



## 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 23<sup>rd</sup> January 2020** at 7.00pm, which you are summoned to attend.

James Corrigan  
Town Clerk  
10<sup>th</sup> January 2020

### AGENDA

**1. Apologies for Absence**

To consider apologies for absence.

**2. Disclosure of Interests**

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

**3. Public Participation**

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

**4. Minutes**

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

Please note, this is not an opportunity to discuss the content of meetings but to note the accuracy of the minutes as a proper reflection of the meeting in accordance with the Agenda & Minutes Policy.

4.1	Full Council	17 <sup>th</sup> October 2019	pages 4 to 9
		13 <sup>th</sup> November 2019	pages 10 to 11
4.2	Finance & General Purposes	28 <sup>th</sup> November 2019	pages 12 to 13
4.3	Community Services	14 <sup>th</sup> November 2019	pages 14 to 15
4.4	Golf & The View	3 <sup>rd</sup> December 2019	pages 16 to 17
4.5	Planning & Highways	10 <sup>th</sup> October 2019	pages 18 to 23
		31 <sup>st</sup> October 2019	pages 24 to 29
		21 <sup>st</sup> November 2019	pages 30 to 32
		12 <sup>th</sup> December 2019	pages 33 to 36
4.6	Grievance Sub-Committee	12 <sup>th</sup> November 2019	page 37
4.7	Personnel Committee	12 <sup>th</sup> November 2019	pages 38 to 39

**5. Civic Update Reports:**

**a. Mayor's Update Report**

To note report 129/19 presenting the Mayor's Update Report and details of engagements from October 2019 to date (pages 40 to 46).

**b. Young Mayor's Update Report**

To provide an opportunity for a verbal update from the 2019-2020 Young Mayor, James Jenkins.

**6. Clerk's Report**

To consider report 130/19 presenting the Clerk's update report from October 2019 to date (to be circulated as soon as possible).

**7. 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.

**8. Final Budget Report 2020/2021 Band Setting of Precept**

To consider report 126/19 presenting the final draft Budget for 2020/2021 and recommended precept amount (pages 47 to 70).

**9. The Salts Project Improvement Proposal**

To consider report 119/19 presenting The Salts Improvement Proposal, initiating a development project in order to create a funding application and associated consultation and documentation to develop The Salts Recreation Ground. (pages 71 to 87).

**10. (Agenda item not used)**

**11. (Agenda item not used)**

**12. Internal Audit Interim Report**

To consider report 118/19 presenting the first interim Internal Audit report for 2019-20 (pages 88 to 96).

**13. Consultation Response: Strengthening police powers to tackle unauthorised encampments**

To consider report 127/19 highlighting the current Home Office consultation on strengthening police powers to tackle unauthorised encampments and presenting a draft response. (pages 97 to 128).

**14. Coat of Arms Policy**

To consider report 125/19 presenting a draft Coat of Arms Policy for adoption (pages 129 to 133).

**15. Training & Development Policy Review**

To consider report 120-19 presenting the revised Training & Development Policy for adoption (pages 134 to 141).

**16. Equal Opportunities Policy Review**

To consider report 121-19 presenting the reviewed Equal Opportunities Policy for adoption (pages 142 to 143).

**17. Parental Leave Policy Review**

To consider report 122-19 presenting the revised Parental Leave Policy for adoption (pages 144 to 145).

**18. Sickness Absence Policy Review**

To consider report 122-19 presenting the revised Parental Leave Policy for adoption (pages 146 to 150).

**19. Exclusion of Press & Public**

The Chair will move that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded for the remainder of the meeting, as the following item on the agenda concerns nationally sensitive operational details.

**20. National and Local Mourning Procedure EXEMPT**

To consider exempt report 123/19 presenting the draft National and Local Mourning Procedure for adoption (exempt pages 151 to 162).

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

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



Seaford Town Council

MINUTES of a Meeting of the Full Council held in the Council Chambers, 37 Church Street, Seaford on Thursday 17<sup>th</sup> October 2019 at 7.00pm.

**Present:**

Councillor N Adil (Mayor) and Councillor J Lord (Deputy Mayor).

Councillors P Boorman, L Boorman, M Brown, J Cash, S Dunn, J Edson, M Everden, M Hayder, R Hayder, R Honeyman, O Honeyman, A Latham, J Meek, R Reed, G Rutland, L Wallraven and B Webb.

James Corrigan, Town Clerk – Seaford Town Council

Tony Jackson, Projects & Facilities Officer – Seaford Town Council

Georgia Raeburn, Executive Support Officer – Seaford Town Council

18 members of the public

**C54/10/19 Apologies for Absence**

Apologies for absence were received from Councillor R Morland.

It was reminded that Councillors ought to be giving reasons for the absence when submitting an apology.

**C55/10/19 Disclosure of Interests**

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

**C56/10/19 Public Participation**

*Resident A*

*Representing a number of residents of Dane Close and the surrounding area, raised concerns with regards to item 15, West View Beach Huts. Having previously raised issues with the West View Beach Huts, now has concerns regarding the proposed re-siting of the Huts going forwards, in particular safety and congestion issues on a shared promenade. Was concerned that despite the Town Council saying planning permission is not needed, their research would differ and suggest it is needed.*

*This could be covered under the relevant item of the agenda.*

*Resident B*

*Regarding item 6a, remarked how impressed he was with the positive engagement and prolific appearances of the Mayor.*

*Regarding item 12, hoped that the Town Council would not forward this report to Lewes District Council, believing it to be more appropriate to wait for the final report of the Working Party.*

*This could be covered under the relevant items of the agenda.*

*Resident C*

*Gave an update on his involvement with the Health Hub Working Party and subsequent report at item 12. Having worked on the assessment of sites for the Seaford Neighbourhood Plan, was able to bring much knowledge and research from this process to the Working Party. Clarified that at no point were there discussions held on the proposals for a Health Hub at the Downs site and that the wording of the report needed correcting (2<sup>nd</sup> page, 4<sup>th</sup> paragraph, last sentence); he did not give any advice regarding the proposed Health Hub. Confirmed that plans B2 and D of the report were not discussed when he was present with the Working Party. Does feel that it would be advisable to ask a professional to review the report at some stage.*

*Response (Cllr A)*

*Thanked Charlie Grimble for the invaluable support he has given the Working Party.*

*Resident D*

*Raised concerns regarding the processes followed with members of public at the Full Council meeting on 15<sup>th</sup> August 2019, in particular the refusal to postpone the meeting when all the public could not be allowed entry, and also the poor quality of the video recording from this meeting. Questioned why she had not received a response to her email regarding this meeting. Had further concerns regarding the establishing of the Health Hub Working Party and confusion over bias of members. Also questioned why some residents were allowed in the meeting prior to the front door being opened. Requested an apology from the Council.*

Response  
Clerk)

(Town

Clarified that he has no power to postpone a meeting of the Council, so this was not an available option to him on 15<sup>th</sup> August.

Clarified that he had stated that members may not be able to vote at a Council meeting if they had pre-determined thoughts on the Health Hub Working Party's report, not that they would be barred from being on the Working Party as that has no voting powers.

Explained that the Council had a technician look at the sound system for the camera prior to the last meeting but it subsequently failed.

Confirmed that he has not received any emails from the resident and if he had, he would indeed have replied.

Clarified that the public does not have a right to attend a Council meeting but that the Council does have a duty to provide space for public to attend up to safe numbers. The venue of the Council meetings has a limit of 50 people in the room, which equates to 24 public seats available.

Advised that no residents were given prior access to the meeting room as alleged and that all Councillors in the room would confirm this was the case.

Apologised if the resident was upset by what happened on 15<sup>th</sup> August but confirmed that he followed the relevant process at all times.

*Resident E*

*Questioned when the minutes of the Extraordinary meeting of the Personnel Committee on 13<sup>th</sup> September 2019 would be published. Expressed his concern at the process being undertaken with the complaints that were being handled at the meeting.*

Response (Mayor)

Confirmed that the complaints are being dealt with and the process is ongoing. An update will be given once available.

Response (Cllr B)

Questioned the level of detail known by a member of public of the confidential items of a Personnel meeting.

*Resident F*

*Regarding item 12, feels that a feasibility study would be needed into the Working Party's identification of a building at the north-east corner of The Salts. Would have liked to have seen the report include pros and cons of the options. Also had concerns that option C does not include a unified service, as this would help to improve the efficiency and services provided to residents. Questioned what the next steps are for the Working Party. Lewes District Council are giving this lots of urgency.*

### **C57/10/19 South Downs National Park Authority Introduction**

Vanessa Rowlands, Cuckmere Valley Parish Councillor, gave a brief introduction of her recently acquired role as one of two Parish Council representatives for the South Downs National Park Authority (SDNPA).

SDNPA adopted its 2020-2030 Local Plan in July 2019. SDNPA is currently the preferred bidder for the Seven Sisters Country Park; they hope to have this finalised by April 2020.

Vanessa is on the Planning Committee at SDNPA and is keen to maintain an open dialogue with Parish and Town Council's in East Sussex. The Town Council will contact Vanessa regarding attendance at the Strengthening Local Relationships (SLR) meetings.

As a Councillor for Cuckmere Valley Parish, Vanessa provided an update on the current flooding issues around Cuckmere, which are the worst witnessed in decades. Whilst the main river is the responsibility of the Environment Agency, the Water Level Management Board and National Park Authority have agreed to fund the deshingling of the river mouth, which should reduce the flooding of the tributaries further upstream. A licence from Natural England is just being waited on before the works can begin.

Vanessa was thanked for attending and the information conveyed.

#### **C58/10/19 Minutes**

The Council thanked Geoff Johnson, Planning Officer, for all his additional work on a recent planning application.

The Council had a discussion surrounding minutes of an Extraordinary meeting of the Personnel Committee held on 13<sup>th</sup> September 2019.

*(The meeting was postponed briefly to allow the Clerk to consult Standing Orders and check the legality of a proposal at the meeting with no prior written notice – the proposal was not upheld as prior written notice would need to have been given.)*

It was **PROPOSED** to **BRING FORWARD** agenda item 6b, Young Mayor's Update; this **MOTION** was **CARRIED**.

#### **C59/10/19 Young Mayor's Report**

James Jenkins, 2019-2020 Young Mayor, provided an update on his ambitions to fundraise for two water stations, hopefully for The Salts and the seafront. There are various fundraising activities planned both within the school and in the community, such as cake sales, non-school uniform days, bag packing at Morrisons etc.

James is also working with the school to reduce the use of single-use plastics and also looking at the option of solar panels on the roof. James is also looking at options for tree planting; Cllr Lord can provide some trees and The Young Mayor will liaise with the Tree Wardens too.

Seaford Youth Forum have recently installed two bike racks and repair stations along the seafront.

The Young Mayor attended Ancey School with the Mayor recently to give a presentation on the role of Young Mayor, which was well received, and is hoping to do these at other schools.

#### **C58/10/19 Minutes (continued)**

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

<b>C58.1</b>	Full Council	15 <sup>th</sup> August 2019
<b>C58.2</b>	Finance & General Purposes	26 <sup>th</sup> September 2019
<b>C58.3</b>	Golf & The View	3 <sup>rd</sup> September 2019

The Council continued to discuss the minutes of the Personnel Committee meeting on 13<sup>th</sup> September 2019; legal advice is being sought on these by the Chair of Personnel and until this is received, no further update can be given.

<b>C58.4</b>	Personnel	12 <sup>th</sup> September 2019
<b>C58.5</b>	Planning & Highways	8 <sup>th</sup> August 2019

C58.6 Planning & Highways

29<sup>th</sup> August 2019

C58.7 Planning & Highways

19<sup>th</sup> September 2019

### **C60/10/19 Mayor's Report**

The Council considered report 81/19 presenting the Mayor's Report and details of engagements.

Councillors congratulated the Mayor on her business and presence over the recent months. Clarity was sought on a radio interview with the Mayor; this was given. The Mayor's Certificate of Appreciation scheme was discussed and how this compliments the annual Mayor's Awards, which are a more formal recognition with nominations being submitted.

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

### **C61/10/19 Clerk's Report**

The Council considered report 89/19 presenting the Clerk's update report from August 2019 to date.

The Clerk gave a verbal update on various items of the written report, including the effect of the recent weather on takings at the golf course and The View, the change to a polling station to prevent Cradle Hill School being closed for elections/referendums, the Seaford Neighbourhood Plan progress and the imminent Inspector's report, changes within the Council's staff team for which a report will be presented to the next Personnel Committee meeting and ongoing works at Talland Parade, for which the Clerk has seen a work schedule which is beginning to get underway but noting that Council officers have no powers other than the power of persuasion.

Councillors asked questions surrounding scaffolding at Talland Parade and the intentions for South Hill Barn, and congratulated the Council team on the handling of the recent unauthorised traveller visit and the lamppost poppies which can be seen around town.

The Clerk confirmed the position with the scaffolding at Talland Parade and the neighbouring Listed building, and the plans to look at South Hill Barn for use as a venue, as per the Council's Strategic Objectives.

Councillors discussed the timing of the Committee Chairs Management Group meetings; it was suggested that these be rescheduled for late afternoon and that members respond to an email sent by Councillor Brown asking for alternative times.

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

### **C62/10/19 District / County Councillor Update Report**

*Cllr Liz Boorman, Lewes District Councillor –*

*Confirmed that Lewes District Council's Scrutiny Panel will be presenting a report to Cabinet on the Health Hub proposals on 2<sup>nd</sup> December. The Council is also looking at ways to increase recycling rates for residential flats. The Neighbourhood First teams will also be patrolling Seaford more in an effort to reduce instances of fly tipping.*

*Cllr Phil Boorman, East Sussex Councillor –*

*Confirmed that East Sussex County Council has committed to aim for zero carbon emissions by 2050 or sooner. The Council has also committed itself to working against modern slavery. The Council were pleased to report an increase to 64% positive GCSE results. Despite the planned closure of Children's Centre buildings, the services will still be available to those who need it, with home visits able to be carried out and the possibility of hiring venues if a presence is needed. There was lobbying regarding stopping the County Council investing in fossil fuels to fund the staff pension scheme.*

### **C62/10/19 Councillor Training Attendance**

The Council considered report 75/19 presenting an update on the training attendance record for Councillors for the 2019-20 Municipal Year to date. Additional training topics were requested to be included in future training, including Data Protection, SIRAS and Chairing of Meetings/Committees; these will be added to the training program.

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

#### **C63/10/19 Annual Governance and Accountability Return (AGAR) 2018-19 Update**

The Council considered report 78/19 presenting an update on the status of the AGAR for the 2018-19 Financial Year. The Clerk complimented Lucy Clark the Finance Manager for her excellent work and clarified the figures in Box 7 of the AGAR and how these can appear misleadingly inflated due to income from the coming Financial Year already having been received.

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

#### **C64/10/19 2020-2021 Meeting Timetable**

The Council considered report 76/19 presenting a proposed meeting timetable for the 2020-21 Municipal Year. A discussion was held over the timing of the Town Forum and moving this to the end of the Municipal Year, rather than start.

It was **RESOLVED** to **ADOPT** the 2020-2021 meeting timetable with the amendment of the Town Forum to 4<sup>th</sup> May 2020 and 5<sup>th</sup> May 2021.

#### **C65/10/19 Health Hub Working Party Interim Report**

The Council considered report 79/19 presenting the interim update report from the Health Hub Working Party.

It was **PROPOSED** that the name of the working party be changed to GP & Healthcare Services Accommodation Working Party to better reflect the purpose of the group and its non-involvement with the Health Hub proposals at the Downs site; this **MOTION** was **AGREED**.

The Council discussed the report, the appropriateness of submitting this to the District Council, the next steps of the Working Party and its possible involvement with the Seaford Health Stakeholders Group.

It was **PROPOSED** to **NOTE** the content of the report and **NOT TO SUBMIT** this to Lewes District Council; this **MOTION** was **CARRIED**.

#### **C66/10/19 2019 Christmas Shutdown**

The Council considered report 77/19 regarding a shutdown of the Council offices over the Christmas period. Clarity was sought by Councillors on the annual leave requirements, lone working protocols and risk assessments, out of hours contact arrangements and closure of The View on Christmas Day.

It was **RESOLVED** to **APPROVE** the closure of the Council offices from 4.30pm on Friday 20<sup>th</sup> December 2019 to Wednesday 1<sup>st</sup> January 2020 inclusive.

#### **C67/10/19 Allocation of Responsible Financial Officer Role**

The Council considered report 82/19 regarding the temporary allocation of the Responsible Financial Officer responsibilities and duties to the Town Clerk until a replacement is recruited.

It was **RESOLVED** to **AGREE** to the temporary allocation of the Responsible Financial Officer responsibilities and duties to the Town Clerk until a replacement is recruited.

#### **C68/10/19 West View Beach Huts**

The Council considered report 80/19 providing an update on the first year of the West View Beach Huts and changes that are proposed for year 2 following public feedback. The Projects & Facilities Manager provided an overview of the report and gave an update on the review by the District Council as to whether or not planning permission is needed; the Town Council is yet to receive an update.

It was **PROPOSED** to **DELEGATE** this matter to the Community Services Committee to consider and discuss in more detail at its next meeting in November or the following meeting; this **MOTION** was **CARRIED**.



**C69/10/19 Councillor Motion: Declaration of Climate Emergency**

The Council had an in-depth discussion surrounding report 83/19 following Councillor Meek's elaboration on his motion put forward regarding declaring a state of climate emergency. It was confirmed that in July, 247 District and Town Councils in the country had declared a state of climate emergency, including Lewes District Council, who the Clerk will approach for further information.

It was **PROPOSED** to **AGREE** that Seaford Town Council is aware of the possible risks to the town regarding climate change and will form a Working Party to consider the situation in the town and to bring forward a series of specific, costed recommendations for climate change adaption actions and amelioration measures here in Seaford. With reports presented to the Town Council for consideration and possible action in 3 and 6 and 9 months from the date of the Working Party's first meeting; this **MOTION** was **CARRIED**, furthermore that the Climate Change Working Party shall comprise of Councillors Cash, Edson, Everden, Latham, Meek and Reed.

**C70/10/19 Policy Review: Code of Conduct**

The Council considered report 84/19 presenting a revised Code of Conduct for Members for adoption, discussing various changes to the document in both the Seven Nolan Principles and breakdowns of bullying and harassment.

It was **RESOLVED** to **ADOPT** the revised Code of Conduct for Members as presented with report 88/19.

The meeting closed at 9.53pm

Councillor Nazish Adil  
Mayor of Seaford



## Seaford Town Council

MINUTES of an Extraordinary Meeting of the Full Council held in the Council Chambers, 37 Church Street, Seaford on Wednesday 13<sup>th</sup> November 2019 at 7.00pm.

### Present:

Councillor N Adil (Mayor) and Councillor J Lord (Deputy Mayor).

Councillors P Boorman, L Boorman, M Brown, J Cash, S Dunn, M Everden, M Hayder, R Hayder, R Honeyman, O Honeyman, R Morland, R Reed, G Rutland, L Wallraven and B Webb.

Peter Finnis, Locum Clerk

Georgia Raeburn, Executive Support Officer – Seaford Town Council

There were no members of the public

### C71/11/19 Apologies for Absence

Apologies for absence were received from Councillors J Edson and J Meek.

### C72/11/19 Disclosure of Interests

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

### C73/11/19 Public Participation

There was no public participation.

### C74/11/19 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 financial matters and employment details.

### C75/11/19 Consideration of Authorisation for Professional Services Received

Members considered exempt report 101/19 presenting a report regarding professional services in great depth including the process of authorisation, the work undertaken and actions to be taken.

#### C75.1 It was **PROPOSED**;

- i. that it be **NOTED** that the first invoice has been approved for payment;
- ii. that the Council **CHALLENGE** the validity of the two late payment invoices;
- iii. that **APPROVAL** be given in principle for part payment of the invoice for works done, **SUBJECT TO** receipt and scrutiny of an itemised invoice and being guaranteed receipt of the report to the Mayor, and that it be **DELEGATED** for the Finance Manager to receive, scrutinise and approve such payment in liaison with the Locum Clerk and Town Council policies;
- iv. These **MOTIONS** were **CARRIED**.

### C76/11/19 Complaints Process

Members considered exempt report 102/19 presenting reports regarding the process for dealing with complaints in accordance with adopted Council policy. Members discussed the reports and process in great depth.

#### C76.1 It was **PROPOSED**;

- i. that the reports presented regarding the process for dealing with complaints be **NOTED**;

- ii. that it be **AGREED** that following receipt of the HR report on conduct issues, the Council pause the process in order to obtain legal advice on the best way forward having regard to the process followed so far;
- iii. that it be **AGREED** to follow adopted Town Council policy going forwards;
- iv. These **MOTIONS** were **CARRIED**.

The meeting closed at 8.52pm

Councillor Nazish Adil  
Mayor of Seaford

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## Seaford Town Council

### Finance & General Purposes Committee

Minutes of a meeting of the Finance & General Purposes Committee held at the Council Chamber, 37 Church Street, Seaford on Thursday 28<sup>th</sup> November 2019 at 7.00pm.

#### Present:

Councillors M Brown (Chair) and R Morland (Vice Chair).  
Councillors N Adil, L Boorman, J Cash, O Honeyman, R Honeyman and J Meek.  
Lucy Clark - Finance Manager  
Georgia Raeburn – Executive Support Officer  
1 member of the public.

#### F16/11/19 Apologies

Apologies for absence were received from Councillor L Wallraven.

#### F17/11/19 Disclosure of Interests

Councillor L Boorman declared a non-pecuniary interest in agenda item 8, as a personal friend with one of the families; she will not take part in any discussion on this item.

#### F18/11/19 Public Participation

There was no public participation.

#### F19/11/19 Finance Report

##### F19.1 Receipts, Payments and Bank Reconciliation for September and October 2019

The Committee considered report 103/19 advising of receipts, payments and bank reconciliations for September and October 2019 and regarding the transfer of monies between the Co-operative Current Account and the CCLA Deposit Account.

The Committee discussed the transfer to the CCLA Deposit Account.

**F19.1.1** It was **RESOLVED** to **NOTE** (as previously reported) the balance brought forward from August 2019 is £578,376.11.

**F19.1.2** It was **RESOLVED** 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.

**F19.1.3** It was **RESOLVED** 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.

**F19.1.4** It was **RESOLVED** to **NOTE** that in addition to the Current Account balance above, the new CCLA investment account balance is £825,000.00.

## **F19.2 Finance Report**

The Committee considered report 104/19 informing of income and expenditure from 1<sup>st</sup> April 2019 to 31<sup>st</sup> October 2019 compared to the annual budget.

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

### **F20/11/19 Hire Charges for use of Council Office Facilities and Open Spaces**

The Committee considered report 105/19 seeking approval for the fees proposed for the use of Council Office facilities and open spaces.

It was **RESOLVED** to **APPROVE** the fees proposed for Venue & Facilities Hire during 2020/21 as shown in Appendix A.

### **F21/11/19 Proposed Finance & General Purposes Budget 2020/21**

The Committee considered report 106/19 presenting a draft budget for 2020/21 for the Committee and any recommendations it may wish to make to the Council meeting on 23<sup>rd</sup> January 2020.

Concern was raised regarding the overall percentage increase to the Committee's budget, in particular the salaries budget; no recommendations were made.

**F21.1** It was **RESOLVED** to **NOTE** the draft budget for the Finance & General Purposes Committee be recommended to Full Council.

**F21.2** It was **RESOLVED** to **NOTE** that a Working Group meeting for all Councillors to discuss all Committee budgets in detail is being held on 9<sup>th</sup> January 2020.

### **F22/11/19 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 meeting during the discussion on the next item on the agenda as it concerns confidential debtor information.

*(7.26pm – the member of public exited the meeting)*

### **F23/11/19 Receipts Due for Payment Report EXEMPT**

The Committee considered exempt report 107/19 informing the Committee of Receipts Due as at 31<sup>st</sup> October 2019 (excluding those in legal dispute).

The Committee discussed the CHAPS method of payment and ways to mitigate bank charges.

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

The meeting closed at 7.36pm

Councillor Mark Brown  
Chairman



Seaford Town Council

## Community Services Committee

Minutes of the meeting of the **Community Services Committee** held at **37 Church Street, Seaford** on **Thursday 14<sup>th</sup> November 2019** at **7.00pm**.

### Present:

Councillor S Dunn (Chair)

Councillors N Adil, M Everden, A Hayder, R Hayder, R Reed L Wallraven (Vice-Chair), L Boorman (substitute for J Edson), O Honeyman (substitute for J Cash) and P Boorman (substitute for B Webb).

Mr Tony Jackson – Projects & Facilities Manager, Seaford Town Council

3 members of the public.

### CS08/11/19 Apologies for Absence and Declaration of Substitute Members

Apologies for absence were received from Councillors J Cash (Cllr O Honeyman substitute), J Edson (Cllr L Boorman substitute) and B Webb (Cllr P Boorman substitute).

### CS09/11/19 Disclosure of Interests

As there was a note mentioning the Lifeguard service within the draft budget, Cllr L Wallraven declared that she is the Vice President of the Seaford Lifeguards.

No other 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.

### CS10/11/19 Public Participation

*Resident A Discussed the West View Beach Huts, Concession Huts and Toilet Huts. They felt that where the huts were sited this year and are proposed to be sited next year posed a serious health and safety issue between hirers, members of the public and cyclists. The proposed layout also lessened the width of the promenade, and people, particularly children, could walk/run out from between the huts into the path of ongoing cyclists. They also asked whether planning permission had been sought, if Seaford Town Council had carried out risk assessments and if the huts could be moved further along the promenade next year.*

*Cllr N Adil arrived at the meeting at 7.10 PM.*

*Response The Projects and Facilities Manager stated the concerns raised will be covered in Agenda Item 5 - West View Beach Huts, later in the meeting.*

*Resident B Thanked Council Officers for raising money for and installing the water refill station at the Salts and was looking forward to the additional three stations being installed along the seafront. They also mentioned that they are supporting Seaford Town Council's Young Mayor to install further stations around Seaford.*

*Response No response was necessary.*

*It was **AGREED** to **BRING FORWARD** item 5 on the agenda to allow a member of the committee, Cllr N Adil, to leave early for a mayoral engagement. To ensure that meeting records are easy to navigate and that the minutes match the agenda item order, item 5's minutes can be found at minute item CS12/11/19 from page 4.*

### CS11/11/19 Projects and Facilities Manager – Update Report

The Committee discussed report 96/19 presenting the Projects & Facilities Manager's update report. Items discussed by members included: glare from the new floodlights at the skatepark being an issue for motorists; options regarding possibly raising funds towards the new Martello Toilets; bike hire along the seafront; two new concessions along the seafront; the cleaning of the War Memorial; the reading out of the names of the

fallen prior to next years Memorial Service; and the Council hosting an event following next years Commonwealth War Graves Service.

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

**CS12/11/19 West View Beach Huts**

The Committee considered report 97/19 relating to an update on year one of the West View Beach Huts and Concessions and proposals for changes to the layout of the huts in 2020. Consideration was taken from points raised by Resident A and general feedback from the public.

It was **RESOLVED** to **AGREE** to the relocation of the huts in 2020 as detailed in report 97/19 and taking the following into account: hut locations will be reviewed again at the end of year two; hirers will be left feedback forms; gas bottles will possibly be removed overnight; toilets to be cleaned twice a week; and barriers possibly located along the rear of the huts.

*Cllr N Adil and a member of the public left the meeting at approximately 8.00PM after item 5 of the agenda.*

**CS13/11/19 Finance Report**

The Committee considered report 98/19 relating to Income and Expenditure up to 30<sup>th</sup> September 2019 and the financial year to date.

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

**CS14/11/19 Community Services Committee Draft Budget 2020-21**

The Committee considered report 99/19 presenting members of the Community Services Committee with the draft projected outturn for the current financial year and the proposed Committee Budget for the year 2020-21.

It was **RESOLVED** to **NOTE** the projected outturn for 2019-20.

It was **RESOLVED** to **RECOMMEND** for approval the draft budget for 2020-21, subject to any amendments agreed.

It was **RESOLVED** to **NOTE** the planned Ear Marked reserves which will all have to be implemented for legal and accountancy reasons.

The meeting closed at 8.57pm

Councillor S Dunn, Chair



## 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 3<sup>rd</sup> December 2019** at **7.00pm**, commenced at **7.00pm** whist staff dealt with a potential security issue in the car park.

### Present:

Councillors M Brown (Vice-Chair), N Adil, J Edson, M Everden, A Hayder, R Hayder, O Honeyman & R Morland.

Mr James Corrigan - Town Clerk (Seaford Town Council)

Mr Fraser Morley – Golf Professional

Mr Simon Lambert – Head Greenkeeper (Seaford Town Council)

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

Mr Alan Miller (Seaford Head Golf Club)

No members of the public

### G16/12/19 **Apologies for Absence and Declaration of Substitute Members**

Apologies for absence were received from Councillor J Cash, substitute O Honeyman.

### G17/12/19 **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.

### G18/12/19 **Public Participation**

There was no public participation.

### G19/12/19 **Head Greenkeeper's Report**

The Committee considered report 111/19 presenting an update on the maintenance of the golf course and asked questions of the Head Greenkeeper.

The Committee praised the quality of the work of the greens team in producing such a high quality golf course.

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

### G20/12/19 **Golf Professional's Report**

The Committee considered exempt report 112/19 presenting an update on golf course related matters and business and asked questions of the Golf Professional.

The committee thanks the Golf Professional for all his excellent work in supporting the golf course.

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

### G21/12/19 **General Manager's Report**

The Committee considered exempt report 113/19 presenting an update on the performance of The View and asked questions of the General Manager.

The Committee thanks The View team for all the excellent work they carry out for the venue and noted the continued growth.

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



**G22/12/19 Golf & The View Draft 2020/21 Budget Report**

The Committee considered report 114/19 presenting the draft 2020/21 budget for the Golf & The View Committee.

**G22.1** It was **RESOLVED** to **NOTE** the projected outturn for 2019-20.

**G22.2** It was **RESOLVED** to **RECOMMEND** the draft 2020-21 budget to Full Council for adoption on the 23<sup>rd</sup> January 2020 but that the Town Clerk and the Head Greenkeeper review irrigation system pump requirements, also that the Golf Professional and Town Clerk review the golf course fees and present findings on both matters to the to the budget working party on the 9<sup>th</sup> January 2020.

The meeting closed at 7.41pm.

Councillor Mark Brown  
Vice Chair of the Golf & The View Committee

**DRAFT**



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 10<sup>th</sup> October 2019** commencing at 7.00pm

**Present:**

Councillors L Wallraven (Chairman), Councillor R Honeyman (Vice-Chairman) ,Councillors J Edson, A Latham and M Everden  
Geoff Johnson-Planning Officer  
9 members of the public present

**P 51/10/19 Apologies for Absence**

Apologies were reported from Councillors N Adil and J Lord

**P 52/10/19 Disclosure of Interests**

None

**P 53/10/19 Public Participation**

None

**P 54/10/19 Planning Applications**

Planning Applications for week commencing 16<sup>th</sup> September 2019

Councillor Honeyman declared that he would abstain from voting on applications LW/19/0154,0626,0686,0632,0654,0655,0671 and 0704 as he had been unable to access the plans due to a fault on the Lewes D. C website

**Seaford**                      **30 Dukes Close**  
LW/19/0154                  Retrospective Application – Replacement of outbuilding

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

**Seaford**                      **Fitzgerald House Croft Lane**  
LW/19/0626 &              Listed Building Application and Advert Consent – Replace and  
LW/19/0686                  upgrade exterior signage

It was **RESOLVED** to **SUPPORT** the applications

Seaford  
LW/19/0632

Seaford House Crouch Lane  
Planning Application- Rebuilding of partially collapsed flint boundary wall

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

Seaford  
LW/19/0654

9 Meads Road  
Planning Application – Replace conservatory with single storey extension. Two storey side extension with infill extension to front and in/out driveway

*The applicant read a supporting statement to the Committee raising points in response to a letter of objection from the occupiers of 11 Meads Road. It was argued that the alterations and extensions proposed were in keeping with the character and appearance of other properties in Meads Road. There would be no impact on the amenity and privacy of the neighbours. There were no windows in the proposed side elevation in order to avoid overlooking. Much time and thought had been given to the design and layout of the extensions*

It was considered that the proposals had been well-designed and that the neighbours' objections could not be supported. It was therefore **RESOLVED** to **SUPPORT** the application

Seaford  
LW/19/0655

39 Claremont Road  
Planning Application – Replacement of 4 windows

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

Seaford  
LW/19/0656

6 Steyne Road  
Planning Application – Redevelopment of the site to create 14 apartments

*A resident of Kingswell Court, the property neighbouring the application site, spoke against the application. She claimed it would result in loss of light and privacy to her flat. She supported the development of the vacant site in principle but favoured the previous less intensive scheme for six houses. Kingswell Court was originally proposed as one block but was amended to two smaller blocks due to its impact on Rayford Court. The same of principle of 'overdevelopment' applied to the new proposals.*

It was considered that there were several issues on the application which required clarification including the full response from ESCC on the highways issues which had not yet been submitted. It was therefore **RESOLVED** to **DEFER** further consideration of the application to the next meeting on Thursday 31<sup>st</sup> October 2019

Seaford  
LW/19/0671

**Ancey Catholic Primary School Sutton Avenue**  
Planning Application – 2 x proposed single storey extensions to existing classrooms; development of partially covered play area and construction of 2 x external stores

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

Planning Applications for week commencing 23<sup>rd</sup> September 2019

Seaford  
LW/19/0704

**9 Hastings Avenue**  
Planning Application – Single storey rear extension and garage conversion

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

Planning Applications for week commencing 30<sup>th</sup> September 2019

Seaford  
LW/19/0700

**14-16 Sutton Park Road**  
Advertisement Consent Application – New signage to replace existing

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

Seaford  
LW/19/0715

**9 Poynings Close**  
Planning Application – Proposed garage extension, rear extension and dormer extension

It was considered that although this was a substantial extension to property, it was well-designed and could not be regarded as overdevelopment It was therefore **RESOLVED** to **SUPPORT** the application

South Downs National Park Authority Applications

Seaford  
SDNP/19/04014/FUL

**Flint Barn adjacent to The Granary Silver Lane Bishopstone Village**  
Planning Application – Proposed erection of 3 outbuildings

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

Seaford  
SDNP/19/04516/FUL

**1 New Cottages The Street Bishopstone Village**  
Planning Application – Alteration and conversion of existing barn to holiday let for Helen and David Blaber

It was reported that the site notice inviting comments on the application had only been in place for two days prior to the meeting

It was therefore **RESOLVED** to **DEFER** consideration of the application to the next meeting on Thursday 31<sup>st</sup> October 2019

**Seaford**                      **Land at Alfriston Road**  
SDNP/19/04603/ADV      Advertisement Consent Application – Boundary Sign for South Downs  
National Park

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

Tree Works Applications

**Seaford**                      **51 Steyne Road**  
TW/19/0068/TPO          Tree Preservation Order – Black Mulberry – T1- Reduce/reshape  
crown by 2.5-3.0 m to balance shape and keep at reasonable size

It was reported that this application had been approved prior to the meeting.

**NOTED**

**Seaford**                      **59 Belgrave Road**  
TW/19/0066/TCA          Trees in Conservation Area - Remove 2 x Sycamores and replace  
with 2 x Birch Trees for Marc Isaacs

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

**P 55/10/19. Former Newlands School Site**

The Committee considered the report 85/19 of the Planning Officer on this matter  
The report covered two separate issues; firstly the consultation being carried out by ESCC  
on the detailed plans for the highway improvements being funded by the developers  
of the Newlands site under a s.278 Highways Agreement and secondly the arrangements for  
the meeting of the Lewes D.C's Planning Applications Committee when the two current  
Newlands applications would be determined.

It was confirmed that the Planning Applications Committee would be held on Wednesday  
30<sup>th</sup> October 2019 at the Downs Leisure Centre commencing at 5.00 p.m

It was **RESOLVED** :-

That the highways improvements proposed be **SUPPORTED** and

That the arrangements for the Planning Applications Committee meeting be **NOTED**

**P 56/10/19 'Fieldings' 18 Firle Road (Application LW/19/0451)**

In view of the level of interest in this item it was **RESOLVED** that Standing Orders  
be waived to allow free discussion prior to the Committee's consideration of the matter

A detailed note had been circulated by a neighbouring resident to 'Fieldings' setting out  
the residents' dissatisfaction with the granting of consent in this case and the flawed  
decision-making process. The residents had taken up their complaints with Lewes D.C and

had received a detailed response from the Director of Regeneration and Planning dated 8<sup>th</sup> October 2019 a copy of which had also been circulated.

The notes highlighted the major flaws in the procedure which had deprived the residents of their right to address the Planning Applications Committee on the recommendation to approve the application and flaws in the decision itself in that the officer had failed to take significant planning considerations into account.

The residents were extremely concerned that the fact that consent had been granted would make it difficult for the Planning Authority to apply its policies against backland and tandem development to other similar applications and that further developments of this nature could have a devastating effect on the established historic character and appearance of the East Blatchington Conservation Area and the area surrounding.

The response from the Director had failed to address these concerns and contained significant inaccuracies

*A resident addressed the Committee on some further concerns. It was stated that detailed plans of the proposed shared access had not been submitted and disclosed even though site clearance had started in preparation for the development. The Case Officer had stated that there had to be a turning space but no details had been provided.*

*This point was emphasised by a second resident what stated that it was not clear how the turning space could be achieved. Also the wall proposed originally as a means of minimizing the impact of the proposed driveway on Fieldings would have to be removed This would have an adverse impact on Fieldings but had not been taken into account*

Standing Orders were reimposed

The Committee considered the report 86/19 of the Planning Officer on this matter

The Committee also considered the issues raised by the residents and the Director's reply. Members fully supported the residents' case and were concerned at the inaccuracies in the response from Lewes D.C, in particular the weight placed by the authority on the fact that there had been no objection to the application submitted from the occupier of 'Fieldings'.

It was **RESOLVED** as follows:-

1. That Lewes D.C should acknowledge the clear error in process on this application
2. That the Authority should issue a clear statement to reassure residents and the Town Council that this consent will be regarded as a one-off aberration and will not create a precedent which could weaken the application of saved policy ST4 and any successor policies
3. That it is still considered that the Town Council's objection to the application was well-founded and reasonable. The District Council should acknowledge that it was wrong to treat the objection as unreasonable/unsustainable under the rules set out in the Scheme of Delegation. The application should therefore have been reported to Committee prior to any valid and lawful decision being made.

4. That it was wrong for the Director to cite the lack of an objection from Fieldings in support of the granting of consent. The applicant in this case was the son of the owner/occupier of Fieldings making it highly unlikely that any objection would be made

5 . That the Town Council continues to support the residents in their dealings with Lewes D.C

**P 57/10/19 Proposed Road Closure – Remembrance Day Parade- Sunday 10<sup>th</sup> November**

The Committee considered the report 87/19 of the Planning Officer on this matter

It was **RESOLVED** that **NO OBJECTION** be raised to the Road Closure Order

**P 58/10/19 Update Report**

The Committee considered report 88/19 of the Planning Officer on decisions taken by Lewes D.C on applications previously considered by this Committee

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

The meeting closed at 8.15 p.m

**Circulation:**

**Committee:** Councillor L Wallraven (Chairman) and Councillor R Honeyman (Vice Chairman).  
Councillors N Adil, J Edson, M Everden, A Latham and J Lord.

**For Information:** Councillors L Boorman, P Boorman, M Brown, J Cash, S Dunn, M Hayder, R Hayder, O Honeyman, J Meek, R Morland, R Reed, G Rutland and B Webb .



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 31<sup>st</sup> October 2019** commencing at 7.00pm

### **Present:**

Councillor L Wallraven (Chairman) Councillors N Adil, J Edson, M Everden, R Honeyman (Vice-Chairman) and J Lord  
Geoff Johnson-Planning Officer  
11 members of the public present

### **P 59/10/19 Apologies for Absence**

Apologies were reported from Councillor A Latham

### **P 60/10/19 Disclosure of Interests**

None

### **P 61/10/19 Public Participation**

None

### **P 62/10/19 Planning Applications**

#### Planning Application deferred from previous meeting

<b>Seaford</b>	<b>6 Steyne Road</b>
LW/19/0656	Planning Application -Development of site to provide 14 Apartments

*A neighbouring resident circulated an illustration of the extended site coverage of the proposed block of apartments compared to the six houses previously approved. She objected to the application on the grounds of overdevelopment and over dominance in the street scene*

*A second resident objected on the grounds of insufficient parking and that the general infrastructure of the area could not absorb 14 new dwellings without causing problems for other residents. Houses would be more appropriate on the site*

*Other residents submitted questions and concerns regarding the excessive height of the block possible nuisance problems from the construction and the fact that there would be an adverse effect on the properties opposite the block at 19 to 23 Steyne Road*



*Another resident complained that the proximity of the block to Steyne Road would make both pavements in this area of the road too narrow and unsafe. Consideration should also be given to the fact that the site adjoined a Conservation Area*

It was **RESOLVED** to **OBJECT** to the application for the following reasons:-

That the proposals were an over development of the site bringing the building too close to the adjoining pavement in Steyne Road

That the block would be out of character and scale with the other neighbouring properties along Steyne Road

That the block would have an adverse impact on the adjoining Conservation Area in particular the properties at 19 to 23 Steyne Road

That the original proposals for the development of six houses would be far more appropriate and in keeping with the character of the area.

That the objections submitted by the Highways Authority should be supported

Following consideration of this application there was a break of 10 minutes from 7.25 to 7.35p.m to enable members of the public to leave

Planning Applications for week commencing 30<sup>th</sup> September 2019

<b>Seaford</b> LW/19/0639	<b>Wellington Public House 33 Steyne Road</b> Advert Consent Application – Installation of replacement illuminated and non-illuminated signs on exterior
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It was **RESOLVED** to **SUPPORT** the application

Planning Applications for week commencing 7<sup>th</sup> October 2019

<b>Seaford</b> LW/19/0717	<b>1 Richmond Road</b> Planning Application- Proposed change of use to a one-bed ground floor flat and a two-bed maisonette with extensions at rear and side
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It was **RESOLVED** to **SUPPORT** the application

**Seaford**                      **Wall Cottage Alfriston Road**  
LW/19/0719                      Planning Application – Single storey rear extension and decking  
and a first floor rear dormer

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

**Seaford**                      **7 Sutton Road**  
LW/19/0720                      Planning Application – Conversion of existing dwelling to 4 self  
contained flats

It was **RESOLVED** to **SUPPORT** the application in principle  
but concerns were expressed regarding the restricted size of the  
smallest of the four flats

**Seaford**                      **34 St. Andrews Drive Bishopstone**  
LW/19/0721                      Planning Application – Replacement conservatory

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

**Seaford**                      **62 North Way**  
LW/19/0726                      Planning Application – Demolition of garage and timber shed  
New two- storey side extension, single storey rear extension  
alterations to entrance porch and internal alterations

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

**Seaford**                      **16 Ashurst Road**  
LW/19/0730                      Planning Application- Single storey rear extension to provide  
level access entrance to property and disabled bathroom

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

Planning Applications for week commencing 14<sup>th</sup> October 2019

**Seaford**                      **4 North Camp Lane**  
LW/19/0705                      Planning Application – Erection of part two storey part first floor  
side extension

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

**Seaford**                      **6 North Way**  
LW/19/0746                      Planning Application – Single storey side extension

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

**Seaford**  
LW/19/0753

**11 Balmoral Close**  
Planning Application – Conversion of detached garage to summer house

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

**Seaford**  
LW/19/0757

**57 Carlton Road**  
Planning Application – Demolition of existing bungalow and erection of a pair of semi-detached chalet bungalows

It was **RESOLVED** to **SUPPORT** the application in principle. There were however concerns, given the location, of difficulties arising during the construction. It was also **RESOLVED** therefore to recommend that the Authority, if consent is granted should require a detailed construction management scheme to be drawn up to cover the need to avoid the obstruction of the driveway and public highway and maintain highway safety during the construction period .

Other Applications

**Newhaven**  
LW/19/0665

**Seahaven Maritime Academy East Quay Newhaven Harbour**  
Retrospective Application to retain three-sided framework

It was **RESOLVED** to **OBJECT** to the application on the grounds that the fact that the reflective material used in the construction of the structure meant that it had an adverse impact views across the Harbour from Bishopstone and Seaford Bay

South Downs National Park Application – Deferred from previous meeting

**Seaford**  
SDNP/19/04516/FUL

**1 New Cottages The Street Bishopstone Village**  
Planning Application – Alteration and conversion of existing barn to holiday let

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

That the development proposals including the removal of the existing hedge would detract from the appearance character and cultural heritage of this part of the SDNP and the adjoining Conservation Area contrary to policies SD23 (c) and (d) of the South Downs Local Plan .

The site also lies outside any settlement boundary as defined in the Local Plan and would not come within any of the exceptions set out in policy SD23 (g) of the Plan

Tree Works Applications

**Seaford**                      **28 Willow Drive**  
TW/19/0079/TPO              Tree Preservation Order – T3-35% reduction; T4-35%  
Reduction T6- Consideration for tree to be removed

It was **RESOLVED** to **SUPPORT** the application in respect of trees T3 and T4 but to **OBJECT** to the removal of T6

**Seaford**                      **59 Belgrave Road** – Trees in Conservation Area- Fell two  
TW/19/0062/TCA              Sycamores T1 and T2

The Planning Officer reported that this application had prior to the Committee meeting

**NOTED**

**P 63/10/19 Age Concern- 6 Church Street**

The Committee considered the report 91/19 of the Planning Officer on this matter. The report explained that although permission had been refused by the District Council for the retention of the trellis above the wooden gate which had been Erected to enclose the porch of the shop it was still in place and the Council had Confirmed that it would take no further action in respect of the breach of planning Control. A resident had submitted a formal complaint about the Council's Reluctance to take enforcement action to deal with the breach.

It was **RESOLVED** that the gate and trellis clearly still had an adverse impact on character and appearance of the Conservation Area, that the resident's complaint should be supported and that further representations should be made to Lewes D.C to confirm these points

**P 64/10/19 Talland Parade**

The Committee considered the report 92/19 of the Planning Officer on this matter. The Planning Officer confirmed that there were on-going negotiations with the developers' agent regarding resumption of the works on site. The Planning Officer outlined the various powers available to the District Council if the negotiations proved to be unsuccessful.

**NOTED**

**P 65/10/19 Newlands School Applications**

Planning Officer reported that at the Lewes D.C's Planning Applications Committee meeting on 30<sup>th</sup> October 2019 the two applications had been approved. A briefing note had been circulated to all members outlining the main points of the Decision. The applications would now be submitted to the Secretary of State who would consider Sport England's objection to the level of replacement sports facilities secured in the application and decide whether they should be referred back to Lewes D.C for formal approval or called in for determination by the Secretary of State at a Public Inquiry

It was **RESOLVED** to **NOTE** the Planning Applications Committee's decision and to make representations to Lewes D.C to ensure that the Town Council should be fully involved in the negotiations on the form of the revised S.106 Agreement

**P 66/10/19 Update Report**

Members considered report 93/19 of the Planning Officer on decisions taken by Lewes D.C on applications previously considered by this Committee

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

The meeting closed at 8.50 p.m

Councillor L Wallraven  
Chairman

**Circulation:**

**Committee:** Councillor L Wallraven (Chairman) and Councillor R Honeyman (Vice Chairman). Councillors N Adil, J Edson, M Everden, A Latham and J Lord.

**For Information:** Councillors L Boorman, P Boorman, M Brown, J Cash, S Dunn, M Hayder, R Hayder, O Honeyman, J Meek, R Morland, R Reed, G Rutland and B Webb .



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 21st November 2019** commencing at 7.00pm.

Present:

Councillor L Wallraven (Chairman) Councillors J Cash, J Edson, M Everden, R Honeyman (Vice-Chairman) and J Lord.

Geoff Johnson – Planning Officer

3 members of the public present

### **P 67/11/19 Apologies for Absence**

Apologies were reported from Councillor Nazish Adil. Councillor J Cash was substituting for her

The Chairman also referred to the recent resignation of Alan Latham from the Town Council. He had been a member of the Planning and Highways Committee for many years and his hard work and overall contribution to the Committee would be greatly missed . A vote of thanks was proposed by the Chairman and carried unanimously

### **P 68/11/19 Disclosure of Interests**

None

### **P 69/11/19 Public Participation**

None

### **P 70/11/19 Planning Applications**

#### Planning Applications for week commencing 21<sup>st</sup> October 2019

**Seaford**  
LW/19/0708

**15 Sandore Road**  
Planning Application – Demolition of existing conservatory and erection of single storey rear extension

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

Planning Applications for week commencing 28<sup>th</sup> October 2019

**Seaford**                      **62 Dane Close**  
LW/19/0789                      Planning Application – Single storey rear extension with creation of first floor balcony, internal layout modifications and replacement façade finishes

It was **RESOLVED** to **SUPPORT** the application. It was considered that revised proposals had addressed the reasons for the refusal of the previous application LW/19/0525. A condition was requested requiring the use of clear glass for the proposed balcony

Planning Applications for week commencing 4<sup>th</sup> November 2019

No applications received

Planning Applications for week commencing 11<sup>th</sup> November 2019

No applications received

Tree Works Applications

**Seaford**                      **33 Barn Close**  
TW/19/0076/TPO                      Tree Preservation Order – 30% reduction in Holm Oak in rear garden

It was reported that this application had been approved prior to the meeting

**NOTED**

**Seaford**                      **1 Barn Close**  
TW/19/0091/TPO                      Tree Preservation Order – Fell two sycamores by rear garden fence and six surrounding leylandii and one holly tree in danger due to infection from sycamores

It was **RESOLVED** to **SUPPORT** this application

**Seaford**                      **Griffin Lodge Eastbourne Road**  
TW/19/0096/TPO                      Tree Preservation Order – Reduce Holm Oak (T1) to old pruning points to allow more light to dwelling

It was **RESOLVED** to inform the Arboricultural Officer that as the application referred simply to a reduction to old pruning points rather than as a percentage reduction it was not possible for the Committee to make an informed response

**P 71/11/19 Parking of Motorhomes on the Seafront**

Members considered the report 108/19 of the Planning Officer on this matter

It was **RESOLVED**:-

1. To note the report
2. To request the County Council to monitor the effect of new parking restrictions on the parking of lorries and motorhomes at Newhaven Harbour on seafront parking in Seaford during 2020 , and;
3. That the Town Council should adopt a 'position statement' on the matter as follows :-

'Seaford Town Council is aware that some residents and some motorhome users are not in agreement with the current parking restrictions on the seafront. Proposals to address these have been rejected by the East Sussex County Council.

Accordingly, anyone who wishes to make comment on these is advised to contact East Sussex County Council on the email address, [Parking.ESCC@eastsussex.gov.uk](mailto:Parking.ESCC@eastsussex.gov.uk) or telephone the parking team at ESCC on 01323 466244.'

**P 72/11/19 Fieldings 18 Firle Road**

Members considered the report 109/19 of the Planning Officer on this matter

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

**P 73/11/19 Update Report**

Members considered report 110/19 of the Planning Officer on decisions taken by Lewes D.C on applications previously considered by this Committee

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

The meeting closed at 7.36 p.m

Councillor L Wallraven  
Chairman

**Circulation:**

**Committee:** Councillor L Wallraven (Chairman) and Councillor R Honeyman (Vice Chairman).  
Councillors N Adil, J Edson, M Everden, and J Lord.

**For Information:** Councillors L Boorman, P Boorman, M Brown, J Cash, S Dunn, M Hayder, R Hayder, O Honeyman, J Meek, R Morland, R Reed, G Rutland and B Webb .





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 12<sup>th</sup> December 2019 commencing at 7.00pm

### Present:

Councillor L Wallraven (Chairman) Councillors Nazish Adil, J Edson M Everden and R Honeyman (Vice-Chairman)  
Geoff Johnson-Planning Officer  
Two members of the public present

### P 74/12/19 Apologies for Absence

Apologies were reported from Councillor J Lord.

### P 75/12/19 Disclosure of Interests

Councillor Nazish Adil declared a personal interest in LW/19/0830 and that she would leave the room while that application was being considered.

### P 76/12/19 Public Participation

None

### P 77/12/19 Planning Applications

#### Planning Applications for week commencing 11<sup>th</sup> November 2019

**Seaford**                      **14 Marine Crescent**  
LW/19/0818                  Planning Application – Proposed garage to the rear/side of the property

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

#### Planning Applications for week commencing 18<sup>th</sup> November 2019

**Seaford**                      **31 Princess Drive**  
LW/19/0811                  Planning Application – Single storey side extension

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

**Seaford**                      **4 Ash Drive**  
LW/19/0803                  Planning Application – Demolition of existing of existing study and out building and replacement with single storey rear extension. Renovation of front elevation to include timber cladding, replacement soffits, fascias, rainwater goods and fenestration

It was **RESOLVED** to **SUPPORT** the application. Members considered that although it was a substantial extension , it would improve the overall appearance of the property

**Seaford**  
LW/19/0835

**58 Tudor Close**  
Planning Application – Proposed double storey side extension

It was **RESOLVED** to **OBJECT** to the application for the following reasons:-

1. That the 'extension' would constitute an over-development of the property in that it would enlarge the existing footprint by 100%
2. The proposals would be out of scale and character with the existing area and therefore contrary to saved policy ST03. A single-storey extension would have been more appropriate in this location.
3. The proposed extension , being a separate self-contained dwelling, albeit with an internal link to the existing dwelling, would not be subservient to the existing dwelling
4. The bulk and general scale of the proposed 'extension' would be detrimental to the amenities of the occupier of the neighbouring dwelling at no. 59

The members also expressed concerns that the application had been registered as a 'householder' application. The description of the proposal as a double-storey side extension was misleading. It was not a simple extension but would lead to the development of a pair of semi- detached self -contained dwellings. It should therefore have been submitted as a full application with all the necessary additional information.

Also, there should, in the circumstances, be a referral back to the Highways Authority for their response to the highways and traffic implications of an additional access and additional traffic movements on this corner site as it was not a valid householder application

**Seaford**  
LW/19/0702

**4 Audrey Close**  
Planning Application – Proposed conversion of existing dwelling into two dwellings with vehicle crossover

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

Planning Applications for week commencing 25<sup>th</sup> November 2019

Councillor Nazish Adil left the room prior to the consideration of the next application

**Seaford**  
LW/19/0830

**Flat 18 Sutton Park Road**  
Planning Application - Erection of external staircase

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

**Seaford**                    **1 Stonewood Close**  
LW/19/0837                Planning Application ~ Proposed loft conversion  
  
It was **RESOLVED** to **SUPPORT** the application  
  
Councillor Nazish Adil returned to the room following this application

**Seaford**                    **32 Rookery Way Bishopstone**  
LW/19/0860                Planning Application – Proposed new gable roof with front and rear  
dormers to replace existing roof with rear dormer  
  
It was **RESOLVED** to **SUPPORT** this application

**Seaford**                    **46 Sutton Avenue**  
LW/19/0842                Planning Application – Proposed separate dwelling in rear garden  
  
It was **RESOLVED** to **SUPPORT** this application  
Although the plot was relatively small and would have limited private  
amenity space this was outweighed by the quality of the modern design of  
the proposed dwelling and the minimal impact on the street scene and  
character of Arundel Road given the proximity to Seaford Head School.  
Also the impact on the host property would be minimal given the size of  
the existing garden

**Seaford**                    **12 Milldown Road**  
LW/19/0831                Planning Application – Proposed single storey side and two storey rear  
extensions  
  
It was **RESOLVED** to **SUPPORT** the application  
It was a substantial extension but not an overdevelopment of the plot and  
would be in scale with the existing property and the surrounding area

Planning Applications for week commencing 2<sup>nd</sup> December 2019

**Seaford**                    **10 Beacon Drive**  
LW/19/0852                Planning Application – Single storey rear/side extension (retrospective  
application)

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

**P 78/12/19. Newlands School Development**

Members considered the report 117/19 of the Planning Officer giving an update on the progress of the two applications for development on the former Newlands School site. The Secretary of State had considered the objection to the decision to grant permission submitted by Sport England but decided not to 'call-in' the application. Lewes D.C would now proceed with the negotiation of the S.106 Agreement.

**P 79/12/19 Homefield Place Homefield Road – Application LW/19/0364**

Members considered the report 116/19 of the Planning Officer on the recent decision of Lewes D.C's Planning Applications Committee to grant consent for the construction of a new 55-bed care home at Homefield Place. The Town Council had objected to the application on the grounds that the development would prejudice the implementation of the town's Neighbourhood Plan

It was **RESOLVED** to **NOTE** the report

**P 80/12/19 Update Report**

Members considered report 115/19 of the Planning Officer on decisions taken by Lewes D.C on applications previously considered by this Committee

It was **RESOLVED** to **NOTE** the report

The meeting closed at 7.47 p.m

Councillor L Wallraven  
Chairman

**PLEASE NOTE THAT THE NEXT MEETING ON THURSDAY 9<sup>TH</sup> JANUARY 2020  
WILL COMMENCE AT 6.30 P.M**

**Circulation:**

**Committee:** Councillor L Wallraven (Chairman) and Councillor R Honeyman (Vice Chairman).  
Councillors N Adil, J Edson, M Everden and J Lord.

**For Information:** Councillors L Boorman, P Boorman, M Brown, J Cash, S Dunn, M Hayder,  
R Hayder, O Honeyman, J Meek, R Morland, R Reed, G Rutland and B Webb.



## Seaford Town Council

**MINUTES** of a Meeting of the **Grievance Sub-Committee** held at the Council Chambers, 37 Church Street, Seaford on **Thursday 12<sup>th</sup> November 2019** at **5.30pm**.

**Present:**

Councillors L Boorman (Chair), P Boorman, M Brown (Vice-Chair), S Dunn, L Wallraven and B Webb.

Georgia Raeburn, Executive Support Officer -- Seaford Town Council

Helen Cleare, Cleare-HR Ltd

No members of the public were present.

**GSC01/11/19      Apologies for Absence**

There were no apologies for absence.

**GSC02/11/19      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.

**GSC03/11/19      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 item concerned confidential employment details, with the exception of Helen Cleare of Cleare-HR, providing external HR support to the Sub-Committee.

**GSC04/11/19      Employee Grievance Report**

The Committee discussed the contents of exempt report 96/19 presenting a report regarding a grievance submitted by an employee.

It was **RESOLVED** to **AGREE** not to uphold those grievances of the employee as per the Grievance Investigation Report. **FURTHERMORE**, that a payment is made to resolve a grievance of the employees as per and in accordance with the findings of the Investigation Report.

The meeting closed at 6.20pm.

Councillor Liz Boorman  
Chair of the Grievance Sub-Committee



## Seaford Town Council

MINUTES of a Meeting of the Personnel Committee held at the Council Chambers, 37 Church Street, Seaford on Thursday 12<sup>th</sup> November 2019 at 7.00pm.

### Present:

Councillors R Morland (Chair), N Adil, MA Hayder and O Honeyman.  
James Corrigan, Town Clerk – Seaford Town Council  
Georgia Raeburn, Executive Support Officer – Seaford Town Council  
No members of the public were present.

In the absence of a Chair or Vice-Chair, it was **PROPOSED** that the Committee **APPOINT** Councillor R Morland to Chair the meeting; this **MOTION** was **CARRIED**.

### PE05/11/19 Apologies for Absence

Apologies for absence were received from Councillors R Honeyman, J Cash and J Edson.

### PE06/11/19 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.

### PE07/11/19 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 and employment details.

### PE08/11/19 General Personnel Update

The Committee discussed the contents of exempt report 95/19 presenting a general update on HR matters within the Council, asking questions on various aspects of the update report.

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

### PE09/11/19 Staff Structure Review

The Committee discussed the contents of exempt report 90/19 presenting a update on recent staffing changes and proposed changes to the staff structure.

**PE09.1** It was **RESOLVED** to **AGREE** the revised staff structure as presented with report 90/19.

**PE09.2** It was **RESOLVED** to **AGREE** the additional clause in employee's terms and conditions of employment regarding incremental salary increases for holding or obtaining specific qualifications as per report 90/19.

**PE09.3** It was **RESOLVED** to **NOTE** the above additional incremental salary increases being offered to any employees who currently hold the specific qualifications, taking effect from 1<sup>st</sup> December 2019.

**PE10/11/19 2019 Annual Appraisals**

The Committee discussed the contents of exempt report 94/19 providing the Committee with an update on the Annual Appraisal process undertaken.

It was **RESOLVED** to **NOTE** the update on the 2019 Annual Appraisal process.

The meeting closed at 8.57pm.

Councillor Richard Morland  
Acting Chair of the Personnel Committee

Draft



Seaford Town Council

Report 129/19

**Agenda Item No:** 5a  
**Committee:** Council  
**Date:** 23<sup>rd</sup> January 2020  
**Title:** Mayor's Report & Engagements  
**By:** Sue Treadwell, Mayor's Secretary  
**Purpose of Report:** To present the Mayor's update report and details of Mayoral engagements.

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**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 17<sup>th</sup> October 2019 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 Sue Treadwell, Mayor's Secretary.

Mayor's Secretary

Town Clerk



## Appendix A Mayor's Report January 2020

My Dear Residents and colleagues,

A very happy healthy and prosperous new year to you all.

The last quarter of the year was really busy and progressive. I went to over 70 official engagements to some amazing groups running in Seaford. The Council business has also been busy. It is my pleasure to inform we had been able to resolve residents' issues and have to clear the air between council residents on concerned matters.

The Mayor of Seaford Facebook page has been much appreciated, we have got over 25 more likes and followers and it is such a great feeling to see the community coming together and participating via their comments and appreciation for the local groups, personal or collective achievements of their friends/ family, events that take place in the town and around the town where Seaford makes representation.

It is such a proud feeling to see our schools progressing and participating in different curricular and extracurricular activities across county. I really appreciate the school heads, management, teachers and parents who encourage and facilitate the children to go out there and perform with confidence. I really love seeing our children getting the opportunities to exhibit their talents at different platforms. Thank you very much for that teachers and parents.

I have had tremendous response from the primary schools in regards organising fund raising events at schools which is such a sweet gesture, it enables children to learn to empathise, feel responsible towards the vulnerable and contribute to good causes to support and empower others. I am so proud of the spirits of each child personally.

It was amazing honouring and awarding the new Freeman of our Town and the hosting the ceremony. The service was organised by the Council and held at St. Leonard's Church attended by dignitaries of East Sussex including the High Sheriff, the Dt. Lieutenant, the Chair of ESCC and LDC, the Mayors, the guests and friends of Seaford. We congratulate Mr. Keith Blackburn on becoming a Freeman of the Town.

The Mayor's Christmas card competition was really special. We had many entries and had been a very difficult task to select one. Our theme was "Christmas in Seaford" Every child had sent amazing paintings. I had been so impressed with their artwork. Thank you to All the pupils who participated.

Another highlight of the last quarter was Seaford Christmas Magic. Thanks to the Facilities team and the volunteers of the Christmas Magic Committee and Sussex Events Ltd for their hard work in organising this. It was such a wonderful and well attended event. The community had come together to celebrate and enjoy to welcome festivity and light of Christmas. The whole town participated enthusiastically. The lantern parade was very special, and was led by our popular Young Mayor, James Jenkins and the Christmas Lights were switched on with the help of Florence Vaks who had won the Mayor's Christmas card competition. Thank you everyone who performed, entertained, ran stalls and participated in any way for making it such a memorable event. Special thanks to Seaford Bonfire Society for providing marshalling services. We appreciate it.

The Mayor's Carol Concert had been the highlight of December for me. It was such a beautiful and touching service. Thank you goes to my Chaplain Rev Arwen Folkes, Rev Paul Owen and the officers at Seaford Town Council for organising this. We celebrated the Youth of Seaford this year. It was so overwhelming to see the response and support of the primary schools. I am really grateful to the head teachers, music teachers, parents and children of Annecy Catholic Primary, Cradle Hill Primary and Seaford Primary for their school choirs representation at the Carol. Most importantly I thank Archway Youth Choir for performing with the primary schools and making this such a special Carol Service for the whole town. I happened to meet the bell ringers that evening who had kindly rung the bells. It was

a wonderful experience watching them ring in live. They are absolutely amazing and I admire their dedication.

I had also had a few fund raising events for Youth Counselling Project and Down Syndrome Development Trust. The town was so kind and responsive towards the charities and I thank everyone for their warmth and contribution towards the cause. I held two sold out quiz nights and raised significant amounts for both the charities, also another two Raffle Draws were held which had been really popular and rewarding. A special thanks to The Wellington Seaford for being so supportive.

The Seaford Bonfire celebrations had also been one of the major events and been entertaining and hugely Successful.

The most close to my heart had been the Remembrance Sunday Services. It had been emotional. I loved the way people had come out to commemorate the services and sacrifices of the war heroes. I love the warmth and spirit of our town. The commonwealth war graves services at Seaford Cemetery had also been special. We had the children from Anney Catholic to lay the Wreath of remembrance alongside me to say 'the Youth will remember'.

I had the opportunity to attend the National Association Local Councils (NALC) annual conference at Milton Keynes where we had excellent training workshops, talks on important topics. Princess Ann had been the special guest who had come to acknowledge and appreciate the voluntary services the councils and councillors provide to strengthen communities and work for the well-being of their towns and residents.

Apart from these town events and ceremonies, I was invited to many events and represented Seaford at High Sheriff's prayer breakfast, High Sheriff's Judges Services, Advent Carol concert at Arundel Cathedral, East Sussex County Council's chairman Unsung Heroes Tea, Homelink 20th Gala Concert, Lewes Bonfire Night, Lewes Mayor's Church Services, launch of new CLTA bus, Newhaven Life Boat 20 years Celebration, Cuckmere Buses volunteers society gathering, St. George's Society Trafalgar day Remembrance Dinner, Big Sing Concert Eastbourne and Mayor of Peacehaven's community Carol Concert .

The local group events and ceremonies had given me a pleasant and great opportunity to get introduced to many wonderful people and residents of Seaford the engagements including Seaford Rugby Club's Annual lunch, British Region's introduction meeting, Judging Rotary Club's Young Chef Competition with Young Mayor James, Health and Well-being Open Day Gala at Clinton Centre, Lions Club's 50th Anniversary Celebrations, Seaford Head School's Annual Award Evening, guest Speaker at Hard of Hearing group, Christmas Fete at St. Thomas More in support of Madagascar kids and women missionary and empowerment program, Seaford Hand Bell Ringers 20th Anniversary Celebrations, Youth Counselling Projects Classic night at Florence house, Cradle Hill Children in Need Charity Bake Off, the 4th Blatchington Brownie Group's games night to raising money for a Shelter Box, M&Co Fashion's Ramp Show stop for Youth Counselling Project, Rotary Christmas Party lunch for people living on their own, Autumn Concert at Baptist Church, Judging Christmas Magic Best Dressed Window Competition, Homelink LDC Churches Christmas Concert, Blessing of the Tree at War Memorial with my Chaplain Rector Arwen Folkes, Father Ian 's Induction Ceremony, Seaford Primary, Cradle Hill and Anney Catholic Primary Schools Carol and nativity concerts, St John 's School Christmas Fayre, The Concentus Sings Christmas Concert and being live on SeaHaven FM again with the Young Mayor James Jenkins. We had also visited the Seaford Primary School and introduced ourselves to them all. They had been so pleased and amazed to see us. It had been wonderful answering their innocent and intelligent questions about our roles, council structure, elections and roles of council.

I had been to a few other stakeholders meetings and usual Council committee meetings.

It was a great year for me. I thoroughly enjoyed knowing and meeting new members of different important groups running in Seaford.

I thank everybody for their love and support.

I feel so humbled and obliged with the love and appreciation that have been shown to me by all the residents, colleagues and council officers. I love my people and I love my role. Let's get more connected, make more memories and strengthen our communications and continue flourishing trust building measures.

Let's have a good year together.

I love Seaford.

Cllr. Nazish Adil, Mayor of Seaford

**Appendix B Mayor's Report – January 2020**

**17<sup>th</sup> October 2019 – 23<sup>rd</sup> January 2020**

**Organisation/Dignitary**

Organisation/Dignitary	Event	Date	Venue
Seaford Rugby Club	Sponsors Lunch	19-Oct-19	Rugby club
Bonfire Society Celebrations	Seaford Bonfire Society	19-Oct-19	War Memorial
Cllr John Lamb, Lewes TC	Church Civic Service	20-Oct-19	Trinity South Malling
Royal Society of St George	Trafalgar Day	21-Oct-19	Deans Place
Rosmary Seed	Informal meeting	23-Oct-19	The View
Sussex Elderly Care	Health and Wellbeing event	24-Oct-19	Clinton Centre
Seaford Head	Sports Awards	24-Oct-19	Arundel site
STC	Budget Setting	24-Oct-19	STC Offices
High Sheriff	Judges Service	25-Oct-19	St Anne's Church, Lewes
Cuckmere Buses	Annual Social Gathering	25-Oct-19	Arlington Village Hall
NPS Lions	50th Anniversary	27-Oct-19	Blatchington Golf
RNLI	Blessing and 20th Anniversary Celebration	27-Oct-19	Lifeboat Station Newhaven
NALC Conference	Seminar	28-Oct-19	Milton Keynes
Mayor	Planning and Highways	31-Oct-19	STC Offices
Mayor	Talk - on her life and becoming a Mayor	01-Nov-19	St James's Trust House
LDC Stephen Gauntlett	Quiz Night	01-Nov-19	The View
Lewes Town Hall	Lewes Bonfire Night Celebrations	05-Nov-19	Lewes House
Seahaven FM	Lewes Bonfire Night Celebrations	05-Nov-19	Town Hall , High Street
STC	Radio Interview with Down Development Trust	06-Nov-19	Seahaven FM
Christmas Fete for Madagascar	CCMG	06-Nov-19	STC Offices
Royal British Legion	Shalom, Convent Sutton Avenue	09-Nov-19	Shalom, 10 A Sutton Avenue
RSSG Linda Wallraven	Remembrance Sunday	10-Nov-19	War Memorial/ St Leonards
STC	Commonwealth Remembrance	12-Nov-19	Seaford Cemetary / The View
TYCP	Community Services - Budget	14-Nov-19	STC Offices
Cradle Hill School	Classical Evening	14-Nov-19	Florence House
Homelink Lewes District Churches	Children in Need Bake off	15-Nov-19	Cradle Hill School
4th Blatchington Brownie Group/ Martello Rotary	20th anniversary Gala	17-Nov-19	Glyndebourne Opera House
Wellington Pub	Fundraising Evening	19-Nov-19	Baptist Church
Chairman of ESCC	Mayor's Quiz	20-Nov-19	Wellington Pub
	Afternoon Tea unsung heroes	21-Nov-19	Manor Barn Bexhill

STC	Planning and highways	21-Nov-19	STC Offices
Seahaven Dance	Ever After Fundraising for the Air Ambulance	22-Nov-19	Peacehaven Meridian Centre
Your Construction Shop	Grand Opening	22-Nov-19	20 Sutton Park Road
Seahaven Dance	Ever After Fundraising for the Air Ambulance	23-Nov-19	Peacehaven Meridian Centre
High Sheriff	East Sussex Prayer Breakfast	23-Nov-19	East Sussex National Golf Resort
STC	Freedom of the Town for Keith Blackburn	23-Nov-19	St Leonards and The View
Telcombe Town Council	Annual Race Night	23-Nov-19	Telcombe Civic Centre
Sussex Elderly Care	Health and Wellbeing event	24-Nov-19	St James's Trust House
YCP	M and Co Fashion Show	26-Nov-19	M and co Seaford
East Sussex Music	The Big Sing	28-Nov-19	De La Warr Pavilion, Bexhill
CTLA Transport for the community	New Vehicle launch	28-Nov-19	East Brighton Masonic Centre
STC	Finance and General Puposess	28-Nov-19	STC Offices
Lions Meeting	Meeting	28-Nov-19	White Lion Dining Room
Seaford Rotary	Senior Citizen Christmas Party	29-Nov-19	St James's Trust House
Friends of Bishopstone Station q	Community Meeting re achievements	29-Nov-19	Bishopstone Village Hall
Seaford Choral Society	Autumn Concert	30-Nov-19	Seaford Baptist Church
The Friends of Arundel Cathedral	Christmas Sung Vespers	01-Dec-19	Arundel Cathedral
East Sussex Music Service	The Big Sing	02-Dec-19	White Rock Theatre Hastings
East Sussex Music Service	The Big Sing	03-Dec-19	Kings Centre Eastbourne
STC	Golf Budget	03-Dec-19	The View at Seaford Head
East Sussex Music Service	The Big Sing	04-Dec-19	Kings Centre Eastbourne
STC	CCMG	04-Dec-19	STC Offices
East Sussex Music Service	The Big Sing	05-Dec-19	Kings Centre Eastbourne
Mayor of Brighton	Visit to the Royal Pavilion	05-Dec-19	The Royal Pavilion
Mayor	blessing of the Christmas Tree	06-Dec-19	Christmas Lights War Memorial
STC/ Chamber of Commerce	Seaford Christmas Magic / Window display	06-Dec-19	Seaford Town
East Sussex Music Service	Christmas Concert	07-Dec-19	St Saviour's Church, Eastbourne
Rotary Sleigh	Collection Broad Street	07-Dec-19	Crosbies Broad Street
STC Seaford Christmas Magic	Christmas Magic Prize for Window Display comp	07-Dec-19	At winners Premises
STC Switching on of the Christmas Lights	Christmas Magic	07-Dec-19	Broad Street
The Old Boot Pub	Switching on of the Christmas Lights	07-Dec-19	The Old Boot Pub
Homelink	Christmas concert	08-Dec-19	St Thomas More Church
St Thomas More Church	Induction Mass	08-Dec-19	

East Sussex Music Service	South Downs Youth Orchestra	08-Dec-19	Attenborough Centre, Uni of Sussex
STC	Mayor's Carol Service	10-Dec-19	St Leonards
Newhaven TC	Mayors Carol Service	10-Dec-19	St Michaels Church Newhaven
East Sussex Music Service	ESM Academy Christmas concert	11-Dec-19	Multipurpose hall, Lewes Campus
East Sussex Music Service	Wealden Music Service	11-Dec-19	All Saints Church Crowborough
Cradle Hill School	Reception Nativity	11-Dec-19	Cradle Hill School
Cradle Hill School	Infant Carol Service KS1	12-Dec-19	Baptist Church
Sussex Wildlife Trust	Thank you and Achievement	12-Dec-19	The View at Seaford Head
Mayor of Peacehaven	Annual Carol Concert	13-Dec-19	Comm House, Meridian Centre
The Seven Sisters Pub	Quiz Night	14-Dec-19	Seven Sisters Pub
Seaford Primary School	Christmas Performances	17-Dec-19	Seaford Primary School
Cradle Hill School	KS2 Carol Service	17-Dec-19	St Leonards Church
SeahavenFM	Radio Interview - Sussex Elderly Care & Young Mayors	18-Dec-19	Seahaven FM
Cradle Hill School	KS2 Carol Service	19-Dec-19	St Leonards Church
St John's School	Christmas Fayre	20-Dec-19	St Johns School
Concentus Choir	Concentus Sings Christmas	21-Dec-19	Seaford Baptist Church
STC	CCMG	02-Jan-20	STC Offices
Abundant Grace	Residents 100th Birthday	08-Jan-20	Abundant Grace
STC	Planning and Highways	09-Jan-20	STC offices
STC	Budget Training and working group meeting	09-Jan-20	STC offices
RSSG	10th Anniversary lunch	16-Jan-20	Seaford Golf Club



## Seaford Town Council

Report 126/19

<b>Agenda Item No:</b>	8
<b>Committee:</b>	Council
<b>Date:</b>	23 <sup>rd</sup> January 2020
<b>Title:</b>	Final Budget Report 2020/21 and Setting of Precept
<b>By:</b>	Lucy Clark, Finance Manager
<b>Purpose of Report:</b>	To approve the draft Budget, Precept and Council Tax rate for the 2020/21 Financial Year and note the Projected budgets for the years 2021-2025.

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### Recommendations

#### You are recommended:

1. To approve the budget as presented; allowing the Town Clerk & Responsible Finance Officer to make any minor amendments, which will not affect the overall budget or Precept, to improve accuracy when producing the budget book for all Councillors.
  2. To set a Precept of £872,023 which equates to a Council tax increase of 14.20%.
  3. To note the Projected budgets for the years 2021/22, 2022/23, 2023/24 & 2024/25.
  4. To approve the £122,307 spend from Ear Marked Reserves during 2020/21 as set out in 1.4.
  5. To approve the projected transfers of £54,947 into the Ear Marked Reserves at the end of the current financial year as set out in 1.10.
  6. To authorise the Town Clerk & Responsible Finance Officer to place any underspends on projects as presented in an EMR to be used in 2020/21.
- 

### 1. Information

#### 2020/21 Proposed Budget

- 1.1 The Community Services, Finance & General Purposes and Golf & The View Committees have all considered the draft budgets for 2020/21 and projected budgets for the years 2021-2025 and have subsequently recommended their budgets to Full Council. The full budget papers are attached as Appendix A.
- 1.2 The proposed Precept for 2020/21 is £872,023. The overall effect of all projected income and expenditure for 2020/21 is a 14.20% / £11.42 per annum increase on Band D Council tax. The proposed Band D Council tax is £91.83 per annum compared with £80.41 in 2019/20.
- 1.3 The Band D Council tax is measured with reference to a Council tax base which is calculated every year by Lewes District Council. The figure for 2020/21 is 9,496 compared to 9,544 in 2019/20. This figure is divided into the required Precept to give the Band D Council tax. LDC has unexpectedly revised the tax base calculations for 2020/21 downwards compared to 2019/20. This on its own adds a 0.57% increase in Council Tax. P. 47

1.4 All known expenditure has been budgeted for. In addition to the 2020/21 revenue budget, the Ear Marked Reserves (EMR's) have been reviewed and it is proposed to utilise them as follows:

EMR340 Equipment	-	£8,759 towards Borehole
EMR363 Seafront Development Plan	-	£75,000 towards projects within the plan
EMR364 Spike Bar	-	£38,548 towards the new Spike Bar
<b>Total EMR's</b>	-	<b>£122,307</b>

1.5 It is proposed to transfer £25,000 into the general reserves at the end of 2020/21, which is projected to increase the amount to £227,681, a figure nearer to the recommended £250,000 for a council the size of Seaford.

1.6 In summary officers have worked on reducing the initial increase from 20.1% to 14.20% as in the attached in the summary page of appendix A. A number of factors which contribute to the increase in council tax and that are outside the Councils control included:

- The tax base unexpectedly being reduced giving a 0.57% increase.
- The error by LDC in last year's precept giving us £10,429 less than what it should have been. Although we received a one-off grant, the increase is still based on the revised precept. This equates to a 1.37% increase.
- The additional increases in the cost of living, pension rates and salary increments equate to approximately 10.07%.
- Lewes District Council having very recently informed the Town Clerk that Seaford Town Council will no longer receive the annual Community Support Grant which we had budgeted at £11,937 for 20/21. This is currently being challenged but unlikely to be resolved in time for the precept setting. This equates to a 1.56% increase.

1.7 It should be noted that although this increases the annual council tax by £11.42 to £91.83 per annum, Seaford is still significantly lower than Lewes Town Council at £226.91 p/a, Newhaven Town Council at £167.97, Peacehaven Town Council at £115.98 and just below Telscombe Town Council at £104.61 p/a.

1.8 If this increase is approved, the following four years should only require an increase of just less than 4% which is demonstrated on the summary page.

#### **Projected Year End 2019/20**

1.9 The General Reserve as at 31<sup>st</sup> March 2019 stood at £207,154. The Council should note that the budget for 2019/20 was set to return £53,300 to the General Reserve, but due to a number of exceptional items within the current financial year, the projected transfer will now not occur. The General Reserve is still reasonably healthy with a projection of £202,681 although as mentioned above, the recommended level of the General Reserve is in excess of £250,000 for a council the size of Seaford.



The key items are:

Salaries & Wages	£ 9,401
Professional Fees	£ 11,863
Advertising	£ 5,529
Water Recharges	£ 5,842
Website	£ 2,150
37 Church Street Back Rent & Service Charge	£ 12,526
The Golf & The View VAT calc error	£ 40,000
<b>Total</b>	<b>£ 87,311</b>

**1.10** Some of these items have been offset by savings in other expenditure such as a £6,500 saving in Audit Fees; £2,581 saving on Church Street Business Rates; £4,612 saving on Grounds Maintenance and £1,000 saving on Christmas Lights. In addition, the filming income is projected to be £9,800 higher than budget.

**1.11** Transfers **into** EMR's have been processed as and when during the year where the income is for a specific project. These include:

<b>EMR327 S106 Salts Skate Park</b>	
Remainder of grant from Sports England	- £38,000
<b>EMR342 Tree Planting</b>	
Donations received from residents	- £ 1,086
<b>EMR358 Community Projects</b>	
Donations received for the Beach Access	- £ 2,887
<b>EMR361 Cil Receipts</b>	
Income from LDC from the CIL levy	- £9,594
<b>Total projected EMR transfers for 2019/20</b>	<b>- £51,567</b>

**1.12** In summary, the projected outturn is looking likely to achieve a minimal surplus of £790 for reasons explained above.

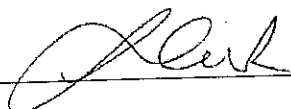
## 2. Financial Appraisal

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

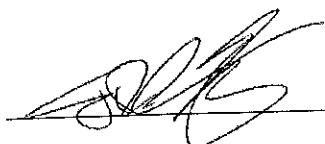
## 3. Contact Officer

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

Finance Manager



Town Clerk



Summary Budget 2020/21		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
Finance & General Purposes Committee	Expenditure	541,299	569,314	299,860	591,178	608,684	617,868	628,783	640,935	651,319
	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	556,386	573,529	581,890	591,962	603,250	612,750
Community Services Committee	Expenditure	403,132	1,011,542	488,580	724,382	1,053,905	496,289	480,590	488,611	477,290
	Income	636,079	758,209	227,981	280,806	715,346	236,558	241,777	247,063	252,505
	Net	-232,947	253,333	260,599	443,576	338,559	259,731	238,814	241,548	224,785
Golf and The View Committee	Expenditure	1,020,881	1,156,459	633,962	1,118,650	1,174,660	1,125,218	1,153,073	1,157,351	1,163,001
	Income	1,043,073	1,058,449	713,415	1,031,146	1,117,418	1,103,324	1,137,142	1,166,900	1,202,625
	Net	-22,192	98,010	-79,453	87,504	57,242	21,894	15,931	-9,549	-39,624
Total Committees	Expenditure	1,965,312	2,737,315	1,422,402	2,434,210	2,837,250	2,239,375	2,234,592	2,282,620	2,285,960
	Income	1,718,607	1,852,313	960,160	1,346,744	1,867,919	1,375,860	1,381,922	1,421,890	1,457,975
	Total Net Expenditure	246,705	885,002	462,242	1,087,466	969,330	863,515	852,670	860,730	827,986
PLUS Transfers INTO Ear Marked Reserves										
	EMR320 - Election costs	4,892								
	EMR327 - S106 Salts Skate Park	199,881			0					
	EMR329 - The Salts Landscaping	845								
	EMR342 - Tree Planting	1,878			1,086					
	EMR353 - External Officer Support	0								
	EMR358 - Community Projects	4,080			1,488					
	EMR361 - CIL Receipts	3,293			9,594					
	EMR363 - Seaford 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	25,000	47,000	99,000	176,000	219,000
		0								
Balance of Net Expenditure		760,730	938,302	462,242	1,152,934	994,330	910,515	951,670	1,036,730	1,046,986
LESS Expenditure OUT OF Ear Marked Reserves										
	EMR320 - Election costs	0	-4,000		0				-40,000	
	EMR323 - Crypt Professional Fees				-4,965					
	EMR327 - S106 Salts Skate Park	-147	-50,000		-199,734					
	EMR340 - Equipment (towards borehole)				0	-8,759				
	EMR342 - Tree Planting				-442					
	EMR353 - External Officer Support				-2,504					
	EMR358 - Community Projects				-5,480					
	EMR361 - CIL Receipts	-3,250			-7,988					
	EMR363 - Seaford Development Plan	-23,419			-36,733	-75,000				
	EMR364 - Spike Bar	-930	-40,000		-522	-38,548				
	EMR365 - Borehole & New Tank	-2,245	-50,000		-47,754					
LESS Amount required to balance FROM General Reserves			0		-52,510					
Balance of Net Expenditure		730,739	794,302	462,242	794,302	872,023	910,515	951,670	996,730	1,046,986
LESS Revenue Support Grant		-20,891	-16,414		-16,414	0	0	0	0	0
LESS Special Subsidy		0	-10,429		-10,429	0	0	0	0	0
Precept demand		709,848	767,459	462,242	767,459	872,023	910,515	951,670	996,730	1,046,986
Tax Base		9,707	9,544		9,544	9,496	9,596	9,696	9,796	9,896
Band D Council Tax		73.13	80.41		80.41	91.83	94.89	98.15	101.75	105.80
Council Tax Percentage increase						14.20%	3.33%	3.44%	3.67%	3.98%

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	62,457	63,082	63,712	64,350	64,993	
4003	Sub-contracted Staff	7,651	8,000	5,648	12,000	12,000	12,120	12,241	12,364	12,487	£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 & 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	12,900	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	2,839	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>455,029</b>	<b>494,967</b>	<b>502,682</b>	<b>512,084</b>	<b>521,678</b>	<b>531,457</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	

	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
1062 Income Telephone Recharge	749	850	281	625	644	663	683	703	725	
1068 Income Stationery Recharge	0	0	15	15	0	0	0	0	0	
1190 Interest Received	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>449,264</b>	<b>489,125</b>	<b>496,667</b>	<b>505,892</b>	<b>515,303</b>	<b>524,894</b>	
<b>Account Premises - Church Street Cost Centre 205</b>										
4050 Rent Payable	20,927	18,000	13,873	23,756	20,373	20,984	21,614	22,262	22,930	
4051 Rates	7,966	8,205	3,372	5,624	5,793	5,967	6,145	6,330	6,520	
4059 Service Charge	34,548	9,300	7,245	16,070	18,000	18,540	19,096	19,669	20,259	
4199 Other Expenditure	5	0	5	5	0	0	0	0	0	
4270 Vehicle & Equipment Maintenance	638	550	149	550	567	583	601	619	638	
4275 Building Maintenance	116	1,500	461	1,500	1,000	1,000	1,000	1,000	1,000	
4901 Term Maintenance (Planned)	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>46,232</b>	<b>47,574</b>	<b>48,956</b>	<b>50,380</b>	<b>51,847</b>	
1050 Income Rent	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>40,009</b>	<b>41,164</b>	<b>42,354</b>	<b>43,580</b>	<b>44,842</b>	
<b>Account Premises - Hurdis House Cost Centre 206</b>										
4115 Insurance	386	398	398	398	410	422	435	448	461	
4301 Public Works Loan Board	15,002	15,002	7,501	15,002	15,002	15,002	15,002	15,002	15,002	Final payment on 03/08/2025
<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 Income Rent	22,313	22,137	11,116	22,137	22,580	23,031	23,492	23,962	24,441	
1051 Income Insurance Recharge	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>	

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 Budget	2022-2023 Budget	2023-2024 Budget	2024-25 Budget	Budget Notes
<b>Account Civic Expenses</b>										
<b>Cost Centre 210</b>										
4013 Members Expenses	82	100	0	150	150	150	150	150	150	
4014 Members Training	225	1,500	868	1,500	1,000	1,000	1,500	1,000	1,000	
4105 Postage	0	0	14	50	0	0	0	0	0	
4106 Stationery	274	1,000	673	900	500	500	1,000	500	500	
4110 Advertising & Publicity	0	50	0	50	50	50	50	50	50	
4113 Software Support	5,361	3,690	2,375	4,631	3,618	3,727	3,838	3,953	4,072	
4115 Insurance	190	196	201	201	205	211	217	224	231	
4181 Civic - Mayor's Expenses	684	1,500	274	1,500	1,500	1,500	1,500	1,500	1,500	
4182 Catering & Hospitality	99	500	298	500	500	500	500	500	500	
4183 Civic - Awards	-42	500	127	500	500	500	500	500	500	
4184 Civic - Other	0	200	393	1,200	200	200	200	200	200	
4188 Town Crier Expenses	70	125	35	962	250	250	250	250	250	Increase to cover annual cleaning costs
4189 Young Mayor	332	600	-136	600	600	600	600	600	600	
4190 Election Costs	5,108	30,000	0	30,000	12,000	12,000	12,000	12,000	12,000	Due to bye election presumed no surplus to go into EMR as planned
<b>Civic Expenses Expenditure</b>	<b>12,383</b>	<b>39,961</b>	<b>5,122</b>	<b>42,744</b>	<b>21,073</b>	<b>21,188</b>	<b>21,306</b>	<b>22,427</b>	<b>21,553</b>	
1081 Young Mayor Income	100	100	100	100	100	100	100	100	100	Annual Rotary donation
<b>Civic Expenses Income</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>100</b>	
<b>Net Expenditure over Income</b>	<b>12,283</b>	<b>39,861</b>	<b>5,022</b>	<b>42,644</b>	<b>20,973</b>	<b>21,088</b>	<b>21,206</b>	<b>22,327</b>	<b>21,453</b>	
<b>Account Grants Pool</b>										
<b>Cost Centre 215</b>										
4401 Grants Pool	23,000	30,000	30,000	30,000	31,000	31,000	31,000	31,000	31,000	CAB request a £1K annual increase
<b>Grants Expenditure</b>	<b>23,000</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>	<b>31,000</b>	<b>31,000</b>	<b>31,000</b>	<b>31,000</b>	<b>31,000</b>	
<b>Grants Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Net Expenditure over Income</b>	<b>23,000</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>	<b>31,000</b>	<b>31,000</b>	<b>31,000</b>	<b>31,000</b>	<b>31,000</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	449,264	489,825	496,667	505,892	515,303	524,894	
205 Premises Church Street	50,284	32,013	20,489	41,613	40,009	41,164	42,354	43,580	44,842	
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	42,644	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>556,386</b>	<b>573,529</b>	<b>581,890</b>	<b>591,962</b>	<b>603,250</b>	<b>612,750</b>	
<b>Total Committee Expenditure</b>	<b>541,299</b>	<b>569,314</b>	<b>299,860</b>	<b>591,178</b>	<b>608,684</b>	<b>617,868</b>	<b>628,783</b>	<b>640,935</b>	<b>651,319</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>556,386</b>	<b>573,529</b>	<b>581,890</b>	<b>591,962</b>	<b>603,250</b>	<b>612,750</b>	
<b>Income to be put into EMR's</b>										
EMR320 - Elections				0						
<b>Expenditure from EMR's</b>										
EMR320 - Elections		-4,000		-2,504				-40,000		
EMR353 - External Officer Support										
	<b>501,844</b>	<b>529,659</b>	<b>281,096</b>	<b>553,882</b>	<b>573,529</b>	<b>1,235,736</b>	<b>1,257,567</b>	<b>1,241,871</b>	<b>1,302,639</b>	

Projected Outturn Compared to Budget	22,727
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Projected Outturn Compared to Budget After EMR's	24,223
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Draft Budget 2020/21

2020-21 Budget Notes

Account Code	2018/19 Actual	2019-20 Final Budget	2019-20 Actual to 30/09/19	2019-20 Projected Outturn	2020-21 Budget	2021-22 Budget	2022-23 Budget	2023-24 Budget	2024-25 Budget
<b>Salts Recreation Ground Cost Centre 105</b>									
4052 Water & Sewerage	10,183	5,366	298	7,711	8,000	8,240	8,487	8,742	9,004
4055 Electricity	61	250	98	215	284	293	301	310	320
4100 Telecommunications	0	0	35	142	200	206	212	219	225
4110 Advertising & Publicity	0	0	10	35	0	0	0	0	0
4115 Insurance	2,621	2,700	3,229	3,229	3,401	3,513	3,618	3,727	3,839
4155 Professional Fees	0	0	1,125	1,125	0	0	0	0	0
4157 Audit Fees & External Accreditations	0	319	0	0	0	0	0	0	0
4250 Public Seating	655	0	575	575	1,000	1,030	1,061	1,093	1,126
4251 Dog Bin Emptying	1,875	2,000	937	1,875	1,922	1,970	2,019	2,070	2,121
4252 Additional Litter Pick	546	800	702	702	723	745	767	790	814
4260 Grounds Maintenance Contract	69,759	72,000	34,937	70,000	71,750	73,544	75,382	77,267	79,199
4261 Grounds Maintenance Non Contract	7,942	7,000	5,495	7,000	6,000	6,180	6,365	6,556	6,753
4275 Building Maintenance	2,951	5,000	9,642	9,800	4,000	4,120	4,244	4,371	4,502
<b>TOTAL</b>	<b>96,593</b>	<b>95,435</b>	<b>57,083</b>	<b>102,409</b>	<b>97,290</b>	<b>99,840</b>	<b>102,458</b>	<b>105,144</b>	<b>107,902</b>
<b>Salts Recreation Ground Expenditure</b>									
1050 Income Filming	267	0	0	0	0	0	0	0	0
1051 Income Rent	1,678	2,300	2,257	2,406	2,152	2,217	2,283	2,352	2,422
1053 Income Insurance Recharge	1,404	1,446	1,397	1,397	1,436	1,479	1,523	1,569	1,616
1055 Income Grants	845	0	0	0	0	0	0	0	0
1058 Income Memorial Bench	1,305	0	0	0	1,500	1,545	1,591	1,639	1,688
1066 Income Water Recharge	1,432	1,030	0	4,446	4,579	4,717	4,858	5,004	5,154
1073 Concession Income	17,745	18,277	12,185	18,277	18,825	19,390	19,972	20,571	21,188
Sports Pitch Hire & Green Fees	3,192	3,600	2,207	3,600	3,636	3,672	3,709	3,746	3,784
<b>Salts Recreation Ground Income</b>	<b>27,868</b>	<b>26,653</b>	<b>18,046</b>	<b>30,126</b>	<b>32,129</b>	<b>33,020</b>	<b>33,937</b>	<b>34,881</b>	<b>35,852</b>
<b>Net Expenditure over Income</b>	<b>68,725</b>	<b>68,782</b>	<b>39,037</b>	<b>72,283</b>	<b>65,161</b>	<b>66,820</b>	<b>68,521</b>	<b>70,263</b>	<b>72,050</b>
<b>Crouch Recreation Ground Cost Centre 106</b>									
4052 Water & Sewerage	4,385	1,908	2,068	6,047	6,700	6,901	7,108	7,321	7,541
4055 Electricity	-235	0	0	0	0	0	0	0	0
4115 Insurance	950	1,000	977	977	843	868	895	921	949
4155 Professional Fees	519	0	928	928	0	0	0	0	0

Need to keep this at £7k, playground requires maintenance works next year.

Overspent due to external decoration works to the café.

May see a change next year as café out for renter

Account Code	2018/19 Actual	2019-20		2019-20 Final Budget 30/09/19	2019-20 Actual to 30/09/19	2019-20 Projected Outturn	2020-21 Budget	2021-22		2022-23		2023-24		2024-25		Budget Notes
		Budget	Outturn					Budget	Budget	Budget	Budget	Budget	Budget			
4157	0	319	0	0	0	0	0	0	0	0	0	0	0	0	0	
4250	0	0	623	623	623	623	0	0	0	0	0	0	0	0	0	
4251	1,339	1,380	670	1,339	1,339	1,339	1,407	1,442	1,478	1,515	1,515	1,478	1,515	1,515	1,515	
4260	42,908	44,136	21,530	42,955	44,029	44,029	45,130	46,258	47,414	48,600	48,600	47,414	48,600	48,600	48,600	
4261	976	4,000	2,751	4,000	4,000	4,000	4,244	4,371	4,502	4,637	4,637	4,502	4,637	4,637	4,637	£800 contribution to Bowling club and tree works still to come
4275	1,815	2,000	50	50	50	50	1,000	1,061	1,093	1,126	1,126	1,093	1,126	1,126	1,126	
4902	300	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
<b>Crouch Recreation Ground Expenditure</b>		<b>52,957</b>	<b>54,743</b>	<b>29,597</b>	<b>56,919</b>	<b>58,065</b>	<b>59,579</b>	<b>61,134</b>	<b>62,730</b>	<b>64,367</b>	<b>64,367</b>	<b>62,730</b>	<b>64,367</b>	<b>64,367</b>	<b>64,367</b>	
1050	1,713	2,163	1,247	1,625	1,625	1,625	1,674	1,724	1,776	1,829	1,829	1,776	1,829	1,829	1,829	
1051	503	518	515	515	515	515	647	666	686	707	707	686	707	707	707	
1055	1,285	0	1,285	1,285	1,285	1,285	0	0	0	0	0	0	0	0	0	
1058	1,547	0	546	3,323	3,323	3,323	1,515	1,530	1,545	1,561	1,561	1,545	1,561	1,561	1,561	
1073	9,275	9,500	7,296	10,000	10,000	10,000	10,100	10,201	10,303	10,406	10,406	10,303	10,406	10,406	10,406	
1092	0	0	0	75	75	75	0	0	0	0	0	0	0	0	0	
1093	0	0	150	150	150	150	0	0	0	0	0	0	0	0	0	
<b>Crouch Recreation Ground Income</b>		<b>14,323</b>	<b>12,181</b>	<b>11,039</b>	<b>16,973</b>	<b>13,753</b>	<b>13,936</b>	<b>14,121</b>	<b>14,310</b>	<b>14,503</b>	<b>14,503</b>	<b>14,310</b>	<b>14,503</b>	<b>14,503</b>	<b>14,503</b>	
<b>Net Expenditure over Income</b>		<b>38,634</b>	<b>42,562</b>	<b>18,558</b>	<b>39,946</b>	<b>44,312</b>	<b>45,644</b>	<b>47,013</b>	<b>48,419</b>	<b>49,864</b>	<b>49,864</b>	<b>48,419</b>	<b>49,864</b>	<b>49,864</b>	<b>49,864</b>	
<b>Martello Fields</b>																
4251	1,071	1,105	536	1,071	1,071	1,071	1,126	1,154	1,183	1,212	1,212	1,183	1,212	1,212	1,212	
4260	15,775	16,226	7,877	15,754	16,148	16,148	16,552	16,965	17,389	17,824	17,824	17,389	17,824	17,824	17,824	
4261	1,120	4,120	666	4,000	4,244	4,244	4,371	4,502	4,637	4,776	4,776	4,637	4,776	4,776	4,776	Significant fence replacement required
<b>Martello Fields Expenditure</b>		<b>17,966</b>	<b>21,451</b>	<b>9,079</b>	<b>20,825</b>	<b>21,490</b>	<b>22,048</b>	<b>22,621</b>	<b>23,209</b>	<b>23,813</b>	<b>23,813</b>	<b>23,209</b>	<b>23,813</b>	<b>23,813</b>	<b>23,813</b>	
1050	6,822	8,000	7,258	7,258	7,258	7,258	7,725	7,957	8,195	8,441	8,441	8,195	8,441	8,441	8,441	
<b>Martello Fields Income</b>		<b>6,822</b>	<b>8,000</b>	<b>7,258</b>	<b>7,258</b>	<b>7,500</b>	<b>7,725</b>	<b>7,957</b>	<b>8,195</b>	<b>8,441</b>	<b>8,441</b>	<b>8,195</b>	<b>8,441</b>	<b>8,441</b>	<b>8,441</b>	
<b>Net Expenditure over Income</b>		<b>11,144</b>	<b>13,451</b>	<b>1,821</b>	<b>13,567</b>	<b>13,990</b>	<b>14,323</b>	<b>14,664</b>	<b>15,014</b>	<b>15,371</b>	<b>15,371</b>	<b>15,014</b>	<b>15,371</b>	<b>15,371</b>	<b>15,371</b>	



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2020-21 Budget Notes

Account Code	Other Open Spaces Cost Centre 108	2018/19 Actual		2019-20		2019-20		2020-21		2021-22		2022-23		2023-24		2024-25	
		Final Budget	Actual to 30/09/19	Final Budget	Projected Outturn	2020-21 Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget
4052	Water & Sewerage	560	200	-65	263	331	341	351	362	373							
4154	Land Registry Fees	21	103	45	60	60	60	60	60	60							
4250	Public Seating	489	0	951	951	0	0	0	0	0							
4251	Dog Bin Emptying	2,143	2,207	1,071	2,143	2,197	2,251	2,308	2,365	2,425							
4260	Grounds Maintenance Contract	30,175	31,038	15,067	30,134	30,887	31,660	32,451	33,262	34,094							
4261	Grounds Maintenance Non Contract	10,347	7,800	4,041	7,800	7,000	7,210	7,426	7,649	7,879							
4262	Tree Warden Expenses	3,358	0	442	700	0	0	0	0	0							
4275	Building Maintenance	694	0	0	0	0	0	0	0	0							
	<b>Other Open Spaces Expenditure</b>	<b>47,787</b>	<b>41,348</b>	<b>21,552</b>	<b>42,051</b>	<b>40,475</b>	<b>41,522</b>	<b>42,596</b>	<b>43,699</b>	<b>44,830</b>							
1050	Income rent	110	90	90	90	90	90	90	90	90							
1055	Income Memorial Bench	1,475	0	1,300	1,300	0	0	0	0	0							
1072	Income Tree Wardens	3,236	0	692	700	0	0	0	0	0							
1074	Income Grounds Maintenance Non Contract	320	0	0	0	0	0	0	0	0							
1075	Income Advertising	43	0	0	0	0	0	0	0	0							
	<b>Other Open Spaces Income</b>	<b>5,184</b>	<b>90</b>	<b>2,082</b>	<b>2,090</b>	<b>90</b>	<b>90</b>	<b>90</b>	<b>90</b>	<b>90</b>							
	<b>Net Expenditure over Income</b>	<b>42,603</b>	<b>41,258</b>	<b>19,470</b>	<b>39,961</b>	<b>40,385</b>	<b>41,432</b>	<b>42,506</b>	<b>43,609</b>	<b>44,740</b>							
4051	Rates	2,478	0	0	0	0	0	0	0	0							
4052	Water & Sewerage	29	0	0	0	0	0	0	0	0							
4115	Insurance	332	462	322	322	366	377	388	400	412							
4275	Building Maintenance	348	500	0	4,965	500	500	500	500	500							
	<b>Crypt Expenditure</b>	<b>3,187</b>	<b>962</b>	<b>322</b>	<b>5,287</b>	<b>866</b>	<b>877</b>	<b>888</b>	<b>900</b>	<b>912</b>							

500 PO includes EMR323

Account Code	2018/19 Actual	2019-20		2019-20 Projected Outturn	2020-21 Budget	2021-22		2022-23		2023-24		2024-25		2020-21 Budget Notes
		Final Budget	Actual to 30/09/19			Budget	Budget	Budget	Budget	Budget	Budget			
1051	332	462	322	322	366	377	388	400	412					
1058	29	0	0	0	0	0	0	0	0					
1093	3,739	0	0	0	0	0	0	0	0					
<b>Crypt Income</b>	<b>4,100</b>	<b>462</b>	<b>322</b>	<b>322</b>	<b>366</b>	<b>377</b>	<b>388</b>	<b>400</b>	<b>412</b>					
<b>Net Expenditure over Income</b>	<b>-913</b>	<b>500</b>	<b>0</b>	<b>4,965</b>	<b>500</b>	<b>500</b>	<b>500</b>	<b>500</b>	<b>500</b>	<b>500</b>	<b>500</b>	<b>500</b>	<b>500</b>	
<b>Account Code</b>	<b>South Street Toilets Cost Centre 114</b>													
4275	0	1,000	1,780	1,780	1,030	1,061	1,093	1,126	1,159					Over budget due to replacement of basins & dryers
<b>South Street Expenditure</b>	<b>0</b>	<b>1,000</b>	<b>1,780</b>	<b>1,780</b>	<b>1,030</b>	<b>1,061</b>	<b>1,093</b>	<b>1,126</b>	<b>1,159</b>					
<b>South Street Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>					
<b>Net Expenditure over Income</b>	<b>0</b>	<b>1,000</b>	<b>1,780</b>	<b>1,780</b>	<b>1,030</b>	<b>1,061</b>	<b>1,093</b>	<b>1,126</b>	<b>1,159</b>					
<b>Account Code</b>	<b>Martello Tower Cost Centre 115</b>													
4115	1,496	2,000	1,646	1,646	1,695	1,746	1,799	1,853	1,908					
4275	0	5,150	0	5,150	8,000	5,305	5,464	5,628	5,796					Expecting surveying and poss some building costs
<b>Martello Tower Expenditure</b>	<b>1,496</b>	<b>7,150</b>	<b>1,646</b>	<b>6,796</b>	<b>9,695</b>	<b>7,051</b>	<b>7,262</b>	<b>7,480</b>	<b>7,705</b>					
<b>Martello Tower Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>					
<b>Net Expenditure over Income</b>	<b>1,496</b>	<b>7,150</b>	<b>1,646</b>	<b>6,796</b>	<b>9,695</b>	<b>7,051</b>	<b>7,262</b>	<b>7,480</b>	<b>7,705</b>					

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2020-21 Budget Notes

Account Code	Seaford Head Estate Cost Centre 116	2018/19 Actual	2019-20 Final Budget	2019-20 Actual to 30/09/19	2019-20 Projected Outturn	2020-21	2021-22	2022-23	2023-24	2024-25
						Budget	Budget	Budget	Budget	Budget
4110	Advertising & Publicity	2,185	0	50	2,800	2,884	2,971	3,060	3,151	3,246
4115	Insurance	802	879	826	826	851	877	903	930	958
4154	Land Registry Fees	0	0	15	15	0	0	0	0	0
4199	Other Expenditure	40	0	495	990	1,300	1,339	1,379	1,421	1,463
4250	Public Seating	3,039	0	2,553	2,898	2,000	0	0	0	0
4251	Dog Bin Emptying	1,071	1,103	536	1,071	1,098	549	1,098	1,126	563
4260	Grounds Maintenance Contract	1,857	1,910	927	1,855	1,901	1,949	1,998	2,048	2,099
4261	Grounds Maintenance Non Contract	5,117	3,000	3,112	8,500	3,090	3,183	3,278	3,377	3,478
4275	Buildings Maintenance	648	5,000	3,141	5,000	4,000	4,120	4,244	4,371	4,502
4500	Nature Reserve Expenses	15,326	14,500	11,907	12,800	14,500	14,500	14,500	14,500	14,500
4501	Filming Expenses	13,852	4,000	4,948	6,000	3,000	3,000	3,000	3,000	3,000
	<b>Seaford Head Estate Expenditure</b>	<b>43,937</b>	<b>30,392</b>	<b>28,510</b>	<b>42,755</b>	<b>34,625</b>	<b>32,487</b>	<b>33,459</b>	<b>33,922</b>	<b>33,809</b>
1000	Income Filming	67,310	12,000	21,725	23,500	15,000	15,000	15,000	15,000	15,000
1001	Income Rent (Including Barn)	10,000	10,000	10,469	10,469	10,000	10,000	10,000	10,000	10,000
1002	Income Grants	3,250	3,250	0	3,250	3,250	3,250	3,250	3,250	3,250
1003	Income Other	0	0	100	100	100	100	100	100	100
1055	Income Memorial Bench	4,285	0	3,692	5,192	2,000	0	0	0	0
1066	Income Concession	885	1,800	1,050	1,500	1,800	1,800	1,800	1,800	1,800
1079	Income Memorial Picnic Bench	0	0	1,285	5,227	0	0	0	0	0
1092	Income Grnds Maint Non Contract	150	0	0	0	0	0	0	0	0
1200	Income Nature Reserve	792	650	611	750	750	750	750	750	750
	<b>Seaford Head Estate Income</b>	<b>86,672</b>	<b>27,700</b>	<b>38,932</b>	<b>49,988</b>	<b>32,900</b>	<b>30,900</b>	<b>30,900</b>	<b>30,900</b>	<b>30,900</b>
	<b>Net Expenditure over Income</b>	<b>-42,735</b>	<b>2,692</b>	<b>-10,422</b>	<b>-7,233</b>	<b>1,725</b>	<b>1,587</b>	<b>2,559</b>	<b>3,022</b>	<b>2,909</b>

Account Code	Seaford Head Estate Cost Centre 117	2018/19 Actual	2019-20 Final Budget	2019-20 Actual to 30/09/19	2019-20 Projected Outturn	2020-21 Budget	2021-22 Budget	2022-23 Budget	2023-24 Budget	2024-25 Budget
4052	Water & Sewerage	212	232	88	232	500	515	530	546	563
4055	Electricity	3,431	2,060	1,657	3,775	4,310	4,439	4,572	4,710	4,851
4115	Insurance	705	727	798	798	875	901	928	956	985
4154	Land Registry Fees	9	0	0	0	0	0	0	0	0

563 For water refill stations



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2020-21 Budget Notes

Account Code	Beach Huts Cost Centre 118	2019-20		2019-20	2020-21	2021-22	2022-23	2023-24	2024-25
		Final Budget	Actual to Budget 30/09/19	Projected Outturn	Budget	Budget	Budget	Budget	Budget
6,551	3,500	2,112	3,552	3,659	3,769	3,882	3,998	4,118	
805	500	1,430	2,000	2,000	2,060	2,122	2,185	2,251	
1,531	1,174	1,587	1,587	1,617	1,666	1,715	1,767	1,820	
2,135	1,900	7,915	13,415	10,000	10,300	10,609	10,927	11,255	
824	1,030	777	1,030	1,061	1,093	1,126	1,159	1,194	
<b>11,846</b>	<b>8,104</b>	<b>13,821</b>	<b>21,584</b>	<b>18,337</b>	<b>18,887</b>	<b>19,453</b>	<b>20,037</b>	<b>20,638</b>	
1054	0	0	0	0	0	0	0	0	
1060	21,612	22,029	22,029	22,690	23,371	24,072	24,794	25,538	
1061	11,292	11,221	11,221	23,636	24,345	25,075	25,828	26,603	
1066	0	0	0	6,000	6,000	6,000	6,000	6,000	
1093	0	0	0	0	0	0	0	0	
1094	12,706	13,030	13,950	15,000	15,450	15,914	16,391	16,883	
<b>37,643</b>	<b>45,610</b>	<b>46,280</b>	<b>47,200</b>	<b>67,326</b>	<b>69,166</b>	<b>71,061</b>	<b>73,012</b>	<b>75,023</b>	
<b>-25,797</b>	<b>-37,506</b>	<b>-32,459</b>	<b>-25,616</b>	<b>-48,989</b>	<b>-50,279</b>	<b>-51,607</b>	<b>-52,975</b>	<b>-54,385</b>	
180	198	185	185	191	197	203	209	215	
60	2,000	0	1,000	3,000	2,000	2,000	2,000	2,000	
<b>240</b>	<b>2,198</b>	<b>185</b>	<b>1,185</b>	<b>3,191</b>	<b>2,197</b>	<b>2,203</b>	<b>2,209</b>	<b>2,215</b>	
1,275	1,275	744	1,275	1,275	1,275	1,275	1,275	1,275	
180	198	185	185	191	197	203	209	215	
<b>1,455</b>	<b>1,473</b>	<b>929</b>	<b>1,460</b>	<b>1,466</b>	<b>1,472</b>	<b>1,478</b>	<b>1,484</b>	<b>1,490</b>	
<b>-1,215</b>	<b>725</b>	<b>-744</b>	<b>-275</b>	<b>1,725</b>	<b>725</b>	<b>725</b>	<b>725</b>	<b>725</b>	

Account Code  
 Beach Huts Cost Centre 118  
 4051 Rates  
 4110 Advertising & Publicity  
 4115 Insurance  
 4258 Seasonal Beach Hut Revenue Expenditure  
 4275 Building Maintenance

Beach Huts Expenditure  
 Income Other  
 Beach Hut Site Licence  
 Beach Hut Annual Rental  
 Beach Hut Concessions x 4  
 Income Rate Refund  
 Income Seasonal Beach Huts

Beach Huts Income  
 Net Expenditure over Income

Account Code  
 Old Town Hall Cost Centre 119  
 4115 Insurance  
 4275 Building Maintenance

Old Town Hall Expenditure  
 Income Rent  
 Income Insurance Recharge

Old Town Hall Income  
 Net Expenditure over Income

2020-21 Budget Notes

Account Code	2018/19 Actual	2019-20 Final Budget	2019-20 Actual to 30/09/19	2019-20 Projected Outturn	2020-21 Budget	2021-22 Budget	2022-23 Budget	2023-24 Budget	2024-25 Budget
4402	8,854	10,300	8,630	9,122	9,396	9,678	9,968	10,267	10,575
	<b>8,854</b>	<b>10,300</b>	<b>8,630</b>	<b>9,122</b>	<b>9,396</b>	<b>9,678</b>	<b>9,968</b>	<b>10,267</b>	<b>10,575</b>
1054	35	416	417	417	417	417	500	500	500
	<b>35</b>	<b>416</b>	<b>417</b>	<b>417</b>	<b>417</b>	<b>417</b>	<b>500</b>	<b>500</b>	<b>500</b>
	<b>8,819</b>	<b>9,884</b>	<b>8,213</b>	<b>8,705</b>	<b>8,979</b>	<b>9,261</b>	<b>9,468</b>	<b>9,767</b>	<b>10,075</b>
	0	0	0	0	500	500	500	500	500
	0	500	0	0	0	0	0	0	0
	<b>0</b>	<b>500</b>	<b>0</b>	<b>0</b>	<b>500</b>	<b>500</b>	<b>500</b>	<b>500</b>	<b>500</b>
1050	922	950	986	986	1,016	1,046	1,077	1,110	1,143
	<b>922</b>	<b>950</b>	<b>986</b>	<b>986</b>	<b>1,016</b>	<b>1,046</b>	<b>1,077</b>	<b>1,110</b>	<b>1,143</b>
	<b>-922</b>	<b>-450</b>	<b>-986</b>	<b>-986</b>	<b>-516</b>	<b>-546</b>	<b>-577</b>	<b>-610</b>	<b>-643</b>
	0	10,000	5,711	8,000	10,000	10,000	10,000	10,000	10,000
	<b>0</b>	<b>10,000</b>	<b>5,711</b>	<b>8,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>0</b>	<b>10,000</b>	<b>5,711</b>	<b>8,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>

Account Code Seaford In Bloom Cost Centre 121

Seaford In Bloom Expenditure

Other Income

Seaford In Bloom Income

Net Expenditure over Income

Account Code Allotments Cost Centre 125

Grounds Maintenance Non-Contract Building Maintenance

Allotments Expenditure

Income Rent

Allotments Income

Net Expenditure over Income

Account Code Other Recreation Cost Centre 130

Swimming Pool

Other Recreation Expenditure

Other Recreation Income

Net Expenditure over Income

Draft Budget 2020/21

2020-21 Budget Notes

Account Code	2018/19 Actual	2019-20 Final Budget	2019-20 Actual to 30/09/19	2019-20 Projected Outturn	2020-21 Budget	2021-22 Budget	2022-23 Budget	2023-24 Budget	2024-25 Budget
<b>Account CCTV</b>									
<b>Cost Centre 134</b>									
4055 Electricity	2,472	2,450	1,040	2,480	2,554	2,631	2,710	2,791	2,875
4115 Insurance	324	365	343	343	350	361	371	382	394
4276 CCTV	10,830	12,000	2,217	8,861	9,000	9,270	9,548	9,835	10,130
<b>CCTV Expenditure</b>	<b>13,626</b>	<b>14,815</b>	<b>3,600</b>	<b>11,684</b>	<b>11,904</b>	<b>12,262</b>	<b>12,629</b>	<b>13,008</b>	<b>13,399</b>
<b>CCTV Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Net Expenditure over Income</b>	<b>13,626</b>	<b>14,815</b>	<b>3,600</b>	<b>11,684</b>	<b>11,904</b>	<b>12,262</b>	<b>12,629</b>	<b>13,008</b>	<b>13,399</b>
<b>Account Community Service Events</b>									
<b>Cost Centre 135</b>									
4110 Advertising & Publicity	2,015	0	0	0	0	0	0	0	0
4 Insurance	50	57	53	53	54	56	57	59	61
4 Events Expenditure	1,029	3,000	1,100	3,000	3,090	3,183	3,278	3,377	3,478
4 Christmas Lights	10,648	15,000	9,724	14,000	15,000	15,000	15,000	15,000	15,000
4 Christmas Event Expenditure	6,659	10,000	0	10,000	10,300	10,609	10,927	11,255	11,593
4 Armed Forces Day Expenditure	1,990	2,575	1,512	1,512	2,000	2,060	2,122	2,185	2,251
4282									
<b>Community Service Other Expenditure</b>	<b>22,391</b>	<b>30,632</b>	<b>12,389</b>	<b>28,565</b>	<b>30,444</b>	<b>30,907</b>	<b>31,385</b>	<b>31,876</b>	<b>32,382</b>
1053 Income Grants	1,800	0	0	500	0	0	0	0	0
1070 Armed Forces Day	2,055	2,575	1,512	1,512	2,000	2,060	2,122	2,185	2,251
1075 Christmas Event Income	7,173	7,000	265	7,000	7,000	7,000	7,000	7,000	7,000
1085 Events Income	165	1,000	65	65	0	0	0	0	0
<b>Community Service Other Income</b>	<b>11,193</b>	<b>10,575</b>	<b>1,842</b>	<b>9,077</b>	<b>9,000</b>	<b>9,060</b>	<b>9,122</b>	<b>9,185</b>	<b>9,251</b>
<b>Net Expenditure over Income</b>	<b>11,198</b>	<b>20,057</b>	<b>10,547</b>	<b>19,488</b>	<b>21,444</b>	<b>21,847</b>	<b>22,263</b>	<b>22,691</b>	<b>23,131</b>

Account Code	Projects Pool Cost Centre 225	2018/19 Actual	2019-20 Final Budget	2019-20 Actual to 30/09/19	2019-20 Projected Outturn	2020-21 Budget	2021-22 Budget	2022-23 Budget	2023-24 Budget	2024-25 Budget	2020-21 Budget Notes
4155	Professional Fees	1,200	0	0	0	1,000	1,000	1,000	0	0	0 Budgeted for Football Academy Project
4257	Seaford Improvement Plan	6,823	10,000	18,284	28,105	88,000	30,000	30,000	30,000	30,000	£75,000 will come from 363 EMR – Seaford Devlop Plan for the following
4274	Project Expenditure (includes £9.5K CIL grant)	17,382	40,000	29,055	56,430	39,500	39,500	39,500	39,500	39,500	£40,000 towards the Bonningstedt Wall
4415	Asset Sale Cost	1,795	12,000	0	0	0	0	0	0	0	£30,000 towards Replacement Bins
4420	Bonn BH Capital Expenditure	13,309	273,333	18,628	24,200	167,000	0	0	0	0	£5,000 towards Sand pits
4421	Martello Toilets Capital Costs	2,000	280,000	0	320,000	320,000	0	0	0	0	£10K Trees
4422	Skate Park, Salts	147	50,000	216,686	237,250	5284	0	0	0	0	£3K water refill station
4423	Salts Development Plan	0	0	0	0	35,000	20,000	20,000	20,000	20,000	£15K Developmt Plan Feasibility Works
4424	South Hill Barn Development	0	0	0	0	25,000	0	0	0	0	£20K Tennis Courts
4425	CIL Expenditure (includes £9.5K within 4274)	0	0	0	0	0	0	0	0	0	£5K Professional Fees and £20K for building reports
4426	Martello Toilets rebuild PWLB loan	0	0	0	0	5,000	13,547	13,547	13,547	13,547	This budget £ has been added onto the projects account code. Approximate repayment for PWLB loan of £330,000 over 50 years to build Martello toilets, equates to approximately 1.5% increase in Council Tax
<b>Projects Pool Expenditure</b>		<b>42,656</b>	<b>665,333</b>	<b>282,653</b>	<b>345,985</b>	<b>685,784</b>	<b>129,047</b>	<b>104,047</b>	<b>103,047</b>	<b>83,047</b>	
1014	CIL Receipts & S106 Receipts (income shown)	190,541	10,000	5,659	9,593	9,500	9,500	9,500	9,500	9,500	0 PO based on sale of 5 huts
1016	Beach Hut Sales	135,583	273,333	0	0	167,000	0	0	0	0	
1017	Land Sales	0	280,000	0	0	0	0	0	0	0	
1052	Income Projects	0	0	0	1,000	0	0	0	0	0	0 Contribution from Cricket Club for CCTV
1053	Income Grants	22,480	0	43,887	43,887	320,000	0	0	0	0	Possible Income from lottery grant or PWLB for Toilets
1054	Income Other	1,000	0	0	0	0	0	0	0	0	
1081	Young Mayor Income	4,841	0	0	0	0	0	0	0	0	
<b>Projects Pool Income</b>		<b>354,445</b>	<b>563,333</b>	<b>49,546</b>	<b>54,480</b>	<b>496,500</b>	<b>9,500</b>	<b>9,500</b>	<b>9,500</b>	<b>9,500</b>	
<b>Net Expenditure over Income</b>		<b>-311,789</b>	<b>102,000</b>	<b>233,107</b>	<b>291,505</b>	<b>189,284</b>	<b>119,547</b>	<b>94,547</b>	<b>93,547</b>	<b>73,547</b>	



2020-21 Budget

2021-22 Budget

2022-23 Budget

2023-24 Budget

2024-25 Budget

2018/19 Actual

2019-20 Final Budget

2019-20 Actual to Budget 30/09/19

2019-20 Projected Outturn

Planning & Highways  
Cost Centre 301

	2018/19 Actual	2019-20 Final Budget	2019-20 Actual to Budget 30/09/19	2019-20 Projected Outturn	2020-21 Budget	2021-22 Budget	2022-23 Budget	2023-24 Budget	2024-25 Budget
4263 Bus Shelter Maintenance/Cleaning	745	1,000	507	720	1,030	1,061	1,093	1,126	1,159
4451 Twitten Naming	0	3,000	0	0	3,000	0	0	0	0
<b>Planning &amp; Highways Expenditure</b>	<b>745</b>	<b>4,000</b>	<b>507</b>	<b>720</b>	<b>4,030</b>	<b>1,061</b>	<b>1,093</b>	<b>1,126</b>	<b>1,159</b>
<b>Planning &amp; Highways Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Net Expenditure over Income</b>	<b>745</b>	<b>4,000</b>	<b>507</b>	<b>720</b>	<b>4,030</b>	<b>1,061</b>	<b>1,093</b>	<b>1,126</b>	<b>1,159</b>

COMMITTEE SUMMARY

105 Net Expenditure	68,725	68,782	39,037	72,283	65,161	66,820	68,521	70,263	72,050
106 Salis Recreation Ground	38,634	42,562	18,558	39,946	44,312	45,644	47,013	48,419	49,864
107 The Crouch Recreation Ground	11,144	13,451	1,821	13,567	13,990	14,323	14,664	15,014	15,371
108 Martello Fields	42,603	41,258	19,470	39,961	40,385	41,432	42,506	43,609	44,740
109 Other Open Spaces	-913	500	0	4,965	500	500	500	500	500
110 Crypt	0	1,000	1,780	1,780	1,030	1,061	1,093	1,126	1,159
111 South Street	1,496	7,150	1,646	6,796	9,695	7,051	7,262	7,480	7,705
112 Martello Tower	-42,735	2,692	-10,422	-7,233	1,725	1,587	2,559	3,022	2,909
116 Seaford Head Estate	-46,566	-47,587	-38,787	-41,715	-36,099	-42,565	-43,845	-45,163	-46,521
117 Seafont	-25,797	-37,506	-32,459	-25,616	-48,989	-50,279	-51,607	-52,975	-54,385
118 Beach Huts	-1,215	725	-744	-275	1,725	725	725	725	725
119 Old Town Hall	8,819	9,884	8,213	8,705	8,979	9,261	9,468	9,767	10,075
121 Seaford In Bloom	-922	-450	-986	-986	-516	-546	-577	-610	-643
125 Allotments	0	10,000	5,711	8,000	10,000	10,000	10,000	10,000	10,000
130 Other Recreation	13,626	14,815	3,600	11,684	11,904	12,262	12,629	13,008	13,399
134 CCTV	11,198	20,057	10,547	19,488	21,444	21,847	22,263	22,691	23,131
135 Community Service Other	-311,789	102,000	233,107	291,505	189,284	119,547	94,547	93,547	73,547
225 Projects Pool	745	4,000	507	720	4,030	1,061	1,093	1,126	1,159
301 Planning & Highways	-232,947	253,333	260,599	443,576	338,559	259,731	238,814	241,548	224,785
<b>Total Net Committee Requirement</b>	<b>403,132</b>	<b>1,011,542</b>	<b>488,580</b>	<b>724,382</b>	<b>1,053,905</b>	<b>496,289</b>	<b>480,590</b>	<b>488,611</b>	<b>477,290</b>
<b>Total Committee Expenditure</b>	<b>636,079</b>	<b>758,209</b>	<b>227,981</b>	<b>280,806</b>	<b>715,346</b>	<b>236,558</b>	<b>241,777</b>	<b>247,063</b>	<b>252,505</b>
<b>Total Committee Income</b>	<b>-232,947</b>	<b>253,333</b>	<b>260,599</b>	<b>443,576</b>	<b>338,559</b>	<b>259,731</b>	<b>238,814</b>	<b>241,548</b>	<b>224,785</b>

Total Net Committee Requirement

Total Committee Expenditure

Total Committee Income

Total Net Committee requirement

Account Code	2018-19 Actual	2019/20 Final Budget (Corrected)	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	Notes
<b>Golf Course Cost Centre 101</b>										
4000 Salaries & Wages	86,785	91,123	45,724	91,659	96,935	99,843	102,838	105,923	109,101	
4001 Employers NI	7,423	7,925	3,966	7,935	8,440	8,693	8,954	9,223	9,499	
4002 Employers Superannuation	9,841	10,649	5,456	10,941	11,308	11,647	11,997	12,357	12,727	
4004 Staff Welfare Costs	329	510	168	336	346	356	367	378	390	
4009 Recruitment Costs	609	0	0	0	0	0	0	0	0	
4010 Staff Training	1,839	1,854	350	1,854	1,910	1,967	2,026	2,087	2,149	
4011 Staff Protective Clothing	955	1,236	765	1,236	1,273	1,311	1,351	1,391	1,433	
4015 Office Refreshments	308	389	367	217	300	309	318	328	338	
4041 Golf Professional Retainer	44,886	52,837	26,418	52,837	53,894	54,972	56,071	57,192	58,336	
4045 Golf Course Player Costs	420	3,000	0	1,450	2,500	2,500	2,500	2,500	2,500	
4046 Golf Club Membership Fees	15,208	16,480	14,987	14,987	15,437	15,900	16,377	16,868	17,374	
4051 Rates	19,961	20,560	12,245	20,406	21,018	21,649	22,298	22,967	23,656	
4052 Water & Sewerage	8,013	5,000	7,116	11,000	1,000	1,000	1,000	1,000	1,000	
4055 Electricity	2,509	4,800	0	0	0	0	0	0	0	
4056 Gas	273	600	0	0	0	0	0	0	0	
4060 Refuse	250	312	215	340	350	361	372	383	394	
4100 Telecommunications	246	335	379	760	783	806	830	855	881	
4105 Postage	45	150	150	150	150	150	150	150	150	
4106 Stationery	519	557	106	300	400	400	400	400	400	
4110 Advertising & Publicity	3,955	4,944	1,598	4,944	5,000	5,150	5,305	5,464	5,628	
4112 Subscriptions	432	600	444	444	600	618	637	656	675	
4113 Software Support	1,059	1,440	1,315	1,541	1,527	1,573	1,620	1,669	1,719	
4114 Licence Fee	75	75	75	75	75	75	75	75	75	
4115 Insurance	7,083	7,416	9,209	9,209	9,352	9,653	9,922	10,219	10,526	
4116 Website	0	74	72	72	74	76	79	81	83	
4156 Bank Charges	3,610	4,345	2,270	4,400	4,532	4,668	4,808	4,952	5,101	
4251 Dog Bin Emptying	1,071	1,325	536	1,071	1,098	1,125	1,153	1,182	1,212	
4261 Grounds Maintenance Non Contract	30,322	37,019	25,504	37,019	35,000	36,050	37,132	38,245	39,393	Reduced from £37,019 to £35,000 following discussion Simon
4266 Borehole & Related Expenditure (moved to 102)	0	0	0	0	0	0	0	0	0	£40,000 placed in wrong code of 2019/20 budget now moved to 102 code
4270 Vehicle & Equipment Maintenance	16,888	19,800	11,185	19,800	15,000	15,450	15,914	16,391	16,883	Reduced from £19,800 to £15,000 following discussion Simon
4271 Vehicle & Equipment Lease	16,897	40,800	40,280	40,280	59,401	67,320	73,502	83,226	93,222	As per SL's machinery replacement sheet
4272 Equipment Purchase	750	1,800	2,123	2,123	11,900	1,800	1,854	1,910	1,967	£7K of budget offset by the income.
4275 Building Maintenance	981	1,200	50	1,200	1,200	1,236	1,273	1,311	1,351	
4279 Fire & Security	449	420	3,481	800	750	773	796	820	844	
4308 Rent of shop, locker and changing rooms	50,000	50,000	25,000	50,000	50,000	50,000	50,000	50,000	50,000	
4309 Buggy lease & Maintenance	6,590	7,045	3,522	7,045	7,256	7,474	7,698	7,929	8,167	
4312 Season Ticket Refund	0	0	596	596	0	0	0	0	0	
4501 Filming Expenses	200	0	0	0	0	0	0	0	0	
<b>Golf Course Expenditure</b>	<b>340,781</b>	<b>396,620</b>	<b>245,522</b>	<b>397,027</b>	<b>418,208</b>	<b>422,384</b>	<b>439,614</b>	<b>425,631</b>	<b>417,173</b>	
1000 Golf Course Season Ticket	147,049	185,400	180,898	180,898	189,943	195,641	201,511	207,556	213,783	
1001 Golf Course Green Fees Mid week	77,269	88,147	60,691	77,000	80,850	83,276	85,774	88,347	90,997	Reduced post discussion Fraser from £80,000
1002 Golf Course Green Fees w/end h/holiday	51,834	64,441	52,533	70,000	73,500	75,705	77,976	80,315	82,725	Increased to £70,000 from £60,000 2019/20 after discussion with Fraser
1003 Golf Course Specials	54,103	64,277	57,651	70,000	73,500	75,705	77,976	80,315	82,725	
1004 Golf Course Lockers	1,501	1,545	979	1,010	1,000	1,030	1,061	1,093	1,126	

	2018-19 Actual	2019/20 Final Budget (Corrected)	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	Notes Variances
Golf Course Air Traffic Control	7,500	7,500	5,625	7,500	7,500	7,500	7,500	7,500	7,500	
Income Filming	1,700	0	0	0	0	0	0	0	0	
Income Rent	85	0	0	85	85	85	85	85	85	85 Substation
Income Other	1,125	833	396	396	800	800	800	800	800	Admin changes
Income Memorial Bench	1,500	0	0	0	0	0	0	0	0	
Income Sale of Equipment	0	0	0	0	7,000	0	0	0	0	0 Selling of mower and pro core - £7,000
Income Advertising	18,735	18,000	16,370	18,000	2,500	2,500	2,500	2,500	2,500	
Buggy Hire	125,131	0	0	0	18,540	19,096	19,669	20,259	20,867	
Income VAT Refund										
<b>Golf Course Income</b>	<b>487,532</b>	<b>432,643</b>	<b>375,143</b>	<b>424,889</b>	<b>455,218</b>	<b>474,852</b>	<b>486,271</b>	<b>486,271</b>	<b>503,107</b>	
<b>Net Course Expenditure over Income</b>	<b>-146,751</b>	<b>-36,023</b>	<b>-129,621</b>	<b>-27,862</b>	<b>-37,010</b>	<b>-36,454</b>	<b>-60,639</b>	<b>-60,639</b>	<b>-85,934</b>	
<b>Capital Costs-Golf &amp; The View</b>										
<b>Cost Centre 102</b>										
Borehole & Related Expenditure	2,245	50,000	33,326	48,326	35,000	0	0	0	0	0 Coming from EMR. 2019/20 but 2020/21 funds required for new irrigation pump from revenue account
PWLB Costs	0	0	0	0	1,971	1,971	1,971	1,971	1,971	0 Based on a 25 Year Loan for £55K
Spike Bar Costs	930	40,000	522	522	38,548	0	0	0	0	0 Coming from EMR
Building Maintenance	26,520	0	0	0	0	0	0	0	0	
<b>Golf Course Expenditure</b>	<b>29,695</b>	<b>90,000</b>	<b>33,848</b>	<b>48,848</b>	<b>75,519</b>	<b>1,971</b>	<b>1,971</b>	<b>1,971</b>	<b>1,971</b>	
PWLB Income	0	0	0	0	35,000	0	0	0	0	
Income Returned Deposit	0	0	1,000	1,000	0	0	0	0	0	0 Final refund of guarantee funds for adopted highway
<b>Golf Course Income</b>	<b>0</b>	<b>0</b>	<b>1,000</b>	<b>1,000</b>	<b>35,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Net Capital Costs Expenditure over Income</b>	<b>29,695</b>	<b>90,000</b>	<b>32,848</b>	<b>47,848</b>	<b>40,519</b>	<b>1,971</b>	<b>1,971</b>	<b>1,971</b>	<b>1,971</b>	
<b>The View</b>										
<b>Cost Centre 103</b>										
Salaries & Wages	4000	235,250	126,370	240,732	248,030	254,231	260,587	267,101	273,779	
Employers NI	4001	14,940	8,221	16,171	16,510	16,923	17,346	17,779	18,224	
Employers Superannuation	4002	13,885	15,634	7,933	16,650	16,658	17,075	17,502	17,939	
Sub-contracted Staff	4003	16,569	10,300	565	6,000	6,000	6,000	6,000	6,000	6,000 Reduced from £10,000 to £6,000
Staff Welfare Costs	4004	301	1448	196	406	431	444	457	471	
Recruitment Costs	4009	0	0	250	100	100	100	100	100	
Staff Training	4010	1,398	1,000	30	1,500	1,500	1,500	1,500	1,500	
Staff Expenses	4012	46	155	118	164	169	174	180	180	
Staff Uniform	4016	47	206	44	50	50	50	50	50	
Time Sheet & Rota Software	4017	198	515	206	212	219	225	232	239	
Rates	4051	6,415	6,607	3,935	6,558	6,957	7,166	7,381	7,603	
Water & Sewerage	4052	6,388	3,708	513	4,800	4,944	5,092	5,245	5,402	
Electricity	4055	14,915	16,995	9,109	19,861	21,481	22,125	22,789	23,472	
Gas	4056	5,099	4,851	2,069	5,153	5,473	5,741	5,913	6,090	
Refuse	4060	4,050	4,120	1,647	3,605	3,713	3,825	3,939	4,057	
Telecommunications	4100	1,025	1,236	1,870	3,538	3,605	3,713	3,825	3,939	
Postage	4105	945	1,030	520	1,030	1,093	1,126	1,159	1,194	
Stationery	4106	4	0	8	10	10	11	11	11	
Photocopying	4107	4,938	3,476	7,000	7,000	7,210	7,426	7,649	7,879	
Advertising & Publicity	4110	75	0	75	75	75	75	75	75	
Subscriptions	4112	1,362	1,038	1,251	1,174	1,209	1,246	1,283	1,314	
Software Support	4113									

	2018-19 Actual	2019/20 Final Budget (Corrected)	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	Notes
4114 Licence Fee	921	938	827	1,080	1,030	1,061	1,093	1,126		
4115 Insurance	3,695	3,806	3,729	3,729	4,038	4,159	4,284	4,412		
4116 Web Site	623	567	303	595	1,500	1,591	1,639	1,688		
4156 Bank Charges	3,769	4,281	2,570	5,090	5,400	5,562	5,729	5,901		
4196 Events Expenditure - The View	4,326	4,139	645	2,500	2,652	2,732	2,814	2,898		
4199 Other Expenditure	144	0	227	227	0	0	0	0		
4201 Cleaning & Hygiene	19,258	20,600	8,587	16,842	17,868	18,404	18,956	19,524		
4202 Linen Cleaning	3,587	2,881	1,879	3,000	3,183	3,278	3,377	3,478		
4261 Grounds Maintenance	18	0	347	347	0	0	0	0		
4267 Spike Bar Costs (now in 102 - so put info in there)	0	0	0	0	0	0	0	0		0 £40,000 placed in wrong cost centre in 2019/20 budget now moved to 102 code
4270 Vehicles & Equipment Maintenance	3,728	2,000	2,033	3,635	3,500	2,000	3,500	2,000		
4272 Equipment Purchase	934	1,000	556	1,000	1,030	1,061	1,093	1,126		
4275 Building Maintenance	8,710	3,000	2,600	6,000	4,000	3,000	4,000	3,000		
4276 CCTV	0	1,000	8	2,061	4,000	1,000	1,000	1,000		
4279 Fire & Security	1,280	1,545	625	1,400	1,133	1,167	1,202	1,238		
4301 Public Works Loan Payment	104,977	105,000	52,488	105,000	105,000	105,000	105,000	105,000		Final payment on 25/11/2041
4303 Food Expenditure	106,881	92,700	68,214	120,000	123,600	127,308	131,127	135,061		
4304 Bar Expenditure	59,362	55,620	36,237	55,000	56,650	58,350	60,100	61,903		
4305 Fire extinguishers	0	206	0	0	0	0	0	0		
4306 Catering & Utensils & Equipment	2,709	1,000	744	1,000	1,030	1,061	1,093	1,126		
4307 Bar Utensils & Equipment	87	250	133	250	258	265	273	281		
4311 Pest Control	819	773	426	611	791	815	839	864		
4313 Stock Take	2,340	2,266	900	2,160	2,292	2,360	2,431	2,504		
4314 Cost of Card Top Up Incentive	4,490	3,956	2,315	4,585	4,500	4,500	4,500	4,500		
4901 Term Maintenance	0	5,000	0	2,000	5,150	5,305	5,464	5,628		TV projects a £2k spend this year and asks to keep £5K going forward
<b>The View Expenditure</b>	<b>650,405</b>	<b>639,910</b>	<b>354,592</b>	<b>674,775</b>	<b>700,863</b>	<b>711,488</b>	<b>729,749</b>	<b>743,857</b>		
1050 Income Rent	1,250	1,000	750	1,000	1,000	1,000	1,000	1,000		
1305 Income hire pro shop & changing rooms	50,000	50,000	25,000	50,000	50,000	50,000	50,000	50,000		
1306 Income Golf Club Room hires	2,977	4,635	1,842	2,600	2,678	2,758	2,841	2,926		
1307 Income Bar Sales	201,135	208,725	99,212	175,000	190,550	196,267	202,154	208,219		
1308 Income Food Sales	192,121	180,250	138,219	258,000	272,950	281,139	289,573	298,260		
1310 Income - Society Food	29,323	32,239	28,683	33,500	34,500	35,540	36,606	37,705		
1312 Function Food Sales	73,124	82,100	39,611	80,000	87,550	90,177	92,882	95,668		
1313 Function Bar Sales	5,565	5,000	3,931	5,100	5,253	5,411	5,573	5,740		
1315 Income Linen Charge	16	0	7	7	0	0	0	0		
1316 Events Income - The View	30	0	17	50	0	0	0	0		
<b>The View Income</b>	<b>555,541</b>	<b>563,949</b>	<b>337,272</b>	<b>605,257</b>	<b>644,486</b>	<b>662,291</b>	<b>680,629</b>	<b>699,518</b>		
<b>The View Net expenditure over Income</b>	<b>94,864</b>	<b>75,961</b>	<b>17,320</b>	<b>67,518</b>	<b>56,377</b>	<b>49,197</b>	<b>49,119</b>	<b>44,339</b>		

Draft Budget 2020/21

	2018-19 Actual	2019/20 Final Budget (Corrected)	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	Notes Variances
<b>COMMITTED SUMMARY</b>										
101	-146,751	-36,023	-129,621	-27,862	-37,010	-36,454	-35,237	-60,639	-85,934	
102	29,695	90,000	32,848	47,848	40,519	1,971	1,971	1,971	1,971	
103	94,864	75,961	17,320	67,518	53,733	56,377	49,197	49,119	44,339	
<b>Total Net Committee Requirement</b>	<b>-22,192</b>	<b>129,938</b>	<b>-79,453</b>	<b>87,504</b>	<b>57,242</b>	<b>21,894</b>	<b>15,931</b>	<b>-9,549</b>	<b>-39,624</b>	
<b>Total Overall Golf &amp; The View Expenditure</b>	<b>1,020,881</b>	<b>1,126,530</b>	<b>633,962</b>	<b>1,118,650</b>	<b>1,174,660</b>	<b>1,125,218</b>	<b>1,153,073</b>	<b>1,157,351</b>	<b>1,163,001</b>	
<b>Total Overall Golf &amp; The View income</b>	<b>1,043,073</b>	<b>996,592</b>	<b>713,415</b>	<b>1,031,146</b>	<b>1,117,418</b>	<b>1,103,324</b>	<b>1,137,142</b>	<b>1,166,900</b>	<b>1,202,625</b>	
<b>Total Net Committee Requirement</b>	<b>-22,192</b>	<b>129,938</b>	<b>-79,453</b>	<b>87,504</b>	<b>57,242</b>	<b>21,894</b>	<b>15,931</b>	<b>-9,549</b>	<b>-39,624</b>	Original Committee requirement was £98,010
<b>Income to be put into EMR's EMR365 - Boreholt &amp; New Tank</b>		<b>0</b>		<b>0</b>						

Seaford Town Council

PROJECTED Earmarked Reserves at 31/03/2020

A/C Code	Reserve Details	Opening Balance at 01/04/2019	Transfers to EMR from General Fund	Transfers to General Fund	Used To Fund Expenditure	Projected Closing Balance 31/03/2020	Comments
		£	£	£	£	£	
320	EMR Elections	4,892	-	-	-	4,892	
323	EMR Crypt - Professional Fees	4,965	-	-	4,965	-	Will be 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
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>	<b>449,945</b>	<b>51,567</b>	<b>-</b>	<b>343,117</b>	<b>158,396</b>	

Formula from Summary

General Fund	£ 207,154	£ 53,300	£ 52,510	£ 207,944
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This figure is the General Reserve Figure on the summary sheet



## Seaford Town Council

### Report 119/19

<b>Agenda Item No:</b>	<b>9</b>
<b>Committee:</b>	<b>Council</b>
<b>Date:</b>	<b>23<sup>rd</sup> January 2020</b>
<b>Title:</b>	<b>The Salts Project Improvement Proposal</b>
<b>By:</b>	<b>Emily Piper, Projects Support Officer</b>
<b>Purpose of Report:</b>	<b>To present The Salts Improvement Proposal, initiating a development project in order to create a funding application and associated consultation and documentation to develop The Salts Recreation Ground.</b>

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#### Recommendations

##### You are recommended:

- 1. To approve the initiation of The Salts Improvement Proposal, securing professional Consultation and Landscape Design of The Salts with Groundwork South in order to develop a Coastal Communities funding application.**

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#### 1. Information

- 1.1** The Salts Recreation Ground (The Salts) has undergone sporadic improvements since 2014 with the development of the play area and skate park from s,106, CIL and fundraising. Further development at The Salts requires further indefinite funding applications and this can take years and extensive officer time, delaying project delivery and costing tax-payers in officer time.
- 1.2** The Salts Improvement Plan is currently undergoing public consultation to identify the priorities for the next round of improvements to The Salts. See the analysis of the consultation in Appendix A.
- 1.3** Benefiting from immediate coastal location, proximity to town centre, free parking and immediate access points, The Salts would benefit from landscape design. This would require partnering with Groundwork South in order to develop a full Coastal Communities grant application in order to achieve this.
- 1.4** Groundwork South is an organisation that specialises in grant management and landscaping services. They offer landscaping scheme design, application process and shortlisting support, monitoring and programme management, evaluation and successor proposals. Groundwork has a team of chartered experienced landscape architects who specialise with community engagement, nature-based approaches, sustainability and social value, maximising public benefit from landscape in P. 71 nts to promote health and wellbeing.

- 1.5 The aim of this project is to achieve applications to secure funding to provide improved access to The Salts, with clear accessible paths and entrance points, access directly from the train station, full landscaping to create a park as well as a recreation play area and sports pitches, a circular walk/bike path, picnic areas, multi-use games area and outdoor theatre.

## 2. Financial Appraisal

- 2.1 Prior to April 2020, further consultation would be implemented across the current user groups of The Salts. This would include public event consultation with promotion, interviews, questionnaire, display boards and social media/web presence. The results of this would be summarised in formatted consultation results document. This would be completed by Groundwork South and Seaford Town Council at a cost of £5,000.
- 2.2 After April 2020 the results of the consultation and project requirements would be developed to include outline stage plans of the whole site in detail, existing site opportunities, uses and constraint plan. In addition, ground and aerial perspectives with proposed views from each major entrance/compass point corner would be developed, showing levels, gradients and access. This will be completed by Groundwork South £10,500.
- 2.3 After April 2020 a public presentation file will be developed using simple graphics and bullet points. This will be completed by Groundwork South for £2,000.
- 2.4 After April 2020 detailed cost estimates for project implementation, project programme and maintenance projects will be produced by Groundwork South for £1,500.
- 2.5 After April 2020 a business plan and grant application documents will be produced by Groundwork South for £2,000. The aim of the grant application would be to secure grant funding to deliver the business plan.
- 2.6 The £21,000 cost for these works is included in the draft budget for next year as presented elsewhere with this agenda (account code 4423 – Salts Development Plan) and is exempt from the tender process under Financial Regulation 11.1.a.ii.

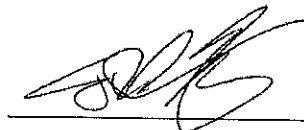
## 3. Contact Officer

The Contact Officer for this report is Emily Piper, Project Support Officer.

Project Support Officer



Town Clerk

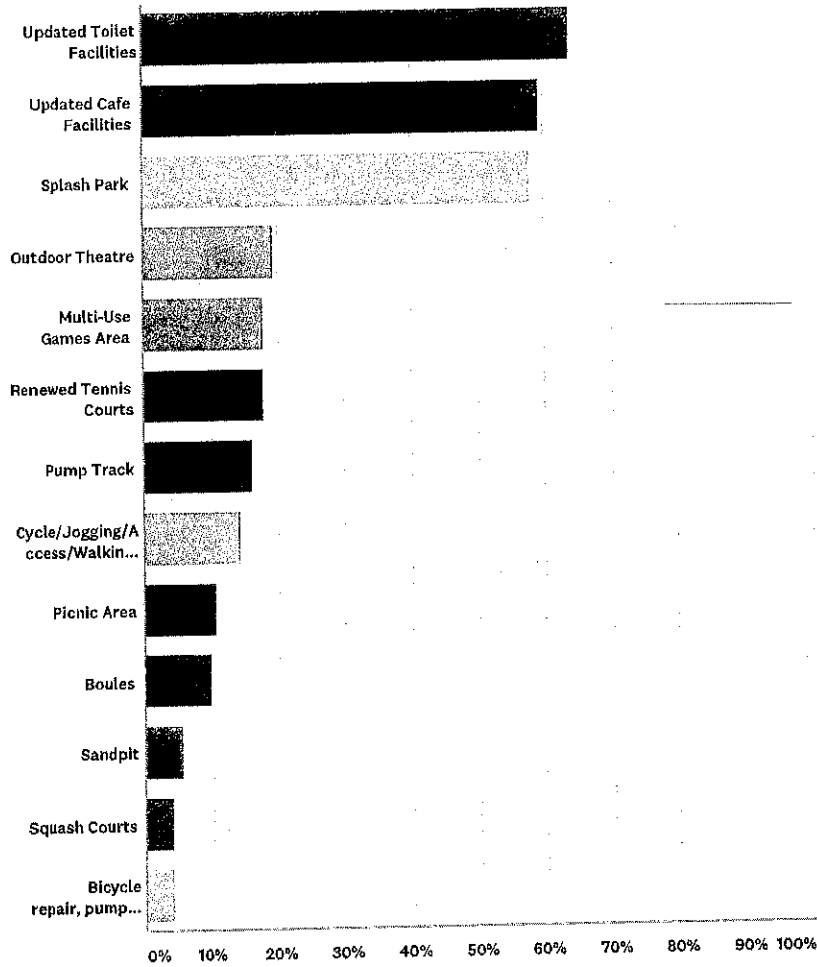




The Salts Recreation Ground Improvement Plan

Q1 Please select 3 options for your favourite options to be included at The Salts Recreation Ground

Answered: 195 Skipped: 1



ANSWER CHOICES	RESPONSES	
Updated Toilet Facilities	64.10%	125
Updated Cafe Facilities	59.49%	116
Splash Park	57.95%	113
Outdoor Theatre	19.49%	38
Multi-Use Games Area	17.95%	35
Renewed Tennis Courts	17.95%	35
Pump Track	16.41%	32
Cycle/Jogging/Access/Walking track	14.36%	28
Picnic Area	10.77%	21
Boules	9.74%	19
Sandpit	5.64%	11
Squash Courts	4.10%	8

The Salts Recreation Ground Improvement Plan

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Bicycle repair, pump and parking station

4.10%

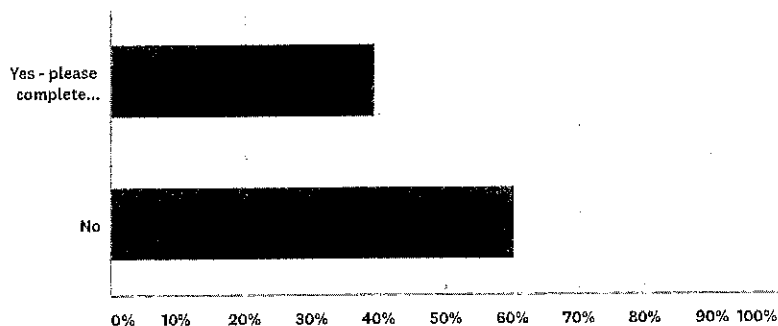
8

Total Respondents: 195

The Salts Recreation Ground Improvement Plan

Q2 Are there any additional options that you would like included that have not been listed above? If Yes, please include further details.

Answered: 191 Skipped: 5

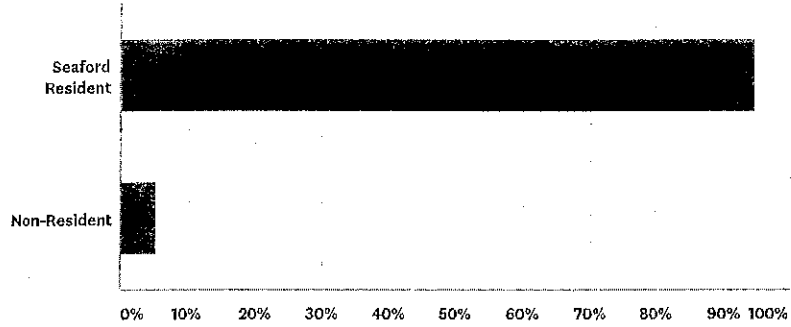


ANSWER CHOICES	RESPONSES	
Yes - please complete feedback box	39.27%	75
No	60.21%	115
TOTAL		191

The Salts Recreation Ground Improvement Plan

Q3 Where are you from?

Answered: 194 Skipped: 2

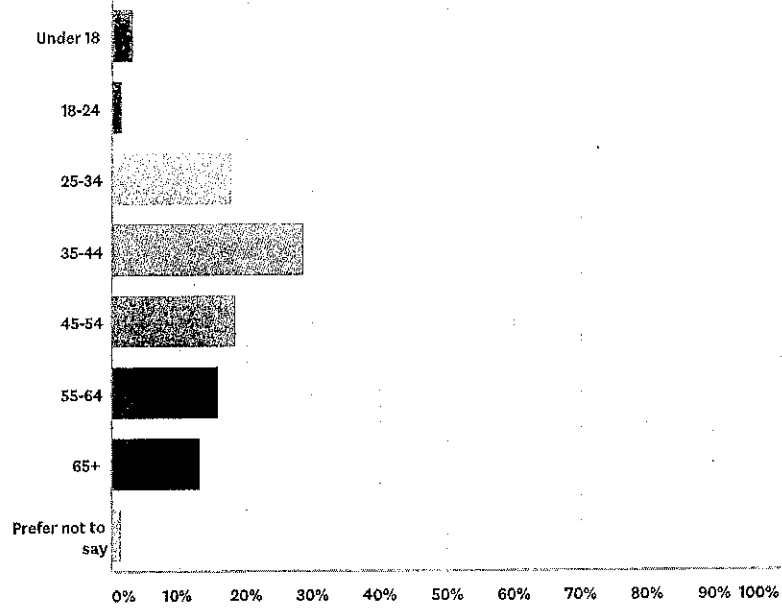


ANSWER CHOICES	RESPONSES	
Seaford Resident	94.85%	184
Non-Resident	5.15%	10
TOTAL		194

The Salts Recreation Ground Improvement Plan

Q4 What is your age?

Answered: 196 Skipped: 0

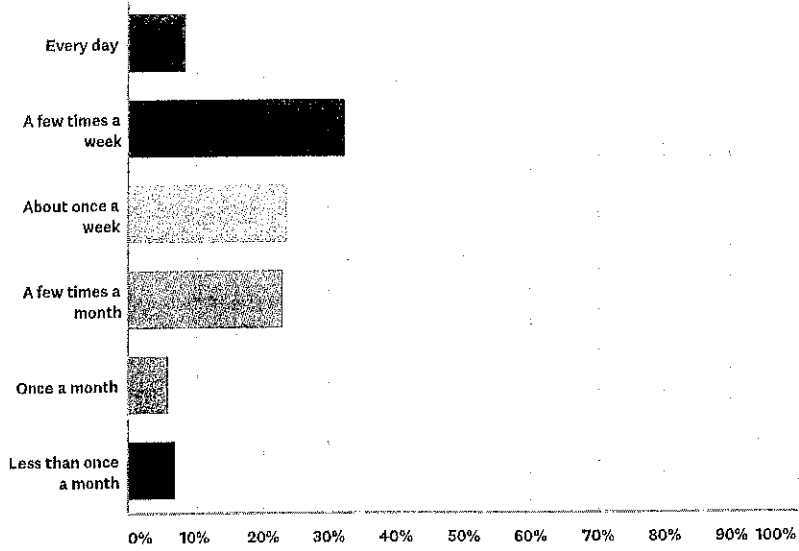


ANSWER CHOICES	RESPONSES	
Under 18	3.06%	6
18-24	1.53%	3
25-34	17.86%	35
35-44	28.57%	56
45-54	18.37%	36
55-64	15.82%	31
65+	13.27%	26
Prefer not to say	1.53%	3
TOTAL		196

The Salts Recreation Ground Improvement Plan

Q5 How often do you visit The Salts Recreation Ground?

Answered: 191 Skipped: 5



ANSWER CHOICES	RESPONSES	
Every day	8.38%	16
A few times a week	32.46%	62
About once a week	23.56%	45
A few times a month	23.04%	44
Once a month	5.76%	11
Less than once a month	6.81%	13
TOTAL		191

# Appendix A1

## APPENDIX A.1

Food

11/11/2019 10:44 AM Add tags –



Dog walking park, so that we can peacefully walk and play with out hassle from dogs.

11/5/2019 7:29 PM Add tags –



I would love to see something similar to 'The Perch' café/restaurant in lancing w.sussex

10/9/2019 12:08 PM Add tags –



Changing and shower falicities

9/28/2019 4:25 PM Add tags –



An area for dogs and their owners! It would be nice if there poo wasn't left all over the field! Then people might be more inclined to have picnics.

9/26/2019 5:24 AM Add tags –



Prevent people using kids play area at night, often covered with litter, or dog poo in sandpit.

9/20/2019 11:32 AM Add tags –



new loos too-would-make-it more appealing. shelter for windy, drizzle days (or picnic benches near the road side for natural shelter). paddling pool. mini boat sailing pool.

9/18/2019 10:09 AM Add tags –



Additional security as children being bullied at the park daily

9/14/2019 12:40 PM Add tags –



Need something for the older children, teens etc. Assault course, outside swimming pool etc, quad biking etc We do not use it because it is for mainly young children or as usual skate parks. Not everyone wants skates parks.

9/13/2019 1:37 PM Add tags –



Easy climbing frame that is still fun and not for babies.

9/10/2019 6:07 PM Add tags –



Maybe water fountains. Definitely love the splash water idea

9/10/2019 3:31 PM Add tags –



More toddler swings. There are literally 2 toddler swings and a chair compared to the multiple swings for older children. Toddlers often have massive tantrums while waiting for the one of the two swings to become available. There used to be 4, why did you reduce this!? Its mainly toddlers that use the park from what I've seen.

9/10/2019 3:21 PM Add tags –



Pitch and putt

9/6/2019 8:19 AM Add tags –



Lots more seating

9/6/2019 7:09 AM Add tags –



Pitch & park part of multi games use

9/5/2019 4:32 PM Add tags –



All weather pitch and sheltering.

9/5/2019 4:04 PM Add tags –



Mini golf

9/5/2019 6:03 AM Add tags –



Pitch and putt

9/4/2019 5:53 PM Add tags –





Better toilets and baby changing facilities

9/4/2019 3:51 PM Add tags –



Cafe with an alcohol licence so you can enjoy a glass of wine

9/4/2019 9:33 AM Add tags –



Disabled access to the Salts from the seafront. Current access is too steep for bringing an adult inwheelchair or walker down. Access from Richmond Road is also not possible due to slopes, gates, lack of disabled parking etc.

9/4/2019 8:42 AM Add tags –



More rubbish and dog poo bins. Plus a decent fenced off picnic area where dogs are not allowed. CCTV.

9/4/2019 7:24 AM Add tags –



Festivals and fairs

9/4/2019 5:04 AM Add tags –



CCTV covered in all areas ! Stop the mindless vandalism , protection for everyone including our pets.

9/3/2019 10:19 PM Add tags –



BBQ stand and bin, as recently installed at South Heighton park - amazing idea!!

9/3/2019 8:46 PM Add tags –



The Salts is a great leisure location for residents and visitors. The cafe needs a refurbishment and trained staff

9/3/2019 8:35 PM Add tags –



Small football pitches with permanent goals

9/2/2019 9:27 PM Add tags –



Remove all footballing activities which can be located to the Crouch and Walmer Rd. CCTV is a must to protect against ASB and vandalism. Improvement of the existing cricket changing facilities. Make use of the site of the disused pitch & putt.

9/2/2019 4:19 PM Add tags –



CCTV is essential due to the increase in vandalism and antisocial behaviour, If they know they can't be seen then they react to that, also would prompt the messy ones to stop chucking rubbish on the floor and smashing glass as certain idiots do

9/1/2019 6:43 PM Add tags –



Bocce (French boules)

9/1/2019 5:09 PM Add tags –



Increased seating provision.

9/1/2019 3:01 PM Add tags –



Any cafe to be dog friendly.

9/1/2019 11:57 AM Add tags –



CCTV in all areas of the park/skate park

9/1/2019 7:11 AM Add tags –



More planting, some wild flowers and trees would be great. Also better lighting, certain facilities could be utilised in the evening, particularly with the night drawing in

8/31/2019 11:30 PM Add tags –



A saltwater swimming pool

8/31/2019 4:25 PM Add tags –



Paddle Park/pond for kayaks and inflatables when sea is too rough

8/31/2019 8:20 AM Add tags –



More bins emptied more often. Regular site cleaning and maintenance.

8/30/2019 1:52 PM Add tags –



Some trees to provide shade

8/30/2019 6:30 AM Add tags –



The play area for younger children could be improved and adequate fencing or sectioning would be an idea to stop younger children running into the other side of park facilities that are clearly for older ones. The front of the cafe seating area is often occupied by dog owners who's dog are usually off lead wandering all over the place and urinating up the walls of the front of the cafe. This is unhygienic and unpleasant for others especially where food is consumed.

8/29/2019 10:50 PM Add tags –



Dog walking path and area.

8/29/2019 8:23 PM Add tags –



I see a miniature golf area is proposed, there was a pitch and putt course in the NE corner which is still basically there, it would take very little work to revive that and it would give the council/cafe another income stream.

8/29/2019 4:55 PM Add tags –



more seating just to have a short break but not having to join in any of the activities.

8/29/2019 2:50 PM Add tags –



Plant some trees along the southern-most tarmac path to create an avenue and add a little more greenery to the area. Equally a few more trees dotted around the play areas would add extra shade in summer weather and make it look nicer.

8/29/2019 2:24 PM Add tags –



Covered sandpit would be great

8/28/2019 9:29 PM Add tags –



AstroTurf football pitch for communal use, then the Downs Leisure pitch can be used for more profit making

8/28/2019 5:33 PM Add tags –



CCTV

8/28/2019 5:32 PM Add tags –



Free climbing and/or bouldering wall

8/28/2019 1:41 PM Add tags –



Leave it as it is why does everything in Seaford need to be changed for the needs of young people

8/28/2019 6:23 AM Add tags –



The all weather pitch be a full size multi sports pitch for example Rugby netball etc. There are already an artificial football pitch's available.

8/27/2019 10:46 PM Add tags –



Educational centre for children during the holidays.

8/27/2019 10:06 PM Add tags –



Water stations, no dogs.

8/27/2019 10:27 PM Add tags –



Boating lake

8/27/2019 10:19 PM Add tags –



2 playgrounds - away from each other and with different themes / age aims. Circular route to be of specific length e.g 500m to assist novice runners. Trim trail challenges every 100m along route.

8/27/2019 10:12 PM Add tags –



CCTV - recent bout of vandalism, antisocial behaviour and littering Recycling bins

8/27/2019 9:49 PM Add tags –



TREES !!!! there is hardly any shade anywhere on a sunny day , it is reasonably sheltered from wind as below beach level - seaford needs more trees ( please!)

8/27/2019 9:19 PM Add tags –



Extra rubbish bins. Water drink fountain.

8/27/2019 8:23 PM Add tags –



mini golf

8/20/2019 10:56 AM Add tags –



skate park - fantastic - please enlarge. Café needs modernizing & friendly staff. facilities for babies

8/20/2019 10:56 AM Add tags –



water fountains and outdoor showers

8/20/2019 10:55 AM Add tags –



trees - shelter

8/20/2019 10:54 AM Add tags –



make the skate park bigger - use 1 tennis court, its always so busy, clearly this is what people like to do

8/20/2019 10:53 AM Add tags –



skate park for under 6's. drinking fountain

8/20/2019 10:52 AM Add tags –



mobile food outlet (eg Betts Baps chain)

8/20/2019 10:51 AM Add tags –



climbing tower - rockwall

8/20/2019 10:50 AM Add tags –



Bigger skate area- bigger bowl for skateboarding

8/20/2019 10:49 AM Add tags –



extend skatepark

8/20/2019 10:47 AM Add tags –



Free g pitch with flood lights

8/20/2019 10:46 AM Add tags –



additional cctv to ensure the whole of the salts does not suffer the levels of vandalism which is creeping in now

8/18/2019 8:37 AM Add tags –



Dog agility equipment

8/17/2019 9:44 PM Add tags –



Trees planted to help hide the railway.

8/15/2019 2:58 PM Add tags –



Leave the football goal posts up all year round

8/15/2019 8:31 AM Add tags –



Pool possibly under cover for use in winter

8/15/2019 5:18 AM Add tags –



Boating pond- could be a mini one like Aldeburgh in Suffolk

8/14/2019 6:17 PM Add tags –



Water fountains and more recycling bins

8/14/2019 5:50 PM Add tags –



Mini golf / crazy golf

8/14/2019 5:22 PM Add tags –



I've answered no but only as 3 options listed were required - in addition to my top 3 options I think the café and toilets definitely need improving - and should not be included in additional sporting/recreational options as such. Thanks.

8/14/2019 3:15 PM Add tags –



No Dogs

8/14/2019 3:10 PM Add tags –



shade and more seating



<b>Agenda Item No:</b>	12
<b>Committee:</b>	Full Council
<b>Date:</b>	23 <sup>rd</sup> January 2020
<b>Title:</b>	First Internal Audit Report for 2019-20
<b>By:</b>	Lucy Clark, Finance Manager
<b>Purpose of Report:</b>	To receive the First Internal Audit Report from Mulberry & Co Ltd for 2019-20.

---

### Recommendations

#### You are recommended:

1. To note the Internal Auditor's report.
  2. To note the actions taken by Council Officers as detailed 1.4 of this report.
- 

### 1. Information

- 1.1 Following approval by Council on 20<sup>th</sup> June 2019, Mulberry & Co were appointed as the Internal Auditor for 2019/20 and their first visit took place on 9<sup>th</sup> December 2019.
- 1.2 Mulberry & Co's report is attached as Appendix A.
- 1.3 In summary, it was reported that systems and internal procedures at Seaford Town Council were very well established, regulated and followed and that there were no significant issues to be addressed.

#### 1.4 There were three recommendations which will be acted upon as follows:

- It was spotted that the Notice of Conclusion and the audited Annual Governance & Accountability Return (AGAR) were not showing on the new website. It was recommended that this information was transferred from the old website as soon as possible.

This was completed the same day as the audit.

- It was recommended that the CCLA statements is reconciled and reported in the same way as the Co-op Bank statements within the Finance Reports reported to the Finance & General Purposes (F&GP) Committee.

This will be implemented from the next F&GP meeting.

- The Council were reminded that existing direct debits should be re-approved at least every two years.

This will now be implemented on an annual basis at the first Council meeting of the civi



1.5 Mulberry & Co are to carry out their second and final audit at a date likely to be in May 2020.

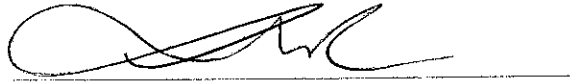
**2. Financial Appraisal**

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

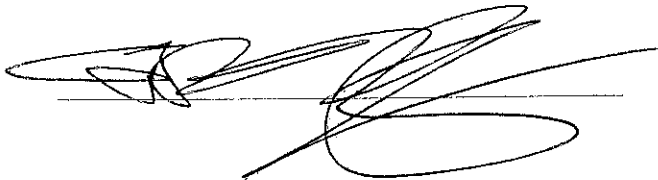
**3. Contact Officer**

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

Finance Manager

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

Town Clerk

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


**MULBERRY & CO**

Chartered Certified Accountants

Registered Auditors

&amp; Chartered Tax Advisors

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Our Ref: MARK/SEA001

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

Date 9 December 2019

Dear James

**Re: Seaford Town Council**  
**Internal Audit Year Ended 31<sup>st</sup> March 2020**

Following completion of our interim internal audit on the 9<sup>th</sup> December 2019 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. Where appropriate **recommendations for future action are shown in bold text.**

The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts. The internal audit reports should therefore be made available to all members to support and inform them when they considering the authority's approval of the annual governance statement.

**Interim Audit – Summary Findings**

At the interim visit we reviewed and performed tests on the following areas:

- Review of the Financial Regulations and Standing Orders
- Review of the risk assessments
- Review of the budgeting process
- Proper bookkeeping – review of the use of the accounts package
- Review of salaries
- Review of fixed asset register

It is our opinion that the systems and internal procedures at Seaford Town Council are well established, and followed. The Clerk is very experienced, as is the Finance Manager, and they ensure the council follows best practice regulations and has overseen changes to the internal procedures as regulations and technologies have changed to maintain compliance. Due to recent staff changes, the Clerk is currently the RFO pending appointment of a replacement RFO in the near future.

It is clear the council takes governance, policies and procedures very seriously and I am pleased to report that overall the systems and procedures you have in place are fit for purpose. I would like to thank James and his team for their assistance and whilst my report may contain recommendations to change these are not indicative of any significant failings, but rather are pointers to improving upon an already well ordered system.

#### **A. BOOKS OF ACCOUNT (INTERIM AUDIT)**

The council continues to use RBS as a day to day accounting package. This is a tried and tested industry specific package, and I make no recommendation to change. There are five licenses in place, with the Finance Manager and Finance Assistant completing the majority of transactions. The system is used regularly to report on and record the financial transactions of the council.

Regular reporting includes, but is not limited to, performance against budget, bank reconciliations and receipts and payments listings and these are reviewed at every Finance & General Purposes committee meeting. My audit testing showed that financial documentation could be easily located from records and overall, I have the impression that the accounting systems are well ordered and routinely maintained and as such I make no recommendation to change.

The council is VAT registered. VAT reclaims are completed on a quarterly basis. The last VAT reclaim was for the period to the end of September 2019 and the refund amount was verified as received on the bank statement on 22 October. The council is up to date with its postings and in the process of registering with HMRC to complete the next quarter's return via Making Tax Digital.

At the interim audit date, I am of the opinion that the control assertion of "Appropriate accounting records have been properly kept throughout the financial year" has been met.

#### **B. FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS (INTERIM AND FINAL AUDIT)**

##### **Interim Audit**

*Check the publication and minuting of the prior year audited AGAR and notice of conclusion of audit*

The external auditors report was not qualified in 2018/19. The notice of conclusion of audit and audited AGAR were posted to the council website, although they do not appear to show on the council's new website and **I would recommend ensuring this information is transferred to the new website as soon as possible**. The external auditor's report was reported to the council at the meeting of 17 October 2019.

*Confirm by sample testing that councillors sign statutory office forms*

I confirmed by sample testing that councillors have signed "Acceptance of Office" forms and Register of Members' Interests, in line with regulations. A link to the District Council website is available on the Town Council's website showing the Register of Members' Interest forms. The councillors have also signed acceptance to receive information by electronic means and my audit testing showed that statutory forms are accurately completed and could be easily located.

*Confirm that the council is compliant with the relevant transparency code*

I note that the council is required by law to follow the 2015 Local Government Transparency Code. Historically, the council has been used as a good example of how to publish the information. The majority of the transparency information has been transferred onto the new website, including lists of expenditure exceeding £500, the fixed asset register, grant expenditure, organisational chart and constitution documents. Details concerning senior salaries and pay multiple do not appear to be on the new website, although through discussion with the Assistant Clerk, this appears to be an oversight and will be corrected. The missing information will be further reviewed at the year-end audit.

*Confirm that the council is compliant with the GDPR*

The council is aware of GDPR and has undergone training. It was noted the council has introduced common email addresses internally and for councillors, which is recommended because it gives a natural segregation between personal and councillor business, so it is clear beyond doubt in what capacity a councillor is acting, gives control to the council, adds a degree of professionalism and in the event of a FOI request limits access to personal computers. The council is currently reviewing its arrangements with regard to an external Data Protection Officer (DPO) and has a Privacy Notice and Data Protection policies available on the council website.

*Confirm that the council meets regularly throughout the year*

The council is set up through a number of standing committees as below:

- Council – meets six times per year
- Community Services – meets four times per year
- Planning & Highways – meets every three weeks
- Finance & General Purposes – meets four times per year
- Golf & The View – meets four times per year
- Personnel – meets twice per year and ad-hoc as required

The council has developed a detailed scheme of delegation which outlines responsibilities of the committees and delegated authority levels to senior staff. This is available on the council website and was last reviewed and updated in May 2019.

*Check that agendas for meetings are published giving 3 clear days' notice*

The Clerk was able to demonstrate that at least 3 clear days' notice is given on both web site and hard copy agendas. Whilst we have not tested every single committee and council meeting there was no evidence of non-compliance in giving three clear days' notice of the meeting. It is noted that the non-confidential supporting documentation referred to in the agendas is also published on the website.

*Check the draft minutes of the last meeting(s) are on the council's website*

Draft minutes are uploaded to the council website usually within a week of the meeting, and subsequently replaced with final versions once approved. Draft minutes are clearly labelled as such, although through sample testing of the Finance and General Purposes minutes, adopted versions still show draft and this should be amended to be clear that they are now adopted.

*Confirm that the Parish Council's Standing Orders have been reviewed within the last 12 months*

The Standing Orders are based on the NALC 2018 model and were adopted by Council on 20 June 2019. Minor amendments to the model have been made to suit local conditions, and these appear appropriate for a council of this size

*Confirm that the Parish Council has adopted and recently reviewed Financial Regulations*

The Financial Regulations are based on the NALC 2014 model and were adopted by Council in June 2019. The regulations being based on the NALC model contain provisions for the approval of spending, setting of budgets, reconciliation of the bank and reporting to council. Minor amendments to the model have been made to suit local conditions, and these appear appropriate for a council of this size. The council is aware of the more recent July 2019 version and these will be used for future updates.

*Check that the council's Financial Regulations are being routinely followed*

Financial regulation 2.2 deals with bank reconciliations. The council is performing a monthly bank reconciliation and this is minuted in accordance with regulations. Evidence of this was verified for the October 2019 reconciliation, which was signed as verified by councillors, including the face of the original bank statement, and reported in the minutes of the Finance & General Purposes committee. I checked the reconciliation and found no errors, with two recently written cheques outstanding and PDQ payments from 29 October onwards not having yet reached the bank account.

It was noted that although a report from the Finance Manager confirms balances held with the CCLA, a copy of the statement is not produced and checked by councillors in the same way as for the main bank account. **I would recommend that the CCLA statement is reconciled and reported to committee in the same way.**

Financial regulation 4.1 deals with authority to spend. The council authorises expenditure on revenue items up to the amounts included for that class of expenditure in the approved budget. The authority is determined by council when setting the annual budget.

It was noted that in cases of extreme risk, the Clerk may authorise revenue expenditure on behalf of the council subject to a limit of £5,000.

Financial Regulation 5 deals with authorisation of payments. The minutes show authorisation of payments lists in accordance with regulations. Sample checking of invoices and payment lists confirm correct processes are being followed and no evidence was found of amounts not being correctly authorised.

Financial regulation 6 deals with making payments. The council makes payments by BACS with some direct debits and the occasional cheque. There is a clear segregation of duties with online payments, with three staff members able to fulfil the distinct roles of inputting and releasing the payments. **Council is reminded that the renewal of direct debits must be re-approved by council at least every two years.**

Financial regulation 7 deals with approval and authorisation of salaries, the minutes and files show evidence of authorisation of changes and of wages generally.

*Confirm all section 137 expenditure meets the guidelines and does not exceed the annual per elector limit of £8.12 per elector*

The council has the General Power of Competence and the section 137 limit does not apply.

*Confirm that checks of the accounts are made by a councillor.*

The system noted above details internal review takes place and councillor, committee and council level. I am under no doubt that council properly approves expenditure.

At the interim audit date, I am of the opinion that the control assertion "This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for" has been met.

## **C. RISK MANAGEMENT AND INSURANCE (INTERIM AND FINAL AUDIT)**

### **Interim Audit**

The council has a Risk Management Policy and risk assessment in place, which was last reviewed in June 2019. This covers financial and other risks including health and safety and assesses the potential risks, mitigation in place and highlights, where appropriate, further measure which council be taken.

I was able to confirm that the council has a valid insurance policy in place, with Public Liability cover of £15 million, Employers Liability cover of £10 million, and a Fidelity Guarantee of £1 million. Council is reminded to keep the Fidelity Guarantee cover level under review to ensure it remains sufficient as the balances held fluctuate over time.

At the interim audit date, I am of the opinion that the control objective of "This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these" has been met.

#### **D. BUDGET, PRECEPT AND RESERVES (INTERIM AND FINAL AUDIT)**

##### **Interim Audit**

I confirmed that the 2020/21 budget and precept setting process has begun. A draft proposal has been prepared and is currently being reviewed through the committee structure. The final budget and precept is planned to be agreed by council in January 2020.

The council has developed a five year budget plan which is used as part of the budget setting process.

The council holds circa £476,310 in general reserves and a number of specified earmarked reserves totalling £178,686. Through discussion with the Finance Manager, all earmarked reserves appear to be for ongoing projects, and are regularly reviewed to ensure they remain relevant. General guidance recommends the council's general reserve should be circa 50% of precept, adjusted for local conditions, and the level held is therefore appropriate.

The council receives regular and detailed information reporting performance against budget. At the interim audit date, the council's year to date position showed expenditure of £1,708,246 against a budget of £2,737,315, which represents a 62.4% spend against budget. This demonstrates that the budget was accurately set and closely monitored during the year. Figures prepared predicting the year-end outturn show the council are unlikely to exceed budget.

The council has an income budget of £2,636,186 which includes substantial income from sources other than the precept. Income reporting is closely monitored and reviewed by committee through the reports provided. As at the interim audit date, the council had received £1,879,686 income to date.

A variance report is also prepared for Finance & General Purposes committee meetings, providing clear explanations of reasons for any significant variations from expected budget.

At the interim audit date, I am of the opinion that the control objective of "The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate" has been met.

#### **E. INCOME (INTERIM AND FINAL AUDIT)**

##### **Interim Audit**

Apart from the precept, the council has other significant income streams, including:

- Golf course and the View
- Filming at Seaford Head
- Beach Huts
- Rents / Concessions
- Sports facility hire
- CCIL / grants

The whole precept has been received and was evidenced as having been properly accounted for on the RBS system. The Council Tax Support Grant (CTSG) has also been correctly recorded separate to the precept on RBS.

At the interim audit date, I am of the opinion that the control objective of "Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for" has been met.

#### **F. PETTY CASH (INTERIM AUDIT)**

The council has a £250 petty cash float, which is managed by the Finance Manager. The float is used for incidental expenses and is checked monthly and then balanced every two or three months and topped up as required. This will be checked at the year-end audit.

I am of the opinion the control objective of "Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for" has been met.

#### **G. PAYROLL (INTERIM AND FINAL AUDIT)**

##### **Interim Audit**

The council completes payroll in house using the IRIS system. Payments are approved by the RFO and then reported to council for approval using the same system as for other payments. There are no councillor allowances. All staff members have a signed contract of employment and are all on the NJC scale, except some of the View staff who are casual workers.

At the interim audit date, I am of the opinion that the control object of "Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied" has been met.

#### **H. ASSETS AND INVESTMENTS (INTERIM AND FINAL AUDIT)**

##### **Interim Audit**

The council has a detailed fixed asset register in place including all the required information. Assets are correctly stated at historic or proxy cost, and the information is logically presented, including notes detailing how the proxy cost amounts were assessed. The register has a column for replacement value for insurance and shows details of additions and deletions during the year. The asset register was up to date with all relevant assets as at the time of the interim audit.

At the interim audit date, I am of the opinion that the control objective of "Asset and investments registers were complete and accurate and properly maintained" has been met.

#### **I. BANK AND CASH (INTERIM AND FINAL AUDIT)**

##### **Interim Audit**

At the interim audit date the council had a reconciled bank position as at the end of October, which has been signed in accordance with Financial Regulations.

At the interim audit date, I am of the opinion that bank and cash balances are properly shown on the AGAR and that the control objective of "Periodic and year-end bank account reconciliations were properly carried out" has been met.

#### **J. YEAR END ACCOUNTS (FINAL AUDIT)**

To be tested at year end.

#### **K. TRUSTEESHIP (INTERIM AUDIT)**

The council has no trusts.

#### **L: EXERCISE OF PUBLIC RIGHTS - INSPECTION OF ACCOUNTS (FINAL AUDIT)**

To be tested at year end.

Should you have any queries please do not hesitate to contact me.

Kind regards

Yours sincerely

*A Beams*

Andy Beams





## Seaford Town Council

### Report 127/19

**Agenda Item No:** 13

**Committee:** Council

**Date:** 23<sup>rd</sup> January 2020

**Title:** Consultation Response: Strengthening police powers to tackle unauthorised encampments

**By:** Isabelle Mouland, Assistant Town Clerk

**Purpose of Report:** To highlight the current Home Office consultation on strengthening police powers to tackle unauthorised encampments and present a draft response.

---

#### Recommendations

You are recommended:

1. To agree the draft response;
2. Instruct Officers to send the response to NALC (National Association of Local Councils).

---

#### 1. Information

- 1.1 The Home Office has issued a new consultation on strengthening police powers to tackle unauthorised encampments. The consultation covers criminalising the act of trespassing, broadening the existing categories of criminal trespass and broadening police powers to deal with trespassers.
- 1.2 The main consultation document can be found at Appendix A or via [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/844954/Unauthorised Encampments - consultation paper.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/844954/Unauthorised_Encampments_-_consultation_paper.pdf)
- 1.3 The government previously consulted on unauthorised developments and encampments in April 2018. Responses to this made clear that significant problems are created by many unauthorised encampments, including the sense of unease and intimidation residents feel when an unauthorised encampment occurs, the frustration at not being able to access amenities, public land and business premises, and the waste and cost that is left once the encampment has moved on.

1.4 The government also heard compelling evidence that stronger powers are needed to address the issues and concerns identified and that the majority of respondents believe the government should consider criminalising unauthorised encampments in England and Wales, by creating an offence of trespassing when setting up an unauthorised encampment. The government would now like to test the appetite to go further and broaden the existing categories of criminal trespass.

1.5 NALC is minded to use points made in response to the April 2018 consultation, as a steer to guide its new response. These include:

- All cases of unauthorised encampments should be criminalised on account of trespassing;
- The police should have the power to direct trespassers to leave land as soon as it has been determined that they are there illegally;
- The police should be able to take action regardless of the number of vehicles in the unauthorised encampment;
- Principal authorities should have the power to demand the police attend as soon as an unauthorised encampment appears and to claim back costs incurred repairing damage caused by clearing up after unauthorised encampments.

1.6 NALC is interested to collect the sector's views and has asked that all local councils respond to them answering the consultation questions at Appendix B. The suggested draft response from Seaford Town Council is highlighted in **bold** and (following approval) is to be sent to NALC.

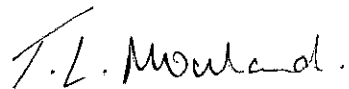
## 2. Financial Appraisal

There are no costs incurred by the Council as a result of this report.

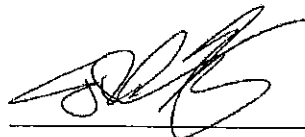
## 3. Contact Officer

The Contact Officer for this report is Isabelle Mouland, Assistant Town Clerk.

Assistant Town Clerk

  
\_\_\_\_\_

Town Clerk

  
\_\_\_\_\_



Home Office

# **Strengthening police powers to tackle unauthorised encampments**

## Government consultation

This consultation begins on 05/11/2019

This consultation ends on 05/03/2020

# About this consultation

**To:** This consultation is open to the public.

We will be particularly interested to hear from local authorities, police forces, Gypsy, Roma, and Travelling communities and the general public.

**Duration:** From 05/11/2019 to 05/03/2020

**Enquiries to:** Strengthening police powers to tackle unauthorised encampments consultation  
Police Powers Unit  
Home Office  
6th Floor, Fry Building  
2 Marsham Street  
London  
SW1P 4DF

Email:  
[UnauthorisedEncampmentsConsultation@homeoffice.gov.uk](mailto:UnauthorisedEncampmentsConsultation@homeoffice.gov.uk)

**How to respond:** Please provide your response by 05/03/2020 at:  
[www.gov.uk/government/consultations/strengthening-police-powers-to-tackle-unauthorised-encampments](http://www.gov.uk/government/consultations/strengthening-police-powers-to-tackle-unauthorised-encampments)

If you are unable to use the online system, for example because you use specialist accessibility software that is not compatible with the system, you may download a word document version of the form and email or post it to:

Strengthening police powers to tackle unauthorised encampments consultation  
Police Powers Unit  
Home Office  
6th floor, Fry Building  
Home Office  
2 Marsham Street  
London SW1P 4DF

Email:  
[UnauthorisedEncampmentsConsultation@homeoffice.gov.uk](mailto:UnauthorisedEncampmentsConsultation@homeoffice.gov.uk)

Please also contact the Police Powers Unit (as above) if you require information in any other format, such as Braille, audio or another language. We cannot analyse responses not submitted in these provided formats.

**Response paper:** A response to this consultation exercise is due to be published at <https://www.gov.uk/search/policy-papers-and-consultations>

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# 1. Foreword by the Home Secretary

We are fortunate to live in one of the most tolerant countries in the world, which has a proud tradition of promoting respect for the rule of law, for property, and for one another. This Government is committed to creating a just and fair country, where equality of opportunity flourishes and the life chances of all are enhanced. I am clear that that this must be built on shared rights, responsibilities and opportunities.

In April 2018, the Government published a consultation on the effectiveness of enforcement against unauthorised developments and encampments. It sought views from a number of stakeholders including local authorities, police forces, Gypsy, Roma, and Traveller communities and the general public on the scale of the problem, whether existing powers could be used more effectively and if any additional powers were required.

In response to the consultation my predecessor, the Rt Hon Sajid Javid MP, announced the Government would look to amend sections 61 and 62A of the Criminal Justice and Public Order Act 1994 to lower the criteria that must be met for the police to be able to direct people away from unauthorised sites.

He also confirmed Home Office officials would review how this Government could criminalise the act of trespassing when setting up an unauthorised encampment in England and Wales, learning from the trespass legislation that exists in the Republic of Ireland. This consultation document sets out the information gathered during that consultation, makes proposals for change and seeks views on those proposals.

This document consults on whether criminalising unauthorised encampments would be preferable to the amendments we originally proposed to the Criminal Justice and Public Order Act 1994, and if so, how it should work. It sets out a proposed package of measures in some detail, as well as some more general questions.

The Government recognises that the proposals contained in this consultation are of interest to a significant minority of Gypsies, Roma and Travellers who continue to travel. The Government's overarching aim is to ensure fair and equal treatment for Gypsy, Roma and Traveller communities, in a way that facilitates their traditional and nomadic way of life while also respecting the interests of the wider community. In June this year the Government announced that the Ministry of Housing Communities and Local Government will lead development of a cross-government strategy to improve outcomes for Gypsy, Roma and Traveller communities.



**Rt Hon Priti Patel MP**

**Home Secretary**

## 2. Executive summary

We would like to consult on measures to;

- Criminalise the act of trespassing when setting up an unauthorised encampment in England and Wales.

We would also like to consult on the following alternative approach to this issue:

- Amending section 62A of the Criminal Justice and Public Order Act 1994 to permit the police to direct trespassers to suitable authorised sites located in neighbouring local authority areas.
- Amending sections 61 and 62A of the Criminal Justice and Public Order Act 1994 to increase the period of time in which trespassers directed from land would be unable to return from 3 months to 12 months.
- Amending section 61 of the Criminal Justice and Public Order Act 1994 to lower the number of vehicles needing to be involved in an unauthorised encampment before police powers can be exercised from six to two or more vehicles.
- Amending section 61 of the Criminal Justice and Public Order Act 1994 to enable the police to remove trespassers from land that forms part of the highway.

This consultation is open until 05/03/2020; details of how to respond are set out towards the front of this document.



### 3. Introduction

The vast majority of travelling communities reside in caravans on authorised traveller sites. Indeed, out of the 23,726 caravans in England and Wales in July 2018, only 1049 (4.4%) were on unauthorised sites that were not owned by the occupants. However, there have been long-standing concerns about the disproportionate impact of these unauthorised encampments, where significant distress has been caused to local communities and where local authorities have consequently had to deal with a range of issues.

Recognising these concerns, the Government published a consultation in April 2018 on the effectiveness of enforcement against unauthorised developments and encampments. Through that consultation, we sought views from a number of stakeholders including local authorities, police forces, travelling communities and the general public on whether there is anything we can do to ensure that existing powers can be used more effectively and if additional powers are required. It was led by the Ministry for Housing, Communities and Local Government in partnership with the Home Office and Ministry of Justice.

The responses to the consultation were clear<sup>1</sup>, suggesting that significant problems are created by many unauthorised encampments. Responses highlighted the sense of unease and intimidation residents feel when an unauthorised encampment occurs, the frustration at not being able to access amenities, public land and business premises, and the waste and cost that is left once the encampment has moved on.

Parliament has already given local authorities and the police significant powers and duties designed to help them manage the impact of unauthorised encampments on local communities, including local authority and police powers in the Criminal Justice and Public Order Act 1994.

However, the Government heard compelling evidence, in response to the consultation, that stronger powers are needed to be able to address the issues and concerns identified.

That is why in February 2019, the previous Home Secretary announced that the Government would publish a further consultation on extending police powers by making a series of amendments to sections 61 and 62A of the Criminal Justice and Public Order Act 1994. These amendments would permit the police to direct trespassers to suitable alternative sites located in neighbouring local authority areas (as well as the authority which the encampment was currently situated within); to increase the period of time in which trespassers directed from land would be unable to return from three, to twelve months; to lower the number of vehicles needing to be involved in an unauthorised encampment before police powers can be exercised from six to two vehicles; and to enable the police to remove trespassers from land that forms part of the highway.

The Government also heard arguments that England and Wales should follow the so-called 'Irish model' for dealing with unauthorised encampments. This approach

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<sup>1</sup> <https://www.gov.uk/government/consultations/powers-for-dealing-with-unauthorised-development-and-encampments>

criminalises trespass in certain circumstances. The responses to our consultation demonstrated that the majority of respondents believe the Government should consider criminalising unauthorised encampments in England and Wales, by creating an offence of trespassing when setting up an unauthorised encampment.

That is why the previous Home Secretary announced that Home Office officials would undertake a review into how this Government can criminalise the act of trespassing when setting up an unauthorised encampment in England and Wales, learning from the trespass legislation that exists in the Republic of Ireland.

Having considered the findings from that review, we would like to test the appetite to go further and broaden the existing categories of criminal trespass to cover trespassers on land who are there with the purpose of residing in their vehicle for any period, and to give the police the relevant powers to arrest offenders in situ and to seize any vehicles or other property on existing unauthorised encampments (or those in the process of being set up) immediately.

We are therefore consulting on whether and how the setting up of or residing on an unauthorised encampment should be made an offence, as well as seeking views on the previously proposed changes to the Criminal Justice and Public Order Act 1994 to lower the criteria that must be met for the police to be able to direct people away from unauthorised sites, which could be introduced as an alternative to criminalisation.

## 4. The proposals

This chapter sets out options to extend police powers to tackle unauthorised encampments, including the creation of an offence of trespassing while setting up an unauthorised encampment, as well as other measures to extend police powers to direct trespassers, who have the intention to reside there, to leave land.

### 4.1 Criminalising Unauthorised Encampments

Through the Government's consultation on the effectiveness of enforcement against unauthorised developments and encampments, the majority of respondents said they believe we should consider criminalising unauthorised encampments, as has been done in the Republic of Ireland. A similar offence also exists in Scotland.

#### **The Republic of Ireland: Criminal trespass and site provision**

The Irish Government has criminalised trespass in certain circumstances, in conjunction with a statutory requirement for local authorities to provide traveller sites. In response to concerns about trespassers occupying public spaces and private land, the Irish Republic introduced the Housing (Miscellaneous Provisions) Act 2002<sup>2</sup> (the Act).

The Act made it an offence for any person to enter and occupy land without the owner's permission - or bring any "object" on to the land - if this is likely to "substantially damage" the land or interfere with it.

The offence contained in Section 24 of the Act has the effect of criminalising trespassers who occupy land without consent. The legislation does not amount to a ban on all unauthorised encampments. It criminalises encampments that 'substantially' damage the land or prevent use of the land by the owner or other lawful users.

The Act gives the Irish police discretion to direct trespassers to leave land if it is suspected that this offence is being committed. Failure to comply with a direction is also punishable by a fine and/or a one-month prison sentence. It is for the police to consider which approach to adopt depending on the individual circumstances of the case and the encampment.

#### **Scotland: Criminal trespass**

Under the Trespass (Scotland) Act 1865, it is an offence to occupy private land without the permission of the landowner<sup>3</sup>

<sup>2</sup> <http://www.irishstatutebook.ie/eli/2002/act/9/section/24/enacted/en/html#sec24b>

<sup>3</sup> <http://www.legislation.gov.uk/ukpga/Vict/28-29/56>

It was generally viewed by respondents to the consultation in 2018 that criminalisation of unauthorised encampments would act as a deterrent to future encampments and allow the police to enforce removal of trespassers in a timelier fashion. Advantages were seen in financial terms in both the cost of evicting trespassers and clean-up costs.

We would like to gather views on broadening the existing categories of criminal trespass.

The Government could make it an offence to enter or occupy land subject to certain conditions being met. We would welcome your views on what the conditions and threshold for this offence should be. For example, in the Republic of Ireland it is a criminal offence to enter or occupy land without the landowner's consent or bring any "object" on to the land - if this is likely to cause "substantial damage". Imposing conditions such as a need to require proof that damage or harm has been caused will help limit prosecutions to cases where there is an element of public disorder for which there is an interest to protect against and explicitly reflect the balance between land owners' rights to peaceful enjoyment of their property and travellers' rights to privacy and family life.

#### Question

**Q1:** To what extent do you agree or disagree that knowingly entering land without the landowner's permission should only be made a criminal offence if it is for the purpose of residing on it?

*Strongly agree / Agree / Neither agree or disagree / Disagree / Strongly disagree*

*Please explain your answer*

#### Question

**Q2:** To what extent do you agree or disagree that the act of knowingly entering land without the landowner's permission should only be made a criminal offence if it is for the purpose of residing on it with vehicles?

*Strongly agree / Agree / Neither agree or disagree / Disagree / Strongly disagree*

*Please explain your answer*

The Government could stipulate that the landowner or representatives of the landowner must take reasonable steps to ask trespassers to leave. This would help the police to demonstrate where a trespasser is **knowingly** trespassing. However, in some instances, landowners may feel afraid to approach trespassers.

**Question**

**Q3:** To what extent do you agree or disagree that the landowner or representatives of the landowner should take reasonable steps to ask persons occupying their land to remove themselves and their possessions before occupation of the land can be considered a criminal offence?

*Strongly agree / Agree / Neither agree or disagree / Disagree / Strongly disagree*

*Please explain your answer*

**Question**

**Q4:** To what extent do you agree or disagree that a criminal offence can only be committed when the following conditions have been met?

a) the encampment prevents people entitled to use the land from making use of it;

*Strongly agree / Agree / Neither agree or disagree / Disagree / Strongly disagree*

b) the encampment is causing or is likely to cause damage to the land or amenities;

*Strongly agree / Agree / Neither agree or disagree / Disagree / Strongly disagree*

c) those on the encampment have demanded money from the landowner to vacate the land; and/or

*Strongly agree / Agree / Neither agree or disagree / Disagree / Strongly disagree*

d) those on the encampment are involved or are likely to be involved in anti-social behaviour.

*Strongly agree / Agree / Neither agree or disagree / Disagree / Strongly disagree*

*Please explain your answer*

**Question**

**Q5:** What other conditions not covered in the above should we consider?

## 4.2 Criminal Justice and Public Order Act 1994

Under Section 61 of the Criminal Justice and Public Order Act 1994, the police have powers that allow them to direct trespassers to leave land. The requirements of these powers are currently:

- I. that the trespassers have an intention to reside on the land for any period;
- II. that the occupier or someone on the occupier's behalf has taken reasonable steps to ask the trespassers to leave;
- III. that: either (a)
  - any of the trespassers have caused damage to land or property; or
  - that any of the trespassers have used threatening, abusive or insulting words or behaviour towards the occupier, a member of the occupier's family or an employee or agent of the occupier;or (b) that the trespassers have between them six or more vehicles on the land.

Section 62A of the Criminal Justice and Public Order Act 1994 allows the police to direct trespassers to remove themselves and their vehicles and property from land on which they have the intention to reside where a suitable pitch is available within the same local authority area. The police must consult every local authority within whose area the land is situated to confirm if a suitable pitch is available on a relevant site.

Responses to the consultation from the police and some local authorities highlighted how a lack of availability of transit sites means that they are unable to exercise some of their existing powers such as section 62A of the Criminal Justice and Public Order Act 1994 which provides a power to remove trespassers to alternative available sites.

We would welcome views on whether to amend section 62A of the Criminal Justice and Public Order Act 1994 to permit the police to direct trespassers to suitable authorised sites located in neighbouring local authority areas.

Extending this power would make it more likely that the police could act where there is a shortage of site capacity in one particular area. However, we believe that such changes may need to be subject to conditions around:

- Agreements being in place between local authorities. Local authorities have advised us that the use of such a power without agreements in place would deter them from creating more authorised sites. This would be counterproductive.
- A maximum distance that trespassers should be directed across. In some rural areas, a site in a neighbouring local authority area could be several hours drive away. It could be considered unreasonable to relocate someone that far.

**Question**

**Q6:** To what extent do you agree or disagree that police should be given the power to direct trespassers to suitable authorised sites in a neighbouring local authority area?

*Strongly agree / Agree / Neither agree or disagree / Disagree / Strongly disagree*

*Please explain your answer*

**Q7:** Should this be subject to conditions around agreements being in place between local authorities?

**Q8:** Should there be a maximum distance that a trespasser can be directed across?

*Yes / No*

If yes, what distance should that be?

**Q9:** Should there be any other conditions that should be considered when directing a trespasser across neighbouring authorities.

*Yes / No*

If yes, what should these be?

Failure to comply with a police direction under Section 61 or 62A of the Criminal Justice and Public Order Act 1994 is a criminal offence punishable by a fine and/or a custodial sentence of up to three months' imprisonment, as is re-entry onto the land by persons subject to the direction within three months.

Respondents to the consultation suggested that the current three-month period during which a trespasser is prohibited from returning to a location once directed from the site by the police should be increased.

We would welcome views on whether to amend sections 61 and 62A to increase the period of time in which trespassers directed from land would be unable to return from three months to twelve months. This would provide greater protection to land targeted by the same group of trespassers on a regular basis.

**Question**

**Q10:** To what extent do you agree or disagree that the period of time in which trespassers directed from land would be unable to return should be increased from three months to twelve months?

*Strongly agree / Agree / Neither agree or disagree / Disagree / Strongly disagree*

*Please explain your answer*

Section 61 of the Criminal Justice and Public Order Act 1994 grants police the power to direct trespassers to leave if there are six or more vehicles present on the land they are trespassing on. However, if there are fewer than six vehicles present, police do not obtain the power to direct trespassers to leave.

We would welcome views on whether to amend section 61 of the Criminal Justice and Public Order Act 1994 to lower the number of vehicles needing to be involved in an unauthorised encampment from six to two, before police powers can be exercised. This will increase the opportunity for police intervention where smaller encampments are present.

**Question**

**Q11:** To what extent do you agree or disagree that the number of vehicles needing to be involved in an unauthorised encampment before police powers can be exercised should be lowered from six to two vehicles?

*Strongly agree / Agree / Neither agree or disagree / Disagree / Strongly disagree*

*Please explain your answer*

We would welcome views on whether to amend section 61 of the Criminal Justice and Public Order Act 1994 to enable the police to remove trespassers from land that forms part of the highway. The police are currently restricted in dealing with these encampments unless there is a suitable pitch in the same local authority area. This could make it easier for the police to tackle problematic encampments.



**Question**

**Q12:** To what extent do you agree or disagree that the police should be granted the power to remove trespassers from land that forms part of the highway?

*Strongly agree / Agree / Neither agree or disagree / Disagree / Strongly disagree*

*Please explain your answer*

We believe giving the police powers to seize property, including vehicles, could enable the police to remove unauthorised encampments more quickly and act as deterrent to setting up an unauthorised encampment. We would welcome views on whether to grant police powers to seize property from trespassers and in what circumstances they should have these powers.

**Question**

**Q13:** To what extent do you agree or disagree that the police should be granted the power to seize property, including vehicles, from trespassers who are on land with the purpose of residing on it?

*Strongly agree / Agree / Neither agree or disagree / Disagree / Strongly disagree*

*Please explain your answer*

**Q14:** Should the police be able to seize the property of:

- i) Anyone whom they suspect to be trespassing on land with the purpose of residing on it;
- ii) Anyone they arrest for trespassing on land with the purpose of residing on it; or
- iii) Anyone convicted of trespassing on land with the purpose of residing on it?

*Please explain your answer*

As stated earlier, we would envisage that the above amendments to the Criminal Justice and Public Order Act 1994 would be as an alternative to criminalising unauthorised encampments, rather than in addition to.

**Question**

**Q15:** To what extent do you agree or disagree that the proposed amendments to sections 61 and 62A of the Criminal Justice and Public Order Act 1994 contained in this consultation are sufficient measures to tackle the public disorder issues which are associated with unauthorised encampments without the requirement for introducing specific powers that criminalise unauthorised encampments?

*Strongly agree / Agree / Neither agree or disagree / Disagree / Strongly disagree*

*Please explain your answer*

### **4.3 Impacts on the Gypsy, Roma and Traveller communities**

While there are clear challenges presented to settled communities by unauthorised encampments, it is also highly likely that such unlawful encampments can lead to significant hardships for Gypsy, Roma and Traveller communities themselves.

The Government's overarching aim is to ensure fair and equal treatment for travellers, in a way that facilitates the traditional and nomadic way of life of travellers while respecting the interests of the settled community. Therefore, we would welcome views on any adverse impacts that these proposals could have on the Gypsy, Roma and Traveller communities.

**Question**

**Q16:** Do you expect that the proposed amendments to sections 61 and 62A of the Criminal Justice and Public Order Act 1994 contained in this consultation would have a positive or negative impact on the health or educational outcomes of Gypsy, Roma and Traveller communities?

*Highly positive impact / Positive impact / Neither positive nor negative impact / Negative impact / Highly negative impact*

If so, do you have any evidence to support this view, and/or suggestions for what could be done to mitigate or prevent any negative impacts?

**Question**

**Q17:** Do you expect that criminalising unauthorised encampments would have a positive or negative impact on the health or educational outcomes of Gypsy, Roma and Traveller communities?

*Highly positive impact / Positive impact / Neither positive nor negative impact / Negative impact / Highly negative impact*

If so, do you have any evidence to support this view, and/or suggestions for what could be done to mitigate or prevent any negative impacts?

#### **4.4 Other Comments**

**Question**

**Q18:** Do you have any other comments to make on the issue of unauthorised encampments not specifically addressed by any of the questions above?

# 5. About you

Please use this section to tell us about yourself

<b>Q19: Full name</b>	
<b>Q20: Job title or capacity in which you are responding to this consultation exercise (for example, member of the public)</b>	
<b>Q21: Date</b>	
<b>Q22: Company name/organisation (if applicable)</b>	
<b>Q23: Address</b>	
<b>Q24: Postcode</b>	
<b>Q25: If you would like us to acknowledge receipt of your response, please tick this box</b>	(please tick box)
<b>Address to which the acknowledgement should be sent, if different from above</b>	

**Q26: If you are a representative of a group, please tell us the name of the group and give a summary of the people or organisations that you represent.**

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## 6. Contact details and how to respond

Please respond using the online system available at:

[www.gov.uk/government/consultations/strengthening-police-powers-to-tackle-unauthorised-encampments](http://www.gov.uk/government/consultations/strengthening-police-powers-to-tackle-unauthorised-encampments)

Please submit your response by 05/03/2020

You are unable to use the online system, for example because you use specialist accessibility software that is not compatible with the system, you may download a word document version of the form and email it or post it to:

Strengthening police powers to tackle unauthorised encampments consultation  
Police Powers Unit  
Home Office  
6th Floor NW, Fry Building  
Home Office  
2 Marsham Street  
LONDON  
SW1P 4DF

**Email:** [UnauthorisedEncampmentsConsultation@homeoffice.gov.uk](mailto:UnauthorisedEncampmentsConsultation@homeoffice.gov.uk)

### Complaints or comments

If you have any complaints or comments about the consultation process you should contact the Home Office at the above address.

### Extra copies

Further paper copies of this consultation can be obtained from this address and it is also available online at [www.gov.uk/government/consultations/strengthening-police-powers-to-tackle-unauthorised-encampments](http://www.gov.uk/government/consultations/strengthening-police-powers-to-tackle-unauthorised-encampments)

Alternative format versions of this publication can be requested from:  
[UnauthorisedEncampmentsConsultation@homeoffice.gov.uk](mailto:UnauthorisedEncampmentsConsultation@homeoffice.gov.uk)

### Publication of response

A paper summarising the responses to this consultation will be published in [insert publication date, which as far as possible should be within three months of the closing date of the consultation] months' time. The response paper will be available online at [www.gov.uk/government/consultations/strengthening-police-powers-to-tackle-unauthorised-encampments](http://www.gov.uk/government/consultations/strengthening-police-powers-to-tackle-unauthorised-encampments)

## **Representative groups**

Representative groups are asked to give a summary of the people and organisations they represent when they respond.

## **Confidentiality**

Information provided in response to this consultation, including personal information, may be published or disclosed in accordance with the access to information regimes (these are primarily the Freedom of Information Act 2000 (FOIA), the Data Protection Act 1998 (DPA) and the Environmental Information Regulations 2004).

If you want the information that you provide to be treated as confidential, please be aware that, under the FOIA, there is a statutory Code of Practice with which public authorities must comply and which deals, amongst other things, with obligations of confidence. In view of this it would be helpful if you could explain to us why you regard the information you have provided as confidential. If we receive a request for disclosure of the information we will take full account of your explanation, but we cannot give an assurance that confidentiality can be maintained in all circumstances. An automatic confidentiality disclaimer generated by your IT system will not, of itself, be regarded as binding on the Home Office.

The Home Office will process your personal data in accordance with the DPA and in the majority of circumstances, this will mean that your personal data will not be disclosed to third parties.

# 7. Impact of Proposals

## **Impact Assessment**

In accordance with the Better Regulation Framework Manual issued by the Department for Business, Energy and Industrial Strategy (BEIS)<sup>4</sup>, an initial assessment of the impact of these proposals has been carried out and no material financial impact on business, charities or voluntary bodies is envisaged. Impact on the public sector, such as the police and the Crown Prosecution Service, is expected to be relatively minor.

## **Equalities Statement**

Section 149 of the Equality Act 2010 places a duty on Ministers and Departments, when exercising their functions, to have 'due regard' to the need to eliminate conduct which is unlawful under the 2010 Act, advance equality of opportunity between different groups and foster good relationships between different groups.

In accordance with these duties, we have considered the impact of the proposed changes on those sharing protected characteristics in order to give due regard to the matters mentioned above.

### **Eliminating unlawful discrimination**

The Traveller community includes Romany Gypsies and English, Scottish, Welsh and Irish Travellers are legally recognised as ethnic groups under the Equality Act 2010.

We recognise that the proposals outlined in this document could have an adverse impact on some members of this minority group. Indeed, in response to the original consultation, some traveller groups, human rights groups and legal organisations told us that criminalising trespass would be a disproportionate response that would impact on their way of life. However, we also recognise the distress that local communities and businesses face as a result of unauthorised encampments. While we recognise that not all unauthorised encampments cause disruption and impact communities, there is evidence that shows where this is the case, the financial costs falling to landowners to evict and to clear sites along with the impact to the community can be significant.

The Home Office will seek views on all proposals and any mitigating actions to limit any disproportionate impact on the Travelling community, as well as any indirect impacts on other protected characteristics, such as disability. The Public Sector Equality Duty is an ongoing duty that will be kept under review as we develop the policy.

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<sup>4</sup> See: <https://www.gov.uk/government/publications/better-regulation-framework-manual>

### **Advancing equality of opportunity between different groups**

We recognise the rights of Romany Gypsies and English, Scottish, Welsh and Irish Travellers to follow a nomadic way of life in line with their cultural heritage.

The vast majority of the Traveller community, estimated to be over 80%, live in caravans staying on permanent public and private sites which have planning permission, or in residences of bricks and mortar. A small minority of Gypsies and Traveller caravans that are classed as unauthorised are those staying in one area and are likely to be on local authority housing waiting lists, those who travel seasonally for work and a very small number who travel across the country.

The Government's overarching aim is to ensure fair and equal treatment for Gypsy, Roma and Traveller communities, in a way that facilitates their traditional and nomadic way of life while also respecting the interests of the wider community. In June this year the Government announced that the Ministry of Housing Communities and Local Government will lead development of a cross-government strategy to improve outcomes in areas including health, education and employment for Gypsy, Roma and Traveller communities.

The Home Office will seek views on all proposals and any mitigating actions to limit any disproportionate impact of the Travelling community.

### **Fostering good relationships between different groups**

It is possible that these new measures could lead to a reduction in unauthorised encampments, which in turn could improve relations. On the other hand, it is also possible that coverage of these measures could reinforce prejudices against Travellers, even those who are compliant with the law.

The Home Office will seek views on all proposals and any mitigating actions to limit any disproportionate impact of the Travelling community.



## 8. Consultation Questions

Q1. To what extent do you agree or disagree that knowingly entering without the landowner's permission should only be made a criminal offence if it is for the purpose of residing on it?

*Strongly agree / Agree / Neither agree or disagree / Disagree / Strongly disagree*

Q2. To what extent do you agree or disagree that the act of knowingly entering land without the landowner's permission should only be made a criminal offence if it is for the purpose of residing on it with vehicles?

*Strongly agree / Agree / Neither agree or disagree / Disagree / Strongly disagree*

Q3. To what extent do you agree or disagree that the landowner or representatives of the landowner should take reasonable steps to ask persons occupying their land to remove themselves and their possessions before occupation of the land can be considered a criminal offence?

*Strongly agree / Agree / Neither agree or disagree / Disagree / Strongly disagree*

Q4. To what extent do you agree or disagree that a criminal offence can only be committed when the following conditions have been met?

a) the encampment prevents people entitled to use the land from making use of it;

*Strongly agree / Agree / Neither agree or disagree / Disagree / Strongly disagree*

b) the encampment is causing or is likely to cause damage to the land or amenities;

*Strongly agree / Agree / Neither agree or disagree / Disagree / Strongly disagree*

c) those on the encampment have demanded money from the landowner to vacate the land; and/or

*Strongly agree / Agree / Neither agree or disagree / Disagree / Strongly disagree*

d) those on the encampment are involved or are likely to be involved in anti-social behaviour.

*Strongly agree / Agree / Neither agree or disagree / Disagree / Strongly disagree*

Q5. What other conditions not covered in the above should we consider?

Q6. To what extent do you agree or disagree that police should be given the power to direct trespassers to suitable authorised sites in a neighbouring local authority area?

*Strongly agree / Agree / Neither agree or disagree / Disagree / Strongly disagree*

Q7: Should this be subject to conditions around agreements being in place between local authorities?

Yes / No

Q8: Should there be a maximum distance that a trespasser can be directed across?

Yes / No

If yes, what distance should that be?

Q9: Should there be any other conditions that should be considered when directing a trespasser across neighbouring authorities. If so, what should these be?

Yes / No

If yes, what should these be?

Q10. To what extent do you agree or disagree that the period of time in which trespassers directed from land would be unable to return should be increased from 3 months to 12 months?

*Strongly agree / Agree / Neither agree or disagree / Disagree / Strongly disagree*

Q11. To what extent do you agree or disagree that the number of vehicles needing to be involved in an unauthorised encampment before police powers can be exercised should be lowered from six to two vehicles?

*Strongly agree / Agree / Neither agree or disagree / Disagree / Strongly disagree*

Q12. To what extent do you agree or disagree that the police should be granted the power to remove trespassers from land that forms part of the highway?

*Strongly agree / Agree / Neither agree or disagree / Disagree / Strongly disagree*

Q13: To what extent do you agree or disagree that the police should be granted the power to seize property, including vehicles, from trespassers who are on land with the purpose of residing on it?

*Strongly agree / Agree / Neither agree or disagree / Disagree / Strongly disagree*

Q14: Should the police be able to seize the property of:

- i) Anyone whom they suspect to be trespassing on land with the purpose of residing on it;
- ii) Anyone they arrest for trespassing on land with the purpose of residing on it; or
- iii) Anyone convicted of trespassing on land with the purpose of residing on it?

Q15. To what extent do you agree or disagree that the proposed amendments to sections 61 and 62A of the Criminal Justice and Public Order Act 1994 contained in this consultation are sufficient measures to tackle the public disorder issues which are associated with unauthorised encampments without the requirement for introducing specific powers that criminalise unauthorised encampments?

*Strongly agree / Agree / Neither agree or disagree / Disagree / Strongly disagree*

Q16. Do you expect that the proposed amendments to sections 61 and 62A of the Criminal Justice and Public Order Act 1994 contained in this consultation would have a positive or negative impact on the health or educational outcomes of Gypsy, Roma and Traveller communities? If so, do you have any evidence to support this view, and/or suggestions for what could be done to mitigate or prevent any negative impacts?

*Highly positive impact / Positive impact / Neither positive nor negative impact / Negative impact / Highly negative impact*

Q17. Do you expect that criminalising unauthorised encampments would have a positive or negative impact on the health or educational outcomes of Gypsy, Roma and Traveller communities? If so, do you have any evidence to support this view, and/or suggestions for what could be done to mitigate or prevent any negative impacts?

*Highly positive impact / Positive impact / Neither positive nor negative impact / Negative impact / Highly negative impact*

Q18. Do you have any other comments to make on the issue of unauthorised encampments not specifically addressed by any of the questions above?

## 9. Consultation principles

The principles that government departments and other public bodies should adopt for engaging stakeholders when developing policy and legislation are set out in the consultation principles.

<https://www.gov.uk/government/publications/consultation-principles-guidance>



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Seaford Town Council

**Consultation Response: Strengthening police powers to tackle unauthorised encampments**

Q1. To what extent do you agree or disagree that knowingly entering without the landowner's permission should only be made a criminal offence if it is for the purpose of residing on it?

~~Strongly agree / Agree / Neither agree or disagree / Disagree / Strongly disagree~~

Q2. To what extent do you agree or disagree that the act of knowingly entering land without the landowner's permission should only be made a criminal offence if it is for the purpose of residing on it with vehicles?

~~Strongly agree / Agree / Neither agree or disagree / Disagree / Strongly disagree~~

Q3. To what extent do you agree or disagree that the landowner or representatives of the landowner should take reasonable steps to ask persons occupying their land to remove themselves and their possessions before occupation of the land can be considered a criminal offence?

~~Strongly agree / Agree / Neither agree or disagree / Disagree / Strongly disagree~~

Q4. To what extent do you agree or disagree that a criminal offence can only be committed when the following conditions have been met?

a) the encampment prevents people entitled to use the land from making use of it

~~Strongly agree / Agree / Neither agree or disagree / Disagree / Strongly disagree~~

b) the encampment is causing or is likely to cause damage to the land or amenities

~~Strongly agree / Agree / Neither agree or disagree / Disagree / Strongly disagree~~

c) those on the encampment have demanded money from the landowner to vacate the land; and/or

~~Strongly agree / Agree / Neither agree or disagree / Disagree / Strongly disagree~~

d) those on the encampment are involved or are likely to be involved in anti-social behaviour.

~~Strongly agree / Agree / Neither agree or disagree / Disagree / Strongly disagree~~

Q5. What other conditions not covered in the above should we consider?

n/a

Q6. To what extent do you agree or disagree that police should be given the power to direct trespassers to suitable authorised sites in a neighbouring local authority area?

~~Strongly agree / Agree / Neither agree or disagree / Disagree / Strongly disagree~~

Q7: Should this be subject to conditions around agreements being in place between local authorities?

~~Yes/ No~~

Q8: Should there be a maximum distance that a trespasser can be directed across?

~~Yes/ No~~ If yes, what distance should that be?

Q9: Should there be any other conditions that should be considered when directing a trespasser across neighbouring authorities. If so, what should these be?

~~Yes/ No~~ If yes, what should these be?

Q10. To what extent do you agree or disagree that the period of time in which trespassers directed from land would be unable to return should be increased from 3 months to 12 months?

~~Strongly agree / Agree / Neither agree or disagree / Disagree / Strongly disagree~~

Q11. To what extent do you agree or disagree that the number of vehicles needing to be involved in an unauthorised encampment before police powers can be exercised should be lowered from six to two vehicles?

~~Strongly agree / Agree / Neither agree or disagree / Disagree / Strongly disagree~~

Q12. To what extent do you agree or disagree that the police should be granted the power to remove trespassers from land that forms part of the highway?

~~Strongly agree / Agree / Neither agree or disagree / Disagree / Strongly disagree~~

Q13: To what extent do you agree or disagree that the police should be granted the power to seize property, including vehicles, from trespassers who are on land with the purpose of residing on it?

~~Strongly agree / Agree / Neither agree or disagree / Disagree / Strongly disagree~~

Q14: Should the police be able to seize the property of: **Yes to all three**

i) Anyone whom they suspect to be trespassing on land with the purpose of residing on it;

ii) Anyone they arrest for trespassing on land with the purpose of residing on it;

or iii) Anyone convicted of trespassing on land with the purpose of residing on it?

Q15. To what extent do you agree or disagree that the proposed amendments to sections 61 and 62A of the Criminal Justice and Public Order Act 1994 contained in this consultation are sufficient measures to tackle the public disorder issues which are associated with unauthorised encampments without the requirement for introducing specific powers that criminalise unauthorised encampments?

~~Strongly agree /~~ **Agree** / ~~Neither agree or disagree /~~ ~~Disagree /~~ ~~Strongly disagree~~

Q18. Do you have any other comments to make on the issue of unauthorised encampments not specifically addressed by any of the questions above?

No.

**DRAFT**





## Seaford Town Council

### Report 125/19

**Agenda Item No:** 14

**Committee:** Council

**Date:** 23<sup>rd</sup> January 2020

**Title:** Coat of Arms Policy

**By:** Isabelle Mouland, Assistant Town Clerk

**Purpose of Report:** To present the draft Coat of Arms Policy for adoption.

---

#### Recommendations

##### You are recommended:

1. To adopt the draft Coat of Arms Policy as presented with report 125-19.
- 

#### 1. Information

- 1.1 Attached at Appendix A is a draft Coat of Arms Policy presented for adoption by the Council.
- 1.2 Since its registration as a trademark, giving the Council Intellectual Property Rights over the Coat of Arms until 2027, the Council may now decide to grant permission to others to bear and use the Arms.
- 1.3 The attached policy sets out the process to be followed for those seeking permission, associated costs where necessary and importantly, the process to be followed with unlicensed use of the Arms.
- 1.4 Those not-for-profit organisations already permitted use of the Council's Arms shall not be affected by the introduction of this Policy.
- 1.5 For information those organisations at 1.4 are:
  - (a) Seaford Kurlers – 2011 permission to use on tournament award shields
  - (b) Seaford Silver Band – pre-1999 permission to use slightly amended as Band's logo
  - (c) Seacroft Arts – 2019 permission given for use in poetry book (since then, currently reviewing whether they wish to use the Arms however)

1.6 This Policy will also not affect the recipients of financial grants from the Council, a condition of which is usually the display of an amended version of the Council's logo showing its support; this process will remain outside the scope of the Policy.

**2. Financial Appraisal**

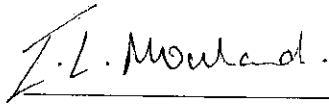
There are no costs incurred by the Council as a result of this Policy; the Arms are already registered as a trademark, which incurred costs when processed.

For requests from commercial organisations to use the Arms, this would cost the organisations £300 for a three-year licence (plus an extra £100 for each additional year requested). It is not however anticipated that there will be many requests submitted and therefore this would not be budgeted for as an income.

**3. Contact Officer**

The Contact Officer for this report is Isabelle Mouland, Assistant Town Clerk.

Assistant Town Clerk

  
\_\_\_\_\_

Town Clerk

  
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## Seaford Town Council

### Coat of Arms Policy

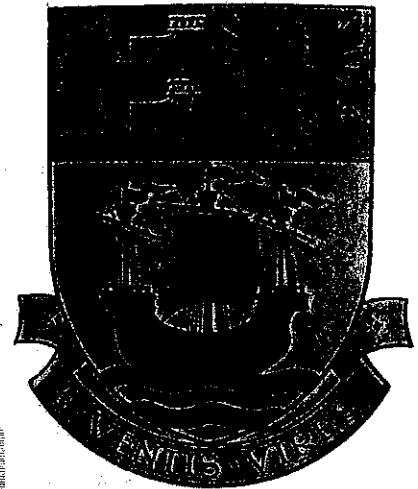
#### 1. Policy Statement

The Town Council ('the Council') has the license and authority to bear and use the Coat of Arms ('the Arms') of the former Seaford Urban District Council (pictured right).

In addition to this, the Council has registered the Arms as a trademark and therefore has protection over the Arms under Intellectual Property Rights for a ten-year period to 3<sup>rd</sup> May 2027.

The Council does not wish to deter local groups and organisations from using the Arms in and around the local community; recognising the Arms as a symbol of 'Seaford'. It does however need to maintain a degree of control and available options if the Arms were used in such a way that the Council was not comfortable with or was potentially damaging to the Council.

This policy sets out the process that should be followed by others wishing to use the Arms.



#### 2. Use of the Arms

Having been granted the Arms, the Council may decide to grant permission to others to bear and use the Arms. This includes all formats that the Arms may be used in; PDF, Jpeg, Png, Colour, Black & White, embroidered, hand drawn and any other portrayal of the Arms.

As a registered trademark, in addition to the above, the Council will issue a Licence of Agreement ('Licence') surrounding the terms of the use of its trademark.

#### 3. Process Granting Use

- a. There is an application form that should be submitted applying for use of the Arms; this form will clearly set out the intended use for the Arms.
- b. The application will be considered by Full Council at its next available meeting.
- c. Where an applicant is successful, a licence will be issued clearly identifying (not an exhaustive list):
  - i. The details of the licensee;
  - ii. The granted use of the Arms and the limitations;
  - iii. The 'look' of the Arms and any permitted alterations;
  - iv. The status of the licence;
  - v. The duration of the licence;
  - vi. The performance expectations;
  - vii. Any fees due;
  - viii. Termination arrangements and breaches of agreement.
- d. Where an applicant is not successful, they will be informed in writing of the decision and reasons for permission being withheld.
- e. Re-applications will only be considered where amendments have been made to the original application i.e. addressing issues identified in the reasons for permission being withheld. Where permission is being sought for a different use to the original application, it would be treated as a separate application and considered on its own merit.

#### **4. Fees for Use of Arms**

- a. The Town Council does not wish to deter local groups and organisations from using the Arms in and around the local community; recognising the Arms as a symbol of 'Seaford'.
- b. Not-for-profit and voluntary organisations or community groups will usually be granted a license free of charge, subject to documentary evidence submitted at application stage.
- c. Commercial organisations will be required to pay a fee of £300.00 for a three-year licence period plus the difference between the licence start date and the following 1<sup>st</sup> April (the amount of which will be calculated pro-rata and added to the £300.00).
- d. Organisations may apply for a licence period longer than three years if they wish to; there would be an extra £100 fee for each additional year requested.
- e. The only exception to the above commercial fee is if the Council had required the organisation to display the Arms for any said reason, for example in the case of sponsorship or financial support being given to said organisation or partnership working on a project.
- f. Any fees due will be invoiced upon permission being granted and where a licence renewal is requested, an invoice will be raised alongside the licence agreement renewal paperwork, with payment due by the renewal date.

#### **5. Renewal and Termination of a Licence**

- a. Licences for not-for-profit and voluntary organisations will be granted indefinitely, subject to specific changes as set out in the licence. The licensee will have responsibility to notify the Council of any of the specified changes taking effect.
- b. Licenses for commercial organisations will be granted on a three-yearly basis. If the organisation wishes to apply for a longer licence it may do so but will be required to pay for the entire duration of the licence upfront.
- c. If a commercial organisation does not submit payment for the fee by the renewal date, it will be assumed that the organisation is not looking to renew the licence and two months' notice will be given to cease all use of the Arms.
- d. Upon two months' notice being given, the organisation must ensure all use of the Arms is ceased by the date specified. Failure to cease unlicensed use may result in the Council seeking legal action, as per section 6 below.
- e. A breach of terms of the agreement, including use of the Arms that may be potentially damaging to the Council, will result in notice of termination of agreement being given.
- f. Refunds will not be given for termination of an agreement partway through the agreement period.

#### **6. Unlicensed Use of Arms**

Where the Council becomes aware of unlicensed use of the Arms, the Council will make contact with the user regarding entering in to a licence.

After a reasonable period of time and attempts, if the approaches to enter in to a licence are not successful and use of the Arms continues, the Town Clerk will issue a cease and desist letter. If use continues and a licence has not been agreed, the Town Clerk will notify the Council at its next scheduled meeting and the Council will decide the next course of action, which may be starting legal proceedings for trademark infringement.

Note; Infringement includes not only the Arms as depicted above but also trademarks similar in look and style.

## 7. Notification

The Council will publicise a list on its website of Licences granted for use of the Arms.

Anyone with any queries or concerns regarding use of Arms should in the first instance contact the Council on 01323 894 870 or by email to [admin@seafordtowncouncil.gov.uk](mailto:admin@seafordtowncouncil.gov.uk)

Draft



Seaford Town Council

Report 120/19

**Agenda Item No:** 15  
**Committee:** Council  
**Date:** 23<sup>rd</sup> January 2020  
**Title:** Training & Development Policy Review  
**By:** Georgia Raeburn, Executive Support Officer  
**Purpose of Report:** To present the revised Training & Development Policy for adoption.

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**Recommendations**

**You are recommended:**

1. To adopt the revised Training & Development Policy as presented with report 120-19.
- 

**1. Information**

- 1.1 The Council's Training & Development Policy has been reviewed as per the Policy Schedule and a revised version is now included with this report at Appendix A for adoption by the Council.
- 1.2 The Policy covers the training and development of both employees and councillors, recognising that both groups need to be adequately trained in order carry out their roles to the best of their ability and also for continued development for both the individuals and the Council.
- 1.3 The amendments are tracked on the appendix and are very minor; simply just updating the officer responsible for implementing parts of the policy.
- 1.4 The Councillor Training Needs Analysis Form and Training Report Form are both included at Appendix B, for information as supporting documents to the policy.
- 1.5 We can confirm that all staff had training needs identified during the annual appraisal process in 2019, which are being reviewed and sourced where possible. New training needs or opportunities are often identified throughout the year too and are acted on as and when they occur.
- 1.6 As per the policy, the intention is to carry out a training needs analysis with all councillors at the start of the new Municipal Year to ensure councillors are well-equipped for the year.

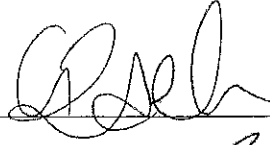
**2. Financial Appraisal**

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

**3. Contact Officer**

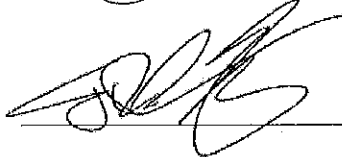
The Contact Officer for this report is Georgia Raeburn, Executive Support Officer.

Executive Support Officer



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Town Clerk



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Seaford Town Council

Appendix A

## Training & Development Policy

Seaford Town Council is committed to the ongoing training and development of all councillors and employees. From this the Council helps them to make the most effective contribution to the Council's Strategic Objectives in providing the highest quality representation and services for the people of the town.

The purpose of this policy is to encourage councillors and staff to undertake appropriate training, ensure necessary training is undertaken, allocate training in a fair manner and ensure that all training is evaluated to assess its value.

Training and development will be achieved by including a realistic financial allocation for training and development within the annual budget, as well as taking advantage of any relevant partnership or in-house provision available.

### 1. Identification of Training Needs

There are various circumstances in which training needs may arise, such as:

- ∅ Legislative requirements e.g. first aid, fire safety, manual handling etc.
- ∅ Changes in legislation
- ∅ Changes in systems
- ∅ New or revised qualifications become available
- ∅ Accidents
- ∅ Professional error
- ∅ Introduction of new equipment
- ∅ New working methods and practices
- ∅ Complaints to the Council
- ∅ A request from a member of staff or councillor
- ∅ Devolved services / delivery of new services

#### *Officers*

An employee who feels they have a training need should in the first instance discuss this with their line manager. Similarly, if it is felt that an employee is in need of training, the line manager will discuss this with the employee.

Training needs should not be left to be identified during the annual appraisal process; they may arise at any point of the year and should be addressed as soon as possible. That said, as per the Council's Annual Appraisal Policy, individual training needs will be considered at each appraisal meeting.

The training need will be reviewed and assessed against the objectives of the Council, the responsibilities of the role and the development of the employee.

#### *Councillors*

If a councillor feels they have a training need they should discuss this in the first instance with the Town Clerk/Executive Support Officer.

The Town Clerk/Executive Support Officer will be able to assess the request and ascertain whether this is something all councillors may be interested in/benefit from undertaking.

The Council will undertake an annual training needs analysis with councillors soon after each Annual Meeting of the Council in May. This will encourage councillors to look at any personal development areas or knowledge gaps as a councillor that they wish to address and importantly, consider any training needs they feel they may have with regards to Committees they are members of following the Annual Meeting. This is particularly important with regards to the Personnel, Appeals and Finance & General Purposes Committees and Disciplinary/Grievance Sub-Committee.

On completing the training needs analyses, the results will be collated and reviewed by the Town Clerk/relevant officers. The Town Clerk/Officers will then take steps, to arrange any training required.



Below is a list of examples of internal training councillors may wish to seek:

- ∂ Code of conduct
- ∂ Chairmanship
- ∂ Conduct at meetings
- ∂ Standing Orders
- ∂ Mayor / Deputy Mayor role and responsibilities
- ∂ Council's Strategic Objectives
- ∂ Specific Council projects
- ∂ Budget setting
- ∂ Finances and cost centres
- ∂ Disciplinary and Grievance procedures
- ∂ Appeals procedures
- ∂ Social media

## 2. Training Methods

There are different ways in which training and development can be achieved.

### *Internally -*

If training can be given utilising the in-house expertise and knowledge, this possibility will be explored. This often includes general computer training, training on specific work procedures or Council specific practices and legislation.

### *Partnership -*

The Council has links with other partners where training can be sourced, such as through the Sussex Association of Local Councils and East Sussex County Council.

### *Day Workshops/Seminars -*

When Council Officers receive information on workshops and seminars this is shared with employees and councillors, where relevant.

### *Conferences -*

Details of conferences are shared with employees and councillors, again where relevant. Occasionally the Council has nominated representatives that are invited to attend, such as with the Lewes District Association of Local Council's annual conference.

### *Professional Qualifications -*

Training towards a professional qualification will often be sourced through the professional body and completed at a local University or College.

### *External Training Providers -*

There are numerous training providers available. When sourcing training from an external provider, the Council will always seek to obtain the best price and where possible, from a nearby location.

Upon identifying a training need, the employee/councillor and their line manager/Town Clerk/Executive Support Officer should consider the most effective way in which the training can be sourced and whether or not others may benefit from the training.

## 3. Financial Implications

Each year as part of the annual budget setting process, the Council will include a training budget for employees and councillors. When calculating this, any training needs identified as part of the annual appraisal process and councillors training needs analyses will be taken in to consideration.

All sponsored training must be appropriate to the needs of the Council and is subject to the availability of financial resources.

For approved courses the Council will cover the course fee, examination fees, associated membership fees and one payment to re-take a failed examination.

### *Recouping Costs*

It is standard practice of the Council that where the Council is covering the costs of an employee's training course or qualification (this being a course or qualification, rather than one day course or workshop) a written agreement will be made that if the employee leaves the Council's employ within a set period of time during or having completed the course, the employee will be expected to reimburse the Council as per the agreement.

This does not apply to employees in apprenticeship P . 1 3 7

### *Travel Expenses*

Employees or councillors attending training outside of Scaford may submit an expense claim to cover travel costs to and from the venue. Where practical and possible, if there is more than one attendee from the Council, car-pooling or shared travel arrangements should be made.

#### **4. Time Off Work**

The Council will grant paid time off work for one-off training courses lasting one day or less, providing these are approved with the line manager.

Where a training course or workshop falls on an employee's non-working day, time off in lieu (TOIL) may be accrued for hours in attendance at the training.

An employee undertaking a longer training course or qualification will be required to use TOIL to cover these any absences from work. The only exception here is with NVQ qualifications for trainees sponsored by the Council for which paid leave from work will be granted, providing this is approved in advance by the Town Clerk.

Where an employee requires time off work for an exam or study leave prior to an exam, the Council will be flexible to ensure this time off can be granted using either TOIL or annual leave, providing adequate notice is given by the employee.

#### **5. Evaluation**

It is vital that any training undertaken is evaluated for effectiveness. With the exception of internal/on the job training, upon completing a training session/course/workshop, the employee or councillor should complete a Training Report Form and return this to the ~~Town Clerk~~ Executive Support Officer

Report forms will be reviewed and collated annually as part of a report to the Personnel Committee.

The completion of these forms will also help assess whether or not the training is suitable for another individual at a future date and helps ensure any key points taken from the training are learned and/or acted on.

#### **6. Recordkeeping**

Each employee and councillor has a Training Log which is held securely by the ~~Town Clerk~~ Executive Support Officer. This log should be updated with any training undertaken. Copies of any attendance or qualification certificates should also be given to the ~~Town Clerk~~ Executive Support Officer to be held with these records.

These records will be kept in accordance with the Council's Document Retention policy, after which they will be disposed of as confidential waste.

Adopted: ~~April 2017~~ January 2020

Review: ~~April 2020~~ January 2024 (or if legislation changes)



Seaford Town Council

Training Report Form

<b>Attendee Name:</b>		<b>Date Attended:</b>	
<b>Training Title:</b>			
<b>Provider/Venue:</b>			

In order to help the Council evaluate the effectiveness of training it sources, please complete the following and return to the Executive Support Officer.

1. Did you feel the course content was relevant and easy to follow?	Yes	No
2. Do you feel there were learnings and key points to take away?	Yes	No
3. Did the training accommodate your learning pace and learning style?	Yes	No
4. Would you recommend the course to others?	Yes	No
5. Do you feel that you still require feel further training in this area?	Yes	No*
6. Do you have recommendations on how to improve this course?	Yes*	No
7. Is there anything you feel you/the Council needs to implement as a result of what you have learned on the course?	Yes*	No
<b>Any further comments in addition to above answers:</b>		* please elaborate

Office Use	
Form Reviewed	
Follow Up Required	
Training Log Updated	
Personnel Report Updated	

**Councillor Training Needs Analysis – Municipal Year 2020/2021**



Seaford Town Council

Councillor Name: ..... Date joined STC: .....

Training Needs Analysis Done By: ..... Date completed: .....

Committee Membership	Outside Bodies Representation	Other specific roles i.e. Chair position, Mayor etc.

Main tasks	Training / skills development required?		If yes, what training needs exist?	How will this be achieved? e.g. internally, external training, on the job etc.	When by?	Who to organise?
	Yes	No				

What problems, if any, have you experienced in performing your role of councillor in the past year (where relevant) that could be a result of a lack of training or skills?

What do you see the Council wanting to achieve in the year ahead?

What do you, as a councillor, want to achieve in the year ahead?

P . 1 4 1

How are do you see the above two combining to be achievable?

What will you need from the Council, other councillors and/or officers to make this happen?



Seaford Town Council

**Report 121/19**

**Agenda Item No:** 16  
**Committee:** Council  
**Date:** 23<sup>rd</sup> January 2020  
**Title:** Equal Opportunities Policy Review  
**By:** Georgia Raeburn, Executive Support Officer  
**Purpose of Report:** To present the reviewed Equal Opportunities Policy for adoption.

---

**Recommendations**

**You are recommended:**

- 1. To adopt the Equal Opportunities Policy as presented with report 121-19.**
- 

**1. Information**

- 1.1** The Council's Equal Opportunities Policy has been reviewed as per the Policy Schedule and it is felt that there are no required changes to the Policy.
- 1.2** The Policy is included at Appendix A for information and is recommended for adoption as presented.

**2. Financial Appraisal**

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

**3. Contact Officer**

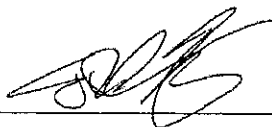
The Contact Officer for this report is Georgia Raeburn, Executive Support Officer.

Executive Support Officer



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Town Clerk



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## Seaford Town Council

### Equal Opportunities Policy

Seaford Town Council's aim is to ensure that all its employees, councillors, job applicants and individuals and organisations worked with, are treated equally. The Town Council will ensure that every aspect of its governance and operation promotes equality of opportunity.

#### 1. Legislation

Under the Equality Act 2010 it is unlawful to discriminate against an individual on the following grounds, which are known as 'protected characteristics':

- ∂ Age
- ∂ Disability
- ∂ Gender reassignment
- ∂ Marriage and civil partnership
- ∂ Pregnancy and maternity
- ∂ Race
- ∂ Religion or belief
- ∂ Sex
- ∂ Sexual Orientation

In addition, the Council will not discriminate on the grounds of:

- ∂ Ethnic or national origin
- ∂ Political views and/or trade union membership
- ∂ HIV/AIDS status or other chronic illnesses
- ∂ Personal family circumstances
- ∂ Socio-economic status

This list is not intended to be exhaustive but reflects the intention of this policy.

#### 2. Responsibilities

The Council, its councillors and employees all have a duty both morally and legally not to unfairly discriminate against individuals. They all hold a personal responsibility for the practical application of the equality of opportunity across the Council.

The Equal Opportunities Policy is a key element of all aspects of the Council including recruitment, recruitment advertising, training, promotion, benefits, facilities, procedures, terms and conditions of employment and services to users.

The Council recognises that training and development are crucial to ensure that councillors and officers have the knowledge and appropriate behaviour to implement its Equal Opportunities Policy.

#### 3. Employees

All employees, whether full-time, part-time, fixed term contract, agency workers or temporary staff, will be treated fairly and equally.

#### 4. Breaches

If there is any doubt about appropriate treatment under the Council's Equal Opportunities Policy, employees should consult their line manager or the Town Clerk. Members of the public should refer to the Council's Complaints Procedure.

Breaches by an employee of the Council's Equal Opportunities Policy will be regarded as serious misconduct and could lead to disciplinary proceedings.

Adopted: ~~April~~ January 20202017

Review: ~~April 2020~~ January 2024 (or if legislation changes)



Seaford Town Council

**Report 122/19**

**Agenda Item No:** 17  
**Committee:** Council  
**Date:** 23<sup>rd</sup> January 2020  
**Title:** Parental Leave Policy Review  
**By:** Georgia Raeburn, Executive Support Officer  
**Purpose of Report:** To present the revised Parental Leave Policy for adoption.

---

**Recommendations**

**You are recommended:**

- 1. To adopt the revised Parental Leave Policy as presented with report 122-19.**
- 

**1. Information**

- 1.1** The Council's Parental Leave Policy has been reviewed as per the Policy Schedule and a revised version is now included with this report at Appendix A for adoption by the Council.
- 1.2** This policy reflects the legal entitlement of employees and therefore the three additions made are just providing clarity of certain aspects, not changing the terms of the policy.


**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 Georgia Raeburn, Executive Support Officer.

Executive Support Officer



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Town Clerk



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## Seaford Town Council

### Parental Leave Policy

Legally, parents of young children are entitled to take up to 18 weeks' unpaid leave to care for the child.

18 weeks can be taken in respect of each child and can be taken by each parent so if the Council has both parents in its employment, both employees will be potentially entitled to take 18 weeks' parental leave.

Parental leave can be taken at any time up to child's 5<sup>th</sup> birthday or, in the case of a child who suffers from a disability, any time up to their 18<sup>th</sup> birthday.

In the case of an adopted child, leave can be taken at any time in the first five years after the child is placed with the adoptive parents however, it must be taken before the child reaches 18 years of age, even if that is before the five years are up.

Leave can only be taken in blocks of weeks unless the child has a disability, in which case shorter periods are permissible. No more than 4 weeks' parental leave in respect of each qualifying child can be taken in any one year.

A week is considered the length of time an employee usual works over a period of 7 days.

#### 1. Entitlement

In order to be eligible to take parental leave, an employee must meet each of the following requirements:

- a. Be an employee not a casual worker or self-employed contractor
- b. Have continuous service with the Council for at least one year
- c. Either, have parental responsibility for the child or is registered as the child's father / mother on its birth certificate

#### 2. Notification

An employee must give 21 days' notice of the start and finish dates of the leave.

Unless the request is for days commencing with the date the child is born, the Council can refuse to grant a request for parental leave for up to six months if it considers that taking leave at the employee's requested time would unduly disrupt its business.

The Council is entitled to request proof of an employee's entitlement to parental leave and failure to provide such evidence entitles the Council to refuse to grant the leave.

#### 3. Postponement

The Council will make every attempt to avoid postponement. In any event postponement will not be for longer than six months from the requested start date.

The Council will discuss with the employee a suitable alternative date for the leave to start; the leave will be of the same duration as requested by the employee.

The Council will confirm all arrangements in writing within 7 days of the initial request.

#### 4. Employment Rights

All employment rights are protected and the employee shall suffer no detriment from taking parental leave.

Where an employee has taken four weeks or less parental leave, they are entitled to return to the same job on the same terms and conditions had they not taken the leave. All contractual terms and conditions of employment shall continue throughout the any periods of leave, with the exception of remuneration.

If the parental leave is taken in a consecutive period with additional maternity or additional adoption leave, the employee is entitled to return to the job that they were employed in before their absence or if that is not reasonably practicable, to another job that is suitable and appropriate in the circumstances.

Adopted: ~~April 2017~~ January 2020

Review: ~~April 2020~~ January 2024 (or if legislation changes)



## Seaford Town Council

### Report 124/19

**Agenda Item No:** 18  
**Committee:** Council  
**Date:** 23<sup>rd</sup> January 2020  
**Title:** Sickness Absence Policy Review  
**By:** Georgia Raeburn, Executive Support Officer  
**Purpose of Report:** To present the revised Sickness Absence Policy for adoption.

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#### Recommendations

**You are recommended:**

- 1. To adopt the revised Sickness Absence Policy as presented with report 124-19.**
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#### 1. Information

- 1.1** The Council's Sickness Absence Policy has been reviewed as per the Policy Schedule and a revised version is now included with this report at Appendix A for adoption by the Council.
- 1.2** The recommended changes have been tracked on the attached version and are largely providing clarity on aspects of the policy, not changing the position of the policy.
- 1.3** Under section 1, the reporting of the Town Clerk's absence has been amended so that the senior manager on duty will report this to Councillors; this ensures that they can then deal with any subsequent queries, rather than the Clerk being encouraged, or feeling obliged, to check their emails whilst on sick leave.
- 1.4** Again, at section 8, it is more practical to enable the Town Clerk to give permission (or not) in the event of an employee looking to do other paid work whilst on sick leave from the Council; it would not be possible to seek Council approval given the timescales involved. In the case of the Town Clerk, the Mayor and Chair of Personnel can give permission (or not) and report this back at the next Personnel meeting.
- 1.5** The additions under section 10, regarding the Sickness Bonus, are the rules under which the bonus scheme is currently operated but just ought to be set out within the policy for complete clarity.


**2. Financial Appraisal**

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

**3. Contact Officer**

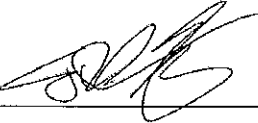
The Contact Officer for this report is Georgia Raeburn, Executive Support Officer.

Executive Support Officer



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Town Clerk



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## Seaford Town Council

### Sickness Absence Policy

Seaford Town Council is committed to maintaining the health, well-being and attendance of all its employees.

The Council's absence policy is based on the following principles:

- It undertakes to provide reasonable payments to employees who are unable to work due to sickness.
- It will support employees who have genuine grounds for absence for whatever reason. This support includes a flexible approach to the taking of annual leave and returning to work after long term sickness.
- It will respect the confidentiality of all information relating to an employee's sickness and information will be held in line with all data protection legislation.

Regular, punctual attendance is an implied term of every employee's contract of employment and the Council asks each employee to take responsibility for maintaining good attendance and reporting absence according to the procedures set out in this policy.

#### 1. Absence reporting

An employee must report their absence from work owing to illness to their line manager by telephone as early as possible and no later than one hour after they are due to commence their working day on which the absence first occurs. When possible notification of absence should be given the previous evening to allow staff cover to be arranged. When reporting their absence, the employee should give a clear indication of the nature of their illness and the likely date of their return to work.

In the case of the Town Clerk being absent, he / she should inform key department managers so they are aware of the absence. If the Town Clerk's absence is to be over one week an email should be sent by the Town Clerk (if practical) to all Councillors by the senior member of staff on duty, advising them accordingly as well as advising of contingencies that are in place.

#### 2. Certification

Sickness certificates are required for all absences and should cover all calendar days, including work days, weekends, public holidays and any days not normally worked.

A self-certification may be made for the first seven calendar days of absence. From the 8<sup>th</sup> day onwards a medical certificate is required. A final Doctor's statement giving the date on which the employee will be fit to resume work must be given to their line manager prior to their return to work of absences where a medical certificate has been obtained.

The Council reserves the right to require an employee to attend an Occupational Health Doctor / professional where it is deemed appropriate.

If the absence is not continuously covered by a self-certificate, Doctor's statement or in-patient certificate, it may be treated as unauthorised absence and dealt with using the disciplinary procedures.

#### 3. Return to Work

On return to work the employee should complete and give to their line manager a Self-Certification Form.

A 'fit for work' certificate is required should the employee wish to return to work before their medical certificate runs out.

On return to work the line manager will have an informal discussion with the employee in order to establish: the reason for and cause of absence, the employee's fitness to return to work and whether they need any support to return to work.

#### 4. Sent Home

If while an employee is at work they decide that they are unwell and need to go home, for health and safety purposes they must inform their line manager before they leave the building. The employee will need to discuss with their line manager how this absence is to be treated i.e. sickness absence or time off in lieu.

#### 5. Medical, Dental, hearing or Optician Appointments

Where possible medical appointments should be made outside of working hours. If this cannot be arranged they should disrupt the working schedule as little as possible, e.g. made early or late in the day. Employees will be required to use ~~TOIL~~ make up the time to cover such absences or take P . 1 4 8 leave.

Where attendance for a medical or hospital appointment necessitates a complete day's absence from work, this will be treated as sick leave (unless annual leave is utilised) and the procedure for self-certification should be followed.

An exception to the above is where an expectant mother/father/person due to have parental responsibility is taking time off to attend an antenatal appointment, as per the Council's Maternity, Paternity & Adoption Leave Policy.

## 6. Use of Leave

The Council recognises that some employees choose to take annual leave or allocate time off in lieu (TOIL) on days or periods where they are ill. This should be discussed with the employee's line manager, who will consider the request for alternative leave instead of sickness absence. The use of annual leave instead of sick leave is however discouraged, as it is not the most beneficial use of an employee's annual leave which is intended to ensure employees take adequate rest periods from work throughout the year.

There may be occasions where it is possible for an employee to work from home despite not being fit enough to attend work, an example may be post-operation/ injury recovery or in the circumstances of contagious illnesses, that physically means they cannot attend the workplace but may still be able to carry out work functions from home.

The Town Clerk will have to consider and approve any requests to work from home and the employee will have to evidence the work done afterwards. The principle consideration when making this decision will be the employee's wellbeing.

## 7. Absence during pregnancy

Pregnancy related absence will be dealt with separately from sickness absence in accordance with the Council's Maternity Policy.

## 8. Sick Pay

An employee will be paid their agreed basic remuneration in line with the scale of payment for any one year that runs from 1<sup>st</sup> April to 31<sup>st</sup> March.

Entitlement to payment is subject to notification of absence and production of medical certificates as required above.

The Council operates the Statutory Sick Pay scheme and the employee is required to co-operate in the maintenance of necessary records. For the purposes of calculating entitlement to Statutory Sick Pay 'qualifying days' are those days on which an employee is normally required to work. Payments made to an employee by the Council under its sick pay provisions in satisfaction of any other contractual entitlement will go towards discharging the Council's liability to make payment to an employee under the Statutory Sick Pay scheme.

The Council reserves the right to require an employee at any time to submit to a medical examination by a medical practitioner nominated by the Council, subject to the provisions of the Access to Medical Reports Act 1988 where applicable. Any costs associated with the examination will be met by the Council.

Whilst on absence due to sickness or incapacity or for any other reason under this policy, the employee is not permitted to undertake any paid work for another employer or for any business established by the employee without express permission from the ~~Council~~ Town Clerk. In the case of the Town Clerk, permission will need to be sought from the Mayor and Chair of Personnel and this shall be reported back to the Personnel Committee at the next available time.

The scale of payment is set out in all employee's contracts of employment, subject to meeting the conditions of the scheme.

## 9. Sickness Levels

Where an employee's levels of sickness absence are causing concern, the Town Clerk will investigate the matter; checking for any patterns in absence or recurring reasons for absence, and looking at whether any adaptations may be needed within the workplace to assist an improvement in absence levels.

Where there is belief that absence levels are at an unacceptable level or unjustified, this may be dealt with initially through informal meetings with the employee or if felt necessary, through the Council's Disciplinary Procedure.

## 10. Sickness Bonus

The Council will reward employees with a small annual bonus within the December pay for those employees with low sickness records for the prior 12 months (1<sup>st</sup> December to 30<sup>th</sup> November) on the following basis;

Zero day's sickness absence	=	£100
Up to <u>and including</u> one day's sickness absence	=	£75

Up to <u>and including</u> two day's sickness absence	=	£50
Up to <u>and including</u> three day's sickness absence	=	£25
<del>More than three</del> Four or more day's absence	=	£0

The bonus entitlement will be calculated pro-rata, by days, for part time employees i.e. an employee that works four days a week would receive 80% of the bonus amount. This will also be calculated pro rata due to length of service for those employees that have joined during the respective period.

Any bonus due will still be paid to employees who are working within their notice period at the cut off date (30<sup>th</sup> November), as recognition for their sickness levels during their employment.

Adopted: ~~April 2017~~ January 2020

Review: ~~April 2020~~ January 2024 (or if legislation changes)