 The cardholder is responsible for obtaining and submitting receipts for all transactions. The cardholder may become liable for any payments that cannot be supported by a valid receipt.
- 12.11 If the cardholder misuses the debit card or fraudulently uses the card, this will result in disciplinary action being taken against them.

13. Accounting for Petty Cash

- 13.1 Petty Cash Floats allow responsible officers to purchase small sundry or one-off items that may be required immediately to meet operational needs, with the need to raise a purchase order.
- 13.2 Petty Cash Floats are currently issued to the following departments:
- Council Offices £250
 - The View £250
- 13.3 The following general rules apply to the use of Petty Cash Floats:
- (a) There is a Petty Cash Float limit of £250

- (b) Receipts must be retained for payments made from petty cash to substantiate the payment. VAT receipts should be requested for all purchases to which VAT applies.
- (c) Any income (cash) received by the department must not be paid into the Petty Cash Float but must be separately banked.
- (d) A Petty Cash Voucher should be completed in order to make a claim for reimbursement of payments made from Petty Cash Floats.
- (e) Petty Cash Vouchers and accompanying receipts are passed to the Finance Manager for approval and entered onto the relevant Cash Book on the RBS Omega Accounts System.
- (f) Payments to reimburse Petty Cash Floats will be made by the Finance Manager by making a debit card cash withdrawal via the Post Office only.

NOTES – to be deleted following approval of this policy:

- 1.1. Regulation 6.7 within the financial regulations states
“Any Debit / Credit Card issued is to be used in accordance with the Council’s Debit Card Policy and procedure”.
A report to Council will be required to amend the wording to
“Any Debit / Credit Card issued is to be used in accordance with the Council’s Purchase Ordering and Payment for Goods and Services Policy”.
- 1.2. With regards to Petty Cash rules, the finance team should be withdrawing money for the top up of both petty cash floats. Therefore it should be requested to the F&GP committee that a debit card for Lucy be issued to enable the withdrawal of cash for petty cash.



Seaford Town Council

Report 156/17

Agenda Item No: 13
Committee: Council
Date: 29th March 2018
Title: LGPS Employer's Discretions Policy
By: Lucy Clark, Finance Manager
Purpose of Report: To provide the Council with an update on the LGPS Employer's Discretions Policy.

Recommendations

You are recommended:

1. To consider the contents of the report.
 2. To agree to adopt the LGPS Employer's Discretions Policy with no changes.
-

1. Information

- 1.1 As per the Council's Policy Timetable, the LGPS Employer's Discretions Policy has been reviewed.
- 1.2 Following the adoption by Council on 15th January 2015 there has been no changes to the discretions.
- 1.3 It is therefore recommended that the policy to note that the review of this policy has been undertaken and a further review date be set for April 2021 or sooner if circumstance change.
- 1.4 As there are no changes, and in a bid to save on paper, the policy can be found on Seaford Town Council's website or in their council information packs.

2. Financial Appraisal

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

3. Contact Officer

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

Finance Manager

Town Clerk



Agenda Item No: 14
Committee: Full Council
Date: 29th March 2018
Title: Second Internal Audit Report for 2017-18
By: Lucy Clark, Finance Manager
Purpose of Report: To receive the Second Internal Audit Report from Mulberry & Co Ltd for 2017-18.

Recommendations

You are recommended:

1. To note the Internal Auditor's report in Appendix A.
 2. To note the Internal Auditor's recommendations and actions taken by Council Officers in Appendix B.
-

1. Information

- 1.1 Following approval by Council on 20th July 2017, Mulberry & Co were appointed as the Internal Auditor for 2017/18 and their second visit took place on 31st January 2018.
- 1.2 This visit covered the income controls at Seaford Head Golf Club and The View. Mulberry & Co's report is attached as Appendix A.
- 1.3 In summary, it was reported that their testing demonstrated there were clear controls and processes in place to ensure that all income recorded into the tills is banked and could be reconciled back to the Council's ledger.
- 1.4 There were however recommendations to reduce any risks of income not being recorded and more controlled use of the tills.
- 1.5 A register of all issues listed by the Internal Auditor along with the actions taken by officers are listed in Appendix B.
- 1.6 Mulberry & Co are due to carry out their final audit for 2017/18 on 22nd May 2018.

2. Financial Appraisal

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

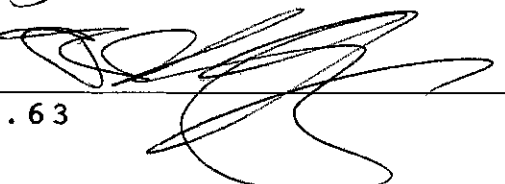
3. Contact Officer

The Contact Officer for this report is Lucy Clark, Finance Manager

Finance Manager



Town Clerk





MULBERRY & CO

Chartered Certified Accountants

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Our Ref: MARK/SEA002

Mr J Corrigan
Town Clerk
Seaford Town Council
37 Church Street
Seaford
East Sussex
BN25 1HG

13th February 2018

Dear James

Re: Seaford Town Council
Internal Audit Year Ended 31st March 2018
Second Interim Audit - Income testing

Following completion of our second interim internal audit we enclose our report for your kind attention and presentation to the Council. The audit was conducted in accordance with current practices and guidelines and testing was risk based. Whilst we have not tested all transactions, our samples have where appropriate covered the entire year to date.

The Council is reminded that our internal audit work is limited to obtaining sufficient assurance to support the internal audit report in the Annual Return, should the Council have further concerns over the golf club income it may wish to consider purchasing external audit resource to enable more extensive audit coverage. Where appropriate recommendations for future action are shown in bold text.

Our second interim audit in January 2018 reviewed controls over income in more detail. We have made 22 recommendations as a result of this audit visit – these are set out in the appendix to this report. Our findings are summarised below.

Golf Income

Our testing continued to demonstrate that there are clear controls in place to ensure that all income booked into the tills is banked and can be reconciled back to the Council's general ledger. There also appear to be good controls over the issue of membership cards. Controls over day tickets seem reasonable, with all golfers issued a day ticket from the till, which are subject to inspection by wardens.

There is however a risk that income may not be recorded on the till. This may occur if golfers are given access to the golf course and no till receipt is issued. The risk is increased as warden ticket checks are operated by the golf club. Whilst we accept that this is an inherent risk in the golf industry, we have made a number of recommendations to increase independent review of the day ticket / membership process:

- Use of mystery shopper
- Use of Town Council staff / wardens employed from Town Council offices to operate ticket checks

- Moving CCTV camera in golf shop so it can view the tills
- Finance Department to increase use of daily / weekly analytical review of golf income to identify anomalies to be followed up
- Reconciliation of membership card income to the V1 system, which is used as part of the validation process for membership cards.

We have also made recommendations in the following areas

- Documentation of financial processes
- Stock control -- non-validated membership cards
- Key security
- Controls over pricing data – till system

The View

Again, testing at our second audit visit showed that there are clear processes in place to ensure that all sales income recorded on the tills at the View is banked and recorded in the Council's ledger. We were pleased to note that external stock takers carry out regular stocktakes at the View, and that these stocktakes are shared with Town Council staff who are independent of operations at the View. We recommend that the Town Council should make increased use of the stocktake data:

- To reconcile cost of sales to invoices paid by the Town Council
- To ensure stock movements are consistent with income data.

We also noted that the access control set up on the till system is not correct, with all staff currently having access to the refund function. We recommend that access for the tills at the View should be documented and approved by the Town Clerk. All staff should then be set up in line with the access document. This should be checked periodically by the Finance Department

We have made a number of other recommendations including:

- Financial procedures should be documented
- All new staff should be trained in documented procedures and sign off that they have completed training
- Key security should be reviewed

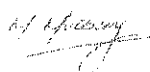
CCTV and till system Back ups

It is not clear how long CCTV film is retained on the camera server. An audit check was attempted, and it was not possible to locate film from 3 weeks previously. There is clearly no point in having CCTV if there is no regular check that the film is being retained for the period required by the Council.

Backups of the till server are held in the clubhouse. There is a risk that should a disaster event occur, then all till records would be lost – this would potentially put the Council's accounts at risk

Should you have any queries please do not hesitate to contact me, finally I enclose a fee note for your kind attention.

Yours sincerely



Mark Mulberry

Golf Pro Shop - Internal Audit - 31st January 2018

Matter Arising	Recommendation	Action Required by Council
Staff Checks and Training - Golf		
A number of non Seaford Town Council employees work at the Golf Club, and are involved in collection of Council cash	The Council should ensure that appropriate DRC checks are obtained for all staff employed at the Golf club with responsibility for handling Council cash	Golf Professional to action and provide information to Finance Department.
Limited documentation of processes relating to Council income at the Golf Shop.	All golf shop process relating to Council income should be documented. All new staff should be trained in the documented processes and sign off that they have been trained as part of induction.	Golf Professional to document income process.
Membership cards – Golf		
Membership cards are currently not stored in a secure location. Whilst they are not valid until validated, un-validated cards could be used to pass warden checks.	All membership cards should be locked in a safe, with a small float held in the till for issue to members	Golf Professional has now actioned this.
No stock checks are currently undertaken to ensure all membership cards can be accounted	Membership cards should be subject to stocktake on a periodic basis, at least every six months. Ideally this should be carried out by someone independent of the Golf sales business. Any missing cards should be reported to Finance.	Arrangements are being put in place for a member of the Finance Team to carry out this check every six months. This has been added to the Annual Planner held in the Admin Office.
Limited checks of golf membership income received into the Council's ledger are currently carried out. There is scope to reconcile income against independent records, such as the Club V1 system, which records validated membership cards (that can be used to book tees etc).	Finance Officers should carry out periodic check of membership income against an independent record of membership, such as the Club V1 system.	Arrangements are being put in place for a member of the Finance Team to attend the Pro Shop to check through the Club V1 system and reconcile with the income received within the Council Offices on a regular basis.
Day Ticket Sales – Golf		
Day tickets are currently issued through the till by golf shop staff. Checks are then carried out on a random basis by wardens, who also work at the golf club. There is scope to increase independent checks to ensure that day ticket income	It is recommended that the Council consider the following: - Mystery shopper testing. Council should use mystery shoppers to ensure that day tickets and membership cards	The advice of Mystery shopper testing is being explored by officers.

received by the Council is as complete as possible	<p>are being issued properly by the Golf shop. This process should also test for regular effective warden patrols</p> <p>- Warden checks to be carried out on a random basis by staff independent of the Golf Club, such as Town Council staff, or casual wardens employed from the Council office</p>	It is suggested that it will be part of the Inspector Role (based at the Council Offices) to carry out periodic checks as recommended.
Limited use is made of analytical techniques to check for peaks and troughs in golf club income.	Finance Department should analyse income on a day by day basis, and seek explanations should income fall below an expected level (eg weather)	The Finance Manager will look at including this analysis as part of the month end process.
CCTV – Golf Shop		
CCTV camera for the Golf Shop is incorrectly positioned – the till cannot be seen by the Camera	Camera should be moved so it gives clear sight of the till.	Golf Professional is liaising with the General Manger who already has a quote to move The View cameras and install new outside. It is anticipated that this recommendation could be carried out at the same time.
Standing Data – price list – Till system - Golf		
Price lists for the golf club are loaded on to the till system by the Golf Professional – these are not subject to independent check to ensure prices agree to fees and charges approved by Council.	Finance Department should check that price lists are correctly loaded at the start of each financial year	Finance Department now have access to the till reports and can view this at any time to check pricings are correct.
A zero priced members round is held within standing data – whilst this does not appear on the till and is not used, it could potentially be abused.	Remove the members round item from till pricing	The Golf Professional will remove and confirm by way of a print out that this has been removed from the till pricing list.
Key security - Golf		
Key security could be improved – keys are currently held in a secure location, but not in a lockable key safe.	Keys should be held in a keypad controlled key safe, located in a secure location in the golf club. Keypad log-in should be changed at least every 6 months.	The Golf Professional will look at costs for obtaining a keypad controlled safe box in which to hold keys and report to the Finance Office.
Till Float checks – Golf		
We confirm that the till is cashed up at the end of each day – however, no count of the cash float is carried out at	Cash float should be counted and signed off at the start of each working day.	Golf Professional has started using the same float forms as The View and to include

the at the start of each day. This is useful as it ensures the cash balance is correct at the start of each shift.		within the weekly banking given to the Finance Office – to start from 19 th February.
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The View - Internal Audit - 31st January 2018

Matter Arising	Recommendation	Action Required by Council
Refunds / Void Transactions		
We understand from our enquiries that refund and void transactions at the Golf Club do not occur regularly. We consider it important that reasons for void or refund transactions are transparent.	Consideration should be given to setting up a process where all refunds / voids are subject to sign off by a manager – these should be sent to Finance for review	General Manager will look at providing a Void Transactions Report from the Till System and forwarding to the Finance Team for review.
Key Storage		
All keys for the Bar and catering operation are stored in a key safe – this is not always kept locked and is located in the office, which is accessed by a number of staff members	Keys should be locked in a more secure location, ideally in a keypad controlled key safe. The code should be changed regularly, every 6 months as a minimum	A keypad controlled safe has been purchased and is being fitted in the next couple of weeks.
Stocktake		
The independent stock take is sent to the Town Council Office. Whilst this is used for monitoring purposes, there is scope to increase checks of stocktake figures against income / invoice payments.	There is scope to make more use of the independent stocktake reports for example <ul style="list-style-type: none"> - By reconciling cost of sales figures on stocktake to invoices paid by finance - By checking stock movement figures against sales income recorded on the Council's ledger 	A system will be put in place by the Finance Team to carry out this recommendation.
Access levels – Till		
Access for users of the till system at the view is not correctly set up – for example all staff can currently make refunds	Access security design for the tills at the View should be documented and approved by the Town Clerk. All staff should then be set up in line with the design document. This should be checked periodically by the Finance Department.	General Manager will provide documentation and present to Town Clerk for approval. As per the design document, the General Manager will then set up on the Till System. Finance Team will arrange to periodically check this is correct.
Mystery shopper		

The council does currently use mystery shoppers at the View.	Consideration should be given to using mystery shoppers to: <ul style="list-style-type: none"> - Test that financial controls are being followed - Review customer service offered to customers 	The advice of Mystery shopper testing is being explored by officers.
Refunds		
Audit was not able to obtain a report showing all refunds made for a period. This report would be useful as it would be able to provide records of numbers of refunds, and who is making them	Refunds report should be run monthly, and all refunds subject to review by Finance. Assistance from the software supplier may be necessary	The General Manager is contacting the Software Supplier for assistance in providing a monthly refund report which should then be forwarded to the Finance Team for review.
Till Server		
Backups of till server are held in the clubhouse. There is a risk that should a disaster event occur, then all till records would be lost – this would potentially put the Council’s accounts at risk	Till should be backed up to Council offices – This should be explored with the Council’s IT provider.	This is currently being looked at by the Finance Manager and the IT Department which should be complete by the end of the month. In addition, the Finance Department now have access to the till reports.
Documented Financial Procedures		
There is no financial procedure manual for The View. It is important that the Council has documented financial procedures in place : <ul style="list-style-type: none"> - To demonstrate it is satisfied with controls in place - To act as a training document for staff - To provide work instructions should staff change 	Financial procedures should be documented for all operations relating to Council income at the View. These should be reviewed by Finance and authorised by the Town Clerk	The General Manager and Admin Assistant are looking at the financial procedures in the first instance and then passing to the Finance Team for Review.
Training records		
There is no process for recording training received by staff in financial processes.	All staff should be required to sign off that they have been trained in relevant financial procedures before starting shifts at the View.	General Manager will implement and provide copies of signed forms to the Executive Support Officer to be kept with staff records.
CCTV		
It is not clear how long CCTV film is retained on the camera server. An audit check was attempted, and it was not possible to locate film from 3 weeks previously	Council needs to determine how long it wants to retain CCTV footage, and then ensure that the system meets this objective.	The General Manager will be contacting the CCTV company to confirm for how long the footage is retained. The General Manager will implement and confirm to the

	CCTV records must then be checked regularly to ensure that there are no faults in the file storage systems.	Finance Team that this is done on a regular basis.
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Seaford Town Council

Report 158/17

Agenda Item No: 15
Committee: Council
Date: 29th March 2018
Title: Bad Debt Policy
By: Lucy Clark, Finance Manager
Purpose of Report: To present a draft Bad Debt Policy for adoption.

Recommendations

You are recommended:

- 1. To formally adopt the Bad Debt Policy.**
-

1. Information

- 1.1** As part of the review of Council policies and procedures it was noted that the Council does not have Bad Debt Policy in place.
- 1.2** Although the Council does not have many bad debts, it is good practice to have a policy in place to ensure that the Council are undertaking all necessary steps to recover any such bad debt.
- 1.3** A draft policy is attached in Appendix A for consideration and adoption.
- 1.4** It is recommended that the review date for this policy is April 2020.

2. Financial Appraisal

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

3. Contact Officer

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

Finance Manager

Town Clerk



Seaford Town Council

Bad Debt Policy

1. Introduction

This policy outlines Seaford Town Council's procedures for dealing with late payments and outstanding accounts (bad debts) in accordance with Financial Regulations.

2. Policy Objectives

The aim of this policy is to make clear the procedure that Seaford Town Council will follow to identify, minimise and recover potential bad debts and write off any debts which cannot be recovered.

3. Credit Control

All income due will be collected in accordance with Financial Regulations and any sums found to be irrecoverable or any subsequent bad debts shall be reported to the Finance & General Purposes Committee and Full Council.

Unpaid income and bad debts shall be treated in the following manner:

- Invoices which remain unpaid after 30 days will receive a telephone call or email reminding the customer that the invoice remains unpaid.
- Invoices which remain unpaid after 45 days will receive a letter reminding the customer that the invoice remains unpaid.
- Invoices which remain unpaid after 60 days will receive a letter reminding the customer that the invoice remains unpaid and that all of the town councils' financial information, including bad debts, is reported to Council and published on its website.
- Invoices which remain unpaid after 90 days will receive a letter reminding the customer that the invoice remains unpaid, that all of the town councils' financial information, including bad debts, is published on its website and notifying of the withdrawal of the service provided. This letter will also include a statement that Seaford Town Council will actively pursue all outstanding debts through the legal system.
- All letters will be accompanied by a statement of account from the town council's financial system.

4. Write off bad debts

Seaford Town Council will seek to minimise the cost of write offs by taking all necessary action to recover what is due. Debts will be subject to the full recovery, collection and all reasonable legal procedures.

The Town Council recognises that where a debt is irrecoverable, prompt and regular write off of such debts is good practice. Whilst writing off bad debts is a non-routine function; all practical means should be taken to recover outstanding amounts due to the Town Council before the RFO recommends writing off a bad debt to the Finance & General Purposes Committee. Before this decision is made, due diligence consideration should include the following: -

- The cost of recovery against the amount owed.
- The likelihood of success.
- Where the correct credit control procedures followed.
- Could procedure and practices be improved.

Any debts to be written off should be reported in the form of a write off schedule to the Finance & General Purposes Committee before reporting to Full Council for approval. The write off schedule should contain the following information:

- Customer Reference.
- Invoice number.
- Date of invoice.
- Amount of debt.
- Reason for write off.
- Recovery history.
- Date of write off.
- Authorisation of write off.

5. Year-end write offs

The RFO should ensure any bad debts and doubtful debts are correctly accounted for at year end.

To be Adopted: March 2018
Review Date: April 2020



Agenda Item No:	17
Committee:	Council
Date:	29th March 2018
Title:	Plastic-free Town Status
By:	James Corrigan, Town Clerk
Purpose of Report:	To seek the Town Council's support in helping Seaford to achieve plastic-free status.

Recommendations

You are recommended:

- 1. To consider and note the contents of the report.**
 - 2. That the Town Council supports Plastic Free Coastlines committing to plastic free alternatives and supporting plastic free initiatives within the Town of Seaford.**
 - 3. To appoint a Councillor to represent the Town Council on the Plastic Free Seaford Steering Group.**
-

1. Information

- 1.1** The Town Council has been approached by Claire Sumners, Seaford's voluntary Community Lead from the environmental charity, Surfers Against Sewage (SAS).
- 1.2** Claire, through her work for SAS, has been responsible for organising and promoting the SAS Beach Cleans that began in 2017; events which have received a huge amount of local interest.
- 1.3** As well as their efforts to encourage local communities to help keep coastlines clear of litter, SAS has created a further campaign to help whole towns achieve Plastic Free status.
- 1.4** Attached at Appendix A is a briefing note on the 'Wasteland' Campaign, as it is known, and its objectives. This also sets out the actions and support that would be required from the Town Council.
- 1.5** In summary, if the Town Council were to support Seaford achieving plastic-free status, it would need to:
 - a.** Lead by example, removing all single-use plastics where possible
 - b.** Encourage plastic free initiatives and promote the campaign and supporting events
 - c.** Appoint a named representative to the campaign's Steering Group
 - d.** Pass a resolution that 'the Town Council supports Plastic Free Coastlines committing to plastic free alternatives and supporting plastic free initiatives within the Town of Seaford.'

1.6 Council Officers have reviewed the use of single-use plastics throughout the Council's properties. The single-use plastics that would need to be removed from use are plastic straws and sauce sachets at The View and disposable plastic cups with the water machine in the Church Street offices. The Manager at The View has already taken action to address these and once existing stocks are used up they will no longer be used.

1.7 Council Officers and/or the representative would have to work with Claire Sumners as to how the Council can best support and help promote the work of the campaign. However, it has been made clear that the officer resource available is very limited, but Claire has advised she will enthusiastically work to spread the scheme herself with little if any support. The Town Council adoption gives the scheme credibility.

2. Financial Appraisal

The financial implications of the changes to remove the use of single-use plastics would be negligible. The prices for the plastic alternatives against the plastic versions are;

	Vegware	Plastic
Straws	4p	4p
Cups	9p	8p
Lids	6p	4p
Takeaway boxes	13p	10p

The use of bulk-purchased sauce over plastic sachets will save a small amount of money.

3. Contact Officer

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

Town Clerk



PLASTIC FREE COASTLINES 'WASTELAND' CAMPAIGN

Surfers Against Sewage have created the 'Wasteland' campaign to create plastic free coastlines.

Wasteland being a metaphor for the largest concentration of plastic in the ocean.

There are five objectives that Surfers Against Sewage qualify as the criteria in getting towns to successfully become plastic free. Once they have been achieved the Town will be awarded the 'Plastic Free Status' which is similar to the Fair Trade model. Businesses and the Town will then be awarded approved business stickers and certificates when the whole community is approved.

Objective 1

Taking local policy action. The Town Council to pass a resolution to support Plastic Free Coastlines committing to plastic free alternatives and supporting plastic free initiatives within the town. Councils must lead by example;

- remove all single-use plastic where possible
- to encourage plastic free initiatives and promote the campaign and supporting events
- a representative of the council must be named in the Steering Group (Objective 5)

Objective 2

Committing to stopping the use of at least 3 single-use plastics in local businesses;

- plastic bottles
- plastic bags
- coffee cups and lids
- straws and plastic stirrers
- plastic 'food on the go' packaging
- condiment sachets
- plastic drinking cups
- plastic cutlery

and helping in providing information on sustainable alternatives, encouraging businesses to reduce the amount of throw-away plastic by making alternatives readily available. Approach and discuss with businesses the importance of moving away from disposable single-use plastic items and supporting them in making the change to alternatives, cost saving and reductions in waste they produce as a business.

Objective 3

Work with the community in gaining support for the Plastic Free Coastline campaign, ensuring as many people as possible are aware of the campaign and the issue of single-use plastics.

Engaging of at least one community organisation like the Scouts, WI, Family Support Group and running education talks and presentations to inform the wider community, helping workplaces remove at least 3 single-use plastic to ensure employees and members maintain the changes.

Objective 4

Hold at least two community events. To be arranged and made open for all to attend in one calendar year examples are beach cleans and a fundraising event. The more people that participate in events the great level of success of the campaign thanks to those understanding why we are fighting single-use plastic.

Objective 5

Local group of stakeholders to meet at least once per year to discuss the progress of Plastic Free Coastlines campaign locally, agreeing and setting direction, meeting objectives and completing application to Surfers Against Sewage for Plastic Free Status. Members of local businesses, organisations and fellow volunteers need to be joined in forming the group. To include 1 member of a local council.



Agenda Item No: 18
Committee: Council
Date: 29th March 2018
Title: War Memorial Listing
By: James Corrigan, Town Clerk
Purpose of Report: To advise the Council of the recent listing of the War Memorial at Sutton Park Road as a Grade II listed building.

Recommendations

You are recommended:

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

1. Information

- 1.1** The Town Council recently received notification that the War Memorial at Sutton Park Road (owned by Seaford Town Council) has been listed as a Grade II listed building.
- 1.2** The background reasons for awarding the status, as informed to us by Historic England, are set out below.
- 1.3** "War memorials attract considerable public interest and will warrant serious consideration for designating, especially during the centenary of the First World War. The Principles of Selection for Listing Buildings (DCMS, March 2010) sets out how the Secretary of State determines whether a building or structure is of special interest and merits listing.

The Historic England Listing Selection Guide for Commemorative Structures (April 2011) states that, unless compromised by alteration or of little design interest, there is a presumption in favour of listing all war memorials.

This is a tall example of the wheel-head cross type of war memorial, carved in granite with intricate interlace patterns, in the Celtic style. Standing in a prominent position, it commemorates those local servicemen who died in the First World War. It has additional historic interest through the later addition of the Second World War dedication, which as well as service personnel includes civilians who died as a result of enemy action.

It is acknowledged that the memorial has been moved a short distance but, overall, it is considered that the memorial has special architectural and historical interest and meets the criteria for listing. In recommending the extent of the listing, we have considered whether powers of exclusion under s1 (5A) of the 1990 Act are appropriate, and consider that they are not.

Historic England Advice Report 29 January 2018 Page 2 of 5 - After examining all the records and other relevant information and having carefully considered the architectural and historic interest of this case, the criteria for listing are fulfilled. Seaford War Memorial is therefore recommended for listing at Grade II.

Seaford War Memorial, which stands on Sutton Park Road, is recommended for listing at Grade II for the following principal reasons:

- a. Historic interest: As an eloquent witness to the tragic impact of world events on the local community, and the sacrifice it made in the conflicts of the C20.
- b. Architectural interest: A tall granite wheel-head cross ornamented with carved interlace patterns, in the Celtic style.'

- 1.4 This listing means that there will be extra control over what changes can be made to the War Memorial. The Town Council would have to apply for Listed Building Consent for most types of work that affect the 'special architectural or historic interest' of the memorial.
- 1.5 A building is listed when it is of special architectural or historic interest considered to be of national importance and therefore worth protecting.
- 1.6 As it is highly unlikely the Town Council would look in any way to alter the memorial the limitations on development are not likely to be of issue.
- 1.7 The listing only affects the memorial itself and not the surrounding gardens.

2. Financial Appraisal

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

3. Contact Officer

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

Town Clerk





Report 121/17

Agenda Item No: 19
Committee: Council
Date: 29th March 2018
Title: Busking Policy
By: James Corrigan, Town Clerk
Purpose of Report: To present a Busking Policy to Council for adoption.

Recommendations

You are recommended:

1. To adopt the attached Busking Policy.
-

1. Information

- 1.1 At its meeting on 25th January 2018 the Council discussed the issue of buskers on the seafront and also the booking of events on the Council's land.

It was agreed that a light touch Busking Policy be presented for adoption. This policy to reflect nearby neighbour's policies such as Brighton and Hove. It was also noted that the Events Policy, which covers organised performances, is due for review later in the year.

- 1.2 The attached policy reflects that of Brighton and Hove Council and was previously circulated to Councillors.
- 1.3 Lewes District Council has been consulted and have responded positively and have advised that the point of contact may need to be Neighbourhood First in the near future for any complaints.

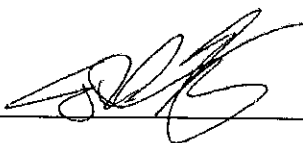
2. Financial Appraisal

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

3. Contact Officer

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

Town Clerk





Seaford Town Council

Busking Policy

Musicians and singers are welcome to busk on Town Council owned land in Seaford; you don't have to apply for a licence to busk.

Your performance must however be considerate of those around you. You should follow the guide below to avoid disturbing local residents and businesses.

Guidance on busking

When busking, you should:

- play at a reasonable volume - only the nearby audience should be able to hear you
- avoid using amplifiers, if essential should be used at reasonable sound level
- stop performing when asked by nearby local residents or businesses
- avoid overstaying your welcome by moving to a different place every hour, at least 50 metres away
- only perform between the hours of 10am to 9pm
- not use drums when performing - they create lots of noise and complaints

The Council takes bookings for organised events and will support their promotion. For details please see Seaford Town Council's Events Policy.

If a local resident or business has asked a performer without success to reduce noise levels, the resident/business is advised to contact Lewes District Council's Environmental Health section:

Phone: 01273 471 600

Online: <http://www.lewes-eastbourne.gov.uk/environmental-problems/noise-nuisance/>

Adopted: March 2018
Review: March 2022



Seaford Town Council

Report 154/17

Agenda Item No: 20
Committee: Council
Date: 29th March 2018
Title: Council Representation on Outside Bodies Policy Review
By: James Corrigan, Town Clerk
Purpose of Report: To update the Council on the review of the Council Representation on Outside Bodies Policy.

Recommendations

You are recommended:

1. To note the review of the Council Representation on Outside Bodies Policy and the new review date of April 2020.
-

1. Information

- 1.1 The Council Representation on Outside Bodies Policy was adopted by Council in September 2015 and due for review.
- 1.2 Officers have reviewed the policy and have found no need for amendments to be made, feeling the policy is still relevant and fit for purpose.
- 1.3 In order to save on paper, the policy can be viewed electronically on the Council's website or in Councillor Information Packs.
- 1.4 It is recommended that the Council notes the review as having taken place and a new review date be set of April 2020.

2. Financial Appraisal

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

3. Contact Officer

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

Town Clerk

