



## Seaford Town Council

### To the Members of the Finance & General Purposes Committee

A meeting of the Finance & General Purposes Committee will be held at the Council Chamber, 37 Church Street, Seaford, on Thursday 28<sup>th</sup> November at 7.00 pm, which you are summoned to attend.

James Corrigan  
Town Clerk  
21st November 2019

### Agenda

**1. Apologies for Absence and Declaration of Substitute Members**

**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. Finance Report**

- a) To consider report 103/19 regarding receipts, payments and bank reconciliation for September and October 2019 and to note the transfers of monies between the Co-operative Current Account and the CCLA Deposit Account. (pages 3 to 6).
- b) To consider report 104/19 regarding the Council budget position for the period of 1<sup>st</sup> April to 31<sup>st</sup> October 2019 (pages 7 to 23).

**5. Venue & Facilities Hire Charges**

To consider report 105/19 presenting the proposal Venue & Facilities Hire Charges for 2020/21 (pages 24 to 29).

**6. Proposed Finance & General Purposes Budget 2020/21**

To consider report 106/19 presenting the Committee with the proposed Finance & General Purposes Budget for 2020/21 (pages 30 to 39).

**7. Exclusion of Press and Public**

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

**8. Receipts Due for Payment at 31/10/2019**

To consider exempt report 107/19 informing the Committee of the receipts due for payment at 31<sup>st</sup> October 2019 (pages 40 to 43).

**For further information about items appearing on this agenda please contact James Corrigan, Town Clerk, 37 Church Street, Seaford, BN25 1HG. Telephone 01323 894 870.**

**Circulation:**

**Committee:** Councillor M Brown (Chair) and R Morland (Vice-Chair). Councillors N Adil, L Boorman, J Cash, O Honeyman, R Honeyman, J Meek and L Wallraven.

**For information:** Councillors P Boorman, S Dunn, J Edson, M Everden, M Hayder, R Hayder, J Lord, R Reed, G Rutland and B Webb.



Seaford Town Council

Report 103/19

**Agenda Item No:** 4 (a)  
**Committee:** Finance & General Purposes  
**Date:** 28<sup>th</sup> November 2019  
**Title:** Receipts, Payments and Bank Reconciliation Reports for September and October 2019.  
**By:** Lucy Clark, Finance Manager  
**Purpose of Report:** To advise the Committee of receipts, payments and bank reconciliations for September and October 2019.

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**Recommendations**

You are recommended to note the report.

1. To note (as previously reported) the balance brought forward from August 2019 is £578,376.11
  2. To note the September 2019 total receipts of £103,509.81 and total payments of £206,134.22 leaving a balance to carry forward of £475,751.70
  3. To note the October 2019 total receipts of £94,892.15 and total payments of £478,217.88 leaving a balance to carry forward of £92,425.97.
  4. To note that in addition to the Current Account balance above, the CCLA investment account balance is £825,000.00.
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**1. Information**

- 1.1 In line with Financial Regulations 2.2, a member other than the Mayor shall be appointed to verify bank reconciliations. The member shall sign the reconciliations and the original bank statements as evidence of verification. This activity shall then on conclusion be reported, including any exceptions, to the Finance and General Purposes Committee to be noted.
- 1.2 Councillor Mark Brown is the current appointed member and continues to view and verify that he is in agreement with the bank reconciliations already reconciled by the Finance Manager. However, this task may also be carried out by the Vice Chairman of this Committee.
- 1.3 Therefore, and in line with the above, the bank statements for September and October have been viewed and verified by Councillor Mark Brown and the signed reconciliation pages are attached in Appendix A.
- 1.4 Cashbooks and BACS Pages detailing the receipts and payments are available to view on the Council Shared Drive. Hard copies will be available on request.

- 1.5 It was previously reported that following the 2<sup>nd</sup> tranche of the Precept and Community Grant being received, it was anticipated that an amount of £400,000 would be transferred into the CCLA investment account. The actual amount transferred was £300,000 which has increased the balance to £825,000.
- 1.6 The Finance Manager will continue to monitor the Co-operative current account ensuring that there are enough funds to cover monthly outgoings and will draw down as necessary from the CCLA account which can be done on a day's notice as long as there are two authorised signatories.
- 1.7 For clarity, the CCLA account has been set up in such a way that monies within this account can only be transferred back and forth to the nominated Co-operative Account; other payments from this account cannot be made.
- 1.8 Dividends are earned on holdings daily and are paid at the end of each month. For the months under review, a total of £811.31 dividends has been paid into the Council's current account bringing the total interest received in this financial year to £2,887.34.

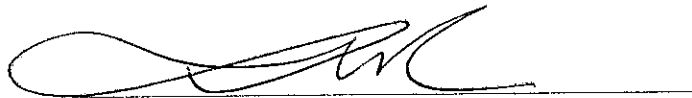
## 2. Financial Appraisal

As at 31<sup>st</sup> October 2019 the actual monies held in the Co-operative bank account were £87,775.98 along with the £825,000 held in the CCLA account.

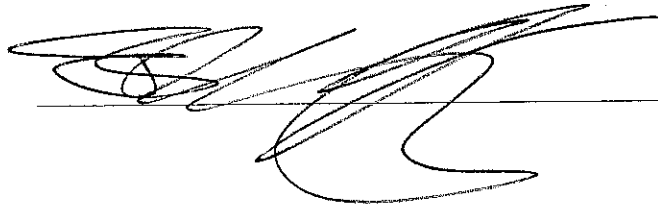
## 3. Contact Officer

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

Finance Manager



Town Clerk



<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Coop Community Direct Plus	30/09/2019	949	465,836.79
			465,836.79
<u>Unpresented Cheques (Minus)</u>			<u>Amount</u>
23/08/2019 CHEQUE	Sussex County Welfare Fund	368.82	
20/09/2019 203027	Sussex County Welfare Fund	42.35	
27/09/2019 DD	Nest Pensions	720.93	
			1,132.10
			464,704.69
<u>Receipts not Banked/Cleared (Plus)</u>			
24/09/2019		100.00	
26/09/2019 GOLF PDQ		133.00	
26/09/2019 VIEW PDQ		434.42	
27/09/2019 VIEW PDQ		436.60	
28/09/2019 GOLF PDQ		354.50	
28/09/2019 VIEW PDQ		1,210.38	
29/09/2019 VIEW PDQ		743.26	
30/09/2019 5606		92.50	
30/09/2019 GOLF BANK		864.50	
30/09/2019 VIEW BANK		3,382.50	
30/09/2019 VIEW PDQ		2,009.85	
30/09/2019 VIEW BANK		110.50	
30/09/2019 GOLF PDQ		120.00	
30/09/2019 GOLF BANK		1,055.00	
			11,047.01
			475,751.70
Balance per Cash Book is :-			475,751.70
Difference Excluding Adjustments is :-			0.00

Adjustments to Reconciliation

31/08/2019	0.00	
		0.00
Unreconciled Difference is :-		0.00

RECONCILED TO CASHBOOK

Name: LUCY CLARK  
 Signed: [Signature] Date: 4/10/19

CHECKED AND VERIFIED BY:

Name: M BROWN  
 Signed: [Signature] Date: 12/10/19

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Coop Community Direct Plus	31/10/2019	661	87,775.98
			<u>87,775.98</u>
<u>Unpresented Cheques (Minus)</u>			<u>Amount</u>
23/08/2019 CHEQUE	Sussex County Welfare Fund	368.82	
20/09/2019 203027	Sussex County Welfare Fund	42.35	
			<u>411.17</u>
			87,364.81
<u>Receipts not Banked/Cleared (Plus)</u>			
29/10/2019 GOLF PDQ		350.00	
29/10/2019 VIEW PDQ		328.75	
30/10/2019 GOLF PDQ		395.00	
30/10/2019 VIEW PDQ		641.61	
31/10/2019 5619		91.70	
31/10/2019 VIEW BANK		1,366.92	
31/10/2019 GOLF PDQ		196.00	
31/10/2019 GOLF BANK		1,281.50	
31/10/2019 GOLF BANK		60.00	
31/10/2019 VIEW PDQ		349.68	
			<u>5,061.16</u>
			92,425.97
			<b>Balance per Cash Book is :-</b>
			<b>92,425.97</b>
			<b>Difference is :-</b>
			<b>0.00</b>

RECONCILED TO CASHBOOK

Name: [Signature]

Signed: Lucy Clark

Date: 6/11/19

CHECKED AND VERIFIED BY:

Name: M BROWN

Signed: [Signature]

Date: 16/11/19



## Seaford Town Council

Report 104/19

**Agenda Item No:** 4 (b)  
**Committee:** Finance & General Purposes  
**Date:** 28<sup>th</sup> November 2019  
**Title:** Finance Report  
**By:** Lucy Clark, Finance Manager  
**Purpose of Report:** To inform Members of the Income and Expenditure from 1<sup>st</sup> April 2019 to 31<sup>st</sup> October 2019 compared to the annual budget.

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### Recommendations

You are recommended:

**1. To approve the report.**

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#### 1. Information

- 1.1 Attached in Appendix A is the detailed income and expenditure for the period 1st April 2019 to 31st October 2019 for each Committee compared to the projected annual budget.
- 1.2 Detail for over/under performance of individual budgets is provided by the Cost Centre Managers when reporting to the relevant Committee.
- 1.3 With regards to the Finance and General Purposes Committee report, the overall budget for the period is broadly in line with the projected annual budget.
- 1.4 Variations are reported in Appendix B of this report.

#### 2. Financial Appraisal

The financial implications of this report are detailed above.

#### 3. Contact Officer

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

Finance Manager

Town Clerk

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>Community Services</b>								
<u>105 Salts Recreation Ground</u>								
1050 Income Rent	0	2,257	2,300	43			98.1%	
1051 Income Insurance Recharge	0	1,397	1,446	49			96.6%	
1058 Income Water Recharge	4,446	4,446	1,030	(3,416)			431.7%	
1066 Income Concession	0	12,185	18,277	6,092			66.7%	
1073 Sports Pitch Hire & Green Fees	84	2,291	3,600	1,309			63.6%	
Salts Recreation Ground :- Income	<b>4,530</b>	<b>22,576</b>	<b>26,653</b>	<b>4,077</b>			<b>84.7%</b>	<b>0</b>
4052 Water & Sewerage	0	298	5,366	5,068		5,068	5.6%	
4055 Electricity	0	98	250	152		152	39.2%	
4100 Telecommunications	18	53	0	(53)		(53)	0.0%	
4110 Advertising & Publicity	24	34	0	(34)		(34)	0.0%	
4115 Insurance	0	3,229	2,700	(529)		(529)	119.6%	
4155 Professional Fees	0	1,125	0	(1,125)		(1,125)	0.0%	
4157 Audit Fees	0	0	319	319		319	0.0%	
4250 Public Seating	0	575	0	(575)		(575)	0.0%	
4251 Dog Bin Emptying	156	1,094	2,000	906		906	54.7%	
4252 Litter & Dog Bin Pch & Maint	0	702	800	98		98	87.8%	
4260 Grounds Maintenance Contract	5,805	40,742	72,000	31,258		31,258	56.6%	
4261 Grounds Maint non contract	743	6,238	7,000	762		762	89.1%	
4275 Building Maintenance	50	9,692	5,000	(4,692)		(4,692)	193.8%	
Salts Recreation Ground :- Indirect Expenditure	<b>6,797</b>	<b>63,879</b>	<b>95,435</b>	<b>31,556</b>	<b>0</b>	<b>31,556</b>	<b>66.9%</b>	<b>0</b>
Movement to/(from) Gen Reserve	<b>(2,267)</b>	<b>(41,303)</b>						
<u>106 Crouch Recreation Ground</u>								
1050 Income Rent	0	1,247	2,163	916			57.6%	
1051 Income Insurance Recharge	0	515	518	3			99.4%	
1055 Income Memorial Bench	0	1,285	0	(1,285)			0.0%	
1058 Income Water Recharge	2,777	3,323	0	(3,323)			0.0%	
1073 Sports Pitch Hire & Green Fees	2,031	9,327	9,500	173			98.2%	
1201 Insurance Refund	0	150	0	(150)			0.0%	
Crouch Recreation Ground :- Income	<b>4,809</b>	<b>15,847</b>	<b>12,181</b>	<b>(3,666)</b>			<b>130.1%</b>	<b>0</b>
4052 Water & Sewerage	0	2,068	1,908	(160)		(160)	108.4%	
4115 Insurance	0	977	1,000	23		23	97.7%	
4155 Professional Fees	0	928	0	(928)		(928)	0.0%	
4157 Audit Fees	0	0	319	319		319	0.0%	
4250 Public Seating	0	623	0	(623)		(623)	0.0%	
4251 Dog Bin Emptying	112	781	1,380	599		599	56.6%	



## Detailed Income &amp; Expenditure by Budget Heading 31/10/2019

Month No: 7

## Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4260 Grounds Maintenance Contract	3,571	25,101	44,136	19,035		19,035	56.9%	
4261 Grounds Maint non contract	425	3,176	4,000	824		824	79.4%	
4275 Building Maintenance	0	50	2,000	1,950		1,950	2.5%	
Crouch Recreation Ground :- Indirect Expenditure	<u>4,107</u>	<u>33,704</u>	<u>54,743</u>	<u>21,039</u>	<u>0</u>	<u>21,039</u>	<u>61.6%</u>	<u>0</u>
<b>Movement to/(from) Gen Reserve</b>	<u>701</u>	<u>(17,857)</u>						
<b>107 Martello Fields</b>								
1050 Income Rent	0	7,258	8,000	742			90.7%	
Martello Fields :- Income	<u>0</u>	<u>7,258</u>	<u>8,000</u>	<u>742</u>			<u>90.7%</u>	<u>0</u>
4251 Dog Bin Emptying	89	625	1,105	480		480	56.6%	
4260 Grounds Maintenance Contract	1,313	9,190	16,226	7,036		7,036	56.6%	
4261 Grounds Maint non contract	1,905	2,571	4,120	1,549		1,549	62.4%	
Martello Fields :- Indirect Expenditure	<u>3,307</u>	<u>12,385</u>	<u>21,451</u>	<u>9,066</u>	<u>0</u>	<u>9,066</u>	<u>57.7%</u>	<u>0</u>
<b>Movement to/(from) Gen Reserve</b>	<u>(3,307)</u>	<u>(5,128)</u>						
<b>108 Other Open Spaces</b>								
1050 Income Rent	0	90	90	0			100.0%	
1053 Income Grants	300	300	0	(300)			0.0%	
1055 Income Memorial Bench	0	1,300	0	(1,300)			0.0%	
1072 Income Tree Wardens	494	1,186	0	(1,186)			0.0%	
Other Open Spaces :- Income	<u>794</u>	<u>2,876</u>	<u>90</u>	<u>(2,786)</u>			<u>3195.6%</u>	<u>0</u>
4052 Water & Sewerage	(25)	(90)	200	290		290	(44.9%)	
4154 Land Registry Fees	0	45	103	58		58	43.7%	
4250 Public Seating	0	951	0	(951)		(951)	0.0%	
4251 Dog Bin Emptying	179	1,250	2,207	957		957	56.6%	
4260 Grounds Maintenance Contract	2,511	17,578	31,038	13,460		13,460	56.6%	
4261 Grounds Maint non contract	1,547	5,588	7,800	2,212		2,212	71.6%	
4262 Tree Warden Expenses	0	442	0	(442)		(442)	0.0%	409
Other Open Spaces :- Indirect Expenditure	<u>4,212</u>	<u>25,763</u>	<u>41,348</u>	<u>15,585</u>	<u>0</u>	<u>15,585</u>	<u>62.3%</u>	<u>409</u>
<b>Net Income over Expenditure</b>	<u>(3,418)</u>	<u>(22,887)</u>	<u>(41,258)</u>	<u>(18,371)</u>				
6000 plus Transfer from EMR	0	409						
<b>Movement to/(from) Gen Reserve</b>	<u>(3,418)</u>	<u>(22,478)</u>						
<b>113 Crypt</b>								
1051 Income Insurance Recharge	0	322	462	140			69.6%	
Crypt :- Income	<u>0</u>	<u>322</u>	<u>462</u>	<u>140</u>			<u>69.6%</u>	<u>0</u>

## Detailed Income &amp; Expenditure by Budget Heading 31/10/2019

Month No: 7

## Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4115 Insurance	0	322	462	140		140	69.6%	
4275 Building Maintenance	0	0	500	500		500	0.0%	
<b>Crypt :- Indirect Expenditure</b>	<b>0</b>	<b>322</b>	<b>962</b>	<b>640</b>	<b>0</b>	<b>640</b>	<b>33.4%</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>0</b>						
<b>114 South Street</b>								
4275 Building Maintenance	50	1,830	1,000	(830)		(830)	183.0%	
<b>South Street :- Indirect Expenditure</b>	<b>50</b>	<b>1,830</b>	<b>1,000</b>	<b>(830)</b>	<b>0</b>	<b>(830)</b>	<b>183.0%</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(50)</b>	<b>(1,830)</b>						
<b>115 Martello Tower</b>								
4115 Insurance	0	1,646	2,000	354		354	82.3%	
4275 Building Maintenance	29	29	5,150	5,121		5,121	0.6%	
<b>Martello Tower :- Indirect Expenditure</b>	<b>29</b>	<b>1,675</b>	<b>7,150</b>	<b>5,475</b>	<b>0</b>	<b>5,475</b>	<b>23.4%</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(29)</b>	<b>(1,675)</b>						
<b>116 Seaford Head Estate</b>								
1011 Income Filming	673	22,398	12,000	(10,398)			186.7%	
1050 Income Rent	0	10,469	10,000	(469)			104.7%	
1053 Income Grants	0	0	3,250	3,250			0.0%	
1054 Income Other	250	350	0	(350)			0.0%	
1055 Income Memorial Bench	1,500	5,192	0	(5,192)			0.0%	
1066 Income Concession	(50)	1,000	1,800	800			55.6%	
1079 Income Memorial Picnic Bench	0	1,285	0	(1,285)			0.0%	
1200 Income Nature Reserve	47	658	650	(8)			101.2%	
<b>Seaford Head Estate :- Income</b>	<b>2,420</b>	<b>41,351</b>	<b>27,700</b>	<b>(13,651)</b>			<b>149.3%</b>	<b>0</b>
4110 Advertising & Publicity	0	50	0	(50)		(50)	0.0%	
4115 Insurance	0	826	879	53		53	94.0%	
4154 Land Registry Fees	0	15	0	(15)		(15)	0.0%	
4199 Other Expenditure	400	895	0	(895)		(895)	0.0%	
4250 Public Seating	345	2,898	0	(2,898)		(2,898)	0.0%	
4251 Dog Bin Emptying	89	625	1,103	478		478	56.7%	
4260 Grounds Maintenance Contract	155	1,082	1,910	828		828	56.6%	
4261 Grounds Maint non contract	14	3,127	3,000	(127)		(127)	104.2%	
4275 Building Maintenance	335	3,476	5,000	1,524		1,524	69.5%	
4500 Nature Reserve Expenses	0	11,907	14,500	2,593		2,593	82.1%	
4501 Filming Expenses	0	4,948	4,000	(948)		(948)	123.7%	
<b>Seaford Head Estate :- Indirect Expenditure</b>	<b>1,338</b>	<b>29,848</b>	<b>30,392</b>	<b>544</b>	<b>0</b>	<b>544</b>	<b>98.2%</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>1,082</b>	<b>11,503</b>						

## Detailed Income &amp; Expenditure by Budget Heading 31/10/2019

Month No: 7

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>117 Seafront</b>								
1011 Income Filming	0	250	300	50			83.3%	
1055 Income Memorial Bench	0	192	0	(192)			0.0%	
1057 Income Electricity Recharge	1,380	2,857	2,060	(797)			138.7%	
1058 Income Water Recharge	0	48	113	65			42.8%	
1066 Income Concession	3,052	49,937	58,293	8,356			85.7%	
1078 Income Entertainment Area	0	800	0	(800)			0.0%	
1082 Income The Shoal	0	100	0	(100)			0.0%	
1084 Income Promenade	0	519	0	(519)			0.0%	
1100 Income Advertising	(17)	15	0	(15)			0.0%	
<b>Seafront :- Income</b>	<b>4,416</b>	<b>54,718</b>	<b>60,766</b>	<b>6,048</b>			<b>90.0%</b>	<b>0</b>
4052 Water & Sewerage	0	88	232	144		144	38.1%	
4055 Electricity	95	1,752	2,060	308		308	85.0%	
4115 Insurance	0	798	727	(71)		(71)	109.8%	
4250 Public Seating	0	271	0	(271)		(271)	0.0%	
4253 Shelters	834	1,434	2,060	626		626	69.6%	
4254 Martello Entertainments Area	0	65	0	(65)		(65)	0.0%	
4255 The Shoal Expenditure	0	973	0	(973)		(973)	0.0%	
4261 Grounds Maint non contract	280	3,241	6,000	2,759		2,759	54.0%	
4270 Vehicles & Equipment Maint	0	0	100	100		100	0.0%	
4275 Building Maintenance	30	4,132	2,000	(2,132)		(2,132)	206.6%	
<b>Seafront :- Indirect Expenditure</b>	<b>1,240</b>	<b>12,754</b>	<b>13,179</b>	<b>425</b>	<b>0</b>	<b>425</b>	<b>96.8%</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>3,176</b>	<b>41,964</b>						
<b>118 Beach Huts</b>								
1060 Beach Huts Site Licence	0	22,029	21,612	(417)			101.9%	
1061 Beach Hut Annual Rent	0	11,221	11,292	71			99.4%	
1094 Income Seasonal Beach Huts	825	13,855	12,706	(1,149)			109.0%	
<b>Beach Huts :- Income</b>	<b>825</b>	<b>47,105</b>	<b>45,610</b>	<b>(1,495)</b>			<b>103.3%</b>	<b>0</b>
4051 Rates	360	2,472	3,500	1,028		1,028	70.6%	
4110 Advertising & Publicity	50	1,480	500	(980)		(980)	296.0%	
4115 Insurance	0	1,587	1,174	(413)		(413)	135.2%	
4258 Seasonal Beach Hut Revenue Exp	420	8,334	1,900	(6,434)		(6,434)	438.6%	
4275 Building Maintenance	35	812	1,030	218		218	78.9%	
<b>Beach Huts :- Indirect Expenditure</b>	<b>865</b>	<b>14,686</b>	<b>8,104</b>	<b>(6,582)</b>	<b>0</b>	<b>(6,582)</b>	<b>181.2%</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(40)</b>	<b>32,419</b>						

Detailed Income & Expenditure by Budget Heading 31/10/2019

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Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>119 Old Town Hall</u>								
1050 Income Rent	106	850	1,275	425			66.7%	
1051 Income Insurance Recharge	0	185	198	13			93.6%	
Old Town Hall :- Income	<u>106</u>	<u>1,035</u>	<u>1,473</u>	<u>438</u>			<u>70.3%</u>	<u>0</u>
4115 Insurance	0	185	198	13		13	93.6%	
4275 Building Maintenance	0	0	2,000	2,000		2,000	0.0%	
Old Town Hall :- Indirect Expenditure	<u>0</u>	<u>185</u>	<u>2,198</u>	<u>2,013</u>	<u>0</u>	<u>2,013</u>	<u>8.4%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>106</u>	<u>850</u>						
<u>121 Seaford in Bloom</u>								
1054 Income Other	0	417	416	(1)			100.2%	
Seaford in Bloom :- Income	<u>0</u>	<u>417</u>	<u>416</u>	<u>(1)</u>			<u>100.2%</u>	<u>0</u>
4402 Seaford in Bloom	0	8,630	10,300	1,670		1,670	83.8%	
Seaford in Bloom :- Indirect Expenditure	<u>0</u>	<u>8,630</u>	<u>10,300</u>	<u>1,670</u>	<u>0</u>	<u>1,670</u>	<u>83.8%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>0</u>	<u>(8,213)</u>						
<u>125 Allotments</u>								
1050 Income Rent	0	986	950	(36)			103.8%	
Allotments :- Income	<u>0</u>	<u>986</u>	<u>950</u>	<u>(36)</u>			<u>103.8%</u>	<u>0</u>
4275 Building Maintenance	0	0	500	500		500	0.0%	
Allotments :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>500</u>	<u>500</u>	<u>0</u>	<u>500</u>	<u>0.0%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>0</u>	<u>986</u>						
<u>130 Other Recreation</u>								
4410 Swimming Pool	0	5,711	10,000	4,289		4,289	57.1%	
Other Recreation :- Indirect Expenditure	<u>0</u>	<u>5,711</u>	<u>10,000</u>	<u>4,289</u>	<u>0</u>	<u>4,289</u>	<u>57.1%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>0</u>	<u>(5,711)</u>						
<u>134 CCTV</u>								
4055 Electricity	0	1,040	2,450	1,410		1,410	42.5%	
4115 Insurance	0	343	365	22		22	94.1%	
4276 CCTV	0	2,217	12,000	9,783		9,783	18.5%	
CCTV :- Indirect Expenditure	<u>0</u>	<u>3,600</u>	<u>14,815</u>	<u>11,215</u>	<u>0</u>	<u>11,215</u>	<u>24.3%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>0</u>	<u>(3,600)</u>						

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Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>135 Community Service Other</u>								
1053 Income Grants	500	500	0	(500)			0.0%	
1070 Armed Forces Day Income	0	1,512	2,575	1,063			58.7%	
1075 Income Christmas Event	175	440	7,000	6,560			6.3%	
1085 Events Income	0	65	1,000	935			6.5%	
Community Service Other :- Income	<b>675</b>	<b>2,517</b>	<b>10,575</b>	<b>8,058</b>			<b>23.8%</b>	<b>0</b>
4115 Insurance	0	53	57	4		4	92.7%	
4195 Events Expenditure	1,129	2,229	3,000	771		771	74.3%	
4273 Christmas Lights	0	9,724	15,000	5,276		5,276	64.8%	
4281 Christmas Event Expenses	0	0	10,000	10,000		10,000	0.0%	
4282 Armed Forces Day Expenditure	0	1,512	2,575	1,063		1,063	58.7%	
Community Service Other :- Indirect Expenditure	<b>1,129</b>	<b>13,518</b>	<b>30,632</b>	<b>17,114</b>	<b>0</b>	<b>17,114</b>	<b>44.1%</b>	<b>0</b>
Movement to/(from) Gen Reserve	<b>(454)</b>	<b>(11,001)</b>						
<u>225 Projects Pool</u>								
1014 CIL & S106 Receipts	0	5,659	10,000	4,342			56.6%	5,659
1016 Beach Hut Sales	0	0	273,333	273,333			0.0%	
1017 Land Sales	0	0	280,000	280,000			0.0%	
1052 Income Projects	1,000	1,000	0	(1,000)			0.0%	
1053 Income Grants	0	43,887	0	(43,887)			0.0%	40,887
1092 Income Grnds Maint Non Contrat	75	75	0	(75)			0.0%	
Projects Pool :- Income	<b>1,075</b>	<b>50,620</b>	<b>563,333</b>	<b>512,713</b>			<b>9.0%</b>	<b>46,545</b>
4257 Seafront Improvement Plan	1,555	19,839	10,000	(9,839)		(9,839)	198.4%	18,141
4274 Projects Expenditure	2,964	32,019	40,000	7,981		7,981	80.0%	7,988
4275 Building Maintenance	0	0	0	0		0	0.0%	5,443
4415 Asset Sale Costs	0	0	12,000	12,000		12,000	0.0%	
4420 Bonn BH Capital Expenditure	0	18,628	273,333	254,705		254,705	6.8%	16,758
4421 Martello Toilets Capital Costs	0	0	280,000	280,000		280,000	0.0%	
4422 Skate Park in Salts	20,567	237,253	50,000	(187,253)		(187,253)	474.5%	237,050
Projects Pool :- Indirect Expenditure	<b>25,086</b>	<b>307,738</b>	<b>665,333</b>	<b>357,595</b>	<b>0</b>	<b>357,595</b>	<b>46.3%</b>	<b>285,380</b>
Net Income over Expenditure	<b>(24,011)</b>	<b>(257,118)</b>	<b>(102,000)</b>	<b>155,118</b>				
6000 plus Transfer from EMR	20,564	285,380						
6001 less Transfer to EMR	0	46,545						
Movement to/(from) Gen Reserve	<b>(3,447)</b>	<b>(18,284)</b>						
<u>301 Planning &amp; Highways</u>								
4263 Bus Shelter Maintenance/Clean	30	537	1,000	463		463	53.7%	

## Detailed Income &amp; Expenditure by Budget Heading 31/10/2019

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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4451 Twitten Naming	0	0	3,000	3,000		3,000	0.0%	
Planning & Highways :- Indirect Expenditure	30	537	4,000	3,463	0	3,463	13.4%	0
<b>Movement to/(from) Gen Reserve</b>	<b>(30)</b>	<b>(537)</b>						
Community Services :- Income	19,650	247,628	758,209	510,581			32.7%	
Expenditure	48,190	536,767	1,011,542	474,776	0	474,776	53.1%	
<b>Net Income over Expenditure</b>	<b>(28,540)</b>	<b>(289,138)</b>	<b>(253,333)</b>	<b>35,805</b>				
plus Transfer from EMR	20,564	285,789						
less Transfer to EMR	0	46,545						
<b>Movement to/(from) Gen Reserve</b>	<b>(7,976)</b>	<b>(49,895)</b>						

**Finance & General Purposes**201 Administration

1054 Income Other	0	165	100	(65)			165.0%	
1059 Income Photocopying	0	10	0	(10)			0.0%	
1062 Income Telephone Recharge	84	365	850	485			42.9%	
1068 Income Stationery Re-Charge	0	15	0	(15)			0.0%	
1190 Interest Received	320	2,396	6,042	3,646			39.7%	
<b>Administration :- Income</b>	<b>404</b>	<b>2,951</b>	<b>6,992</b>	<b>4,041</b>			<b>42.2%</b>	<b>0</b>
4000 Salaries & Wages	24,652	176,013	295,667	119,654		119,654	59.5%	
4001 Employers NI	2,124	15,473	26,115	10,642		10,642	59.3%	
4002 Employers Superannuation	3,896	31,494	54,204	22,710		22,710	58.1%	
4003 Sub-contracted Staff	1,780	7,428	8,000	572		572	92.9%	
4004 Staff Welfare Costs	84	630	1,176	546		546	53.6%	
4009 Recruitment Costs	0	0	1,030	1,030		1,030	0.0%	
4010 Staff Training	176	2,596	2,060	(536)		(536)	126.0%	
4012 Staff Expenses	118	623	850	227		227	73.3%	
4015 Office Refreshments	12	158	630	472		472	25.1%	
4100 Telecommunications	271	2,470	5,400	2,930		2,930	45.7%	
4105 Postage	14	287	850	563		563	33.8%	
4106 Stationery	146	1,328	1,931	603		603	68.8%	
4107 Photocopier	(2)	946	1,600	654		654	59.1%	
4108 Recycling & Shredding	0	0	200	200		200	0.0%	
4110 Advertising & Publicity	1,113	4,111	4,017	(94)		(94)	102.3%	
4111 Office Equipment New	273	1,000	1,545	545		545	64.7%	
4112 Subscriptions	130	4,471	4,745	274		274	94.2%	
4113 Software Support	2,465	9,479	10,725	1,246		1,246	88.4%	
4114 Licence Fee	0	0	35	35		35	0.0%	

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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4115 Insurance	0	1,928	2,008	80		80	96.0%	
4116 Web Site	67	4,126	2,500	(1,626)		(1,626)	165.1%	
4154 Land Registry Fees	6	12	20	8		8	60.0%	
4155 Professional Fees	1,146	1,596	3,090	1,494		1,494	51.7%	
4156 Bank Charges	122	1,005	1,500	495		495	67.0%	
4157 Audit Fees	0	(301)	9,300	9,601		9,601	(3.2%)	
4182 Catering & Hospitality	0	45	100	55		55	45.0%	
4199 Other Expenditure	0	30	120	90		90	25.3%	
4272 Equipment Purchase	0	2,200	2,480	280		280	88.7%	
4413 Neighbourhood Plan	0	1,161	4,000	2,839		2,839	29.0%	
<b>Administration :- Indirect Expenditure</b>	<b>38,594</b>	<b>270,311</b>	<b>445,898</b>	<b>175,587</b>	<b>0</b>	<b>175,587</b>	<b>60.6%</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(38,190)</b>	<b>(267,360)</b>						
<b>205 Premises - Church Street</b>								
1050 Income Rent	15	4,631	6,042	1,411			76.7%	
<b>Premises - Church Street :- Income</b>	<b>15</b>	<b>4,631</b>	<b>6,042</b>	<b>1,411</b>			<b>76.7%</b>	<b>0</b>
4901 Term Maintenance	0	0	500	500		500	0.0%	
<b>Premises - Church Street :- Direct Expenditure</b>	<b>0</b>	<b>0</b>	<b>500</b>	<b>500</b>	<b>0</b>	<b>500</b>	<b>0.0%</b>	<b>0</b>
4050 Rent payable	9,890	23,762	18,000	(5,762)		(5,762)	132.0%	
4051 Rates	563	3,935	8,205	4,270		4,270	48.0%	
4059 Church Street Service Charges	0	7,245	9,300	2,055		2,055	77.9%	
4199 Other Expenditure	0	5	0	(5)		(5)	0.0%	
4201 Cleaning & Hygiene	2	2	0	(2)		(2)	0.0%	
4270 Vehicles & Equipment Maint	61	211	550	339		339	38.3%	
4272 Equipment Purchase	1,190	1,190	0	(1,190)		(1,190)	0.0%	
4275 Building Maintenance	121	583	1,500	917		917	38.9%	
<b>Premises - Church Street :- Indirect Expenditure</b>	<b>11,828</b>	<b>36,933</b>	<b>37,555</b>	<b>622</b>	<b>0</b>	<b>622</b>	<b>98.3%</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(11,813)</b>	<b>(32,302)</b>						
<b>206 Premises - Hurdis House</b>								
1050 Income Rent	0	11,116	22,137	11,021			50.2%	
1051 Income Insurance Recharge	0	385	384	(1)			100.2%	
<b>Premises - Hurdis House :- Income</b>	<b>0</b>	<b>11,501</b>	<b>22,521</b>	<b>11,020</b>			<b>51.1%</b>	<b>0</b>
4115 Insurance	0	398	398	0		0	100.0%	
4301 Public Works Loan Payment	0	7,501	15,002	7,501		7,501	50.0%	
<b>Premises - Hurdis House :- Indirect Expenditure</b>	<b>0</b>	<b>7,899</b>	<b>15,400</b>	<b>7,501</b>	<b>0</b>	<b>7,501</b>	<b>51.3%</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>3,602</b>						

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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>210 Civic Expenses</u>								
1081 Young Mayor Income	0	100	100	0			100.0%	
Civic Expenses :- Income	<u>0</u>	<u>100</u>	<u>100</u>	<u>0</u>			<u>100.0%</u>	<u>0</u>
4013 Members Expenses	110	110	100	(10)		(10)	110.3%	
4014 Member Training	120	988	1,500	512		512	65.9%	
4105 Postage	0	14	0	(14)		(14)	0.0%	
4106 Stationery	3	675	1,000	325		325	67.5%	
4110 Advertising & Publicity	0	0	50	50		50	0.0%	
4113 Software Support	2,256	4,631	3,690	(941)		(941)	125.5%	
4115 Insurance	0	201	196	(5)		(5)	102.6%	
4181 Civic - Mayors Allowance	239	513	1,500	987		987	34.2%	
4182 Catering & Hospitality	0	298	500	202		202	59.7%	
4183 Civic - Awards	0	127	500	373		373	25.4%	
4184 Civic - other	74	467	200	(267)		(267)	233.4%	
4188 Town Crier Expenses	892	927	125	(802)		(802)	741.6%	
4189 Young Mayor	15	(121)	600	721		721	(20.1%)	
4190 Election Costs	0	0	30,000	30,000		30,000	0.0%	
Civic Expenses :- Indirect Expenditure	<u>3,709</u>	<u>8,832</u>	<u>39,961</u>	<u>31,129</u>	<u>0</u>	<u>31,129</u>	<u>22.1%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(3,709)</u>	<u>(8,732)</u>						
<u>215 Grants</u>								
4401 Grants	0	30,000	30,000	0		0	100.0%	
Grants :- Indirect Expenditure	<u>0</u>	<u>30,000</u>	<u>30,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>100.0%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>0</u>	<u>(30,000)</u>						
Finance & General Purposes :- Income	<u>419</u>	<u>19,183</u>	<u>35,655</u>	<u>16,472</u>			<u>53.8%</u>	
Expenditure	<u>54,130</u>	<u>353,975</u>	<u>569,314</u>	<u>215,339</u>	<u>0</u>	<u>215,339</u>	<u>62.2%</u>	
Movement to/(from) Gen Reserve	<u>(53,711)</u>	<u>(334,792)</u>						

Golf Course and The View101 Golf Course

1000 Golf Course Season Ticket	0	180,898	216,774	35,877			83.4%	
1001 Golf Course Green Fees M-F	5,521	66,212	96,533	30,321			68.6%	
1002 Golf Course Green Fees w/eb/h	3,707	56,240	74,036	17,797			76.0%	
1003 Golf Course Specials	3,004	60,655	76,227	15,572			79.6%	
1004 Golf Course Locker	24	1,003	1,846	843			54.4%	
1005 Golf Course Credit Card Charge	0	0	119	119			0.0%	
1007 Golf Course Air Traffic	0	5,625	7,500	1,875			75.0%	



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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1011 Income Filming	0	0	206	206			0.0%	
1050 Income Rent	0	0	106	106			0.0%	
1054 Income Other	0	396	1,042	646			38.0%	
1055 Income Memorial Bench	0	0	1,386	1,386			0.0%	
1100 Income Advertising	0	0	250	250			0.0%	
1311 Buggy Hire	842	17,211	18,475	1,264			93.2%	
Golf Course :- Income	<b>13,097</b>	<b>388,239</b>	<b>494,500</b>	<b>106,261</b>			<b>78.5%</b>	<b>0</b>
4000 Salaries & Wages	7,666	53,391	91,123	37,732		37,732	58.6%	
4001 Employers NI	661	4,627	7,925	3,298		3,298	58.4%	
4002 Employers Superannuation	920	6,375	10,649	4,274		4,274	59.9%	
4004 Staff Welfare Costs	28	196	510	314		314	38.4%	
4010 Staff Training	0	350	1,854	1,504		1,504	18.9%	
4011 Staff Protective Clothing	54	819	1,236	417		417	66.3%	
4015 Office Refreshments	0	367	389	22		22	94.4%	
4041 Golf Professional Retainer	4,403	30,822	52,837	22,015		22,015	58.3%	
4045 Golf Course Player Costs	0	0	3,000	3,000		3,000	0.0%	
4046 Golf Club Membership Fees	0	14,987	16,480	1,493		1,493	90.9%	
4051 Rates	2,040	14,285	20,560	6,275		6,275	69.5%	
4052 Water & Sewerage	1,765	8,882	5,000	(3,882)		(3,882)	177.6%	
4055 Electricity	0	0	4,800	4,800		4,800	0.0%	
4056 Gas	0	0	600	600		600	0.0%	
4060 Refuse	62	278	312	34		34	89.0%	
4100 Telecommunications	51	430	402	(28)		(28)	106.9%	
4105 Postage	0	0	150	150		150	0.0%	
4106 Stationery	0	106	557	451		451	19.0%	
4110 Advertising & Publicity	330	1,928	4,944	3,016		3,016	39.0%	
4112 Subscriptions	0	444	600	156		156	74.0%	
4113 Software Support	226	1,541	1,440	(101)		(101)	107.0%	
4114 Licence Fee	0	75	75	0		0	100.0%	
4115 Insurance	0	9,209	7,416	(1,793)		(1,793)	124.2%	
4116 Web Site	0	72	74	2		2	97.3%	
4156 Bank Charges	295	2,565	4,345	1,780		1,780	59.0%	
4251 Dog Bin Emptying	89	625	1,325	700		700	47.2%	
4261 Grounds Maint non contract	2,765	28,269	49,152	20,883		20,883	57.5%	
4266 Borehole & Related Expenditure	0	0	50,000	50,000		50,000	0.0%	
4270 Vehicles & Equipment Maint	1,086	12,271	37,800	25,529		25,529	32.5%	
4271 Vehicle & Equipment Lease	0	40,280	40,800	520		520	98.7%	
4272 Equipment Purchase	0	2,123	1,800	(323)		(323)	117.9%	
4275 Building Maintenance	0	50	1,200	1,150		1,150	4.2%	
4276 CCTV	2,878	2,878	0	(2,878)		(2,878)	0.0%	

## Detailed Income &amp; Expenditure by Budget Heading 31/10/2019

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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4279 Fire & Security	(2,878)	603	420	(183)		(183)	143.6%	
4308 Rent - Shop, Locker & Chng Rms	4,167	29,167	50,000	20,833		20,833	58.3%	
4309 Buggy Lease & Maintenance	587	4,110	7,045	2,935		2,935	58.3%	
4312 Season Ticket Refund	0	596	0	(596)		(596)	0.0%	
<b>Golf Course :- Indirect Expenditure</b>	<b>27,196</b>	<b>272,721</b>	<b>476,820</b>	<b>204,099</b>	<b>0</b>	<b>204,099</b>	<b>57.2%</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(14,099)</b>	<b>115,519</b>						
<b>102 Capital Costs-Golf &amp; The View</b>								
1018 Income Returned Deposit	0	1,000	0	(1,000)			0.0%	
<b>Capital Costs-Golf &amp; The View :- Income</b>	<b>0</b>	<b>1,000</b>	<b>0</b>	<b>(1,000)</b>				<b>0</b>
4266 Borehole & Related Expenditure	0	33,326	0	(33,326)		(33,326)	0.0%	33,326
4267 Spike Bar Costs	0	522	0	(522)		(522)	0.0%	522
<b>Capital Costs-Golf &amp; The View :- Indirect Expenditure</b>	<b>0</b>	<b>33,848</b>	<b>0</b>	<b>(33,848)</b>	<b>0</b>	<b>(33,848)</b>		<b>33,848</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>(32,848)</b>	<b>0</b>	<b>32,848</b>				
6000 plus Transfer from EMR	0	33,848						
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>1,000</b>						
<b>103 The View</b>								
1050 Income Rent	0	750	1,000	250			75.0%	
1305 Income Hire Pro-Shop & Chg Rms	4,167	29,167	50,000	20,833			58.3%	
1306 Income Golf Club Room Hires	250	2,092	4,635	2,543			45.1%	
1307 Income Bar Sales	10,720	109,932	208,725	98,793			52.7%	
1308 Income Food Sales	20,069	158,289	180,250	21,961			87.8%	
1310 Income - Society Food	1,433	30,116	32,239	2,123			93.4%	
1312 Function Food Sales	3,874	43,485	82,100	38,615			53.0%	
1313 Function Bar Sales	94	4,025	5,000	975			80.5%	
1315 Income Linen Charge	0	7	0	(7)			0.0%	
1316 Events Income - The View	0	17	0	(17)			0.0%	
<b>The View :- Income</b>	<b>40,606</b>	<b>377,878</b>	<b>563,949</b>	<b>186,071</b>			<b>67.0%</b>	<b>0</b>
4901 Term Maintenance	0	0	5,000	5,000		5,000	0.0%	
<b>The View :- Direct Expenditure</b>	<b>0</b>	<b>0</b>	<b>5,000</b>	<b>5,000</b>	<b>0</b>	<b>5,000</b>	<b>0.0%</b>	<b>0</b>
4000 Salaries & Wages	20,073	146,444	235,250	88,806		88,806	62.3%	
4001 Employers NI	1,324	9,545	16,095	6,550		6,550	59.3%	
4002 Employers Superannuation	1,313	9,246	15,364	6,118		6,118	60.2%	
4003 Sub-contracted Staff	663	1,227	10,300	9,073		9,073	11.9%	
4004 Staff Welfare Costs	35	231	1,448	1,217		1,217	16.0%	
4010 Staff Training	130	160	1,000	840		840	16.0%	

## Detailed Income &amp; Expenditure by Budget Heading 31/10/2019

Month No: 7

## Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4012 Staff Expenses	0	118	155	37		37	76.1%	
4016 Staff Uniform	0	44	206	162		162	21.4%	
4017 Timesheet & Rota Software	0	206	515	309		309	39.9%	
4051 Rates	656	4,591	6,607	2,016		2,016	69.5%	
4052 Water & Sewerage	0	513	3,708	3,195		3,195	13.8%	
4055 Electricity	1,618	10,727	16,995	6,268		6,268	63.1%	
4056 Gas	380	2,449	4,851	2,402		2,402	50.5%	
4060 Refuse	640	2,286	4,120	1,834		1,834	55.5%	
4100 Telecommunications	194	2,064	1,236	(828)		(828)	167.0%	
4105 Postage	1	44	143	99		99	30.6%	
4106 Stationery	93	613	1,030	417		417	59.5%	
4107 Photocopier	2	9	0	(9)		(9)	0.0%	
4110 Advertising & Publicity	23	3,499	7,000	3,501		3,501	50.0%	
4112 Subscriptions	0	75	0	(75)		(75)	0.0%	
4113 Software Support	409	1,661	1,038	(623)		(623)	160.0%	
4114 Licence Fee	0	827	958	131		131	86.3%	
4115 Insurance	0	3,729	3,806	77		77	98.0%	
4116 Web Site	265	568	567	(1)		(1)	100.2%	
4156 Bank Charges	400	2,969	4,281	1,312		1,312	69.4%	
4182 Catering & Hospitality	0	18	0	(18)		(18)	0.0%	
4196 Events Expenditure - The View	410	1,055	4,159	3,104		3,104	25.4%	
4199 Other Expenditure	0	227	0	(227)		(227)	0.0%	
4201 Cleaning & Hygiene	1,237	9,825	20,600	10,775		10,775	47.7%	
4202 Linen Cleaning	228	2,107	2,881	774		774	73.1%	
4261 Grounds Maint non contract	0	347	0	(347)		(347)	0.0%	
4267 Spike Bar Costs	0	0	40,000	40,000		40,000	0.0%	
4270 Vehicles & Equipment Maint	17	2,050	2,000	(50)		(50)	102.5%	
4272 Equipment Purchase	0	556	1,000	444		444	55.6%	
4275 Building Maintenance	2,573	5,173	3,000	(2,173)		(2,173)	172.4%	
4276 CCTV	0	8	1,000	992		992	0.8%	
4279 Fire & Security	72	697	1,545	848		848	45.1%	
4301 Public Works Loan Payment	0	52,488	105,000	52,512		52,512	50.0%	
4303 Food Expenditure	10,393	78,607	92,700	14,093		14,093	84.8%	
4304 Bar Expenditure	3,148	39,385	55,620	16,235		16,235	70.8%	
4305 Fire Extinguishers DO NOT USE	0	0	206	206		206	0.0%	
4306 Catering Utensils & Equip	0	744	1,000	256		256	74.4%	
4307 Bar Utensils & Equip	0	133	250	117		117	53.2%	
4311 Pest Control	0	426	773	348		348	55.0%	
4313 Stock Take	180	1,080	2,266	1,186		1,186	47.7%	
4314 Cost of Card Top Up Incentives	360	2,675	3,966	1,291		1,291	67.4%	
<b>The View :- Indirect Expenditure</b>	<b>46,834</b>	<b>401,444</b>	<b>674,639</b>	<b>273,195</b>	<b>0</b>	<b>273,195</b>	<b>59.5%</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(6,228)</b>	<b>(23,566)</b>						

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Golf Course and The View :- Income	53,704	767,118	1,058,449	291,331			72.5%	
Expenditure	74,030	708,012	1,156,459	448,447	0	448,447	61.2%	
<b>Net Income over Expenditure</b>	<b>(20,326)</b>	<b>59,105</b>	<b>(98,010)</b>	<b>(157,115)</b>				
plus Transfer from EMR	0	33,848						
<b>Movement to/(from) Gen Reserve</b>	<b>(20,326)</b>	<b>92,953</b>						

Precept801 Precept

1176 Precept	0	767,459	767,459	0			100.0%	
1177 Council Tax Support Grant	0	16,414	16,414	0			100.0%	
1178 Special Subsidy Grant	0	10,429	0	(10,429)			0.0%	
<b>Precept :- Income</b>	<b>0</b>	<b>794,302</b>	<b>783,873</b>	<b>(10,429)</b>			<b>101.3%</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>794,302</b>						

Precept :- Income	0	794,302	783,873	(10,429)			101.3%	
Expenditure	0	0	0	0	0	0	0.0%	
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>794,302</b>						

Grand Totals:- Income	73,772	1,828,231	2,636,186	807,955			69.4%	
Expenditure	176,350	1,598,754	2,737,315	1,138,561	0	1,138,561	58.4%	
<b>Net Income over Expenditure</b>	<b>(102,578)</b>	<b>229,477</b>	<b>(101,129)</b>	<b>(330,606)</b>				
plus Transfer from EMR	20,564	319,637						
less Transfer to EMR	0	46,545						
<b>Movement to/(from) Gen Reserve</b>	<b>(82,014)</b>	<b>502,568</b>						

Finance & General Purposes Committee Variance Reporting

28/11/2019

		Currently Reported - 28.11.2019	Previously Reported
<b>201</b>	<b>Administration</b>		
<b>4003</b>	Sub Contracted Staff	As previously reported	<b>27/09/19</b> - Showing higher % of budget due to the services of Jo Whitcom assisting the Facilities Dpt with various project works.
<b>4010</b>	Staff Training	As previously reported	<b>27/09/19</b> - This is higher than the budgeted amount due to Risk Management Training, Tree Survey Inspection Course and Annual Law Update Course that were not budgeted for. There is further training scheduled in the following months and it is likely that the budget will be exceeded by £800. Training is essential for officers to maintain their knowledge to ensure compliance with all legal and statutory requirements.
<b>4012</b>	Staff Expenses	As previously reported	<b>27/09/19</b> - Showing a higher % of budget mainly due to the mileage reclaim to the Future of Our High Street conference in Stockton.
<b>4110</b>	Advertising & Publicity	This is over budget due to increase cost of the tax leaflets and July's newsletter. In addition there was new advertising on the Brighton & Hove Mapping Boards and costs for the Seaford Town Map. It is intended to increase this budget to £5K for next year.	
<b>4112</b>	Subscriptions	Following a journal to the correct code, this account should now stay within budget by the year end.	<b>27/09/19</b> - The budget is already at 100% due to the majority of subscriptions being paid at the beginning of the financial year.
<b>4113</b>	Software Support	As previously reported	<b>27/09/19</b> - Showing a higher % of budget due to additional SIRUS accounts purchased and increased cost in IRIS Payroll due to the rise in staff numbers. It is likely that this will be slightly over budget at the year end.
<b>4115</b>	Insurance	As previously reported	<b>27/09/19</b> - The insurance is paid at the beginning of the year and no further costs are expected.
<b>4116</b>	Website	As previously reported	<b>27/09/19</b> - This is over budget with further costs expected due to the new website that is currently underway. When setting the budget last year, it was unclear of the costs but it is likely to double.

# Finance & General Purposes Committee Variance Reporting

28/11/2019

		Currently Reported - 28.11.2019	Previously Reported
4157	Audit Fees	As previously reported	27/09/19 - This is currently showing in credit due to the accrual for external audit costs for 2018/19 yet to be invoiced.
4199	Other Expenditure	Following on from previously reported, this account has now been rectified.	27/09/19 - Showing a higher % of budget due to an incorrect coding which will be rectified in the September accounts
4272	Equipment Purchase	As previously reported	27/09/19 - Showing a higher % of budget due to the new laptops required for the admin offices.
205	Premises Church Street		
1050	Income Rent	As previously reported	27/09/19 - The income is showing a higher % due to that 75% of the rent for CAB and TIC is shown in April. The remainder will be invoiced in December so therefore, it should not be expected that we will be much over the budgeted income this year.
4050	Rent Payable	28/11/2019 - This is overbudget due to the back dated rent increase dating back to 2018. Although we paid backdated rent in 2018/19, this related to the uplift that they were entitled to charge.	
4272	Equipment Purchase	28/11/2019 - This unbudgeted expense relates to the outside notice board that needed replacing.	
206	Hurdis House		
1051	Income Insurance	As previously reported	27/09/19 - The budgeted income has been fully received for 19/20.
4115	Insurance	As previously reported	27/09/19 - The insurance costs are all paid out during the first two months of the year. There are no further costs expected on this account.
4301	Public Works Loan Board	As previously reported	27/09/19 - The PWLB payments come out twice a year and are due to finish in 2025.
210	Civic Expenses		
4013	Members Expenses	28/11/2019 - This is showing as overbudget due to the travel costs to the annual NALC conference.	
4106	Stationery	As previously reported	27/09/19 - Showing a higher % of budget due to the stationery for the newly elected councillors in May.

# Finance & General Purposes Committee Variance Reporting

28/11/2019

		Currently Reported - 28.11.2019	Previously Reported
<b>210</b>	<b>Civic Expenses Continued</b>		
4113	Software Support	As previously reported	27/09/19 - Showing a higher % of budget due to when the microsoft invoices are received. Due to an overlap with the old and new councillors in May, there is likely to be a slight overspend at year end.
4115	Insurance	As previously reported	27/09/19 - The insurance costs relate to the civic regalia which was slightly higher than the budget. There are no further costs expected on this account.
4184	Civic - Other	As previously reported	27/09/19 - The Freedom of the Town award / event was agreed after the budget had been set. Therefore there will be an overspend in this account by the year end of approximately £1,000.
4188	Town Crier Expenses	28/11/2019 - There is a significant overspend due to the Town Crier Uniform needing cleaning and repairing. In addition, the Town Crier sourced a uniform waistcoat for the hot weather at a competitive price and so with the agreement of the Town Clerk, this was also paid for.	
4189	Young Mayor	As previously reported	27/09/19 - This is showing a credit due to an accrual at the beginning of the year. Whilst the general accounts year end runs until the end of March, the Mayoral year runs from May to May. Therefore, the expenditure for the previous young mayor was accrued for the awards at the Town Forum in May so as not to take out of this year's Young Mayor's pot. However, the amount of £136 was not used and as the new Young Mayor has not spent any funds as yet, it shows as a credit.
4190	Election Costs	As previously reported	27/09/19 - The cost of the 19/20 elections should cost no more £26,520 leaving £3,380 in the budget. It is intended to put this amount into the election EMR at year end to cover any potential by-elections and to build up to the next elections in 2023.
215	<b>Grants</b>		
4401	Grants	As previously reported	27/09/19 - Following the annual grants process between April - June, the full grants budget is paid out soon after. No further expenditure will be met from this budget in this financial year.



## Seaford Town Council

Report 105/19

<b>Agenda Item No:</b>	5
<b>Committee:</b>	Finance & General Purposes
<b>Date:</b>	28 <sup>th</sup> November 2019
<b>Title:</b>	Hire Charges for use of Council Office Facilities and Open Spaces
<b>By:</b>	Lucy Clark – Finance Manager
<b>Purpose of Report:</b>	To seek approval for the use of Council Office Facilities and Open Spaces during 2020-21

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### Recommendations

You are recommended:

1. To approve the fees proposed Venue & Facilities Hire Charges during 2020-21 as shown in Appendix A.
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### 1. Information

- 1.1 Attached as Appendix A is the proposed fee schedule for the use of Council facilities during 2020/21. Appendix B shows the current fees for 2019/20.
- 1.2 Hire charges relating to the rooms within the Council Offices are inclusive of VAT which must be charged. The rates have been increased by 3% for 2020/21.
- 1.3 Whilst we have updated the costs of hire for the rooms at Church Street, it is becoming more impracticable to hire out the Chambers and upstairs Meeting Room due to the growing number of staff within the Church Street offices and this being in use by office staff most days. In addition, it takes up valuable staff time to let groups up and down the stairs as individuals are not allowed to move through the police building unaccompanied. There is also the added problem of only one female toilet for the whole building which is not practicable for large groups. It is therefore intended that with the exception of the Citizens Advice Bureau, we will no longer rent out this room.
- 1.4 Photocopying fees have been increased by two pence.
- 1.5 Open Spaces hire charges have been increased by 3% (no VAT is charged on these prices). However, they are currently being evaluated by the Facilities team and may change which will be reported in the January Council meeting.
- 1.6 All Beach Hut site licence and rental costs have increased by 3% and all include VAT.



**2. Financial Appraisal**

The financial implications as set as in section 1 of this report.

**3. Contact Officer**

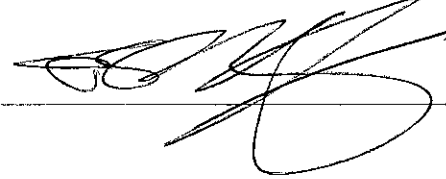
The Contact Officer for this report is Lucy Clark, Support Services Manager

Finance Manager



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Town Clerk



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Venue/facilities Hire Charges

Effective from 1 April 2020 until 31 March 2021

Venue/Facility	Concessions Voluntary Groups with Official Council Representation	Non Commercial Local Seaford Based Voluntary Groups	Commercial Outside Bodies or Voluntary Groups That Are Not Based in Seaford.
<b>Rooms</b>		(9.00 - 16.00)	(9.00 - 16.00)
Council Chamber - Hourly Rate	£0	£9.20 (incl VAT)	£18.45 (incl VAT)
Council Chamber - Daily Rate	£0	£54.95 (inc VAT)	£109.85 (inc VAT)
Offices, 37 Church Street - Hourly Rate	£0	£6.85 (incl VAT)	£13.50 (incl VAT)
Offices, 37 Church Street - Daily Rate	£0	£31.95 (incl VAT)	£73.30 (incl VAT)
<b>Office Services</b>	<b>Photocopying</b>		
A4 B/W Single Sided Sheet	13p (incl VAT)		
A4 B/W Double Sided Sheet	15p (incl VAT)		
A4 Colour Single Sided Sheet	17p (incl VAT)		
A4 Colour Double Sided Sheet	22p (incl VAT)		
A3 B/W Single Sided Sheet	18p (incl VAT)		
A3 B/W Double Sided Sheet	19p (incl VAT)		
A3 Colour Single Sided Sheet	23p (incl VAT)		
A3 Colour Double Sided	32p (incl VAT)		

Open Spaces	Not for Profit / Voluntary Groups (All Exempt from VAT)				Commercial / Outside Bodies (All Exempt from VAT)			
	Day Rate	Set Up Rate	Hourly Rate	Hourly Rate	Day Rate	Set Up Rate	Hourly Rate	Hourly Rate
Crouch Gardens - Ornamental	£ 33.45	£ 16.75	£ 6.70	£ 27.85	£ 171.25	£ 83.55	£ 27.85	£ 27.85
Crouch Gardens - Pitch	£ 44.55	£ 22.30	£ 14.45	£ 27.85	£ 171.25	£ 83.55	£ 27.85	£ 27.85
Martello East Field	£ 169.75	£ 84.85	£ 42.45	£ 106.10	£ 424.35	£ 189.95	£ 106.10	£ 106.10
Martello West Field	£ 42.45	£ 21.20	£ 13.80	£ 53.05	£ 275.85	£ 95.50	£ 53.05	£ 53.05
Martello Entertainment Area	£ 31.80	£ 15.90	£ 6.40	£ 21.20	£ 159.15	£ 79.55	£ 21.20	£ 21.20
Promenade	£ 44.55	£ 44.55	n/a	n/a	£ 44.55	£ 44.55	n/a	n/a
10 is Recreation Grounds	£ 178.25	£ 86.50	£ 89.15	£ 106.10	£ 445.60	£ 200.55	£ 106.10	£ 106.10
27th Hill Barn	£ 33.45	£ 16.75	£ 6.70	£ 44.55	£ 178.25	£ 89.15	£ 44.55	£ 44.55

Beach Huts	
Martello - Site Licence	£431.26 (incl VAT)
Martello - Rental Fees	£1,395.70 (incl VAT)
Bonningstedt - Site Licence	£515 (incl VAT)

Venue/facilities Hire Charges

Effective from 1 April 2019 until 31 March 2020

Venue/Facility	Concessions Voluntary Groups with Official Council Representation	Non-Commercial Local Seaford-Based Voluntary Groups	Commercial Outside Bodies or Voluntary Groups That Are Not Based in Seaford.
<b>Rooms</b>		(9.00 - 16.00)	(9.00 - 16.00)
Council Chamber - Hourly Rate	£0	£8.95 (incl VAT)	£17.90 (incl VAT)
Council Chamber - Daily Rate	£0	£53.35 (inc VAT)	£106.65 (inc VAT)
Offices, 37 Church Street - Hourly Rate	£0	£6.65 (incl VAT)	£13.10 (incl VAT)
Offices, 37 Church Street - Daily Rate	£0	£31.00 (incl VAT)	£72.15 (incl VAT)
<b>Office Services</b>	<b>Photocopying</b>		
A4 B/W Single Sided Sheet	11p (incl VAT)		
A4 B/W Double Sided Sheet	13p (incl VAT)		
A4 Colour Single Sided Sheet	15p (incl VAT)		
A4 Colour Double Sided Sheet	20p (incl VAT)		
A3 B/W Single Sided Sheet	15p (incl VAT)		
A3 B/W Double Sided Sheet	17p (incl VAT)		
A3 Colour Single Sided Sheet	21p (incl VAT)		
A3 Colour Double Sided	30p (incl VAT)		

Open Spaces	Not for Profit / Voluntary Groups (All Exempt from VAT)				Commercial / Outside Bodies (All Exempt from VAT)			
	Day Rate	Set Up Rate	Hourly Rate	Hourly Rate	Day Rate	Set Up Rate	Hourly Rate	Hourly Rate
Crouch Gardens - Ornamantal	£ 32.45	£ 16.25	£ 6.50	£ 27.05	£ 166.25	£ 81.10	£ 81.10	£ 27.05
Crouch Gardens - Pitch	£ 43.25	£ 21.65	£ 14.05	£ 27.05	£ 166.25	£ 81.10	£ 81.10	£ 27.05
Martello East Field	£ 164.80	£ 82.40	£ 41.20	£ 103.00	£ 412.00	£ 185.40	£ 185.40	£ 103.00
Martello West Field	£ 41.20	£ 20.60	£ 13.40	£ 51.50	£ 267.80	£ 92.70	£ 92.70	£ 51.50
Martello Entertainment Area	£ 30.90	£ 15.45	£ 6.20	£ 20.60	£ 154.50	£ 77.25	£ 77.25	£ 20.60
Promenade	£ 43.25	£ 43.25	n/a	n/a	£ 43.25	£ 43.25	£ 43.25	n/a
Salts Recreation Grounds	£ 173.05	£ 84.00	£ 86.55	£ 103.00	£ 432.60	£ 194.70	£ 194.70	£ 103.00
South Hill Barn	£ 32.45	£ 16.25	£ 6.50	£ 43.25	£ 173.05	£ 86.55	£ 86.55	£ 43.25

Beach Huts	
Martello - Site Licence	£418.70 (incl VAT)
Martello - Rental Fees	£1,355.05 (incl VAT)
Bonningstedt - Site Licence	£500 (incl VAT)



<b>Agenda Item No:</b>	6
<b>Committee:</b>	Finance & General Purposes
<b>Date:</b>	28 <sup>th</sup> November 2019
<b>Title:</b>	Proposed Finance & General Purposes Budget 2019/20
<b>By:</b>	Lucy Clark, Finance Manager
<b>Purpose of Report:</b>	To present a draft budget for 2020/21 for the Committee to consider and make any recommendation to the Council meeting on the 23rd January 2020.

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### Recommendations

#### You are recommended:

1. To consider the draft 2020/21 Committee budget.
  2. To make any recommendations to the Council when considering the Committee Budget for 2020/21.
  3. To note that a Working Group Meeting for all Councillors to discuss all Committee budgets in detail is being held on 9th January 2020.
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### 1. Information

- 1.1 Attached at Appendix A shows the summary of the actual financial performance of the Finance & General Purposes Committee for 2018/19. Also included are the actual figures to 30/09/2019; the projected outturn to 31/03/2020, and the draft budget for 2020/21 through to 2024/25.
- 1.2 The budget for years beyond 2020/21 will not be binding on the Council and are indicative only but are there to assist in future planning.
- 1.3 The projection for this financial year for the Committee is currently showing a variation of £18,208; after Ear Marked Reserves movements have been considered, the variation increases to £23,084.

This is due to the budget showing a spend from the Election EMR of £4,000 thus reducing the expenditure required. This was not being utilised as the Election account budget is in credit and so it is projected to increase the Election EMR by £3,380 which in turn increases the expenditure required.

- 1.4 In addition, the following points should be noted:
  - The Professional Fees show a variance of £7,510 which is largely due to the ongoing grievance and personnel matter that the Council is currently dealing with.
  - Sub-Contracted Staff show a variance of £4,000 due the external project officer assistance within the Facilities Department. The amount within the EMR353- External Officer Support of £2,504 will part cover this overspend.

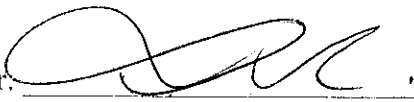
- Staff Training costs are projecting a £1,940 variance. This was largely due to the Risk Management training and Future of Our High Street training. The training budget has increased to a more realistic figure to ensure that staff keep abreast with their knowledge and stay up to date with current relevant legislation.
  - Audit Fees are showing a saving of £6,500 due to a carry forward credit and works that were originally budgeted for, not taking place.
  - The Rent and Service Charge show a combined variance of £12,526 which is partly due to an increase in the back payment of rent dating back three years.
  - The Rates show a £2,581 saving as the rates were reduced after the budget for the year had been set.
  - The Civic Other account shows a variance of £1,000. This relates to the Freedom of The Town event that Council agreed to hold after the budget had already been set for this year.
  - Whilst the Election Costs show a saving of £3,380, it is requested that this projected surplus be transferred to the EMR-Election Costs at the year end. Going forward each year, it is budgeted to put in £12,000 to this EMR to ensure enough funds for the 2023/24 Election Year.
  - The Town Crier Expenses shows a variance of £837 which relates to an additional waistcoat for use in hot weather.
- 1.5 As mentioned above, it is intended to use EMR–External Officer Support of £2,504 to offset the £4,000 variance within the Sub Contracted Staff costs.
- 1.6 With regards to the 2020/21 budget, this has been fully evaluated considering the planned spends for the new year. Notes for some budgets are included where necessary in Appendix A.
- 1.7 The existing and projected Earmarked Reserves are detailed in Appendix B attached.
- 1.8 The draft summary of all Committees is attached in Appendix C for information. This is still in draft form as The View and Golf budget has yet to be taken to its Committee for considerations. The Band D tax bases are in italics and have been estimated with an increase of 100-unit year on year. The actual figure for 2019/20 will be known in December. The balance available to transfer to general reserves will be increased / decreased by approx. £1,000 for each 10-unit increase / decrease of the Band D base.
- 1.9 A Working Group Meeting has been organised for the Committee and all other Councillors to gain a detailed understanding of the Councils finances prior to the Council meeting on the 23rd January 2020. This will take place on the 9<sup>th</sup> January 2020.


## 2. Financial Appraisal

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

**3. Contact Officer**

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

Finance Manager:  \_\_\_\_\_

Town Clerk:  \_\_\_\_\_



APPENDIX A.

Account Code	Administration Cost Centre 201	2018/19 Actual	2019/20 Final Budget	2019/20 Actual to 30/09/2019	2019/20 Projected Outturn	2020-21 Budget	2021-2022 Budget	2022-2023 Budget	2023-2024 Budget	2024-25 Budget	Budget Notes
4000	Salaries & Wages	280,455	295,667	151,361	299,050	340,272	347,077	354,019	361,099	368,321	
4001	Employers NI	25,681	26,115	13,349	23,341	28,026	28,306	28,589	28,875	29,164	
4002	Employers Superannuation	52,901	54,204	27,598	52,267	59,735	60,332	60,936	61,545	62,160	
4003	Sub-contracted Staff	7,651	8,000	5,648	12,000	10,000	10,100	10,201	10,303	10,406	£2,504 to come from EMR
4004	Staff Welfare Costs	966	1,176	546	1,092	1,125	1,159	1,193	1,229	1,266	
4009	Recruitment Costs	1,555	1,030	0	1,030	1,061	1,093	1,126	1,159	1,194	
4010	Staff Training	5,742	2,060	2,420	4,000	4,000	4,120	4,244	4,371	4,502	Increased to reflect training needs
4012	Staff Expenses	796	850	505	1,000	1,030	1,061	1,093	1,126	1,159	
4015	Office Refreshments	489	630	147	500	515	530	546	563	580	
4100	Telecommunications	3,633	5,400	2,199	5,000	5,150	5,305	5,464	5,628	5,796	
4105	Postage	496	850	274	500	600	618	637	656	675	
4106	Stationery	1,242	1,931	1,181	2,000	2,060	2,122	2,185	2,251	2,319	
4107	Photocopier	1,638	1,600	948	1,600	1,648	1,697	1,748	1,801	1,855	
4108	Recycling and Shredding	120	200	0	200	206	212	219	225	232	
4110	Advertising and Publicity	3,149	4,017	2,998	5,211	5,000	5,150	5,305	5,464	5,628	
4111	Office Equipment	3,419	1,545	727	1,545	1,591	1,639	1,688	1,739	1,791	
4112	Subscriptions	4,126	4,745	4,341	4,846	5,000	5,150	5,305	5,464	5,628	
4113	Software Support	10,037	10,725	7,013	10,225	8,685	8,946	9,214	9,490	9,775	
4114	Licence Fee	35	35	0	35	35	35	35	35	35	
4115	Insurance	1,950	2,008	1,928	1,928	1,993	2,053	2,114	2,178	2,243	
4116	Web Site	420	2,500	4,059	4,650	850	850	850	850	850	
4154	Land Registry Fees	12	20	6	20	21	21	22	23	23	
4155	Professional Fees	3,244	3,090	450	10,600	4,000	4,120	4,244	4,371	4,502	
4156	Bank Charges	1,347	1,500	883	1,750	1,803	1,857	1,912	1,970	2,029	
4157	Audit Fees	3,123	9,300	-301	2,800	3,120	3,140	3,160	3,180	3,190	
4182	Catering & Hospitality	39	100	63	100	100	100	100	100	100	
4199	Other Expenditure	76	120	30	120	120	120	120	120	120	
4270	Vehicle & Equipment Maint	210	0	0	0	0	0	0	0	0	
4272	Equipment Purchase	0	2,480	2,200	2,480	2,500	1,000	1,000	1,000	1,000	
4413	Neighbourhood plan	11,722	4,000	1,161	4,000	0	0	0	0	0	
4414	Neighbourhood Disbursement Budget	54	0	0	0	0	0	0	0	0	
<b>Administration Expenditure</b>		<b>426,328</b>	<b>445,898</b>	<b>231,734</b>	<b>453,890</b>	<b>490,245</b>	<b>497,913</b>	<b>507,267</b>	<b>516,813</b>	<b>526,543</b>	
1013	Income Bank Recharge	12	0	0	0	0	0	0	0	0	
1049	Income Postage Recharge	6	0	0	0	0	0	0	0	0	
1054	Income Other	100	100	165	165	100	100	100	100	100	
1059	Photocopying Income	81	0	10	10	0	0	0	0	0	

Account Code	2018/19 Actual	2019/20 Final Budget	2019/20 Actual to 30/09/2019	2019/20 Projected Outturn	2020-21 Budget	2021-2022		2022-2023		2023-2024		2024-25		Budget Notes
						Budget	Budget	Budget	Budget	Budget	Budget			
1062	749	850	281	625	644	663	683	703	725					
1068	0	0	15	15	0	0	0	0	0					
1190	1,134	6,042	2,076	4,950	5,099	5,251	5,409	5,571	5,738					
<b>Administration Income</b>	<b>2,753</b>	<b>6,992</b>	<b>2,547</b>	<b>5,765</b>	<b>5,842</b>	<b>6,015</b>	<b>6,192</b>	<b>6,375</b>	<b>6,563</b>					
<b>Net Expenditure over Income</b>	<b>423,575</b>	<b>438,906</b>	<b>229,187</b>	<b>448,125</b>	<b>484,403</b>	<b>491,898</b>	<b>501,075</b>	<b>510,438</b>	<b>519,980</b>					
<b>Premises - Church Street Cost Centre 205</b>														
4050	20,927	18,000	13,873	23,756	20,373	20,984	21,614	22,262	22,930					
4051	7,966	8,205	3,372	5,624	5,793	5,967	6,145	6,330	6,520					
4059	34,548	9,300	7,245	16,070	18,000	18,540	19,096	19,669	20,259					
4199	5	0	5	5	0	0	0	0	0					
4270	638	550	149	550	567	583	601	619	638					
4275	116	1,500	461	1,500	1,500	1,500	1,500	1,500	1,500					
4901	0	500	0	500	500	500	500	500	500					
<b>Premises - Church St Expenditure</b>	<b>64,200</b>	<b>38,055</b>	<b>25,105</b>	<b>48,005</b>	<b>46,732</b>	<b>48,074</b>	<b>49,456</b>	<b>50,880</b>	<b>52,347</b>					
1050	13,916	6,042	4,616	6,392	6,223	6,410	6,602	6,800	7,004					
<b>Premises - Church Street Income</b>	<b>13,916</b>	<b>6,042</b>	<b>4,616</b>	<b>6,392</b>	<b>6,223</b>	<b>6,410</b>	<b>6,602</b>	<b>6,800</b>	<b>7,004</b>					
<b>Net Expenditure over Income</b>	<b>50,284</b>	<b>32,013</b>	<b>20,489</b>	<b>41,613</b>	<b>40,509</b>	<b>41,664</b>	<b>42,854</b>	<b>44,080</b>	<b>45,342</b>					
<b>Premises - Hurdis House Cost Centre 206</b>														
4115	386	398	398	398	410	422	435	448	461					
4301	15,002	15,002	7,501	15,002	15,002	15,002	15,002	15,002	15,002					
<b>Premises-Hurdis House Expenditure</b>	<b>15,388</b>	<b>15,400</b>	<b>7,899</b>	<b>15,400</b>	<b>15,412</b>	<b>15,424</b>	<b>15,437</b>	<b>15,450</b>	<b>15,463</b>					
1050	22,313	22,137	11,116	22,137	22,580	23,031	23,492	23,962	24,441					
1051	373	384	385	398	410	422	435	448	461					
<b>Premises - Hurdis House Income</b>	<b>22,686</b>	<b>22,521</b>	<b>11,501</b>	<b>22,535</b>	<b>22,990</b>	<b>23,454</b>	<b>23,927</b>	<b>24,410</b>	<b>24,902</b>					
<b>Net Expenditure over Income</b>	<b>-7,298</b>	<b>-7,121</b>	<b>-3,602</b>	<b>-7,135</b>	<b>-7,578</b>	<b>-8,029</b>	<b>-8,490</b>	<b>-8,960</b>	<b>-9,439</b>					



	2018/19 Actual	2019/20 Final Budget	2019/20 Actual to 30/09/2019	2019/20 Projected Outturn	2020-21 Budget	2021-2022 Budget	2022-2023 Budget	2023-2024 Budget	2024-25 Budget	Budget Notes
<b>COMMITTEE SUMMARY</b>										
201 Administration	423,575	438,906	229,187	448,125	484,403	491,898	501,075	510,438	519,980	
205 Premises Church Street	50,284	32,013	20,489	41,613	40,509	41,664	42,854	44,080	45,342	
206 Premises Hurdis House	-7,298	-7,121	-3,602	-7,135	-7,578	-8,029	-8,490	-8,960	-9,439	
210 Civic Expenses	12,283	39,861	5,022	39,264	20,973	21,088	21,206	22,327	21,453	
215 Grants	23,000	30,000	30,000	30,000	31,000	31,000	31,000	31,000	31,000	
<b>Total Net Expenditure</b>	<b>501,844</b>	<b>533,659</b>	<b>281,096</b>	<b>551,867</b>	<b>569,307</b>	<b>577,621</b>	<b>587,645</b>	<b>598,885</b>	<b>608,336</b>	
<b>Total Committee Expenditure</b>	<b>541,299</b>	<b>569,314</b>	<b>299,860</b>	<b>586,659</b>	<b>604,462</b>	<b>613,599</b>	<b>624,466</b>	<b>636,570</b>	<b>646,906</b>	
<b>Total Committee Income</b>	<b>39,455</b>	<b>35,655</b>	<b>18,764</b>	<b>34,792</b>	<b>35,155</b>	<b>35,978</b>	<b>36,821</b>	<b>37,685</b>	<b>38,570</b>	
<b>Net Committee Requirement</b>	<b>501,844</b>	<b>533,659</b>	<b>281,096</b>	<b>551,867</b>	<b>569,307</b>	<b>577,621</b>	<b>587,645</b>	<b>598,885</b>	<b>608,336</b>	
<b>Income to be put into EMR's</b> EMR320 - Elections				3,380	12,000	12,000	12,000	12,000	12,000	
<b>Expenditure from EMR's</b> EMR320 - Elections EMR553 - External Officer Support		-4,000		-2,504				-40,000		
	<b>501,844</b>	<b>529,659</b>	<b>281,096</b>	<b>552,743</b>	<b>581,307</b>	<b>1,239,198</b>	<b>1,260,933</b>	<b>1,245,140</b>	<b>1,305,811</b>	

Projected Outturn Compared to Budget	18,208
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Projected Outturn Compared to Budget After EMR's	23,084
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Seaford Town Council PROJECTED Earmarked Reserves at 31/03/2020

A/C Code	Reserve Details	Opening Balance at 01/04/2018		Transfers to EMR from General Fund		Transfers to General Fund		Used To Fund Expenditure		Projected Closing Balance 31/03/2019		Comments
		£		£		£		£		£		
320	EMR Elections	£ 4,892	£ 3,380	£ -	£ -	£ -	£ -	£ -	£ -	£ 8,272		Assume a surplus from the £30K budget - putting into an EMR to build up for the 2023 Elections
323	EMR Crypt - Professional Fees	£ 4,965	£ -	£ -	£ -	£ -	£ -	£ 4,965	£ -	£ -		Utilised towards the cost of replacing the Skylight
327	EMR S106 Salts Skate Park	£ 199,734	£ 38,000	£ -	£ -	£ -	£ -	£ 237,250	£ -	£ 484		Utilised to cover all Skate Park costs.
329	EMR The Salts Landscaping	£ 845	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 845		
334	EMR Seaford Head Nature Reserve	£ 539	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 539		
340	EMR Equipment	£ 8,759	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 8,759		
342	EMR Tree Planting	£ 12,166	£ 1,086	£ -	£ -	£ -	£ -	£ 442	£ -	£ 12,810		The amount of £1,086 is from residents donations specifically for Tree Wardens - this amount and any future receipts in relation to the tree wardens will need putting into the EMR at year end. Expenditure covers any costs during the year.
345	EMR Memorial Bench Maintenance	£ 120	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 120		
353	EMR External Officer Support	£ 2,504	£ -	£ -	£ -	£ -	£ -	£ 2,504	£ -	£ -		Utilised towards costs for Projects Officer (JW)
355	EMR The Seaford App.	£ 1,206	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 1,206		
358	EMR Community Projects	£ 4,080	£ 2,887	£ -	£ -	£ -	£ -	£ 5,480	£ -	£ 1,487		Utilised for the Beach Access project
361	EMR CIL Income	£ 11,048	£ 9,594	£ -	£ -	£ -	£ -	£ 7,988	£ -	£ 12,654		
363	EMR Seaford Development Plan	£ 112,265	£ -	£ -	£ -	£ -	£ -	£ 36,733	£ -	£ 75,532		Utilised for the Seasonal Beach Hut set up.
364	EMR Spike Bar	£ 39,070	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 39,070		
365	EMR Borehole	£ 47,755	£ -	£ -	£ -	£ -	£ -	£ 47,755	£ -	£ -		Borehole Works at Seaford Head Golf Course
	<b>EMR Total</b>	£ 449,945	£ 54,947	£ -	£ -	£ -	£ -	£ 343,117	£ -	£ 161,776		

Summary Budget 2020/21		2018/19	2019/20	2019/20	2019/20	2020/21	2021-22	2022-23	2023-24	2024-25
		Actual	Final Budget	Actual to 30/09/2019	Projected Outturn	Budget	Budget	Budget	Budget	Budget
<b>Finance &amp; General Purposes Committee</b>										
Expenditure		541,299	569,314	299,860	586,659	604,462	613,599	624,466	636,570	646,906
Income		39,455	35,655	18,764	34,792	35,155	35,978	36,821	37,685	38,570
Net		501,844	533,659	281,096	551,867	569,307	577,621	587,645	598,885	608,336
<b>Community Services Committee</b>										
Expenditure		403,132	1,011,542	488,580	723,545	1,027,818	477,787	462,225	471,387	460,210
Income		636,079	758,209	227,981	276,970	674,346	230,158	235,195	240,294	245,543
Net		-232,947	253,333	260,599	446,575	353,472	247,629	227,030	231,093	214,666
<b>Golf and The View Committee</b>										
Expenditure		1,020,881	1,156,459	633,962	1,116,177	1,154,798	1,139,385	1,167,053	1,171,139	1,176,591
Income		1,043,073	1,058,449	713,415	1,024,140	1,067,250	1,087,701	1,121,050	1,150,325	1,185,554
Net		-22,192	98,010	-79,453	92,037	87,548	51,684	46,003	20,813	-8,963
<b>Total Committees</b>										
Expenditure		1,965,312	2,737,315	1,422,402	2,426,381	2,787,078	2,230,771	2,226,076	2,275,010	2,278,254
Income		1,718,607	1,852,313	960,160	1,335,902	1,776,751	1,353,837	1,359,717	1,399,029	1,434,439
Total Net Expenditure		246,705	885,002	462,242	1,090,479	1,010,327	876,933	866,359	875,981	843,816

## Summary Budget 2020/21

## PLUS Transfers INTO Ear Marked Reserves

	2018/19 Actual	2019/20 Final Budget	2019/20 Actual to 30/09/2019	2019/20 Projected Outturn	2020/21 Budget	2021-22 Budget	2022-23 Budget	2023-24 Budget	2024-25 Budget
EMR320 - Election costs	4,892			3,380	12,000	12,000	12,000	0	12,000
EMR327 - S106 Salts Skate Park	199,881			38,000					
EMR329 - The Salts Landscaping	845								
EMR342 - Tree Planting	1,878			1,086					
EMR358 - Community Projects	4,080			2,887					
EMR353 - External Officer Support	0			9,594	9,500	9,500	9,500	9,500	9,500
EMR361 - CIL Receipts	0								
EMR353 - External Officer Support	0								
EMR363 - Seafont Development Plan	135,684								
EMR364 - Spike Bar	40,000								
EMR365 - SHGC borehole	50,000								
PLUS Transfer TO General Reserves	73,472	53,300		53,300					
	0								

## Balance of Net Expenditure

	760,730	938,302	462,242	1,198,726	1,031,827	898,433	887,859	885,481	865,316
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## LESS Expenditure OUT OF Ear Marked Reserves

EMR320 - Election costs	0	-4,000		0					
EMR323 - Crypt Professional Fees				-4,965					
EMR327 - S106 Salts Skate Park	-147	-50,000		-237,250					
EMR340 - Equipment (towards borehole)				0					
EMR342 - Tree Planting				-442					
EMR353 - External Officer Support				-2,504					
EMR358 - Community Projects				-5,480					
EMR361 - CIL Receipts	-3,250			-7,988					
EMR363 - Seafont Development Plan	-23,419			-36,733					
EMR364 - Spike Bar	-930	-40,000		-522					
EMR365 - Borehole & New Tank	-2,245	-50,000		-47,754					
LESS Amount required to balance FROM General Reserves		0		-60,786					

## Balance of Net Expenditure

	730,739	794,302	462,242	794,302	938,568	888,933	878,359	835,981	855,816
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LESS Revenue Support Grant  
LESS Special Subsidy

	-20,891	-16,414		-16,414					
	0	-10,429		-10,429					
					-11,937	-7,460	-2,983	0	0
					0	0	0	0	0

## Precept demand

	709,848	767,459	462,242	767,459	926,631	881,473	875,376	835,981	855,816
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## Tax Base

	9,707	9,544		9,544	9,644	9,744	9,844	9,944	10,044
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## Band D Council Tax

	73.13	80.41		80.41	96.08	90.46	88.92	84.07	85.21
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Council Tax Percentage increase

		9.96%			19.49%	-5.85%	-1.70%	-5.46%	1.35%
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