



Seaford Town Council

To the Members of the Finance & General Purposes Committee

A meeting of the **Finance & General Purposes Committee** will be held at **via Zoom*** on **Thursday 24th September 2020 at 7.00 pm**, which you are summoned to attend.

Isabelle Mouland
Assistant Town Clerk
18th September 2020

***see overleaf for important information to join virtual meeting and accessing password**

PLEASE NOTE THAT THIS MEETING WILL BE VIDEO RECORDED

Agenda

1. Apologies for Absence and Declaration of Substitute Members

2. Disclosure of Interests

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

3. Public Participation

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

4. Finance Reports

a. [Receipts, Payments and Bank Reconciliation Reports for June, July and August 2020](#)

To consider report 57/20 regarding receipts, payments and bank reconciliation for June, July and August 2020 and to note the transfers of monies between the Co-operative Current Account and the CCLA Deposit Account (pages 3 to 5).

b. [Finance Report to 31st August 2020](#)

To consider report 58/20 presenting the Income and Expenditure for 1st April 2020 to 31st August 2020 (pages 6 to 21).

5. [Budget Framework and Timetable 2021-2022](#)

To consider report 59/20 advising the Committee of the proposed Budget Framework and Timetable for the 2021-2022 Financial Year (pages 22 to 23).

6. [2020-2021 Discretionary Grants Scheme](#)

To consider report 60/20 presenting the grant requests received (pages 24 to 28).

7. Exclusion of Press & Public

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

8. Receipts Due for Payment as at 31st August 2020

To consider exempt report 61/20 informing the Committee of the receipts due for payment at 31st August 2020 (exempt pages 1 to 5).

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

Isabelle Mouland, Assistant Town Clerk, 37 Church Street, Seaford, East Sussex, BN25 1HG
Email: admin@seafordtowncouncil.gov.uk

Telephone: 01323 894 870 (*please note that due to working from home, this phone line is not currently manned, so please leave a voice message and this will be picked up and forwarded to the relevant member of staff to deal with*)

Zoom Meetings

In line with the Coronavirus Act 2020 and subsequent regulations governing local authorities meetings, the Council will be holding this meeting via the online video conference facility, Zoom.

To join the Zoom meeting follow this link: <https://us02web.zoom.us/j/81073130390>

Meeting ID: 810 7313 0390

Password: (to ensure online security it is recommended that meeting passwords are not publicised and are given directly to those intending to attend the meeting. Please therefore email admin@seafordtowncouncil.gov.uk for the password at least 24 hours before the scheduled meeting date)

Telephone number to join by audio only: 0314 601 196 (you will be prompted to enter the meeting ID and password before joining the meeting)

Zoom Joining Instructions are available to download following the links below:

[Zoom Joining Instructions \(Word\)](#)

[Zoom Joining Instructions \(PDF\)](#)



Agenda Item No:	4a
Committee:	Finance & General Purposes
Date:	24th September 2020
Title:	Receipts, Payments and Bank Reconciliation Reports for June, July and August 2020.
By:	Lucy Clark, Finance Manager
Purpose of Report:	To advise the Committee of Receipts, Payments and Bank Reconciliations for June, July and August.

Recommendations:

The Committee is recommended:

1. To note the report.

1. Information

- 1.1** In line with Financial Regulations 2.2, a member other than the Mayor shall be appointed to verify bank reconciliations. The member shall sign the reconciliations and the original bank statements as evidence of verification. This activity shall then on conclusion be reported, including any exceptions, to the Finance & General Purposes Committee to be noted.
- 1.2** Councillor Mark Brown is the current appointed member and continues to view and verify that he is in agreement with the Co-op bank reconciliations already reconciled by the Finance Manager. However, this task may also be carried out by the Vice Chair of this Committee.
- 1.3** Therefore, and in line with the above, the bank statements for June, July and August have been viewed and verified by Councillor Mark Brown. These are available for councillors to view on the Councillor's shared drive. Hard copies will be available on request.
- 1.4** Attached in [Appendix A](#) is a table showing the total receipts and payments for the months of June, July and August.
- 1.5** Cashbooks and BACS Pages detailing these transactions are available for councillors to view on the Councillor's shared drive. Hard copies will be available on request.
- 1.6** The Finance Manager continues to monitor the Co-operative current account ensuring that there are enough funds to cover monthly outgoings drawing down as necessary from the CCLA account which can be done on a day's notice provided there are two authorised signatories.

- 1.7** For clarity, the CCLA account has been set up in such a way that monies within this account can only be transferred back and forth to the nominated Co-operative Account; other payments from this account cannot be made.
- 1.8** Dividends are earned daily on funds with the CCLA and are paid at the end of each month. Since April 2020, a total of £737.78 dividends has been paid into the Council's current account.
- 1.9** Since 1st April 2020, £200,000 has been drawn down from the CCLA account leaving a balance of £725,000.

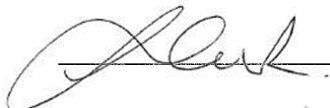
2. Financial Appraisal

As at 31st August the actual monies held in the Co-operative bank account were £271,022.50 along with the £725,000 held in the CCLA account. Please note that the full precept for the year has been received.

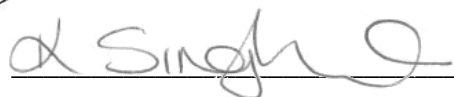
3. Contact Officer

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

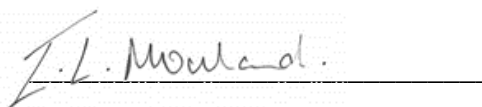
Finance Manager



Responsible Finance Officer



Assistant Town Clerk



Co-Operative Bank Current Account

Month	B/F	Receipts (CR)	Payments (DR)	Balance to C/F
June	£ 280,945.43	£ 74,939.75	£ 162,741.68	£ 193,143.50
July	£ 193,143.50	£ 95,386.30	£ 147,894.49	£ 140,635.31
August	£ 140,635.31	£ 344,478.03	£ 202,182.70	£ 282,930.64

CCLA Investment Account

Month	B/F	CR (Transferred FROM Co-op Account)	DR (Transferred INTO Co-Op Account)	Balance to C/F
May	£ 925,000.00	£ -	£ -	£ 925,000.00
June	£ 925,000.00	£ -	£ -	£ 925,000.00
July	£ 925,000.00	£ -	£ 200,000.00	£ 725,000.00



Seaford Town Council

Report 58/20

Agenda Item No:	4 (b)
Committee:	Finance & General Purposes
Date:	24th September 2020
Title:	Finance Report
By:	Lucy Clark, Finance Manager
Purpose of Report:	To inform Members of the Income and Expenditure to 31st August 2020 and highlight significant variances from budget.

Recommendations

The Committee is recommended:

1. To note the report.

1. Information

- 1.1 Attached in [Appendix A](#) is the detailed income and expenditure for the period 1st April 2020 to 31st August for each Committee compared to the annual budget.
- 1.2 Detail for over performance / underperformance of individual budgets is provided by the Cost Centre Managers when reporting to the relevant committee.
- 1.3 Significant variances, for this committee are reported in [Appendix B](#).
- 1.4 With regards to the Finance & General Purposes Committee report, the overall budget for the period is broadly in line with expectations for the time of year.

2. Financial Appraisal

The financial implications of this report are detailed above.

3. Contact Officer

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

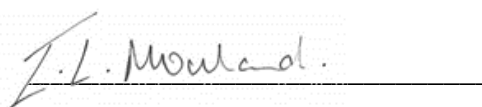
Finance Manager



Responsible Finance Officer



Assistant Town Clerk



Report 58/20 – Appendix A

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Community Services							
105 Salts Recreation Ground							
1050 Income Rent	1,749	2,152	403			81.3%	
1051 Income Insurance Recharge	1,436	1,436	0			100.0%	
1055 Income Memorial Bench	0	1,500	1,500			0.0%	
1058 Income Water Recharge	0	4,579	4,579			0.0%	
1066 Income Concession	2,225	18,825	16,600			11.8%	
1073 Sports Pitch Hire & Green Fees	453	3,636	3,183			12.5%	
Salts Recreation Ground :- Income	5,863	32,128	26,265			18.2%	0
4052 Water & Sewerage	0	8,000	8,000		8,000	0.0%	
4055 Electricity	203	284	81		81	71.6%	
4056 Gas	87	0	(87)		(87)	0.0%	
4100 Telecommunications	91	200	109		109	45.4%	
4115 Insurance	3,582	3,411	(171)		(171)	105.0%	
4250 Public Seating	0	1,000	1,000		1,000	0.0%	
4251 Dog Bin Emptying	781	1,922	1,141		1,141	40.6%	
4252 Litter & Dog Bin Pch & Maint	0	723	723		723	0.0%	
4260 Grounds Maintenance Contract	27,406	71,750	44,344		44,344	38.2%	
4261 Grounds Maint non contract	1,346	6,000	4,654		4,654	22.4%	
4275 Building Maintenance	8,892	4,000	(4,892)		(4,892)	222.3%	4,150
Salts Recreation Ground :- Indirect Expenditure	42,389	97,290	54,901	0	54,901	43.6%	4,150
Net Income over Expenditure	(36,527)	(65,162)	(28,635)				
6000 plus Transfer from EMR	4,150						
Movement to/(from) Gen Reserve	(32,377)						
106 Crouch Recreation Ground							
1050 Income Rent	725	1,625	900			44.6%	
1051 Income Insurance Recharge	617	628	11			98.2%	
1055 Income Memorial Bench	1,285	0	(1,285)			0.0%	
1058 Income Water Recharge	0	1,500	1,500			0.0%	
1073 Sports Pitch Hire & Green Fees	0	10,000	10,000			0.0%	
Crouch Recreation Ground :- Income	2,627	13,753	11,126			19.1%	0
4052 Water & Sewerage	0	6,700	6,700		6,700	0.0%	
4115 Insurance	854	843	(11)		(11)	101.3%	
4250 Public Seating	449	0	(449)		(449)	0.0%	
4251 Dog Bin Emptying	558	1,372	814		814	40.7%	
4260 Grounds Maintenance Contract	16,859	44,029	27,170		27,170	38.3%	

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4261 Grounds Maint non contract	1,172	4,120	2,948		2,948	28.5%	
4275 Building Maintenance	0	1,000	1,000		1,000	0.0%	
Crouch Recreation Ground :- Indirect Expenditure	19,892	58,064	38,172	0	38,172	34.3%	0
Net Income over Expenditure	(17,265)	(44,311)	(27,046)				
107 Martello Fields							
1050 Income Rent	3,127	7,500	4,373			41.7%	
Martello Fields :- Income	3,127	7,500	4,373			41.7%	0
4115 Insurance	7	0	(7)		(7)	0.0%	
4251 Dog Bin Emptying	446	1,098	652		652	40.7%	
4260 Grounds Maintenance Contract	6,197	16,148	9,951		9,951	38.4%	
4261 Grounds Maint non contract	174	4,244	4,070		4,070	4.1%	
Martello Fields :- Indirect Expenditure	6,825	21,490	14,665	0	14,665	31.8%	0
Net Income over Expenditure	(3,697)	(13,990)	(10,293)				
108 Other Open Spaces							
1050 Income Rent	90	90	0			100.0%	
1066 Income Concession	300	0	(300)			0.0%	
Other Open Spaces :- Income	390	90	(300)			433.3%	0
4052 Water & Sewerage	0	331	331		331	0.0%	
4154 Land Registry Fees	0	60	60		60	0.0%	
4251 Dog Bin Emptying	893	2,197	1,304		1,304	40.6%	
4260 Grounds Maintenance Contract	11,853	30,887	19,034		19,034	38.4%	
4261 Grounds Maint non contract	816	7,000	6,184		6,184	11.7%	
4262 Tree Warden Expenses	915	0	(915)		(915)	0.0%	915
Other Open Spaces :- Indirect Expenditure	14,476	40,475	25,999	0	25,999	35.8%	915
Net Income over Expenditure	(14,086)	(40,385)	(26,299)				
6000 plus Transfer from EMR	915						
Movement to/(from) Gen Reserve	(13,172)						
113 Crypt							
1051 Income Insurance Recharge	369	366	(3)			100.9%	
Crypt :- Income	369	366	(3)			100.9%	0
4115 Insurance	369	366	(3)		(3)	100.9%	
4275 Building Maintenance	0	500	500		500	0.0%	
Crypt :- Indirect Expenditure	369	866	497	0	497	42.6%	0
Net Income over Expenditure	0	(500)	(500)				

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	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
114 South Street							
4275 Building Maintenance	0	1,030	1,030		1,030	0.0%	
South Street :- Indirect Expenditure	0	1,030	1,030	0	1,030	0.0%	0
Net Expenditure	0	(1,030)	(1,030)				
115 Martello Tower							
4115 Insurance	1,695	1,695	(0)		(0)	100.0%	
4275 Building Maintenance	525	8,000	7,475		7,475	6.6%	
Martello Tower :- Indirect Expenditure	2,220	9,695	7,475	0	7,475	22.9%	0
Net Expenditure	(2,220)	(9,695)	(7,475)				
116 Seaford Head Estate							
1011 Income Filming	16,925	15,000	(1,925)			112.8%	
1050 Income Rent	5,000	10,000	5,000			50.0%	
1053 Income Grants	0	3,250	3,250			0.0%	
1054 Income Other	0	100	100			0.0%	
1055 Income Memorial Bench	2,000	2,000	0			100.0%	
1066 Income Concession	600	1,800	1,200			33.3%	
1200 Income Nature Reserve	321	750	429			42.8%	
Seaford Head Estate :- Income	24,846	32,900	8,054			75.5%	0
4110 Advertising & Publicity	0	2,884	2,884		2,884	0.0%	
4115 Insurance	851	851	0		0	100.0%	
4199 Other Expenditure	0	1,300	1,300		1,300	0.0%	
4250 Public Seating	68	2,000	1,932		1,932	3.4%	
4251 Dog Bin Emptying	446	1,098	652		652	40.7%	
4260 Grounds Maintenance Contract	731	1,901	1,170		1,170	38.5%	
4261 Grounds Maint non contract	917	3,090	2,173		2,173	29.7%	
4275 Building Maintenance	254	4,000	3,746		3,746	6.4%	
4500 Nature Reserve Expenses	4,016	14,500	10,484		10,484	27.7%	
4501 Filming Expenses	2,885	3,000	115		115	96.2%	
Seaford Head Estate :- Indirect Expenditure	10,169	34,624	24,455	0	24,455	29.4%	0
Net Income over Expenditure	14,677	(1,724)	(16,401)				
117 Seafont							
1011 Income Filming	1,040	0	(1,040)			0.0%	
1057 Income Electricity Recharge	1,032	4,310	3,278			23.9%	
1058 Income Water Recharge	67	99	32			67.5%	

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	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1066 Income Concession	11,708	48,175	36,467			24.3%	
1078 Income Entertainment Area	800	0	(800)			0.0%	
1084 Income Promenade	0	300	300			0.0%	
Seafront :- Income	14,647	52,884	38,237			27.7%	0
4052 Water & Sewerage	0	500	500		500	0.0%	
4055 Electricity	1,032	4,310	3,278		3,278	23.9%	
4115 Insurance	925	875	(50)		(50)	105.8%	
4154 Land Registry Fees	3	0	(3)		(3)	0.0%	
4253 Shelters	600	2,000	1,400		1,400	30.0%	
4254 Martello Entertainments Area	190	0	(190)		(190)	0.0%	
4261 Grounds Maint non contract	3,625	6,000	2,375		2,375	60.4%	
4270 Vehicles & Equipment Maint	0	100	100		100	0.0%	
4275 Building Maintenance	630	3,000	2,370		2,370	21.0%	
Seafront :- Indirect Expenditure	7,006	16,785	9,779	0	9,779	41.7%	0
Net Income over Expenditure	7,641	36,099	28,458				
118 Beach Huts							
1019 Rechargeable Income	3,335	0	(3,335)			0.0%	
1054 Income Other	359	0	(359)			0.0%	
1057 Income Electricity Recharge	50	0	(50)			0.0%	
1060 Beach Huts Site Licence	22,919	22,690	(229)			101.0%	
1061 Beach Hut Annual Rent	13,355	23,636	10,281			56.5%	
1066 Income Concession	2,400	6,000	3,600			40.0%	
1094 Income Seasonal Beach Huts	0	15,000	15,000			0.0%	
Beach Huts :- Income	42,419	67,326	24,907			63.0%	0
4019 Rechargeable Expenditure	3,710	0	(3,710)		(3,710)	0.0%	
4021 Electricity Top Up Cards	40	0	(40)		(40)	0.0%	
4051 Rates	2,051	3,659	1,609		1,609	56.0%	
4110 Advertising & Publicity	0	2,000	2,000		2,000	0.0%	
4115 Insurance	1,179	1,617	438		438	72.9%	
4258 Seasonal Beach Hut Revenue Exp	939	10,000	9,061		9,061	9.4%	
4275 Building Maintenance	2,507	1,061	(1,446)		(1,446)	236.2%	2,030
Beach Huts :- Indirect Expenditure	10,426	18,337	7,911	0	7,911	56.9%	2,030
Net Income over Expenditure	31,993	48,989	16,996				
6000 plus Transfer from EMR	2,030						
Movement to/(from) Gen Reserve	34,023						

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	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
119 Old Town Hall							
1050 Income Rent	638	1,275	638			50.0%	
1051 Income Insurance Recharge	191	191	0			100.0%	
Old Town Hall :- Income	828	1,466	638			56.5%	0
4115 Insurance	191	191	0		0	100.0%	
4275 Building Maintenance	650	3,000	2,350		2,350	21.7%	
Old Town Hall :- Indirect Expenditure	841	3,191	2,350	0	2,350	26.4%	0
Net Income over Expenditure	(13)	(1,725)	(1,713)				
121 Seaford in Bloom							
1054 Income Other	417	417	0			99.9%	
Seaford in Bloom :- Income	417	417	0			99.9%	0
4402 Seaford in Bloom	7,226	9,396	2,170		2,170	76.9%	
Seaford in Bloom :- Indirect Expenditure	7,226	9,396	2,170	0	2,170	76.9%	0
Net Income over Expenditure	(6,810)	(8,979)	(2,169)				
125 Allotments							
1050 Income Rent	1,012	1,016	4			99.6%	
Allotments :- Income	1,012	1,016	4			99.6%	0
4261 Grounds Maint non contract	0	500	500		500	0.0%	
Allotments :- Indirect Expenditure	0	500	500	0	500	0.0%	0
Net Income over Expenditure	1,012	516	(496)				
130 Other Recreation							
4410 Swimming Pool	6,111	10,000	3,889		3,889	61.1%	
Other Recreation :- Indirect Expenditure	6,111	10,000	3,889	0	3,889	61.1%	0
Net Expenditure	(6,111)	(10,000)	(3,889)				
134 CCTV							
4055 Electricity	587	2,554	1,967		1,967	23.0%	
4115 Insurance	386	350	(36)		(36)	110.2%	
4276 CCTV	2,047	9,000	6,953		6,953	22.7%	
CCTV :- Indirect Expenditure	3,020	11,904	8,884	0	8,884	25.4%	0
Net Expenditure	(3,020)	(11,904)	(8,884)				

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	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
135 Community Service Other							
1070 Armed Forces Day Income	0	2,000	2,000			0.0%	
1075 Income Christmas Event	0	7,000	7,000			0.0%	
Community Service Other :- Income	<u>0</u>	<u>9,000</u>	<u>9,000</u>			<u>0.0%</u>	<u>0</u>
4115 Insurance	59	54	(5)		(5)	109.9%	
4195 Events Expenditure	0	3,090	3,090		3,090	0.0%	
4273 Christmas Lights	6,445	15,000	8,555		8,555	43.0%	
4281 Christmas Event Expenses	151	10,300	10,149		10,149	1.5%	
4282 Armed Forces Day Expenditure	0	2,000	2,000		2,000	0.0%	
Community Service Other :- Indirect Expenditure	<u>6,656</u>	<u>30,444</u>	<u>23,788</u>	<u>0</u>	<u>23,788</u>	<u>21.9%</u>	<u>0</u>
Net Income over Expenditure	<u>(6,656)</u>	<u>(21,444)</u>	<u>(14,788)</u>				
225 Projects Pool							
1014 CIL & S106 Receipts	10,950	9,500	(1,450)			115.3%	10,950
1016 Beach Hut Sales	67,083	167,000	99,917			40.2%	106,583
1053 Income Grants	0	320,000	320,000			0.0%	
Projects Pool :- Income	<u>78,034</u>	<u>496,500</u>	<u>418,466</u>			<u>15.7%</u>	<u>117,534</u>
4155 Professional Fees	0	1,000	1,000		1,000	0.0%	
4257 Seafront Improvement Plan	18	88,000	87,982		87,982	0.0%	18
4274 Projects Expenditure	0	39,500	39,500		39,500	0.0%	
4275 Building Maintenance	6	0	(6)		(6)	0.0%	
4301 Public Works Loan Payment	0	5,000	5,000		5,000	0.0%	
4420 Bonn BH Capital Expenditure	500	167,000	166,500		166,500	0.3%	500
4421 Martello Toilets Capital Costs	0	320,000	320,000		320,000	0.0%	
4422 Skate Park in Salts	(5,284)	5,284	10,568		10,568	(100.0%)	
4423 Salts Development Plan	0	35,000	35,000		35,000	0.0%	
4424 South Hill Barn Development	0	25,000	25,000		25,000	0.0%	
Projects Pool :- Indirect Expenditure	<u>(4,760)</u>	<u>685,784</u>	<u>690,544</u>	<u>0</u>	<u>690,544</u>	<u>(0.7%)</u>	<u>518</u>
Net Income over Expenditure	<u>82,793</u>	<u>(189,284)</u>	<u>(272,077)</u>				
6000 plus Transfer from EMR	518						
6001 less Transfer to EMR	117,534						
Movement to/(from) Gen Reserve	<u>(34,222)</u>						
301 Planning & Highways							
4263 Bus Shelter Maintenance/Clean	150	1,030	880		880	14.6%	
4451 Twitten Naming	0	3,000	3,000		3,000	0.0%	
Planning & Highways :- Indirect Expenditure	<u>150</u>	<u>4,030</u>	<u>3,880</u>	<u>0</u>	<u>3,880</u>	<u>3.7%</u>	<u>0</u>
Net Expenditure	<u>(150)</u>	<u>(4,030)</u>	<u>(3,880)</u>				

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	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Community Services :- Income	174,579	715,346	540,767			24.4%	
Expenditure	133,017	1,053,905	920,888	0	920,888	12.6%	
Net Income over Expenditure	41,562	(338,559)	(380,121)				
plus Transfer from EMR	7,612						
less Transfer to EMR	117,534						
Movement to/(from) Gen Reserve	(68,359)						

Finance & General Purposes201 Administration

1053 Income Grants	6,551	0	(6,551)			0.0%	
1054 Income Other	62	100	38			62.5%	
1059 Income Photocopying	20	0	(20)			0.0%	
1062 Income Telephone Recharge	211	644	433			32.7%	
1190 Interest Received	738	5,099	4,361			14.5%	
Administration :- Income	7,583	5,843	(1,740)			129.8%	0
4000 Salaries & Wages	214,156	340,272	126,116		126,116	62.9%	
4001 Employers NI	17,620	28,026	10,406		10,406	62.9%	
4002 Employers Superannuation	24,317	62,457	38,140		38,140	38.9%	
4003 Sub-contracted Staff	0	12,000	12,000		12,000	0.0%	
4004 Staff Welfare Costs	105	1,125	1,020		1,020	9.3%	
4009 Recruitment Costs	220	1,061	841		841	20.7%	
4010 Staff Training	55	4,000	3,945		3,945	1.4%	
4012 Staff Expenses	0	1,030	1,030		1,030	0.0%	
4015 Office Refreshments	0	515	515		515	0.0%	
4100 Telecommunications	1,374	5,150	3,776		3,776	26.7%	
4105 Postage	72	600	528		528	12.0%	
4106 Stationery	159	2,060	1,901		1,901	7.7%	
4107 Photocopier	530	1,648	1,118		1,118	32.1%	
4108 Recycling & Shredding	0	206	206		206	0.0%	
4110 Advertising & Publicity	1,990	5,000	3,010		3,010	39.8%	
4111 Office Purchases - Non Capital	46	1,591	1,545		1,545	2.9%	
4112 Subscriptions	4,055	5,000	945		945	81.1%	
4113 Software Support	8,161	8,685	524		524	94.0%	
4114 Licence Fee	0	35	35		35	0.0%	
4115 Insurance	1,944	1,993	49		49	97.6%	
4116 Web Site	225	850	625		625	26.5%	
4154 Land Registry Fees	0	21	21		21	0.0%	
4155 Professional Fees	5,104	4,000	(1,104)		(1,104)	127.6%	

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	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4156 Bank Charges	473	1,803	1,330		1,330	26.2%	
4157 Audit Fees	(2,550)	3,120	5,670		5,670	(81.7%)	
4182 Catering & Hospitality	0	100	100		100	0.0%	
4199 Other Expenditure	0	120	120		120	0.0%	
4201 Cleaning & Hygiene	99	0	(99)		(99)	0.0%	
4272 Equipment Purchases - Capital	0	2,500	2,500		2,500	0.0%	
Administration :- Indirect Expenditure	278,154	494,968	216,814	0	216,814	56.2%	0
Net Income over Expenditure	(270,571)	(489,125)	(218,554)				
205 Premises - Church Street							
1050 Income Rent	4,641	6,223	1,582			74.6%	
Premises - Church Street :- Income	4,641	6,223	1,582			74.6%	0
4050 Rent payable	9,890	20,373	10,483		10,483	48.5%	
4051 Rates	4,141	5,793	1,652		1,652	71.5%	
4059 Church Street Service Charges	5,437	18,000	12,563		12,563	30.2%	
4115 Insurance	4	0	(4)		(4)	0.0%	
4270 Vehicles & Equipment Maint	131	567	436		436	23.1%	
4275 Building Maintenance	0	1,000	1,000		1,000	0.0%	
4903 Term Maintenance	0	500	500		500	0.0%	
Premises - Church Street :- Indirect Expenditure	19,603	46,233	26,630	0	26,630	42.4%	0
Net Income over Expenditure	(14,962)	(40,010)	(25,048)				
206 Premises - Hurdis House							
1050 Income Rent	11,408	22,580	11,172			50.5%	
1051 Income Insurance Recharge	396	410	14			96.6%	
Premises - Hurdis House :- Income	11,804	22,990	11,186			51.3%	0
4115 Insurance	411	410	(1)		(1)	100.2%	
4301 Public Works Loan Payment	7,501	15,002	7,501		7,501	50.0%	
Premises - Hurdis House :- Indirect Expenditure	7,912	15,412	7,500	0	7,500	51.3%	0
Net Income over Expenditure	3,892	7,578	3,686				
210 Civic Expenses							
1081 Young Mayor Income	0	100	100			0.0%	
Civic Expenses :- Income	0	100	100			0.0%	0
4013 Members Expenses	0	150	150		150	0.0%	
4014 Member Training	0	1,000	1,000		1,000	0.0%	

Continued over page

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4106 Stationery	0	500	500		500	0.0%	
4110 Advertising & Publicity	0	50	50		50	0.0%	
4113 Software Support	2,210	3,618	1,408		1,408	61.1%	
4115 Insurance	226	205	(21)		(21)	110.2%	
4181 Civic - Mayors Allowance	0	1,500	1,500		1,500	0.0%	
4182 Catering & Hospitality	0	500	500		500	0.0%	
4183 Civic - Awards	(34)	500	534		534	(6.9%)	
4184 Civic - other	0	200	200		200	0.0%	
4188 Town Crier Expenses	35	250	215		215	14.0%	
4189 Young Mayor	22	600	578		578	3.6%	
4190 Election Costs	(8,200)	12,000	20,200		20,200	(68.3%)	
Civic Expenses :- Indirect Expenditure	(5,742)	21,073	26,815	0	26,815	(27.2%)	0
Net Income over Expenditure	5,742	(20,973)	(26,715)				
<u>215 Grants</u>							
4401 Grants	1,958	31,000	29,042		29,042	6.3%	
Grants :- Indirect Expenditure	1,958	31,000	29,042	0	29,042	6.3%	0
Net Expenditure	(1,958)	(31,000)	(29,042)				
Finance & General Purposes :- Income	24,028	35,156	11,128			68.3%	
Expenditure	301,885	608,686	306,801	0	306,801	49.6%	
Movement to/(from) Gen Reserve	(277,857)						
Golf Course and The View							
<u>101 Golf Course</u>							
1000 Golf Course Season Ticket	137,902	189,943	52,041			72.6%	
1001 Golf Course Green Fees M-F	74,067	80,850	6,783			91.6%	
1002 Golf Course Green Fees w/eb/h	39,966	73,500	33,534			54.4%	
1003 Golf Course Specials	(1,640)	73,500	75,140			(2.2%)	
1004 Golf Course Locker	1,073	1,000	(73)			107.3%	
1007 Golf Course Air Traffic	3,750	7,500	3,750			50.0%	
1050 Income Rent	0	85	85			0.0%	
1053 Income Grants	2,704	0	(2,704)			0.0%	
1054 Income Other	604	800	196			75.5%	
1077 Income Sale Equipment	7,000	7,000	0			100.0%	
1100 Income Advertising	0	2,500	2,500			0.0%	
1311 Buggy Hire	846	18,540	17,694			4.6%	
Golf Course :- Income	266,272	455,218	188,946			58.5%	0

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	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4000 Salaries & Wages	39,252	96,935	57,683		57,683	40.5%	
4001 Employers NI	3,391	8,440	5,049		5,049	40.2%	
4002 Employers Superannuation	5,272	11,308	6,036		6,036	46.6%	
4004 Staff Welfare Costs	34	346	312		312	9.7%	
4009 Recruitment Costs	410	0	(410)		(410)	0.0%	
4010 Staff Training	0	1,910	1,910		1,910	0.0%	
4011 Staff Protective Clothing	266	1,273	1,007		1,007	20.9%	
4015 Office Refreshments	112	300	188		188	37.3%	
4041 Golf Professional Retainer	21,707	53,894	32,187		32,187	40.3%	
4045 Golf Course Player Costs	203	2,500	2,297		2,297	8.1%	
4046 Golf Club Membership Fees	11,002	15,437	4,435		4,435	71.3%	
4051 Rates	0	21,018	21,018		21,018	0.0%	
4052 Water & Sewerage	198	1,000	802		802	19.8%	
4060 Refuse	62	350	288		288	17.8%	
4100 Telecommunications	290	783	493		493	37.0%	
4105 Postage	0	150	150		150	0.0%	
4106 Stationery	97	400	303		303	24.3%	
4110 Advertising & Publicity	0	5,000	5,000		5,000	0.0%	
4112 Subscriptions	462	600	138		138	77.0%	
4113 Software Support	1,369	1,527	158		158	89.7%	
4114 Licence Fee	75	75	0		0	100.0%	
4115 Insurance	9,499	9,352	(147)		(147)	101.6%	
4116 Web Site	72	74	2		2	97.3%	
4156 Bank Charges	1,673	4,532	2,859		2,859	36.9%	
4201 Cleaning & Hygiene	497	0	(497)		(497)	0.0%	
4251 Dog Bin Emptying	536	1,098	562		562	48.8%	
4261 Grounds Maint non contract	13,924	35,000	21,076		21,076	39.8%	
4270 Vehicles & Equipment Maint	6,092	15,000	8,908		8,908	40.6%	
4271 Vehicle & Equipment Lease	59,141	59,401	260		260	99.6%	
4272 Equipment Purchases - Capital	1,298	11,300	10,002		10,002	11.5%	
4275 Building Maintenance	0	1,200	1,200		1,200	0.0%	
4279 Fire & Security	639	750	111		111	85.2%	
4308 Rent - Shop, Locker & Chng Rms	20,833	50,000	29,167		29,167	41.7%	
4309 Buggy Lease & Maintenance	2,935	7,256	4,321		4,321	40.5%	
Golf Course :- Indirect Expenditure	201,341	418,209	216,868	0	216,868	48.1%	0
Net Income over Expenditure	64,932	37,009	(27,923)				
102 Capital Costs-Golf & The View							
1304 PWLB - Loan Income	0	35,000	35,000			0.0%	
Capital Costs-Golf & The View :- Income	0	35,000	35,000			0.0%	0

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	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4266 Borehole & Related Expenditure	0	35,000	35,000		35,000	0.0%	
4267 Spike Bar Costs	0	38,548	38,548		38,548	0.0%	
4301 Public Works Loan Payment	0	1,971	1,971		1,971	0.0%	
Capital Costs-Golf & The View :- Indirect Expenditure	0	75,519	75,519	0	75,519	0.0%	0
Net Income over Expenditure	0	(40,519)	(40,519)				
103 The View							
1050 Income Rent	250	1,000	750			25.0%	
1053 Income Grants	50,202	0	(50,202)			0.0%	
1054 Income Other	108	0	(108)			0.0%	
1305 Income Hire Pro-Shop & Chg Rms	20,833	50,000	29,167			41.7%	
1306 Income Golf Club Room Hires	0	2,600	2,600			0.0%	
1307 Income Bar Sales	20,361	185,000	164,639			11.0%	
1308 Income Food Sales	34,229	265,000	230,771			12.9%	
1310 Income - Society Food	0	33,500	33,500			0.0%	
1312 Function Food Sales	28	85,000	84,973			0.0%	
1313 Function Bar Sales	0	5,100	5,100			0.0%	
The View :- Income	126,010	627,200	501,190			20.1%	0
4000 Salaries & Wages	86,481	248,030	161,549		161,549	34.9%	
4001 Employers NI	6,050	16,510	10,460		10,460	36.6%	
4002 Employers Superannuation	7,241	16,252	9,011		9,011	44.6%	
4003 Sub-contracted Staff	0	6,000	6,000		6,000	0.0%	
4004 Staff Welfare Costs	42	418	376		376	10.0%	
4009 Recruitment Costs	0	100	100		100	0.0%	
4010 Staff Training	0	1,500	1,500		1,500	0.0%	
4012 Staff Expenses	0	160	160		160	0.0%	
4016 Staff Uniform	0	50	50		50	0.0%	
4017 Timesheet & Rota Software	206	212	6		6	97.0%	
4051 Rates	0	6,755	6,755		6,755	0.0%	
4052 Water & Sewerage	59	4,800	4,741		4,741	1.2%	
4055 Electricity	3,252	20,855	17,603		17,603	15.6%	
4056 Gas	736	5,411	4,675		4,675	13.6%	
4060 Refuse	379	3,605	3,226		3,226	10.5%	
4100 Telecommunications	1,175	3,500	2,325		2,325	33.6%	
4105 Postage	20	100	80		80	19.6%	
4106 Stationery	83	1,061	978		978	7.8%	
4107 Photocopier	0	10	10		10	0.0%	
4110 Advertising & Publicity	91	7,000	6,909		6,909	1.3%	
4112 Subscriptions	0	75	75		75	0.0%	

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	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4113 Software Support	729	1,140	411		411	63.9%	
4114 Licence Fee	1,118	1,000	(118)		(118)	111.8%	
4115 Insurance	3,807	3,920	113		113	97.1%	
4116 Web Site	26	1,500	1,474		1,474	1.8%	
4156 Bank Charges	530	5,243	4,713		4,713	10.1%	
4196 Events Expenditure - The View	0	2,575	2,575		2,575	0.0%	
4201 Cleaning & Hygiene	2,646	17,347	14,701		14,701	15.3%	
4202 Linen Cleaning	44	3,090	3,046		3,046	1.4%	
4270 Vehicles & Equipment Maint	305	2,000	1,695		1,695	15.3%	
4272 Equipment Purchases - Capital	533	1,000	467		467	53.3%	
4275 Building Maintenance	1,862	3,000	1,138		1,138	62.1%	
4276 CCTV	0	1,871	1,871		1,871	0.0%	
4279 Fire & Security	1,168	1,100	(68)		(68)	106.2%	
4301 Public Works Loan Payment	17,103	105,000	87,897		87,897	16.3%	
4303 Food Expenditure	12,526	120,000	107,474		107,474	10.4%	
4304 Bar Expenditure	8,135	55,000	46,865		46,865	14.8%	
4306 Catering Utensils & Equip	0	1,000	1,000		1,000	0.0%	
4307 Bar Utensils & Equip	0	250	250		250	0.0%	
4311 Pest Control	0	768	768		768	0.0%	
4313 Stock Take	300	2,225	1,925		1,925	13.5%	
4314 Cost of Card Top Up Incentives	737	4,500	3,763		3,763	16.4%	
4903 Term Maintenance	0	5,000	5,000		5,000	0.0%	
The View :- Indirect Expenditure	157,382	680,933	523,551	0	523,551	23.1%	0
Net Income over Expenditure	(31,372)	(53,733)	(22,361)				
Golf Course and The View :- Income	392,283	1,117,418	725,135			35.1%	
Expenditure	358,723	1,174,661	815,938	0	815,938	30.5%	
Movement to/(from) Gen Reserve	33,560						
Precept							
801 Precept							
1176 Precept	872,023	872,023	0			100.0%	
Precept :- Income	872,023	872,023	0			100.0%	0
Net Income	872,023	872,023	0				
Precept :- Income	872,023	872,023	0			100.0%	
Expenditure	0	0	0	0	0	0.0%	
Movement to/(from) Gen Reserve	872,023						

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	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	1,462,913	2,739,943	1,277,030			53.4%	
Expenditure	793,625	2,837,252	2,043,627	0	2,043,627	28.0%	
Net Income over Expenditure	<u>669,288</u>	<u>(97,309)</u>	<u>(766,597)</u>				
plus Transfer from EMR	7,612						
less Transfer to EMR	117,534						
Movement to/(from) Gen Reserve	<u>559,367</u>						

Report 58/20 – Appendix B

Finance & General Purposes Committee Variance Reporting 24/09/2020

		Previously Reported	Current Update
201	Administration		
1053	Income Grants	The income showing in this account relates to the Furlough grant received.	As previously reported
1190	Interest Received		The interest received is from the CCLA Investment A/C. The budget of £5,099 was based on putting an amount into the Property Investment fund but this is no longer a viable option and so the budget will not be met.
4000	Salaries & Wages		The variance to budget is due to unexpected paid additional hours worked by staff during the COVID-19 crisis and other staffing changes as agreed by Full Council in July 2020.
4001	Employers NI		The variance to budget is a direct consequence of 4000
4002	Employers Superannuation		The variance to budget is due to, at time of budgeting, the Town Council not being aware of increases.
4112	Subscriptions	This is showing a higher % of expenditure due to the majority of subscriptions being paid at the beginning of the financial year.	As previously reported
4113	Software Support	This is showing a higher % of expenditure due to the annual Schools ICT costs being paid at the beginning of the financial year. However, there have also been unexpected costs due to COVID10 including new desktop remote licences and SIRAS accounts of approx. £600 and the Zoom annual subscription of £145. In addition, it was realised that the Del Server Warranty had to be renewed at a cost of £676.	An invoice will be issued in September taking the amount over budget. But as the invoice relates to part of next year's costs, an accrual will be made at the end of the year bringing the account back to budget.
4115	Insurance	The insurance costs are paid out at the beginning of the financial year and it is not expected there will be any further costs this year.	As previously reported

4157	Audit Fees	The audit fees show a credit due to an accrual made from the previous year. (The audit invoices are always received once this audit is complete and this is always within the next financial year so an accrual needs to be made)	As previously reported
205	Premises Church Street		
1050	Income Rent	The income showing relates to the first 9 months. The remaining 3 months will show in the December accounts.	As previously reported
206	Hurdis House		
4115	Insurance	The insurance costs are paid out at the beginning of the financial year and it is not expected there will be any further costs this year.	As previously reported
210	Civic Expenses		
4113	Software Support	This is showing a higher % of expenditure due to the annual Schools ICT costs being paid at the beginning of the financial year along with 50% of the Office 365 costs.	As with the admin cost centre, an invoice will be issued in September taking the amount over budget. But as the invoice relates to part of next year's costs, an accrual will be made at the end of the year bringing the account back to budget.
4115	Insurance	The insurance costs are paid out at the beginning of the financial year and it is not expected there will be any further costs this year.	As previously reported
4183	Civic - Awards	The credit amount showing in this account relates to an accrual from the previous year where it was thought that this would be spent by the previous Young Mayor for his awards.	As previously reported
4190	Election Costs	The credit of £8,200 relates to an accrual from the previous year for the Feb 20 by-election costs. The Finance Mgr is still waiting for a breakdown of costs from LDC.	Whilst the invoice has not yet been received, it has been advised by LDC that the cost will £5,959 resulting in a saving of £2,241.
215	Grants		
4401	Grants	The grants process has been delayed this year due to COVID-19.	The grant process has commenced and the amount recommended to be awarded is £20,474 leaving a saving of £8,568 from the budgeted amount which will go back into general reserves at the year end.



Seaford Town Council

Report 59/20

Agenda Item No:	5
Committee:	Finance & General Purposes
Date:	24th September 2020
Title:	2021-22 Budget Framework and Timetable
By:	Lucy Clark, Finance Manager
Purpose of Report:	To advise the Committee of the proposed Budget Framework and Timetable for 2021-22

Recommendations

The Committee is recommended:

- 1. To approve the Budget Framework and Timetable.**
-

1. Information

- 1.1** Financial Regulations state that the RFO is responsible for the development of the Budget Framework and Timetable each year, which will set out the proposed strategy and timescale for the setting of the annual Revenue and Capital Budget. The Budget Framework and Timetable will be approved each year by Finance & General Purposes Committee.
- 1.2** In the autumn, in consultation with the Finance Manager, each Committee shall formulate proposals for its own area of responsibility in respect of revenue.
- 1.3** The preparation of the budget for 2021-22 will commence in due course once the September transactions have been finalised. The transactions for the six months to September will be used as a base for the projected outturn for 2020-21 and the initial budget for 2021-22.
- 1.4** Meeting dates have been arranged with relevant officers to go through the budgets line by line. Further meetings have been arranged with the Chairs of each committee.
- 1.5** The proposed budgets will then be presented at the following committee meetings:

Date	Meeting	Action
10 th November 2020	Community Services Committee Meeting 7pm via Zoom	Budget Approval
1 st December 2020	Golf & The View Committee Meeting 7pm via Zoom	Budget Approval

17 th December 2020	Finance & General Purposes Committee Meeting 7pm via Zoom	Budget Approval
14 th January 2021	Councillor Working Group Meeting 7pm via Zoom (not a public meeting)	Informal Discussion on Proposed Full Budget
28 th January 2021	Full Council Meeting 7pm via Zoom	Consideration of Full Budget and Final Approval & Precept set

2. Financial Appraisal

There are no immediate financial implications resulting from this report.

3. Contact Officer

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

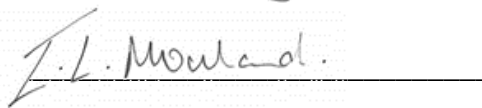
Finance Manager



Responsible Finance Officer



Assistant Town Clerk





Seaford Town Council

Report 60/20

Agenda Item No:	6
Committee:	Finance & General Purposes Committee
Date:	24th September 2020
Title:	Grant Applications for 2020-21
By:	Lucy Clark, Finance Manager
Purpose of Report:	To consider grant requests as detailed in Appendices A and B

Recommendations

The Committee is recommended:

- 1. To consider and approve the grant requests detailed in Appendices A and B, as recommended by the Grants Working Group.**
 - 2. To consider and approve that from 1st April 2021, a three year service level agreement be put in place for the Citizens Advice Bureau (CAB) and Community Transport for Lewes Area (CTLA), to ensure continuity of funding with the specific terms being presented to Full Council for approval as part of the budget setting process.**
-

1. Information

- 1.1** Due to the COVID-19 pandemic, this year's Grants Scheme was slightly delayed with the opening date for applications being 10th July 2020. The deadline for returning the completed forms to the Town Council with all supporting documentation was noon on 14th August 2020.
- 1.2** The approved budget for both small and large grants in 2020-21 was £31,000. At the beginning of the pandemic, emergency funding was awarded to Seaford Volunteer Emergency Team, £1,500 and Seahaven Storehouse, £458. Leaving £29,042 in the budget.
- 1.3** The maximum grant that can be awarded for large grants is £3,000 although more may be applied for in exceptional circumstances. This applies to two grant applicants, namely the Citizens Advice Bureau (CAB) and Community Transport for Lewes Area (CTLA).
- 1.4** Historically, CAB and CTLA funding was dealt with separately to other grant applications and these grants were awarded prior to the official grant process. This was to ensure that funding was in place for 1st April to guarantee continuation of service. However, during 2015-16 it was agreed that they should be included within the overall grant procedure to ensure fairness and equality throughout the process.

Although they now receive their grant later in the year, their service provision is still dependent upon receiving financial support from the Town Council, therefore officers recommend that the Committee considers agreeing to a Service Level Agreement (SLA), for three years, with these two groups. This would ensure

continuity of funding, hence service, and enable better planning for both the Council and the groups.

- 1.5** It is anticipated that, subject to being approved, the SLAs will be factored in with the budget setting process and the final terms of the SLAs presented to Full Council for approval in January.
- 1.6** The grants scheme is promoted via press releases, the Town Council's website and Facebook advising those who may wish to apply to do so by downloading an application form direct from the Town Council's website.
- 1.7** Eighteen applications were received in total. The small grant applications totalled £1,510 and the large grant applications totalled £30,524.60 (including CAB and CTLA).
- 1.8** The Grants Working Group met on 1st September 2020 via Zoom. Full applications and supporting documents were made available to all Committee members for consideration prior to this meeting.
- 1.9** The working group were able to assess each application individually and take time to score these in line with the Town Council's Discretionary Grants Policy. Following this process, the working group recommends that the awards are granted as in Appendix A and B for both small and large grants applicants.
- 1.10** It is recommended that a total amount of £900 is awarded for the small grants which are individually listed in [Appendix A](#).
- 1.11** It is recommended that a total amount of £19,574 is awarded for the large grants which are individually listed in [Appendix B](#).
- 1.12** When considering all the applications both large and small, the working group did so in full recognition of the Town Council's Discretionary Grants Policy. Where organisations exist for the sole benefit and pleasure of their members or undertake activities which do not complement the functions of the Town Council, members gave careful consideration, given the limited funds available.
- 1.13** Due to the overall amount requested exceeding the budget along with the Town Council's difficult financial situation during the current pandemic, this has resulted in some grant applications being turned down and others being reduced.

2. Financial Appraisal

The budget allocated for all grants is £29,042. The total amount of grants requested was £32,034.60. The recommendation is to award a total amount of £20,474, allowing a saving of £8,568 to be returned to the General Reserve.

3. Contact Officer

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

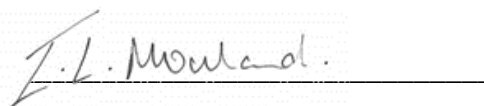
Finance Manager



Responsible Finance Officer



Assistant Town Clerk



Report 60/20 – Appendix A

	A	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
1	Small Grants Returned Applications - 2020-2021														APPENDIX A
2	CRITERIA TO BE MET														
	Name of Organisation	Date Application Received	Awarded 2019/20	A. Voluntary / Community Group	B. Constitution	C. Bank Account In Group Name	D. Copy of Latest Accounts	E. Two Estimates provided	F. Copy of Public Liability	Application checked against Grants Policy	Purpose of Grant (As shown on application form)	No. or % of residents benefiting being from Seaford	Amount Requested 2020	Grants Working Group Recommendation to Award	Notes
3	Bishopstone Parish Hall	14/08/2020	£ 500.00	Y	Y	Y	Y	Y	N/A	Y	Cabinet & Related Fittings to House a Defibrillator & Planning Costs if needed.	100%	£500.00	£500.00	Conditional: It is recommend to award up to £500 should planning permission be forthcoming
4	Seaford Community Partnership	13/08/2020	£ -	Y	Y	Y	Y	N/A	Y	Y	To cover administrative costs such as insurance and room hire etc	Beneficial to all Seaford Residents	£400.00	£400.00	It is recommended to award the amount requested.
5	Seaford Evening Flower Club	14/08/2020	£ -	Y	Y	Y	Y	N/A	Y	Y	To promote the club with an open event in March; hall hire, purchase of flowers for demos and to cover cost of publicity.	76% of members from Seaford	£150.00	£0.00	It is recommended not to give an award as this is not something the council can afford to contribute to during this current climate.
6	Willett Charitable Trust Bishopstone	27/07/2020	£ -	Y	Y	Y	Y	Y	N/A	Y	Two strimmings @ £170 each and three grass cuts @ £40 each.	All residents in the Bishopstone area	£460.00	£0.00	It is recommended not to give an award as this is not something the council can afford to contribute to during this current climate.
7															
8															
9											Total Amount		£1,510.00	£900.00	

Report 60/20 – Appendix B

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Large Grants Returned Applications - 2020-2021																
2																	
3																	
4			CRITERIA TO BE MET														
5	Name of Organisation	Date Application Received	Awarded in 2019/20	A. Voluntary / Community Group	B. Constitution	C. Bank Statement (In Group Name)	D. Copy of Latest Accounts / or Income & Expenditure Forecast	E. Equality and /or Equal Opportunities Policy	F. Copy of Public Liability Insurance	G. Safeguarding Policy (Children or Vulnerable Adults)	Application checked against Grants Policy	Notes	Purpose of Grant	No. or % of residents benefiting being from Seaford	Amount Requested 2020	Grants Working Group Recommendation to Award	Comments
6	CAB - Lewes District Citizens Advice	21/07/2020	£ 5,000.00	Y	Y	Y	Y	Y	Y	Y	Y		As a contribution to the staffing and running costs needed to run our service to the community.	522	£ 5,000.00	£ 5,000.00	Recommended to award full amount
7	CTLA Community Transport	24/07/2020	£ 4,000.00	Y	Y	Y	Y	Y	Y	Y	Y		To Assist with the Continuation of our Seaford Dial-A-Ride Service Assisting Residents with their Transport Needs & Supporting those that are unable to travel.	15% of their members live in Seaford	£ 4,000.00	£ 2,000.00	Whilst STC does value this service, it is a difficult year financially and as this is run commercially with paid drivers and commercial trips, it is recommended that the request be reduced.
8	Cuckmere Buses	13/08/2020	£ 1,000.00	Y	Y	Y	Y	Y	Y	See note	Y	A DBS Policy has been provided rather than a safeguarding policy	To help meet ongoing annual running costs & avoid deficits.	Approx 31,174 passengers on the Seaford Routes	£ 3,000.00	£ 2,000.00	Shows a year's expenditure in reserves - recommended to reduce the award to the same as CTLA.
9	Downs Syndrome Development Trust	13/08/2020	£ 625.00	Y	Y	Y	Y	Y	Y	Y	Y		To support 6 Seaford based children with DS & their families to access our diverse range of programmes over period of 12 months.	25 Residents (to include family members of the 6 children)	£ 1,500.00	£ 1,250.00	Recommended to award just under the full amount.
10	Friends of Bishopstone Station	05/08/2020	£ 500.00	Y	Y	Y	Y	Y	N/a	N/a	Y	Policy for E is within their constitution.	For a 'Lest We Forget' memorial bench.	All residents using the station.	£ 1,236.60	£ -	As this is not a necessity, it is thought that donations could be received through fundraising. It is recommended no to award a grant this year but welcomes an application next year.
11	Seaford Bonfire Society	12/08/2020	£ 2,000.00	Y	Y	Y	Shown within the application form	Y	Y	Y	Y		Coronavirus has decimated our usual 2020 fundraising activities. Marquee, trestle tables & hi-viz jackets all need replacing.	Approx 10,000 people	£ 1,170.00	£ -	The Seaford Bonfire night has been cancelled this year so it is recommended not to give an award and advise to look at sharing resources with other groups. Application would be welcomed next year.
12	Seaford Town Football Club	14/08/2020	£ 2,000.00	Y	Y	Y	Y	Y	Y	Y	Y		To make the clubhouse facilities accessible for all disabilities.	Out of the 972 members and participants, 75% from Seaford	£ 3,000.00	£ 2,200.00	Conditional: It is recommended to match fund up to £2,200. STC will award this amount on proof of other income raised.
13	SeaFriends	11/08/2020	£ -	Y	Y	Y	Y	Y	N/A	Y	Y		We are currently funded by the Lottery Covid Funding until November. This grant will go towards the running costs after this time whilst we secure future funding. It will go towards transport, hall hire and refreshments for group meetings.	Approx 100.	£ 2,000.00	£ 624.00	Conditional: - It is recommended to match fund up to £624 for the hall hire. STC will award this amount on proof of other income raised and that the sessions are able to go ahead.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1																	
2																	
3																	
4			CRITERIA TO BE MET														
5	Name of Organisation	Date Application Received	Awarded in 2019/20	A. Voluntary / Community Group	B. Constitution	C. Bank Statement (In Group Name)	D. Copy of Latest Accounts / or Income & Expenditure Forecast	E. Equality and /or Equal Opportunities Policy	F. Copy of Public Liability Insurance	G. Safeguarding Policy (Children or Vulnerable Adults)	Application checked against Grants Policy	Notes	Purpose of Grant	No. or % of residents benefiting being from Seaford	Amount Requested 2020	Grants Working Group Recommendation to Award	Comments
14	Seahaven FM Broadcasting	23/07/2020	£ -	Y	Y	Y	Y	Y	Y	Y	Y		To help "kickstart" the Seaford town centre business economy, post Covid 19, by use of subsidised radio advertising campaign for 3 months leading up to Christmas 2020.	Potentially 27,000 listeners & 250 businesses	£ 1,118.00	£ -	Whilst STC appreciates the station wanting to support local businesses, it is recommended not to give an award as there are concerns on how big the listening audience is and how effective the adverts would actually be. It was suggested that a more effective way could be to hold interviews with local businesses.
15	SeeAbility	06/08/2020	£ 2,675.00	Y	Y	Y	Y	Y	Y	Y	Y		The grant would support our volunteer co-ordinator (VC) role along with training & development of volunteers. Would also help to match volunteers with individuals.	14 people with complex disabilities	£ 3,000.00	£ 2,000.00	It is recommended to award two thirds of their request.
16	St Wilfrid's Hospice	15/07/2020	£ 2,000.00	Y	Y	Y	Y	Y	Y	Y	Y		To buy further laptops for the Community Nursing Team which would save valuable time to spend longer with patients and help with instant referrals etc.	Approx 120 beneficiaries from Seaford	£ 3,000.00	£ 2,000.00	It is recommended to award two thirds of their request.
17	Waves	14/08/2020	£ 2,500.00	Y	N	Y	Y	Y	Y	Y	Y		To support some of our clients who are in need of professional counselling identified by our Family Support Worker or Community Outreach Worker.	98% of clients are from Seaford. 10 families would receive 6 sessions of	£ 2,500.00	£ 2,500.00	It is recommended to award the full amount requested.
18																	
19													Total Requested		£ 30,524.60	£ 19,574.00	